



WASHOE COUNTY

Integrity Communication Service
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STAFF REPORT

BOARD MEETING DATE: April 11, 2017

CM/ACM JS
Finance LC/CH
DA KM
Risk Mgt NA
HR NA
Other GE

DATE: Tuesday, March 8, 2017

TO: Board of County Commissioners

FROM: Pat Lee, Investigations/SOD Division Captain
(775) 321-4912, plee@washoecounty.us

THROUGH: Chuck Allen, Sheriff

SUBJECT: Accept funding for reimbursement [\$17,415.00, no County match required] from the Office of Criminal Justice Assistance through the Sparks Police Department for reimbursement of overtime costs associated with the Regional Sex Offender Task Force activities involving the Adam Walsh Compliance project for the retroactive grant period of 10/1/16 - 9/30/17; and authorize Comptroller's Office to make the necessary budget amendments. (All Commission Districts.)

SUMMARY

The Sparks Police Department received an award in the amount of \$38,305.00. They allocated a portion of this funding to cover our overtime costs associated with the implementation of their project. This funding covered overtime costs for deputies that worked with the Regional Sex Offender Task Force while engaged in task force activities involving the Adam Walsh Compliance project.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

The Board previously approved JAG Sparks Police Department funding for the Regional Gang Task Force on 1/12/16.

BACKGROUND

The Sparks Police Department received grant funding to implement specific activities involving the Regional Sex Offender Task Force in our area. They provide part of that funding to our agency to cover overtime costs associated with work on the task force. Reason for retroactive submittal: Item was submitted to the first available BCC meeting once all applicable paperwork was received and processed.

AGENDA ITEM # 5.G

GRANT AWARD SUMMARY

Project/Program Name: Adam Walsh Compliance Act

Scope of the Project: Verification and investigation of sex offender compliance.

Benefit to Washoe County Residents: Safer community

On-Going Program Support: None

Award Amount: \$17,415.00

Grant Period: 10/01/16 – 9/30/17

Funding Source: Office of Criminal Justice Assistance

Pass through From: Sparks Police Dept.

CFDA Number: 16.738

Grant ID Number: 16-JAG-25

Match Amount and Type: None

Sub-Awards and Contracts: None

FISCAL IMPACT

Should the Board accept this grant award and approve these amendments, the adopted FY17 budget will be increased by \$17,415.00 in both revenues and expenditures in the following accounts. No match required, this is a reimbursement grant. No indirect costs.

Increase Revenues

tbd – 431100 [Regional Sex Offender Task Force-Federal Grants] \$ 17,415.00

Increase Expenditures

tbd -701300 [Overtime]	\$ 13,605.00
tbd – 711210 [Travel]	\$ 2,820.00
tbd - 710509 [Training]	\$ 990.00

There is no match required.

- Budget amendment is needed
- No match required
- No indirect costs are included in this grant budget

RECOMMENDATION

It is recommended that the Board of County Commissioners accept funding for reimbursement [\$17,415.00, no County match required] from the Office of Criminal Justice Assistance through the Sparks Police Department for reimbursement of overtime costs associated with the Regional Sex Offender Task Force activities involving the Adam Walsh Compliance project for the retroactive grant period of 10/1/16 - 9/30/17; and authorize Comptroller's Office to make the necessary budget amendments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: Move to accept funding for reimbursement [\$17,415.00, no County match required] from the Office of Criminal Justice Assistance through the Sparks Police Department for reimbursement of overtime costs associated with the Regional Sex Offender Task Force activities involving the Adam Walsh Compliance project for the retroactive grant period of 10/1/16 - 9/30/17; and authorize Comptroller's Office to make the necessary budget amendments.

Brian Sandoval
Governor



James M. Wright
Director

Charise Whitt
Administrator

Office of Criminal Justice Assistance

1535 Old Hot Springs Road, # 10
Carson City, Nevada 89706-0676
Telephone (775) 687-3700 • Fax (775) 687-4171
www.oci.nv.gov

November 1, 2016

Sgt. Aaron Leary
Sparks Police Department
1701 E Prater Way
Sparks, NV 89434

Dear Sgt. Leary:

This is your notice to proceed with the 16-JAG-25 "Support for Adam Walsh Act Implementation Grant" sub-grant, beginning October 1, 2016 as the Office of Criminal Justice Assistance (OCJA) has received all of the appropriate signed forms.

If you have any questions, please feel free to contact me at (775) 687-1503 or by e-mail at mefricano@dps.state.nv.us. I look forward to working with you in the upcoming year.

Sincerely,

A handwritten signature in cursive script that reads "Martha Fricano".

Martha (Marti) Fricano
Grants and Projects Analyst
1122 Coordinator

Enc.

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

JUSTICE ASSISTANCE GRANT (JAG)

CFDA# 16.738

Grant Award

SUBRECIPIENT:	Sparks Police Department	PROJECT NUMBER:	16-JAG-25
ADDRESS:	1701 E Prater Way		
	Sparks, NV 89434	FEDERAL GRANT FUNDS:	\$38,305.00
TITLE:	Support for Adam Walsh Act Implementation Grant	MATCHING FUNDS:	\$0
DUNS #	30950187		
GRANT PERIOD	October 1, 2016 – September 30, 2017	TOTAL:	\$38,305.00

APPROVED BUDGET FOR PROJECT

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$30,090.00
Consultant/Contractual Services	\$0
Travel/Training	\$4,230.00
Supplies/Operating	\$3,985.00
Equipment	\$0
Confidential Funds	\$0
Total	\$38,305.00

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

Charise Whitt
Administrator

Aaron Leary
Sergeant

X *Charise Whitt 11/8/16*

X *[Signature]* 10/13/16

Signature of Approving Official Date


Signature of Approving Official Date

**Office of Criminal Justice Assistance
Financial Assurances**

The sub-grantee 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 page <http://www.ocj.nv.gov>.
2. The **final** financial claim form must be submitted to OCJA no later than 25 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. Grantee/Sub-grantee 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.
4. During the last 60 days of the grant period, requests to purchase items not previously authorized in the grant award **will not be approved**. Emergency purchases will be considered on a case-by-case basis. Transfer of funds between budget categories during the last 60 days of the grant period expressly to purchase equipment items not previously authorized in the grant award **will not be approved**.
5. Grant revenue and expenditure records must be maintained and made available to OCJA for audit.
6. 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/subgrantee has failed to comply with the conditions of the grant award.
7. Financial management must comply with the requirements of OMB Circulars A-102 or A-110; whichever is applicable to your organization, and which are incorporated into this agreement by reference.
8. All grant expenditures are to be reasonable and allowable in accordance with OMB Circular A-21, A-87, or A-122, whichever is applicable to your organization and which are incorporated into this agreement by reference.

9. Grantee/sub-grantee shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and OMB Circular A-133, which is incorporated into this agreement by reference to include the required submission of the most recent annual independent audit, as prescribed in sections 310 and 315 and section 320, paragraph f.
10. Required documentation for the performance of internal audits must be provided upon OCJA request within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.
11. Grantee understands these funds are awarded on a reimbursement basis. Proper documentation of expenses must be provided in order for reimbursements to be made.

Name: AARON LEARY Title: SERGEANT
Signature:  Date: 10/25/16

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
Program Assurances

The applicant hereby assures compliance with the following conditions as part of the Notice of Funding 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. 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 20 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. 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 has failed to comply with the conditions of the grant award.
4. 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 desired wording.
5. The grantee/sub-grantee agrees to indemnify, save and hold the state, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this agreement by grantee/sub-grantee or its agents or employees.
6. 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: Brian Allen Title: Chief of Police

Signature:  Date: 10-24-12

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.

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
Office of Criminal Justice Assistance

JUSTICE ASSISTANCE GRANT (JAG)
SPECIAL CONDITION

*FOR REIMBURSEMENT
OF GRANT EXPENDITURES*

AGENCY: SPARKS POLICE DEPT.

PROJECT TITLE: SUPPORT FOR ADAM WALSH ACT IMPLEMENTATION
GRANT

PROJECT NO.: 16-JAG-25

Due to the possible delay in receiving the JAG funds from the Bureau of Justice Assistance, expenses incurred for the above named project cannot be reimbursed to sub-grantees prior to receipt of funds by the Office of Criminal Justice Assistance (OCJA). This may be as late as November/December 2016. Please be aware that late charges are not reimbursable with federal grant funds.

In order for OCJA to be aware of the program's expenses and progress, the monthly financial reports and quarterly reports will continue to be submitted on their original due dates.



Signature of Project Director

10-24-16

Date

Special Conditions



Award Information and Instructions

Award Information:

Subrecipient Agency/Organization	Sparks Police Department	
Project Title	Support for Adam Walsh Act Implementation Grant	
Project/Award #	16-JAG-25	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

Name	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 type="checkbox"/> No
3. Confidential Funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Equipment Purchase 1122 & 1033 Programs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Reimbursement of Grant Expenditures	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. Task Force Training Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note: Federal requirements prohibit OCJA from reimbursing subrecipients with missing or incomplete documentation.

OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)

Special Conditions



Special Conditions



1. Audit Arrangements

Subrecipient Agency/Organization Address:	SPARKS POLICE DEPARTMENT		
City:	1701 E. PRATER WAY SPARKS NV	Zip:	89434
Name of Financial Manger	RICK PARTON	Phone:	7840 775 353-7899 (U3)
Email	rparton@cityofsparks.us	Fax:	775-353-7899

Does the subrecipient agency expect to spend an aggregate total of \$750,000 in federal funds in the current fiscal year? (subrecipient 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:	EIDE BAILLY		
Address:	5441 KIETZKE LN STE 150 NV RENO, NV	Zip:	89511
Point of Contact	AMY OZUNA	Phone:	775 689-9263
Email	a.ozuna@eidebailly.com	Fax:	
Anticipated submission date of the audited financial statement to OCJA :			12/31/2017 (U3)

2. Bullet Proof Vest Mandatory Wear Policy

The subrecipient 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 subrecipients 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

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

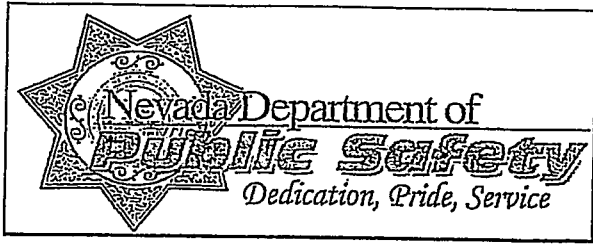
Brian Ayle
Name (print/type)

Chief
Title:

Signature:

10-24-11
Date:

NOTE: Pursuant to Executive Order 13513, 74 Fed. Reg. 51225, the Department of Public Safety and the Office of Criminal Justice Assistance encourage subrecipients 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.



STATE OF NEVADA
 DEPARTMENT OF PUBLIC SAFETY
 Office of Criminal Justice Assistance (OCJA)

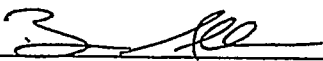
SPECIAL CONDITION
 For Civil Rights Training & Procedures

Subrecipient Agency/Organization:	SPARKS POLICE DEPARTMENT
Project Title:	SUPPORT FOR ADAM WALSH ACT IMPLEMENTATION GRANT
Project/Grant #:	112-JAG-25

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.


 Signature of Project Director

10/24/11
 Date

Certification of Civil Rights Requirements Acknowledgement And Liaison Designee

Complete and submit this form to the Office of Criminal Justice Assistance (OCJA) within 30 days of receiving OCJA'S grant award package.

Name of Liaison: <i>Mindy Falk</i>	Agency/Organization: <i>CITY OF SPARKS</i>
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With my signature below, 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://oip.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://oip.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.

<i>Mindy Falk</i>	<i>10/25/16</i>
Liaison Signature:	Date:

Certification of Civil Rights Requirements Acknowledgement And.
Liaison Designee

Contact Information for Liaison:

Name	Mindy Falk
Title	Human Resources Manager
E-mail	mfalk@cityofsprinko.us
Telephone	775-353-2345
Address	431 Prater Way Sprinko, NV 89431

Special Conditions



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

Award Information:

Subrecipient Agency/Organization	SPARKS POLICE DEPARTMENT	
Project Title	SUPPORT FOR ADAM WALSH ACT IMPLEMENTATION GRANT	
Project/Award #	16-JAG-25	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".

Brian Allen
Authorized Authority Name (print/type)

Chief of Police
Title:

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

10/04/2016
Date:

AND

Shirle T. Eiting
Agency's Legal Counsel Name (print/type)

Assistant City Attorney
Title:

[Signature]
Signature:

10/5/16
Date:

This form must be signed and returned to the Office of Criminal Justice Assistance no later than December 31, 2016.