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**Sub-Recipient Application**

**2021 Edward Byrne Memorial**

**Justice Assistance Grant Program (JAG)**

**CFDA #16.738**



**Nevada Department of Public Safety**

**Office of Criminal Justice Administration**

**Application Deadline: September 10, 2021, By 5:00 pm**

**INTRODUCTION**

The Department of Public Safety (DPS), Office of Criminal Justice Assistance (OCJA) serves as the State Administrative Agency (SAA) for Nevada’s Edward Byrne Memorial Justice of Assistance Grant (JAG) funding from the U.S. Department of Justice, Office of Justice Programs.

OCJA’s mission is to assist stakeholders with funding to facilitate criminal justice solutions designed to reduce drug and violent crime for safer Nevada communities. With the FY21 JAG funding OCJA intends to provide JAG grant resources to projects with a high probability of improving the performance of the criminal justice system and increase Nevada’s capacity to prevent and reduce violent crime, illegal drug sales and distribution, gang activity and human trafficking. Projects funded with the JAG program will enhance the rule of law by strengthening court programs, prosecution, defense, reentry programs, and system improvements for criminal justice with technology across the state. OCJA proposes to use JAG grant funds for those projects that address issues most critical to Nevada’s criminal justice system.

The JAG Program is authorized by Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a).

The statute defines “criminal justice” as “activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, and pretrial service or release.

JAG funds awarded under this FY 2021 solicitation may be used to:

1. Support multijurisdictional task force programs that integrate Federal, State, and local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination, intelligence, and facilitating multijurisdictional investigations;
2. programs designed to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories, and cannabis cultivations and to remove any hazardous substance or pollutant or contaminant associated with the illegal manufacture of amphetamine or methamphetamine;
3. Purchase fentanyl detection equipment and training for law enforcement safety, as well as naloxone distribution.
4. Purchase drug detection canines to combat the rise of drug trafficking, including that of methamphetamines.
5. improving the operational effectiveness of the court process, by expanding prosecutorial, defender and judicial resources, and implementing court delay reduction programs;

**See Instructions for further guidance on OCJA website**

[**www.ocj.nv.gov**](http://www.ocj.nv.gov)

**OCJA has the right to refuse or approve any application submitted**

**Edward Byrne Memorial Justice Assistance Grant Program (JAG)**

The project period will be January 1, 2022 through December 31, 2022

**Subrecipient Application Cover Page**

**Submittal Instructions**

Please Note: This application is intended to be submitted electronically. Original signatures, if required, will be obtained later if an award is made. Attachments listed on the checklist should be scanned and submitted with the application. All application documents should be submitted electronically to [ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us)

The Nevada Department of Public Safety will determine priorities. Approval or disapproval of your submission is solely at the discretion of the Office of Criminal Justice Assistance.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Federal Program Title |  | | | | | | | | | |
| Organization Name |  | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Grant Funds requested |  | | | DUNS # |  | | | Federal Tax ID # (xx-xxxxxxx) | |  |
| **Agency Authorizing Official** |  | | | | | | | Title | |  |
| Address |  | | | | | | | City/Zip  9-digit zip required | |  |
| Phone |  | | | | | | Email |  | | |
| **Project Director** |  | | | | | | | Title | |  |
| Address |  | | | | | | | City/Zip  9-digit zip required | |  |
| Phone |  | | | | | | Email |  | | |
| **Financial Officer** |  | | | | | | | Title | |  |
| Address |  | | | | | | | City/Zip  9-digit zip required | |  |
| Phone |  | | | | | | Email |  | | |
| **Other Point of Contact** |  | | | | | | Email |  | | |
| ***Designated Civil Rights Liaison: typically,***  ***The HR Representative****:* |  | | | | | | Email |  | | |
| **SAM Expiration: \_\_\_\_\_\_\_ ATTACH A COPY OF YOUR AGENCY’S SAM REGISTRATION** | | | | | | | | | | |
| Purpose/Program Area (select one box)  Law enforcement projects.  Prosecution, defense, and court projects.  Corrections and community corrections projects. | | | | | | Drug treatment and drug courts projects.  Technology improvement projects.  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Financial Competence** | | | | | | | | | | | |
| What type of accounting system is used? | | | |  | | | | | | | |
| Are revenues and expenditures tracked separately? And how? | | | |  | | | | | | | |
| Are there procedures in place to separate duties and approvals? | | | |  | | | | | | | |
| Are funds comingled? | | | |  | | | | | | | |
| Is staff familiar with the OMB Circular and Federal grant requirements? | | | |  | | | | | | | |
| Did the applicant agency receive a direct JAG award from DOJ last year?  Not Applicable or  No *(continue to the next field)*  Yes, what was the amount awarded? $  List previous JAG Subawards received from OCJA. Did the application agency receive a Federal award in FFY 2020 for the same project or same type of project?  Not Applicable  Yes, List the award and amount below | | | | | | | | | | | |
| **Previous funding from OCJA** | | | | | | | | | | | |
| **Year**  **EXAMPLE: (2020)** | | | **Award Number**  **(20-JAG-01)** | | | | | | | **Federal Amount Awarded ($)**  **(250,000)** | |
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**Proposed Project Budget Summary**

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

|  |  |
| --- | --- |
| **Category** |  |
| Personnel |  |
| Fringe Benefits |  |
| Consultant/Contract |  |
| Travel |  |
| Supplies/Operating |  |
| Equipment |  |
| Confidential Funds |  |
| Other |  |
| **Total Federal Funding Requested ($)** |  |

**Program Narrative**

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| --- |
| **Reminders:**   * **Each section expands as needed to write the program narrative, subject to page limitations.** * **Your application should include: WHO – WHAT – WHEN – WHERE – WHY**   Use **local** and county data and statistics.  Spell out acronyms, at least when first used. Eliminate jargon when possible.   * Footnote any reference to federal, state or local laws, codes or statutes. * The expenses that are necessary for success of the proposed project and in the Budget Worksheet and Budget Narrative should be explained in the Methods of Accomplishment. * The Excel Budget Detail Worksheet/Budget Narrative is a separate document |
| General Overview, Information about the Organization (Name & Function):  *(2-page limit, 10 points)* Establish who the applicant agency is and what the agency does. |
|  |
| Problem Statement:  *(2-page limit, 20 points)* What issue will the grant funding solve? Clearly describe the problem that will be solved with the requested funding. Use statistics and reference material to support the statement(s). |
|  |
| Goals, Objectives, Timeline:  *(2-page limit, 20 points)* Goals are broad general statements of the desired results or anticipated outcome of the program and address the problem identified in the Problem Statement section.Objectives are precise and measureable. How, who, where and when the project will be accomplished. List Timelines for EACH Objective. These items will be reported on the monthly progress report. |
|  |
| Methods of Accomplishment:  *(2-page limit, 10 points)* State the plan on HOW the agency will complete the proposed goals and objectives. Who will perform the grant-funded activities described? |
|  |
| Project Evaluation:  *(1-page limit, 10 points)* How will you evaluate the project’s success toward goals and objectives. Identify accomplishments and/or challenges. |
|  |
| Sustainment of the Project:  *(1-page limit, 5 points)* If necessary, to continue this proposed project, how will this be accomplished without federal funding; include maintenance costs, methods, and timeline. |
|  |
| Statement of Coordination:  *(1-page limit, 5 points*) List partnerships, coordination, resources that will support the applicant agency in the activities and/or completion of this project. How are tasks distributed among partners? |
|  |
| Evidence Based Principals:  *(1-page limit, 10 EXTRA points)* Explain the similarity of the proposed project with program(s) previously approved on the website: <https://www.crimesolutions.gov/> See “Subgrant Instructions” for additional guidance. |
|  |
| Abstract (Brief description of the project):  *(****One*** *paragraph limit, 5 points)* This is a brief summary of your proposed project that should state your agency, amount of the funding request, and how funding will be used (i.e. overtime, equipment) and what to be accomplished. |
|  |
| Disclosure of current federal funds and Technology Statement:  (No page limit, No points) OJP requires applicant agencies to disclose information about other applications or other sources of federal funding supporting the same project. Provide confirmation that the applicant’s Technology Director reviewed the request. See Instructions for additional guidance. |
|  |
| Excel Budget Detail Worksheet/Budget Narrative  (*no page limit, 15 points*) This is a separate Excel Document. |

**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.

**Technology Statement**

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

**Example Sample Language:**

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

**Fiscal Responsibilities**

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

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

**Prohibition of supplanting** *–* Funds may not be used to supplant state or local funds which have been appropriated for the same purpose in your general budget but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

**Reimbursement Notice**

OCJA grants and programs are **reimbursement funded only**. Sub-recipient 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.

**Reporting Requirements, OCJA requires the following**:

1. Financial Claim requesting reimbursement of expenditures **only** when there is financial activity during the month.
2. Written **Monthly** Progress Report (narrative) describing the project’s progress in meeting its goals and objectives as well as challenges if any will be submitted to OCJA. **Due by the 25th of the following month.**
3. Quarterly on-line Performance Measurement Tools (PMT) report on the Bureau of Justice 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.

**Permissible Uses of Funds**

* Project personnel salaries and benefits, including overtime pay.
* Equipment, contractual support, and training necessary for implementation of the program.
* Supplies and operating expenses directly related to project operation.
* Building rental.
* Travel for grant-funded activity and project personnel training.
* Audits.
* Professional services such as Consultant Costs must fall within the federally approved policy and not exceed $650.00 per day or $81.25 per hour.
* Information systems for criminal justice
* **Equipment** items costing ***under* $4,999 EACH** are to be included in the **Supplies/Operating Expenses** category.
* **Equipment items with an acquisition cost of $5,000 per item or more are listed as Equipment**
* All subrecipients (including any for-profit organization) must forgo any profit or management fee.

**Unallowable Expenses**

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| --- | --- |
| * 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 and beverages. * Expense of organized fund-raising. * Fines and penalties. * Home office workspace and related utilities.   Indirect costs unless there is proof of certification by the lead consignant agency | Land/building acquisitions.  Late charges.  Lobbying, political contributions, and legislative liaison activities.  Membership Dues and Professional Fees.  Newspaper subscriptions.  Promotional items.  Professional License fee required as a condition of the job.  Rental cars – unless previously justified and preapproved by OCJA.  State and local sales taxes.  Tips on per diem.  Honoraria.  Corporate Formation.  Compensation for Federal Employees.  Passport charges.  UAV- Drones |

**OVERVIEW of Certifications and Assurances**

**STANDARD PROVISIONS**

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

**GRANT REQUIREMENTS**

1. FINANCIAL & ADMINISTRATIVE MANAGEMENT:
   1. The Sub-recipient guarantees it will maintain adequate accounting principles such as fund accounting, auditing, monitoring, evaluation procedures and the records necessary to ensure sufficient internal fiscal controls, proper financial management, and efficient disbursement of funds received, and maintenance of required source documentation for all costs incurred. These principles must be applied for all costs incurred, whether charged on a direct or indirect basis.
   2. All expenditures must be supported by appropriate source documentation. OCJA will reimburse only actual, approved, and allowable expenditures.
   3. The Sub-recipient assures that it will comply with the provisions of the current applicable OCJA Project Director’s Manual. However, such a guide cannot cover every foreseeable contingency; the Sub-recipient is ultimately responsible for compliance with applicable state and federal laws, rules and regulations.
2. PAYMENT & REPORTING
3. OCJA will ***reimburse*** the Sub-recipient the reasonable and allowable costs of performance, in accordance with current OCJA Office Policies and Nevada State Fiscal Rules, not to exceed the amount specified as the Total Award Amount.
4. The Sub-recipient assures that it shall maintain data and information to provide accurate program and financial reports to OCJA. Said reports shall be provided in such form, at such times, and containing such data and information as OCJA reasonably requires for proper administration of the program.
5. OCJA reserves the right to make and authorize modifications, adjustments, and/or revisions to the Grant Award for the purpose of making changes in budget categories, extensions of grant award dates, changes in goals and objectives.
6. OCJA will withhold payment in the event the Sub-recipient fails to comply with conditions and certifications contained in this grant award.

***The following assurances are included in the application and must be signed by the authorized official/s.***

|  |  |
| --- | --- |
| * *Federal Certified Assurances* * *Civil Rights Requirements* * *Equal Employment Opportunity Plan* | * *Standard Assurances* * *Standard Certifications, Lobbying and Debarment and Drug Free Workplace* |

**FEDERAL CERTIFIED ASSURANCES**

1. FEDERAL PUBLIC POLICY ASSURANCES.
   1. The Sub-recipient hereby agrees that it, and all of its contractors, will comply with the applicable provisions of:
      1. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended;
      2. The Juvenile Justice and Delinquency Prevention Act and/or the Victims of Crime Act, as appropriate;
      3. All other applicable Federal laws, orders, circulars, regulations or guidelines.
   2. The Sub-recipient agency hereby agrees that it will comply, and all of its contractors will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including:
      1. Part 18, Administrative Review Procedure;
      2. Part 22, Confidentiality of Identifiable Research and Statistical Information;
      3. Part 23, Criminal Intelligence Systems Operating Policies;
      4. Part 30, Intergovernmental Review of Department of Justice Programs and Activities;
      5. Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services;
      6. Part, 38, Equal Treatment for Faith Based Organizations;
      7. Part 42 Nondiscrimination/Equal Employment Opportunity Policies and Procedure;
      8. Part 61 Procedures of Implementing the National Environmental Policy Act;
      9. Part 63 Floodplain Management and Wetland Protection Procedures; and,
      10. Federal Laws or regulations applicable to Federal Assistance Programs.
   3. Sub-recipient agrees to comply with the requirements of 28 CFR Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
   4. Sub-recipient agrees to comply with all confidentiality requirements of 42 U. S. C. section 3789g and C. F. R. Part 22 that are applicable to collection, use, and revelation of data or information. Sub-recipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 CFR Part 22 and, in particular, section 22.23.
2. FINANCIAL & ADMINISTRATIVE MANAGEMENT
   1. Sub-recipient assures that it will comply with appropriate federal cost principles and administrative requirements applicable to grants as follows:
      1. For state, local or Indian tribal government entities;
         1. 2 CFR Part 200 Subparts A through F and all appendices.
      2. For non-profit organizations;
         1. 2 CFR Part 200 Subparts A through F and all appendices.
      3. For colleges and universities;
         1. 2 CFR Part 200 Subparts A through F and all appendices.
      4. For each agency spending more than $500,000 per year in federal funds from all sources;
         1. 2 CFR Part 200 Subparts A through F and all appendices
   2. Special Provisions and Certified Assurances
3. NON-SUPPLANTING OF FUNDS
   1. The Sub-recipient certifies that any required matching funds used to pay the non-federal portion of the cost of this subaward are in addition to funds that would have otherwise been made available for the purposes of this project.
   2. The Sub-recipient certifies that federal funds made available under this grant:
      1. Will not be used to supplant state or local funds;
      2. Where there is a reduced or unchanged local investment, then the Sub-recipient shall give a written explanation demonstrating that the Sub-recipient's reduced or unchanged commitment was necessary even without the availability of the federal financial support under this federal grant program.

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

**Civil Rights Requirements**

Upon a Grant Award, signature verifying completion of the civil rights training will be required. Typically, this the Human Resource (HR) representative. The following civil rights requirements apply to all units of local governments, state agencies, for profit and non-profit organizations accepting federal grant funds. Compliance requirements apply to the entire jurisdiction/organization, and not just to the funded activities. In an effort to assist with compliance, OCJA provides a list of the requirements along with their individual references below.

1. Training programs on civil rights compliance. <http://www.ojp.usdoj.gov/about/ocr/assistance.htm>.
2. Victims of Crime Act

<http://www.da.state.nm.us/Victims%20of%20Crime%20Act.pdf>

1. Title VI of the Civil Rights Act of 1964

[https://www.epa.gov/ocr/facts-title-vi-civil-rights-act-1964](https://www.epa.gov/ocr/facts-title-vi-civil-rights-act-1964%20%20%20)

1. Section 503 of the Rehabilitation Act of 1973

<https://www.dol.gov/ofccp/regs/compliance/section503.htm>

1. Title II of the Americans with Disabilities Act of 1990
   1. The Americans with Disabilities Act – [www.ada.gov/pubs/ada.htm](http://www.ada.gov/pubs/ada.htm)
   2. Title II Highlights – [www.ada.gov/t2hlt95.htm](http://www.ada.gov/t2hlt95.htm)
   3. Title II Technical Assistance Manual – [www.ada.gov/taman2.html](http://www.ada.gov/taman2.html)
   4. Commonly Asked Questions ADA and Law Enforcement– [www.ada.gov/q&a\_law.htm](http://www.ada.gov/q&a_law.htm)
   5. Commonly Asked Questions ADA and Hiring Police Officers - [www.ada.gov/copsq7a.htm](http://www.ada.gov/copsq7a.htm)
   6. Self Evaluation and Transition Plan Worksheets – <http://adaptenv.org/index.php?option=Resource&articleid=185&topicid=25>
2. Title IX of the Education Amendments of 1972  [https://www.dol.gov/oasam/regs/statutes/titleix.htm](%20https://www.dol.gov/oasam/regs/statutes/titleix.htm)
3. Age Discrimination Act of 1975

<https://www.dol.gov/oasam/regs/statutes/age_act.htm>

1. USDOJ Non-Discrimination Regulations (28 CFR 42, Subparts C, D, E and G)

<http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr42_00.html>

1. USDO Regulations on Disability Discrimination (28 CFR Part 35)

<http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr35_00.html>

**STANDARD ASSURANCES**

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

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

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS, AND

DRUG FREE WORKPLACE REQUIREMENTS

*U.S. Department of Justice*

*Office of Justice Programs*

*Office of the Comptroller*

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

1. **LOBBYING**

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

1. 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 of employee of Congress, or an employee or a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. 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;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
4. **DEBARMMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT**).

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

1. The applicant certifies that it and its principals:
   1. 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.
   2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   3. 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
   4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification, h/she shall attach an explanation to this application.
3. **DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act 0f 1988, and implemented at 28 CFR Part 67 Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620;

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

* 1. 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.
  2. Establishing an on-going drug-free awareness program to inform employees about;
     1. The dangers of drug abuse in the workplace.
     2. The grantee’s policy of maintaining a drug-free workplace.
     3. Any available drug counseling, rehabilitation, and employee assistance programs.
     4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
     5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  3. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

o Abide by the terms of the statement.

o Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

* 1. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction.
  2. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted -

o Taking appropriate personnel action against such an employee, up to and including termination.

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

* 1. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all the paragraphs above.

OCJA Administrative Manual can be viewed or downloaded: <https://ocj.nv.gov/> Contact OCJA at (775) 687-1500 if you have questions.

***Certification by Agency Authorized Official (AAO)***; The sheriff, police chief, division chief, AAO, or other official ultimately responsible for this project/program must sign this document in **BLUE** ink.

|  |  |
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| As the authorized official for the applying agency, I have read and understand the grant guidance provided with this application, to include specific guidelines, conditions, and other materials provided with this application or solicitation.   * Federal Certified Assurances * Civil Rights Requirements * Acknowledgement of Grant Standard Assurances * Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free workplace requirements.   In submitting this application, the applicant certifies that the proposed project described in this application meets all requirements of the legislation governing the grant as indicated in the attached Certifications; that all the information contained in the application is correct; that this agency agrees to comply with all provisions of the applicable grant program, including the reporting requirements. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Statement of Grant Award, and the current applicable OCJA Administrative Manual.  To eliminate the possibility of supplanting, my signature also confirms the items requested within this application are not included in the agency’s current budget. | |
| Authorized Officials | |
| Agency Authorized Officials Name (type/print) | Phone: |
| Title: | Email: ­­­ |
| Signature | Date Submitted |  |
| Governmental Official Name (type/print) | Phone: |  | Phone: |
| Title: | Email: |  | Email: ­­­ |
| Signature | Date Submitted |  | Date Submitted |

**APPLICATION CHECKLIST**

Please be sure that the following documents are completed, signed and electronically returned to [ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us) with your grant application, including this checklist.

**Documents/Attachments due with the application:**

*Cover Page - (Please sign in blue ink for signatures)*

*SAM Registration expiration date \_\_\_\_\_\_\_*

*Program Narrative*

*Disclosure of other federal funding sources and, when applicable, technology statement*

*Inter-Agency Agreement or Memorandum of Understanding (MOU) for current year, if applicable*

*Excel Budget Detail Worksheet Form* ***with*** *itemization, justification of costs and narratives*

*Appendices – when applicable*

*Waiver of Pass Through (for non-profits, if applicable)*

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

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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***

[ocja@dps.state.nv.u*s*](mailto:ocja@dps.state.nv.us) **OCJA e-mail ~** [www.ocj.nv.gov](http://www.ocj.nv.gov) **OCJA Website**

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

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| --- | --- | --- |
| Victoria Hauan, Administrator | (775) 687-1501 | [vehauan@dps.state.nv.us](mailto:vehauan@dps.state.nv.us) |
| Becky Gray, Grants & Projects Analyst  1033 State Coordinator, 1122 Coordinator | (775) 687-1504 | [rebecca.gray@dps.state.nv.us](mailto:rebecca.gray@dps.state.nv.us) |
| Rebecca Barnett, Grants & Projects Analyst | (775) 687-1505 | [rbarnett@dps.state.nv.us](mailto:rbarnett@dps.state.nv.us) |

WAVIER of PASS-THROUGH PERCENTAGE

(Required for Non-Profits)

Edward Byrne Justice Assistance Grant Program

Name of City or County:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

|  |  |
| --- | --- |
| OFFICIAL REPRESENTATIVE *Type Name*: | |
| Title: | Date: |
| OFFICIAL REPRESENTATIVE *Signature:* | |