



## STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:**

**Staff Contact:** Sheriff Furlong, kfurlong@carson.org

**Agenda Title:** For Possible Action: Discussion and possible action regarding a grant from the Department of Justice, 2021 Edward Byrne Memorial Justice Assistance Grant Program, in the amount of \$55,000 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:** Consent

### **Proposed Motion**

I move to authorize acceptance of the grant.

### **Board's Strategic Goal**

Safety

### **Previous Action**

The Board of Supervisors previously approved the acceptance of the current grant award from the Department of Justice, 2020 Edward Byrne Memorial Justice Assistance Grant for a Behavioral Health Peace Officer position on January 21, 2021 in the amount of \$70,000.

### **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 MOST, instructing deputies and regional partners in behavioral health best practices and collaborating with the members of FASTT.

The City has had three successful years with this grant's support, and this funding ushers in year four 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: 2752005 500101 - 2752005 500625 - G200521006

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** The prior year grant award amount was \$70,000; \$56,825 toward salaries, \$13,175 toward benefits. The current grant award amount is \$55,000; \$36,669 toward salaries, \$18,331 toward benefits. Augmentation to City's budget to add both revenues and expenses will be done during second round of budget augmentations. While there is no match, the General Fund pays for the total employee salaries and benefits not covered by the Grant. The total salary and benefits for the officer in this position was \$154,294.88 in Fiscal Year 2021.

**Alternatives**

Do not accept the grant.

**Attachments:**

[21-JAG-02 CCSO-BHPO Grant Award.docx](#)

[21-JAG-02 Award Letter\\_CCSO-BHPO.pdf](#)

[21-JAG-02 CCSO-AwardSpecial Conditions-Assurances.docx](#)

[BHPO 2021-JAG Subgrant Budget Final Revised.pdf](#)

[BHPO 2021 Application revised.docx](#)

**Board Action Taken:**

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

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

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



STATE OF NEVADA  
 DEPARTMENT OF PUBLIC SAFETY

**OFFICE OF CRIMINAL JUSTICE ASSISTANCE**

***Grant Award***

**JUSTICE ASSISTANCE GRANT (JAG)**

***CFDA# 16.738***

<b>SUB-GRANTEE:</b>	Carson City Sheriff's Office	<b>PROJECT NUMBER:</b>	21-JAG-02
<b>ADDRESS:</b>	911 E. Musser Street Carson City, NV 89701-3706	<b>DUNS #</b>	073787152
<b>PROJECT TITLE:</b>	Behavioral Health Peace Officer		
<b>GRANT PERIOD</b>	<i>January 1, 2022 – December 31, 2022</i>	<b>TOTAL FEDERAL GRANT FUNDS:</b>	\$55,000.00

**APPROVED BUDGET FOR PROJECT**

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$55,000.00
Travel	\$0.00
Supplies/Operating	\$0.00
Equipment	\$0.00
Contracts/Consultants	\$0.00
Confidential Funds	\$0.00
Other	\$0.00
<b>Total</b>	<b>\$55,000.00</b>

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

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

<b>AGENCY APPROVAL</b>		<b>SUB-GRANTEE ACCEPTANCE</b>	
Office of Criminal Justice Assistance Victoria Hauan, Administrator		Carson City Sheriff's Office Ken Furlong, Sheriff	
<b>X</b>		<b>X</b>	
Signature of Approving Official	Date	Signature of Agency Approving Official	Date

Steve Sisolak  
Governor



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

George Togliatti  
Director

Sheri Brueggemann  
Deputy Director

Victoria Hauan  
Administrator

## Office of Criminal Justice Assistance

1535 Old Hot Springs Road, # 10  
Carson City, Nevada 89706-0676  
Telephone (775) 687-1500 • Fax (775) 687-4171  
[www.ocj.nv.gov](http://www.ocj.nv.gov)

Sheriff Ken Furlong  
Carson City Sheriff's Office  
911 E. Musser Street  
Carson City, NV 89701-3706

Dear Sheriff Furlong:

Re: **Grant Award # 21-JAG-02**

Congratulations! The Office of Criminal Justice Assistance (OCJA) is pleased to inform you that the Carson City Sheriff's Office; Behavioral Health Peace Officer, has been awarded funding for the 2021 Edward Byrne Memorial Justice Assistance Grant (JAG), for a total sum of \$55,000.00. Your agency's grant award number is **21-JAG-02**. Please refer to this number on all documents pertaining to this project including e-mail communications. There have been updates to the Special Conditions, Program Assurances and Financial Assurances, so please ensure your agency reads everything carefully and contact OCJA should you have any questions.

Please review and sign in blue ink all signature blocks in the special conditions and assurances documents in addition to the signed Grant Award. Please return a color scanned copy to OCJA by email. Once OCJA reviews the documents and approves the award, a fully executed signed Grant Award and an Authorization to Proceed (ATP) will be sent to your agency.

OCJA looks forward to working with your agency in 2022.

Respectfully,

*Victoria Hauan*

Victoria Hauan, Administrator  
Office of Criminal Justice Assistance, Department of Public Safety

# Office of Criminal Justice Assistance



## Special Conditions and Assurances

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

### Award Information and Instructions

#### Award Information:

<b>Sub-recipient Agency/Organization</b>	Carson City Sheriff's Office	
<b>Project Title</b>	Behavioral Peace Officer	
<b>Project/Award #</b>	21-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. Executive Order 13929 Safe Policing for Safe Communities Certification letter	<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

<b>Sub-recipient Agency/Organization Address:</b>	911 E. Musser Street		
<b>City:</b>	Carson City	NV	<b>Zip:</b> 89701-3706
<b>Name of Financial Manager</b>		<b>Phone:</b>	
<b>Email</b>		<b>Fax:</b>	

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

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

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

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

## 2. Equipment Purchases 1122 Program

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

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

## 3. Reimbursement of Grant Expenditures

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

## 4. Bullet Proof Vest Mandatory Wear Policy

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



## 5. Confidential Funds

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

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## 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](http://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.

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7. **Executive Order 13929 Safe Policing for Safe Communities**, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process no later than January 31, 2021, to be eligible for FY 2021 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward.



**Include the certification letter for your agency from P.O.S.T.**

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## 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.

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## 9. Other

# Office of Criminal Justice Assistance



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

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

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

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

### Contact Information for Designated Liaison:

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

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



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

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



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

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

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



# Office of Criminal Justice Assistance



## 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
4. OCJA's Administrator requests the completion of the training.

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

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

**Required Training Segments for ALL Subrecipients**

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

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

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

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

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

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



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

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

# Office of Criminal Justice Assistance



## Program Assurances

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

1. A narrative **Monthly Progress** report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form on the 25<sup>th</sup> of each month during the grant period. Reimbursements for Financial Claims may be delayed if progress reports are not up to date. Forms will be supplied by your program manager and will be available at <http://www.oci.nv.gov>. The Bureau of Justice Assistance requires an electronic quarterly report for the Performance Measurement Tools (PMT) due **Quarterly** on the 20<sup>th</sup> day following the close of each quarter.
2. The Sub-recipient shall issue a press release to their local media 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.



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

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

# 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. If the application includes funding for one or more **salaried** positions, this will be reimbursed at a **pro-rated amount over the 12-month grant period**.
2. 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>.
3. 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**.
4. Reimbursements for Financial Claims may be delayed if progress reports are delinquent.
5. 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.
6. Any programmatic changes that impact the budget or scope of work require pre-approval and submittal of a project change request form.
7. The **final** financial claim form must be submitted to OCJA no later than **90** days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of the final claim.
8. Grant revenue and expenditure records must be maintained and made available to OCJA for monitoring and audit purposes.
9. 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.
10. 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.
11. 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.
12. 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.
13. Upon OCJA request, required documentation for the performance of internal audits must be provided within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.



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

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

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

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

## BUDGET SUMMARY

Name of Applicant - Title of Project

	<u>Budget Category</u>	<u>Amount</u>
A.	Personnel and Fringe	\$55,000
B.	Consultants/Contracts	\$0
C.	Travel	\$0
D.	Supplies/Operating/Conference & Training Registrations	\$0
E.	Equipment	\$0
F.	Confidential Funds	\$0
G.	Other	\$0
	<b>Total Project Costs:</b>	\$55,000
	<b>Federal Request:</b>	\$55,000

*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
Behavioral Health Peace Officer	\$ 46,669.00	100.000%	2080	No	\$ 36,669.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Project Hours:</b>			<b>2080.00</b>		
<b>Personnel Sub-total =</b>					<b>\$36,669.00</b>

### 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>	0.00	0	0.0000	\$0.00
<i>Retirement</i>	13,342.00	6.414423077	13342.0000	\$10,483.00
<i>Health Insurance</i>	9,989.00	4.802403846	9989.0000	\$7,848.00
<i>Workman's Compensation</i>	0.00	0	0.0000	\$0.00
<i>Unemployment Compensation</i>	0.00	0	0.0000	\$0.00
<b>Fringe Sub-total =</b>				<b>\$18,331.00</b>
<b>Total Personnel =</b>				<b>\$55,000.00</b>

**Personnel Justification:** The annual salary is in excess of \$140,000 (with benefits); however, the office is funding the amount beyond the requested cost of the grant.

**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
<b>Sub-total</b>						\$0.00
<b>In-State Travel =</b>						\$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
<b>Out of State Travel Sub-total =</b>						\$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

Operating Sub-total = \$0.00

Supplies/Operating TOTAL: \$0.00

Supplies/Operating Justification:



**E Equipment**

Equipment items with an aquisition 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
<b>Equipment Total =</b>				<b>\$0.00</b>

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
<b>Confidential Funds Total =</b>				<b>\$0.00</b>

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**

# 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](mailto: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	JAG				
Organization Name	Carson City Sheriff's Office				
Project Title	Behavioral Health Peace Officer				
Grant Funds requested	\$55,000	DUNS #	073787152	Federal Tax ID #	88-6000189
<b>Agency Authorizing Official</b>	Jerome Tushbant			Title	Undersheriff
Address	911 East Musser			City/Zip 9-digit zip required	Carson City,89701-3706
Phone	775-283-7802		Email	jtushbant@carson.org	
<b>Project Director</b>	Craig Lowe			Title	Sergeant
Address	911 East Musser			City/Zip 9-digit zip required	Carson City,89701-3706
Phone	775-283-7815		Email	clowe@carson.org	
<b>Financial Officer</b>	Casey Otto			Title	Business Manager
Address	911 East Musser			City/Zip 9-digit zip required	Carson City,89701-3706
Phone	775-283-7811		Email	<a href="mailto:cotto@carson.org">cotto@carson.org</a>	
<b>Other Point of Contact</b>	N/A		Email	N/A	
<b>Designated Civil Rights Liaison: typically, The HR Representative:</b>	Melanie Bruketta		Email	mbruketta@carson.org	
<b>SAM Expiration: _06/10/2022 ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION</b>					
Purpose/Program Area (select one box) <input checked="" 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?	Munis	
Are revenues and expenditures tracked separately? And how?	Yes, by separate general ledger accounts	
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	
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 checked="" type="checkbox"/> Yes, what was the amount awarded? \$ <u>12,670</u>		
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 checked="" 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)
2020	20-JAG-02	\$70,000
2020	20-JAG-04	\$95,000
2020	20-JAG-03	\$37,000
2019	19-JAG-03	\$95,000
2019	19-JAG-04	\$120,000
2019	19-JAG-05	\$55,000

## Proposed Project Budget Summary

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

<b>Category</b>	
Personnel	<b>\$55,000</b>
Fringe Benefits	
Consultant/Contract	
Travel	
Supplies/Operating	
Equipment	
Confidential Funds	
Other	
<b>Total Federal Funding Requested (\$)</b>	<b>\$55,000</b>

## 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.

### 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 community<sup>1</sup>. 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 146 full time equivalent positions, the Sheriff has several divisions to include Patrol, Detention, Investigations, Administration, Communications, and Civil. The office has 45 deputies assigned to patrol, a ratio of about 1.2 peace officers per 1000 residences, well below national and state averages.<sup>2</sup> 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 224-bed detention facility is often near capacity and staffed by only 29 deputies; there are 7 paid civilian support staff members 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

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

<sup>2</sup> <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>. This ratio does not apply deputy's assigned to the Investigation or Detention Division. The office has 101 deputies, resulting in 1.83:1000, still below the region and state average of 1.98 and 2.08 respectively.

unchecked or without adequate resources.”<sup>3</sup> The office is collaborating with state agencies, private partners, and community non-profits to do everything within our resources to mitigate threats and 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 functioning<sup>4</sup>. The individual at focus may be overwhelmed and “in crisis” due to an event, or could be suffering from a psychological, biological, or developmental process resulting in serious and/or persistent mental health illness. When this population comes to the attention of law enforcement many times it is due to minor legal, social, or work problems. More severe cases involve repetitive contacts with law enforcement or the inability to care for themselves which can result in, or be aggravated by, unemployment and homelessness. Many of these individuals are facing co-occurring substance use disorders. It must also be understood that the vast majority of those in our community with mental illness will never have any significant contact with law enforcement; however, for those who do require intervention, intervention during crisis, de-escalation and/or a warm hand off to the appropriate level of service- we must be ready and respond appropriately.

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. With the program moving into year four, the BHPO along with a partnering licensed clinical social worker who specializes in mental health, and employed by the state, 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, reducing impact to the courts, 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 a direct reflection of the “building blocks” of Governor Sisolak’s administration<sup>5</sup> as well as the mission of Carson City and the Sheriff’s Office. This position will directly address issues of mental health within the community, work closely with resources, assist in the reentry of offenders including assisting in the warm 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.

<sup>3</sup> 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>

<sup>4</sup> Haneberg, Fabelo, Osher & Thompson (2017, January) “Reducing the Number of People with Mental Illness in Jail.”

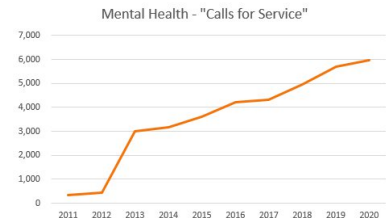
<sup>5</sup> [https://elkodaily.com/news/sisolak-promises-mental-health-assistance/article\\_094b3f50-8fda-597f-9287-e40448da7113.html](https://elkodaily.com/news/sisolak-promises-mental-health-assistance/article_094b3f50-8fda-597f-9287-e40448da7113.html), <https://www.nevadacurrent.com/blog/sisolak-nv-must-spend-more-on-mental-health-but-not-raise-taxes/>, <https://news3lv.com/news/local/gov-sisolak-signs-proclamations-supporting-suicide-prevention-in-nevada>, and [https://gov.nv.gov/News/Proclamations/2021/Mental\\_Health\\_Awareness\\_Month\\_in\\_Nevada/](https://gov.nv.gov/News/Proclamations/2021/Mental_Health_Awareness_Month_in_Nevada/)

**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).

Addressing behavioral health is a significant challenge, and Nevada is consistently at the bottom of national rankings; highest prevalence of mental illness and one of the lowest rankings for access to care<sup>6</sup>. Access to care is even more complex as 24.2% of the population is uninsured<sup>7</sup>. 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 interventions.

The Carson City Sheriff's Office has identified several types of calls for service which often result in contacting a person with behavioral health issues<sup>8</sup>. As seen in the graph, there has been a continual increase in demand for specific types of services involving persons with a mental illness, accounting for 18% of the total call volume<sup>9</sup>. When including all calls, regardless of the dispatched classification, about 60% have mental health issues as the core of the problem<sup>10</sup>.



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, Behavioral Forensic Services, and Carson-Tahoe Regional Medical Center (an inpatient psychiatric hospital) 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 behavioral health crisis.

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%)<sup>11</sup>, and a system stretched to capacity with a small population of high service utilizers. Also of concern, in a five year period, emergency rooms in Carson City and Douglas County admitted 11,810 patients for mental disorders, showing an upward trend<sup>12</sup>. 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.

<sup>6</sup> 2017 State of Mental Health in America- Ranking the States. Found at [www.mentalhealthamerica.net](http://www.mentalhealthamerica.net)

<sup>7</sup> Carson City Health Department (2012)

<sup>8</sup> 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 4/8/2019

<sup>9</sup> Internal data: "Mental Health Calls for Service – based on original call type created 4/8/2019

<sup>10</sup> 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/>

<sup>11</sup> Carson City Health Department (2012)

<sup>12</sup> Behavioral Health Summary (January 2017), 2009-2014 data

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 services<sup>13</sup>. 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 four of this funding request and we are pleased with the progress. With continued funding of the Behavioral Health Peace Officer position there is strong preliminary data that the program is moving in a positive direction.

Starting in March 2020, the community has been facing a once in a lifetime response to a global pandemic. Through shutdowns, restrictions, and lack of available resources, the BHPO has persevered and continued to do their job.

In reviewing program reports, trends have shown the following:

- An increase in the demand for services: In the first quarter of 2021, the BPHO recorded 93 calls for service and 246 Consumer Contacts
- The BHPO has made one arrest since inception; however, in a single quarter has delivered over 30 people to a crisis center.
- Is receiving over 1000 telephone calls a year, directly to the dedicated BHPO line
- Identified and utilized new community resources to include diverting from the acute crisis center to crisis stabilization centers
- May receive over 200 referrals in a single month, exclusively from the patrol division and 50 referrals from community members.
- Provides Crisis Intervention Training, also known as "CIT", to law enforcement personnel.
- An increase in juveniles in crisis; with a mission of zero juvenile suicides.

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.

**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 measureable. 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.

<sup>13</sup> 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>



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.

The below timeline includes major waypoints with consideration to the monthly and quarterly reporting requirements (Objectives 1.3, 2.2, 2.3).

Year Four Timeline:

Projected Date	Action	Objective
January 1, 2022	Year-Four Grant Period Begins	
January 17, 2022	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
January 31, 2022	BHPO to review and update established list and parameters for services available in the community.  Administrator to address the BHPO's 2020 report regarding current policy and future diversion strategy of target population	1.2, 1.1
March 1, 2022	BHPO's Year-three report to Sheriff's Administration regarding current policy and future diversion strategy of target population	1.1
February 15, 2022	Final Project Evaluation Due	Reporting all objectives

**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?

This proposed project is addressing the problem of increased mental health demands on law enforcement services in Carson City. As the third year of operation the continued 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 this grant period the BHPO, in concert with other stakeholders, will identify individuals who are high utilizers of emergency rooms and/or law enforcement services. This group of individuals with mental health challenges will be 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 three of the grant. The data sought for this measurement<sup>14</sup> is available through current record management sources. This information is being collected and reported monthly.

A survey has been developed to gather 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 coordinator. 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 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

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<sup>14</sup> 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.

collected. Reporting monthly, 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 decompensation of the 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 "CIT", evidence-based model<sup>15</sup>. The BHPO reports this activity monthly.

**Project Evaluation:**

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

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 Project Director to discuss anecdotal findings, innovative strategies, observations, and feedback regarding the office's current policies and procedures.

Objective 1.1: BHPO, in consultation with others will identify 20 suitable clients as a baseline "caseload" and determine their one-year history of incarceration. This information will be reported and reviewed by the Project Director monthly. Quarterly, the BHPO will meet with the Project Director 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 evaluation. 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 effective resources.

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

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

grant, this same data will be collected and reviewed at the BHPO quarterly meeting with the Project Director.

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. At the end of the grant cycle, the data is expected to project a downward trend regarding this population’s number of days in jail when compared to the comparison data.

Objective 2.2: The BHPO will report monthly 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 BHPO will attend at least 10 meetings every quarter. The number of meetings is an indicator of collaboration<sup>16</sup>.

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.

**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.

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

Year	Month	Year of Project	Action
2018	October	Year One	JAG Funded amount: \$93,400
2019	October	Year Two	JAG Funded amount: \$95,459
2020	October	Year Three	JAG Funded amount: \$70,000
2021	September	Year Four	Requested amount from JAG: \$55,000

<sup>16</sup> This target is contingent on pandemic restrictions and availability of stakeholders

**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?

The success of this program will be a direct result of cultivating relationships and collaboration with community partners. Law enforcement has the responsibility of recognizing and handling the immediate challenge; however, to make a difference we must maintain strong working relationships 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) Health and Human Services: This organization provides case management resources for the BHPO.
- 2) Partnership Carson City: A non-profit organization focusing on a proactive approach to community problems including education and prevention
- 3) 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
- 4) Carson City Behavioral Health Task Force: Collaboration of agencies and non-profit organizations with the goal of building healthy communities
- 5) Friends in Service Helping ("FISH"): Provides aid to those in need so that they may become self-sufficient
- 6) Carson Rural Clinics: A state agency which provides a Licensed Clinical Social Worker for the Mobile Outreach Service Team.
- 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) Community Counseling Center: This is a non-profit certified community behavioral health clinic 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: A certified community behavioral health clinic, offers clinical, outpatient, and inpatient services to include behavioral health and substance abuse treatment
- 11) Public Guardian: Provides for the health and welfare of those elderly persons who have been placed in the care of courts.

**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.

The basis for the BHPO, and this program, is an 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 disorders<sup>17</sup>. 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 jail<sup>18</sup>. 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 hospitalization<sup>19</sup>.

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 released<sup>20</sup>. CIT provides evidence for a specific outcome including officer's knowledge and efficacy for responding to mental health crisis calls, reducing the use of force and encourages de-escalation. Organizationally, officers become more efficient and effective in dealing with this population. There is evidence of a moderate cost savings to hospitals, courts, 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.<sup>21</sup>

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 address people with mental and substance use disorders<sup>22</sup>.

<sup>17</sup> <https://www.prainc.com/wp-content/uploads/2017/08/SIM-Brochure-Redesign0824.pdf>

<sup>18</sup> Stepping Up Initiative. (2017). Fact Sheet. Stepuptogether.org

<sup>19</sup> Haneberg, R. Fabelo, T. Osher, F. & Thompson, M. (2017, January) Reducing the Number of People with Mental Illness in Jail.

<sup>20</sup> Walsh, N. (2017). "Reducing Mental Illness in Rural Jails". National Association of Counties. <http://www.naco.org/resources/reducing-mental-illness-rural-jails>

<sup>21</sup> Watson, Compton, & Draine (2017, April). The crisis intervention team (CIT) model: an evidence-based policing practice? Behav Sci Law 2017:1-11

<sup>22</sup> Policy Research Associates. "The Sequential Intercept Model". Found at <https://www.prainc.com/wp-content/uploads/2017/08/SIM-Brochure-Redesign0824.pdf>

**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.

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.

**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.

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

**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.

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

**Excel Budget Detail Worksheet/Budget Narrative**  
(no page limit, 15 points) This is a separate Excel Document.



## 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 is 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](http://www.ada.gov/pubs/ada.htm)
  - b. Title II Highlights – [www.ada.gov/t2hlt95.htm](http://www.ada.gov/t2hlt95.htm)
  - c. Title II Technical Assistance Manual – [www.ada.gov/taman2.html](http://www.ada.gov/taman2.html)
  - d. Commonly Asked Questions ADA and Law Enforcement – [www.ada.gov/q&a\\_law.htm](http://www.ada.gov/q&a_law.htm)
  - e. Commonly Asked Questions ADA and Hiring Police Officers - [www.ada.gov/copsq7a.htm](http://www.ada.gov/copsq7a.htm)
  - f. Self Evaluation and Transition Plan Worksheets – <http://adaptenv.org/index.php?option=Resource&articleid=185&topicid=25>
6. Title IX of the Education Amendments of 1972  
<https://www.dol.gov/oasam/regs/statutes/titleix.htm>
7. Age Discrimination Act of 1975  
[https://www.dol.gov/oasam/regs/statutes/age\\_act.htm](https://www.dol.gov/oasam/regs/statutes/age_act.htm)
8. USDOJ Non-Discrimination Regulations (28 CFR 42, Subparts C, D, E and G)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_00/28cfr42\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr42_00.html)
9. USDO Regulations on Disability Discrimination (28 CFR Part 35)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_00/28cfr35\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr35_00.html)

## 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:
Ken Furlong	775-283-7800
Title: Sheriff	Email: <a href="mailto:kfurlong@carson.org">kfurlong@carson.org</a>
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](mailto: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](mailto:ocja@dps.state.nv.us) OCJA e-mail ~ [www.ocj.nv.gov](http://www.ocj.nv.gov) OCJA Website

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

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