

Brian Sandoval
Governor



James M. Wright
Director

Mirjana Gavric
Administrator

Office of Criminal Justice Assistance

1535 Old Hot Springs Road # 10
Carson City, Nevada 89706

Telephone (775) 687-1500 • Fax (775) 687-4171

October 31, 2017

Douglas County Sheriff's Office

Attn: Lori Lee

PO Box 218

Minden, NV 89423

Dear Ms. Lee:

Re: Grant Award # 17-JAG-05

Congratulations! The Office of Criminal Justice Assistance (OCJA) is pleased to inform you that the Douglas County Sheriff's Office Tri-NET has been awarded funding from the 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) for a total sum of \$50,000. Your agency grant award number is 17-JAG-05. Please refer to this number on all documents pertaining to this project including e-mail transmissions.

The next step in the process will be to have your agency staff review, sign, and return the enclosed assurances and special conditions. All assurances and special conditions **must be submitted to the OJCA office by mail and signatures on all documents must be original signatures in blue ink.**

The Bureau of Justice Assistance is enforcing the Federal law contained in 8 US Code, Section 1373 known as Sanctuary Jurisdictions. This law prevents State Administering Agencies (i.e. OCJA) from providing JAG funds to jurisdictions not in compliance with the law. Please make sure to fill out the *Statement of Compliance with Title 8, United States Code, Section 1373* form.

Additionally, two forms dealing with Federal Civil Rights laws are enclosed. The first document, entitled *Certification of Civil Rights Requirements & Designation of Civil Rights Liaison* requires the Project Director to appoint a civil rights liaison. The second form entitled *Civil Rights Liaison Certification & Training* requires the appointed Civil Rights liaison designee to view required civil rights training and complete appropriate self-tests on the subject matter if required. Please make sure to return both forms to the OJCA office.

The Office of Criminal Justice Assistance (OCJA) requires submission of *Monthly Financial Claim Forms*, even if no financial activity took place in a given month. Forms are available on our web site at <http://ocj.nv.gov/>. There are also additional reporting requirements for acceptance of this JAG grant detailed in the program assurances document enclosed. A form entitled *Grants Required Reports Log Sheet* is enclosed for your use. As your project manager, I will be happy to assist you with completion of these reports. For general grant reference information, see the *Project Director's Manual* which is also available on our web page at <http://ocj.nv.gov/>.

Enclosed are the following standard documents:

1. Two copies of the *Grant Award* - please sign & date both copies and return **both** to our office.
2. *Special Conditions* - sign and return to OCJA
3. The *Program Assurances* - sign and return to OCJA
4. The *Financial Assurances* - sign and return to OCJA
5. Civil Rights - *Designation of Civil Rights Liaison* - sign and return to OCJA
6. Civil Rights - *Liaison Certification & Training* - sign and return to OCJA
7. *Statement of Compliance with title 8, United States Code, Section 1373* - sign and return to OCJA
8. *Grant Required Reports Log Sheet and Forms Due Dates* - [REDACTED]

Please sign the enclosed documents and return them to OCJA. The grant **will not be in effect until:**

1. OCJA has received the signed documents from your office.
2. The OCJA signed award has been returned to your agency.

The assurances and special conditions paperwork must be received by the OJCA office no later than **November 22, 5:00 p.m.**, to accept the award funding.

If you have any questions regarding this award or any of the enclosures, please contact me at (775) 687-1505 or e-mail me at mbledsoe@dps.state.nv.us. I look forward to working with you during the upcoming grant year.

Sincerely,



Marie Bledsoe
Grant & Project Analyst

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

JUSTICE ASSISTANCE GRANT (JAG)
CFDA# 16.738

Grant Award

SUBRECIPIENT:	Douglas County Sheriff's Office	PROJECT NUMBER:	17-JAG-03
ADDRESS:	P.O. Box 218 Minden, NV 89423	FEDERAL GRANT FUNDS:	\$50,000
PROJECT TITLE:	Tri-NET	MATCHING FUNDS:	\$0.00
GRANT PERIOD	<i>Oct 1, 2017 – Sep 30, 2018</i>	TOTAL:	\$50,000

APPROVED BUDGET FOR PROJECT

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$50,000
Consultant/Contractual Services	\$0.00
Travel/Training	\$0.00
Supplies/Operating	\$0.00
Equipment	\$0.00
Confidential Funds	\$0.00
Total	\$50,000

This award is subject to the requirements (General and Fiscal Conditions, including General Operating Policies) established by the Office of Criminal Justice Assistance, Nevada Department of Public Safety.

SPECIAL CONDITIONS: This project is subject to such conditions or limitations as set forth on the attached page(s).

AGENCY APPROVAL

SUB-GRANTEE ACCEPTANCE

Mirjana Gavric
Administrator, Office of Criminal Justice
Assistance

X

X

Signature of Approving Official

Date

Signature of Approving Official

Date

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

JUSTICE ASSISTANCE GRANT (JAG)

CFDA# 16.738

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AGENCY APPROVAL

SUB-GRANTEE ACCEPTANCE

Mirjana Gavric
Administrator, Office of Criminal Justice
Assistance

X

X

Signature of Approving Official Date

Signature of Approving Official Date

OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)
Special Conditions



Award Information and Instructions

Award Information:

Sub-recipient Agency/Organization	Douglas County Sheriff's Office	
Project Title	Tri-NET	
Project/Award #	17-JAG-05	CFDA#: 16.738

Instructions:

In Table A - "Special Conditions" below, the Office of Criminal Justice Assistance's (OCJAs) Program Manager assigned to the award above marked the applicable Special Conditions. Please read carefully, sign and date the last page confirming awareness and compliance of the applicable Special Conditions and return this document to OCJA with the Award Package.

Table A – Special Conditions

Condition	Applicable	
1. Audit Arrangements	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Bullet Proof Vests Mandatory Wear Policy	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Confidential Funds	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. Equipment Purchase 1122 & 1033 Programs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Reimbursement of Grant Expenditures	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. Task Force Training Online	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7. Other -	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Note: Federal requirements prohibit OCJA from reimbursing sub-recipients with missing or incomplete documentation.

Special Conditions



1. Audit Arrangements

Sub-recipient Agency/Organization Address:			
City:	NV	Zip:	
Name of Financial Manger		Phone:	
Email		Fax:	

Does the sub-recipient agency expect to spend an aggregate total of \$750,000 in federal funds in the current fiscal year? (sub-recipient agency refers to the entire County, city, state agency or tribe receiving the award)

NO - stop; continue to the next applicable Special Condition

YES - Complete the information below and continue with the next special condition –if none are applicable, sign and return this form in its entirety to OCJA. This form is part of the award package.

Name of Auditor/Firm:			
Address:	NV	Zip:	
Point of Contact		Phone:	
Email		Fax:	
Anticipated submission date of the audited financial statement to OCJA :			

2. Bullet Proof Vest Mandatory Wear Policy

The sub-recipient certifies it has a current written "Mandatory Wear" Policy in effect for uniformed officers while on duty. The policy must be in place before any Justice Assistance Grant funding can be used for the purchase of ballistic-resistant and stab-resistant body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.

Special Conditions



3. Confidential Funds

I certify that I read, understand and agree to abide by all the conditions for confidential funds, including the establishment of written procedures, as set forth in the effective edition of the Office of Justice Programs (OJP), "Financial Guide."

Keep a copy of the written procedures in the award file for your records.

4. Equipment Purchases 1122 Program

OCJA requires sub-recipients awarded \$1,000 or more for equipment purchases to contact the State Coordinator for the 1122 General Services Administration Purchasing Program to determine the viability of acquiring approved equipment through the program. When purchasing through the 1122 program, retain the quote, or the letter from the State Coordinator authorizing the purchase outside the program in the award file for your records.

Regardless of the funding source, this program is open to all agencies for purchases under \$1,000.

5. Reimbursement of Grant Expenditures

In compliance with state and federal mandates, OCJA cannot reimburse subrecipients for expenditures without receiving the federal award and completing the State Legislative process approving the receipt of the award. Historically, reimbursements to subrecipients begin in November or December. *Late fees are not eligible for reimbursement with federal funds.*

Please consider that regardless of the delay in reimbursement, the requirement to submit quarterly program and PMT reports, as well as the monthly financial reports does not change.

6. Task Force Training Online

Agencies receiving partial or full funding for Task Force(s) activities from the Justice Assistance Grant, agree that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free

OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)
Special Conditions



of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates.

7. Other

I certify I read, understand and agree to the applicable special conditions as outlined in Page 1, Table A of this document.

Project Director's

Name (print/type)

Title:

Signature:

Date:

NOTE: Pursuant to Executive Order 13513, 74 Fed. Reg. 51225, the Department of Public Safety and the Office of Criminal Justice Assistance encourage sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Office of Criminal Justice Assistance
Program Assurances



The applicant hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A quarterly program report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form no later than 20 days following the close of each quarter of the grant period. Late reports, unless approved by OCJA, will delay reimbursement. Forms are available at <http://www.ocj.nv.gov>. The electronic report for the Bureau of Justice Assistance Performance Measurement Tools (PMT) is also due the 20th day following the close of each quarter.
2. The final program report must be submitted to OCJA no later than 45 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. Written approval must be obtained from OCJA for a change in the scope of work and/or goals and objectives to include travel plans. The approval must be acquired prior to any purchases and/or adjustments to the grant; a Project Change Form must be filled out and submitted to OJCA for consideration. The Project Change Form is available on the OCJA web page.
4. OCJA retains the right to terminate this grant, for cause, at any time before completion of the grant period when determined the grantee failed to comply with the conditions of the grant award.
5. Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the grantee/sub-grantee in the performance of its obligations under this grant **must identify the funding source**. Contact at OCJA for approved wording.
6. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, if applicable, sub-grantee agrees to indemnify, save and hold the state, its agents and employees harmless from any and all liability, claims, actions, damages, losses, and expenses, including without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of this agreement by sub-grantee, its agents or employees.
7. The grantee/sub-grantee acknowledges and agrees to notify OCJA of the disposition of property or equipment purchased with grant funds within 60 days of disposition or loss.

Name: _____ Title: _____

Signature: _____ Date: _____

This document must be signed by the Sheriff/ Police Chief/ County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

Office of Criminal Justice Assistance
Financial Assurances



The sub-recipient hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A monthly financial report shall be submitted to the Office of Criminal Justice Assistance (OCJA) no later than 30 days following the close of each month of the grant period. Financial reports (claims) must be submitted on the approved form available on the OCJA web site <http://ocj.nv.gov>.
2. The **final** financial claim form must be submitted to OCJA no later than 45 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. When submitting a monthly financial claim, the sub-recipient understands that the claim will not be paid if it reflects expenses made in prior months.
4. Sub-recipients must turn in a monthly financial claim even if there are no expenditures during the month. A zero financial claim must be submitted to OCJA.
5. Grantee/Subrecipient understands that, except for extraordinary circumstances handled on a case-by-case basis, requests to transfer funds between budget categories or requests to purchase items not previously authorized, will not be approved. Written approval must be obtained from the OCJA prior to the transfer of funds between budget categories or the expenditure of funds for newly identified items. Requests must be made on the Project Change Request form available on the OCJA web page.
6. During the last 60 days of the grant period, requests to purchase items not previously authorized in the grant award will only be considered on a case-by-case basis. Transfer of funds between categories in the approved budget during the last 60 days of the grant period expressly to purchase equipment items, not previously authorized in the grant award, will only be considered on a case-by-case basis.
7. Grant revenue and expenditure records must be maintained and made available to OCJA for audit.
8. OCJA retains the right to terminate this grant for cause at any time before completion of the grant period when it has determined the grantee/sub-recipient has failed to comply with the conditions of the grant award.
9. Financial management must comply with the requirements of 2 CFR Part 200 Subparts A through F and all appendices, incorporated into this agreement by reference.
10. All grant expenditures are to be reasonable and allowable in accordance with 2 CFR Part 200 Subparts A through F and all appendices incorporated into this agreement by reference.
11. Grantee/sub-recipient shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and 2 CFR Part 200 Subparts A through F and all appendices, incorporated into this agreement by reference to include the required submission of the most recent annual independent audit.
12. Upon OCJA request, required documentation for the performance of internal audits must be provided within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.

Name: _____ Title: _____

Signature: _____ Date: _____

This document must be signed by the County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

Links to all OMB circulars referenced above are available on the OCJA web page at <http://www.ocj.nv.gov> – under Grant and Federal Resources- OMB Circulars

Office of Criminal Justice Assistance
 Certification of Civil Rights Requirements &
 Designation of Civil Rights Liaison



Complete and submit this form to the Office of Criminal Justice Assistance (OCJA) with the award package.

<i>Subrecipient Agency/Organization:</i>	Douglas County Sheriff's Office
<i>Project Title:</i>	Tri-NET
<i>Project/Grant #:</i>	17-JAG-05

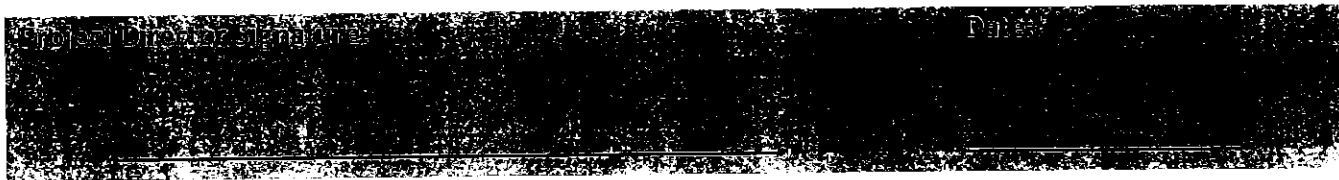
As Project Director for the above stated grant award, I agree:

1. To submit the contact information (name, telephone, e-mail address) for the Civil Rights Liaison (Liaison) appointed by the agency/organization;
2. That the Liaison will coordinate the agency's/organization's compliance with the Federal Office of Justice Program's civil rights requirements;
3. That the Liaison will comply with the federal Office of Civil Rights training requirements found on the website <http://ojp.gov/about/ocr/assistance.htm>;
4. That within 30 days of receiving OCJA's award package, the Liaison will complete the certification form certifying that s/he completed the required training;
5. That the subrecipient agency/organization is aware OCJA will monitor compliance with civil rights requirements.

NOTE: OCJA will not process fiscal reimbursements for claims related to awards without the Liaison's completed certification and/or contact information.

Contact Information for Designated Liaison:

Name	
Title	
E-mail	
Telephone	
Address	





Office of Criminal Justice Assistance
Civil Rights Liaison Certification & Training

Complete and return this form within 30 days of receiving OCJA'S grant award package when one or more of the four items below apply.

1. This is the first time the agency/organization is a subrecipient of funds from OCJA.
2. A change occurred in the agency/organization's Civil Rights Liaison
3. OCJA notified the agency/organization of significant changes in the law or the Office of Civil Rights training
4. OCJA's Administrator requests the completion of the training.

Subrecipient Agency/Organization	Douglas County Sheriff's Office	
Project Title	Tri-NET	
Project/Award #	17-JAG-05	

As the Civil Rights Liaison for the above Agency/Organization, I certify that:

1. the Agency/Organization is aware that, in accordance with federal law, OCJA will audit and monitor compliance with federal civil rights requirements;
2. I read the information located on the federal Office of Civil Rights webpage, http://ojp.gov/about/ocr/sample_documentation.htm regarding the Sample Civil Rights Compliance Checklist;
3. by checking the list of training segments below, I viewed the required and applicable civil rights training segments completing the self-tests found on the federal Office of Civil Rights webpage <http://ojp.gov/about/ocr/assistance.htm>.

Required Training Segments for ALL Subrecipients

Viewing the following three training segments and completion of the respective self-tests is a requirement for all agencies receiving grant funds from OCJA.

- Overview of the Office for Civil Rights and Laws Enforced and self-test.
- Obligations of Recipients of DOJ Funding to Provide Services to Limited English Proficient Person and Self –test.
- Standard Assurances and How the Office for Civil Rights Enforce Civil Rights Laws and Self-test.

Additional required segments and Self-test for FAITH-BASED Subrecipients:

- Civil Rights Laws that Affect Funded Faith-Based Organizations.

Additional required segments and Self-test for TRIBAL Subrecipients:

- Civil rights Protections for American Indians in Programs funded by DOJ and Obligations of Funded Indian Tribes.

Liaison Signature	Date
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Special Conditions



Statement of Compliance with
Title 8, United States Code, Section 1373
(a.k.a. Sanctuary Jurisdictions)

Award Information:

Subrecipient Agency/Organization	Douglas County Sheriff's Office	
Project Title	Tri-NET	
Project/Award #	17-JAG-05	CFDA#: 16.738 (JAG)

Title 8, United States Code, Section 1373 (Section 1373) addresses the exchange of information regarding citizenship and immigration status among federal, state, and local government entities and officials. Subsection (a) prevents federal, state and local government entities and officials from “prohibit[ing] or in any way restrict[ing]” government officials or entities from sending to, or receiving from, federal immigration officers information concerning an individual’s citizenship or immigration status. Subsection (b) provides that no person or agency may “prohibit, or in any way restrict,” a federal, state, or local government entity from (1) sending to, or requesting or receiving from, federal immigration officers information regarding an individual’s immigration status, (2) maintaining such information, or (3) exchanging such information with any other federal, state, or local government entity. Section 1373 does not impose on states and localities the affirmative obligation to collect information from private individuals regarding their immigration status, nor does it require that states and localities take specific actions upon obtaining such information. Rather, the statute prohibits government entities and officials from taking action to prohibit or in any way restrict the maintenance or intergovernmental exchange of such information, including through written or unwritten policies or practices.

Your personnel must be informed that notwithstanding any state or local policies to the contrary, federal law does not allow any government entity or official to prohibit the sending or receiving of information about an individual’s citizenship or immigration status with any federal, state or local government entity and officials.

Please note: A grantee is required to assure and certify compliance with all applicable federal statutes, including Section 1373, as well as all applicable federal regulations, policies, guidelines and requirements. This requirement passes through to any subgrants that may be made and to any subrecipients that receive federal funds.

Signatures required on page 2.

Special Conditions



How would a determination that a subgrantee is in violation of federal law affect the state's designation and ability to receive future awards?

A grantee is responsible to the federal government for the duration of the award. As the primary recipient of the award, the grantee is responsible for ensuring that subgrantees assure and certify compliance with federal program and grant requirements, laws, or regulations (e.g. Section 1373). If a grantee or subgrantee has policies or practices in effect that violate Section 1373, the grantee or subgrantee will be given a reasonable amount of time to remedy or clarify such policies to ensure compliance with applicable law. Failure to remedy any violations could result in the withholding of grant funds or ineligibility for future OJP grants or subgrants, or other administrative, civil, or criminal penalties, as appropriate. Our goal is to ensure that JAG grantees and subgrantees are in compliance with all applicable laws and regulations, including Section 1373, not to withhold vitally important criminal justice funding from states and localities.

For reference, below is a link to Title 8 U.S. Code Section 1373

<https://www.law.cornell.edu/uscode/text/8/1373>

I assure and certify the above named governmental agency/jurisdiction complies with Title 8, United States Code, Section 1373 and is not considered a "sanctuary jurisdiction".

Authorized Authority Name (print/type)

Title:

Government Authority Signature:
(i.e., Sheriff, Chief, State Department Director, etc)

Date:

AND

Agency's Legal Counsel Name (print/type)

Title:

Signature:

Date:

This form must be signed and returned to the Office of Criminal Justice Assistance no later than 11/22/17.