



STAFF REPORT

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

Staff Contact: Sheriff 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, in the amount of \$70,000 to fund a Behavioral Health Peace Officer position. (Sheriff Furlong, kfurlong@carson.org)

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

Agenda Action: Formal Action / Motion **Time Requested:** 5 mins

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 a Behavioral Health Peace Officer position on September 19, 2019.

Background/Issues & Analysis

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

We have had two successful years with this grant's support, and this funding ushers in year three of the program.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Grant Fund - Behavioral Health grant number TBD Accounts: 2752005 500101 - 2752005 500625

Is it currently budgeted? No

Explanation of Fiscal Impact: As the grant has no match, it greatly reduces the financial impact for the city. The prior year grant award amount was \$95,000; \$56,825 toward salaries, \$36,655 toward benefits, and \$1,520 for training/travel. The current grant award amount is \$70,000; \$56,825 toward salaries, \$13,175 toward benefits. If approved, an augmentation will be needed as budget was prepared before grant application was awarded and a larger portion of the program will need to be funded by General Fund transfers to the Grant Fund. The estimated augmentation from the General Fund is \$27,812. Please see attached funding break down for detail.

Alternatives

Not to accept the grant.

Attachments:

[01_20-JAG-02_JAG Grant Award Form.docx](#)

[02_20-JAG-02_JAG 2020-Assurances-Spl Cond-Signatures.docx](#)

[00-20-JAG-02_Notice of JAG Award Letter.pdf](#)

[CCSO_Behavioral_Health_Officer_Funding_FY20.pdf](#)

[JAG Application FFY 2020 Final.docx](#)

[BHPO Edward Byrne Memorial Justice Assistance Budget FY 2020 Final.xlsx](#)

Board Action Taken:

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

(Vote Recorded By)



STATE OF NEVADA
 DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

Grant Award

JUSTICE ASSISTANCE GRANT (JAG)

CFDA# 16.738

SUB-GRANTEE:	Carson City Sheriff's Office	PROJECT NUMBER:	20-JAG-02
ADDRESS:	911 East Musser Carson City, NV 89701	DUNS #	073787152
PROJECT TITLE:	Behavioral Health Peace Officer		
GRANT PERIOD	<i>Jan 1, 2021 – Dec 31, 2021</i>	TOTAL FEDERAL GRANT FUNDS:	\$70,000.00

APPROVED BUDGET FOR PROJECT

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$70,000.00
Travel	\$0.00
Supplies/Operating	\$0.00
Equipment	\$0.00
Contracts/Consultants	\$0.00
Confidential Funds	\$0.00
Total	\$70,000.00

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

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

AGENCY APPROVAL		SUB-GRANTEE ACCEPTANCE	
Office of Criminal Justice Assistance Victoria Hauan, Administrator		Carson City Nancy Paulson, City Manager	
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:

Sub-recipient Agency/Organization	Carson City Sheriff's Office	
Project Title	Behavioral Health Peace Officer	
Project/Award #	20-JAG-02	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 type="checkbox"/> Yes	<input checked="" 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Confidential Funds	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6. Task Force Training Online	<input type="checkbox"/> Yes	<input checked="" 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 checked="" 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

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

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.

Name of Auditor/Firm:			
Address:	NV	Zip:	
Point of Contact			Phone:
Email			Fax:
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 (www.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:

Name	
Title	
E-mail	
Phone	
Address	

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 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: _____

Subrecipient Agency/Organization		
Project Title		
Project/Award #		



Program Assurances

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

- 1. A narrative Monthly Progress report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form on the 25th 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.oci.nv.gov The Bureau of Justice Assistance requires an electronic quarterly report for the Performance Measurement Tools (PMT) due Quarterly on the 20th day following the close of each quarter.
2. The Sub-recipient shall issue a press release to their local newspaper detailing the project, funding source, goals, objectives and probable outcome within 60 days of issuance of the signed Grant Award. Include a copy of the press release with the monthly progress report.
3. 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
4. The Final Progress 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.
5. 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 which is available on the OCJA web page.
6. 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.
7. 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.
8. 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.



Project Director Name Title
Signature: Date:
Agency Authorized Official Name Title
Signature: Date:
This document must be signed by the Project Director and the Agency Authorized Official.

Office of Criminal Justice Assistance



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 or after the ending date of the grant period.**
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

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

12/16/2020

Undersheriff Jerome Tushbant
Carson City Sheriff's Office
911 East Musser
Carson City, NV 89701

Dear Assistant Sheriff Tushbant:

Re: Grant Award # 20-JAG-02

Congratulations! The Office of Criminal Justice Assistance (OCJA) is pleased to inform you that the Carson City Sheriff's Office's (CCSO) *Behavioral Health Peace Officer* project has been awarded funding for the 2020 Edward Byrne Memorial Justice Assistance Grant (JAG), for a total sum of \$70,000.00. Your organization's grant award number is **20-JAG-02**. 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 OCJA's Assurances and Special Conditions, as well as financial and progress reporting. Please be sure your organization reads everything carefully and contacts me with questions at mbledsoe@dps.state.nv.us or (775) 687-1505.

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 the paper copy, to my attention at OCJA. In addition, please sign the Grant Award. Once OCJA reviews the packet and approves the award, a fully executed signed Grant Award and an Authorization to Proceed (ATP) will be sent to your organization.

I look forward to working with you in this next year.

Sincerely,

A handwritten signature in blue ink that reads "Marie Bledsoe".

Marie Bledsoe
Grants and Projects Analyst
Department of Public Safety
Office of Criminal Justice Assistance

Behavioral Health Peace Officer Grant Funding

DSA Step 3 Deputy	Annual Amount Projected	General Fund Augmentation	Annual Amount Projected
FULL TIME HOURLY NONEXEMPT	56,538.00		
PHYSICAL AGILITY	1,000.00	Total Salary and Benefits	97,812.00
DSA UNIFORM ALLOWANCE	1,700.00	Grant amount	70,000.00
MEDICARE	852.00		
GROUP INSURANCE	8,191.00	Total General Fund Augmentation	27,812.00
HSA SELF	2,143.00		
PERS PS ER PAID	24,029.00		
WORKER'S COMP POLICE	2,427.00		
WORKER'S COMP HEART & LUNG	932.00		

Total **97,812.00**

Original Grant Award Projection		Actual Grant Award	
Original Grant Award	93,480.00	Original Grant Award	93,480.00
Year1 - 100%	93,480.00	Year 1 - 100%	93,480.00
Year 2 - 100%	93,480.00	Year 2 - 100%	95,000.00
Year 3 - 75%	70,110.00	Year 3 - 75%	70,000.00
Year 4 - 50%	46,740.00	Year 4 - 50%	TBD



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 OCJA e-mail

www.ocj.nv.gov OCJA Website

Main Telephone # (775) 687-1500

Victoria Huan, Administrator	(775) 687-1501	vehuan@dps.state.nv.us
Michael Lambrecht Management Analyst 1033 State Coordinator	(775) 687-1502	mlambrecht@dps.state.nv.us
Marie Bledsoe Grants & Projects Analyst	(775) 687-1505	mbledsoe@dps.state.nv.us
Rebecca Gray Grants & Project Analyst 1122 Coordinator	(775) 687-1504	rebecca.gray@dps.state.nv.us

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
GRANT APPLICATION 2020

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 20th of the following month**
3. Quarterly on-line Performance Measurement Tools (PMT) report on the Bureau of Justice portal. **Due by the 20th calendar day following the end of each quarter.**
4. Delinquent reports may delay the reimbursement of financial claims and the continuation of the award.

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 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.

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

http://ocj.nv.gov/programs/ALL/Grant_Applications/ OCJA website

Contact OCJA at (775) 687-1500 or 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.

Field Name	Scoring Points	Page Limit	Narrative provides:
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: https://www.crimesolutions.gov/
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 .

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.

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:

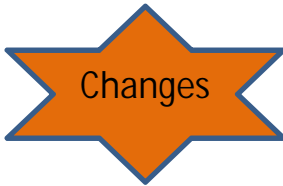
The Information Technology Director, Jane Doe, certifies with her signature that the technology requested is necessary, feasible and compatible with the agencies software and hardware systems and that the Technology Director supports the purchase and/or program.



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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

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.

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, 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.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2020

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, 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.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2020

BE SURE TO MEET THE APPLICATION DUE DATE

All necessary forms (application, budget and assurances) and resources are available at: 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

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

www.ocj.nv.gov - website address

Please contact our office if you have any questions.

Main Telephone Number (775) 687-1500

GOOD LUCK!



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2020

APPLICATION



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2020

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

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? \$ 12,588.00

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

Behavioral Health Peace Officer

E. Project Period (period of performance)

From: 10/01/2020 To: 09/30/2021



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F. Purpose/Program Area: (choose one by checking the corresponding box)

1. Law enforcement programs.
2. Prosecution, defense and court programs. (Not drug courts – see # 5)
3. Prevention and education programs.
4. Corrections and community corrections programs.
5. Drug treatment and drug courts programs.
6. Planning, evaluation, and technology improvement programs.
7. Mental health programs and related law enforcement and corrections mental wellness programs
8. Other _____

G. Project Director

Name:	Jerome Tushbant	
Title	Undersheriff	
Phone	(775) 283-7804	
Email	jtushbant@carson.org	
Address	911 East Musser	
City	Carson City	NV
Zip (9 digit zip required)	89701-3706	

H. Fiscal Officer:

Name:	Casey Otto	
Title	Business Manager	
Phone	(775) 283-7811	
Email	cotto@carson.org	
Address	911 East Musser	
City	Carson City	NV
Zip (9 digit zip required)	89701-3706	



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2020

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I. Project Point of Contact:

Name:	Jerome Tushbant	
Title	Undersheriff	
Phone	(775) 283-7804	
Email	jtushbant@carson.org	
Address	911 East Musser	
City	Carson City	NV
Zip (9 digit zip required)	89701-3706	

J. Agency's Human Resource Representative

Name:	Sharon Daniels	
Title	Administration Chief	
Phone	(775) 283-7805	
Email	sdaniels@carson.org	
Address	911 East Musser	
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 and Donations from the public
Are there procedures in place to separate duties and approvals?	Yes there is a segregation of duties
Are funds comingled?	We have a single bank account with separate general ledger accounts for both revenue and expenditures
Is staff familiar with the OMB Circular and Federal grant requirements?	Yes



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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L. Previous Funding Received from OCJA:

Year EXAMPLE: (2016)	Award Number (16-JAG-01)	Federal Amount Awarded (\$) (250,000)
2019	19-JAG-03	\$95,000
2019	18-JAG-04	\$120,000
2019	18-JAG-05	\$55,000
2018	18-JAG-01	\$93,480

M. Proposed Project Budget Summary:

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

Category	Federal Amount Requested (\$)
Personnel	\$70,000
Consultant/Contract	\$0
Travel	\$0
Supplies/Operating	\$0
Equipment	\$0
Confidential Funds	\$0
Total Federal Funding Requested (\$)	\$70,000

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 NARRATIVE



Application – Section II, Narrative

Section II

Abstract:

The Carson City Sheriff's Office is requesting federal funds in the amount of \$95,000 to further the Behavioral Health Peace Officer Program. This is a continuing program and the third year to request grant funding.

This specialized deputy will focus efforts solely on those in the community who are in crisis, their family, and will collaborate with behavioral health services. This peace officer will use their unique position as a first responder to implement evidence based decisions and bridge the gaps between current programs and within the best practices guided by the Sequential Intercept Model. This program addresses the escalating challenges facing law enforcement when contacting individuals with behavioral health issues and those suffering an immediate crisis. The program will provide for appropriate diversion from arrest and reduction of days in jail for the target population.



Application – Section II, Narrative

General Overview

The Consolidated Municipality of Carson City, the state capital, has a population of approximately 55,000 people, and is growing. The majority of the county's population lives in the Eagle Valley portion of the community¹. As a consolidated municipality, Carson City has unique opportunities operating with a streamlined bureaucracy and centralization of government.

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

The Carson City Sheriff's Office is the primary law enforcement agency for the city/county. With a total of 147 full time equivalent positions, the Sheriff has several divisions to include Patrol, Detention, Investigations, Administration, Communications, and Civil. The office has 46 deputies assigned to patrol, a ratio of about 1.2 peace officers per 1000 residences, well below national and state averages.² It is notable that during the economic downturn of the mid 2000's, the agency was required to eliminate 18 positions and to this day has not fully recouped the positions although calls for service, particularly involving behavioral health, continue to rise.

The 274-bed detention facility is often near capacity and staffed by only 32 deputies; there are two paid civilian support staff member also assigned to work in the jail. As a limited contact facility at times only three line level peace officers are on duty at any one time. The jail receives and houses pre-trial and post-conviction offenders from various judicial and law enforcement agencies.

As a community greatly affected by the events of the 2011 mass murder at the IHOP Restaurant, the Carson City Sheriff's Office has made addressing mental illness a priority. "That event changed our community forever in how we approach mental health and the devastating effects of leaving a crisis circumstance unchecked or without adequate resources."³ The office is collaborating with state agencies, private partners, and community non-profits in order to do everything within our resources to avoid the next tragedy.

As a complex medical diagnosis, it must be understood that the term behavioral health issues, as discussed in this application, applies to significant disturbance in an individual's cognition, emotional regulation, or behavior that reflects in mental functioning⁴. The individual at focus may be overwhelmed and "in crisis" due to an event, or could be suffering from a psychological,

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

² <http://www.theiacp.org/portals/0/pdfs/Officer-to-Population-Ratios.pdf>; <https://www.governing.com/gov-data/safety-justice/law-enforcement-police-department-employee-totals-for-cities.html>

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

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



Application – Section II, Narrative

biological, or developmental process resulting in serious and/or persistent mental health illness. When this population comes to the attention of law enforcement many times it is due to minor legal, social, or work problems. More severe cases involve repetitive contacts with law enforcement or the inability to care for themselves which can result in, or be aggravated by, unemployment and homelessness. Many of these individuals are facing co-occurring substance use disorders. It must also be understood that the vast majority of those in our community with mental illness will never have any significant contact with law enforcement; however, for those who do require intervention- we must be ready.

As behavioral health is a top priority for the Sheriff's Office, prior to the funding of the Behavioral Health Peace Officer ("BHPO"), the office utilized only existing resources, stretching personnel, and provided emphasis to those with behavioral health issues as workload permitted. The BHPO position was filled in mid-December 2018, and year two was the first full year of operation. With the program moving into year three, the BHPO along with a partnering licensed clinical social worker who specializes in mental health, the program continues to make their mark in the community. The community has accepted this position with overwhelming support with the only consistent criticism being that the workload is greater than one BHPO can handle.

The BHPO has framed a humane and respectful approach to those individuals with mental illness. A top priority of this program has been to divert the unnecessary entry of certain people into the criminal justice system, reduce stigma, bring together allied resources for a multi-disciplinary approach to problem solving, reduce the custody time for offenders, assist in the transition from custody to services, and be a part of a client's sustained motivation to change and increase quality of life. The BHPO has and will continue to save lives and improve the quality of life of those who suffer from mental illness, their families, and everyone who lives, works and visits Carson City.

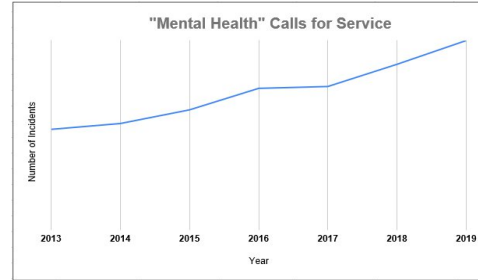
This grant application, and the award of a Behavioral Health Peace Officer, is direct support of the mission of Carson City and the Sheriff's Office. This position will directly address issues of mental health within the community, work closely with resources, assist in the reentry of offenders including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



Application – Section II, Narrative

Problem Statement:

Addressing behavioral health is a significant challenge, and Nevada is at the bottom of national rankings; highest prevalence of mental illness and one of the lowest rankings for access to care⁵. Access to care is even more complex as 24.2% of the population is uninsured⁶. The Carson City Sheriff's Office, with support of OCJA's funding, has with notable success accepted the challenge for improvement. Individuals with significant behavioral health challenges are often relegated to locations of last resort such as jails and emergency rooms. These are not places that promote long term mental health or therapeutic endeavors.



The Carson City Sheriff's Office has identified several types of calls for service which often result in contacting a person with behavioral health issues⁷. As seen in the graph, there has been a continual increase in demand for specific types of services involving mentally ill, accounting for 20% of the total call volume⁸. When including all calls, regardless of the dispatched classification, about 60% have mental health at the core of the problem⁹.

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

The socioeconomic problems discussed run deep in the community and Carson City shows many red flags including a high population living in poverty (19.3%), uninsured individuals (24.2%)¹⁰, and a system stretched to capacity with a small population of high service utilizers. Also of concern, in a five year period, emergency rooms in Carson City and Douglas County admitted

⁵ 2020 State of Mental Health in America- Ranking the States. Nevada is ranked last at 51 of 51. Found at www.mentalhealthamerica.net

⁶ Carson City Health Department (2012)

⁷ Suspicious subject, calls involving MOST, "Subject Mental", "Subject Mental Transport", welfare checks, unwanted subject, suicide and suicide attempts, as well as assisting Carson City Fire Department with overdose and psychiatric calls for service. Created 5/21/2019

⁸ Internal data: "Mental Health Calls for Service – based on original call type created 5/21/2020. Total calls in this category for 2019 was 5953; nearly double from 2013 when the data collection started.

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

¹⁰ Carson City Health Department (2012)



Application – Section II, Narrative

11,810 patients for mental disorders, showing an upward trend¹¹. These data are compelling and show the concern for the current and future state of mental health in the community.

Without a system in place offenders with serious mental illness may be either warehoused in jail until released back into the community, where they are left to their own devices, or will wait until the criminal justice system can identify the proper avenues for services.

The Sequential Intercept Model provides a roadmap for the BHPO to intervene and provide for lower level resources as other alternatives. With proper intervention prior to an arrest decision, these individuals can avoid the criminal justice system and still enter the flow of social services¹². If an arrest cannot, or should not be avoided, when released these individuals will need assistance, guidance, or support with the handoff from the post-incarceration Forensic Assessment Services Triage Team (“FASTT”) to community services.

This is year three of this funding request and we are happy with the successes of the program. With continued funding of the Behavioral Health Peace Officer position there is strong preliminary data that the program is moving in a positive direction; however, the BHPO alone cannot take on this task.

In reviewing data since program inception, trends have shown the following:

- Those on the BHPO caseload are being arrested less and generally spending less time in jail.
- Calls associated to behavioral health continue to be on the rise.¹³
- As a result of community involvement/presentations and training of law enforcement referrals continuing to outpace the BHPO abilities, requiring triaging and responding to only the most serious of cases.
- The partnership with the Mallory Behavioral Health Crisis Center and Carson Rural Counseling is critical to the long term stability of behavioral health clients.

In addressing the challenges, the BHPO is focusing on those issues addressed in the problem statement to include outcomes such as a) BHPO and licensed clinical social worker co-responding to those in crisis b) diverting unnecessary use of the emergency department c) utilization of crisis centers rather than jail/emergency rooms d) training law enforcement in crisis intervention e) building partnerships between law enforcement and the community f) intervening with high system utilizers with follow up and g) facilitating warm hand-offs from the jail to community services.

¹¹ Behavioral Health Summary (January 2017), 2009-2014 data

¹² Nevada Division of Public and Behavioral Health. (2016) “Overview of the Sequential Intercept Model”.
<https://www.leg.state.nv.us/App/InterimCommittee/REL/Document/8655>

¹³ As of April 30, 2020, suicide threat calls were up 7% and requests for hospital behavioral health transports have become one of the top 20 calls for service.



Application – Section II, Narrative

Goals & Objectives:

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

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

Objective and Method: 1.2) BHPO will work directly with MOST and FASTT to develop systems for referring individuals to resources in a timely manner. To be measured by a follow up survey of individuals contacted by the BHPO conducted by a third party entity (National Alliance of Mental Illness).

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

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

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

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

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

OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2020



Application – Section II, Narrative

Year Three Timeline:

Projected Date	Action	Objective
October 1, 2020	Year-Three Grant Period Begins	
October 15, 2020	Evaluate caseload data for the 12 month period preceding the grant. BHPO will review data collected for prior 12 month period showing those on caseload who spent days in Carson City Detention Center, report to administrator. Review survey questions, determine if current data collection is working	1.1, 2.1
October 30, 2020	BHPO to review and update established list and parameters for services available in the community. Administrator to address the BHPO’s 2019/2020 report regarding current policy and future diversion strategy of target population	1.2, 1.1
January 20, 2021	First quarterly reports due	Required 1.3, 2.2, 2.3
April 20, 2021	Second Quarterly Reports Due	Required 1.3, 2.2, 2.3
July 20, 2021	Third Quarterly Reports Due	Required 1.3, 2.2, 2.3
Sept 2, 2021	BHPO’s Year-Three report to Sheriff’s Administration regarding current policy and future diversion strategy of target population	1.1
October 20, 2021	Fourth Quarterly Reports Due	Required 1.3, 2.2, 2.3
November 14, 2021	Final Project Evaluation Due	Reporting all objectives



Application – Section II, Narrative

Methods of Accomplishment:

This proposed project is addressing the problem of increased mental health demands on law enforcement services in Carson City. As the second year of operation, which will be the first full year of operation, the funding for this position is critical, as this deputy is solely dedicated to cases involving individuals with mental illness.

The overarching goal of Carson City's Behavioral Health Peace Officer position, at its core, is basic and is also the basis for public safety's mission: save lives and improve individuals' quality of life. This program is being performed through objective and measurable results consistent with the problem statement above. This program is addressing these problems through two strategies: a) diverting appropriate individuals from arrest and b) reducing incarceration time of those who are arrested.

These goals are being achieved through training as well as collaborative partnerships with non-law enforcement governmental agencies, courts, non-profit organizations, behavioral health partners, and by strengthening the resolve and partnership with the Mobile Outreach Safety Team. The approach is consistent with the Sequential Intercept Model, a multidisciplinary approach to problem solving, as well as community based policing.

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

At the beginning of year-one of this grant the BHPO identified individuals who are high utilizers of emergency rooms and/or law enforcement services. This group of individuals with mental health challenges was compared with prior records (Objective 1.1) to determine their history of incarceration. This baseline will be used to compare the same group in year two of the grant. The data sought for this measurement¹⁴ is available through current record management sources. This information is being collected and reported monthly.

A survey has been developed to gather qualitative feedback from those in the target group who are contacted by the BHPO to include family, caretakers and clients (Objective 1.2). Beginning in March 2019, through a partnership with the local chapter of the National Alliance of Mental Illness ("NAMI"), the survey is being successfully deployed. Data will be collected and reviewed by the grant administrator. In addition to measuring program effectiveness, this is an early feedback system which delivers opportunities for rapid changes.

A responding Sheriff's Deputy is the first and often only person who has discretion on how to handle a situation involving an individual with mental illness. In the past, the tools for law enforcement officers have been generally limited to either leaving the scene or making an arrest. This is an antiquated and unproductive approach to handling individuals with mental illness. Due to specialized training, experience, and working relationships, the BHPO has humane and

¹⁴ For the purposes of this grant, "recidivism" will be defined as an arrest of a person who is or has been on the MOST caseload within the preceding 12 months of the grant period. The arrest or booking must occur in Carson City on a new criminal offense.



Application – Section II, Narrative

effective avenues for handling a person who is decompensating, in crisis, and/or committing a minor offense (Objective 1.3). This data is currently being collected and reported monthly.

The grant administrator will use existing resources to determine the number of contacts the deputies makes with the identified population (“caseload”) and compare that number to the incidents where an arrest is made. This measurement will indicate that the correct decisions are being made in the field. It is understood that some individuals will be resistant to services or their actions will leave no other option but incarceration. However, this line-level decision will reduce arrests and subsequently lower the number of days in jail, which is the intent of Goal Two.

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

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

The BHPO will collaboratively meet with jail supervision, MOST, FASTT, representatives with Mental Health Court, Misdemeanor Treatment Court and other stakeholders to identify needed resources upon release which will increase stabilization of the individual. The BHPO can advocate for problematic areas for those on this case load to include transportation, food, counseling, and housing. Findings suggest that once stabilized and supported, release of the clients can be accelerated. The BHPO will record and summarize all meetings with the stakeholders as a measure towards furthering this goal (Objective 2.2). This measurement is being collected monthly by the BHPO.

Critical to reducing jail stay is preventing unnecessary incarceration. If incarceration is unavoidable, steps will be taken to stabilize, or at least not contribute to the decompensation of an individual. The BHPO will have the important responsibility of reaching out to internal and external law enforcement groups to deliver instruction in this area (Objective 2.3). The instruction will include evidence based practices consistent with the crisis intervention team, evidence based model¹⁵. The BHPO reports this activity on a monthly basis.

¹⁵ Watson, Compton, & Draine (2017, April). The crisis intervention team (CIT) model: an evidence-based policing practice? Behav Sci Law 2017:1-11



Application – Section II, Narrative

Project Evaluation:

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

As described in the timeline, data from both the support specialist and the BHPO will be reviewed quarterly. Additionally, the BHPO will meet with the Undersheriff Sheriff to discuss anecdotal findings, innovative strategies, observations, and feedback regarding the office's current policies and procedures.

Objective 1.1: In year-one the BHPO, in consultation with others, identified ten suitable clients as a baseline "caseload" and determined their one year history of incarceration. This information is being reported and reviewed by the administrator on a monthly basis. In year-three of the grant, on or about October 15, 2020, the BHPO will meet with the Undersheriff to review progress, sample population selection, and identify trends which need to be addressed.

Objective 1.2: A telephone survey is being conducted by representatives of NAMI as part of the program. The results will be reviewed during the quarterly meeting to determine BHPO referral effectiveness. This attitudinal survey data will be monitored to see if the BHPO is referring their contacts to the effective resource.

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

Objective 2.1: The BHPO will collect the previous year's data regarding those on the caseload and the number of days they spent in the Carson City Detention Center. The data is expected to project a downward trend regarding this population's number of days in jail by the end of year-one of the grant.

Objective 2.2: The BHPO will report quarterly on the number/hours of court hearings attended and/or meeting with jail supervision, FASTT, community meetings and/or Mental Health Court/Misdemeanor Treatment Court as well as report on the outcome and/or plan of action as a result of those meetings. The number of meetings is an indicator of collaboration.

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

OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2020



Application – Section II, Narrative

Sustainment of the Project:

This project is a top priority of the Carson City Sheriff’s Office. With the confidence that the BHPO will achieve the stated goals, this program is consistent with the mission and vision of the Sheriff’s Office, as well as city administration. Despite being a top priority, the unprecedented and rapid economic decline seen in the nation will cause challenges to perform basic services provided by the office. Currently, the position is filled by an employee whose salary is budgeted at \$154,935; well higher than the \$93,480 in personnel costs allocated in this grant¹⁶.

Year	Month	Year of Project	Action
2020	April	Year Two	Report to city government, budget request for 40% cost of grant position for year three of project ¹⁷
2020	July	Year Two	City fiscal year 20/21 begins
2020	October	Year Three	BHPO project continues – Year Three ¹⁸
2021	February	Year Three	Report to city government, budget request for 50% cost of grant position for year four of project
2021	July	Year Three	City fiscal year 21/22 begins
2021	October	Year Four	BHPO project continues – Year Four
2022	February	Year Four	Report to city government, budget request for 75% cost of position for year five of project
2022	July	Year Four	City fiscal year 22/23 begins
2022	October	Year Five	Majority of funding through city government

The Sheriff’s Office administration appreciates the limits and nature of the federal funding source. It is notable that the Carson City Sheriff’s Office will be supplementing federal funding and has been supporting this position from day one. This support includes paying overtime, difference between actual salary and grant funds awarded, employee’s contractual expenses including specialty/training pay, vehicle, training (not covered by this grant), cell phone allowance, technology, uniform and other administrative expenses.

¹⁶ The difference is about \$61,455 paid by the city to continue this program. If the grant maintains funding at the current rate, the grant would be paying for 60.33% of the position.

¹⁷ Contingent on grant rules, the base salary will remain static from the year-one request regardless of actual salary.

¹⁸ Contingent on city and federal funding.



Application – Section II, Narrative

Statement of Coordination:

The success of this program will be a direct result of cultivating relationships and collaboration with partners. Law enforcement has the responsibility of recognizing and handling the immediate challenge; however, in order to make a difference we must maintain strong working relationship with non-profit organizations, healthcare, and government partners to achieve the program’s goals. The following are just some of the agencies in which the program intends to coordinate, cooperate and directly interact with the BHPO:

- 1) Partnership Carson City: A non-profit organization focusing on a proactive approach to community problems including education and prevention
- 2) Ron Wood Family Resource Center: Provides services to those in Carson City with emphasis on community-based, resident driven, collaborative programs that are culturally competent, accessible and flexible
- 3) Carson City Behavioral Health Task Force: Collaboration of agencies and non-profit organizations with the goal of building healthy communities
- 4) Friends in Service Helping (“FISH”): Provides aid to those in need so that they may become self-sufficient
- 5) Carson Rural Clinics: A state agency which provides a Licensed Clinical Social Worker for the Mobile Outreach Service Team.
- 6) National Alliance on Mental Illness (“NAMI”): A partner in training law enforcement and policy guidance. The non-profit focuses on education, support, and advocacy for people with mental illness as well as their families.
- 7) National Alliance on Mental Illness: A partner in training law enforcement and policy guidance. The non-profit focuses on education, support, and advocacy for people with mental illness as well as their families.
- 8) Mallory Crisis Stabilization Center/Carson Tahoe Health: This center is an alternative to emergency rooms and jails, servicing acute mental health needs and working directly with first responders.
- 9) Carson Community Counseling Center: This is a non-profit organization which provides counseling services to include behavioral health as well as substance abuse. This group works closely with MOST, FASTT, and the Specialty Courts of Carson City.
- 10) Vitality Unlimited: Offers clinical, outpatient, and inpatient services to include behavioral health and substance abuse treatment.
- 11) Assertive Community Treatment (“ACT”): Home based treatment regarding wrap around services for the most vulnerable clients.
- 12) Public Guardian: Provides for the health and welfare of those elderly persons who have been placed in the care of courts.



Application – Section II, Narrative

Evidence Based Programs:

The basis for the BHPO, and this program, is intermediate level Crisis Intervention Team (“CIT”), which is supported by recommendations from the Sequential Intercept Model. These methods are well established and accepted in the mental health community, as well as within policing and corrections, as the best evidence to guide the practice of a BHPO.

The BHPO program, funded by this grant, is a part of the overall evidence based approach of the Sequential Intercept Model for advancing community based solutions for justice-involved people with mental and substance use disorders¹⁹. The Stepping Up Initiative, using the Sequential Intercept Model, is a national data-driven movement that leads to measurable reductions in the number of people with mental illnesses and co-occurring disorders in jail²⁰. Through mental health screening, pre-trial diversion, system wide collaboration, and proper assessment of individuals the results of this model have included reduction in jail admissions, greater confidence in successful interactions and outcomes involving people with mental illness and a dramatic decrease in hospitalization²¹.

The research addresses intercepting individuals with mental illness from an unnecessary or prolonged jail stay through programs that promote specialized training and partnership with social workers, screening for mental illnesses, coordinating transition back into the community, and follow up once released²².

CIT provides evidence for a specific outcome including officer’s knowledge and efficacy for responding to mental health crisis calls, reduces the use of force and encourages de-escalation. Organizationally, officers become more efficient and effective in dealing with this particular population. There is evidence of a moderate cost savings to hospitals and jails, but more importantly, there is evidence that diversion from the criminal justice system shows better results for mental health symptoms as well as increased odds of receiving additional mental health services.²³

The use of Mobile Outreach Safety Team in coordination with a specialized law enforcement response to crisis has allowed Carson City to be in a unique position due to the fact it has addressed all six key points within the Sequential Intercept Model. By the BHPO filling the existing gaps in the model, Carson City is an example for communities who want to for address people with mental and substance use disorders²⁴.

¹⁹ <https://www.prainc.com/wp-content/uploads/2017/08/SIM-Brochure-Redesign0824.pdf>

²⁰ Stepping Up Initiative. (2017). Fact Sheet. Stepuptogether.org

²¹ Haneberg, R. Fabelo, T. Osher, F. & Thompson, M. (2017, January) Reducing the Number of People with Mental Illness in Jail.

²² Walsh, N. (2017). “Reducing Mental Illness in Rural Jails”. National Association of Counties. <http://www.naco.org/resources/reducing-mental-illness-rural-jails>

²³ Watson, Compton, & Draine (2017, April). The crisis intervention team (CIT) model: an evidence-based policing practice? *Behav Sci Law* 2017:1-11

²⁴ Policy Research Associates. “The Sequential Intercept Model”. Found at <https://www.prainc.com/wp-content/uploads/2017/08/SIM-Brochure-Redesign0824.pdf>

OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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Application – Section II, Narrative

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


**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.**

A. Personnel: <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>The Behavioral Health Peace Officer position is the only request for this program. The position would fill the gaps and supplement current programs including MOST and FASTT; enhance community conversation, provide departmental training as well as be a first responder to those critical calls for service for those in crisis. NOTE: The Sheriff's Office employee currently in this position is projected to received \$154,935 in FY 2021 (Salary/Payroll Taxes/Fringe Benefits). To support this program the office will be supplementing the cost beyond the Personnel Amount noted above.</p>
B. Consultants/Contracts:
<p>summary justification here..... If this category is not being used, please state: This category is not applicable to this grant application</p>
C. Travel: In-State and Out of State.
D. Supplies/Operating/Conference & Training Registration Fees: Supplies/Operating expenses for use during the duration of the requested project. Place costs for training registration under this category.
<p>Justification here...</p>
E. Equipment: Justification for items over \$5,000 or that are easily pilfered will be inventoried
<p>Justification here</p>
F. Confidential Funds:
<p>Justification here</p>



Section IV

Application And Certified Assurances

GOVERNING LEGISLATION/POLICIES FOR THIS GRANT PROGRAM:

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



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 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 20th of the following month, and BJA’s quarterly Performance Measurement Tools (PMT) report no later than the 20th 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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- 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>.



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Application – Section IV Assurances and Certifications

Civil Rights Requirements

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

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

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

Signature of Authorized Representative - acknowledgement of Civil Rights Requirements:

Name (print/type)

Title:

Signature:

Date:



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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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Application – Section IV Assurances and Certifications

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
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Application – Section IV Assurances and Certifications

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

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

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

1. LOBBYING

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

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL “Disclosure of Lobbying Activities,” in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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

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



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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



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4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity. I will report the conviction, in writing, within 10 calendar days of the conviction, to:

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

Subgrantee Name:	Carson City Sheriff's Office
Subgrantee Address	911 E. Musser St Carson City, NV 89701
Project Name:	Behavioral Health Peace Officer

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:



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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



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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

BUDGET SUMMARY

Name of Applicant - Title of Project

	<u>Budget Category</u>	<u>Amount</u>
A.	Personnel	\$70,000
B.	Consultants/Contracts	\$0
C.	Travel	\$0
D.	Supplies/Operating/Conference & Training Registrations	\$0
E.	Equipment	\$0
F.	Confidential Funds	\$0
Total Project Costs:		\$70,000
Federal Request:		\$70,000

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	\$ 37.74	100.000%	2080	N	\$ 56,825.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Project Hours:			2080.00		
Personnel Sub-total =					\$56,825.00

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>Medicare</i>	1,171.00	0.562980769	1171.0000		\$1,171.00
<i>Retirement</i>	35,752.00	17.18846154	35752.0000		\$35,752.00
<i>Health Insurance</i>	26,380.00	12.68269231	26380.0000		\$26,380.00
<i>Workman's Compensation</i>	3,809.00	1.83125	3809.0000		\$3,809.00
<i>Unemployment Compensation</i>	0.00	0	0.0000		\$0.00
Fringe Sub-total =					\$13,175.00
Total Personnel =					\$70,000.00

Personnel Summary of Justification: starting with FFY2020, this area of the spreadsheet is no longer being used. Please put your Personnel Summary of Justification in **Section III, Budget: Narrative and Separate Budget Detail Form** of the JAG Application provided by OCJA.

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	\$0.575		\$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: starting with FFY2020, this area of the spreadsheet is no longer being used. Please put your Consultant/Contracts Summary of Justification in **Section III, Budget: Narrative and Separate Budget Detail Form** of the JAG Application provided by OCJA.

