



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 2, 2021

Staff Contact: Sheriff Furlong, kfurlong@carson.org

Agenda Title: For Possible Action: Discussion and possible action regarding authorization for the submission of an application for grant funding in the amount of \$94,500 from the Nevada Department of Public Safety ("DPS"), 2021 Edward Byrne Memorial Justice Assistance Grant Program, for improvement projects associated with the Investigations Division of the Carson City Sheriff's Office ("CCSO"). (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This grant will aid in the efforts of the CCSO Investigations Division, including the Crime Lab. The grant is funded through DPS and, if received, would be used to help fund the purchase of a forensic response vehicle, a mobile device extraction tool and a forensic bullet trap containment system. The grant period is January 1, 2022 through December 31, 2022.

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

Proposed Motion

I move to authorize submission of the grant application as requested.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

The requested authorization for grant application submission is for the purpose of obtaining grant funding to enable CCSO to facilitate the following projects:

1. Replacement of the assigned Crime Lab vehicle with one that is better suited for large-scale and multi-jurisdictional incidents. Grant funding in the amount of \$80,000 would be used to acquire a vehicle that is practical for forensic processing and for outfitting with the necessary equipment.
2. Proactive participation of CCSO in the National Integrated Ballistic Information Network through the submission of evidence to help support the network, with the ultimate objective of solving crimes related to firearms and identifying perpetrators. Grant funding in the amount of \$4,500 would be used for this project.
3. Acquisition of a proprietary software tool to assist in accessing data from mobile devices, often an essential component in criminal investigations. Grant funding in the amount of \$10,000 would be used for this project to acquire a "GrayKey" license to allow immediate access to cellular data rather than using traditional methods which require coordination with external third-party resources which could lead to delays.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Grant Fund, Sheriff's Department, Equipment - 2752005 – 507775

Is it currently budgeted? No

Explanation of Fiscal Impact: No required match and no other known expenses required for grant fulfillment. If awarded, Grant Fund revenue and expense budgets will be augmented for this Grant.

Alternatives

Do not authorize submission of the grant application and/or provide alternative direction.

Attachments:

[Copy of 2021-JAG Subgrant Budget Final.xlsx](#)

[JAG_2021_Subgrant_Application-Final.docx](#)

[JAG_2021_SubgrantApplication_Instructions-Final.docx](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

BUDGET SUMMARY

Name of Applicant - Title of Project

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

NOTES: 1. After completing the budget pages below, the totals for each category will autopopulate the spaces above.

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 or Overtime hours 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
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Project Hours:			0.00		
Personnel Sub-total =					\$0.00

Payroll Taxes & Fringe Benefits:

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time or hours devoted to the project. Fringe benefits on **overtime hours are limited to FICA, Workman s Compensation, and Unemployment Compensation.** Individual fringe benefits must be listed by amount and percentage.

	Annual Cost	Hourly Rate	Rate Applied	\$ Requested
		(annual cost/2080 work hours per year)	Project Hours x Hourly Rate	
<i>Employer's FICA</i>	<i>0.00</i>	0	0.0000	\$0.00
<i>Retirement</i>	<i>0.00</i>	0	0.0000	\$0.00
<i>Health Insurance</i>	<i>0.00</i>	0	0.0000	\$0.00
<i>Workman's Compensation</i>	<i>0.00</i>	0	0.0000	\$0.00
<i>Unemployment Compensation</i>	<i>0.00</i>	0	0.0000	\$0.00
Fringe Sub-total =				\$0.00
Total Personnel =				\$0.00

Personnel Justification:

B Consultants/ Contract Services 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/Contract Services Justification:

C. Travel

Itemize travel expenses of project personnel by purpose (e.g. staff to training, advisory group meeting, etc.) Provide the location and purpose of travel. Show the basis of computation. Per diem (meals), lodging and mileage are included in travel. Per mile cost and per diem rates should not exceed the current state rates. Current state rates are: automobile for business use: mileage 0.56 cents/mile or automobile for personal use: 0.2875 cents/mile, per diem is set at the federal GSA rates. Go to <http://www.gsa.gov> for current rates in each city/county. Registration fees/ conference/ training costs belong under the Operating category. **Requesting more than 1 trip? copy this category for each trip.**

In-State Travel		Computation				Amount Requested
Who is traveling and Purpose of Travel	Location	# Individuals	Item	Cost	# Nights/Days or mileage	
			Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.560		\$0.00
		0	0	0	\$ -	\$0.00
Sub-total						\$0.00
In-State Travel =						\$0.00

In-State Travel Justification:

Out of State Travel:		Computation				Amount Requested
Who is traveling and Purpose of Travel	Location	# Individuals	Item	Cost	# Nights/Days or mileage	
			Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.560		\$0.00
		0	0	0	\$ -	\$0.00
Out of State Travel Sub-total =						\$0.00

Out of State Travel Justification:

Total Travel Costs: \$0.00

D Supplies/Operating:

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

Supplies

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

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

Supplies Sub-total = \$0.00

Operating

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

Operating Sub-total = \$0.00

Supplies/Operating TOTAL: \$0.00

Supplies/Operating Justification:

E Equipment

Equipment items with an acquisition cost of over \$5,000 per item are listed here. Like items or related components must be considered as a group and may not be separated to avoid compliance with these standards. Provide a list of each item including number, manufacturer, location and price. Awarded law enforcement agencies will be required to check with the OCJA 1033/1122 Programs for equipment purchases, but need not receive an estimate for purposes of this application.

Item /Description	Qty	Item/each	Unit cost	Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Equipment Total =				\$0.00

Equipment Justification:

F Confidential Funds

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

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

Confidential Funds Justification:



Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

Sub-Recipient Application

2021 Edward Byrne Memorial Justice Assistance Grant Program (JAG) CFDA #16.738



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

Application Deadline: September 10, 2021, By 5:00 pm

INTRODUCTION

The Department of Public Safety (DPS), Office of Criminal Justice Assistance (OCJA) serves as the State Administrative Agency (SAA) for Nevada's Edward Byrne Memorial Justice of Assistance Grant (JAG) funding from the U.S. Department of Justice, Office of Justice Programs.

OCJA's mission is to assist stakeholders with funding to facilitate criminal justice solutions designed to reduce drug and violent crime for safer Nevada communities. With the FY21 JAG funding OCJA intends to provide JAG grant resources to projects with a high probability of improving the performance of the criminal justice system and increase Nevada's capacity to prevent and reduce violent crime, illegal drug sales and distribution, gang activity and human trafficking. Projects funded with the JAG program will enhance the rule of law by strengthening court programs, prosecution, defense, reentry programs, and system improvements for criminal justice with technology across the state. OCJA proposes to use JAG grant funds for those projects that address issues most critical to Nevada's criminal justice system.

The JAG Program is authorized by Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a).

The statute defines "criminal justice" as "activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, and pretrial service or release.

JAG funds awarded under this FY 2021 solicitation may be used to:

- (1) Support multijurisdictional task force programs that integrate Federal, State, and local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination, intelligence, and facilitating multijurisdictional investigations;
- (2) programs designed to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories, and cannabis cultivations and to remove any hazardous substance or pollutant or contaminant associated with the illegal manufacture of amphetamine or methamphetamine;
- (3) Purchase fentanyl detection equipment and training for law enforcement safety, as well as naloxone distribution.
- (4) Purchase drug detection canines to combat the rise of drug trafficking, including that of methamphetamines.
- (5) improving the operational effectiveness of the court process, by expanding prosecutorial, defender and judicial resources, and implementing court delay reduction programs;

See Instructions for further guidance on OCJA website

www.ocj.nv.gov

OCJA has the right to refuse or approve any application submitted

Edward Byrne Memorial Justice Assistance Grant Program (JAG)

The project period will be **January 1, 2022 through December 31, 2022**

Subrecipient Application Cover Page

Submittal Instructions

Please Note: This application is intended to be submitted electronically. Original signatures, if required, will be obtained later if an award is made. Attachments listed on the checklist should be scanned and submitted with the application. All application documents should be submitted electronically to ocja@dps.state.nv.us

The Nevada Department of Public Safety will determine priorities. Approval or disapproval of your submission is solely at the discretion of the Office of Criminal Justice Assistance.

Federal Program Title			
Organization Name			
Project Title			
Grant Funds requested	DUNS #	Federal Tax ID # (xx-xxxxxxx)	
Agency Authorizing Official		Title	
Address		City/Zip 9-digit zip required	
Phone	Email		
Project Director		Title	
Address		City/Zip 9-digit zip required	
Phone	Email		
Financial Officer		Title	
Address		City/Zip 9-digit zip required	
Phone	Email		
Other Point of Contact		Email	
Designated Civil Rights Liaison: typically, The HR Representative:		Email	
SAM Expiration: _____ ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION			
Purpose/Program Area (select one box) <input type="checkbox"/> Law enforcement projects. <input type="checkbox"/> Prosecution, defense, and court projects. <input type="checkbox"/> Corrections and community corrections projects.		<input type="checkbox"/> Drug treatment and drug courts projects. <input type="checkbox"/> Technology improvement projects. <input type="checkbox"/> Other _____	

Financial Competence		
What type of accounting system is used?		
Are revenues and expenditures tracked separately? And how?		
Are there procedures in place to separate duties and approvals?		
Are funds comingled?		
Is staff familiar with the OMB Circular and Federal grant requirements?		
Did the applicant agency receive a direct JAG award from DOJ last year? <input type="checkbox"/> Not Applicable or <input type="checkbox"/> No (<i>continue to the next field</i>) <input type="checkbox"/> Yes, what was the amount awarded? \$ _____		
List previous JAG Subawards received from OCJA. Did the application agency receive a Federal award in FFY 2020 for the same project or same type of project? <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes, List the award and amount below		
Previous funding from OCJA		
Year EXAMPLE: (2020)	Award Number (20-JAG-01)	Federal Amount Awarded (\$) (250,000)

Proposed Project Budget Summary

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

Category	
Personnel	
Fringe Benefits	
Consultant/Contract	
Travel	
Supplies/Operating	
Equipment	
Confidential Funds	
Other	
Total Federal Funding Requested (\$)	

Program Narrative

Reminders:

- Each section expands as needed to write the program narrative, subject to page limitations.
- Your application should include: **WHO – WHAT – WHEN – WHERE – WHY**
 - Use **local** and county data and statistics.
 - Spell out acronyms, at least when first used. Eliminate jargon when possible.
 - Footnote any reference to federal, state or local laws, codes or statutes.
 - The expenses that are necessary for success of the proposed project and in the Budget Worksheet and Budget Narrative should be explained in the Methods of Accomplishment.
 - The Excel Budget Detail Worksheet/Budget Narrative is a separate document

General Overview, Information about the Organization (Name & Function):
(2-page limit, 10 points) Establish who the applicant agency is and what the agency does.

Problem Statement:
(2-page limit, 20 points) What issue will the grant funding solve? Clearly describe the problem that will be solved with the requested funding. Use statistics and reference material to support the statement(s).

Goals, Objectives, Timeline:
(2-page limit, 20 points) 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. Objectives are precise and measurable. How, who, where and when the project will be accomplished. List Timelines for EACH Objective. These items will be reported on the monthly progress report.

Methods of Accomplishment:
(2-page limit, 10 points) State the plan on HOW the agency will complete the proposed goals and objectives. Who will perform the grant-funded activities described?

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Project Evaluation:
(1-page limit, 10 points) How will you evaluate the project’s success toward goals and objectives. Identify accomplishments and/or challenges.

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Sustainment of the Project:
(1-page limit, 5 points) If necessary, to continue this proposed project, how will this be accomplished without federal funding; include maintenance costs, methods, and timeline.

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Statement of Coordination:
(1-page limit, 5 points) List partnerships, coordination, resources that will support the applicant agency in the activities and/or completion of this project. How are tasks distributed among partners?

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Evidence Based Principals:
(1-page limit, 10 EXTRA points) Explain the similarity of the proposed project with program(s) previously approved on the website: <https://www.crimesolutions.gov/> See “Subgrant Instructions” for additional guidance.

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Abstract (Brief description of the project):
(One paragraph limit, 5 points) This is a brief summary of your proposed project that should state your agency, amount of the funding request, and how funding will be used (i.e. overtime, equipment) and what to be accomplished.

<p>Disclosure of current federal funds and Technology Statement: (No page limit, No points) 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. See Instructions for additional guidance.</p>
<p>Excel Budget Detail Worksheet/Budget Narrative (no page limit, 15 points) This is a separate Excel Document.</p>

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.

Technology Statement

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 agency’s software and hardware systems and that the Technology Director supports the purchase and/or program.

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.

Prohibition of supplanting – Funds may not be used to supplant state or local funds which have been appropriated for the same purpose in your general budget but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

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.

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 will be submitted to OCJA. **Due by the 25th 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 Progress Reports may delay the reimbursement of financial claims and the continuation of the award.

Permissible Uses of Funds

- Project personnel salaries and benefits, including overtime pay.
- Equipment, contractual support, and training necessary for implementation of the program.
- Supplies and operating expenses directly related to project operation.
- Building rental.
- Travel for grant-funded activity and project personnel training.
- Audits.
- Professional services such as Consultant Costs must fall within the federally approved policy and not exceed \$650.00 per day or \$81.25 per hour.
- Information systems for criminal justice
- **Equipment** items costing **under \$4,999 EACH** are to be included in the **Supplies/Operating Expenses** category.
- **Equipment items with an acquisition cost of \$5,000 per item or more are listed as Equipment**
- All subrecipients (including any for-profit organization) must forgo any profit or management fee.

Unallowable Expenses

<ul style="list-style-type: none">● Any expenditure not related to the funded project.● 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.● Expense of organized fund-raising.● Fines and penalties.	<ul style="list-style-type: none">● Land/building acquisitions.● Late charges.● Lobbying, political contributions, and legislative liaison activities.● Membership Dues and Professional Fees.● Newspaper subscriptions.● Promotional items.● Professional License fee required as a condition of the job.● Rental cars – unless previously justified and preapproved by OCJA.● State and local sales taxes.● Tips on per diem.● Honoraria.● Corporate Formation.● Compensation for Federal Employees.● Passport charges.
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<ul style="list-style-type: none"> ● Home office workspace and related utilities. ● Indirect costs unless there is proof of certification by the lead consignant agency 	<ul style="list-style-type: none"> ● UAV- Drones
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OVERVIEW of CERTIFICATIONS and ASSURANCES

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.
 - c. 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.
 - d. OCJA will withhold payment in the event the Sub-recipient fails to comply with conditions and certifications contained in this grant award.

The following assurances are included in the application and must be signed by the authorized official/s.

<ul style="list-style-type: none">• <i>Federal Certified Assurances</i>• <i>Civil Rights Requirements</i>• <i>Equal Employment Opportunity Plan</i>	<ul style="list-style-type: none">• <i>Standard Assurances</i>• <i>Standard Certifications, Lobbying and Debarment and Drug Free Workplace</i>
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FEDERAL CERTIFIED ASSURANCES

1. FEDERAL PUBLIC POLICY ASSURANCES.

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

2. FINANCIAL & ADMINISTRATIVE MANAGEMENT

- a. Sub-recipient assures that it will comply with appropriate federal cost principles and administrative requirements applicable to grants as follows:
 - i.* For state, local or Indian tribal government entities;
 1. 2 CFR Part 200 Subparts A through F and all appendices.
 - ii.* For non-profit organizations;
 1. 2 CFR Part 200 Subparts A through F and all appendices.
 - iii.* For colleges and universities;
 1. 2 CFR Part 200 Subparts A through F and all appendices.

- iv. For each agency spending more than \$500,000 per year in federal funds from all sources;
 - 1. 2 CFR Part 200 Subparts A through F and all appendices
 - b. Special Provisions and Certified Assurances
3. NON-SUPPLANTING 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.

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

Civil Rights Requirements

Upon a Grant Award, signature verifying completion of the civil rights training will be required. Typically, this the Human Resource (HR) representative. 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)

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
 - i. 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.

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.

- 1. 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
2. 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;

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

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an on-going drug-free awareness program to inform employees about;
 1. The dangers of drug abuse in the workplace.
 2. The grantee's policy of maintaining a drug-free workplace.
 3. Any available drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - o Abide by the terms of the statement.
 - o Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction.
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted -
 - o Taking appropriate personnel action against such an employee, up to and including termination.
 - o Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all the paragraphs above.

OCJA Administrative Manual can be viewed or downloaded: <https://ocj.nv.gov/> Contact OCJA at (775) 687-1500 if you have questions.

Certification by Agency Authorized Official (AAO); The sheriff, police chief, division chief, AAO, or other official ultimately responsible for this project/program must sign this document in **BLUE** ink.

As the authorized official for the applying agency, I have read and understand the grant guidance provided with this application, to include specific guidelines, conditions, and other materials provided with this application or solicitation.

- Federal Certified Assurances

- Civil Rights Requirements
- Acknowledgement of Grant Standard Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free workplace requirements.

In submitting this application, the applicant certifies that the proposed project described in this application meets all requirements of the legislation governing the grant as indicated in the attached Certifications; that all the information contained in the application is correct; 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

Agency Authorized Officials Name (type/print)	Phone:
Title:	Email:
Signature	Date Submitted
Governmental Official Name (type/print)	Phone:
Title:	Email:
Signature	Date Submitted



APPLICATION CHECKLIST

Please be sure that the following documents are completed, signed and electronically returned to ocja@dps.state.nv.us with your grant application, including this checklist.

Documents/Attachments due with the application:

- Cover Page - (Please sign in [blue](#) ink for signatures)
- SAM Registration expiration date _____
- Program Narrative
- Disclosure of other federal funding sources and, when applicable, technology statement
- Inter-Agency Agreement or Memorandum of Understanding (MOU) for current year, if applicable
- Excel Budget Detail Worksheet Form **with** itemization, justification of costs and narratives
- Appendices – when applicable

Waiver of Pass Through (for non-profits, if applicable)

The Waiver of Pass-Through Percentage form must be signed off by the law enforcement executive of the stated jurisdiction. In submitting a formal request to the law enforcement jurisdiction, applicant agencies should demonstrate in the request how the agency's services will directly benefit the community/locality. The signed waiver form must be returned to the requesting agency and be included in their Justice Assistance Grant (JAG) application.

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

**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 Hauan, Administrator	(775) 687-1501	vehauan@dps.state.nv.us
Becky Gray, Grants & Projects Analyst 1033 State Coordinator, 1122 Coordinator	(775) 687-1504	rebecca.gray@dps.state.nv.us
Rebecca Barnett, Grants & Projects Analyst	(775) 687-1505	rbarnett@dps.state.nv.us
Monica Shea, Grants & Projects Analyst	(775) 687-1508	mshea@dps.state.nv.us

WAVIER of PASS-THROUGH PERCENTAGE

(Required for Non-Profits)

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 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 <i>Type Name:</i>	
Title:	Date:
OFFICIAL REPRESENTATIVE <i>Signature:</i>	



Nevada Department of
Public Safety
Office of Criminal Justice Assistance

Instructions

for Completing the
Sub-Recipient Application

2021 Edward Byrne Memorial Justice Assistance Grant Program (JAG)



Department of Public Safety
Office of Criminal Justice Assistance

Application Deadline: September 10, 2021, By 5:00 pm

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

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. Monthly narrative Progress Reports must be submitted to OCJA and current for a claim to be processed for payment.

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.

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 25th 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 Progress Reports may delay the reimbursement of financial claims and the continuation of the award.
5. Final Progress Report is due within forty-five (45) calendar days after the end of the project period and provides an overview of the entire project, accomplishments and results. OCJA considers the Final Progress Report an important criterion for allocation of future funding.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION INSTRUCTIONS 2021

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.

Submittal Instructions

The Grant Application Deadline is 5:00 p.m., September 3, 2021.

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 Reminders

- When submitting your application, OCJA needs the Checklist, your entity's Program Narrative, including signed assurances, the Excel Detail Budget Worksheet, and **a copy of your agency's SAM registration;**
- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the cover page of the application submitted;
- Your agency's financial staff should review the budget. There may be additional fiscal costs to your agency if the application is successful.
- The Budget Detail Worksheet is a separate Excel document.
- Use whole dollar amounts. No cents.
- Observe page limitations and all 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. Reviewers may not be familiar with existing projects.
- Footnote any reference to federal, state or local laws, codes or statutes.
- **Use local data and statistics of your county or municipality.**
- OCJA does not 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.
- Tips for Rideshare or Taxi **with receipt.**

Unallowable Expenses

<ul style="list-style-type: none"> ● Any expenditure not related to the funded project. ● 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. 	<ul style="list-style-type: none"> ● Land/building acquisitions. ● Late charges. ● Lobbying, political contributions, and legislative liaison activities. ● Membership Dues and Professional Fees. ● Newspaper subscriptions. ● Promotional items.
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<ul style="list-style-type: none"> ● Car wash ● Construction ● Conference rooms. ● Costs incurred before the project start date or after the expiration of the project period. ● Entertainment. ● Food and beverages. ● Expense of organized fund-raising. ● Fines and penalties. ● Home office workspace and related utilities. ● Indirect costs unless there is proof of certification by the lead consignant agency ● Military type equipment. 	<ul style="list-style-type: none"> ● Professional License fee or renewals required as a condition of the job. ● Rental cars – unless previously justified and preapproved by OCJA. ● Sporting events. ● State and local sales taxes. ● Tips on per diem. ● Honoraria. ● Corporate Formation. ● Compensation for Federal Employees. ● Passport charges. ● UAV - Drones
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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

For review and ranking purposes, a “point” value has been assigned. The total possible score for the entire application is 100, with 10 additional points awarded for projects that use evidenced based principals or programs. The point value is noted in each narrative section.

Cover Page – 2 pages

Program Title: The name of the grant program (i.e. JAG) the applicant is requesting funds from.

Organization Name: Enter the official name of the agency submitting the application.

Project Title: Succinct description of the proposed activity. If funded previously, use the title from the previous award.

Grant Funds Requested: Total amount of the Subgrant application.

Agency Authorizing Official.

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;**

Project Director: Refers to the person with direct responsibility for the administration of the proposed project, enter the information requested for contact purposes.

Fiscal Officer: Enter the name of the person who will manage the fiscal matters of the proposed project if awarded. In most cases this is the individual who will submit Financial Claims for reimbursement. The Fiscal Officer must be someone other than the Project Director.

Other Point of Contact: This field refers to the person OCJA will contact with any questions about the application, reports, monthly progress reports, financial claim forms, etc.

Designated Civil Rights Liaison/ HR Representative: This individual is the Civil Rights Liaison to OCJA. OCJA may contact this person with questions regarding federal civil rights compliance.

Purpose/Project Area: Select only ONE of the areas listed by checking the appropriate box.

Financial Competence: All Agencies- must complete this section.

- **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.

Previous Funding from OCJA: If OCJA previously awarded funds, indicate the year(s) of the award(s), and the amount of federal funds received.

Proposed Project Budget Summary: Please enter the data in this field only after completing the budget pages (separate Excel spreadsheet). **Amounts should match.**

PROGRAM NARRATIVE

GENERAL OVERVIEW: Information about the Organization - 10 points - Limit 2 pages

Establish who the applicant agency is and what the agency does. What is the agency's Area of Responsibility (AOR)

PROBLEM STATEMENT – 20 points - Limit 2 pages

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

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

- Description of the geographic areas(s) impacted by the problem.
- Description of the problem and contributing factors.
- Documentation of the problem (**statistical local data**);
- Who the problem impacts and how.
- Is this a new problem?
- If not a new problem, describe how the agency is currently addressing the problem
- Explain how the proposed project will address the problem and work toward a solution.

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).
- d) Include Baseline Data (Baseline data is a set of information used to compare other data acquired afterwards, such as 2019 had 25 arrests: 2020 had 30 arrests)

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.

- State the desired outcome of the project
- Explain the goal(s) of the proposed project in simple, straightforward terms. **One or two** overall goals are sufficient.
- Each goal should have one or more **measurable objectives** describing how the agency will reach that goal.
- Be realistic.
- The goals MUST tie into the Problem Statement and Project Evaluation.
- Administrative duties should not be the main goal or objective.

Project Objectives: Each goal contains no more than four objectives. The objectives are the **specific, measurable, achievable, realistic, and timely (SMART)** actions needed to accomplish 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.

Examples: Increase Overtime patrols by 20 hrs per month; Increase surveillance in targeted area by 15 hrs per month to decrease the number of gang-related shootings.

AN APPLICATION WITHOUT MEASUREABLE OBJECTIVES MAY NOT BE FUNDED

Answer these questions for each objective:

1. *WHAT will be done or changed?*

2. *WHO* will complete the tasks?
3. *WHEN* will the activity be implemented?
4. *INCLUDE* a timeline for each objective;

Tip: *Goals and Objectives MUST tie into the evaluation process. Both sections will connect with the 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:

- How does the proposed project address the problem and its outcome?
- Identify any training needs that are required to accomplish the goals and objectives.

PROJECT EVALUATION –10 points - Limit 1 page

The evaluation **must** reflect whether the project was successful and address each objective.

- How will objectives be accomplished?
- Evaluate whether the project was successful
- How will you determine if you are meeting your objectives?
- Identify who will perform the evaluation
- Include data that demonstrates the project's success

IMPORTANT: The award's Final Report is an overall evaluation of the project. It will include challenges faced during the project period. The evaluation is due 45 days after the end of the award's project period.

SUSTAINMENT OF THE PROJECT - 5 points - Limit 1 page

How will the proposed project continue operation if grant funds are no longer available?

Eligibility for continued funding of projects taking longer than one year to become self-sustaining is based on a) success of project, 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

Identify any other agency or divisions that will be involved in the grant funded activity.

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.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION INSTRUCTIONS 2021

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.

EVIDENCE BASED PRINCIPALS/PROGRAM (EBP)- 10 Extra points. Above the 100 – limit 1 page

Subrecipient applicants are encouraged to refer to the www.crimesolutions.ojp.gov website to review evidence-based models and indicate if the proposed program is an evidence-based practice or program that efficiently and effectively addresses a known criminal justice problem. (i.e Hot Spot Policing, Body Worn Cameras)

“Evidence-Based Policing - Translating Research into Practice” by Cynthia Lum and Christopher S. Koper

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.

Abstract - 5 points – One paragraph limit

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

DISCLOSURE OF PENDING APPLICATIONS – No points assigned but required.

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.

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

This agency submitted application(s) to U.S. Department of [REDACTED] in the amount of \$ [REDACTED] 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.

Budget (15 points)

*The Budget Detail Worksheet and Narrative form provides justification for each requested item. **Verify calculations!***

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 for overtime to fund additional law enforcement patrols for neighborhoods identified as high crime to improve community safety.

BUDGET SUMMARY - All requested project costs MUST relate directly to and be necessary for the tasks described in the Methods of Accomplishment.

Budget Categories Include:

1. Personnel costs (all costs related to salary or overtime)
2. Fringe Benefits (employers paid Medicare, FICA, Retirement, Health Insur. Workers Comp)
3. Contract Services (costs must not exceed the current federal limitation of \$650 for an 8-hour day or \$81.25 per hour)
4. Travel costs (mileage, airfare or transportation, lodging costs, meals, parking, ride share, etc.)

Costs for training registration are to be placed under the **Other** 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.

5. Supplies/Operating Expenses (Items under \$4,999)
6. Confidential Funds
7. Equipment (individual acquisition cost \$5,000 or over per item)
8. Other: i.e. Registration costs to participate in training

ENSURE THE PROPOSED PROJECT SUMMARY ON PAGE 2 RECONCILES WITH THE EXCEL BUDGET WORKSHEET.

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

Instructions - Completing Budget Forms

PERSONNEL COSTS

This category refers to wages and salaries for regular, part-time, and overtime employees related to the proposal. Individuals working on the proposed project, who are not employees, must be included in the contract category.

SUPPLANTING - Requesting federal funding for an employee already on the payroll is unallowable, unless they will be replaced by a person hired to augment regular 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.

Direct Salaries and Overtime - List the title or position of each employee who will earn overtime for grant-funded activities and the salary amount to be paid.

Fringe Benefits & Payroll Taxes – List all fringe benefits and payroll taxes on the corresponding Excel budget section.

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.

Personnel Budget Justification - A brief statement explaining each position and how each it is essential for the execution of the proposed project.

CONTRACT SERVICES

Individuals – List employees hired under contract for grant-funded activities in the project.

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).

Consultant Expenses - Provide rates used to calculate travel, meals and other expenses. Remember, travel costs cannot exceed the federal GSA rate.

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.

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 MAY NOT EXCEED GSA RATES

*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.***

In-State Travel - List **EACH** anticipated in-state trip outside the local jurisdiction stating the purpose of the trip (i.e. training, meetings, operations, etc.), destination, number of individuals traveling, airfare, hotel, per diem, mileage, days in travel status and total cost for each traveler.

Out-of-State Travel - List **EACH** anticipated out-of-state trip stating the purpose of the trip (e.g. training, meetings, operations, etc.), estimated destination and number of individuals. For **EACH** traveler itemize airfare, hotel, per diem, mileage, days in travel status and total cost.

Travel Budget Narrative – Complete a narrative explaining the purpose of the travel and its connection to the project and why the travel is essential.

Registration Costs – please list under the category **Other**. OCJA will pay for registration fees related to training events with the travel reimbursement.

Travel begins from the time a person leaves their workstation and ends upon arrival at workstation. For reimbursements, a map (i.e Google, Bing) is required

Travel not in the approved budget requires authorization by the OCJA Grant Manager prior to travel being booked.

SUPPLIES /OPERATING EXPENSES

1. Supplies/Operating - This section includes office supplies, project supplies, and individual equipment items costing under \$4,999; 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 Justification -Explain why item is needed for project. 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.

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.

OCJA will deduct items without a narrative.

EQUIPMENT

List only those items that are to be purchased with grant funds. **Do not include items with an acquisition cost less than \$ 4,999 per unit.** Equipment purchases will be itemized on the Equipment/Property Log provided by OCJA. 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. Equipment Warranties are reimbursable for a two-year period only.

The 1122 Program, owned and managed by the Department of Defense, allows states and units of local government access to purchase equipment to support counter-drug, homeland security, and emergency response activities. Under statute, the term "unit of local government" means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State which performs law

enforcement or emergency response functions as determined by the Secretary of the Interior. Any agency that meets these criteria is required to check with OCJA prior to purchase.

Equipment Budget Justification – Explain why equipment is needed and necessary to the success of the project.

CONFIDENTIAL FUNDS

The Office of Justice Program (OJP Financial Guide) outlines the required provisions for approved projects with budgeted confidential funds. The “Special Conditions” form will be provided by OCJA if an award is made. To receive Confidential Funds from OCJA, sub-recipients **must** have written procedures establishing informant:

- file security and contents,
- management and utilization, and
- payments.

Confidential funds may be allocated when

- The merit of a program/investigation warrants the expenditure of these funds, and
- 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.

OCJA will confirm the above requirements are met by auditing the sub-recipient annually.

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 modifications to objectives and activities for the project.

Certifications and Assurances MANDATORY

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. Please read.

These documents are included in the Application.

Federal regulations require a) signature of the individual meeting the criteria of Agency Authorized Official (AAO).

STANDARD CERTIFIED ASSURANCES - Signed by the Governmental Official (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.

1. CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENT
2. CIVIL RIGHTS REQUIREMENTS



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3. WAIVER OF PASS THROUGH (for non-profit organizations, if applicable)

The Waiver of Pass-Through Percentage form must be signed by the Police Chief or Sheriff of the stated jurisdiction. In submitting a formal request to the law enforcement jurisdiction, the nonprofit applicant agencies should demonstrate in the request how the agency's services will directly benefit the community/locality. The signed waiver form must be included in their Justice Assistance Grant (JAG) application. The requesting agency will hold a copy in the JAG application file.

Certification by Authorized Official; This will be **ONE** signature for the entire application as well as all Assurances. The sheriff, police chief, division chief, Agency Authorizing Official (AAO) or other official ultimately responsible for this project/program must sign this document in **BLUE** ink.

BE SURE TO MEET THE APPLICATION DUE DATE

Submit an electronic version (PDF/Word/Excel) to ocja@dps.state.nv.us

by 5:00 p.m. on September 10, 2021

GOOD LUCK!

**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

Contact the OCJA office with any questions.

Victoria Hauan, Administrator	(775) 687-1501	vehauan@dps.state.nv.us
Becky Gray, Grants & Projects Analyst 1033 State Coordinator & 1122 Coordinator	(775) 687-1504	rebecca.gray@dps.state.nv.us
Rebecca Barnett, Grants & Projects Analyst	(775) 687-1505	rbarnett@dps.state.nv.us
Monica Shea, Grants & Projects Analyst	(775) 687-1508	mshea@dps.state.nv.us

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