



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: October 18, 2018

Staff Contact: Jerome Tushbant, JTushbant@carson.org

Agenda Title: For possible action: To accept a grant from the Department of Justice, 2018 Edward Byrne Memorial Justice Assistance Grant Program, to fund a Behavioral Health Peace Officer position in the amount of \$93,480. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This grant would provide funds in an effort to prevent and reduce crime and to improve the criminal justice system within Nevada and Carson City. The Behavioral Health Peace Officer position would fill the gaps and supplement current programs including MOST (Mobile Outreach Safety Team) and FASTT (Forensic Assessment Services Triage Team). The position would also enhance community conversation, provide departmental training and serve as a first responder to critical calls for service.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to accept the grant from the Department of Justice, 2018 Edward Byrne Memorial Justice Assistance Grant Program, to fund a Behavioral Health Peace Officer position in the amount of \$93,480.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

The overarching goal of Carson City's Behavioral Health Peace Officer position is, at the core, the basis for public safety: save lives and improve individuals' quality of life. This must be performed through objective and measurable results. This program will address these problems through two strategies: a) diverting appropriate individuals from arrest, and b) reducing incarceration time of those who are arrested. These goals will be achieved through collaborative partnerships with non-law enforcement governmental agencies, courts, and non-profit organizations, strengthening the resolve and partnership with the Mobile Outreach Safety Team, instructing deputies and regional partners in behavioral health best practices and collaborating with the members of the Forensic Assessment Services Triage Team. Request to apply for Behavioral Health Grant was taken and approved by the board on April 5, 2018.

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Behavioral Health 275-2021-421.XX-XX

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

The grant has no required match but does not cover the entire expense related to this officer of \$93,480. Some of the uncovered expenses are contractual obligations including; longevity, physical agility, POST education payment, and uniform allowance and overtime, which we estimate to total \$8,100 for the year. This amount would need to be augmented from the General Fund.

Alternatives

Not to accept the grant.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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APPLICATION



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Section I

A. Application for (Check only one, double click on checkboxes to check):

- Justice Assistance Grant (JAG) Residential Substance Abuse Treatment (RSAT)
 Paul Coverdale Forensic Science Improvement (FSI)
 Other (Name) _____

B. Applicant Agency

Name:	Carson City Sheriff's Office	
Mailing Address	911 East Musser, Carson City, NV 89701	
Physical Address	911 East Musser	
City	Carson City	NV
Zip (9 digit zip required)	89701	
Federal Tax ID #:	88-6000189	
DUNS Number:	073787152	
Has your agency registered with the System for Award Management (SAM) previously known as CCR data base? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PLEASE ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION		

C. Direct Award from US Department of Justice (DOJ)

Did the applicant agency receive a direct DOJ award last year? <input type="checkbox"/> Not Applicable or <input type="checkbox"/> No (<i>continue to the next field</i>) <input checked="" type="checkbox"/> Yes, what was the amount awarded? \$ 11,857 Did the application agency receive a Federal award in FFY 2017 for the same project or same type of project? <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Yes, what was the amount awarded? \$ _____ and what is the name of the award received _____



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D. Project Title

Behavioral Health Peace Officer
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E. Project Period (period of performance)

From: 10/01/2018	To 09/30/2019
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F. Purpose/Program Area: (choose one by checking the corresponding box)

1. Law enforcement programs.
2. Prosecution, defense and court programs. (Not drug courts – see # 5)
3. Prevention and education programs.
4. Corrections and community corrections programs.
5. Drug treatment and drug courts programs.
6. Planning, evaluation, and technology improvement programs.
7. Crime victim and witness programs.

G. Project Director

Name:	Jerome Tushbant	
Title	Assistant Sheriff	
Phone	(775) 283-7804	
Email	jtushbant@carson.org	
Address	911 East Musser	
City	Carson City	NV
Zip (9 digit zip required)	89701	



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H. Fiscal Officer:

Name:	Casey Otto	
Title	Business Manager	
Phone	(775) 283-7811	
Email	cotto@carson.org	
Address	911 East Musser	
City	Carson City	NV
Zip (9 digit zip required)	89701	

I. Project Point of Contact:

Name:	Jerome Tushbant	
Title	Assistant Sheriff	
Phone	(775) 283-7804	
Email	jtushbant@carson.org	
Address	911 East Musser	
City	Carson City	NV
Zip (9 digit zip required)	89701	

J. Agency's Human Resource Representative

Name:	Sharon Daniels	
Title	Administration Chief	
Phone	(775) 283-7805	
Email	saniels@carson.org	
Address	911 East Musser	
City	Carson City	NV
Zip (9 digit zip required)	89701	



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K. All Agencies

Please provide information on the agencies' financial stability and capabilities, see below.

What type of accounting system is used?	NaviLine
Are revenues and expenditures tracked separately? And how?	Yes, by separate general ledger accounts
What other funding is received? (i.e., government general funds, grant funds, donations, etc.)	We receive grants, general funds from the City and Donations from the public
Are there procedures in place to separate duties and approvals?	Yes there is a segregation of duties
Are funds comingled?	We have a single bank account with separate general ledger accounts for both revenue and expenditures
Is staff familiar with the OMB Circular and Federal grant requirements?	Yes

L. Previous Funding Received from OCJA:

Year	Award Number	Federal Amount Awarded (\$)
2017	16-JAG-03	\$117,000
2017	16-JAG-02	\$58,402
2017	2016-DJ-BX-0458	\$11,566
2015	2015-UM-WX-0049	\$375,000

M. Proposed Project Budget Summary:

Category	Federal Amount Requested (\$)
Personnel	\$93,480
Consultant/Contract	0
Travel	0
Supplies/Operating	0
Equipment	0
Confidential Funds	0
Total Federal Funding Requested (\$)	\$93,480

N. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project described in this application meets all requirements of the legislation governing the grant as indicated by the



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attached Certifications found in Section IV; that all the information contained in the application is correct; that the appropriate coordination with affected agencies took place; that this agency agrees to comply with all provisions of the applicable grant program, including the reporting requirements. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Statement of Grant Award, and the current applicable OCJA Administrative Manual.

To eliminate the possibility of supplanting, my signature also confirms the items requested within this application are not included in the agency's current budget.

Authorized Officials

Name (type/print):

Phone: _____

eMail: _____

Title:

Signature:

Date:



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Abstract:

The Carson City Sheriff's Office is requesting federal funds in the amount of \$93,480 for the Behavioral Health Peace Officer Program. This specialized deputy will focus efforts solely on those in the community who are in crisis, their family, and collaborating with behavioral health services. This peace officer will use their unique position as a first responder to implement evidence based decisions and fill the gaps between current programs. This program addresses the escalating challenges facing law enforcement when contacting individuals with mental illness and those suffering in immediate crisis. The program will provide for appropriate diversion from arrest and reduction of days in jail for the target population.



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General Overview

The Consolidated Municipality of Carson City, Nevada's territorial and state capital, has a rich and colorful frontier past. Carson City was founded as a community in 1858; seven years after the first settlement of the Eagle Station Trading Post. President Abraham Lincoln, recognizing the importance of Nevada's silver and gold to the Union's Civil War effort and signed the proclamation that ushered Nevada into statehood on October 31, 1864. As Nevada's capital and only consolidated municipality, in 1969, Ormsby County was merged into Carson City to consolidate government services.

Carson City has an estimated population of approximately 55,000 people, with a majority living in the Eagle Valley portion of the community¹. Indications are that the population will grow, placing more demands on public safety, as Carson City is prepared to issue up to 700 permits per year for new residential housing. As a city/county consolidation, Carson City has unique opportunities through streamlined bureaucracy and centralization of government.

The Carson City Sheriff's Office is the primary law enforcement agency for the city/county. With a total of 135 full time positions, the Sheriff has several divisions to include Patrol, Detention, Investigations, Administration, Communications, and Civil. The department has 48 deputies assigned to patrol, a ratio of about 1.1 peace officers per 1000 residence, well below national averages.² It is notable that during the economic downturn of the mid 2000's, the agency was required to eliminate 18 positions and to this day has not reinstated the personnel.

The 274-bed detention facility is often near capacity and is staffed by 35 deputies; there is no paid civilian staff in the jail. As a limited contact facility there is minimal staff; at times only three line level peace officers are on duty at any one time. The jail receives and houses pre-trial and post-conviction offenders from sources such as the patrol deputies, court remands, Carson City Alternative Sentencing, Nevada Highway Patrol, Parole and Probation, Washoe Tribal Police, Nevada Department of Corrections, and various other agencies.

Carson City is the regional hub for the surrounding rural counties and as the state capital, the epicenter for state government. Surrounded by Washoe, Storey, Douglas, and Lyon counties, Carson City is the location for multiple prisons, the regional medical and behavioral health centers, National Guard Headquarters, as well as Western Nevada College. As the regional core for health, employment and entertainment, the population often surges well beyond the official census numbers.

As a community greatly affected by the events of the 2011 mass murder at the IHOP Restaurant, the Carson City Sheriff's Office has made addressing mental illness a priority. "That event changed our community forever in how we approach mental health and the devastating effects

¹ Carson City, Nevada official website: City Facts: <http://carson.org/residents/city-facts#ad-image-0> U.S Census Bureau.

² <http://www.theiacp.org/portals/0/pdfs/Officer-to-Population-Ratios.pdf>



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of leaving a crisis circumstance unchecked or without adequate resources."³ The office is collaborating with state agencies, private partners, and community non-profits in order to do everything within resources to avoid the next tragedy. As a top priority the Sheriff's Office has utilized only existing resources, stretching personnel, and proactively reached out to those in crisis through the Mobile Outreach Safety Team ("MOST"), working with families, supporting Mental Health Court, and referring those in need to appropriate resources. This approach has shown progress; however, there is much work to be done and there are gaps in our ability to effectively respond to those in need.

As a complex medical diagnosis, it must be understood that mental illness as discussed in this application applies to significant disturbance in an individual's cognition, emotional regulation, or behavior that reflects in mental functioning⁴. The individual at focus may be overwhelmed and "in crisis" due to an event, or could be suffering from a psychological, biological, or developmental process resulting in serious and/or persistent mental health illness. When this population comes to the attention of law enforcement many times it is due to minor legal, social, or work problems. More severe cases involve repetitive contacts with law enforcement or the inability to care for themselves which can result in, or be aggravated by, unemployment and homelessness. Many of these individuals are facing co-occurring substance use disorders. It must also be understood that the vast majority of those in our community with mental illness will never have any significant contact with law enforcement; however, for those who do require intervention- we must be ready.

In the most basic of terms the establishment of a Behavioral Health Peace Officer ("BHPO") is intended to be a humane and respectful approach to those individuals with mental illness. A dedicated position of a peace officer with specialized training in handling these types of individuals will divert the unnecessary entry of certain people into the criminal justice system, reduce stigma, bring together allied resources for a multi-disciplinary approach to problem solving, reduce the custody time for offenders, assist in the transition from custody to services, and be a part of a client's sustained motivation to change. In other words, this position will save lives and improve the quality of life of those who suffer from mental illness, their families, and everyone who lives, works or visits Carson City.

This grant application, and the award of a Behavioral Health Peace Officer, is a direct reflection of the OCJS's Strategic Plan as well as the mission of Carson City and the Sheriff's Office. This position will directly address issues of mental health within the community, work closely with resources in the community, assist in the reentry of offenders including assisting in the hand-off between the jail and services, conduct training of peace officers in the region, and further reduce interaction with the criminal justice system through preventative and proactive involvement with potential and identified mental health population.

³ Quote from US News A World Report. June 2, 2017, "Carson City Working to Address Mental Health Issues" <https://www.usnews.com/news/best-states/nevada/articles/2017-06-02/carson-city-working-to-address-mental-health-issues>

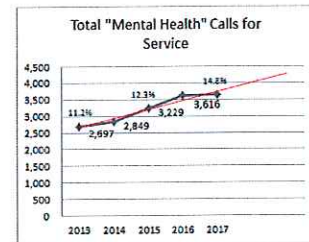
⁴ Haneberg, Fabelo, Osher & Thompson (2017, January) "Reducing the Number of People with Mental Illness in Jail.



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Problem Statement:

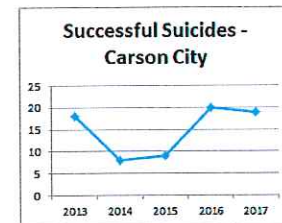
Addressing mental health by law enforcement is a significant challenge, and Nevada is consistently at the bottom of national rankings; highest prevalence of mental illness and the lower rankings for access to care⁵. Access to care is even more complex as 24.2% of the population is uninsured⁶. With historical budgetary reductions in personnel, the Carson City Sheriff's Office has focused, with notable success, a grassroots effort in accepting the challenge for improvement. Even with these positive results, there are gaps to be filled and much more work that must be done. Individuals with significant behavioral health challenges are often relegated to locations of last resort such as jails and emergency rooms. These are not places that promote long term mental health or therapeutic endeavors.



The Carson City Sheriff's Office has identified several types of calls for service which often result in contacting a person with mental illness⁷. As seen in the illustration, there has been a continual increase in demand for specific types of services involving mentally ill, accounting for nearly 15% (3,616) of the total call volume⁸. When including all calls, regardless of the dispatched classification, about 60% have mental health at the core of the problem⁹.

Accomplished suicide and suicide attempts are often cited as a measurement for a community's mental health. For Carson City, this number is notable with 3.7 percent of the adult population having serious thoughts about suicide within a 12 month period and local emergency rooms reporting 549 attempts¹⁰. The Carson City Coroner's office has noted an unexplained spike in successful acts of suicide, with the number more than doubling since 2015, see illustration.

Although Carson City is considered a rural county, it is the regional center for employment, social services, government, and healthcare. Many move to the community for work or access to specific resources; others are brought to resources and are unable to leave for variety of reasons. As the home to the Mallory Behavioral Health Center, State Behavioral Health, and Carson-Tahoe Regional Medical Center many law enforcement contacts are the result of client's seeking or being transported to local facilities for treatment. Once released from these facilities many do not have the resources, or perhaps reason, to return to their original county. This population then falls into unstable housing,



⁵ 2017 State of Mental Health in America- Ranking the States. Found at www.mentalhealthamerica.net

⁶ Carson City Health Department (2012)

⁷ Suspicious subject, calls involving MOST, "Subject Mental", "Subject Mental Transport", welfare checks, unwanted subject, suicide and suicide attempts, as well as assisting Carson City Fire Department with overdose and psychiatric calls for service.

⁸ Total calls for service 2013) 24,179 2014) 24,848 2015) 26,216 2016) 25,336 2017) 24,699

⁹ Pettaway, T. (2018, Feb.27). "Sheriff: Mental health issue with 60 percent of Carson City calls". Nevada Appeal, <https://www.nevadaappeal.com/news/local/sheriff-mental-health-issue-with-60-percent-of-carson-city-calls/>

¹⁰ Behavioral Health Summary (January 2017);



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homelessness, employment challenges, and may come to the attention of the Sheriff's Office through welfare checks, criminal offenses, or anti-social behavior.

The socioeconomic problems discussed run deep in the community and Carson City shows many red flags including a high population living in poverty (19.3%), uninsured individuals (24.2%)¹¹, and a system stretched to capacity with a small population of high service utilizers. Also of concern, in a five year period, emergency rooms in Carson City and Douglas County admitted 11,810 patients for mental disorders, showing an upward trend¹². These data are compelling and show the concern for the current and future state of mental health in the community.

Without a system in place offenders with serious mental illness may be either warehoused until released back into the community, where they are left to their own devices, or will wait until the criminal justice system can identify the proper avenues for services. There are other alternatives. These individuals, with proper intervention prior to arrest, can avoid the system and still enter the flow of social services. And if arrest cannot or should not be avoided, when released, these individuals will need assistance, guidance, or support with the handoff from the post-incarceration Forensic Assessment Services Triage Team ("FASTT") to community services. The BHPO will be a knowledgeable guardian trained and capable of recognizing an individual's risk and needs, motivating the individual towards assistance and will have the authority, if necessary, to intervene in a legal capacity.

This program would continue to fill gaps in services allowing a specially trained deputy to respond to those in crisis and make evidence based decisions in handling individuals and/or solving problems. The Sheriff's Office responds to those in a mental health crisis 24 hours a day, seven days a week, accounting for a great deal of call volume. Currently, the Mobile Outreach Safety Team, a valuable partnership, is tasked with limited daytime hours, Tuesday through Thursday. This proposed program would provide for a first responder during times when MOST is not available, follow up to MOST cases in the evenings and weekends, and would have more flexibility than uniformed patrol deputies as the BHPO would not be required to respond to routine calls for service.

These data cited are anticipated to continue in an upward trend. With substantial new housing starts expected in this county, as many as 700 per year, and projected growth in the surrounding region the population and contacts with those individuals with mental illness are expected to rise. The challenges facing the office and the community are great and this is an issue that is not going away without substantial resources. With the requested funding, it is critical that a Behavioral Health Peace Officer positions be allocated in order to fill the gaps, divert individuals from avoidable jail incarceration, reduce the stay in detention of those who are arrested, and apply evidence based practices, as well as innovative approaches, in addressing individuals with mental health challenges.

¹¹ Carson City Health Department (2012)

¹² Behavioral Health Summary (January 2017), 2009-2014 data



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Goals & Objectives:

Goal One: Reduce the arrest rates of identified adults with behavioral health disorders by 20%.

Objective and Method: 1.1) Administrator will cause the collection of data for the 12 month period preceding the grant, identify arrests of clients currently on the MOST caseload; compare to data collected during the grant period and identify causes for arrest(s). BHPO will provide administration with guidance on departmental policy development, and form innovative strategy to further reduce this outcome beyond the first year target.

Objective and Method: 1.2) BHPO will work directly with MOST and FASTT to develop systems for referring individuals to the right source without unnecessary delays in services. To be measured by a follow up survey of individual's contacted by the BHPO

Objective and Method: 1.3) Administrator will collect data regarding contacts made by the BHPO during the grant period and determine the number of incidents that resulted in jail admission. These data will establish baseline and measurement of program effectiveness.

Goal Two: Reduce by 15% the number of days in jail of those identified adults with behavioral health disorders

Objective and Method: 2.1) The grant administrator will identify the number of clients on the MOST caseload over the previous 12 month period; determine number of days spent in the Carson City Detention Center for the year preceding the grant. Then, compare this number to the number of days spent in jail for those on the MOST caseload during the grant period.

Objective and Method: 2.2) BHPO will collaborate with jail supervision, MOST, FASTT and/or Mental Health Court and implement a plan to increase turnover for clients in jail custody and/or when feasible support alternatives to long term incarceration. BHPO will record the number of meetings and steps towards completion of the objective.

Objective and Method: 2.3) BHPO will train local and regional law enforcement partners regarding proper approach to individuals with behavioral/mental disorders. BHPO will record the number of training sessions completed.



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Year One Timeline:

Projected Date	Action	Objective
October 1, 2018	Grant Period Begin – Position filed	
October 15, 2018	Data collected for prior 12 month period showing prior arrest on MOST caseload	1.1
October 15, 2018	Data collected for prior 12 month period showing those on MOST caseload who spent days in Carson City Detention Center	2.1
November 4, 2018	BHPO to establish list and parameters for services available in the community	1.2
December 31, 2018	Distribute first survey to those contacted by BHPO	1.2
January 20, 2019	First quarterly reports due	Required 1.3, 2.2, 2.3
Feb 22, 2019	BHPO report to Sheriff's Administration regarding current policy and future strategy to reduce arrests of target population	1.1
March 29, 2019	Distribute second survey to those contacted by BHPO	1.2
April 20, 2019	Second Quarterly Reports Due	Required 1.3, 2.2, 2.3
June 28, 2019	Distribute third survey to those contacted by BHPO	1.2
July 20, 2019	Third Quarterly Reports Due	Required 1.3, 2.2, 2.3
Sept 2, 2019	BHPO's final report to Sheriff's Administration regarding current policy and future strategy to reduce arrests of target population	1.1
Sept. 27, 2019	Distribute fourth survey to those contacted by BHPO	1.2
October 20, 2019	Fourth Quarterly Reports Due	Required 1.3, 2.2, 2.3
November 14, 2019	Final Project Evaluation Due	Reporting all objectives



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Methods of Accomplishment:

The proposed project will address the problem of increased mental health demands on law enforcement services in Carson City. The funding for this position is critical, as this deputy will be dedicated exclusively to cases involving individuals with mentally illness which come to the attention of law enforcement in Carson City, beyond the services provided by MOST.

The overarching goal of Carson City's Behavioral Health Peace Officer position, at its core, is basic and the basis for public safety's mission: save lives and improve individuals' quality of life. This program must be performed through objective and measurable results consistent with the problem statement above. This program will address these problems through two strategies: a) diverting appropriate individual from arrest and b) reducing incarceration time of those who are arrested. These goals will be achieved through collaborative partnerships with non-law enforcement governmental agencies, courts, non-profit organizations, behavioral health partners, and strengthen the resolve and partnership with the Mobile Outreach Safety Team. The BHPO will instruct deputies and regional partners in behavioral health best practices and collaborate with the members of the Forensic Assessment Services Triage Team.

These areas are consistent with the multidisciplinary approach to problem solving as well as community based policing. There are two goals to further this request and the following information identifies the necessary actions.

Method: Reducing the arrest rates of identified adults with behavioral health disorders by 20%:

To achieve the goal of reducing arrests we must first understand where we are. A baseline of those individuals with mental health challenges will be established through a count of those identified by MOST, FASTT, and/or the Mental Health Court and compared with jail records (Objective 1.1). The data sought for this measurement¹³ is available through current record management sources.

A survey will be developed to gather qualitative feedback from those in the target group who are contacted by the BHPO (Objective 1.2). The expectation is that the clients will provide information as to whether they received the proper referrals by the BHPO. In other words, what is working and what is not. This survey will be distributed to target population, quarterly, by the BHPO with the assistance of MOST and/or FASTT. Data will be collected and reviewed by the grant administrator. In addition to measuring program effectiveness, this is an early feedback system which provides opportunities for rapid changes.

A responding Sheriff's Deputy is the first and often only person who has discretion on how to handle a situation involving an individual with mental illness. In the past, the tools for this law

¹³ For the purposes of this grant, "recidivism" will be defined as an arrest of a person who is or has been on the MOST caseload within the 12 months preceding the grant period. The arrest or booking must occur in Carson City on a new criminal offense.



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enforcement officer have been to either leave or make an arrest. This is an antiquated and unproductive approach to handling individuals with mental illness. Due to specialized training, experience, and working relationships, the BHPO will have many avenues on how to handle a person decompensating, in crisis, and/or committing a minor offense (Objective 1.3).

The BHPO will coordinate resources and provide law enforcement with options beyond traditional arrest. The grant administrator will use existing resources to collect data regarding the number of contacts the BHPO makes with the identified population and compare that number to the incidents where the BHPO makes an arrest. This measurement will indicate that the correct decisions are being made in the field. It is understood that some individuals will be resistant to services or their actions will leave no other option but incarceration. However, this line-level decision will reduce arrests and subsequently lower the number of days in jail, which is the intent of Goal Two.

Method: Reduce by 15% the number of days in jail of those identified adults with behavioral health disorders

When diversion in the field is not appropriate, or does not occur, an individual with a mental disorder will be booked into custody at the Carson City Jail. The first step in measuring the reduction in the number of days these individuals spend in custody will be to collect the data from the 12 months preceding the grant period. With the coordination of MOST and researching existing records this data can be retrieved and collected. Reporting quarterly, as well as in the final report, the grant administrator will determine the number of days those in the selected population spent in jail (Objective 2.1).

The BHPO will meet collaboratively meet with jail supervision, MOST, FASTT, representatives with Mental Health Court, and other stakeholders to identify methods to fast track or more quickly move individuals from the jail to the appropriate facility or services. The BHPO can advocate for problematic areas for those on this case load to include transportation, food, counseling, and housing. Findings suggest that once stabilized and supported, release of the clients can be accelerated. The BHPO will record and summarize all meetings with the stakeholders as a measure towards furthering this goal (Objective 2.2). Critical to reducing jail stay is preventing unnecessary incarceration. If incarceration is unavoidable, steps must be taken to stabilize, or at least not contribute to decompensation of the individual. The BHPO will have the important responsibility of reaching out to internal and external law enforcement groups to provide instruction in this area (Objective 2.3). The instruction will include understanding perspectives, proper handling of individuals with mental health or co-occurring disorders, benefits of jail diversion, minimizing use of force (de-escalation), the importance of mental health advocacy and other evidence based practices consistent with the crisis intervention team, evidence based model¹⁴. The BHPO will keep records of all meetings/training sessions which will further this cause.

¹⁴ Watson, Compton, & Draine (2017, April). The crisis intervention team (CIT) model: an evidence-based policing practice? Behav Sci Law 2017:1-11



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Project Evaluation:

The following is a plan for evaluation to track accomplishments of not only the objectives but also measurements for the Sheriff's Office to anticipate sustainability for the program. Collection of historical and future data will be through the Carson City Sheriff's Office existing records management system, administered by an office support specialist.

As described in the timeline, data from both the support specialist and the BHPO will be reviewed quarterly. Additionally, the BHPO will meet with the Assistant Sheriff to discuss antidotal findings, innovative strategies, observations, and feedback regarding the office's current policies and procedures. In other words, the data will start the conversation and the office will be seeking methods to improve performance.

Objective 1.1: The baseline data for the prior 12 month period showing prior arrests of subjects on the MOST caseload must be reported by October 15, 2018, about two weeks after program initiation. After, the data will be updated and reported quarterly. The BHPO will meet with the Assistant Sheriff, or designee, to review the progress and identify trends. The project is working if by the second quarter there is a downward trend regarding this population's arrest rate.

Objective 1.2: The BHPO will cause a survey to be provided to those contacted as part of the program. The results will be reviewed during the quarterly meeting to determine referral effectiveness. The survey will also cause a system of follow up with the client, a positive consequence to be performed by the BHPO. This data will be monitored to see if the BHPO is referring their contacts to the proper resource.

Objective: 1.3: The BHPO will report quarterly on the number of contacts made with individuals who have mental illness and the outcome of those contacts to include the number arrested. During the period of the grant, this same data will be collected and reviewed at the BHPO quarterly meeting with the Assistant Sheriff or designee.

Objective 2.1: The support specialist will collect previous year data regarding those on the MOST caseload and the number of days they spent in the Carson City Detention Center. The project is working if by the second quarter there is a downward trend regarding this population's number of days in jail.

Objective 2.2: The BHPO will report quarterly on the number of court hearings attended or meeting with jail supervision, MOST, FASTT, and/or Mental Health Court as well as report on the outcome and/or plan of action as a result of those meetings. The BHPO will attend at least 10 meetings every quarter. The number of meetings is an indicator of collaboration.

Objective 2.3: The BHPO will report quarterly the number of training sessions performed with local, regional, and law enforcement partners. The BHPO will have a target of 20 training sessions during the grant period, five per quarter.



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Sustainment of the Project:

This project is a top priority of the Carson City Sheriff’s Office. With the confidence that the BHPO will achieve the stated goals, this program is consistent with the mission and vision of the Sheriff’s Office, as well as city administration. With success of this program, and city funding availability, the office expects for this position to become permanent. As a project that will take more than one year for self-sustainment, the following is the projected timeline for continued operations.

Year	Month	Year of Project	Action
2018	October	Year One	BHPO project begins
2019	October	Year Two	BHPO project continues – Year Two ¹⁵
2020	February	Year Two	Report to city government, budget request for 25% cost of position for year three of project
2020	July	Year Two	City fiscal year 20/21 begins
2020	October	Year Three	BHPO project continues – Year Three
2021	February	Year Three	Report to city government, budget request for 50% cost of position for year four of project
2021	July	Year Three	City fiscal year 21/22 begins
2021	October	Year Four	BHPO project continues – Year Four
2022	February	Year Four	Report to city government, budget request for 100% cost of position for year five of project
2022	July	Year Four	City fiscal year 22/23 begins
2022	October	Year Five	Program sustained by city, 100%

The Sheriff’s Office administration appreciates the limits and nature of the federal funding source. It is notable that the Carson City Sheriff’s Office will be supplementing federal funding and supporting this position from day one. This support includes paying overtime beyond what is requested in the grant, employee’s contractual expenses, vehicle, training, cell phone allowance, technology, uniform and other administrative expenses.

¹⁵ Contingent on federal funding and city approval



OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION 2018

Statement of Coordination:

The success of this program will be a direct result of cultivating relationships and collaboration with partners. Law enforcement has the responsibility of recognizing and handling the immediate challenge; however, in order to make a difference we must maintain strong working relationship with non-profit organizations, healthcare, and government partners to achieve the program's goals.

The following are just some of the agencies in which the program intends to coordinate, cooperate and directly interact with the BHPO:

- 1) Partnership Carson City: A non-profit organization focusing on a proactive approach to community problems including education and prevention
- 2) Ron Wood Family Resource Center: Provides services to those in Carson City with emphasis on community-based, resident driven, collaborative programs that are culturally competent, accessible and flexible
- 3) Carson City Behavioral Health Task Force: Collaboration of agencies and non-profit organizations with the goal of building healthy communities
- 4) Friends in Service Helping ("FISH"): Provides aid to those in need so that they may become self-sufficient
- 5) Carson Rural Clinics: A state agency which provides a Licensed Clinical Social Worker for the Mobile Outreach Service Team. National Alliance on Mental Illness ("NAMI"): A partner in training law enforcement and policy guidance. The non-profit focuses on education, support, and advocacy for people with mental illness as well as their families.
- 6) Carson City Health & Human Services: A county level social services agency which is responsible for community health, welfare, and housing.
- 7) Mallory Crisis Stabilization Center/Carson Tahoe Health: This center is an alternative to emergency rooms and jails, servicing acute mental health needs and working directly with first responders.
- 8) Carson Community Counseling Center: This is a non-profit organization which provides counselling services to include behavioral health as well as substance abuse. This group works closely with MOST, FASTT, and the Specialty Courts of Carson City



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Evidence Based Programs:

The basis for the BHPO, and this program, is an intermediate level Crisis Intervention Training (“CIT”), Trauma Informed Care, and recommendations from the Stepping Up Initiative. These methods are well established and accepted in the mental health community, as well as within policing and corrections, as the best evidence to guide the practice of a BHPO.

CIT provides evidence for a specific outcome including officer’s knowledge and efficacy for responding to mental health crisis calls, reduces the use of force and encourages de-escalation. Organizationally, officers become more efficient and effective in dealing with this particular population. There is evidence of a moderate cost savings to hospitals and jails, but more importantly, there is evidence that diversion from the criminal justice system shows better results for mental health symptoms as well as increased odds of receiving additional mental health services.¹⁶

Trauma Informed Care is a method that trains professionals to identify, recognize, and acknowledge that trauma experiences affect a person’s physical health, mental health, and ability to respond to treatment¹⁷. This empathetic approach avoids re-traumatizing victims, focuses on the core problems, and provides for effective methods to investigate and appropriately act upon calls for service involving a person in crisis. Specifically the methods to be used by the BHPO funded by this program will build trust, avoid escalation, and avoid causing unnecessary consequence of further traumatization¹⁸

The Stepping Up Initiative is a national data-driven movement that leads to measurable reductions in the number of people with mental illnesses and co-occurring disorders in jail¹⁹. When implemented mental health screening, pre-trial diversion, system wide collaboration, and proper assessment of individuals the results have included reduction in jail admissions, greater officer confidence in successful outcomes involving people with mental illness and a dramatic decrease in hospitalization²⁰. The research speaks about intercepting individuals with mental illness from unnecessary or prolonged jail stay through programs that promote specialized training and partnership with social workers, screening for mental illnesses, coordinating transition back into the community, and follow up once released²¹. The BHPO program is engrained in evidence based principles, appropriately takes steps to address the gaps²² and improves current services provided by the Sheriff’s Office.

¹⁶ Watson, Compton, & Draine (2017, April). The crisis intervention team (CIT) model: an evidence-based policing practice? Behav Sci Law 2017:1-11

¹⁷ Substance Abuse and Mental Health Services Administration. (2013). “Essential Components of Trauma-Informed Judicial Practice” www.samhsa.gov

¹⁸ Presentation by E. Wexler, LCSW-C. <https://bha.health.maryland.gov/Documents/Trauma-Informed%20Policing%20-%20Betsy%20Wexler.pdf>

¹⁹ Stepping Up Initiative. (2017). Fact Sheet. Stepuptogether.org

²⁰ Haneberg, R. Fabelo, T. Osher, F. & Thompsom, M. (2017, January) Reducing the Number of People with Mental Illness in Jail.

²¹ Walsh, N. (2017). “Reducing Mental Illness in Rural Jails”. National Association of Counties. <http://www.naco.org/resources/reducing-mental-illness-rural-jails>

²² As cited in Haneberg et. al



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Disclosure of Current Federal Funds:

No other funds are allocated for this project and no other applications to fund this project are pending at this time.

Technology Statement:

Not applicable, this request does not contain funding for technology purchases or components.

BUDGET SUMMARY

Name of Applicant - Title of Project

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$93,480
B. Consultants/Contracts	\$0
C. Travel	\$0
D. Supplies/Operating/Conference & Training Registrations	\$0
E. Equipment	\$0
F. Confidential Funds	\$0
Total Project Costs:	\$93,480
Federal Request:	\$93,480

NOTES: 1. After completing the budget pages below, the totals for each category will autopopulate the spaces above. 2. Place the full justification for the requested budget categories in Section II, "Methods of Accomplishment" of the application. Include only a summary justification for each category in this Section.

Budget Request and Justification

May delete category(ies) not applicable to the requested project. The justification fields at the bottom of each category automatically expand to accommodate the narrative.

A. Personnel
Detail salaries and wage expenditures required for program activities to be paid for by this request for funding. Compensation paid for employees engaged in program activities must be consistent with that paid for similar work within the applicant organization. (Work Hours Per Year = 2,080)

Position Title	Annual Salary/Hourly Rate/OT Rate	% of time working on the grant	# of Hours	Is position a New Hire (Y/N)	Total Federal \$ Requested
Behavioral Health Peace Officer - Salary	\$27.32	100.0000%	2080	Y	\$ 56,825.60
Behavioral Health Peace Officer - Overtime	\$ 40.99	100.0000%	195	N/A	\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Total Project Hours: 2275.00

Personnel Sub-total = \$56,825.60

Payroll Taxes & Fringe Benefits:

Based on actual known costs or an established formula and only for the percentage of time devoted to the project.

Annual Cost	Hourly Rate	Rate Applied	\$ Requested
	(annual cost/2080 work hours per year)	Project Hours x Hourly Rate	
Employer's FICA	0.00	0.0000	\$0.00
Retirement	23,133.00	23133.0000	\$23,133.00
Health Insurance	10,453.00	10453.0000	\$10,453.00
Workman's Compensation	3,069.00	3069.0000	\$3,069.00
Unemployment Compensation	0.00	0.0000	\$0.00

Fringe Sub-total = \$36,655.00

Total Personnel = \$93,480.60

The Behavioral Health Peace Officer position is the only request for this program. The position would fill the gaps and supplement current programs including MOST and FASTT; enhance community conversation, provide departmental training as well as be a first responder to those critical calls for service for those in crisis.

Carson City Sheriff's Office
Behavioral Health Peace Officer Project

B Consultants/Contracts: List consultant/contract personnel in priority order. Include consultant travel and expenses in this section. Follow federal/state GSA travel policy and per diem rates. \$650 per day or \$81.25 per hour.

Name of Consultant		Service Provided		Computation			Cost
		Location	# Individuals	Item	Cost	# Nights/Days or mileage	
				Airfare (roundtrip)			\$0.00
				Hotel (per night)			\$0.00
				Per Diem per day			\$0.00
				Round Trip Ground transportation			\$0.00
				Personal Vehicle Mileage R/T		\$0.535	\$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost.

Item /Description/Vendor	Rate	Qty/hours	Sole Source Contract ?	Amount Requested
				\$ -
				\$0.00
				\$0.00
Consultant Sub-total:				\$ -
Total Consultants/Contracts =				\$0.00

Consultant/Contracts Summary of Justification:

Carson City Sheriff's Office

Behavioral Health Peace Officer Project

Itemize travel expenses of project personnel by purpose (e.g. staff to training, advisory group meeting, etc.) Provide the location and purpose of travel. Show the basis of computation. 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 .535 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 belong under the Operating category. Requesting more than 1 trip? copy this category for each trip.

C. Travel

Who is traveling and Purpose of Travel	Location	Computation				Amount Requested
		# Individuals	Item	Cost	# Nights/Days or mileage	
			Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.535		\$0.00
		0	0	0	-	\$0.00
Sub-total						\$0.00
In-State Travel =						\$0.00

In-State Travel Summary of Justification:

Who is traveling and Purpose of Travel	Location	Computation				Amount Requested
		# Individuals	Item	Cost	# Nights/Days or mileage	
			Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.535		\$0.00
		0	0	0	-	\$0.00
Out of State Travel Sub-total =						\$0.00

Out-of-State Travel Summary of Justification:

Total Travel Costs: \$0.00

Carson City Sheriff's Office
Behavioral Health Peace Officer Project

List non-consumable items with a life of one year or more and an acquisition cost of \$1,000 or more per item (excluding printers). Like items or related components must be considered as a group and may not be separated to avoid compliance with these standards. Provide a list of each item including number, manufacturer, location and price. Awarded law enforcement agencies will be required to check with the OCJA 1033/1122 Programs for equipment purchases, but need not receive an estimate for purposes of this application. **Include low-cost but high-risk equipment such as IPads, cameras, etc.**

E Equipment

Item /Description	Qty	Item/each	Unit cost	Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Equipment Total = \$0.00

Equipment Summary of Justification:

F Confidential Funds

Confidential funds will be considered for law enforcement agencies. For continuation grants, the balance of the previous years' grant will be considered.

Item /Description	Rate per month	Total for Year	Estimate portion to be used from forfeiture funds	Amount Requested
		0		\$0.00
		0		\$0.00
		0		\$0.00
		0		\$0.00
		0		\$0.00

Confidential Funds Sub-Total: \$0.00

Confidential Funds Summary of Justification:



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Application – Section IV Assurances and Certifications

Section IV

Application And Certified Assurances

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)



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2018

Application – Section IV Assurances and Certifications
OVERVIEW of CERTIFICATIONS and ASSURANCES

By signing the Title Section of the OCJA grant application, the applicant certifies:

1. The project described in this application meets all the requirements of the applicable governing legislation as indicated below;
2. All information contained in the application is correct;
3. The appropriate coordination with affected agencies took place; and
4. The applicant will read, understand and comply with all provisions of the governing legislation and all other applicable federal and state laws, current or future rules and regulations.
5. The applicant further understands and agrees that any subaward received as a result of this application is subject to the grant conditions set forth in the Statement of Grant Award, and in the current applicable OCJA Administrative Manual.

STANDARD PROVISIONS

1. **ADMINISTRATOR’S APPROVAL:** This subaward is invalid until approved by the Administrator of the Office of Criminal Justice Assistance or his/her designee.
2. **AVAILABILITY OF FUNDS:** Financial obligations of the State are contingent upon federal appropriations allotted to the state administering agency which are appropriately budgeted and otherwise made available.
3. **FEDERAL FUNDING:** This subaward is subject to and contingent upon the continuing availability of federal funds.

GRANT REQUIREMENTS

1. **FINANCIAL & ADMINISTRATIVE MANAGEMENT:**
 - a. The Sub-recipient guarantees it will maintain adequate accounting principles such as fund accounting, auditing, monitoring, evaluation procedures and the records necessary to ensure sufficient internal fiscal controls, proper financial management, and 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. OCJA will reimburse only actual, approved, and allowable expenditures.
 - c. The Sub-recipient 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; the Sub-recipient is ultimately responsible for compliance with applicable state and federal laws, rules and regulations.
2. **PAYMENT & REPORTING**
 - a. OCJA will *reimburse* the Sub-recipient 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 as the Total Award Amount.
 - b. The Sub-recipient 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 for proper administration of the program.
 - c. **The Sub-recipient assures the submission of current monthly financial reports; and quarterly performance measure and progress reports within 20 calendar days of the end of each calendar quarter.**



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- d. The Sub-recipient further assures that final financial and narrative reports shall be submitted on the forms provided by OCJA within 45 days of the performance period end date.
- e. 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.
- f. OCJA will withhold payment in the event the Sub-recipient fails to comply with conditions and certifications contained in this grant award.

FEDERAL CERTIFIED ASSURANCES

1. FEDERAL PUBLIC POLICY ASSURANCES.

- a. The Sub-recipient hereby agrees that it, 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 Sub-recipient 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. Sub-recipient agrees to comply with the requirements of 28 CFR 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. Sub-recipient 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. Sub-recipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 CFR Part 22 and, in particular, section 22.23.

2. FINANCIAL & ADMINISTRATIVE MANAGEMENT

- a. Sub-recipient 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;
 - 1. 2 CFR Part 200 Subparts A through F and all appendices.
 - ii. For non-profit organizations;
 - 1. 2 CFR Part 200 Subparts A through F and all appendices.
 - iii. For colleges and universities;
 - 1. 2 CFR Part 200 Subparts A through F and all appendices.
 - iv. For each agency spending more than \$500,000 per year in federal funds from all sources;
 - 1. 2 CFR Part 200 Subparts A through F and all appendices
- b. Special Provisions and Certified Assurances



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3. NON-SUPLANTING OF FUNDS
 - a. The Sub-recipient certifies that any required matching funds used to pay the non-federal portion of the cost of this subaward are in addition to funds that would have otherwise been made available for the purposes of this project.
 - b. The Sub-recipient 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 Sub-recipient shall give a written explanation demonstrating that the Sub-recipient's reduced or unchanged commitment was necessary even without the availability of the federal financial support under this federal grant program.
4. WHO SIGNS THE ASSURANCES and CERTIFICATION FORMS SUBMITTED WITH APPLICATION?
 - a) **STANDARD ASSURANCES** –*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)*
 - b) **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKPLACE REQUIREMENTS** – *Applicant agency's authorized representative*
 - c) **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)** - *Applicant agency's authorized representative*
 - d) **CIVIL RIGHTS REQUIREMENTS** - *Applicant agency's authorized representative*

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



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Application – Section IV Assurances and Certifications

Civil Rights Requirements

The following civil rights requirements apply to all units of local governments, state agencies, for profit and non-profit organizations accepting federal grant funds. Compliance requirements apply to the entire jurisdiction/organization, and not just to the funded activities. In an effort to assist with compliance, OCJA provides a list of the requirements along with their individual references below.

1. Training programs on civil rights compliance. <http://www.ojp.usdoj.gov/about/ocr/assistance.htm>.
2. Victims of Crime Act
<http://www.da.state.nm.us/Victims%20of%20Crime%20Act.pdf>
3. Title VI of the Civil Rights Act of 1964
<https://www.epa.gov/ocr/facts-title-vi-civil-rights-act-1964>
4. Section 503 of the Rehabilitation Act of 1973
<https://www.dol.gov/ofccp/regs/compliance/section503.htm>
5. Title II of the Americans with Disabilities Act of 1990
 - a. The Americans with Disabilities Act – www.ada.gov/pubs/ada.htm
 - b. Title II Highlights – www.ada.gov/t2hlt95.htm
 - c. Title II Technical Assistance Manual – www.ada.gov/taman2.html
 - d. Commonly Asked Questions ADA and Law Enforcement– www.ada.gov/q&a_law.htm
 - e. Commonly Asked Questions ADA and Hiring Police Officers - www.ada.gov/copsq7a.htm
 - f. Self Evaluation and Transition Plan Worksheets –
<http://adaptenv.org/index.php?option=Resource&articleid=185&topicid=25>
6. Title IX of the Education Amendments of 1972
<https://www.dol.gov/oasam/regs/statutes/titleix.htm>
7. Age Discrimination Act of 1975
https://www.dol.gov/oasam/regs/statutes/age_act.htm
8. USDOJ Non-Discrimination Regulations (28 CFR 42, Subparts C, D, E and G)
http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr42_00.html
9. USDO Regulations on Disability Discrimination (28 CFR Part 35)
http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr35_00.html

By signing below, the authorized representative assures and certifies the applicant organization will implement federal, state, and any local equal opportunity and non-discrimination statutes. The applicant will, without delay, bring any finding of an equal opportunity or non-discrimination violation to the attention of the USDOJ’s Office of Civil Rights, <http://www.ojp.usdoj.gov/about/offices/ocr.htm>, and the Nevada Office of Criminal Justice Assistance, <http://ocj.nv.gov>.

Signature of Authorized Representative - acknowledgement of Civil Rights Requirements:

Name (print/type)

Title:

Signature:

Date:



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Certification of Compliance with Equal Employment Opportunity Plan

The purpose of an Equal Employment Opportunity Plan (EEOP) is to insure full and equal participation of men and women in the workforce regardless of race or national origin. Federal regulations require recipients of financial assistance of the Office of Justice Programs (OJP) to prepare, maintain on file, submit for review, and implement an EEOP in accordance with 28CFR 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP for review. Recipients must certify that they comply with, or are not covered by EEOP regulations. It is the responsibility of the Nevada Office of Criminal Justice Assistance to monitor compliance of these requirements by the recipients.

Recipients must prepare, implement, and maintain an EEOP related to employment practices affecting minority persons and women if all of the following are true;

1. Have 50 or more employees; **and**
2. Received \$25,000 or more in Federal grant funds, **and**
3. Have a service population with a minority representation of 3 percent or more (if less than 3 percent minority representation in service population, an EEOP must still be prepared, but related to employment practices affecting women only).

If a recipient meets criteria 1 and 3 and received a single award of \$500,000 (or \$1 million within an 18-month period) an EEOP must be filed with the Office for Civil Rights, Office of Justice Programs for review.

*Please check only the **one** box that applies to the appropriate certification for the receiving agency over the performance period of this specific award (CERTIFICATION A, B, C1, or C2).*

CERTIFICATION A: NO EEOP IS REQUIRED if (1), (2) or (3) below apply. Check (1), (2) and/or (3) as applicable to your entity. More than one may apply.

This funded entity has not been awarded more than \$1 million cumulatively from *all* programs administered by the U.S. Department of Justice, including this grant from the Office of Criminal Justice Assistance, over the period of time that includes the above program period and

- (1) is an education, medical or non-profit organization institution or an Indian tribe; and/or
- (2) has less than 50 employees; and/or
- (3) was awarded less than \$25,000 in Federal U.S. Department of Justice funds through the grant referenced above

Therefore, I hereby certify that this funded entity is not required to maintain an EEOP, pursuant to 28 CFR 42.301, et seq.

CERTIFICATION B: EEOP MUST BE ON FILE

This funded entity, a for-profit entity or a state or local government having 50 or more employees, was awarded more than \$25,000, but less than \$500,000 in federal U.S. Department of Justice funds through the grant referenced above. Also, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including the grant referenced above, over a period of time that includes the above program period.

Therefore, I hereby certify that the funded entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301 et seq., Subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit by officials of the Office of Criminal Justice Assistance or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

CERTIFICATION C1: EEOP MUST BE SUBMITTED

This funded entity, a for-profit entity or state or local government having 50 or more employees, was awarded more than \$500,000 in Federal U.S. Department of Justice funds through the grant referenced above, but it has not been awarded



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more than \$1 million cumulatively from *all* programs administered by the U.S. Department of Justice, including this grant from the Nevada Office of Criminal Justice Assistance over a period of time that includes the above program period.

Therefore, I hereby certify that the funded entity will submit, within 60 days of receipt of award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the grantee agency

CERTIFICATION C2: EEOP MUST BE SUBMITTED

This funded entity, having 50 or more employees, was awarded more than \$1 million cumulatively from *all* programs administered by the U.S. Department of Justice, including this grant from the Nevada Office of Criminal Justice Assistance, over the period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit within 60 days of receipt of award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the grantee agency. If you have already submitted an EEOP applicable to this time period, send a copy of the letter received from the Office for Civil Rights showing that your EEOP is acceptable.

AUTHORIZED OFFICIAL’S CERTIFICATION:

As the Authorized Official for the above grantee, I certify by my signature below that:

- I have read and am fully cognizant of our duties and responsibilities under this Certification.
- This agency will maintain and submit, when required, data to ensure our services are delivered in an equitable manner to all segments of the service population and our employment practices comply with Equal Opportunity requirements 28CFR 42.207 and 42.301 et seq.
- That the person in this entity who is responsible for reporting civil rights findings of discrimination will submit a finding to the Office of Criminal Justice Assistance within 45 days of the finding, and/or if the finding occurred prior to the beginning date of the grant award, within 60 days of receipt of award. A copy of this Certification will be provided to the person responsible for reporting civil rights findings of discrimination.

Signature of Authorized Official – acknowledgement of Equal Employment Opportunity Plan

Name (print/type)

Title:

Signature:

Date:

Sign and return this original form to the Nevada Office of Criminal Justice Assistance (OCJA), 1535 Hot Springs Road, Suite 10, Carson City, NV 89706, within 60 days of receipt of award, OCJA will forward a copy to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. Please retain copy for your records.

For more information regarding EEOP requirements, please access the Office for Justice Programs, Office for Civil Rights web page at: <https://ojp.gov/about/offices/ocr.htm>



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STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including 2 CFR 200, Executive Order 12372 (intergovernmental review of federal programs); and 28 CFR parts 66 to 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 CFR parts 18,22,23,30,35,38,42,61, and 63, and the award term in 2CFR 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), Executive 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* Executive 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.

Acknowledgement of Grant Standard Assurances:

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

Date

Signature of Applicant Agency (Sheriff, Chief, DA, etc.)

Date



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2018

Application – Section IV Assurances and Certifications

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

*U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller*

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 28CFR 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 transactions, 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 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 or 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 subrecipients 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 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67 Section 67.510.



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- 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 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, h/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;
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee’s policy of maintaining a drug-free workplace;
- 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:

Address:	Counties of Carson, Douglas and Lyon		
City:		State:	NV
County:		Zip:	

Check if there are workplaces on file 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 the Department of Justice Funding. States and State agencies may elect to use OJP Form 4061/7.

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



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4. 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. 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

Subgrantee Name:	Carson City Sheriff's Office
Subgrantee Address	911 E. Musser St. Carson City, NV 89701
Project Name:	Regional Gang Unit

As Authorized Representative/Official of the applicant agency, I hereby certify that it will comply with the above certifications:

Signature of Authorized Representative/Official – acknowledgement of required federal certifications:

Name (print/type) _____ Title:

Signature: _____ Date:



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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WAVIER of PASS-THROUGH PERCENTAGE

Edward Byrne Justice Assistance Grant Program

Name of City or County: _____

As city manager/county manager of the jurisdiction listed above and a local recipient who is eligible to receive funds from the Byrne Justice Assistance Grant Program (JAG) through the Nevada Department of Public Safety, Office of Criminal Justice Assistance (OCJA), I acknowledge that these funds to be provided to _____ (Agency requesting funding) will directly benefit this locality.

I voluntarily waive the percentage of pass-through funds for the Edward Byrne Justice Grant (JAG) to allow needed monies to support _____ (Agency requesting funding) in providing _____ (List services that will be provided. You may use bullets if needed.).

OFFICIAL REPRESENTATIVE SIGNATURE: _____

Type Name Here: _____

OFFICIAL REPRESENTATIVE TITLE: _____

DATE: _____



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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Return original signed form to:

Nevada Department of Public Safety
Office of Criminal Justice Assistance
1535 Old Hot Springs Road # 10
Carson City, NV 89706

For questions call:

775-687-1501

The Waiver of Pass-Through Percentage form must be signed off by the city or county manager of the stated jurisdiction. In submitting a formal request to a city/county manager, applicant agencies should demonstrate in the request how the agency's services will directly benefit the community/locality.

The City/County Manager's Office will return the signed waiver form to the requesting agency to include in their Justice Assistance Grant (JAG) application. The requesting agency will hold a copy in their application file. The City/County Manager's office will keep a copy for their files.

For Washoe County agencies: the waiver form and a formal request for signature should be sent to:

County Grants Administrator
Office of the County Manager