



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: September 19, 2019

Staff Contact: Sheriff Furlong, kfurlong@carson.org

Agenda Title: For Possible Action: Discussion and possible action regarding a grant in the amount of \$55,000 from the Department of Justice, 2019 Edward Byrne Memorial Justice Assistance Grant Program, to fund a Sheriff's Office Victim Witness Coordinator position. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This grant would provide funds for the Sheriff's Office Victim Witness Coordinator position as an effort to increase the ability of the Carson City Sheriff's Office to provide victim services and crisis intervention to victims and witnesses. The grant would also assist victims and witnesses in navigating the criminal justice process. The Sheriff's Office Victim Witness Coordinator position would be a new full-time position and would work alongside both front line officers as well as the District Attorney's office.

Agenda Action: Formal Action / Motion

Time Requested: 5 minutes

Proposed Motion

I move to authorize the acceptance of the grant.

Board's Strategic Goal

Safety

Previous Action

The Board of Supervisors previously approved the submission of the Department of Justice, 2019 Edward Byrne Memorial Justice Assistance Grant for a Sheriff's Office Victim Witness Coordinator position on April 18, 2019.

Background/Issues & Analysis

The overarching goal of the Carson City Sheriff's Office Victim Witness Coordinator position is to provide immediate services such as assistance to victims and witnesses within the criminal justice process and also to provide compassion and support to the most vulnerable during their times of need. The goal of the Victim Witness Coordinator is to bridge the gap between victims/witnesses and the District Attorney's office. The current Victim Advocate who assists the Sheriff's Office is a grant funded hourly part time employee with limited funding. This grant would make this position a full-time position within the Sheriff's Office. Currently, the advocate is system-based. This position will be under the direction of the Sheriff's Office and give the ability to keep the position until September 30, 2020 which is the end of the grant period.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: If accepted, the grant will be assigned a Grant Number and housed in the 275 Fund.

Is it currently budgeted? No

Explanation of Fiscal Impact: Budget for the position is \$45,605 for total annual salary, and \$26,242 total annual benefits. The current grant award amount totals \$55,000; \$45,605 fully funding the years annual salary and \$9,395 toward annual benefits. This leaves \$16,847 remaining from the annual benefits that will be absorbed by the Carson City Sheriffs Office from salary savings.

Alternatives

Not to accept the grant.

Attachments:

[JAG CCSO Victims Advocate Law Enforcement \(VALE\) Program FFY19.pdf](#)

[FFY2019 Budget VOCA final.pdf](#)

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

STATE OF NEVADA



Edward Byrne Memorial Justice Assistance Grant Program (JAG)

Federal Year 2019 Sub-Recipient Application

**Department of Public Safety
Office of Criminal Justice Assistance
3/8/2019**



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2019

~CONTACTS~

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Introduction And Detailed Guide



OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION 2019

In 1987 the Office of Criminal Justice Assistance (OCJA) was established to acquire, administer, and sub-grant to state and local government agencies grants from the U.S. Department of Justice. OCJA became the State Administrative Agency (SAA) for **multiple** grants. OCJA's office is housed under the Department of Public Safety.

As the SAA, OCJA manages the coordination of JAG funds to support Nevada's mission to reduce violent crime and substance abuse. Given the scale and complexity of these problems, clearly one sole entity cannot address these issues alone. The SAA encourages applicants for the Justice Assistance Grant (JAG) funds to work closely with other criminal justice agencies to promote comprehensive and innovative strategies addressing violent crime and substance abuse, both at the community and state level.

The Nevada Department of Public Safety, Office of Criminal Justice Assistance (OCJA), administers the Edward Byrne Memorial Justice Assistance Grant Program (JAG). This grant provides funds to state and local units of government and tribes in an effort to prevent and reduce crime and to improve the criminal justice system within Nevada. OCJA, as the SAA, can award to private non-profit neighborhood or community – based organizations with a waiver if the agency is administering: a criminal justice project that would benefit the entire State, or local jurisdiction, or a private non-profit that is in partnership with a local law enforcement agency to provide criminal justice services to designated "units of local government". Non-profit agencies require a waiver; therefore, please contact OCJA.

Congressional funding for Nevada's FY 2019 JAG is expected to be level funding at approximately \$2,000,000. This project period will be October 1, 2019 through September 30, 2020.

JAG's eight authorized purpose areas are:

1. Law enforcement programs
2. Prosecution and court programs
3. Prevention and education programs
4. Corrections and community corrections programs
5. Drug treatment and enforcement programs
6. Planning, evaluation, and technology improvement programs
7. Crime victim and witness programs
8. Mental health programs and related law enforcement and corrections programs

The Bureau of Justice Assistance outlines the programs JAG funds are able to address; however, OCJA's Statewide Strategic priorities will receive higher points in evaluation scoring and a review committee will determine the merits of the programs based upon the grant application. Applicants may apply for funding for a program which is not in the priority areas listed, but addresses an identified public safety problem area within the seven JAG purpose areas listed above.

OCJA's Strategic Plan identifies the following areas as priorities – in no particular order:

- Statewide communications, technology, information sharing and records management systems
- Addressing mental health offender issues – including law enforcement handling of these offenders
- Alternative sentencing projects



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- Specialty courts
- Corrections transition programs, reentry/residential programs
- Training
- Prevention and Education

General Information



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Reimbursement Notice

OCJA grants and programs are **reimbursement funded only**. This means sub-recipient agencies front expenses from their budget. OCJA staff reviews and approves the sub-recipient's monthly expense report (claim) and its corresponding backup for eligible expenses, then OCJA staff will process the reimbursement.

Fiscal Responsibilities

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

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

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

Reporting Requirements

OCJA requires:

1. a *Monthly* Financial Report (claim) requesting reimbursement of expenditures even if no financial activity occurred during the month,
2. a written Quarterly Progress Report (narrative) documenting the project's progress in meeting its goals and objectives,
3. the quarterly on-line Performance Measurement Tools (PMT) report on the Bureau of Justice portal.

All quarterly reports are due by the 20th calendar day following each calendar quarter. Not meeting the reporting requirements in a timely and efficient manner jeopardizes reimbursement of claims and the continuation of the award.

Project Evaluation

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

Accountability and Transparency - DUNS and SAM



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

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

The DUNS number is necessary prior to registering with SAM.

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

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

Additional Information

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

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

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

Submittal Instructions

These instructions are general for most of the OCJA applications.

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

NEVADA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)



OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION 2019

1535 OLD HOT SPRINGS ROAD #10
CARSON CITY, NV 89706

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

The Grant Application Deadline is 5:00 p.m., May 10, 2019.

http://ocj.nv.gov/programs/ALL/Grant_Applications/ OCJA web-site

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

Application Outlay

- The application must be stapled in the top left-hand corner.
- Do not bind applications in notebooks, plastic bindings, or printed covers.
- Use 12 point font when preparing the application.
- Do not alter the order of the sections.
- Double sided printing is preferred for all copies.
- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page; have financial staff review the budget.
- Use only whole dollar amounts. No cents.
- Observe page limitations;
- Respond to all sections of the application; ensure a thread ties the application together from the Problem Statement through the evaluation. The elements should be related and make sense.
- Supplanting - grant funds cannot be used to replace state or local funds that would, in the absence of federal assistance, be available or forthcoming.
- Spell out acronyms, at least when first used. Eliminate jargon when possible.
- If this is a continuation project, explain what has/will change from the previous year. Don't

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assume reviewers are familiar with existing projects.

- Footnote any reference to federal, state or local laws, codes or statutes.
- Use local statistics rather than national statistics.
- Read this guide.
- Please remove pages 1-29 from your application submission. OCJA only needs the Checklist and your entity's Application.
- OCJA doesn't limit appendices to the application; supporting information can be attached as needed.

Allowable Expenses

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

Unallowable Expenses

- Any expenditure not directly related to the program.
- Badges and personal items necessary for any job related duties, i.e., side arms, identification badges, etc.
- Bar charges/alcoholic beverages.
- Bonuses, commissions, gifts and incentives.
- Bomb pay.
- Business cards.
- Car wash.
- Construction.
- Conference rooms.
- Costs incurred before the project start date or after the expiration of the project period.
- Entertainment.
- Food and beverages.
- Expense of organized fund-raising.
- Fines and penalties.
- Membership Dues and Fees.
- Indirect costs unless there is proof of certification by the lead consignant agency.
- Land/building acquisitions.
- Late charges.
- Lobbying, political contributions, and legislative liaison activities.



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- Military type equipment.
- Newspaper subscriptions .
- Promotional items.
- Rental cars – unless previously justified and preapproved by OCJA.
- State and local sales taxes.
- Sporting events.
- Supplanting: federal funds must not replace those funds which have been appropriated for the same purpose in your general budget.
- Tips.
- Honoraria.
- Corporate Formation.
- Compensation for Federal Employees.
- Home office workspace and realted utilites.
- Passport charges.

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

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



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2019

INSTRUCTIONS AND GUIDE FOR FILLING OUT THE APPLICATION



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INSTRUCTIONS

For review and ranking purposes, a “point” value is assigned to each Section. The total possible score for the entire application is 100, with 10 additional points awarded for an evidenced based project. The point value is broken out as follows: Section I = 5 points, Section II = 70 points, Section III=15 points, Section IV = 10 points. Total points value 100. Evidence Based project = 10 extra points.

Section I – Title (5 points)

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

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



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Section II – Narrative (70 points with 10 additional possible for evidenced based programs)

This Section has nine (9) fields assigned different value in points. Make sure to link all 9 sections with a common thread.

Use a 12 point font for the Narrative Section. Field 10 “Disclosure of Current Federal Funds and IT Statement” is required but not weighted.

<i>Field Name</i>	<i>Scoring Points</i>	<i>Page Limit</i>	<i>Narrative provides:</i>
1. Abstract	10	½ (Half)	Summary of the 8 fields below. Use key words that tie together the fields with a common thread. Make sure to state the amount requested and what is being accomplished.
2. General Overview	5	2 (two)	Establish who the applicant agency is what the agency does. Detail the expected outcome of the application.
3. Problem Statement	10	2 (two)	What issue will the federal funding solve? Use statistics and reference material to support the statement(s).
4. Goals, Objectives & Timeline	15	1 ½ (one & one-half)	How, who, where and when the project (solution to problem stated above) will be accomplished. Measurable objectives are a must! Please make sure that each objective has a corresponding timeline/deadline.
5. Methods of Accomplishment	10	2 (two)	State the plan on how the agency will complete the proposed goals and objectives.
6. Project Evaluation	10	1 (one)	Who will document and evaluate the accomplishments and/or missteps.
7. Sustainment of the Project	5	1 (one)	If necessary to continue this proposed project, how will this be accomplished without federal funding; include maintenance costs, methods and timeline.
8. Statement of Coordination	5	1 (one)	List partnerships, coordination, resources that will support the applicant agency in the completion of this project. How are tasks distributed among partners?
9. Evidence Based Program	10 EXTRA	1 (one)	Explain the similarity of the proposed project with program(s) previously approved by Bureau of Justice Assistance proven crime solutions or “Evidenced Based Programs”.
10. Disclosure of current federal funds and Technology Statement	N/A	N/A	OJP requires applicant agencies to disclose information about other applications or other sources of federal funding supporting the same project. Provide confirmation that the applicant’s Technology Director reviewed the request.



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Section II- Continued

NARRATIVE SECTION OF THE APPLICATION

Title Page – 5 points – 2 pages

Abstract - 10 points – ½ page limit

The function of the abstract is to describe succinctly every major aspect of the proposed project and provide reviewers an idea of the scope of the work. The abstract is a concise summary of the proposed project written after the entire narrative is complete. Pulling the most significant sentences from each key section in the grant narrative will help describe the proposed project, the broad goals, planned actions used to meet those goals, expected result, evaluation method, and how the project will change the problem. Please do not summarize past accomplishments in this section.

GENERAL OVERVIEW – 5 points - Limit 2 pages

Describe what the proposed project intends to accomplish with the federal grant funds. The purpose of this section is to:

1. establish the applicant agency
2. define the proposed project
3. describe how federal funds will be used to make the proposal a successful project

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

PROBLEM STATEMENT – 10 points - Limit 2 pages

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

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

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

IMPORTANT

Section II- Continued

The Problem Statement incorporates:

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

GOALS AND OBJECTIVES – 15 points - Limit 1 ½ pages

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

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

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

Project Objectives: Each goal contains no more than four objectives. The objectives are the specific step or action taken to reach or achieve each goal. Objectives focus on the methods/activities used to address the problem; they MUST be clearly stated, realistic, and **measurable**. Use the statistics from the Problem Statement section to help determine measures. The Evaluation section of the application incorporates the measures from the objectives. The accomplishment of objectives result in the achievement of the goals they support. **OCJA WILL REJECT APPLICATIONS WITHOUT MEASUREABLE OBJECTIVES.**

Section II- Continued

Answer these questions for each objective:

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

How you will achieve your goal(s):

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

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

Examples of Goals and Objectives and Methods

Goal: To maximize Court resources and reduce recidivism in each Court jurisdiction.

Problem Statement: Document the number of recidivists in each Court, and compare that number to existing and meaningful data, i.e., historical recidivism rates for that Court or, to statewide and national averages or, averages for similarly sized jurisdictions. If your jurisdiction's numbers are right-on with others (not notably higher), then you *don't have a problem* and the use of grant funds here is not advised since recidivism will always exist and yours is "as good as it gets."

The sample goal above actually contains two problems: the first is recidivism, the second is Court resources. The reader cannot make the assumption that recidivism, alone, is the reason for the court being overwhelmed.

To support the goal, find a method to measure the impact recidivists have on the court. The Problem Statement for this element should demonstrate that, of the total man-hours (account for Judges, prosecutors and support staff) per week/month/year the Court expends, certain percentage (xx%) is spent dealing with recidivists. Compare that percentage to data from other Courts as suggested above.

Section II- Continued

Objective 1: Now that you've measured the number of recidivists, you can measure the impact the proposed program will have on that statistical problem. Your measurable objective should answer these five important questions:

1. Who
2. Will do what
3. When
4. How much
5. As measured by . . .

So, an objective for this program might look like this:

The number of recidivists appearing before the Court [*who*] will be reduced [*will do what*] by 8% [*how much*] in fiscal year 2010 [*when*], as measured by an ongoing analysis of Court records [*as measured by*].

In order for this objective to have merit:

- The applicant must have measured the number of recidivists historically.
- The applicant must forecast impact (a reduction of recidivism) based on real-world research of similar programs' impacts, (not to be confused with fantasy and "I think I can" assertions.)
- The applicant must track, on an ongoing basis, incidents of recidivism during the period of grant funding.

The end result is an objective in which the definition of success is agreed to in advance. Oversimplified, it reads like this: "The Court sees 1,800 cases per year of which 400 are recidivists. The proposed program will reduce this number to 300 for a total annual recidivist case load of 1,400, and we're going to prove it by counting the number of recidivists seen by the Courts next year."

It is important you distinguish between "process objectives" and "outcome objectives." We MUST have measurable "outcome objectives" to see what progress is being made in your program. Process objectives may be very useful but should only appear in the Methods section of your proposal so they are not confused with the results of your proposed.

Example of an Outcome Objective (acceptable in your application)

Ten Narcotic officers [who] will increase their grant writing skills [what] by 20% [how much] by the end of the 2012 fiscal year [when] as measured by pre and post program test scores [as measured by].

Example of a Process Objective

Ten Narcotic officers will complete a 5 week training program by the end of the 2010 academic year, measured by program attendance records.

If you can't answer all five questions, then you have a Process Objective which will cause your application to be rejected.

METHODS OF ACCOMPLISHMENTS – 10 points - Limit 2 pages

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

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



IMPORTANT

PROJECT EVALUATION –10 points - Limit 1 page

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

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

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

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



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Section II- Continued

SUSTAINMENT OF THE PROJECT - 5 points - Limit 1 page

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

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

STATEMENT OF COORDINATION - 5 points - Limit 1 page

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

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

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

Demonstrating collaboration will reflect favorably on the submitted application.

EVIDENCE BASED PROGRAM - 10 Extra points. Above the 100 – limit 1 page

The Bureau of Justice Assistance (BJA) encourages states to prioritize evidence-based practices/programs (EBP) to maximize the use of federal assistance for criminal justice system enhancements. OCJA will credit a maximum of ten extra points on this year's scoring to applications demonstrating use of evidence-based practices. Scoring in future years will, most likely, increase the extra scoring points for using an EBP.

Evidence-based practices and programs are based on sound theory and deemed to be effective based on rigorous scientific evaluation.

These programs use a decision-making approach that relies on the best available evidence about what does and does not work. For more information or examples of evidence-based programs related to the criminal justice system, please log onto the Office of Justice Programs' (OJP) website: www.crimesolutions.gov.

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Section II- Continued

A second source of information about EBP definitions and tool assessments is the National Center for Justice Planning website: www.ncjp.org.

If your agency will be following an evidence-based plan, please describe how and by which agency the program was deemed “evidence-based” along with any other information validating the title of “evidence-based”.

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

Disclosure of Current Federal Funds

Example Sample Language:

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

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

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

Technology Statement

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

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

Example Sample Language:

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



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BUDGET



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Section III – Budget (15 points)

NOTE: Please download the Excel budget spreadsheet from the OCJA website or attachment in your e-mail. The budget form is posted separately from the application form.

Be sure to incorporate detailed narrative in each budget section applicable to the proposed project. Expenses must be justified, reasonable, related to and necessary for the success of the proposed project. *Check the math.* The total will be automatically calculated on the budget “Cover Page.”

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

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

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

4. Supplies/Operating Expenses
5. Confidential Funds
6. Equipment (\$1,000 for JAG grants and \$5,000 for other grants – ask a Grant Manager)

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

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

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

The budget form contains space for the budget justification. This justification encompasses the method of calculation. The Excel budget form detail specific instructions for completing each section of the budget. If you have questions or concerns related to the completion of the Excel budget section, please call (775) 687-1500 or an OCJA Grant Manager for assistance.



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Section III- Continued

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

Address each Budget Section separately as follows:

PERSONNEL COSTS

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

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

Instructions - Completing Budget Forms

- 1. Direct Salaries and Overtime** - Write in the title or position of each new employee or each existing employee who will earn overtime for grant-related activities. Across from each position/job title listed, place the annual salary or the overtime wage (dollar/hour) for the position, the percent of time expected to be devoted to the project (for a new employee) or number of overtime hours and the total cost for the position.
- 2. Fringe Benefits & Payroll Taxes** – List all fringe benefits and payroll taxes on the corresponding Excel budget section. Include fringe in the total personnel costs.
- 3. Total Personnel** – Complete the total requested.
- 4. Personnel Budget Narrative** - A brief statement explaining the cost basis for each position, is required. Explain how each position is related to, and essential for the completion of the proposed project. Explain why federal funds should pay for the personnel requested. Are they essential to the success of the project?

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

Section III- Continued

CONSULTANT/CONTRACTUAL SERVICES

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

Note: All procurement transactions, whether negotiated or competitively bid, and without regard to dollar value, require administration in a manner that allows maximum open and free competition. ***Sole source contracts/consultant services must be approved by the Office of Criminal Justice Assistance.***

TRAVEL COSTS

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

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

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



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

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

Section III- Continued

SUPPLIES /OPERATING EXPENSES

- 1. Supplies/Operating** - This section includes office supplies, forms, project supplies, supplies for repairs or maintenance, and equipment items costing under \$1,000; essentially, expendable or consumable materials for use during the duration of the requested project.

List items here such as postage, forms, office supplies, training materials, etc. Enter the quantity, unit cost, and total cost. Explain the methodology for determining the quantity requested.

This section also includes all operating expenses involving rental/lease arrangements and purchase of non-consultant type services.

For each item listed, enter the rate and/or unit cost.

- 2. Supplies and Operating Expenses Budget Narrative** - A required narrative describing the basis for arriving at the cost of items listed. If you rent or lease equipment or facilities, explain in the narrative. Include the rate for each rental in the budget. For maintenance agreements, detail each item covered under the contract. **OCJA will deduct items without a narrative.**

Example 1: \$ 200/year for computer maintenance agreement for x number of computers. Example 2: \$1,008/year for basic office supplies = 2 employees @ \$42/each per month.

EQUIPMENT

List only those items that are to be purchased with grant funds. **Do not include expendable items costing less than \$ 1,000 per unit.** (\$1,000 for JAG grants and \$5,000 for other grants) Do not include rental or lease equipment. Do not list brand name, use the generic description of the requested item.

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

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

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

Tip: After preparing the program narrative portion of the Application, consider listing the major activities/tasks required by the project. Note the individual expenses, including personnel time, related to each item. This will



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help ensure that costs related to each and all activities/tasks described in the Application appear in the budget and are explained correctly in the budget narrative.

Section III- Continued

CONFIDENTIAL FUNDS

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

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

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

NEGOTIATION OF FINAL TERMS:

For approved applications which are based upon the recommendations of the Review Committee, OCJA personnel and the applicant negotiate conditions of the proposed project and/or its budget.



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GRANT APPLICATION 2019

Certified Assurances



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Section IV – Certifications and Assurances (10 points)

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

If needed, your agency can download the documents from www.ocj.nv.gov, under FORMS.

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

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

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



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APPLICATION CHECKLIST

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



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CHECKLIST

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

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

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

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

-
- ☒ Submit application to OCJA



OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT APPLICATION 2019

Please submit this checklist with your application.



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BE SURE TO MEET THE APPLICATION DUE DATE

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

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

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

1535 OLD HOT SPRINGS ROAD #10

CARSON CITY, NV 89706

AND

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

by 5:00 p.m. on May 10, 2019

www.ocj.nv.gov - website address

Please contact our office if you have any questions.

Main Telephone Number (775) 687-1500

GOOD LUCK!



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2019

APPLICATION



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2019

Application

Section I

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

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

B. Applicant Agency

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

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

Did the applicant agency receive a direct DOJ award last year? <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>12,013</u> Did the application agency receive a Federal award in FFY 2017 for the same project or same type of project? <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Yes, what was the amount awarded? \$ _____ and what is the name of the award received _____
--

D. Project Title

Victims Advocate Law Enforcement (VALE) Program
--

E. Project Period (period of performance)

From: (10/01/2019)	To: (09/30/2020)
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OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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Application

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

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

G. Project Director

Name:	Ken Sandage	
Title	Undersheriff	
Phone	775-283-7802	
Email	KSandage@carson.org	
Address	911 E. Musser St	
City	Carson City	NV
Zip (9 digit zip required)	89701	

H. Fiscal Officer:

Name:	Casey Otto	
Title	Business Manager	
Phone	775-283-2026	
Email	COtto@carson.org	
Address	911 E. Musser St	
City	Carson City	NV
Zip (9 digit zip required)	89701	



**OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2019**

Application

I. Project Point of Contact:

Name:	Nadia Esparza	
Title	Victims Advocate Law Enforcement Coordinator	
Phone	775-283-7837	
Email	NEsparza@carson.org	
Address	911 E. Musser St	
City	Carson City	NV
Zip (9 digit zip required)	89701	

J. Agency's Human Resource Representative

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

K. All Agencies

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

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



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GRANT APPLICATION 2019
Application

L. Previous Funding Received from OCJA:

Year EXAMPLE: (2016)	Award Number (16-JAG-01)	Federal Amount Awarded (\$) (250,000)
2018	18-JAG-04	\$133,800
2018	18-JAG-03	\$49,127
2018	18-JAG-02	\$129,093
2018	18-JAG-01	\$93,480

M. Proposed Project Budget Summary:

Category	Federal Amount Requested (\$)
Personnel	\$55,000
Consultant/Contract	\$0
Travel	\$0
Supplies/Operating	\$0
Equipment	\$0
Confidential Funds	\$0
Total Federal Funding Requested (\$)	\$55,000

N. Certification by Authorized Official

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

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

Authorized Officials

Name (type/print): _____	Phone: _____
Title: _____	eMail: _____
Signature: _____	Date: _____



Section II

ABSTRACT (How much is the request and what are the deliverables): (½ page limit, 10 points).

PURPOSE AREA: 1 – Law Enforcement

PROJECT TITLE: Victims Advocate Law Enforcement (VALE) program

The Carson City Sheriff's Office is requesting federal funds in the amount \$55,000

PROJECT GOAL: The immediate goal for the Carson City Sheriff's Office (CCSO) is to keep the Victims Witness Coordinator (VWC) position in tact. This is a full-time position that is not funded; therefore, Carson City is applying for several different grants to prevent the position from being eliminated. The JAG grant would allow Carson City to pay for this position for one year. Currently the Carson City Community Advocate (CA) is funded through Advocates to End Domestic Violence (AEDV) at 100%. The partnership between AEDV and the Carson City Sheriff's Office is a verbal agreement; furthermore the agreement will end June 30, 2019. The position was developed as a critical service in response to a need for crisis intervention and support services for victims, witnesses and survivors of violent crimes. Once the VWC position is secured, the CCSO staff will be able to start planning for the future of this office, which will include a strategic plan for this program and educational component for victims of violent crime.

PROPOSED ACTIONS AND STRATEGIES:

The Victims Advocate Law Enforcement (VALE) program currently manages a caseload of 35-55 victims per month. Due to the nature of this position, the VALE program is looking to change the position from a Community Victims Advocate (CVA) to a Victims Witness Coordinator (VWC). This new position for the CCSO would allow the VWC to respond to emergencies beyond business hours. The VWC would be able to support law enforcement both weekends and evenings. With the number of victims being seen per month and the ability to assist law enforcement during non-business hours, the CCSO staff will be able to clearly justify one full time position to Carson City management in the near future.

EXPECTED RESULTS:

To keep the program alive and the VWC position in tact for the victims of Carson City. In addition, the VWC will response to a need for crisis intervention and support services for victims, witnesses and survivors of violent crime. To educate and empower victims in the community, as well as provide training to law enforcement on victims of crime trends, recognition and processes.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2019
Application – Section II, Narrative

GENERAL OVERVIEW (2 page limit, 5- points).

Three years ago, a victims advocate program was established at Carson City Sheriff's Office (CCSO) with funding from Advocates to End Domestic Violence (AEDV) after a Carson City Sheriff's deputy was shot and killed while responding to a domestic violence call. The tragic incident fostered a discussion between the CCSO, the Carson City District Attorney's Office and AEDV regarding a collaboration to educate officers and to expand intervention through the Carson City Sheriff's Office. Different models and services in communities similar in size to Carson City were reviewed by this group to determine effectiveness, cost, and the overall ability to implement a program for Carson City. The research conducted by AEDV indicated that developing a system-based victim advocate program within the Carson City Sheriff's Office would provide the best opportunity to reach victims, witnesses, survivors of violent crime and their families. The VWC provides support and services, at a time of crisis, before an incident escalates into an assault. Victims have stated that they felt less likely to be treated "impersonally or coldly" when assisted by a Victim Advocate.

The Victims Advocate Law Enforcement (VALE) program was established, three years ago, and is based within the Carson City Sheriff's Office in order to reduce barriers while offering comprehensive, client-centered assistance to individuals and families affected by violence and abuse. During the period of 01/01/2018 to 12/31/2018, the VALE Client Satisfaction Survey evaluation form, requested of all clients in which the results from the evaluations have shown a score of 98.7% positive feedback. With the positive feedback received, the goal of the Carson City Sheriff's Office is to keep the program.

The Carson City Sheriff's Office Automated Reporting System data for the Victims Advocate Law Enforcement program of last year report (01/01/2018 to 12/31/2018) cycle data report a total of 633 incoming calls/reports for domestic/family disturbance only. This data does not include the rest of incoming calls/reports for other crime victims.

The JAG grant funding will allow the new VWC to dispense the following services for the CCSO-VALE program:

- Provide and enhance victims' rights and services while increasing client's knowledge regarding domestic and sexual violence as well as violent crimes and crime prevention.
- Provide immediate assistance to victims of crime.
- Provide information and awareness to victims and the community by printing out and distributing pamphlets and handouts to each client.
- Provide training once a month to Deputies and the Gang Unit with educational information on how to respond to traumatized victims in order to ease the impact of their victimization.



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GRANT APPLICATION 2019

Application – Section II, Narrative

- Provide information to clients about the legal criminal process.
- Support the mental health population in collaboration with the MOST team.
- Provide translation to those victims that speak Spanish and other languages.
- Provide support during and after crisis intervention.
- Create plans for client's safety, emergency placement if and when the shelter is full; help victims find transportation and safe shelter.
- Help the victims apply for the Victims of Crime compensation program, and help victims write comments that will be submitted to courts or parole boards.
- Help victims to register to the Victim Information and Notification Everyday (VINE) program.
- Continuing providing emotional support to victims and their families at the time of need.

In addition, the current advocate is bi-lingual in Spanish and will be able help to eliminate the language barrier to assist those clients who need translation, and a cultural sensitive approach to build trust and collaboration. Currently, the program provides services to victims of crime of all crime categories as required.

The Carson City Sheriff's Office has embraced this program for the past three years and has incorporated it as a valuable component of Carson City Sheriff's Office. Sheriff Deputies and Detectives have voiced their appreciation for this service and feel that victims have an avenue of support that did not exist prior to the VALE program. The Carson City Sheriff's Office and the community have recognized the value of the VALE services.



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION 2019

Application – Section II, Narrative

Problem statement: (2 page limit, 10 points).

Where there is a violent crime, there is a victim, but not every victim feels that the criminal system is responsive to their cases. It is vital for victims to have an advocate who can help them identify their role and assert their rights at a time when they are most vulnerable. The VALE program is the personal point of contact for victims to receive services in the days following a violent crime. The VALE program advocate aids victims with crisis intervention, safety assessment, navigation of the justice system, support during victim impact statements, explanation of the legal process, assistance with accessing counseling, appropriate referrals and services to ease the impact of their victimization.

The current problem that the CCSO-VALE program is facing is a lack of funding for the position and potentially losing the program from the Carson City Sheriff's Office. The funding will help keep the position in tack. The JAG grant funds will keep the program alive and improve the program by allowing the advocate to respond to all crime victim emergencies and crisis situations when requested by the Sheriff's Office. In addition, the advocate will be able to offer information and education to victims.

The currently population in Carson City according to "Unites States Census Bureau" 2018 is 54,000. The city's total geographical area is 157 square miles, and the population density is 350 people per square mile." According to the "Unites States Census Bureau" 2018, "The majority of the population in Carson City is white, with the category white persons making up over 81% of the population, 1.9% is black, 2.4% is Native American, 2.1% is Asian, 9.4% are another race, and 2.9% are mixed race. Twenty-one percent of the population is of Hispanic or Latino origin."

According to the "Census Bureau on December 19, 2018, the U.S. population grew by 0.6 percent and Nevada was one of the nation's fastest-growing states between July 1, 2017 and July 1, 2018. The data shows a population increased by 2.1 percent in the last year alone. Nearly one quarter of the population falls between the ages of 45 to 74, while 23.4% of the population is under the age of 18. Almost 15% of the population is at least 65 years of age, of those under the age of 65, 19.8 % are physical or mentally disabled. Over 14% of the Carson City population speaks Spanish, while over 82% speak English."

Due to the number of Spanish speaking people in Carson City, 14%, and the percentage of people who have a mental health disability, 19.8%, the CCSO VALE program has decided to provide culturally sensitive services in Spanish and to assist in providing support to those people who have a mental health disability. The advocate will be working in collaboration with Carson Counseling and Supportive Services, the Gang Unit and the MOST team to address victims who suffer from victimization, mental health disorders and trauma.



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Population by Race

Race	Population	% of Total
Total Population	55,274	100
White	44,807	81
Hispanic or Latino	11,777	21
Some Other Race	5,205	9
Two or More Races	1,620	2
American Indian	1,306	2
Asian	1,181	2
Black or African American	1,054	1
Three or more races	113	Below 1%
Native Hawaiian Pacific Islander	101	Below 1%



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1. GOALS AND OBJECTIVES (1 ½ page limit, 15 points).

Tips: Please make sure to write goals that are measureable, make sure to state what it is you want to achieve, explain the goals in simple terms, **one or two overall goals are sufficient**, your goals should have one or more measureable objectives describing how the agency will reach the goals, be realistic, the goals and objectives MUST tie into the Problem Statement and outcome evaluation, goals have actions and deadlines, make sure your timeline is realistic and that you have due dates that are obtainable.

GOALS # 1 – To maintain the core victim services program and to provide emergency services for victims and their families.

- a. Objective # 1- The VWC will follow up on victims after incidents twice a week and will provide victim services to approximately 10-15 clients a week. (On-going services).
- b. Objective # 2- The VWC will provide Deputies with afterhours/weekend support for victims of crime. Approximately 280hours for the year.
- c. Objective # 3- The VWC will provided victim services to approximately 50 victims per quarter a total of 200 victims. The VWA will use the department database; victims contact forms, quarterly reports and results of the VALE Client Satisfaction Survey evaluation form, to gather this information.

GOALS # 2 – To provide training for Carson City law enforcement Deputies specifically targeting violent crimes against women, including the crimes of domestic, dating, sexual assault and stalking.

- a. Objective # 1- The VWC will train eight deputies per month on victimization. During 10/01/2019 to 09/30/2020 cycle.
- b. Objective # 2- The VWC Will provided educational training on restraining/harassment orders legal process to approximately 96 deputies for the entire year with 45min training. During 10/01/2019 to 09/30/2020 cycle.
- c. Objective # 3- The VWC will follow up with a Learning Skills survey on each Deputy in order to plan for additional training material and improvements.



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GOALS # 3 – To create an educational curriculum program in order to address domestic violence, dating violence, sexual assault and stalking for the community and victims.

- a. Objective # 1- The VWC will attend two educational trainings to improve her knowledge and skills on domestic violence, dating violence, sexual assault, stalking and human trafficking to create a program to educate the community.
- b. Objective # 2- The VWC Will provide 3 presentations and participate in 3 public awareness events in which 1 of those events will focus on Mental Health/Hispanic population. During 10/01/2019 to 09/30/2020 cycle.
- c. Objective # 3- The VWC will keep sign in sheets, event advertisement calendars and course outline to measure the numbers of attendees in the community. During 10/01/2019 to 09/30/2020 cycle.



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

Goal-1-The VALE program utilizes the Carson City Automated Reporting Systems (ARS) database program that was developed to capture violent crimes information. The VWC reviews the incident reports then makes contact with victims after or during a reported incident; furthermore, the VWC provides walk-ins with resources, referrals, and support. The VALE program is a bridge between victims and law enforcement during the initial contact, report, investigation and follow-up. The VALE program client satisfaction survey evaluation form requested of all clients in which the results from the evaluations have shown a score of 98.7% positive feedback. With the positive feedback received, the goal of the Carson City Sheriff's Office is to keep the program.

The Data comparison from the ARS database for the 2017 and 2018 cycles is as follows:

2017 Cycle: 140 in person new clients, 215 new phone clients, a total of 355 clients who received services and 1,595 referrals provided to the community.

2018 Cycle: 164 in person new clients, 453 new phone clients, a total of 617 clients who received services and 2,085 referrals provided to the community.

From 2017 to 2018 it shows an increase of 262 total clients who received victim services and an increase of 490 in referrals provided to the community. 89 of those victims were from Hispanic population with limited English proficiency and 117 victims with mental health issues, showing a deficiency of services to those populations. The continuous expansion of Hispanic and the mental health populations to the Carson City area demands an expansion in culturally and cognitive sensitive victim services. Victim services were provided to all crime victims and in the areas of domestic violence/ domestic battery, family disturbance, stalking/harassment (including violations of protection orders), sexual assaults, DUI, arson, kidnapping and robbery. Based on population growth trends and crime statistics, we anticipate and increase in the number of victims that will be served in the next years. The VWC will continue to collect, review and analysis the data received through the ARS database. The goal for the VWC will be to collect three full years of victim data in order to establish a base line and then compare and establish trends.

Goal-2- The VWC will create a leaning curriculum and provide training once a month to Deputies and the Gang Unit with educational information on how to respond to traumatized victims in order to ease the impact of their victimization. The curriculum will addressed trauma and the brain (impact on victims), assessment of needs and emergencies situations, mental health issues in working with victims, LGBTQ victims, working with immigrant populations, human trafficking and the art of communication with victims. This curriculum will be broken down into three sessions of 1hour each one. The attendees will complete a learning skills survey after each session.



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2. METHODS OF ACCOMPLISHMENT- continue

Goal-3- The VWC will attend the violence, abuse and trauma across lifespan and NOVA's 45th annual educational trainings during this cycle year. This will help the coordinator to create/write the law enforcement and community educational curriculum. The educational trainings will be about the following subjects: general trauma, intimate partner violence, human and labor trafficking, primary prevention/early intervention and neuroscience behind abuse. The VWC will be attending community events and provide presentations to address domestic violence, dating violence, sexual assault and stalking for the community and victims.



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3. PROJECT EVALUATION (1 page limit, 10 points).

The evaluation process for the CSSO-VALE program runs one calendar year, January 1st, to December 31st, called a cycle. For the JAG grant the CCSO-VALE will be comparing two cycles 2017 and 2018. The VALE program utilizes the Carson City Automated Reporting Systems database program that was developed to capture violent crimes information. The CCSO-VALE data information is taken from the victim, on a statement form, by a Deputy or by the advocate. Next the Deputy enters the information from the statement form into the Tiburon System in order to create an incident report. The VWC runs the incident report logs at least twice a week to review every report and then follow up with the victims via phone. The VWC prioritizes the reports by a Deputy referral or the severity of the incident.

The VWC will keep collecting the data for the next several years. Once the VWC has collected a comparable data set then the VWC will be able to establish statistical conclusions.

In addition the advocate utilizes a satisfaction survey (verbal and written) provided to all victims who receive assistance. The data from the VALE client stratification survey has been instrumental in understanding how the program has positively assisted the victims in Carson City and where improvements need to be made in the program. For example, the CCSO staffs have learned that the victims need assistance during weekends and evening hours.

The surveys are very simple and easy to comprehend. The surveys will be conducted in English or Spanish depending on the client's request. The survey will consist of three primary questions:

- Were the services rendered to you satisfaction?
- How can we improve our services?
- Would you like us to contact you or set a follow up appointment?

For individuals receiving more in-depth assistance, two additional questions will be part of their satisfaction survey, which includes the following questions:

- Do you understand the safety plan as it was explained to you?
- Do you understand the criminal judicial system/community resources as explained to you?

Feedback from these surveys will be used to further improve our victim services program.

- The VALE program will continue using the Automated Reporting Systems to track family violence, violent crimes, and sexual violence in a monthly and quarterly base.
- The VALE program will continue using follow-up call log sheets.

The VALE program staff is continually striving to improve our victim services program. As we begin this journey, we hope to learn and we look forward to work to work with your agency as much is possible in the next three years.



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4. SUSTAINMENT OF THE PROJECT (1 page limit, 5 points).

The Carson City Sheriff's Office is going to apply for the current JAG grant through DPS and will apply for the VOCA DHHS grant next cycle. In addition, the Carson City Sheriff's Office will plan on making recommendations to Carson City management to incorporate this position as one full-time (FTE) with Carson City. Currently, a timeline has not been established regarding the placement of this position in the Carson City budget.

The goal will be to create a timeline and plan for this position as soon as possible. To support sustainability, we will engage in strategic planning which includes an assessment of current and potential revenue streams needed to meet long term program goals established in the strategic plan. Strategic plan goals will be factored into the development of annual budgets.



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

Carson Counseling and Supportive Services	Bekah Buck (MOST) and Bi-lingual counselor Jason Porras 775-687-0870	Counseling and mental health services
Welfare Office	775-684-0615	Child support, child care, SNAP, financial (TANAF), emergency assistance and medical benefits.
Mallory Crisis Center	775-445-8889	Mental health crisis intervention
State of Nevada Victims of Crime Program	Eileen 775-687-8428	Assist with hospital, medical, mental health, funeral/burial bills, relocation and much more.
Friends in Services(F.I.S.H)	775-882-8448	Food bank, dining room, emergency shelter, clothing, utility assistance, medical care and transitional housing
Carson City Health and Human Services	775-887-2110	Utility bills, partial rent payments and prescriptions
Confidential Address Program(CAP)	775-684-5707	The program provides fictitious address and confidential mail for crime victims.
Ron Wood Family Resources Center	Lisa- 775-884-2269	Food bank, parenting classes, WIC, car safety.
Carson Justice/Municipal Court	Maxine Cortes 775-887-2121	Conducts trials, arraignment, determine probable cause and restraining order determinations.
Advocates to End Domestic Violence-Court Advocates	Anna 775-884-1886	Assist with temporary protection order and court accompaniment.
District Attorney Office	Suzanne 775-887-2268	Informs and assists victims of crime during the court process, Provides court accompaniment, support and information during the court process
Advocates to End Domestic Violence-Shelter	Jackie 775-883-7654	Emergency shelter
Sexual Assault Response Advocates	Tracie- 775-883-7654	24hr crisis hotline and accompany victims to hospital for SART exams.



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5. EVIDENCE BASED PROGRAM (If applicable) (1 page limit, 10 extra points).

The Victim Advocate Law Enforcement program is working to implement the modeling functions of the Austin Experience Victim Services Division as soon as the VWC position gets funded.

This is the program: The Victim Services Division is base at the Austin Police Department. – “Chief Knee said -This can be an opportunity to get a better perspective of the victim than from just reading a police report”- The program initiates crisis intervention during or shortly after a crime has occurred, rather than weeks or months later.

Crisis Response - To provide on the scene crisis intervention for victims of crime and other trauma and to refer these individuals to the victim services division’s other units or outside social services agencies for follow up - The crisis unit operates 24 hours a day, 7 days a week in 8-hour shifts.

Major Crimes Unit - The unit’s primary goal is to provide counseling, advocacy, information and referrals to all victims, witnesses and survivors of crime. Follow up services to cases that the crisis unit team has responded to the night before.

Child and Family Violence Protection Unit - The unit’s goal is to create a centralized team consisting of investigations, attorneys and advocates/counselors to provide comprehensive services in domestic violence cases.

District Representative Unit - The unit’s goal is to work closely and in a collaborative way with law enforcement to address community needs and to identify other victims. Through the advocates follow up and intervention, the hope is to reduce further calls to the police department and to solve the problems that led to law enforcement involvement in the first place. The advocates also do networking, outreach and collocating with other social services agencies.

The program has two sets of customers: The victims and families, and the officers themselves. The overall goal for the Austin Program was “to minimize the adverse emotional and psychological stress resulting from being the victim/survivor of crime to trauma which included the victims’ families, neighborhood and public safety responders within 24 hours”

According to background information on the program, addressing these needs will facilitate the victims, witness and neighborhood’s willingness and ability to cooperate with the criminal justice system in the investigation and prosecution of the crimes.

Reference: U.S. Department of Justice-Office of Justice Programs-Office for Victims of Crime
March 2001-OVC-Bulleting- Establishing Victim Services Within a Law Enforcement Agency: The Austin Experience.



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

Disclosure of Current Federal Funds

This agency received funding from U.S. Department of Justice in the amount of \$12,013 complementing this funding request to OCJA.

Technology Statement

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



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Application – Section III, Budget – Separate Excel File

Section III

Budget Separate Excel File



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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Application – Section IV Assurances and Certifications

Section IV

Application And Certified Assurances

GOVERNING LEGISLATION/POLICIES FOR THIS GRANT PROGRAM:

The United States Department of Justice, Bureau of Justice and the

Nevada State Department of Public Safety (DPS), Office of Criminal Justice Assistance (OCJA)



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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Application – Section IV Assurances and Certifications

OVERVIEW of CERTIFICATIONS and ASSURANCES

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

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

STANDARD PROVISIONS

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

GRANT REQUIREMENTS

1. FINANCIAL & ADMINISTRATIVE MANAGEMENT:
 - a. The Sub-recipient guarantees it will maintain adequate accounting principles such as fund accounting, auditing, monitoring, evaluation procedures and the records necessary to ensure sufficient internal fiscal controls, proper financial management, and efficient disbursement of funds received, and maintenance of required source documentation for all costs incurred. These principles must be applied for all costs incurred, whether charged on a direct or indirect basis.
 - b. All expenditures must be supported by appropriate source documentation. OCJA will reimburse only actual, approved, and allowable expenditures.
 - c. The Sub-recipient assures that it will comply with the provisions of the current applicable OCJA Project Director’s Manual. However, such a guide cannot cover every foreseeable contingency; the Sub-recipient is ultimately responsible for compliance with applicable state and federal laws, rules and regulations.
2. PAYMENT & REPORTING
 - a. OCJA will **reimburse** the Sub-recipient the reasonable and allowable costs of performance, in accordance with current OCJA Office Policies and Nevada State Fiscal Rules, not to exceed the amount specified as the Total Award Amount.
 - b. The Sub-recipient assures that it shall maintain data and information to provide accurate quarterly program and monthly financial reports to OCJA. Said reports shall be provided in such form, at such times, and containing such data and information as OCJA reasonably requires for proper administration of the program.



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Application – Section IV Assurances and Certifications

- c. **The Sub-recipient assures the submission of current monthly financial reports; and quarterly performance measure and progress reports within 20 calendar days of the end of each calendar quarter.**
- d. The Sub-recipient further assures that final financial and narrative reports shall be submitted on the forms provided by OCJA within 45 days of the performance period end date.
- e. OCJA reserves the right to make and authorize modifications, adjustments, and/or revisions to the Grant Award for the purpose of making changes in budget categories, extensions of grant award dates, changes in goals and objectives.
- f. OCJA will withhold payment in the event the Sub-recipient fails to comply with conditions and certifications contained in this grant award.

FEDERAL CERTIFIED ASSURANCES

1. FEDERAL PUBLIC POLICY ASSURANCES.

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

2. FINANCIAL & ADMINISTRATIVE MANAGEMENT

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



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- 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.
4. WHO SIGNS THE ASSURANCES and CERTIFICATION FORMS SUBMITTED WITH APPLICATION?
- a) **STANDARD ASSURANCES** –*Must be signed by **BOTH** the Governmental Unit (i.e., Mayor, County Commissioner, City Supervisor etc.) AND the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director)*
 - b) **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKPLACE REQUIREMENTS** – *Applicant agency's authorized representative*
 - c) **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)** - *Applicant agency's authorized representative*
 - d) **CIVIL RIGHTS REQUIREMENTS** - *Applicant agency's authorized representative*

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



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Civil Rights Requirements

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

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

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

Signature of Authorized Representative - acknowledgement of Civil Rights Requirements:

Name (print/type)

Title:

Signature:

Date:



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Application – Section IV Assurances and Certifications

Certification of Compliance with Equal Employment Opportunity Plan

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

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

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

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

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

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

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

☐ (1) is an education, medical or non-profit organization institution or an Indian tribe; and/or

☐ (2) has less than 50 employees; and/or

☐ (3) was awarded less than \$25,000 in Federal U.S. Department of Justice funds through the grant referenced above

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

☒ **CERTIFICATION B: EEOP MUST BE ON FILE**

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

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



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Application – Section IV Assurances and Certifications

☐ **CERTIFICATION C1: EEOP MUST BE SUBMITTED**

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

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

☐ **CERTIFICATION C2: EEOP MUST BE SUBMITTED**

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

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

AUTHORIZED OFFICIAL'S CERTIFICATION:

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

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

Signature of Authorized Official – acknowledgement of Equal Employment Opportunity Plan

Name (print/type)

Title:

Signature:

Date:

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



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including 2 CFR 200, Executive Order 12372 (intergovernmental review of federal programs); and 28 CFR parts 66 to 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations such as 28 CFR parts 18,22,23,30,35,38,42,61, and 63, and the award term in 2CFR 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation act of 1974 (16 U.S.C. §469 a-1 et seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); The Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Executive Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity –
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Acknowledgement of Grant Standard Assurances:

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

Date

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

Date



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

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

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

1. LOBBYING

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

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

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

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



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- A. The applicant certifies that it and its principals:
- 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;
 - 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;
 - 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
 - Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, h/she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- 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;
 - Establishing an on-going drug-free awareness program to inform employees about;
 - The dangers of drug abuse in the workplace;
 - The grantee's policy of maintaining a drug-free workplace;
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: Carson City Sheriff's Office

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

Check ☐ if there are workplaces on file not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for the Department of Justice Funding. States and State agencies may elect to use OJP Form 4061/7.

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



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

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

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

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

Subgrantee Name:	Carson City Sheriff's Office
Subgrantee Address	911 E. Musser St. Carson City NV 89701
Project Name:	Victims Advocate Law Enforcement Program

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

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

Name (print/type)

Title:

Signature:

Date:



OFFICE OF CRIMINAL JUSTICE ASSISTANCE
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WAVIER of PASS-THROUGH PERCENTAGE

Edward Byrne Justice Assistance Grant Program

Name of City or County: _____

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

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

OFFICIAL REPRESENTATIVE SIGNATURE: _____

Type Name Here: _____

OFFICIAL REPRESENTATIVE TITLE: _____

DATE: _____



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Return original signed form to:

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

For questions call:

775-687-1501

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

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

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

County Grants Administrator
Office of the County Manager

BUDGET SUMMARY

Carson City Sheriff's Office - VALE Victim Witness Coordinator

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

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

Budget Request and Justification

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

A. Personnel

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

Position Title	Annual Salary/Hourly Rate/or OT Rate	% of time working on the grant	# of Hours	Is position a New Hire (Y/N)	Total Federal \$ Requested
Victim Witness Coordinator	\$ 21.9255	100.000%	2080	Y	\$ 45,605.04
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Total Project Hours: 2080.00

Personnel Sub-total = \$45,605.04

Payroll Taxes & Fringe Benefits:

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

	Annual Cost	Hourly Rate	Rate Applied	\$ Requested
		(annual cost/2080 work hours per year)	Project Hours x Hourly Rate	
Employer's FICA	0.00	0	0.0000	\$0.00
Medicare	661.27	0.317918269	661.2700	\$661.27
Retirement	6,954.77	3.343639423	6954.7700	\$6,954.77
Health Insurance	17,881.68	8.596961538	17881.6800	\$17,881.68
Workman's Compensation	744.00	0.357692308	744.0000	\$744.00
Unemployment Compensation	0.00	0	0.0000	\$0.00

Fringe Sub-total = \$9,394.96

Total Personnel = \$55,000.00

Personnel Summary of Justification: The Sheriff's Office Victim Witness Coordinator position will increase the ability for the Carson City Sheriff's Office to provide victim services, crisis intervention to victims and witnesses, and assisting victims and witnesses through the criminal justice process. The Sheriff's Office Victim Witness Coordinator position would be a new full time position and would work along side both front line officers as well as the District Attorney's office.

B Consultants/ Contracts:	List consultant/contract personnel in priority order. Include consultant travel and expenses in this section. Follow federal/state GSA travel policy and per diem rates. \$650 per day or \$81.25 per hour.					
Consultants:		Computation				
Name of Consultant	Service Provided	Cost per unit	(define unit)	# Units	Cost	
					\$ -	
					\$ -	
					\$ -	
Computation						
Purpose of Travel	Location	# Individuals	Item	Cost	# Nights/Days or mileage	Amount Requested
			Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.535		\$0.00
Consultant Sub-total:					\$0.00	
Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost.						
Item /Description/Vendor		Rate	Qty/hours	Sole Source Contract ?	Amount Requested	
					\$ -	
					\$0.00	
					\$0.00	
Consultant Sub-total:					\$ -	
Total Consultants/Contracts =					\$0.00	
Consultant/Contracts Summary of Justification:						

C. Travel

Itemize travel expenses of project personnel by purpose (e.g. staff to training, advisory group meeting, etc.) Provide the location and purpose of travel. Show the basis of computation. Per diem (meals), lodging and mileage are included in travel. Per mile cost and per diem rates should not exceed the current state rates. Current state rates are: mileage .535 cents/mile, per diem is set at the federal GSA rates. Go to <http://www.gsa.gov> for current rates in each city/county. Registration fees/ conference/ training costs belong under the Operating category. **Requesting more than 1 trip? copy this category for each trip.**

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	\$0.535		\$0.00
		0	0	0	\$ -	\$0.00
					Sub-total	\$0.00
					In-State Travel =	\$0.00

In-State Travel Summary of Justification:

Out of State Travel:		Computation				Amount Requested
Who is traveling and Purpose of Travel	Location	# Individuals	Item	Cost	# Nights/Days or mileage	
Vale Victim Witness Coordinator Training 2020	San Diego, CA		Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.535		\$0.00
		0	0	0	\$ -	\$0.00
Out of State Travel Sub-total =						\$0.00

Out-of-State Travel Summary of Justification:

Total Travel Costs: \$0.00

C. Travel

Itemize travel expenses of project personnel by purpose (e.g. staff to training, advisory group meeting, etc.) Provide the location and purpose of travel. Show the basis of computation. Per diem (meals), lodging and mileage are included in travel. Per mile cost and per diem rates should not exceed the current state rates. Current state rates are: mileage .535 cents/mile, per diem is set at the federal GSA rates. Go to <http://www.gsa.gov> for current rates in each city/county. Registration fees/ conference/ training costs belong under the Operating category. **Requesting more than 1 trip? copy this category for each trip.**

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	\$0.535		\$0.00
		0	0	0	\$ -	\$0.00
					Sub-total	\$0.00
					In-State Travel =	\$0.00

In-State Travel Summary of Justification:

Out of State Travel:		Computation				Amount Requested
Who is traveling and Purpose of Travel	Location	# Individuals	Item	Cost	# Nights/Days or mileage	
Vale Victim Witness Coordinator Training 2020	Phoenix, AZ		Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.535		\$0.00
		0	0	0	\$ -	\$0.00
Out of State Travel Sub-total =						\$0.00

Out-of-State Travel Summary of Justification:

Total Travel Costs: \$0.00

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

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

Supplies

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

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

				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

Supplies Sub-total = \$0.00

Operating

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

Operating Sub-total = \$0.00

Supplies/Operating TOTAL: \$0.00

Supplies/Operating Summary of Justification:

E Equipment

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

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

Equipment Summary of Justification:

F Confidential Funds

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

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

Confidential Funds Summary of Justification: