



Office of Criminal Justice Assistance Community Oriented Policing Services (COPS) Guidelines and Application

The Northern Nevada Anti-Meth initiative was sponsored by Congressman Dean Heller. This initiative was appropriated by a 2008 Methamphetamine Initiative grant to the Nevada Department of Public Safety. The Nevada Department of Public Safety, Office of Criminal Justice Assistance (OCJA), will administer and evaluate the Community Oriented Policing Services (COPS) Methamphetamine Initiative grant. Attached are application forms and guidelines for this grant. Please review the following guidelines carefully. This Request for Application (RFA) is for the FY 2008 solicitation. Awarded programs will begin approximately March 1, 2009 and continue eighteen months from the award date.

The COPS Meth Initiative seeks to address the growing problem of meth abuse by assisting localities in collaboration with other service providers and stakeholders to:

- establish or enhance existing comprehensive methamphetamine reduction efforts through coordinated prevention, intervention/treatment, and enforcement activities
- increase the use of community policing strategies (including problem-solving, partnerships, and organizational changes) to reduce the manufacture, distribution and use of methamphetamine
- increase the coordination, information sharing, and collaboration among local, state, and federal public and/or private entities involved in prevention, intervention/treatment, and enforcement activities related to methamphetamine.

Please save this document to your hard drive or a disk before continuing.

**GRANT APPLICATION DEADLINE 5:00 p.m.,
January 9, 2009**

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Community Oriented Policing Services (COPS) Methamphetamine Initiative General Grant Guidelines

Please review the following guidelines carefully when applying for COPS funds. This Request for Application (RFA) is for the FY 2008 solicitation. Awarded programs will begin approximately March 1, 2009.

Please save this document to your hard drive or a disk before continuing.

GRANT APPLICATION DEADLINE 5:00 p.m., JANUARY 9, 2009

The hyperlinks in the document will assist you in your application process. Save your documents regularly to prevent losing data. At any time you can jump through the document by using CTRL G, going to Bookmarks and selecting the area to jump to from the dropdown menu.

Eligible Applicants

The Northern Nevada Anti-Meth Initiative grant was made possible by an appropriation sponsored by Congressman Dean Heller. The following county sheriff's office may apply:

Carson City	Elko County	Nye County
Churchill County	Humboldt County	Pershing County
Douglas County	Lyon County	Washoe County

Grant Commencement and Duration

The grant award period will be eighteen months. This is a one-time grant award.

It is the policy of OCJA that project implementation must be initiated within sixty days (60) from the starting date indicated on the grant award. Requests for an exception to this rule must be justified and submitted in writing to OCJA. At the discretion of OCJA, the sub-grantee risks losing the award if the project does not commence as required.

Match Requirements

There is no requirement to report match for this COPS grant.

Grant Review and Selection Process

Eligible applications will be reviewed and evaluated by OCJA staff. Final budget approval by the federal COPS program is required before grant awards will be made. This budget approval process could take 6-8 weeks.

**GRANT APPLICATION DEADLINE
5:00 P.M., FRIDAY – JANUARY 9, 2009**

See [Helpful Hints](#)

INSTRUCTIONS FOR APPLICATION

This Request for Application (RFA) provides the necessary forms, instructions, and general information essential for those eligible to apply for grant funds.

Mail to or Hand-deliver by 5:00 p.m. Friday – January 9, 2009 to:

**DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE
1535 OLD HOT SPRINGS ROAD #10
CARSON CITY, NV 89706**

[to: Map to OCJA - 1535 Hot Springs Road](#)

www.ocj.nv.gov web address

Each application must be securely stapled in the top left-hand corner. Use 12 point font when preparing the application.

- **DO NOT** bind applications in notebooks, plastic bindings, or specially printed covers.
- **DO NOT** attach supplemental information (i.e. reports, booklets, etc.)

Application Packet - An **original** of the **completed** Request for Application must include **all** of the following on the forms provided:

Part 1.	<u>Title Page</u>
Part 2.	<u>General Overview</u>
Part 3.	<u>Problem Statement</u>
Part 4.	<u>Goals and Objectives</u>
Part 5.	<u>Method of Accomplishment</u>
Part 6.	<u>Evaluation/Internal Assessment</u>
Part 7.	<u>Statement of Coordination</u>
Part 8.	<u>Budget Information</u> (itemized and narrative)
Part 9.	<u>Signed Certifications</u>

Fiscal Responsibilities - All recipients of federal funding are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. Accounting systems for all federal projects **must** ensure the following:

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

All grant awards are subject to audits during and within three years after the grant award period has closed.

Allowable Costs: Fundable Requests

Each grant application must explain how the proposed project would fit into an overall effort to increase and/or enhance methamphetamine reduction efforts in Northern Nevada.

- **Personnel** – Only overtime is allowed. Overtime for sworn officers engaging in meth-related activities is an allowable cost; however, any overtime expenses request for sworn officers **must be listed in the “Other Costs” section** of your application’s budget proposal.
- **Equipment/Technology** – Costs shall provide agencies with the ability to purchase new or enhance existing equipment exclusively related to meth prevention, treatment, enforcement, or drug intelligence share. All items request must be clearly linked to the enhancement or implementation of the Meth project.
- **Supplies** – Generally, supplies include any materials that are expended or consumed during the course of the Meth project. Such costs may include training manuals, paper, printer ink, pens, etc.
- **Travel/Training** - Costs include grant-related travel costs for the grantee agency to attend meth-related training and technical assistance conferences, seminars, or classes. Expense for transportation, lodging, meals, and incidental expenses (if travel is more than 50 miles from the program location) will be reviewed in accordance with applicable guidelines as part of the application process. GSA travel rates will apply.
- **Contracts/Consultants** – Costs may include costs to provide one-time training to staff for equipment operation/usage, and contracting consulting services that provide such things as needs analysis, installation, and testing. Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with OMB cost principles, and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, consultant rates will be based on the salary a consultant receives from his or her primary employers, as applicable, up to \$550 a day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process. The grantee agency must provide justification for any such rate in excess of \$550 per day and receive COPS Office approval of that rate before drawing down grant funds. Determination will be made on a case-by-case basis.
- **Other Costs** – Other costs may include such items as software and prepaid warranties or maintenance agreements (not to exceed 36 months), overtime costs for sworn officers engaging in meth-related activities, or other miscellaneous items that have a direct correlation to the overall success of a grantee’s project objectives (such as awareness campaigns) and are necessary for the project to reach full implementation.

Any publication material developed and/or purchased with federal grant funds must contain the following designation: “This document prepared by (name of agency) was supported by Grant #16710, awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions, findings, and conclusions or recommendations expressed in this document are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice or the COPS Office.”

Unallowable Costs: Requests Will NOT Be Funded

The items listed below are generally considered to be unallowable, and may only be funded under *extremely limited and extenuating* circumstances and at the discretion of the COPS Office. Before including any of these items in your project proposal, please contact Michelle Hamilton, Office of Criminal Justice Assistance at (775) 687-4166.

This is not an inclusive list, and items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list.

Personnel –

- Salaries and benefits of existing employees.
- Salaries and benefits of grant writers or other staff who do not directly contribute to the implementation of the program.
- Salaries and benefits of sworn officers.
- Note: Overtime costs are listed under “Supplies and Other Costs.”

Equipment/Technology –

- Animals
- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shields
- Cellular or satellite phone airtime
- Communications towers
- Construction and renovation costs
- Dictation systems
- Funding for buy-back and/or confidential informant purposes
- General police vehicles (including patrol cars and leased vehicles)
- Handcuffs, weapons (including Tasers), and ammunition (including training ammunition)
- Office equipment (copiers, fax machines, etc.)
- Office furniture (desks, file cabinets, etc.)
- Pagers (including service time)
- Phone lines and voice-mail systems
- Prisoner transport vehicles
- Radar guns/equipment
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)
- Standard or dress uniforms/uniform accessories
- Televisions/VCRs/DVD players/projectors

Travel/Training –

- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the program location.
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel.
- Meals and/or refreshment costs associated with meetings.
- Training in topics that are not directly linked to the Meth grant.

Contracts/Consultants –

- Contractual agreements that cannot be directly linked to the Meth grant.
- Maintenance and/or service contracts that extend the life of the grant period.
- Any consultant fees in excess of \$550 per day must receive prior written approval, contingent upon written justification by the grantee, if the consultant or contractor is hired through a noncompetitive bidding process.

Supplies and Other Costs –

- Standard office supplies not directly related to the Meth grant.
- Indirect costs.
- Overtime for personnel not directly involved in the department's project and that which exceeds 50% of the total award budget.
- No more than ten percent of the total award amount may be budgeted for evaluation purposes.

Note: The COPS Office will not fund costs associated with the cleanup of clandestine drug laboratories utilizing contractors who are not qualified to dispose of hazardous waste and/or where the applicant does not have DEA-equivalent disposal resources in place to include contractor oversight plans and procedures. Please refer to Environmental Assessment material on the website at www.cops.usdoj.gov for further explanation of qualified contractors.

READ CAREFULLY

CONTACT PROGRAM MANAGER FOR ASSISTANCE

Part 1. TITLE PAGE (Mandatory Form)

Using Microsoft Word, tab through document and enter appropriate information. Make sure the budgeted numbers are the same as on the completed budget application pages.

DO NOT ALTER FORM


DO NOT CREATE YOUR OWN FORM OR APPLICATION WILL BE RETURNED TO YOU

Return to [Instructions](#) Page

Go to [Title Page Form](#)

Part 2. GENERAL OVERVIEW / INTRODUCTION

This area is to outline the main focus of your grant program, giving overall details of your program and what your program will accomplish. Statistical information is not necessary in this section. If this is a continuation program, include past and present accomplishments and future plans. Be brief. Be specific. Avoid jargon and spell out acronyms. Keep it simple. Establish who you are and what your project will address.

To begin writing the Overview section of your application, [click here](#) .

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
Limit to 2 typewritten pages, single spaced, 12 point font

Part 3. PROBLEM STATEMENT

The problem statement is a written presentation that describes all aspects of a problem including its nature, magnitude, severity, and rate of change, persons/entities affected, and geographic scope. The problem statement must clearly describe and substantiate the overall issue(s) to be addressed by the project.

The problem statement should be in narrative form and include, but not necessarily be 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 efforts presently being made to assist in alleviating the problem (existing programs or services);
- an explanation of how the project will address the problem and work toward a solution.

To begin writing the Problem Statement section of your application, [click here](#) .
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Limit your problem statement to 2 typewritten pages, single spaced, 12 pt. Font

Part 4. GOALS AND OBJECTIVES

Project Goals: OCJA will provide standard statewide performance metrics for each sub-grantee. (These are attached to the quarterly reporting forms supplied to you with this grant application.) If you are requesting overtime, purchasing equipment, using contractors/consultants or attending/conducting training, you will need goals and objectives tied to these categories as well. The goals are general statements of the desired results or anticipated outcome of the program. They should address the problem identified in the problem statement. The goals should be generic enough to encompass more than one project and be both realistic and achievable. Goals should NOT be stated in measurable terms.

- What do you want to achieve?
- Explain the goal(s) of the project in simple, straightforward terms. **One or two** overall goals are sufficient.
- The goal(s) should identify intended impacts or outcomes and the results the program has been established to achieve.
- Each goal should have one or more **measurable** objectives describing how you intend to reach that goal.
- Be realistic.
- State your goals in such a way a determination of whether or not they are being achieved is possible.
- Your goals MUST tie into your problem statement and outcome evaluation.

Project Objectives: Each goal should have no more than four objectives. The objectives are the specific approaches to achieving each of the goals. Objectives focus on the methods/activities to be used to address the problem; they MUST be clearly stated, realistic, and **measurable**. Use the statistics from the Problem Statement. The measurements will be used in the evaluation of the project. The accomplishment of objectives should result in the achievement of the goals they support. **OBJECTIVES THAT ARE NOT MEASUREABLE WILL BE CAUSE FOR REJECTION OF YOUR APPLICATION.**

Answer these questions in each objective:

- C *WHAT will be done?*
- C *WHO will complete the tasks?*
- C *WHEN will the activity be implemented?*
- C *HOW will they do it and HOW will they measure it?*
- C *INCLUDE a timetable; it demonstrates you have thought your program through.*
- C *AVOID the words might, if, could, should, would.*
- C *AVOID the words "To Provide". This is always a method to achieve the objective.*

Objectives describe:

- 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.

To see an example of a measurable objective, [click here](#) ➡

Tip: *Your goals and objectives MUST tie into the evaluation process. Both of these sections will connect with your quarterly progress reports. Don't have too many objectives, i.e. more than four is too many. Remember you must report on the progress of every objective quarterly.*

To begin writing the Goals & Objectives section of your application, [click here](#) ➡

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Part 5. METHODS OF ACCOMPLISHMENT

You MUST reference your goals and objectives and statistics from the Problem Statement. This section should describe the activities you will use to accomplish the objectives. Include the performance measures required by BJA. Use the following guidelines:

- Read your Problem Statement
- Read the required Performance Measures.
- How do you intend to solve the problem or improve the situation?
- Discuss how your approach method will improve the situation and explain why this activity is being pursued.
- Provide a narrative showing how COPS funding will impact or solve the stated problem.
- A specific need for training must be identified.
- What activities will you implement to reach an objective?
- These must tie to each goal and objective.

Limit your Methods of Accomplishment to 2 typewritten pages, single spaced, 12 pt. font

Tip: *There should be no surprises in your methods. Objectives fully disclose your intentions and your methods are simply an extension of your objectives.*

To begin writing the Methods section of your application, [click here](#) ➡

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Part 6. PROJECT EVALUATION/INTERNAL ASSESSMENT

OCJA will provide the evaluation of this project based on the statewide performance metrics as well as your specific goals and objectives. (Please see attached quarterly reporting forms.) Provide a plan to determine whether the project accomplished the goals and objectives it was designed to meet. The plan should present the qualifications of the evaluator. Describe the criteria used to evaluate the project's effectiveness.

IMPORTANT

Your final report will be the evaluation of your project. The evaluation is due 45 days after the end of the project period.

To begin writing the Evaluation section of your application, [click here](#) ➡.

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Part 7. STATEMENT OF COORDINATION

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

If you have current Memorandum of Understandings with other agencies, please include a copy of the MOU.

To begin writing the Coordination section of your application, [click here](#) ➡.

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Part 8. BUDGET INFORMATION

BUDGET COVER PAGE - All project costs MUST relate directly to and be necessary for the tasks described in the Methods. The Budget Cover Page will be a simple line item budget identifying the following categories as they apply to your program:

Personnel - Overtime is the only expense allowed. This expense should be shown under the Other Category, not Personnel.

Allowable and Unallowable Costs – see pages 7 and 8 for a listing of expenses.

Note: State per diem rates (which follow the federal GSA rates) will prevail unless local rates are less. For the current GSA rates see <http://www.gsa.gov/> Click on travel resources – per diem rates.

Round off budget figures - do not use cents. All budgets are subject to OCJA modifications and approval. Fill out ALL pages completely.

MAKE SURE THE NUMBERS ADD UP CORRECTLY AND MATCH THE TITLE PAGE. DO NOT RELY ON THE COMPUTER TO ADD FOR YOU.

The budget form contains space for the budget justification (use additional sheet if necessary). This justification should include the details of how the amounts presented in the budget were determined. Specific instructions for completing each section of the budget are included on the budget pages. If you have questions or concerns related to how to complete the budget pages, please call (775) 687-3700 or an OCJA Program Manager for assistance ([contacts](#)).

Consultant/Contract -Narrative - To begin typing Consultant Narrative, [click here](#) ➡
(This will take you to an excel spreadsheet)

Travel Expenses

Note: See <http://gsa.gov> for current GSA rates.

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 state (GSA) rates. Indicate how/why the in-state and out-of-state trips are essential to the success of the project.

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.

To begin typing Travel Narrative, [click here](#) ➡

(This will take you to an excel spreadsheet)

Supplies and operating expenses

To begin typing Supplies & Operating Narrative, [click here](#) ➡

(This will take you to an excel spreadsheet)

Equipment – As a sub-grantee, you will be required to contact the NV 1022 Procurement Program prior to purchasing any equipment.

To begin typing Equipment Narrative, [click here](#) ➡
(This will take you to an excel spreadsheet)

BUDGET SPREADSHEETS IN EXCEL -

BUDGET NARRATIVE - This is an explanation of the line items identified for each category on the **BUDGET COVER PAGE**. Briefly define the relationship between the budgeted items listed within each category and the project activities. **BUDGET NARRATIVES MUST BE INCLUDED FOR EACH BUDGET CATEGORY. FOLLOW INSTRUCTIONS CAREFULLY.**

To begin writing the Budget section of your application, [click here](#) ➡.
(This will take you to an excel spreadsheet) Return to [Instructions](#) Page

CERTIFIED ASSURANCES/SIGNATURE FORMS

Four mandated forms must be properly signed for the Application to be valid.

1. CERTIFIED ASSURANCES - This two-page form must be signed by the Governmental Unit (i.e., Mayor, County Commissioner, City Supervisor) **and** the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director) for this Application to be valid. *If it is not possible to secure both signatures, a statement must be included with the Application certifying the signatures will be obtained prior to commencement of grant.* If the fully executed form is not received by OCJA by the deadline, the award may be canceled or prorated.
2. CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENT - Read carefully before signing. Please call this office at (775) 687-3700 if you have any questions ([contacts](#)).
3. EQUAL EMPLOYMENT OPPORTUNITY PLAN FORM
4. IMMIGRATION AND NATURALIZATION SERVICE FORM - All applicants must submit the INS assurance form included with this Application. It is required that all law enforcement agencies be in compliance and report to the INS when a suspected alien is arrested for a felony or deportable misdemeanor.

To begin writing the Assurances section of your application, [click here](#) ➡.

(If you can't open Assurances from here go to the website <http://www.ocj.nv.gov> and click on Assurances under Forms).

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Part 11. Application CHECKLIST

The Application Checklist is included **for your use only** and should not be returned with your application forms. This checklist will ensure you have included all pertinent documents with your application form. You must submit the **original** to OCJA by the deadline date of January 9, 2009.

To go to the Checklist, [click here](#) ➡

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ADDITIONAL INFORMATION

A complete Application addresses each of the sections listed above. If you should have any questions in the preparation of your Application, format or funding please call (775) 687-3700 or a program manager shown on the staff listing for assistance ([contacts](#)).

Appeals

Applicants whose requests are not funded have the right to appeal the decision. Any applicant whose Application has been filed according to the rules governing the grant process, and who is aggrieved by the awards made pursuant to these rules, may request an appeal based on showing that the rules governing the grant selection process have not been properly applied.

Requests for appeal must be filed with the Director, Nevada Department of Public Safety, 555 Wright Way, Carson City, Nevada 89711-0900, within seven working days of the notification of denial. Requests for appeal must be in writing and clearly state how the Office of Criminal Justice Assistance erred in following the administrative rules governing the grant process or the procedure outlined in the program RFA. The review will be conducted as expeditiously as possible so all funds can be distributed in a timely fashion. This procedure concludes the review process at the administrative level.

BE SURE TO MEET THE APPLICATION DUE DATE OF

JANUARY 9, 2009

HELPFUL HINTS

To help write a successful proposal, ask yourself the following questions.

Have you:

1. Read the solicitation carefully?
2. Followed all instructions, including:
 - a. The recommended format?
 - b. The narrative content and length?
 - c. The required font, spacing, etc?
3. Provided all required information, i.e.
 - a. Completed all the forms?
 - b. Filled in all the blanks?
 - c. Obtained all official signatures?
4. Developed a proper narrative that:
 - a. Defined the problem?
 - b. Specified proposed actions?
 - c. Stated how actions will solve the problem?
 - d. Described evaluation criteria?
 - e. Included source information for factual citations?
5. Used clear English, in particular:
 - a. Avoided acronyms, unless defined?
 - b. Avoided technical jargon?
6. Developed a budget that contained the costs of the proposal? Are your costs:
 - a. Reasonable?
 - b. Allowable?
 - c. Cost effective in relation to the proposed activities?
 - d. Accurately calculated?
7. Have you created measurable objectives? Are they within the specified guidelines?
8. Made all of the required copies?
9. Finished by the deadline?

10. Reporting Requirements for Successful Applicants

Fiscal Reports: A Fiscal Report of grant expenditures is required monthly whether or not there were expenditures for the grant. The report is due by the **15th of each month**. Failure to submit **monthly fiscal reports** will prevent reimbursement of grant expenses and may jeopardize grant continuation. This form is available on the OCJA web page at <http://www.ocj.nv.gov> .

Progress Reports: Quarterly progress reports are required of sub-grantees. Failure to submit progress reports will jeopardize grant continuation. Quarterly reports are due 30 days after the close of each quarter. Forms are available on the OCJA web page at <http://www.ocj.nv.gov> .

Project Evaluation: Forty-five days after the close of the grant, sub-grantees are required to supply OCJA with an evaluation of the program for which grant funds were awarded. This evaluation will be an important part of determining future funding.

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CHECKLIST

The following items must be returned as part of the Grant Application.

- Title Page
- Overview
- Problem Statement
- Goals & Objectives (Must be measurable)
- Methods of Accomplishment
- Evaluation/Internal Assessment
- Budget Form with narratives
- Inter-Agency Agreement or Memorandum of Understanding for current year
- Certified Assurances (Must be signed by authorized official. Please use blue ink)
- Certification regarding Lobbying and Debarment and Drug-Free Workplace Requirements
- Equal Employment Opportunity Plan Form
- Immigration and Naturalization Service Form
- Return **the Original** stapled in upper left corner to OCJA by the deadline.

THIS FORM IS FOR CONVENIENCE ONLY
AND **SHOULD NOT BE RETURNED** WITH APPLICATION

[Return to Beginning of Guidelines](#)

**Office of Criminal Justice Assistance
1535 Old Hot Springs Rd #10
Carson City NV 89706
(775) 687-3700 Fax (775) 687-4171**

Michelle Hamilton (775) 687-4166 mhamilton@dps.state.nv.us
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Charise Whitt (775) 687-3700 cwhitt@dps.state.nv.us
Grants & Projects Analyst

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Management Analyst

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Grants & Projects Analyst

To return to a specific location in the Application Guidelines,

- CTRL G
- Select BOOKMARK
- Select location from the DROPDOWN MENU
- Click GOTO
- Click CLOSE

Another method is to go to VIEW, DOCUMENT MAP

To return to TOP of Guidelines, [click here](#)

INSTRUCTIONS FOR TITLE PAGE
OFFICE OF CRIMINAL JUSTICE ASSISTANCE
Community Oriented Policing Services (COPS)

Tab through this document entering requested data. Do not leave spaces blank. If not applicable, enter N/A. Save the document with a new name before printing.

Applicant Agency: Enter the official title of the agency requesting the grant.

Address: Enter the mailing address of applicant agency.

Project Title: Enter a brief descriptive title. A previously funded application should have the same title it used in the past.

Project Period: Enter the expected starting and completion dates of the project. Unless pre-approval has been given by OCJA, the dates will be July 1 through June 30.

Direct Award: Did the city or county where your agency is located apply to DOJ for a direct COPS award? Please indicate **YES, NO** or **N/A** if this does not apply to you.

Amount: If you answered, "Yes" to question "F," please enter the amount for which you applied.

Project Director: Enter the name, title, address, phone number, fax number, and e-mail address of the person who will have direct responsibility for administering the project.

Fiscal Officer: Enter the name, title, address, phone number, fax number, and e-mail address of the person who will be responsible for the fiscal management of the project. The fiscal officer **MUST** be someone other than the project director.

Project Contact Person: Enter the name, title, address, phone number, fax number, and e-mail address of the person we should contact with questions regarding this grant, quarterly reports or monthly financial claim forms.

Previous Funding: If this project was funded previously (with COPS grant funds), indicate the year, grant number and amount of Federal funding received.

Budget Summary: When you have completed the budget pages, fill in this budget summary. Double check all addition to make certain all numbers match.

The sheriff, division chief, agency head, or other official ultimately responsible for this program must sign this document.

OFFICE OF CRIMINAL JUSTICE ASSISTANCE
COMMUNITY ORIENTED POLICING SERVICE (COPS)

Title Page (4 points)

A. Applicant Agency:

B. Address:

C. Project Title:

D. Project Period: From: Approx. March 1, 2009 To: To be determined (eighteen months)

E. If your County received a direct award, did you apply?

F. If yes, enter amount

G. Project Director:

Name: _____ Title: _____
Address: _____ City/Zip: _____
Telephone _____
: _____ Fax: _____
E-mail: _____

H. Fiscal Officer:

Name: _____ Title: _____
Address: _____ City/Zip: _____
Telephone _____
: _____ Fax: _____
E-mail: _____

I. Project Contact Person :

Name: _____ Title: _____
Address: _____ City/Zip: _____
Telephone _____
: _____ Fax: _____
E-mail: _____

Budget Summary:

Budget Category	Category Total
Equipment/Technology	
Other Costs (including overtime)	
Supplies	
Travel/Training	
Contracts/Consultants	
TOTAL FEDERAL \$ REQUESTED:	

Certification:

The signature of the authorized official of the agency making application hereby certifies the accuracy of the information in this application and agrees to comply with all provisions of the applicable grant program.

Name: _____ Telephone _____
 Title: _____ Fax _____
 Signature _____ Date _____

**YOU MAY COPY OR SCAN THIS DOCUMENT
 BUT YOU MAY NOT ALTER THE FORMAT**

Part 2. GENERAL OVERVIEW

*This will be a “general” synopsis of your program. **No statistics.** Tell the reviewer who you are, what you have achieved and what you hope to accomplish. Begin typing below this box. You may delete this box once you have added your narrative, if you wish. DO NOT WORRY ABOUT THE PAGE NUMBERS CHANGING AT THE BOTTOM OF THE PAGE.*

[Return to Guidelines](#)

[Continue to Problem Statement](#)

Part 3. PROBLEM STATEMENT

Be very specific. Tell the reviewer exactly what you want to do. Explain why you believe there is a problem. Use recent statistics and references. You must include the statistics which will drive your objectives. Begin typing below this box. You may delete this box once you have added your narrative, if you wish.

[Return to Guidelines](#)

[Continue to Goals & Objectives](#)

Part 4. GOALS & OBJECTIVES

Each sub-grantee will adhere to the statewide goals and objectives required for this grant. If you have additional goals and objectives attached to equipment purchases, training or contracts, please list them here. Begin typing below this box. You may delete this box once you have added your narrative, if you wish.

Goal 1:

[Example of Goal & Objective](#)

[Return to Guidelines](#)

[Continue to Methods](#)

Part 5. METHODS OF ACCOMPLISHMENT

How will you plan to achieve your goals and objectives? Be specific. You may delete this box once you have added your narrative, if you wish.

[Return to Guidelines](#)

[Continue to Evaluation](#)

Part 6. EVALUATION OF PROJECT

OCJA will provide the final statewide evaluation of this project. If you have in-house evaluation processes, you may list them here. Begin typing below this box. You may delete this box once you have added your narrative, if you wish.

[Return to Guidelines](#)

[Continue to Sustainment of Program](#)

Part 7: Statement of Coordination

Describe what other agencies/departments/resources will be involved in your program and how they will assist in your efforts to achieve your goals. Begin typing below this box. You may delete this box once you have added your narrative, if you wish.

[Return to Guidelines](#)

Be sure to save this document.

Continue down to see examples of Problem Statement and Goals and Objectives, if required....

EXAMPLES

This section is for your information only and should not be returned with your grant application.

Example

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

Problem Statement: The applicant should document the number of recidivists in each Court, then 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."

Your goal actually contains two problems: the first is recidivism and the second, Court resources. We cannot assume that recidivism by itself is the source of the Court's overwhelm.

So, you'll also need to measure the impact that recidivists have on the Court. Your 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, **xx%** is spent dealing with recidivists. Compare that to other Courts' data as suggested above.

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 2006 [*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 proposal 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 a Process Objective (not acceptable in your application)

Ten Narcotic officers will complete a 5 week training program by the end of the 2006 academic year, measured by program attendance records.

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 2006 fiscal year [when] as measured by pre and post program test scores [as measured by].

If you can’t answers all of the five questions, then you have a Process Objective which will cause your application to be rejected.

[Continue to write Goals & Objectives](#)

**BE SURE TO MEET THE APPLICATION DUE DATE OF
JANUARY 9, 2009**

Mail to or Hand-deliver by 4:00 p.m. Friday – January 9, 2009 to:

**DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE
1535 OLD HOT SPRINGS ROAD #10
CARSON CITY, NV 89706**

[to: Map to OCJA - 1535 Hot Springs Road](#)

www.ocj.nv.gov - website address
(775) 687-3700 Main Telephone Number
(775) 687-4171 Fax Number

GOOD LUCK

And please contact our office if you have any questions.



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

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 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) 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 transaction, 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 Part 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 of 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 sub-recipients 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 at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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

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

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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 (Street address, city, county, state, zip code)

Check if there are workplaces on file that are 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 Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

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

**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 with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant 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, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or I similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L.91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally -assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
It will comply with the minimum wage and maximum hours provisions of
4. the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
It will give the sponsoring agency or the Comptroller General, through
6. any authorized representative, access to the right to examine all records, books, papers, or documents related to the grant.
It will comply with all requirements imposed by the Federal sponsoring
7. agency concerning special requirements of law, program requirements, and other 13 administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
It will comply with the flood insurance purchase requirements of Section
9. 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, 14 approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569 a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M71 00.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title n of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P. L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

PART IX. CERTIFIED ASSURANCES
A copy of these assurances (Part IX. in its entirety) with original signatures must accompany the grant Application

Should this Application be approved, the applicant and the lead governmental unit hereby agree to the following Certified Assurances governing the awarding of funds made available under the Anti-Drug Abuse Act of 1988.

1. That: (A) funds granted as a result of this request are to be expended for the purposes set forth in this Application and in accordance with all applicable laws, regulations, policies, and procedures of the State of Nevada and the U.S. Department of Justice; (B) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; (C) funds awarded by the Office of Criminal Justice Assistance (OCJA) may be terminated at any time for violations of any terms and requirements of this agreement.
2. That the applicant certifies that on acceptance of federal funding under the Anti-Drug Abuse Act of 1988, through the OCJA, they will submit "Financial Report Forms" for reimbursement on a monthly basis, and written "Progress Reports" on a quarterly basis to the Office of Criminal Justice Assistance. Reports are due within thirty (30) days after the end of the reporting period. **Funds may be withheld or terminated and future grant funding may be denied if the subgrantee has not complied in a timely manner with the terms and conditions of the grant award, including filing of all required reports.**

Final Progress Reports are due forty-five (45) days after the closing date of the grant and must be filed before the final Financial Report can be reimbursed. The final Financial Report is due ninety (90) days after the closing date of the grant. **BOTH REPORTS MUST BE FILED. Failure to submit these required reports within specified time limitations will result in non-payment of final claim. Funds not expended will be forfeited.**

3. That federal formula grant funds made available under the Anti-Drug Abuse Act of 1988 will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for criminal justice activities.
4. That the applicant will comply, and all its contracts will comply, with the applicable provisions of the Anti-Drug Abuse Act of 1988 and provisions of the Office of Justice Programs "Financial and Administrative Guide for Grants," and all other applicable federal and state laws, orders, circulars, or regulations.
5. The applicant certifies that the program contained in its Application meets all the applicable requirements, that all the information is correct, and that the applicant will comply with all OCJA policies and procedures contained in the "Project Director's and Financial Manager's General Administrative Guidelines" provided to each program.
6. That all fund accounting, auditing, monitoring, and such program monitoring and evaluation procedures as may be necessary to keep such records as the OCJA shall prescribe will be provided to ensure fiscal control, proper management, and efficient distribution of funds received under the Anti-Drug Abuse Act of 1988.
7. That applicant assures that the fiscal accountability of the Anti-Drug Abuse funds (all sources, including federal, state and local match portions) will be managed and accounted for by the Lead Agency's Chief Comptroller and that internal control and authority to ensure compliance with OCJA's documentation, record keeping, accounting and reporting guidelines will reside with that individual.
8. That the applicant and its contractors will comply with the nondiscrimination requirements of the Anti-Drug Abuse Act of 1988; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Sub-parts C, D, E, and G; and the American Disabilities Act of 1992.

9. That in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, or sex against a recipient of funds, the applicant will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC), Office of Justice Programs.
10. That applicant will abide by audit requirements as specified in OMB Circular A-133, Audits of State and Local Governments as revised August 29, 1997.
11. Any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the Subgrantee describing programs funded in whole or in part with federal funds, shall contain the following statement:

"This program was supported by Grant #____, awarded by the Nevada Office of Criminal Justice Assistance, Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The Bureau of Justice Assistance is a component of the Office of Justice Programs which also includes the Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."
12. That applicant fully understands OCJA's right to suspend or terminate grant funds to any sub-grantee that fails to conform to the requirements (Special/General Conditions and General Operating Policies) or to any sub-grantee that fails to comply with the terms and conditions of its grant award.
13. Project related income, (i.e., forfeitures, registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated.

SIGNATURES REQUIRED
SUBMIT PART IX WITH APPLICATION

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=

GOVERNMENTAL UNIT (i.e., Mayor, County Commissioner, City Supervisor etc.)

NAME: _____ TITLE: _____

GOVERNMENTAL UNIT: _____

ADDRESS: _____ CITY: _____ ZIP: _____

SIGNATURE: _____ DATE: _____

APPLICANT AGENCY (i.e., Police Chief, Sheriff, District Attorney, State Agency Director)

NAME: _____ TITLE: _____

AGENCY: _____

ADDRESS: _____ CITY: _____ ZIP: _____

SIGNATURE: _____ DATE: _____



KENNY C. GUINN
Governor

INS REQUIREMENT

Nevada's Revised Statute 176.156 paragraph 2 states:

If the Immigration and Naturalization Service of the United States Department of Justice requests the disclosure of a report of a presentence investigation, the court shall disclose the factual content of the report to the Immigration and Naturalization Service for the limited purpose of performing its duties, including, but not limited to, conducting hearings that are public in nature for the deportation of aliens.

The State of Nevada has established a plan under which the state provides, without fees to the Immigration and Naturalization Service (INS), notice of conviction of aliens who have been convicted of violating the criminal laws of the state, within 30 days of the date of a request by the INS of such records.

Specifically the plan is implemented as follows:

The Division of Parole and Probation (P&P) will receive a request from the courts to write a "Presentence Investigation Report" (PSI). If the offender is determined NOT to be a citizen of the United States, the P&P officer will notify INS either by telephone or fax. U. S. Immigration will inform the P&P officer if the offender **is** or **is not** an alien. If the offender is an alien, the Immigration officer will advise the P&P officer if the offender is illegal, what type of visa the alien should have, the alien's registration number and the alien's true country of citizenship.

When the alien is given a sentencing date, by law, the P&P office will send the U. S. Immigration office a copy of the completed PSI and advise them of the alien's sentencing date. If the U. S. Immigration office wishes to deport the alien, they will appear on the court sentencing date and take the alien into custody.

If an alien is admitted to the Nevada Department of Prisons, an INS officer will periodically conduct physical interviews with the alien offender. A hearing is scheduled to determine status and condition at the time of release.

The prison system has access from both the North and South facilities to the INS through computer terminals.

A Phase II Plan is in process:

Resulting from a baseline audit and needs assessment of Nevada's Criminal History Records Repository conducted by the Executive Consulting Group in 1993 through 1994, a comprehensive effort was made to redesign and revitalize the Nevada Criminal Justice Information System. As a result of the redesign and following development of the new system, data will be provided to USINS consistent with Nevada's approved plan by BJA.

REPORTING ALIEN CONVICTIONS

IMMIGRATION AND NATURALIZATION SERVICE (INS)

This is to certify that I have read, understand, and agree to abide by Nevada's guidelines for reporting alien arrests/convictions to Immigration and Naturalization Service (INS). Specifically, I ensure that criminal justice agencies in the city/county will perform the following functions:

- T notify INS at the time of booking when a suspected alien is arrested, and/or
- T notify INS within 30 days of a felony or deportable misdemeanor conviction of an alien.

A noncompliance with the above mandate may result in the following:

- T temporary withholding of cash payments to the project pending corrections or more severe enforcement action by the Office of Criminal Justice Assistance,
- T disallowance of use of funds for all or part of the cost of the project,
- T suspension or termination of the current award for the grantee's program,
- T withholding further awards or other legal remedies.

Project Director _____ Date _____

WHAT IS AN EEOP?

The purpose of an Equal Employment Opportunity Plan (EEOP) is to ensure full and equal participation of men and women regardless of race or national origin in the workforce of the recipient agency. A recipient agency is defined as any state or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. Recipient agencies that meet all of the following criteria are required to maintain an EEOP on file for review by OJP, if requested (see 28 CFR §42.301 et seq.):

- i. Have 50 or more employees; and
- ii. Received a total of \$25,000 or more in grants or subgrants; and
- iii. Have 3 percent or more minorities in service population (however, if less than 3 percent minorities in service population, an EEOP must still be prepared, but must focus on employment practices affecting women only).

Grantees that meet criteria (i) and (iii), and who receive over \$500,000 (or \$1 million during an 18-month period) are required to submit an EEOP with their Application to the Office for Civil Rights, Office of Justice Programs for review.

An EEOP is a comprehensive document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The EEOP includes a written analysis that:

- provides a statistical profile of the internal workforce by race, sex and national origin
- identifies problems in employment practices and procedures.
- specifies corrective action
- forms the basis of ongoing evaluation.

See chart on following pages, "Civil Rights Requirements of Recipients" for types of entities that are exempt from these requirements and for a description of factors affecting requirements to either maintain an EEOP on file or submit an EEOP to OCR.

CERTIFICATION

Grant Title: _____

Grantee Name: _____

Address: _____

Contact Person: _____ Tel #: _____

Grant Number: _____ Award Amount: _____

Date and effective duration of EEOP: _____

Policy Statement: _____

CERTIFICATION (EEOP ON FILE)

Certification Statement:

I, _____ [agency executive officer], certify that the _____

_____ [agency] has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42,391m et seq. subpart E, that it has been signed into effect by the proper agency authority and disseminated to all employees, and that it is on file in the Office of _____ [name], _____

_____ [address], _____ [title], for review or audit by officials of the cognizant State planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

Signature

Title

Date

CERTIFICATION (NO EEOP REQUIRED)

I HEREBY CERTIFY THAT THE FUNDED AGENCY HAS LESS THAN 50 EMPLOYEES AND, THEREFORE, IS NOT REQUIRED TO MAINTAIN AN EEOP, PURSUANT TO 28 CFR 42.301, ET SEQ.

Signature

Title

Date

CIVIL RIGHTS REQUIREMENTS OF RECIPIENTS

Important: All recipients, regardless of the type of entity or the amount awarded, are subject to the prohibitions against discrimination in any program or activity and may be required by OCR, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices comply with equal employment opportunity requirements. 28 CFR 42.207 and 42.301 et seq.

Regulatory Definition: Recipient means any state or local unit of government or agency thereof, and any private entity, institution or organization to which federal financial assistance is extended directly or through such government or agency . . . 28 CFR 42.202(n).

RECIPIENT MUST SUBMIT TO OCR

Type of Entity	Assurances	Court Findings of Discrimination	EEOP
I. Educational/Medical Nonprofit Institutions/Indian Tribes	Yes	Yes	No
II. All other recipients receiving more than \$25,000	Yes	Yes	No
III. State and Local Gov't recipients receiving \$500,000 or more*	Yes	Yes	Yes

Recipient Factors	EEOP Requirements
Less than 50 employees	Not required to maintain EEOP
Less than 3% minority population	Required to maintain EEOP as relates to women
Receives less than \$25,000	Not required to maintain EEOP
Receives more than \$25,000 (excluding Type I entity)	Must maintain an EEOP on file for possible OCR audits
Receives \$500,000 or more* (only type III entity)	Must submit EEOP to OCR for approval

*or over \$1 million in an 18-month period