



Office of Criminal Justice Assistance

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INFORMATION SHEET

The pursuit of grants can be a positive boost to an agency's operations as well as service delivery for local residents. The Office of Criminal Justice Assistance (OCJA) wants applicants to be aware of the processes required for application and management of federally funded grant projects.

A grant application and certifications must be submitted to the Office of Criminal Justice Assistance. These include....

- Title page signed by the appropriate authority (Chief, Sheriff, Director, Mayor, etc.)
- Abstract
- General Overview
- Problem Statement
- Goals and measurable objectives
- Methods of Accomplishment
- Evaluation/Internal Assessment
- Sustainment
- Statement of Coordination (may include interlocal agreements or memorandum of understandings)
- Budget form with justification narrative
- Evidence-based plan (if applicable)
- Certified Standard Federal Assurances
- Certification regarding Lobbying and Debarment and Drug-Free Work Place Requirements
- Equal Employment Opportunity Plan (EEOP)
- Civil Rights Compliance
- Program Assurances
- Fiscal Assurances

If awarded federal funds, the subrecipient agency is responsible to ensure:

- The project is administered as stated in the grant application.
- Deadlines are met.
- All program and fiscal assurances are met.
- All federal and state laws, regulations, special conditions, and requirements are met, including designating a civil rights liaison.
- Monthly financial claims are submitted with appropriate backup. (Expenses are paid as reimbursements. Funds are not allocated upfront.)
- Written quarterly narrative reports and a final evaluation report are due to OCJA.
- An on-line federal performance measurement tool (PMT) report is due quarterly.
- On-site monitoring visits and auditing visits will be conducted by OCJA staff and possibly by the federal Office of Justice Programs.
- If equipment is obtained, an inventory log must be maintained of purchased equipment.
- If confidential funds are utilized, the CI procedures are followed.
- Grant and project documents must be obtained for at least three years after the end of the grant period closes.
- Single Audit Statement
- Any special conditions pertaining to the grant – must be signed and adhered to.

Other information:

- The project must begin within 60 days of the grant award.
- OCJA's program managers stay in close contact with project directors on the progress of their projects via telephone and electronic mail communication.
- **The subrecipient agency's procedures for receiving federal funds may take a length of time.**
- OCJA's Justice Assistance Grant (JAG) cycle usually begins with the application being posted on the website www.ocj.nv.gov in January/February. Applications are usually due in late March or early April. (See website for exact dates in the Spring) Most awards are made for project period of October 1 through September 30. This is a one year grant award. This grant process includes OCJA staff review and a review from outside peer reviewers. Applications are scored on merit of proposed project, fitting into the States Strategic Plan, Office of Justice Program priority areas and past grant history. All funding is dependent upon availability of funds.
- Other grants Residential Substance Abuse Treatment (RSAT), Coverdell Forensic Investigation (FSI) and others have different application dates.
- Off cycle grant awards and training specific grants (under \$10,000) may be made by OCJA at different times throughout the year. You may e-mail inquiries regarding off cycle grants and/or training grants to ocja@dps.state.nv.us. The application process still applies for the off cycle grants. A program manager will review and respond to your inquiry.
- There is no guarantee of receiving an award.

This informational sheet is an overview of the grant process only. For detailed information, please contact the Office of Criminal Justice at (775) 687-1500.

[Forms/application/applicationinformation](#)