



# STAFF REPORT

**Report To:** Board of Supervisors **Meeting Date:** January 21, 2021

**Staff Contact:** Ken Furlong, KFurlong@carson.org

**Agenda Title:** For Possible Action: Discussion and possible action regarding a grant from the Department of Justice, 2020 Edward Byrne Memorial Justice Assistance Grant Program, for the TriNet Narcotics Task Force in the amount of \$95,000. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This grant will continue the efforts of the Tri-Net Narcotics Task Force. The project is funded through the Nevada Department of Public Safety, Office of Criminal Justice Assistance. The award will continue to partially fund one deputy sheriff each in Carson City and Douglas County, and operational funds used for drug interdiction operations. Grant period is January 1, 2021 through December 31, 2021.

**Agenda Action:** Formal Action / Motion **Time Requested:** Consent

**Proposed Motion**

I move to authorize acceptance of the grant.

**Board's Strategic Goal**

Safety

**Previous Action**

The Board of Supervisors previously approved the acceptance of the current grant award from the Department of Justice, 2019 Edward Byrne Memorial Justice Assistance Grant for TriNet Narcotics Task Force on September 19, 2019.

**Background/Issues & Analysis**

Tri-NET was established in 1988. Tri-NET continues to address, prevent and reduce the impact of drug-related crime throughout Northern Nevada. In fact, Tri-NET has investigated and shut-down over 65 Marijuana grows, seized more than 171,345 grams of Methamphetamine, made more than 3,380 arrests, executed over 310 search warrants, seized over \$1,122,748.00 in cash, over 260 firearms and over 170 vehicles since its inception. The manufacture, cultivation, trafficking, sales and use of illicit narcotics continues to be a significant crisis in our geographical region. The Tri-NET Narcotics Task Force is a multi-jurisdictional narcotic task force which conducts and supports narcotics-related investigations in Carson City and Douglas County.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact? Yes

**If yes, account name/number:** Grant Fund - Tri-Net Grant #TBD / Account #: 2752005 500101 - 2752005 500625

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** The prior year grant award was \$120,000: \$104,377 was awarded for salaries, \$54,377 went towards Carson City Sheriff's Office salaries the remaining \$50,000 for the Douglas County Sheriff's Office Salaries. Drug interdiction operations accounted for \$15,623. The current grant award is \$95,000, of this, all \$95,000 was awarded for salaries, \$49,000 will go towards salaries for the Carson City Sheriff's Office, \$46,000 will go towards salaries for the Douglas County Sheriff's Office. Augmentation is needed as the City's budget was prepared before the grant application was awarded. No matching funds are required; however, the portion paid for this program from the General Fund was \$86,189 in FY19 and \$89,365 in FY20 and an estimated amount of \$83,439 for current fiscal year.

**Alternatives**

Not to accept the grant

**Attachments:**

[Signed Award Letter.pdf](#)

[01-Award Form\\_20-JAG-04.docx](#)

[20-JAG-04 -Award-Assuarances-Spl Cond- Documents for Signature.docx](#)

[Trinet Budget FFY20 Final.xlsx](#)

[Trinet FFY 2020 FINAL App.docx](#)

**Board Action Taken:**

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

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Steve Sisolak  
Governor



Nevada Department of  
**Public Safety**  
DEDICATION PRIDE SERVICE

George Togliatti  
Director

Sheri Brueggemann  
Deputy Director

Victoria Hauan  
Administrator

## Office of Criminal Justice Assistance

1535 Old Hot Springs Road, # 10

Carson City, Nevada 89706-0676

Telephone (775) 687-1500 • Fax (775) 687-4171

[www.ocj.nv.gov](http://www.ocj.nv.gov)

12/07/2020

Sheriff Kenneth Furlong  
Carson City Sheriff's Office  
911 East Musser Street  
Carson City, NV 89701-4795

Dear Sheriff Furlong

Re: Grant Award # 20-JAG-04

Congratulations! The Office of Criminal Justice Assistance (OCJA) is pleased to inform you that the Carson City Sheriff's Office; TRINET Task Force, has been awarded funding for the 2020 Edward Byrne Memorial Justice Assistance Grant (JAG), for a total sum of \$95,000.00. Your agency's grant award number is **20-JAG-04**. Please refer to this number on all documents pertaining to this project including e-mail transmissions. Your grant begins on January 1, 2021. There have been changes to our Assurances and Special Conditions, as well as our monthly reporting. Please be sure your agency reads everything carefully and call/email me if you have any questions.

Review and sign all signature blocks in the assurances and certificate packet by electronic signature, or blue ink if physically signing and email a color scanned copy or return to OCJA in addition to the signed Grant Award. Once OCJA reviews and approves the packet, the fully executed signed grant award and an Authorization to Proceed (ATP) will be sent to your agency.

I look forward to working with your agency in this next year.

Sincerely,

Becky Gray  
Grants and Project Analyst  
Department of Public Safety  
Office of Criminal Justice Assistance

STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY

**OFFICE OF CRIMINAL JUSTICE ASSISTANCE**

JUSTICE ASSISTANCE GRANT (JAG)

CFDA# 16.738

*Grant Award*

<b>SUBRECIPIENT:</b>	Carson City Sheriff's Office	<b>PROJECT NUMBER:</b>	20-JAG-04
<b>ADDRESS:</b>	911 E Musser St.		
	Carson City, NV 89701-3706	<b>FEDERAL GRANT FUNDS:</b>	\$95,000.00
<b>PROJECT TITLE:</b>	Tri-NET Task Force	<b>MATCHING FUNDS:</b>	\$0.00
<b>GRANT PERIOD</b>	<i>Jan 1 – Dec 31, 2021</i>	<b>TOTAL:</b>	\$95,000.00

**APPROVED BUDGET FOR PROJECT**

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$95,000.00
Consultant/Contractual Services	\$0.00
Travel/Training	\$0.00
Supplies/Operating	\$0.00
Equipment	\$0.00
Confidential Funds	\$0.00
<b>Total</b>	<b>\$95,000.00</b>

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

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

**AGENCY APPROVAL**

**SUB-GRANTEE ACCEPTANCE**

Office of Criminal Justice Assistance  
Victoria Hauan Administrator

Carson City Sheriff's Office  
Sheriff Kenneth Furlong

X

X

Signature of Approving Official      Date

Signature of Approving Official      Date

# Office of Criminal Justice Assistance



## Special Conditions

Complete and submit this form to the Office of Criminal Justice Assistance (OCJA) with the award package.

### Award Information and Instructions

#### Award Information:

<b>Sub-recipient Agency/Organization</b>	Carson City Sheriff's Office	
<b>Project Title</b>	TRINET	
<b>Project/Award #</b>	20-JAG-04	CFDA#: 16.738

#### Instructions:

In Table A - "Special Conditions" below, the Office of Criminal Justice Assistance's (OCJAs) Program Manager assigned to the award above marked the applicable Special Conditions. Please read carefully, sign and date the last page confirming awareness and compliance of the applicable Special Conditions and return this document to OCJA with the Award Package.

**Table A – Special Conditions**

Name	Applicable	
1. Audit Arrangements	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Equipment Purchase 1122 Programs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. Reimbursement of Grant Expenditures	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. Bullet Proof Vests Mandatory Wear Policy	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. Confidential Funds	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6. <b>UPDATE</b> Task Force Training Online	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7. DHS & ICE Mandatory Policy & Questions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8. Employment eligibility verification for hiring under the award.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9. Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Certification of Civil Rights Requirements & Designation of Civil Rights Liaison	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**NOTE: Pursuant to Executive Order 13513, 74 Fed. Reg. 51225, the Department of Public Safety and the Office of Criminal Justice Assistance encourage sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.**

**Note:** Federal requirements prohibit OCJA from reimbursing sub-recipients with missing or incomplete documentation.



# Office of Criminal Justice Assistance



## 1. Audit Arrangements

<b>Sub-recipient Agency/Organization Address:</b>			
<b>City:</b>	NV	<b>Zip:</b>	
<b>Name of Financial Manager</b>			<b>Phone:</b>
<b>Email</b>			<b>Fax:</b>

Does the sub-recipient agency expect to spend an aggregate total of \$750,000 in federal funds in the current fiscal year? (sub-recipient agency refers to the entire County, city, state agency or tribe receiving the award)

**NO**  - stop; continue to the next applicable Special Condition

**YES**  - Complete the information below and continue with the next special condition –if none are applicable, sign and return this form in its entirety to OCJA. This form is part of the award package.

<b>Name of Auditor/Firm:</b>			
<b>Address:</b>	NV	<b>Zip:</b>	
<b>Point of Contact</b>			<b>Phone:</b>
<b>Email</b>			<b>Fax:</b>
Anticipated submission date of the audited financial statement to OCJA :			

## 2. Equipment Purchases 1122 Program

OCJA requires sub-recipients awarded \$1,000 or more for equipment purchases to contact the State Coordinator for the 1122 General Services Administration Purchasing Program to determine the viability of acquiring approved equipment through the program. When purchasing through the 1122 program, retain the quote, or the letter from the State Coordinator authorizing the purchase outside the program in the award file for your records.

Regardless of the funding source, this program is open to state and local government agencies for purchases under \$1,000.

## 3. Reimbursement of Grant Expenditures

In compliance with state and federal mandates, OCJA cannot reimburse sub-recipients for financial claims with expenditures until after receiving the federal award and all federal special conditions have been met. State agencies must complete the State Legislative process approving the receipt of the award. *Late fees are not eligible for reimbursement with federal funds.* Please consider that regardless of a possible delay in reimbursement, the requirement to submit monthly program progress reports and quarterly BJA PMT reports does not change.

## 4. Bullet Proof Vest Mandatory Wear Policy

The sub-recipient certifies it has a current written “Mandatory Wear” Policy in effect for uniformed officers while on duty. The policy must be in place before any Justice Assistance Grant funding can be used for the purchase of ballistic-resistant and stab-resistant body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.



5. Confidential Funds

I certify that I read, understand and agree to abide by all the conditions for confidential funds, including the establishment of written procedures, as set forth in the effective edition of the Office of Justice Programs (OJP), "Financial Guide." Keep a copy of the written procedures in the award file for your records.

6. Task Force Training Online

Agencies receiving partial or full funding for Task Force(s) activities from the Justice Assistance Grant, agree that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (ww.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates.

7. DHS & ICE Mandatory Policy & Questions

The sub-recipient certifies it has a current written mandatory policy addressing whether, when or how employees may communicate with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE). The policy must be in place before any Justice Assistance funds can be released to the sub-recipient. In addition, sub-recipients must respond to the following:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE? [ ] YES [ ] NO
(2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1? [ ] YES [ ] NO
(3) If yes to either: Please provide a copy of each law or policy; please describe each practice

8. Employment eligibility verification for hiring under the award.

All subrecipients must ensure that as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the subrecipient who are or will be involved in activities under this award of both—

- (1) this award requirement for verification of employment eligibility, and
(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

9. Other

# Office of Criminal Justice Assistance



## 10. Certification of Civil Rights Requirements & Designation of Civil Rights Liaison

**As Project Director for the above stated grant award, I agree:**

1. To submit the contact information (name, telephone, e-mail address) for the Civil Rights Liaison (Liaison) appointed by the agency/organization.
2. That the Liaison will coordinate the agency's/organization's compliance with the Federal Office of Justice Program's civil rights requirements.
3. That the Liaison will comply with the federal Office of Civil Rights training requirements found on the website <http://ojp.gov/about/ocr/assistance.htm>;
4. That within 30 days of receiving OCJA's award package, the Liaison will complete the certification form certifying that s/he completed the required training.
5. That the subrecipient agency/organization is aware OCJA will monitor compliance with civil rights requirements.
6. **The Project Director is the person that:**
  - Does what it takes to carry out the terms of the Grant Award
  - Maintains agreed upon work schedules
  - Keeps costs within approved amounts and maintains source documents
  - Submits required reports and may submit reimbursement claims to DPS-OCJA throughout the grant year
  - All correspondence from OCJA pertaining to your project will be sent to the Project Director's attention.

**NOTE: OCJA will not process fiscal reimbursements for claims related to awards without the Liaison's completed certification and/or contact information.**

### Contact Information for Designated Liaison:

<b>Name</b>	
<b>Title</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Address</b>	

I certify I read, understand and agree to the applicable special conditions as outlined in Page 1, Table A of this document and the Program Assurances. I agree to the above stated Civil Rights Requirements and Designation of Civil Rights Liaison.

\_\_\_\_\_  
Project Director Name Title

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Agency Authorized Official Name Title

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***The Authorizing Official is the person in your agency ultimately responsible for all fiscal and operational aspects, including this project.***







## Civil Rights Liaison Certification & Training

Complete and return this form **within 30 days** of receiving OCJA'S grant award package when one or more of the four items below apply.

1. This is the first time the agency/organization is a subrecipient of funds from OCJA.
2. A change occurred in the agency/organization's Civil Rights Liaison
3. OCJA notified the agency/organization of significant changes in the law or the Office of Civil Rights training

**As the Civil Rights Liaison for the above Agency/Organization, I certify that:**

1. the Agency/Organization is aware that, in accordance with federal law, OCJA will audit and monitor compliance with federal civil rights requirements.
2. I read the information located on the federal Office of Civil Rights webpage, [http://ojp.gov/about/ocr/sample\\_documentation.htm](http://ojp.gov/about/ocr/sample_documentation.htm) regarding the Sample Civil Rights Compliance Checklist;
3. **by checking the list of training segments below**, I viewed the required and applicable civil rights training segments completing the self-tests found on the federal Office of Civil Rights webpage <http://ojp.gov/about/ocr/assistance.htm> .
4. OCJA's Administrator requests the completion of the training.

**Required Training Segments for ALL Subrecipients**

Viewing the following three training segments and completion of the respective self-tests is a requirement for all agencies receiving grant funds from OCJA.

- Overview of the Office for Civil Rights and Laws Enforced and self-test.
- Obligations of Recipients of DOJ Funding to Provide Services to Limited English Proficient Person and Self –test.
- Standard Assurances and How the Office for Civil Rights Enforce Civil Rights Laws and Self-test.

*Additional* required segments and Self-test for FAITH-BASED Subrecipients:

- Civil Rights Laws that Affect Funded Faith-Based Organizations.

*Additional* required segments and Self-test for TRIBAL Subrecipients:

- Civil rights Protections for American Indians in Programs funded by DOJ and Obligations of Funded Indian Tribes.



**Liaison Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Subrecipient Agency/Organization</b>		
<b>Project Title</b>		
<b>Project/Award #</b>		

# Office of Criminal Justice Assistance



## Program Assurances

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

1. A **Monthly Progress** report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form on the 25<sup>th</sup> of each month during the grant period. Reimbursements for Financial Claims may be delayed if progress reports are not up to date. Forms will be supplied by your program manager and will be available at <http://www.ocj.nv.gov> The Bureau of Justice Assistance requires an electronic report for the Performance Measurement Tools (PMT) due **Quarterly** on the 20<sup>th</sup> day following the close of each quarter.
2. The final program report must be submitted to OCJA no later than 45 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. Written approval must be obtained from OCJA for a change in the scope of work and/or goals and objectives, including changes to travel plans. The approval must be acquired prior to any purchases and/or adjustments to the grant; a Project Change Form must be completed and submitted to OJCA for consideration. The Project Change Form is available on the OCJA web page.
4. OCJA retains the right to terminate this grant, for cause, at any time before completion of the grant period when determined the grantee failed to comply with the conditions of the grant award.
5. Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the grantee/sub-grantee in the performance of its obligations under this grant **must identify the funding source**. Contact at OCJA for approved wording.
6. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, if applicable, sub-grantee agrees to indemnify, save and hold the state, its agents and employees harmless from any and all liability, claims, actions, damages, losses, and expenses, including without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of this agreement by sub-grantee, its agents or employees.
7. The grantee/sub-grantee acknowledges and agrees to notify OCJA of the disposition of property or equipment purchased with grant funds within 60 days of disposition or loss.



<hr/>	
<b>Project Director Name</b>	<b>Title</b>
<b>Signature:</b> _____	<b>Date:</b> _____
<hr/>	
<b>Agency Authorized Official Name</b>	<b>Title</b>
<b>Signature:</b> _____	<b>Date:</b> _____

***This document must be signed by the Project Director and the Agency Authorized Official.***



Financial Assurances

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

- 1. A Financial claim shall be submitted to the Office of Criminal Justice Assistance (OCJA) when there are expenditures no later than 30 days following the end of the month. Financial claims must be submitted on the approved form available on the OCJA web site http://ocj.nv.gov .
2. When submitting a financial claim, the sub-recipient understands that the claim will not be paid if it reflects activities or expenses made prior to the project period start date.
3. Reimbursements for Financial Claims may be delayed if progress reports are not up to date.
4. Grantee/Subrecipient understands that written pre-approval must be obtained from OCJA to make any budget modifications that transfer funds between budget categories. Modification requests will be considered on a case-by-case basis and must be made prior to the last 60 days of the grant period on the Project Change Request form available on the OCJA web page. Expenditure of funds for items not previously authorized may be considered on a case by case basis.
5. Any programmatic changes that impact the budget or scope of work require pre-approval and submittal of a project change request form.
6. The final financial claim form must be submitted to OCJA no later than 45 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of the final claim.
7. Grant revenue and expenditure records must be maintained and made available to OCJA for monitoring and audit purposes.
8. OCJA retains the right to terminate this grant for cause at any time before completion of the grant period when it has determined the grantee/sub-recipient has failed to comply with the conditions of the grant award.
9. Financial management must comply with the requirements of 2 CFR Part 200 Subparts A through F and all appendices, incorporated into this agreement by reference.
10. All grant expenditures are to be reasonable and allowable in accordance with 2 CFR Part 200 Subparts A through F and all appendices incorporated into this agreement by reference.
11. Grantee/sub-recipient shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and 2 CFR Part 200 Subparts A through F and all appendices, incorporated into this agreement by reference to include the required submission of the most recent annual independent audit.
12. Upon OCJA request, required documentation for the performance of internal audits must be provided within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.



Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This document must be signed by the Chief Financial Officer or Fiscal Manager for the organization.

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

## BUDGET SUMMARY

Name of Applicant - Title of Project

	<u>Budget Category</u>	<u>Amount</u>
A.	Personnel	\$95,000
B.	Consultants/Contracts	\$0
C.	Travel	\$0
D.	Supplies/Operating/Conference & Training Registrations	\$0
E.	Equipment	\$0
F.	Confidential Funds	\$0
<b>Total Project Costs:</b>		\$95,000
<b>Federal Request:</b>		\$95,000

*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/or OT Rate	% of time working on the grant	# of Hours	Is position a New Hire (Y/N)	Total Federal \$ Requested
Deputy Sheriff- Carson	\$ 80,688.00	100.000%	2080	N	\$ 49,000.00
Deputy Sheriff- Carson Ot	\$ 10,278.00				\$ -
Investigator II - Douglas	\$ 79,601.00	100.000%	2080	N	\$ 46,000.00
					\$ -
					\$ -
					\$ -
					\$ -

**Total Project Hours: 4160.00**

**Personnel Sub-total = \$95,000.00**

### 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	
<i>Employer's FICA</i>	0.00	0	0.0000	\$0.00
<i>Medicare</i>	1,221.00			\$0.00
<i>Retirement</i>	63,714.00	30.63173077	127428.0000	\$0.00
<i>Health Insurance</i>	25,572.00	12.29423077	51144.0000	\$0.00
<i>Workman's Compensation</i>	11,602.00	5.577884615	23204.0000	\$0.00
<i>Uniform</i>	1,700.00			\$0.00
<i>Unemployment Compensation</i>	362.00	0.174038462	724.0000	\$0.00

**Fringe Sub-total = \$0.00**

**Total Personnel = \$95,000.00**

**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.

Consultants:		Computation			
Name of Consultant	Service Provided	Cost per unit	(define unit)	# Units	Cost
					\$ -
					\$ -
					\$ -

Computation						
Purpose of Travel	Location	# Individuals	Item	Cost	# Nights/Days or mileage	Amount Requested
			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

**Consultant Sub-total:** \$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:**



**C. Travel**

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.**

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

**In-State Travel Summary of Justification:**

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

**Total Travel Costs: \$0.00**

**D Supplies/Operating/  
Conference &  
Training:**

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

**Supplies**

You may adjust this section to meet the needs of the formula.

Item /Description	Quantity (Per month / per person)	Define Unit of measure	Cost per unit	Cost per Month	Total for Year
Example: Test Kits	5	each	\$ 15.00	\$75.00	\$900.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

**Supplies Sub-total = \$0.00**

**Operating**

Item /Description	Quantity (Per month per person)	Define Unit of measure	Cost per unit	Total for year	Cost
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

**Operating Sub-total = \$0.00**

**Supplies/Operating TOTAL: \$0.00**

**Supplies/Operating Summary of Justification:**

**E Equipment**

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.**

Item /Description	Qty	Item/each	Unit cost	Cost

**Equipment Total = \$0.00**

**Supplies/Operating Summary of Justification:**

Empty box for justification text.

**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
<b>Confidential Funds Sub-Total:</b>				<b>\$0.00</b>

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Nevada Department of  
**Public Safety**  
Office of Criminal Justice Assistance

# **Edward Byrne Memorial Justice Assistance Grant Program (JAG)**

**Federal Year 2020  
Sub-Recipient Application**

**Department of Public Safety  
Office of Criminal Justice Assistance**

**Due Date on Application May 29, 2020**



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
GRANT APPLICATION 2020

**~CONTACTS~**

**Office of Criminal Justice Assistance  
1535 Old Hot Springs Rd #10  
Carson City NV 89706**

[ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us) OCJA e-mail

[www.ocj.nv.gov](http://www.ocj.nv.gov) OCJA Website

**Main Telephone # (775) 687-1500**

Victoria Huan, Administrator	(775) 687-1501	<a href="mailto:vehuan@dps.state.nv.us">vehuan@dps.state.nv.us</a>
Michael Lambrecht Management Analyst 1033 State Coordinator	(775) 687-1502	<a href="mailto:mlambrecht@dps.state.nv.us">mlambrecht@dps.state.nv.us</a>
Marie Bledsoe Grants & Projects Analyst	(775) 687-1505	<a href="mailto:mbledsoe@dps.state.nv.us">mbledsoe@dps.state.nv.us</a>
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# Introduction And Detailed Guide



## OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION 2020

The Nevada Department of Public Safety, Office of Criminal Justice Assistance's (OCJA) is dedicated to the prevention and reduction of violent crime and to assist stakeholders with funding to facilitate improvements in the criminal justice system for safer Nevada communities. OCJA is responsible for acquiring, administering, and distributing criminal justice funding from the U.S. Department of Justice. As the State Administrative Agency (SAA), OCJA manages the coordination of the Edward Byrne Memorial Justice Assistance Grant Program (JAG) funding for effective and efficient criminal justice programs awarded to state and local units of government, tribes, and non-profit organizations with a waiver.

JAG funds awarded under this FY 2020 solicitation may be used to improve the functioning of the **criminal justice system**, with emphasis on violent crime and serious offenders, by providing additional personnel, equipment, training, technical assistance, and information systems for the more widespread apprehension, prosecution, adjudication, detention, and rehabilitation of persons who violate these laws.

The Bureau of Justice Assistance (**BJA**) intends to focus much of its work on addressing violent crime, enforcing firearms laws, officer safety and wellness, and fentanyl detection. BJA encourages each state recipient of an FY 2020 JAG award to join federal law enforcement agencies across the board in addressing these challenges. OCJA encourages applicants for JAG funds to work closely with other criminal justice agencies to promote comprehensive and innovative strategies to improve the criminal justice system at the community as well as the state level.

This project period will be October 1, 2020 through September 30, 2021.

BJA outlines programs that are permissible to fund with the JAG grant, however OCJA's Statewide Strategic priorities will receive higher points in evaluation scoring and a review committee will determine the merits of the programs based upon the grant application. **Applicants may apply for funding for a program which is not in the priority areas listed but addresses an identified public safety problem area within the JAG purpose areas listed below.**

JAG's permitted purpose areas include the following:

1. Law enforcement programs
2. Prosecution and court programs
3. Prevention and education programs
4. Corrections and community corrections programs
5. Drug treatment and enforcement programs
6. Planning, evaluation, and technology improvement programs
7. Mental health programs and related law enforcement and corrections mental wellness programs
8. Crime victim and witness programs – (should seek VOCA funding first)

OCJA's Strategic Plan 2019-2024 determined that JAG programming will be utilized to enhance the performance of the **criminal justice system** by providing financial support to programs in Nevada addressing illegal drug trafficking, gangs, violent crime, substance abuse treatment, reentry programs, prevention & education, technology and communications improvements, prosecution and court programs across the state.

Please review the following guidelines carefully in applying for JAG funds as there have been some changes!



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
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# General Information

### Reimbursement Notice

OCJA grants and programs are **reimbursement funded only**. Sub-recipient agencies must pay for approved grant expenses from their budget and submit a Financial Claim to OCJA for reimbursement. OCJA staff reviews the Financial Claim and corresponding backup documentation for eligible expenses within the scope of the grant and once approved will process the claim for reimbursement.

### Fiscal Responsibilities

Federal mandates require all sub-recipients of federal funding to establish and maintain accounting systems and financial records that accurately account for awarded funds. Accounting systems for all awards **must** ensure the following:

- Federal and program funds are **NOT** commingled with funds from other federal grant sources.
- The accounting system presents and classifies historical cost of the grant/program as required for budgetary and auditing purposes.
- Funds specifically budgeted and/or received for one project cannot be used to support another.

**NOTE:** All awards are subject to audits during the performance period and within three years after the end of the performance period.



### Application Changes

The Budget Detail must still be submitted in the Excel spreadsheet but the Budget Narrative for each budget category is in now the application. Make sure the Budget Narrative describes expenses that are necessary for success of the proposed project and within the described scope of the project. The items requested for funding should be mentioned in either the Problem Statement or Methods of Accomplishment.

### Reporting Requirements

**OCJA requires the following:**

1. Financial Claim requesting reimbursement of expenditures **only** when there is financial activity during the month
2. Written **Monthly** Progress Report (narrative) describing the project's progress in meeting its goals and objectives as well as challenges if any. **Due by the 20<sup>th</sup> of the following month**
3. Quarterly on-line Performance Measurement Tools (PMT) report on the Bureau of Justice portal. **Due by the 20<sup>th</sup> calendar day following the end of each quarter.**
4. Delinquent reports may delay the reimbursement of financial claims and the continuation of the award.



## OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION 2020

### **Project Evaluation**

In addition to the above listed reporting requirements, the sub-recipient is responsible for submitting a final "Project Evaluation" within forty-five (45) calendar days after the closing of the performance period. The evaluation provides the results of the funded project and follows the design submitted in the application. OCJA considers this Project Evaluation an important criterion for allocation of future funding.

### **Accountability and Transparency - DUNS and SAM**

The implementation of the Federal Funding Accountability and Transparency Act, effective January 1, 2009, requires all potential OCJA sub-recipients to provide a Dun & Bradstreet Data Universal Numbering System (DUNS) number, and the registration of the DUNS number with the System for Award Management (SAM previously known as CCR database). The DUNS number is a unique number identifying an organization which helps track the distribution of grant money.

**If your agency does not have a DUNS number, and /or is not currently registered in SAM, begin these processes now. The process for the SAM registration can take several weeks.** The first page of the application requires the entry of a *correct* DUNS number. Submitting an incomplete application is grounds for its disqualification.

The DUNS number is necessary prior to registering with SAM.

To receive a DUNS number, go online to <http://fedgov.dnb.com/webform/displayHomePage.do>, or call the Dun & Bradstreet hotline at 1-866-705-5711. The hotline provides a DUNS number at the conclusion of the call at no cost.

Once the applying agency has a DUNS number, register the number with SAM at <https://www.sam.gov/portal/public/SAM>. If the applying agency previously had a CCR number, the account automatically merged with the new SAM system, it is not necessary to re-register the number with SAM, unless your business information has changed.

### **Additional Information**

When determined to be in the best interest of the State of Nevada, OCJA reserves the right to reject applications, waive informalities and minor irregularities in the applications received, or to accept any partial applications. OCJA may hold applications with merit, not funded during the current cycle, for future consideration dependent on the availability of funds.

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriate, budgeted and otherwise made available. In the event funds are not appropriate, any resulting contracts (grant or program awards) will become null and void without penalty to the State of Nevada.

All documents submitted with an application requesting federal or state program funds become the property of the State of Nevada. Upon the awarding of funds to an application, its contents turn into a contractual obligation.



## OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION 2020

### **Submittal Instructions**

These instructions are general for most of the OCJA applications.

1. Mail or hand-deliver one original application and three hard copies (**4 copies total**; postmark on due date is acceptable) to:

NEVADA DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)  
1535 OLD HOT SPRINGS ROAD #10  
CARSON CITY, NV 89706

2. Submit electronic version of the application in Word and Excel format to [ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us) by the due date. **PDF is not acceptable.** (OCJA does not require original signatures on the electronic copies.)
3. The entire application package consists of four sections and a checklist. Your agency must submit the following for the application review:
  - a. One original copy of the application with all sections completed plus original signatures. (Single sided preferred; please just provide the application: pages 30-59.)
  - b. Three hard copies of the completed original application. (Double sided preferred; please just provide the application: pages 30-59.)
  - c. A completed electronic copy which must be in Word and the Excel Budget Detail, **PDF not accepted.** (OCJA does not require original signatures on the electronic copies.)
  - d. The electronic copy must be e-mailed to [ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us).

**The Grant Application Deadline is 5:00 p.m., May 29, 2020.**

[http://ocj.nv.gov/programs/ALL/Grant\\_Applications/](http://ocj.nv.gov/programs/ALL/Grant_Applications/) OCJA website

Contact OCJA at (775) 687-1500 or [ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us), with any questions.

### **Application Outlay**

- The application must be stapled in the top left-hand corner.
- Do not bind applications in notebooks, plastic bindings, or printed covers.
- Use 12-point font when preparing the application.
- Do not alter the order of the sections.
- Double sided printing is preferred for all copies.
- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page of the application submitted; have financial staff review the budget.
- The Budget narrative is part of the application this year.
- Use only whole dollar amounts. No cents.
- Observe page limitations.



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- Respond to all sections of the application; ensure a thread ties the application together from the Problem Statement through the evaluation. The elements should be related and make sense.
- Supplanting - grant funds cannot be used to replace state or local funds that would, in the absence of federal assistance, be available or forthcoming.
- Spell out acronyms, at least when first used. Eliminate jargon when possible. Peer reviewers may not be familiar with your operations.
- If this is a continuation project, explain what has/will change from the previous year. Don't assume reviewers are familiar with existing projects.
- Footnote any reference to federal, state or local laws, codes or statutes.
- Use **local** data and statistics rather than national statistics.
- When submitting your application, please **remove pages 1-29 from your submission**. OCJA only needs the Checklist and your entity's Application.
- OCJA doesn't limit appendices to the application; supporting information can be attached as needed.

#### Allowable Expenses

- Project personnel salaries and benefits, including overtime pay.
- Equipment necessary for implementation of the program.
- Building rental.
- Project personnel travel/training.
- Audits.
- Supplies and operating expenses directly related to project operation.
- Professional services (including contractors and consultants). Costs must fall within federally approved policy - \$650.00 per day or \$81.25 per hour.
- Uniforms (must not be union allowance uniforms and must not be part of the normal operating budget).
- Tips for Rideshare or Taxi with receipt.

#### Unallowable Expenses

- Any expenditure not directly related to the program.
- Badges and personal items necessary for any job-related duties, i.e., side arms, identification badges, etc.
- Bar charges/alcoholic beverages.
- Bonuses, commissions, gifts and incentives.
- Bomb pay.
- Business cards.
- Car wash.
- Construction.
- Conference rooms.
- Costs incurred before the project start date or after the expiration of the project period.
- Entertainment.
- Food and beverages.

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- Expense of organized fund-raising.
- Fines and penalties.
- Membership Dues and Fees.
- Indirect costs unless there is proof of certification by the lead consignant agency.
- Land/building acquisitions.
- Late charges.
- Lobbying, political contributions, and legislative liaison activities.
- Military type equipment.
- Newspaper subscriptions.
- Promotional items.
- Rental cars – unless previously justified and preapproved by OCJA.
- State and local sales taxes.
- Sporting events.
- Supplanting: federal funds must not replace those funds which have been appropriated for the same purpose in your general budget.
- Tips on per diem.
- Honoraria.
- Corporate Formation.
- Compensation for Federal Employees.
- Home office workspace and related utilities.
- Passport charges.

*Contact OCJA at (775) 687-1500 if you have questions.*

**NOTICE: All applications are subject to public review.** When sensitive procedural information is necessary in the application two options are available: 1. OCJA will accept a final redacted copy without the sensitive information. 2. The applicant agency may make note of the sensitivity in the application and request a verbal decision regarding the sensitive information.

# INSTRUCTIONS AND GUIDE FOR FILLING OUT THE APPLICATION

## INSTRUCTIONS

For review and ranking purposes, a “point” value is assigned to each Section. The total possible score for the entire application is 100, with 10 additional points awarded for an evidenced based project. The point value is broken out as follows: Section I = 0 points, Section II = 75 points, Section III=15 points, Section IV = 10 points. Total points value 100. Evidence Based project = 10 extra points.

### Section I – Title

The letter indicated below will correspond to the field to complete in the application.

- A. Check:** The name of the grant program from which the application is requesting funds.
- B. Applicant Agency:** Enter the official name of the agency submitting the application. The address refers to the physical and mailing address of the applicant agency (9 digit Zip is required in this section). OCJA will consider the application incomplete when the DUNS and/or Federal TAX ID fields are incomplete. To comply with federal requirements for Accountability and Transparency, the DUNS number must be registered in the System for Award Management (SAM). \* **Please attach a copy of your agency's SAM registration; attach the copy after Section I – Title.**
- C. Direct Award from US Department of Justice (DOJ):** Some agencies are eligible to receive funding directly from DOJ under the Justice Assistance Grant (JAG). If the county or city where the applying agency resides did not receive a direct award for JAG this past year, check the **Not Applicable** or **No** box as appropriate, and continue to field D. Otherwise, confirm by checking the **Yes** box and entering the amount awarded. \***Please indicate if your agency has received a different Federal Award for the same project or same type of project.**
- D. Project Title:** Succinct description of the proposed activity. If funded previously, use the title from the previous award.
- E. Project Period:** Oct 1 through Sep 30 (12 months) is the expected starting and completion dates of the proposed project, unless otherwise pre-approved by OCJA.
- F. Purpose/Program Area:** Select only ONE of the areas listed by checking the appropriate box.
- G. Project Director:** Refers to the person with direct responsibility for the administration of the proposed project, enter the information requested for contact purposes.
- H. Fiscal Officer:** Enter the name of the person who will manage the fiscal matters of the proposed project if awarded. The Fiscal Officer must be someone other than the Project Director.
- I. Project Point of Contact:** This field refers to the person OCJA will contact with questions about quarterly reports, monthly financial claim forms, etc.
- J. Agency's Human Resources Representative:** This individual is the Civil Rights Liaison with OCJA. OCJA will contact this person with questions regarding federal civil rights compliance.
- K. All Agencies-** **All agencies must fill out section K regarding financial competence.**
- L. Previous Funding Received from OCJA:** If OCJA previously awarded funds, indicate the year(s) of the award(s), and the amount of federal funds received.
- M. Proposed Project Budget Summary.** Please enter the data in this field only after completing the budget pages (separate Excel spreadsheet in Section III).
- N. Certification by Authorized Official;** The sheriff, police chief, division chief, agency head or other official ultimately responsible for this project/program must sign this document in **BLUE** ink.

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**Section II – Narrative** (75 points with 10 additional possible for evidenced based programs)

This Section has nine (9) fields assigned different value in points. Make sure to link all 9 sections with a common thread. *Use a 12 point font* for the Narrative Section. Field 10 “Disclosure of Current Federal Funds and IT Statement” is required but not weighted.

<b>Field Name</b>	<b>Scoring Points</b>	<b>Page Limit</b>	<b>Narrative provides:</b>
1. Abstract	5	½ (Half)	Make sure to state the amount of funding requested and what is to be funded or accomplished
2. General Overview	10	2 (two)	Establish who the applicant agency is and what the agency does. Detail the expected outcome of the application if chosen for funding.
3. Problem Statement	15	2 (two)	What issue will the federal funding solve? You must clearly describe the problem that will be solved with the requested funding. Use statistics and reference material to support the statement(s).
4. Goals, Objectives & Timeline	15	2 (two)	How, who, where and when the project (solution to problem stated above) will be accomplished. Measurable objectives are a must! Please make sure that each objective has a corresponding timeline/deadline.
5. Methods of Accomplishment	10	2 (two)	State the plan on how the agency will complete the proposed goals and objectives. Who will be completing the activities described?
6. Project Evaluation	10	1 (one)	Who will document and evaluate the accomplishments and/or missteps?
7. Sustainment of the Project	5	1 (one)	If necessary, to continue this proposed project, how will this be accomplished without federal funding; include maintenance costs, methods and timeline.
8. Statement of Coordination	5	1 (one)	List partnerships, coordination, resources that will support the applicant agency in the completion of this project. How are tasks distributed among partners?
9. Evidence Based Principals	10 EXTRA	1 (one)	Explain the similarity of the proposed project with program(s) previously approved on the website: <a href="https://www.crimesolutions.gov/">https://www.crimesolutions.gov/</a>
10. Disclosure of current federal funds and Technology Statement	N/A	N/A	OJP requires applicant agencies to disclose information about other applications or other sources of federal funding supporting the same project. Provide confirmation that the applicant’s Technology Director reviewed the request.

**Section II- Continued**

**NARRATIVE SECTION OF THE APPLICATION**

**Title Page** – 2 pages

**Abstract** - 5 points – ½ page limit

The function of the abstract is to identify the amount of the funding request and what the funding will provide so reviewers have a brief idea of the scope of the work. (i.e. overtime, equipment, etc., reduce recidivism, reduce property damage) The abstract is written after the entire narrative is complete. Please do not summarize past accomplishments in this section.

**GENERAL OVERVIEW** – 10 points - Limit 2 pages

**Describe what the proposed project intends to accomplish with the federal grant funds.** Pulling the most significant sentences from each key section in the grant narrative will help describe the proposed project, the broad goals, planned actions used to meet those goals, expected result, evaluation method, and how the project will change the problem. The purpose of this section is to:

1. establish the applicant agency
2. define the proposed project with a concise summary of the proposed project
3. describe how federal funds will be used to make the proposal a successful project
4. to describe succinctly every major aspect of the proposed project

Statistical information is not necessary in this section. Leave these specifics for the Problem Statement and Goals sections. If this is a continuation program, include past and present accomplishments and future plans.

**PROBLEM STATEMENT** – 15 points - Limit 2 pages

The Problem Statement is a written presentation that describes all aspects of a problem. It includes the nature, magnitude, severity, rate of change, persons/entities affected and geographic scope. The Problem Statement clearly describes and substantiates the overall issue(s) addressed by the proposed project. It defines the problem, provides the need for federal funding in order to address the problem/s and...

The Problem Statement is in a narrative form and includes, but is not necessarily limited to, the following:

- a description of the geographic areas(s) affected.
- a description of the problem and contributing factors.
- documentation of the problem (**statistical local data**);
- who the problem affects and the consequences.
- under what circumstances the problem occurs.
- other current efforts to assist in alleviating the problem (existing programs or services); and
- an explanation of how the proposed project will address the problem and work towards a solution.

**IMPORTANT**

## **Section II- Continued**

The Problem Statement incorporates:

- a) Recent local data and statistics (include sources of information) describing the problem (i.e. arrest rates, conviction rates, probation rates, incarceration rates, number of individuals receiving treatment, number of individuals to be serviced etc.).
- b) Demonstrates rates of increase or decrease in the problem by showing the percentage of change for a period of time covering at least two years, more years make a better case.
- c) Documents percentages of change with actual numbers (i.e., from 2010 to 2011 drug arrests increased 100%; 2010 - 100 arrests; 2011 - 200 arrests). Reflect the data in your objectives. Include reference sources (footnotes).

**GOALS AND OBJECTIVES** – 15 points - Limit 1 ½ pages

**Goals and Objectives clarify the purpose of the request and help identify necessary actions.**

**Project Goals:** Goals are broad general statements of the desired results or anticipated outcome of the program and address the problem identified in the Problem Statement section. This section contains a separate discussion for the proposed project's goals and the accompanying objectives. Goals should NOT be stated in measurable terms.

- What do you want to achieve?
- Explain the goal(s) of the proposed project in simple, straightforward terms. **One or two** overall goals are sufficient.
- The goal(s) identify intended impacts or outcomes and the results the program wants to achieve.
- Each goal should have one or more **measurable objectives** describing how the agency will reach that goal.
- Be realistic.
- State the goals as a determination of achievement.
- The goals MUST tie into the Problem Statement and Project Evaluation.
- Administrative goals should not be your main point.

**Project Objectives:** Each goal contains no more than four objectives. The objectives are the specific, **measurable**, achievable, realistic and timely (**SMART**) actions needed to accomplishment each goal. Objectives focus on the methods/activities used to address the problem. Use the statistics from the Problem Statement section to help determine measures. The Evaluation section of the application incorporates the measures from the objectives.

**AN APPLICATION WITHOUT MEASUREABLE OBJECTIVES MAY NOT BE FUNDED**



**Section II- Continued**

Answer these questions for each objective:

1. *WHAT* will be done? Or, what will change?
2. *WHO* will complete the tasks? Or, who will change?
3. *WHEN* will the activity be implemented? Or, when will the change occur?
4. *HOW* will they do it and *HOW* will they measure it?
5. *INCLUDE* a timeline; this demonstrates you have thought through your program.
6. *AVOID* the words might, if, could, should, would.
7. *AVOID* the words "To provide". This is always a method to achieve the objective.

How you will achieve your goal(s):

- The objective in terms that can be measured, qualified, quantified and evaluated
- Include the activities necessary to accomplish your goals.
- A timeline, where applicable, of when each objective is expected be met.

Tip: *Goals and Objectives MUST tie into the evaluation process. Both of these sections will connect with your monthly written progress reports. More than four objectives are too many as reports require the written progress of every objective.*

**METHODS OF ACCOMPLISHMENTS – 10 points - Limit 2 pages**

This section **MUST** reference the goals, objectives and statistics from the Problem Statement section. This section describes the activities used to accomplish the objectives. Here are several guidelines:

- Read the Problem Statement
- How does the proposed project solve the problem or improve the situation?
- Discuss how the method of approach will improve the situation and explain why this activity was chosen.
- Explain how federal funding will impact or solve the stated problem.
- Specify any training needs that are relative to the problem/solution.
- Describe the means/activities implemented to reach an objective.
- Each objective must include a timeline for accomplishment.
- *Methods must tie to each goal and objective and to the Problem Statement.*



**PROJECT EVALUATION –10 points - Limit 1 page**

The evaluation must tie to the objectives. If you have difficulty in determining what criteria to use in evaluating the proposed project, better take another look at the objectives presented and how these will be measured.

- How will you know the project is working?
- How will you determine if you are meeting your objectives?
- Who will perform the evaluation?



## **Section II- Continued**

All proposed projects must include a plan for evaluation to track the accomplishment of the stated objectives. Therefore, OCJA recommends designing the evaluation to provide an unbiased and independent assessment of the effectiveness or value of the proposed project. Provide a plan to determine whether the proposed project accomplished the Goals and Objectives it was designed to meet. The Evaluation Plan presents a) the qualifications of the evaluator and b) a description of the criteria used to evaluate the project's effectiveness.

**IMPORTANT:** The award's final report is an overall evaluation of the project. The evaluation is due 45 days after the end of the award's performance period.

### **SUSTAINMENT OF THE PROJECT - 5 points - Limit 1 page**

How will the proposed project continue operation when grant funds are no longer available? There is no guarantee grant funds will be available for the proposed project year to year. Proposed projects need to demonstrate self-sustainment as early as possible, even within one year's time when applicable. Provide a detailed summary and a timeline of the plan to continue operations when these funds are either not available or significantly reduced.

Eligibility for continued funding of projects taking longer than one year to become self-sustaining is based on a) performance, b) meeting reporting requirements, and c) the availability of funds. These projects may be funded on a decreased basis for four years. The first two years, funding may be at 100% federal monies; the third-year federal monies are decreased to 75%; and the fourth year federal monies are decreased to 50%. Keep this in mind when planning the proposed project's sustainment.

### **STATEMENT OF COORDINATION - 5 points - Limit 1 page**

Will other agencies be involved or have an interest in the requested program? Who are they and what are their roles?

Multi-jurisdictional task forces must provide a current Memorandum of Understanding (MOU). The MOU must contain details about the disposition of equipment purchased with awarded funds if the task force is dissolved. For a State of Nevada agency, a current Inter-local Agreement must be submitted in lieu of an MOU.

Collaborative efforts of federal, state and/or local criminal justice, education, prevention, treatment and law enforcement agencies is key to the success of many programs. Describe and document efforts to coordinate, cooperate, or work with other entities to ensure the success of the project's activities. Demonstrating collaboration will reflect favorably on the submitted application.

### **EVIDENCE BASED PRINCIPALS/PROGRAM - 10 Extra points. Above the 100 – limit 1 page**

1. Is there evidence or data to suggest that the intervention or strategy is likely to work, (i.e., produce a desired benefit)? Examples of evidence-based programs related to the criminal justice system, can be found at [www.crimesolutions.gov](http://www.crimesolutions.gov) .

2. Is there a plan to collect evidence or data that will allow for an evaluation of whether the intervention or strategy worked?
3. These programs use a decision-making approach that relies on the best available evidence about what does and does not work.

The BJA encourages states to prioritize evidence-based practices/programs (EBP) to maximize the use of federal assistance for criminal justice system enhancements. OCJA will credit a maximum of ten extra points to applications demonstrating use of evidence-based practices. A second source of information about EBP definitions and tool assessments is the National Center for Justice Planning website:

[www.ncjp.org](http://www.ncjp.org).

**DISCLOSURE OF PENDING APPLICATIONS – No points assigned but required.**

**Disclosure of Current Federal Funds**

**Example Sample Language:**

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

This agency received funding from U.S. Department of \_\_\_\_\_ in the amount of \$\_\_\_\_\_ complementing this funding request to OCJA.

This agency submitted application(s) to U.S. Department of \_\_\_\_\_ in the amount of \$\_\_\_\_\_ If received, those funds will complete this funding request to OCJA.

**Technology Statement**

If your application has no technology components then please state “Not applicable, this request does not contain funding for technology purchases or components.”

If your application has a technology component and/or purchase you must include in the application a signed statement from the Information Technology Director, approving the project.

**Example Sample Language:**

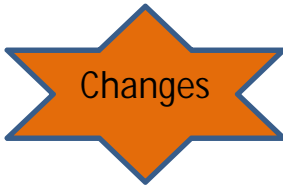
The Information Technology Director, Jane Doe, certifies with her signature that the technology requested is necessary, feasible and compatible with the agencies software and hardware systems and that the Technology Director supports the purchase and/or program.



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# BUDGET

**Section III – Budget** (15 points) the Budget Narrative will provide the justification for requested items and the Excel Budget Detail spreadsheet will itemize all costs



The Budget narrative for each budget category is in the application and describes the expenses. Expenses must be justified, reasonable, related to and necessary for the success of the proposed project. The justification encompasses the method of calculation. (i.e. 5 troopers x 5 hrs. x 4 days per month x 12 months = 1,200 hrs. x \$65 per hour = \$78,000 that will be used for overtime to increase gang enforcement. This will allow additional law enforcement patrols for neighborhoods identified as high crime on weekends to improve community safety. **Check the math.**

**NOTE: The Budget Detail must still be submitted in the Excel spreadsheet which is separate from the application form and must be downloaded from the OCJA website or attachment in your e-mail. The total will be automatically calculated on the “Budget Summary” within the Excel Document.**

BUDGET SUMMARY - All requested project costs MUST relate directly to and be necessary for the tasks described in the Methods of Accomplishment section. The budget summary is a simple line item budget identifying the following categories as they apply to the submitted application:

1. Personnel costs (all costs related to salary, benefits, etc.)
2. Consultant Services (costs must not exceed the current federal limitation of \$650 for an 8-hour day or \$81.25 per hour)
3. Travel costs (mileage, airfare or transportation, lodging costs, meals, parking, etc.)  
Costs for training registration are to be placed under the Supplies/Operating category, not travel.

*Note: Federal per diem rate will prevail unless local rates are less. For the current federal rates see <http://www.gsa.gov/>. Click on per diem rates.*

4. Supplies/Operating Expenses
5. Confidential Funds
6. Equipment (over \$5,000)

*Miscellaneous and Other*, are not considered costs. OCJA will deduct costs corresponding to these terms in any category, when not justified and detailed.

Round off budget figures - do not use cents. (Example: \$170.57 will be \$171.00) All budgets are subject to OCJA modifications and approval. Fill out ALL pages completely. Estimate ALL costs to the nearest dollar.

When reviewing the budget, ask “Is this budget reasonable? Are these items necessary to the success of the program?” If you previously had an OCJA award for the same requested project, look at the budget for the last 2 years versus this requested budget. Are you duplicating purchases and/or services from previous years?

**Section III- Continued**

**DOUBLE CHECK THE MATH CALCULATIONS AND ENSURE THE NUMBERS MATCH THE TITLE PAGE in the Application. DO NOT RELY ON THE COMPUTER TO ADD FOR YOU. Reviewers are VERY strict about math when evaluating applications!**

If you have questions or concerns related to the completion of the Excel budget section, please call (775) 687-1500 or an OCJA Grant Manager for assistance.

**Address each Budget Section separately as follows:**

**PERSONNEL COSTS**

This category refers to wages and fringe benefits for regular or part-time salaried employees related to the proposal. Other persons working on the proposed project, who are not on the regular payroll, must be classified either as contractual or consultant. This category also includes overtime for approved activities related to the proposed project.

**AVOID SUPPLANTING** - Do not request federal funding for an employee already on the payroll unless he/she will be replaced by another person hired to augment regular agency staff during the time the existing employee spends working on project activities. A regular employee, however; may be paid overtime for time worked on the project. Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government associated with the project.

**Instructions - Completing Budget Forms**

- 1. Direct Salaries and Overtime** - Write in the title or position of each new employee or each existing employee who will earn overtime for grant-related activities. Across from each position/job title listed, place the annual salary or the overtime wage (dollar/hour) for the position, the percent of time expected to be devoted to the project (for a new employee) or number of overtime hours and the total cost for the position.
- 2. Fringe Benefits & Payroll Taxes** – List all fringe benefits and payroll taxes on the corresponding

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***If payroll taxes and fringe benefits are to be paid in addition to the hourly rate, you must specify that, or it will be excluded from reimbursement.***

---

Excel budget section. Include fringe in the total personnel costs.

- 3. Total Personnel** – Complete the total requested.
- 4. Personnel Budget Narrative** - A brief statement explaining the cost basis for each position, is required. Explain how each position is related to, and essential for the completion of the proposed project. Explain why federal funds should pay for the personnel requested. Explain why they essential to the success of the project?

**For sub-recipients that have received funding for personnel costs in past years, please note for any increase in personnel funding, you must contact your Grants Manager.**

### Section III- Continued

#### **CONSULTANT/CONTRACTUAL SERVICES**

1. **Individuals** - Complete Section 1 for individuals not on the regular payroll who will be reimbursed for professional services.
  - a. **Consultant Fees** - For each individual consultant, enter the name, service to be provided, hourly fee and estimated time on the project in hours. Fees must not exceed federal guidelines (\$650 per 8 day or \$81.25/hour).
  - b. **Consultant Expenses** - List the rates used to calculate travel, meals and other expenses. Remember, travel costs cannot exceed the federal GSA rate.
  - c. **Total Consultant Costs** – Complete the total requested.
2. **Consultants and Contractors Budget Narrative** - explain the basis or criteria for selection of each consultant. Describe how the service provided is essential to the project. In the budget narrative section, detail the costs and how it is a necessity to the proposed project.
3. **Sole source contracts** for more than \$25,000 require OCJA's pre-approval. Sole source contracts with a value of more than \$250,000 require pre-approval from the Federal awarding agency.

**Note:** All procurement transactions, whether negotiated or competitively bid, and without regard to dollar value, require administration in a manner that allows maximum open and free competition.

#### **TRAVEL COSTS**

*Note: See <http://gsa.gov> for current federal travel rates. Note: No more than three (3) persons may travel to any one conference or training. Travel for additional staff requires prior approval from OCJA.*

1. **In-State Travel** - List **EACH** anticipated in-state trip outside the local jurisdiction stating the purpose of the trip, destination, number of individuals traveling, airfare, hotel, per diem, mileage, days in travel status and total cost.
2. **Out-of-State Travel** - List **EACH** anticipated out-of-state trip stating the purpose of the trip (e.g. training, interview, operations, etc.), estimated destination and number of individuals. For **EACH** traveler itemize airfare, hotel, per diem, mileage, days in travel status and total cost.
3. **Total Travel Budget** - Complete total requested.
4. **Travel Budget Narrative** – Complete a narrative explaining the purpose of the travel and its connection to the project.
5. **Registration Costs** – please list under the category Supplies/Operating. OCJA will pay for registration fees related to training events on a reimbursement basis. That is after the responsible agency provides proof of attendance and payment.

**Break out the costs of EACH in-state and out-of-state trip separately** to show the specific costs of transportation, food, lodging, and other expenses. Costs may not exceed the federal GSA rates. Indicate how/why the in-state and/or out-of-state trips are essential to the success of the project.

Travel begins from the time a person leaves their home/workstation (not the time your flight leaves/arrives) and ends upon arrival at home/workstation.

Travel not approved in the budget requires justification and pre-approval by the OCJA Grant Manager.

### **Section III- Continued**

#### **SUPPLIES /OPERATING EXPENSES**

- 1. Supplies/Operating** - This section includes office supplies, project supplies, and equipment items costing under \$5,000; essentially, expendable or consumable materials for use during the duration of the requested project. For each item listed, enter the quantity, rate and/or unit cost and total cost. Explain the methodology for determining the quantity requested. This section also includes all operating expenses involving rental/lease arrangements and purchase of non-consultant type services.
- 2. Supplies and Operating Expenses Budget Narrative** - A required narrative describing the basis for arriving at the cost of items listed. If you rent or lease equipment or facilities, explain in the narrative. Include the rate for each rental in the budget. For maintenance agreements, detail each item covered under the contract. **OCJA will deduct items without a narrative.**  
Example 1: \$ 200/year for computer maintenance agreement for x number of computers. Example 2: \$1,008/year for basic office supplies = 2 employees @ \$42/each per month.

#### **EQUIPMENT**

List only those items that are to be purchased with grant funds. **Do not include expendable items costing less than \$ 5,000 per unit**, however they may still require to be inventoried. Do not include rental or lease equipment. If a specific item is required for the grant, justification is required, but otherwise use the generic description of the requested item.

**NOTE:** OCJA requests equipment purchases through the 1122 Program. This process is outlined in detail in the "Special Conditions" form attached to the award package provided when funding is approved. Additional information can be found in the OCJA Administrative Manual.

After each item listed enter the quantity, unit costs and total cost.

- 1. Total Equipment Costs** - Enter the total cost of equipment for the proposed project.
- 2. Equipment Budget Narrative** - A narrative describing how the equipment will benefit the proposed project, why it is necessary to the success of the project and the consequences of not purchasing the equipment.

*Tip: After preparing the program narrative portion of the Application, consider listing the major activities/tasks required by the project. Note the individual expenses, including personnel time, related to each item. This will help ensure that costs related to each and all activities/tasks described in the Application appear in the budget and are explained correctly in the budget narrative.*

#### **CONFIDENTIAL FUNDS**

Expenditure of funding allocated for confidential informant (CI) funds require close adherence to federal regulations. Federal regulations require the agency awarded the funds to sign and keep on file a "Special Conditions" form. The form is provided by OCJA in the award package.





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- Confidential funds allocated when 1) the merit of a program/investigation warrants the expenditure of these funds, and 2) funding is unavailable from other sources. The expenditure of confidential funds is subject to prior approval.
  
- Approval for confidential fund expenditures must be reasonable and a necessary element of the proposed project operations.
- The sub-recipient must ensure:
  - ✓ The implementation of written procedures for reconciliation and tracking of CI funds.
  - ✓ That controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds.

OCJA will confirm the above requirements are met by auditing the sub-recipient annually. For additional information please refer to the Administrative Manual, Section III, Chapter 9, Special Funds.

### **NEGOTIATION OF FINAL TERMS:**

For approved applications which are based upon the recommendations of the Review Committee, OCJA personnel and the applicant negotiate conditions of the proposed project and/or its budget. This may include fine tuning objectives and activities for the project.





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# Certified Assurances

**Section IV – Certifications and Assurances** (10 points)

These pages contain the required federal and state assurances and certifications necessary for applicants to qualify for federal funding. These are legal and binding documents. Read these pages carefully.

**If needed, your agency can download the documents from [www.ocj.nv.gov](http://www.ocj.nv.gov), under FORMS.**

Federal regulations require a) original signatures in **BLUE** ink, and b) signature of the individual meeting the criteria of authorized official. Attach, as an appendix to the application, any documentation for temporary authority (i.e. Acting or temporary assigned personnel). Date is the day, month, and year when the authorized official signed the document.

Please complete these mandated forms with the appropriate signature, attach, and submit with the application form. OCJA considers applications INVALID when received without the signed certification documents.

1. STANDARD CERTIFIED ASSURANCES - Signed by the Governmental Unit (i.e., Mayor, County Commissioner, or City Supervisor) **and** the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director) for this Application to be valid. When securing both signatures proves difficult, please incorporate a written statement, as an appendix, in the application certifying the submission of the fully executed document by the requesting agency, on a mutually agreed date, prior to the beginning of the performance period for the award. Failure to submit the fully executed form by the agreed deadline will result in the prorating or cancellation of the award.
2. CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENT
3. EQUAL EMPLOYMENT OPPORTUNITY PLAN FORM
4. CIVIL RIGHTS REQUIREMENTS
5. WAIVER OF PASS THROUGH (for non-profit organizations, if applicable)

# APPLICATION CHECKLIST

The Application Checklist is considered part of the application. Please submit the completed Checklist with the application. OCJA staff reviews the checklist to confirm all significant documents are included with your application form. Federal mandates require the submission of the **original** paper application, budget, certifications, and if applicable, appendices to OCJA by the due date.



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CHECKLIST

*The following documentation package constitutes the OCJA application. Please submit the entire package by the deadline indicated in the instructions.*

- Checklist
- Title Page - (Please sign in [blue](#) ink for signatures)
- SAM Registration
- Abstract
- General Overview
- Problem Statement
- Goals and Objectives (Must be measurable)
- Methods of Accomplishment  Timeline
- Project Evaluation/Internal Assessment
- Sustainment of the Project – including time line
- Statement of Coordination
- Evidence Based Program (extra 10 points)
- Inter-Agency Agreement or Memorandum of Understanding for current year, if applicable
- Disclosure of other federal funding sources and, when applicable, technology statement
- Budget: Excel spreadsheet **plus** the Budget Narrative in the application with itemization, justification and narratives
- Waiver of Pass Through (for non-profits, if applicable)
- Appendices – when applicable

*The following assurances must be signed by the authorized official/s and considered part of this application. Please use [blue](#) ink for signatures. These forms are posted on OCJA's website [www.ocj.nv.gov](http://www.ocj.nv.gov), under– Applications; – Assurances Forms.*

- Standard Certifications, Lobbying and Debarment and Drug-Free Workplace, etc.
- Standard Assurances
- Equal Employment Opportunity Plan Form –EEOP
- Civil Rights Requirements

- 
- Submit application to OCJA

***Please submit this checklist with your application.***



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***BE SURE TO MEET THE APPLICATION DUE DATE***

All necessary forms (application, budget and assurances) and resources are available at: [www.ocj.nv.gov](http://www.ocj.nv.gov)

***Mail or Hand-deliver the original paper application and three hard copies to:***

***DEPARTMENT OF PUBLIC SAFETY***

***OFFICE OF CRIMINAL JUSTICE ASSISTANCE***

***1535 OLD HOT SPRINGS ROAD #10***

***CARSON CITY, NV 89706***

***AND***

***Submit an electronic version (Word/Excel) to [ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us)***

***by 5:00 p.m. on May 29, 2020***

***[www.ocj.nv.gov](http://www.ocj.nv.gov) - website address***

***Please contact our office if you have any questions.***

***Main Telephone Number (775) 687-1500***

***GOOD LUCK!***



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# APPLICATION



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
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**Application**

**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 E. MUSSER STREET	
Physical Address	911 E. MUSSER STREET	
City	CARSON CITY	NV
Zip (9 digit zip required)	89701-3706	
Federal Tax ID #:	(88-600189)	
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		
<b>ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION AFTER SECTION I</b>		

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

Did the applicant agency receive a direct DOJ award last year?

Not Applicable or  No (*continue to the next field*)

Yes, what was the amount awarded? \$ 12,558.00

Did the application agency receive a Federal award in FFY 2017 for the same project or same type of project?

Not Applicable

Yes, what was the amount awarded? \$ \_\_\_\_\_ and what is the name of the award received \_\_\_\_\_

**D. Project Title**

**TRI-NET JAG GRANT**

**E. Project Period (period of performance)**

From: **(10/01/2020)**      To: **(09/30/2021)**



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**Application**

**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.  Mental health programs and related law enforcement and corrections mental wellness programs
8.  Other \_\_\_\_\_

**G. Project Director**

Name:	JERMOME TUSHBANT	
Title	UNDERSHERIFF	
Phone	(775) 283-7802	
Email	<a href="mailto:JTUSHBANT@CARSON.ORG">JTUSHBANT@CARSON.ORG</a>	
Address	911 E. MUSSER STREET	
City	CARSON CITY	NV
Zip (9 digit zip required)	89701-3706	

**H. Fiscal Officer:**

Name:	CASEY OTTO	
Title	DEPARTMENT BUSINESS MANAGER	
Phone	(775) 283-7811	
Email	<a href="mailto:COTTO@CARSON.ORG">COTTO@CARSON.ORG</a>	
Address	911 E. MUSSER STREET	
City	CARSON CITY	NV
Zip (9 digit zip required)	89701-3706	





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**Application**

**I. Project Point of Contact:**

Name:	COLEY MCCANN	
Title	SERGEANT	
Phone	(775) 684-7431	
Email	<a href="mailto:CMCCANN@DPS.STATE.NV.US">CMCCANN@DPS.STATE.NV.US</a>	
Address	107 JACOBSEN WAY	
City	CARSON CITY	NV
Zip (9 digit zip required)	89701-0001	

**J. Agency's Human Resource Representative**

Name:	SHARON DANIELS	
Title	CHIEF OF ADMINISTRATION AFFAIRS	
Phone	(775) 283-7805	
Email	<a href="mailto:SDANIELS@CARSON.ORG">SDANIELS@CARSON.ORG</a>	
Address	911 E. MUSSER STREET	
City	CARSON CITY	NV
Zip (9 digit zip required)	89701-3706	

**K. All Agencies**

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

What type of accounting system is used?	Munis
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 of Carson City and donations from the public.
Are there procedures in place to separate duties and approvals?	Yes, there is 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.



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**Application**

**L. Previous Funding Received from OCJA:**

Year EXAMPLE: (2016)	Award Number (16-JAG-01)	Federal Amount Awarded (\$) (250,000)
2019	19-JAG-02	120,000.00
2018	18-JAG-02	133,800.00
2017	17-JAG-02	56,877.00
2016	16-JAG-02	58,402.00

**M. Proposed Project Budget Summary:**

**Ensure these amounts match the amounts in the Excel Budget Worksheet.**

Category	Federal Amount Requested (\$)
Personnel	\$95,000
Consultant/Contract	\$0
Travel	\$0
Supplies/Operating	\$0
Equipment	\$0
Confidential Funds	\$0
Total Federal Funding Requested (\$)	\$95,000

**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 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:
Title:	Email:
Signature	Date:



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
GRANT APPLICATION 2020

**Application**



## Application – Section II, Narrative

# Section II

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Begin typing below each field header.

1. ABSTRACT (How much funding is requested and what are the deliverables and desired result.): (½ page limit, 5 points).

Tri-NET is a Multi-Jurisdictional Narcotic Enforcement Team which serves two rural counties in Northern Nevada (Carson City and Douglas County) and is within a short drive from a large metropolitan area.

Broad Goals: Intelligence exchanges regarding drug trends, drug-related crime, Drug Trafficking Organizations (DTO's), addressing the impact of drug-related crimes, reducing the availability of all illegal and illicitly manufactured controlled substances, the prosecution of those involved in the manufacturing, sales, and distribution of the same, and educating the public and training other law enforcement in the area of drug identification and awareness when requested.

Actions: Infiltrating drug dealers and DTO's in order to disrupt and/or dismantle them. Assist other agencies with warrant arrests and locating probationers/fugitives charged or convicted of drug-related crimes; seize controlled substances, cash, weapons, vehicles and other property linked to drug-related crimes and activities, attend/sponsor community meetings and events related to the education, prevention and response to drug-related crime, provide comprehensive training to those who request it.

Program activities and progress toward stated goals will be monitored on a monthly basis by the designated evaluator and reported quarterly. Statistics are collected and stored in a comprehensive database that will be compared to the projected numbers in this application evaluating the performance and success via quarterly reporting. After approximately 30-years, Tri-NET continues to be successful in curbing regional illegal and illicit drug manufacturing, distribution and sales. Without the efforts and resources of the Tri-NET Narcotic Task Force through the support of JAG funding, drug related crime throughout the region will be left unchecked. Street Enforcement Teams (SET) alone cannot stem the flow of drugs and reduce drug related crime. However, SET working in concert with Tri-NET has made, and will continue to make a significant impact in crime reduction in Northern Nevada. The continuation of this project will assure that continued success.



## Application – Section II, Narrative

### 2. GENERAL OVERVIEW (2 page limit, 10 points).

Program Focus: The Tri-NET Narcotic Task Force is a Multi-Jurisdictional Narcotic Enforcement Team serving two (2) rural counties in Northern Nevada (Carson City and Douglas County). These counties are within a short drive to a large metropolitan area (Reno/Sparks). Tri-NET is supervised by the Nevada Department of Public Safety, Investigation Division (DPS ID). The mission of Tri-NET is to locate, identify, arrest and aid in the successful prosecution of those individuals and organizations responsible for the manufacturing, trafficking, sales and use of illegal, and illicit controlled substances, to include illegal use of prescription medication. Tri-NET addresses the need for a regional multi-faceted approach to law enforcement activities specifically designed to prevent and control drug-related crime and to aid in the prosecution of those organizations and individuals responsible.

Tri-NET focuses on mid to upper-level drug dealers, drug traffickers and organizations responsible for the sales, manufacturing and distribution of methamphetamine, cocaine, heroin, marijuana, ecstasy and other illegally obtained prescription controlled and illicit drugs. Investigations can range from short-term operations that last only a day or week to long term investigations lasting several months which include joint investigations with other local, state, and federal law enforcement agencies.

In the 2019 Calendar year, Tri-NET purchased/seized over 1,474 grams of methamphetamine and over 18,100 tablets of prescription medication. Without the regionalized resources and collaborative large-scale investigations, these illicit drugs will continue to be smuggled into the region. Without Tri-NET's expertise and cohesive investigative techniques, these types of individuals will continue to distribute drugs and engage in drug-related crime.

Currently, the Tri-NET Narcotic Task Force personnel and operating costs are funded primarily through the Nevada Office of Criminal Justice Assistance, Justice Assistance Grant (JAG) funding. The Task Force is staffed by one (1) DPS ID (State) Sergeant, two (2) DPS Detectives, one (1) Carson City Sheriff's Office (CCSO) Detective, and one (1) Douglas County Sheriff's Office (DCSO) Detective and one (1) Special Agent from the Department of Homeland Security. The Task Force is currently supported by the Nevada Office of the Military's Counter Drug Program with one (1) Intelligence Specialist who also doubles as a field reconnaissance/surveillance role.

Focus Areas and Future Plans: A primary focus area for Tri-NET remains Drug Trafficking Organizations (DTO's). DTO's continue to infiltrate Northern Nevada. Highway 395 and Highway 50 cross several states and Interstate 80 is only 30 miles away; providing easy access for drugs to be smuggled in from Mexico and California



## Application – Section II, Narrative

into Northern Nevada. DTO's have been identified as a primary source of sales and distribution of most illegal or illicit drugs in the communities served by Tri-NET. DTO's have proven to be difficult to apprehend and dismantle because of their complex layers that camouflage their leaders, lieutenants, dealers and transporters. Tri-NET has documented connections between local DTO's and Mexican Cartels ranging from the Tijuana, Sinaloa, and Gulf Cartels who control a majority of the illegal drugs coming into the United States. With continued funding, Tri-NET will focus its investigative efforts and resources to locate, identify, disrupt and dismantle the organized operations of the DTO's operating in our area. With the current marijuana legalization going on in Nevada, illicit outdoor marijuana grows will also continue to be a major problem for the area as the cartels can vastly undercut legal dispensaries by pennies on the dollar. These outdoor grows are not only dangerous to unsuspecting people who might wander into an illegal marijuana garden but are utterly devastating to the environment and nearby water sources. These grows will also impact the tax revenue collected from the legal trade. Tri-NET has the expertise, skills and equipment to help battle these imposing new threats.

Although methamphetamine continues to be an issue for Northern Nevada, drug trends continue to change. Due to enforcement action by entities such as Tri-NET, as well as media attention and tough regulations for the ingredients used to make methamphetamine, the production has nearly ceased in Northern Nevada. However, drug shipments are still being received in Northern Nevada from other areas. Tri-NET has aggressively addressed the availability of heroin and illegally obtained prescription medications in our area, seeing a decrease in the availability over the last few years. Tri-NET understands that opiate addicted individuals are increasingly responsible for burglaries and other theft related crimes. Tri-NET also continues to work cases involving prescription fraud, diversion and sales. Tri-NET continues to work with local and federal agencies with the opiate and prescription drug abuse epidemic. These cases involve not only the abusers, but the doctors involved in the over prescribing of medicines as well.

Tri-NET plans on continuing essential, joint operations with county Street Enforcement Teams focusing on short term, aggressive enforcement activities on a street level as well as continued, in-depth, complex investigations. Tri-NET will work alongside SET and area Parole and Probation Divisions to identify and arrest individuals involved in the use of controlled substances and lower level possession cases. A joint, regional effort will also result in arrests of drug abusers who commit property crimes to obtain monies to purchase controlled substances. Those individuals can be placed back into the criminal justice system for incarceration, treatment, and drug court programs created to guide the drug abuser back to being a productive member of the community and create a safer community for the citizens of Carson City and Douglas County.



## Application – Section II, Narrative

### 3. PROBLEM STATEMENT (2 page limit, 10 points).

Geographic Areas Affected: The Tri-NET Task Force operates within Carson City and Douglas County Nevada covering approximately 906 square miles and a population of approximately 111,198 citizens and growing. These two rural counties are connected by two major highways that also connect Northern Nevada to California and beyond; a major drug trafficking route. Tri-NET is also just a short drive to the second largest metropolitan area in Nevada with a population of nearly half a million people. Tri-NET is responsible for regionally addressing drug related crime across county lines with leveraged resources and an expertise in identifying, investigating and addressing the illegal manufacturing, sales and distribution of any and all illegal and illicit drugs. Geographically, without the Tri-NET Task Force, each county would be less able to address drug specific crimes on their own and without outside help.

Target Population Affected and Consequences: The target population focused on by Tri-NET is the persons and organizations responsible for the, distribution of illegal and illicit drugs as well as illegally obtained prescription medication throughout rural Northern Nevada. Tri-NET continues to focus on investigating and enforcing state/federal laws and county ordinances related to controlled substance violations including but not limited to:

- Trafficking a Controlled Substance; Sales of a Controlled Substance; Conspiracy to Violate the Uniformed Controlled Substance Act; Maintaining a Drug House; Possession and/or Use of a Controlled Substance and/or Drug Paraphernalia; Manufacturing or Cultivation of Controlled Substances such as Methamphetamine or Marijuana; And all other violations related to illegal, prescription controlled and illicit drugs.

Documentation of the Problem and Contributing Factors (Circumstances): The availability of illicit drugs continue to flood our borders from Mexico due to the profits being made by the cartels, as well as those responsible for the local distribution along with the demand being placed on them by drug abusers throughout the United States. Carson City and Douglas County are not immune from this with cocaine methamphetamine, heroin, and other illicit drugs continuing to enter the area from the south. Illegal cartel-controlled marijuana grows are another imposing threat now multiplied after the legalization of marijuana in Nevada. It is widely anticipated that illegal outdoor marijuana grows will explode in Nevada due to the immense profits the cartels can make by drastically undercutting the legal marijuana dispensaries. These illegal marijuana grows can charge less than 75% of what dispensaries charge and still make tremendous profits. This will not only damage the anticipated tax revenue Nevada expects to collect, but also totally devastate the environment and forests in which these illegal marijuana grows are typically found.





## Application – Section II, Narrative

DTO's continue to be more aggressive in their distribution of controlled substances as shown by the dramatic decrease in street prices. With this threat looming not only nationally, but locally, Tri-NET will focus on addressing the following problems during the upcoming grant cycle to provide safety to the citizens of Carson City and Douglas County:

Problem One: Lack of resources, awareness and specialized training needed to prevent and address drug-related crime in the rural Northern Nevada Region.

Problem Two: The negative impact of drug related crime related to the manufacturing, sales and distribution of illegal, illicit and other controlled substances in the Region.

Problem Three: The use of Heroin, as well as illegally obtained prescription medications and designer drugs by young people.

Program Description to Address the Identified Problems: The Tri-NET Task Force utilizes the following approaches, methods and strategies in order to address the problem statements identified above. They include but are not limited to:

- Intelligence gathering and intelligence sharing among federal, state, and county law enforcement entities;
- Comprehensive, cohesive and accurate investigations; Coordinating with SET teams, Probation Departments and Alternative Sentencing to assist with locating probationers, serving arrest warrants for drug-related crimes/offenses, and conducting joint operations related to high profile street level violators;
- Undercover and clandestine operations to infiltrate drug trafficking organizations; Physical and electronic surveillance;
- The use of confidential and cooperating sources and undercover police officers to conduct controlled drug purchases;
- Education and drug awareness training for citizens, community groups, businesses, and law enforcement.

Tri-NET had 119 arrests from October 1, 2018 through September 30, 2019. The following statistics support the continued attack on our area of operation by drug distributors. During the last grant year cycle (10/1/18-09/30/19), Tri-NET reported some of the following drug and non-drug purchases and seizures: 2,648 grams of Methamphetamine, 275 grams of Cocaine, 324 grams of Heroin, 306 grams of Psilocybin Mushrooms, 2,210 Steroid tablets, 1,000 tablets of Fentanyl, four vehicles, and over \$58,000.00 in US Currency. There were 18,579 prescriptions pills were purchased/seized. Tri-NET conducted 122 joint operations and executed 19 search warrants during this fiscal year.





## Application – Section II, Narrative

### 4. GOALS AND OBJECTIVES (2 page limit, 15 points).

GOALS # 1 – To enhance information sharing, training community education and law enforcement co-cases.

- Objective # 1- Tri-NET personnel will attend monthly (at least 40 annually) department briefings, partnership meetings, community meetings, trainings and events designed to increase awareness, increase knowledge and share information regarding drug trends and drug-related crime.
- Objective # 2- Tri-NET personnel will maintain intelligence sharing, coordination and co-management of cases with local Alternative Sentencing Programs, Probation Departments, Street Enforcement Teams, Homeland Security and the Drug Enforcement Administration (DEA) in (at least 50 annual) co-cases and agency assists.
- Objective # 3- Tri-NET will host, assist and/or facilitate at least 10 trainings annually.

GOALS # 2 – Reduce the impact of drug related crime in Carson and Douglas counties by cases, arrests and seized items.

- Objective # 1- Tri-NET will identify, locate and arrest between 70 and 85 persons annually.
- Objective # 2- Tri-NET will assist Parole and Probation and Alternative Sentencing Departments with at least 20 fugitive arrests annually.
- Objective # 3 – Tri-NET will conduct at least 35 prescription related cases.

GOALS # 3 – Reduce availability of heroin, illegal prescription drugs and other designer drugs such as MDMA (Ecstasy), Steroids, Bath Salts, etc.

- a. Objective # 1- Tri-NET will conduct at least 15 heroin or other opioid and designer drug related cases.
- b. Objective # 2- Tri-NET will conduct at least 35 prescription related cases.
- c. Objective # 3- Tri-NET will conduct at least 5 parcel intercepts/controlled deliveries in conjunction within Carson and Douglas counties.



## Application – Section II, Narrative

### 5. METHODS OF ACCOMPLISHMENT (2 page limit, 10 points).

Tri-NET will accomplish our goals and objectives by infiltrating area drug dealers from street level up to Mexican Drug Trafficking Organizations (MDTO's) with the use of informants and/or undercover officers to purchase illicit drugs and other items to use as evidence for prosecution to disrupt and dismantle the organizations.

We will assist Alternative Sentencing and Probation/Probation Departments with warrant arrests and locating probationers charged or convicted of drug-related crimes;

We will seize cash, weapons, vehicles and other property linked to drug-related crimes and activities;

We will attend community meetings and events related to the education, prevention and response to drug-related crime; we will provide comprehensive training (See further details regarding training schools and topics below)

Training and Education: JAG funding supports Tri-NET and therefore has a direct impact on addressing drug-related crime and the problems identified for the region. Tri-NET has identified a specific need for training and education programs, particularly for new narcotics officers, businesses, schools and other entities negatively impacted by drug-related crime. Tri-NET also provides training to local and regional civic groups, businesses, church groups, Juvenile Probation Officers, Fire Departments and other entities that request the training and expertise of Tri-NET personnel.

- Outdoor Marijuana Grow Eradication Training: Tri-NET, in conjunction with the Nevada National Guard Counterdrug Unit is looking to expand our training to cover outdoor marijuana grows within the State of Nevada. The legalization of marijuana across the country and recently Nevada has led MDTO's to set up even more illegal marijuana grows to drastically undercut the legal dispensaries.
- Nevada Department of Public Safety (DPS) Academy and State P.O.S.T. Academy: Upon request, Tri-NET officers will instruct regarding Nevada Narcotic Laws, Current Drug Trends, and methamphetamine awareness training as measured by scores on the Nevada P.O.S.T. standards and P.O.S.T. exam
- Partnership Carson City: Tri-NET provides ongoing community-based training to members of this coalition regarding drug identification and drug-related issues impacting the community and/or schools. (Formerly the Methamphetamine Coalition) which meets monthly at the Carson City Sheriff's Office.
- Carson City and Douglas County School Districts and Juvenile Probation Trainings: Tri-NET provides in-service training to educators and staff on current drug trends, drug paraphernalia and drug identification, signs and symptoms of drug use etc. These trainings are tailored by Tri-NET to meet the requests and needs of a particular school or school district.



## Application – Section II, Narrative

By accomplishing the outlined goals and objectives outlined in Section 4, Tri-NET will reduce the amount of abuse of illegal, illicit and prescription-controlled substances throughout Tri-NET's area of responsibility. Tri-NET's aggressive enforcement on all levels of criminal drug activity ranging from drug users and abusers to street level dealers up to the Mexican National Drug Trafficking Organizations (MDTO's) operating in the area will send a message of zero tolerance to those individuals and groups ending in aggressive enforcement activities with prosecution follow through.

Tri-NET will cooperate with each district attorney's office in our area of responsibility to ensure convictions with prison sentences attached on those subjects involved in the manufacturing, cultivation, sales, trafficking, and use of illicit controlled substances. In addition, Tri-NET continues to assist those addicted to various controlled substances (understanding that there is a time and place for assistance rather than incarceration) by recommending drug court and/or other levels of rehabilitation, thus attempting to have those individuals re-enter society as productive citizens.

Tri-NET will continue to investigate illicit narcotics and increase its prescription pharmacy pill cases, make arrests and prosecute leaders of these drug organizations. Their affiliates and associates working underneath the leaders will then be forced to reconsider their future in the narcotics trade in northern Nevada because of Tri-NET. Tri-NET will continue to create awareness through education and training that opiate addiction, whether resulting from prescription dependence and/or abuse, or those obtained illegally will understand that there is a zero tolerance throughout the region and they will be apprehended and prosecuted. This in turn will reduce substance abuse, save lives, protect the community, and assist the local sheriff's offices by helping reduce those crimes directly associated with drug abuse and addiction such as burglaries, larcenies, and crimes of violence.

Tri-NET will continue to make its assistance available to area local, state, and federal law enforcement agencies for assistance in drug related investigative and/or enforcement activities outside Carson City and Douglas County. We will provide tactical assistance, undercover officers when needed, and any advice, experience, expertise, and equipment to other agencies as requested. This is done knowing that individuals in the area outside Carson City and Douglas County do not work within specific borders and often cross from bordering counties into our area of operation to conduct their criminal activity. Assisting agencies outside our specific area often impacts our area by slowing and/or eliminating sources responsible for the influx of drugs into Carson City and Douglas County. In addition, this builds cooperation and trust between Tri-NET and other agencies that could later be called upon to assist Tri-NET fostering a team environment and common goal approach to drug enforcement.



## Application – Section II, Narrative

### 6. PROJECT EVALUATION (1 page limit, 10 points).

Evaluation is a critical component to identifying when, how and where success happens. Tri-NET will know the identified program activities and methods are working through a comprehensive and consistent evaluation and assessment process already in place at Tri-NET. The Sergeant in charge of Tri-NET will act as the internal evaluator. The current Tri-NET Sergeant has approximately 12 years of law enforcement experience with five of those years being in narcotic specific work assignments. In addition to experience, the current Tri-NET supervisor has several hundred hours of training, including but not limited to Drug Identification, Mexican National Drug Trafficking Organizations, Investigative Techniques, Multi-Agency Joint operations, and Search Warrant Preparation.

- Criteria used to evaluate the effectiveness of the Tri-NET Narcotic Multi-Jurisdictional Task Force include but are not limited to:
- Number and duration of intelligence meetings, community and collaborative meetings
- Number, type, and duration of cases opened and resolved
- Number of joint operations with local Street Enforcement Teams
- Number of arrests of Alternative Sentencing and Parole and Probation (drug related) fugitives reintroducing them back into the criminal justice system
- Number of search warrants served
- Number of arrests made overall
- Quantities of illegal drugs seized
- Quantities of assets forfeited including cash, vehicles, firearms, and other property
- Number, type, and duration of trainings and presentations provided by Tri-NET personnel

Program activities and progress toward stated goals and objectives will be monitored on a monthly basis by the evaluator and reported quarterly. Statistics are collected and submitted by Tri-NET personnel on a daily, weekly and monthly basis and stored in a comprehensive database. Any course corrections, unforeseen circumstances and/or barriers to achievement of goals and objectives described in this grant application will be addressed and implemented during quarterly meetings with Executive Board Members. All Tri-NET personnel agree to comply with regulations, reporting and any technical assistance required by the Nevada Department of Public Safety, Office of Criminal Justice Assistance and the Byrne Memorial Justice Grant program.



## Application – Section II, Narrative

### 7. SUSTAINABILITY OF THE PROJECT (1 page limit, 5 points).

Tri-NET effectiveness would be dramatically reduced without JAG funding, or if JAG funding was significantly reduced. However, sustainment is critical to reaching the long-term goals and positive outcomes described herein. Therefore, we believe sustainability is achieved through consistent attention to quality, collaboration, leveraged resources and fund diversification. Fund diversification provides several sources of funding for programs so that if one source is cut or reduced, the other sources can maintain the program until additional resources become available. Tri-NET is in the process of searching for additional funding to support Tri-NET activities, especially the training and education component discussed herein. The following sustainability strategies will be used to support and sustain Tri-NET beyond JAG funding:

- Maintain a regional and responsive approach to program design, activities and implementation; increase joint operations and coordination of activities between regional Alternative Sentencing Programs, Parole and Probation Departments, Street Enforcement Teams and the Tri-County Gang Task Force when and where appropriate;
- Strengthening collaborations, community support and leveraged resources throughout the region; maximizing asset forfeiture resources such as cash, vehicles and property from drug related enforcement activities;
- Inquire about submitting private or corporate requests for funding to fill gaps in monies available for training and education components; working toward identifying and securing “matching” funds for Tri-NET activities;
- And a consistent focus on performance, reporting, evaluation and attention to trends and statistics.

Anticipated Timeline: Over the course of the following year, Counties and the State of Nevada will be asked to absorb more and more of the operational and personnel costs to keep Tri-NET functioning beyond JAG funding. The State of Nevada Department of Public Safety, Investigation Division has already absorbed infrastructure costs such as rent, utilities, phones etc. The Carson City Sheriff’s Office has set a goal to absorb all personnel costs, and utilize the grant for equipment, buy funds, and education and training. However, without Tri-NET and JAG funding many more drug dealers and Mexican Drug Trafficking Organizations would be supplying drugs to citizens, teens and children. After more than 32 years, Tri-NET continues to be successful in curbing regional illegal and illicit drug manufacturing, distribution and sales. Without the efforts and resources of the Tri-NET Narcotic Task Force through the support of JAG funding, drug related crime throughout the Region will be left unchecked and crime rates would surely rise to an unacceptable level.



## Application – Section II, Narrative

### 8. STATEMENT OF COORDINATION (and, if applicable, interagency Agreement or Memorandum of Understanding for current year) (1 page limit, 5 points).

The Tri-NET Narcotic Task Force has been a successful multi-jurisdictional Drug Task Force addressing the issue of drug-related crime since 1988. (MOU's provided as required). Investigations are strengthened through collaboration with local departments, businesses, task forces, community-based organizations and schools. Tri-NET actively, strategically, and intimately partners with the following entities in order to address drug related crime and improve the criminal justice system:

- Drug Enforcement Administration (DEA): Joint operations, co-case management and intelligence exchange. Federal Bureau of Investigation (FBI): Joint operations and intelligence exchange. Department of Homeland Security (HSI): Joint operations and intelligence exchange. Internal Revenue Service (IRS), U.S. Postal Service:
- Nevada Department of Public Safety, Highway Patrol, Interdiction Team: Joint operations, co-case management and intelligence exchange.
- Carson City Department of Alternative Sentencing (DAS): Coordination of services regarding probation contacts, warrant arrests, confidential informants, locating probationers on drug-related charges and intelligence sharing.
- Douglas County Department of Alternative Sentencing (DAS) (Same as above.)
- Nevada Department of Public Safety, Parole and Probation: (Same as above.)
- Juvenile Parole and Probation (Carson, Douglas, and Lyon counties): Coordination of services relating to juveniles on probation linked to drug-related crimes and/or active cases.
- Carson City, Douglas County Sheriff's Office SET, K-9 and Gang Units: Joint operations and intelligence exchange.
- Nevada Department of Wildlife, Fish and Game/Forest Service/Bureau of Land Management: Coordinate services and evidence gathering when outdoor Marijuana grows are located or other drugs are found within their jurisdiction.
- Nevada Department of Corrections – Inspector General's Office: Joint operations and intelligence sharing.
- Child Protective Services (CPS): Tri-NET provides education and assistance when children are present and impacted by drug related crimes.
- Schools and Businesses within the region: Tri-NET provides on-site education and prevention programs as requested regarding drug identification, drug symptoms to look for among young.





## Application – Section II, Narrative

### 9. EVIDENCE BASED PRINCIPALS/PROGRAM (If applicable) (1 page limit, 10 extra points).

Tri-NET again has chosen the San Diego Drug Abatement Response Team (DART). This program was located at the Office of Justice Programs website at [CrimeSolutions.gov](http://CrimeSolutions.gov).

The program was proven effective in San Diego by showing up to a 60% reduction in crime. Over the entire 30-month program, the full intervention group had 1.85 fewer crimes than the control group. In their program, police targeted private rental properties that had been subjected to some form of drug enforcement. This program leveraged the authority of civil law and nuisance abatement to pressure landlords into addressing problems at their rental locations. The program identified 121 different locations. The first group received a letter from DART informing the landlords of the drug problem and offering to help the landlords. The letter also informed them of the possibility of civil action if nothing was done. Once the letter was sent, the police did not follow up unless the landlords requested help.

The second group also received a similar letter, but it emphasized the legal action the city would take if the nuisance was not addressed. The letter also instructed the landlords to call the police and set up a scheduled meeting so that they could be interviewed. If the landlords did not call the police for the meeting, the police would follow up and schedule a meeting. At the meeting, a city compliance officer was present with the police and a tour of the property would ensue and a plan would be formulated to mitigate the drug issues taking place at the property. Some properties were not contacted at all (control group).

The program showed that the first group that only received a letter had a reduction in crime, but it was not statistically significant. The program also showed most of the reduction happened within the first 6 months. The first group consisted of 42 properties, the second group with the letter and follow up, was also 42 properties and the last group with no contact was 37 properties. In the study, there were significantly more evictions for the second group (letter and follow up) compared to control group. There were also more evictions for first group compared to the control group, although not statistically significant.

Due to the size of the jurisdiction, this program has a high likely to succeed. If the drug traffickers can be targeted and possibly evicted there is a high probability of their organization becoming vulnerable to arrest or they may simply leave the area. Tri-NET would work closely with code enforcement in an effort to step up nuisance/code enforcement in a targeted way, in concert with law enforcement.



## Application – Section II, Narrative

### 10. DISCLOSURE OF CURRENT FEDERAL FUNDS AND TECHNOLOGY STATEMENT (if applicable, ½ page)

#### **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.





**Application – Section III, Budget: Narrative and Separate  
Budget Detail Form in Excel**

## Section III

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# Budget Narrative and Separate Budget Detail Form in Excel



## Application – Section III, Budget: Narrative and Separate Budget Detail Form in Excel

**Budget Narrative:** The budget narrative must thoroughly explain the relevance and importance of each item to the project. Explain the reason for each requested budget item and provide the basis for its cost. Each item or service to be purchased must be separately listed in the excel spreadsheet with its unit cost.

**Expenses must be justified, reasonable, related to and necessary for the success of the proposed project.** The justification encompasses the method of calculation. (i.e. 5 troopers x 5 hrs. x 4 days per month x 12 months = 1,200 hrs. x \$65per hour = \$78,000 for gang enforcement. This will allow additional law enforcement patrols for neighborhoods identified as high crime on weekends to improve community safety. **Check the math and that it is consistent with the Excel Budget.**

<p><b>A. Personnel:</b> <i>If payroll taxes and fringe benefits are to be paid in addition to the hourly rate, you must specify, or it will be excluded from reimbursement.</i></p>	
<p>Carson City Sheriff's Department and Douglas County Sheriff's Department will each supply one detective position to the Tri-NET Narcotic Task Force. This level of support contributes directly to the overall goals and success of the program. Personnel costs listed above are based on negotiated employee contracts. The requested amounts do not include items which are not eligible for federal funding, such as bonuses, uniform allowance, etc. The total cost of salary and benefits for this position is \$274,738 for Carson City Sheriff's Department and Douglas County Sheriff's Department. With a personnel request of \$104,377 is approximately 38% of the total cost. The request of \$54,377 represents approximately 37% of the total salary of \$147,964 cost for Carson City Sheriff's Department. The total cost of salary and benefits for Douglas County is \$126,774. The request of \$50,000.00 represents approximately 39% of the total salary for Douglas County.</p>	
<p><b>B. Consultants/Contracts:</b></p>	
<p><b>C. Travel: In-State and Out of State:</b> Complete a narrative explaining the purpose of the travel and indicate how/why <b>EACH</b> in-state and/or out-of-state trip is essential to the success of the project.</p>	
<p><b>D. Supplies/Operating/Conference &amp; Training Registration Fees:</b> Supplies/Operating expenses for use during the duration of the requested project. Place costs for training registration under this category.</p>	
<p><b>E. Equipment:</b> Justification for items over \$5,000 or that are easily pilfered will be inventoried</p>	



## Application – Section III, Budget: Narrative and Separate Budget Detail Form in Excel

<b>F. Confidential Funds:</b>



## Section IV

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# 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 2020

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 program and 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.

### Application – Section IV Assurances and Certifications

- c. **The Sub-recipient assures the submission of Financial Claims only when there are expenditures; MONTHLY written progress reports on the 20<sup>th</sup> of the following month, and BJA's quarterly Performance Measurement Tools (PMT) report no later than the 20<sup>th</sup> of the month at the end of each calendar quarter.**
- 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.



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GRANT APPLICATION 2020

Application – Section IV Assurances and Certifications

- 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
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 (EEOB) - 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>.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
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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](http://www.ada.gov/pubs/ada.htm)
  - b. Title II Highlights – [www.ada.gov/t2hlt95.htm](http://www.ada.gov/t2hlt95.htm)
  - c. Title II Technical Assistance Manual – [www.ada.gov/taman2.html](http://www.ada.gov/taman2.html)
  - d. Commonly Asked Questions ADA and Law Enforcement– [www.ada.gov/q&a\\_law.htm](http://www.ada.gov/q&a_law.htm)
  - e. Commonly Asked Questions ADA and Hiring Police Officers - [www.ada.gov/copsq7a.htm](http://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](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](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](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:





OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
GRANT APPLICATION 2020

Application – Section IV Assurances and Certifications

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.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
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**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 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:

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>



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
GRANT APPLICATION 2020

Application – Section IV Assurances and Certifications

**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 2020

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.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
GRANT APPLICATION 2020

Application – Section IV Assurances and Certifications

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:	911 E. Musser St.		
City:	Carson City	State:	NV
County:	Carson City	Zip:	89701

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



OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
GRANT APPLICATION 2020

Application – Section IV Assurances and Certifications

**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:	TriNet

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  
GRANT APPLICATION 2020

Application – Section IV Assurances and Certifications

WAVIER of PASS-THROUGH PERCENTAGE  
Edward Byrne Justice Assistance Grant Program

Name of City or County: \_\_\_\_\_

As Police Chief or Sheriff 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 jurisdiction or 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: \_\_\_\_\_

**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





OFFICE OF CRIMINAL JUSTICE ASSISTANCE  
GRANT APPLICATION 2020

Application – Section IV Assurances and Certifications

**For questions call:**

**775-687-1501**

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

The Police Department of Sheriff'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 Police Department of Sheriff'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