

**Guidelines for**

**Completing a Successful**

**Subrecipient Application**

**2023 Edward Byrne Memorial**

**Justice Assistance Grant Program (JAG)**

**Application Deadline:**

**September 29, 2023, By 5:00 pm**



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

**Submittal Instructions**

**The Application Deadline is 5:00 p.m., September 29, 2022.**

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

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

**Application Reminders**

Points may be deducted if these Guidelines are not followed.

Write in the third person. “The agency” not “Our or My agency”

When submitting your application, OCJA requires the Checklist and the items on the Checklist, your entity's Program Narrative, including signed assurances, the Excel Detail Budget Worksheet, and a copy of your agency’s SAM registration;

Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the cover page of the application submitted.

Your agency’s financial staff should review the budget. There may be additional fiscal costs to your agency will have if the application is successful.

The Budget Detail Worksheet and Justification is a separate Excel document.

Expenses listed in the budget should also be explained somewhere within the program narrative.

Use justifications that are persuasive.

Use whole dollar amounts where possible.

Observe page limitations for all sections because points will be deducted if not.

All elements should be related other to sections and make sense.

Supplanting - grant funds cannot be used to replace state or local funds that would, in the absence of federal assistance, be available or forthcoming.

Spell out acronyms, at least when first used. Eliminate jargon when possible. Peer reviewers of the grant applications may not be familiar with your operations.

If this is a continuation project, explain the successes and what has/will change from the previous year. Reviewers may not be familiar with existing projects.

Footnote any reference to federal, state or local laws, codes or statutes.

**Use local data and statistics of your county or municipality**.

**Include Baseline Data**: Baseline data is to assess the effect of the project and to compare what happens before and after the program has been implemented to determine if the project or program is working.

OCJA does not limit appendices to the application; supporting information can be attached as needed.

**Indirect costs**, not limited to expenses such as accounting, payroll, data processing, purchasing, personnel, and building use **may not be requested through this grant program.**

**Accountability and Transparency - UEI and SAM**

A**Unique Entity Identifier** (UEI) is a 12-character, alpha-numeric code assigned by the U.S. General Services Administration (GSA) to individual businesses applying for grant money, or government assistance.

On April 4, 2022, the Federal government transitioned to using the Unique Entity Identifier (UEI) in place of the DUNS number to uniquely identify entities doing business with the government.  As of that date, all entities receiving grants or cooperative agreements from the Department of the Justice (DOJ) will be required to have a Unique Entity Identifier created in SAM.gov.  Information pertaining to this transition, including instructions on how to obtain a Unique Entity Identifier can be located on the [SAM.gov UEI webpage](https://sam.gov/content/duns-uei).

**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.

**GUIDELINES FOR FILLING OUT THE APPLICATION**

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

**Cover Pages**

***New or Continuation Project Check box***

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

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

***Grant Funds Requested:*** Total amount requested in the Subgrant application.

***Agency Authorizing Official.*** The sheriff, police chief, division chief, or other official ultimately responsible for this project/program must sign this document in **BLUE** ink.

***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 UEI and/or Federal TAX ID fields are incomplete. To comply with federal requirements for Accountability and Transparency, the UEI number must be registered in the System for Award Management (SAM). \* Please attach a copy of your agency’s SAM registration;

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

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

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

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

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

***Financial Competence:*** ***All Agencies-*** must complete this section.

***Direct Award from US Department of Justice (DOJ):*** Some agencies are eligible to receive funding directly from DOJ under the Justice Assistance Grant (JAG). If the county or city where the applying agency resides did not receive a direct award for JAG this past year, check the **Not Applicable** or **No** box as appropriate. 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.

**Current and Previous grant funding in last two years**: the year, funding source (DOJ, COSSAP, SAMHSA, United Wat, etc.), title, project description and amount.

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

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

**Program NARRATIVE**

**ABSTRACT – 400 words or less – 5 points**

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

**Example Proposal Abstract Template:**

**The [insert Entity name] proposes to implement the [insert project name]. The purpose is to\_\_\_\_\_\_\_\_\_\_\_\_ in the [insert service area]. Project activities include\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Expected outcomes include:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are the intended beneficiaries of the project. Subrecipient activities include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Example Proposal Abstract:**

The ABC County proposes to implement the ABC County Second Chance Community-Based Adult Reentry Program. The purpose is to develop a comprehensive, multi-disciplinary, trauma-informed and best practices community-based reentry program for individuals incarcerated in ABC County jail. Project activities include establishing a Reentry Advisory Board; implementing evidence-based risk and need screening and assessments tools; developing and implementing a Multi-Disciplinary Reentry Collaborative Case Management and Coordination Team and designating community-based, peer-run and faith-based organizations to provide post-release care coordination. Expected outcomes include the development of a

multi-disciplinary team to address the reentry needs of individuals exiting the ABC County jail; provision of evidence-based services; reduction in recidivism in ABC County; and regular program assessments. Subrecipient activities include vocational skills training, job preparation, career exploration and planning, and skill-building services, including apprenticeships and occupational **training.**

**GENERAL OVERVIEW: Information about the Organization** **- 10 points - Limit 1 page**

**Establish who the applicant agency is and what are the agency operations.**

The application must identify the agency as a component of the criminal justice system and identify previous successes.

Describe the Organization, mission, and operations, number of employees, sworn, non-sworn, number of individuals that will work on the project.

Describe the Area of Responsibility (AOR), local community, stakeholders or participants served.

**PROBLEM STATEMENT – 20 points - Limit 2 pages**

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

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

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

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The Problem Statement incorporates:

1. **Recent local data and statistics** (include sources of information) describing the problem (i.e. arrest rates, conviction rates, probation rates, incarceration rates, number of individuals receiving treatment, number of individuals to be serviced etc.). **Include Baseline Data to** explain what happened before the program has been implemented to be able to determine if the project or program is working. **The data** set is used to compare data acquired before the start of this project to the data at the end of the project, such as 2020 had 25 cases: 2021 had 30 cases, or compare caseloads, recidivism, etc.)
2. 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.).
3. 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 –** 20 points - Limit 2 pages

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

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

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

**Project Objectives:** Each goal contains no more than four objectives. The objectives are the (**SMART**) **Specific,** **Measurable, Achievable, Realistic, and Timely** actions needed to accomplish each goal. Objectives focus on the methods/activities used to address the problem. Use the statistics from the Problem Statement section to help determine measures. The Evaluation section of the application incorporates the measures from the objectives.

Examples: Increase Overtime patrols by 20 hrs per month; Increase surveillance in targeted area by 15 hrs per month to decrease the number of gang-related shootings by 5%S.

AN APPLICATION WITHOUT MEASUREABLE OBJECTIVES MAY NOT BE FUNDED

*Answer these questions for each objective:*

1. *WHAT will be done or changed?*
2. *WHO will complete the tasks?*
3. *WHEN will the activity be implemented?*
4. *INCLUDE a timeline for each objective.*

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

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

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

* How does the proposed project address the problem and it’s outcome?
* Identify any training needs that are required to accomplish the goals and objectives.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Disclosure of Current Federal Funds**

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

This agency received funding from U.S. Department of       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.

**Budget** *(15 points)*

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

The Budget Worksheet should include a thorough and clear description of every cost listed in the "Narrative" section for each budget category. OCJA expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).  
  
Applicants must use the most cost-effective systems in meeting project goals. For example, the narrative should detail why planned in-person meetings/trainings are more cost effective ultimately than versus webinars or remote meetings**.**

**Show computations. Expenses must be justified, reasonable, related to and necessary for the success of the proposed project.** The justification encompasses the method of calculation. (i.e. 5 troopers x 5 hrs. x 4 days per month x 12 months = 1,200 hrs. x $65 per hour = $78,000 for overtime to fund additional law enforcement patrols for neighborhoods identified as high crime to improve community safety.

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

Budget Categories Include:

1. Personnel costs (all costs related to salary or overtime)

2. Fringe Benefits (employers paid Medicare, FICA, Retirement, Health Insurance, Workers Comp)

3. Contract Services (costs must not exceed the current federal limitation of $650 for an 8-hour day or $81.25 per hour)

4. Travel costs (mileage, airfare or transportation, lodging costs, meals, parking, ride share, etc.) If location is unknown use costs from your location to Washington DC.

Costs for training registration are to be placed under the **Other** category, not travel.

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

5. Supplies/Operating Expenses **(Items under $4,999 each)**

6. Confidential Funds

7. Equipment (individual acquisition cost **$5,000 or over per item**)

8. Other: i.e. **Registration costs** to participate in training

ENSURE THE PROPOSED PROJECT SUMMARY ON PAGE 3 RECONCILES WITH THE EXCEL BUDGET WORKSHEET.

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

**Completing Budget Forms**

# PERSONNEL COSTS

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

Personnel costs are for actual time spent on grant-funded activities, NOT sick leave and vacation time.

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

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

**Fringe Benefits & Payroll Taxes** – List all fringe benefits and payroll taxes on the corresponding Excel budget section. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation.

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

**Personnel Budget Justification** - A brief statement explaining each position and how each it is essential for the execution of the proposed project. It is not required to add the name of the person filling the position.

**CONTRACT SERVICES**

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

**Consultant Fees** - For each individual consultant, enter the name, service to be provided, hourly fee and estimated time on the project in hours. Fees must not exceed federal guidelines ($650 per 8 day or $81.25/hour).

**Consultant Expenses** - Provide rates used to calculate travel, meals and other expenses. Remember, travel costs cannot exceed the federal GSA rate. Explain the basis or criteria for selection of each consultant. Describe how the service provided is essential to the project. In the budget narrative section, detail the costs and how it is a necessity to the proposed project.

**Sole source contracts** for more than $25,000 require OCJA’s pre-approval. Sole source contracts with a value of more than $250,000 require pre-approval from the Federal awarding agency.

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| **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. |

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# TRAVEL COSTS MAY NOT EXCEED GSA RATES

*Note: See* [*http:/gsa.gov*](http://www.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*.

* **If you don’t know the location of the conference or training, your cost estimates should be calculated as if it were to Washington DC.**
* **Travel will be denied if not adequately justified.**

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

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

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

**Registration** **Costs go in the OTHER category**. OCJA will pay for registration fees related to training events with the travel reimbursement.

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

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

SUPPLIES /OPERATING EXPENSES

**1. Supplies/Operating** - This section includes office supplies, project supplies, and individual equipment items costing **under $4,999**; essentially, expendable, or consumable materials for use during the duration of the requested project. For each item listed, enter the quantity, rate and/or unit cost and total cost. Explain the methodology for determining the quantity requested. This section also includes all operating expenses involving rental/lease arrangements and purchase of non-consultant type services.

**2**. **Supplies and Operating Expenses Budget Justification** -Explain why item is needed for project. If you rent or lease equipment or facilities, explain in the narrative. Include the rate for each rental in the budget. For maintenance agreements, detail each item covered under the contract.

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

**OCJA will deduct items without a narrative.**

**EQUIPMENT**

List only those items that are to be purchased with grant funds. **Do not include items with a unit acquisition cost less than $ 5,000 per unit.** Equipment purchases will be itemized on the Equipment/Property Log and submitted with the Financial Claim for reimbursement provided by OCJA. Do not include rental or lease equipment. If a specific item is required for the grant, justification is required, but otherwise use the generic description of the requested item. Equipment Warranties are reimbursable for a **two-year period only**.

The 1122 Program, owned and managed by the Department of Defense, allows states and units of local government access to purchase equipment to support counter-drug, homeland security, and emergency response activities.  Under statute, the term ''unit of local government'' means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State which performs law enforcement or emergency response functions as determined by the Secretary of the Interior.  Any agency that meets these criteria is required to check with OCJA prior to purchase.

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

# CONFIDENTIAL FUNDS

The Office of Justice Program (OJP) Financial Guide outlines the required provisions for approved projects with budgeted confidential funds. The “Special Conditions” form will be provided by OCJA if an award is made.

To receive Confidential Funds from OCJA, subrecipients **must** have written procedures establishing informant:

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

Confidential funds may be allocated when:

* The merit of a program/investigation warrants the expenditure of these funds, and
* Funding is unavailable from other sources. The expenditure of confidential funds is subject to prior approval.
* Approval for confidential fund expenditures must be reasonable and a necessary element of the proposed project operations.

OCJA will confirm the above requirements are met by auditing the subrecipient annually.

**NEGOTIATION OF FINAL TERMS**

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

***Certifications and Assurances MANDATORY***

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

**These documents are included in the Application.**

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

STANDARD CERTIFIED ASSURANCES - Signed by the Govern­mental Official (i.e., Mayor, County Commissioner, or City Supervisor) **and** the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director) for this Application to be valid. *When securing both signatures prove difficult, please incorporate a written statement, as an appendix, in the application certifying the submission of the fully executed document by the requesting agency, on a mutually agreed date, prior to the beginning of the performance period for the award.* Failure to submit the fully executed form by the agreed deadline will result in the prorating or cancellation of the award.

* 1. CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENT
  2. CIVIL RIGHTS REQUIREMENTS
  3. WAIVER OF PASS THROUGH (**ONLY required** **for non-profit organizations**, if applicable)

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

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

*Deadline*

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

***by 5:00 p.m. on* September 29, 2023**

*GOOD LUCK!*

**Additional Information**

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

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

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

**Allowable Expenses**

Project personnel salaries and benefits, including overtime pay.

Equipment necessary for implementation of the program.

Building rental.

Project personnel travel and training.

Audits.

Supplies and operating expenses directly related to project operation.

Professional services (including contractors and consultants). Costs must fall within federally approved policy - $650.00 per day or $81.25 per hour.

Tips for Rideshare or Taxi **with receipt.**

**Unallowable Expenses**

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| * **Indirect Costs** * Any expenditure not related to the funded project. * Badges and personal items necessary for any job-related duties, i.e, side arms, identification badges, etc. * Bar charges/alcoholic beverages. * Bonuses, commissions, gifts and incentives. * Bomb pay. * Business cards. * Car wash * Construction * Conference rooms. * Costs incurred before the project start date or after the expiration of the project period. * Entertainment. * Food, beverages and entertainment * Expense of organized fund-raising. * **Late charges**, fines and penalties. * Home office workspace and related utilities.   Indirect costs unless there is proof of certification by the lead consignant agency  Military type equipment. | Land/building acquisitions.  Travel Insurance  Lobbying, political contributions, and legislative liaison activities.  Membership Dues and Professional Fees.  Newspaper subscriptions.  Promotional items.  Professional License fee or renewals required as a condition of the job.  Rental cars – unless previously justified and preapproved by OCJA.  Sporting events.  State and local sales taxes.  Tips on per diem.  Honoraria.  Corporate Formation.  Compensation for Federal Employees.  Passport charges.  UAV – Drones  **Travel expenses over GSA rates without prior notification and approval of OCJA** |

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**GENERAL INFORMATION**

**Reimbursement Notice**

OCJA grants and programs are **reimbursement funded only**. Subrecipient agencies must pay for approved grant expenses from their budget and submit a Financial Claim to OCJA for reimbursement. OCJA staff reviews the Financial Claim and corresponding backup documentation for eligible expenses within the scope of the grant and once approved will process the claim for reimbursement. Delinquent monthly narrative Progress Reports will delay reimbursement or payment of financial claims.

**Fiscal Responsibilities**

Federal mandates require all subrecipients 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.

**Reporting Requirements**

**OCJA requires the following**:

1. Financial Claims requesting reimbursement of expenditures is **only** required when there is financial activity during the month.
2. Written **Monthly** Progress Report (narrative) describing the project’s activities and progress toward meeting the goals and objectives as well as challenges if any. **Due by the 25th of the following month**
3. The Bureau of Justice Assistance (BJA) requires a Quarterly on-line Performance Measurement Tools (PMT) report on the online portal. **Due by the 20th calendar day following the end of each quarter.**
4. Delinquent Progress Reports may delay the reimbursement of financial claims and the continuation of the award.
5. **Final Progress Report is due within forty-five (45) calendar days** after the end of the project period and provides an **overview of the entire project**, accomplishments and results. OCJA considers the Final Progress Report an important criterion for allocation of future funding.

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

*Office of Criminal Justice Assistance*

***1535 Old Hot Springs Rd #10***

***Carson City NV 89706***

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***Contact the OCJA office with any questions.***

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