

Application Content Checklist for Continuation Funding Applicants - A complete grant application **must** include the following:

- ✓ **Part 1** TITLE PAGE
- ✓ **Part 2** ATTACHMENTS
 - A. Certifications and Assurances;
 - ~ 1. STOP Certification
 - ~ 2. Confidentiality Acknowledgement
 - ~ 3. Standard Certifications
 - ~ 4. Standard Assurances
 - ~ 5. Nevada Attorney General’s Office (NOAG) Acknowledgement Form
 - ~ B. Certification of Non-Discrimination;
 - ~ C. Letter of Collaboration, if applicable (for law enforcement, prosecution or court applicants);
 - ~ D. Letter regarding supplanting;
 - ~ E. Current IRS determination letter of non-profit status 501(c)(3), if applicable;
 - ~ F. VAWA-informed and victim-centered confidentiality policy;
 - ~ G. List of Board of Directors with contact information or Organizational Chart;
 - ~ H. Cost Allocation Plan, including all funding sources for community-based, non-profit organizations and all relevant program funding sources for units of governments. This plan **MUST** also show how requested funding will be allocated across anticipated program related agency expenses and how each position will be funded across all revenue streams;
 - ~ I. Budget Form. Use attached fillable Adobe budget form*IF there will be a 10% or greater change in your budget from last fiscal year.
 - ~ J. Scope of Work Form. IF your scope of work will change significantly from last fiscal year.
 - ~ K. Please remember to attach your Agency Evacuation Plan and Agency Disaster Response Plan.

NEVADA OFFICE OF THE ATTORNEY GENERAL
Federal Fiscal Year 2017 STOP/SASP Program Sub-Grant Application

Part 1 - TITLE PAGE

Agency : Sparks Police Department
(Enter the full legal name of the applicant.)

Project Title: Victim Advocate
(Enter a brief, descriptive title, e.g. Law Enforcement Training: Sexual Assault Investigations.)

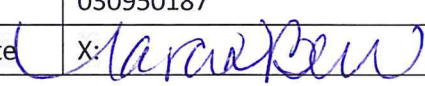
Project Jurisdiction: Washoe County
(Add the community/geo-political area of project impact, i.e. city, tribal, judicial district, etc.)

- Service Area:** (check all applicable) **State Priorities:** (Check all applicable)
- Urban/Suburban
 - Rural/Frontier
 - Northern Nevada
 - Local/regional collaborative approaches
 - Core victim services (Crisis Intervention/Referral/Shelter)
 - Advocacy (community-based, system-based)
 - Area with limited availability of services
 - Training (law enforcement, prosecutors, victim services, courts)
 - Linguistically/Culturally Underserved Populations
 - Data Collection project

Federal Purpose Areas
 STOP Number(s) # 5
 SASP Number(s)# _____

(Include all applicable Purpose Areas being addressed in this application)

Source of Funds	Totals	*Describe Match Type/Source, if any
Grant Funds	\$64,426	<i>Personnel and Fringe Benefits</i>
Match Funds*	\$21,475	
TOTAL PROJECT BUDGET (all funds)	\$ 85,901	

Contact Info	Project Director	Fiscal Officer <i>(must be different than Project Director)</i>
Name	Tara Bell	Rick Parton
Title/Position	Sergeant / Grant Administrator	Accountant II
Mailing Address City, State & Zip	1701 E. Prater Way Sparks, NV 89434	431 Prater Way Sparks, NV 89431
Physical Address City, State & Zip	Same as Above	Same as Above
Telephone	775-353-2223	775-353-7846
Fax	775-353-7834	775-353-7899
E-Mail	tbell@cityofsparks.us	rparton@cityofsparks.us
DUNS	030950187	SAM Expiration Date: 10/20/2017
Signature/Date	X: 	X: 

(all forms other than those specific to your agency can be found in the attachments to this package)

Attachment A

See attached PDF files, print, complete and have signed by agency's authorized representative, scan and attach executed copies with application:

STOP Certification

Confidentiality Acknowledgement

Standard Certifications

Standard Assurances

Nevada Attorney General's Office Acknowledgement Form

U.S. Department of Justice
Office on Violence Against Women



OMB Clearance #1122-0001
Expiration Date 12/31/2015

Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program

Applicants should refer to the laws cited below for further information regarding the certifications to which they are required to attest. Signature on this form certifies that the state is qualified to receive the funds and provides for compliance with relevant requirements under 28 CFR Part 90 and 42 U.S.C 3796gg through 3796gg-5 and 3796gg-8. The certifications shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Upon complying with the application requirements set forth in this Application Guide, any state shall be qualified for funds provided under the Violence Against Women Act upon certification that:

- (1) the funds will be used only for the statutory purposes described in 42 U.S.C. § 3796gg (a) and (b);
- (2) grantees and subgrantees will develop plans for implementation and will consult and coordinate with:
 - (A) the State sexual assault coalition;
 - (B) the State domestic violence coalition;
 - (C) the law enforcement entities within the State;
 - (D) prosecution offices;
 - (E) State and local courts;
 - (F) Tribal governments in those States with State or federally recognized Indian tribes;
 - (G) representatives from underserved populations, including culturally specific populations;
 - (H) victim service providers;
 - (I) population specific organizations; and
 - (J) other entities that the State or the Attorney General identifies as needed for the planning process;
- (3) grantees will coordinate the State implementation plan with the State plans described in section 307 of the Family Violence Prevention and Services Act (42 U.S.C. 10407) and the programs described in section 1404 of the Victims of Crime Act of 1984 (42 U.S.C. 10603) and section 393A of the Public Health Service Act (42 U.S.C. 280b-1b).
- (4) the amount granted will be allocated, without duplication, as follows: not less than 25 percent for law enforcement, not less than 25 percent for prosecutors, not less than 30 percent for victim services (of which at least 10 percent will be distributed to culturally specific community-based organizations), and not less than 5 percent to state and local courts;
- (5) not later than 2 years after March 7, 2013, and every year thereafter, not less than 20 percent of the total amount granted to a State under this subchapter shall be allocated for programs or

projects in 2 or more allocations listed in paragraph (4) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship; and

(6) any federal funds received under this subchapter will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded under this chapter.

In addition, as required by 42 U.S.C. 3796gg-4, 3796gg-5, and 3796gg-8 and implemented at 28 CFR Part 90 states certify that they are in compliance with the following:

(1) Forensic Medical Examination Payment Requirement for Victims of Sexual Assault

(a) A State, Indian tribal government, or unit of local government shall not be entitled to funds under this subchapter unless the State, Indian tribal government, unit of local government, or another governmental entity—

(1) incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault; and

(2) coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to the victims.

(b) A state, Indian tribal government, or unit of local government shall be deemed to incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault if any government entity:

(1) provides such exams to victims free of charge to the victim; or

(2) arranges for victims to obtain such exams free of charge to the victims.

(c) A State or Indian tribal government may use STOP grant funds to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams by any State, Indian tribal government, or territorial government that requires victims of sexual assault to seek reimbursement for such exams from their insurance carriers.

(d) (1) To be in compliance with this section, a State, Indian tribal government, or unit of local government shall comply with this provision without regard to whether the victim participates in the criminal justice system or cooperates with law enforcement.

(2) States, territories, and Indian tribal governments shall have 3 years from March 7, 2013 to come into compliance with this section.

(2) Filing Costs For Criminal Charges and Protection Orders

A state, Indian tribal government, or unit of local government will not be entitled to funds unless it certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a

warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

(3) Judicial Notification

A State or unit of local government shall not be entitled to funds under this part unless the State or unit of local government--

(a) certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related federal, state, or local laws; or

(b) gives the Attorney General assurances that its judicial administrative policies and practices will be in compliance with the requirements of subparagraph (A) within the later of—

(1) the period ending on the date on which the next session of the State legislature ends; or

(2) January 5, 2008.

(4) Polygraph Testing Prohibition

(a) In order to be eligible for grants under this part, a state, Indian tribal government, territorial government, or unit of local government shall certify that, not later than January 5, 2009, their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

(b) Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

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

<u>Brian Allen</u>	<u>Chief of Police</u>	<u>775-353-2220</u>
Typed Name of Authorized Representative	Title	Telephone Number

	<u>4.12.2017</u>
Signature of Authorized Representative	Date Signed



Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

(i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and

(ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

(I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;

(II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and

(III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

(I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;

(II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

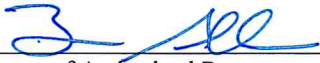
Brian Allen

Typed Name of Authorized Representative

Chief of Police

Title

Telephone Number 775-353-2220



Signature of Authorized Representative

4-12-2017

Date Signed

Sparks Police Department

Agency Name

*U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER*

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (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 transaction, grant, or cooperative agreement.

1. LOBBYING

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

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

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

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

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

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

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

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

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

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

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

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

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

- Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Sparks Police Department
1701 E. Prater Way Sparks, NV 89434

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

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

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

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

1. Grantee Name and Address:

Sparks Police Department

1701 E. Prater Way Sparks, NV 89434


2. Application Number and/or Project Name:

Victim Advocate

3. Grantee IRS/Vendor Number 88-60000202

4. Type/Print Name and Title of Authorized Representative

Brian Allen, Chief of Police


5. Signature

4-12-2017
6. Date



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 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 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 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), Ex. 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* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) 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
 - b) 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.



Signature Date

4.12.2017
Date

NEVADA ATTORNEY GENERAL OFFICE (NOAG) REQUEST FOR PROPOSALS (RFP)

ACKNOWLEDGEMENT FORM

In signing this form as the authorized representative of the submitting agency, I acknowledge that the applicant agency Sparks Police Department is aware of these requirements and is prepared to comply with each as well as with any other requirements that are imposed after any award of funding due to changes in federal or state requirements.

1. **Reviewed Entire Solicitation.** By signing below as the authorized representative of the agency noted above, I acknowledge that I have read and reviewed the entire attached solicitation.
2. **Subgrantee Monitoring.** Each funded agency may receive an on-site monitoring visit which will include both a programmatic and fiscal component. Ideally, the agency will have a 30 day advance notice of such visits, however, the NOAG reserves the right to conduct visits with little or no notice if problems are suspected or in the event that complaints are received.
3. **Quarterly Teleconferences.** The NOAG will assess training needs as well as compliance issues and provide trainings using teleconferences. Funded agencies are expected to participate in these calls or teleconferences without exception.
4. **Networking.** Networking opportunities will be facilitated by the NOAG. Agencies will be asked to send staff to another agency locally that provides similar services to better understand services as well as referral processes and limitations/eligibility requirements.
5. **Disaster Response Plan and Evacuation Plan.** All funded agencies providing services to clients shall have a Disaster Response Plan as well as an Evacuation Plan. All agencies which provide housing and/or shelter to clients shall have an Evacuation Plan clearly posted and shared with clients. Agencies who provide services to clients but do not have a shelter or housing program shall have an evacuation plan for their offices which provide client services clearly posted. All staff shall receive ongoing training on the Disaster and Evacuation Plan on a regular basis.
6. **Cost Allocation Plan for All Agency Funding (both approved and pending).** Required for this RFP/solicitation and for all continuation funding applicants. All applicant agencies are required to complete and submit with their application a complete agency cost allocation plan (previously called the agency's fund map) to include all funding received, applied for (pending), and discretionary funds anticipated from fund raising or other donations. Additionally, this cost allocation plan should show how the agency's anticipated funding will be allocated across anticipated agency expenses and should show how each position will be funded across all revenue streams (including actual or anticipated discretionary funds).

7. All awards are contingent upon available funding.

Brian Allen

Print Name of Authorized Person

Chief of Police

Title



Authorized Signature

4.12.2017

Date

Sparks Police Department

Name of Agency

Attachment B

VAWA 2017 PROGRAM GRANT CERTIFICATION OF NON-DISCRIMINATION

Please submit this completed page as part of your application.

The State of Nevada will not provide support to organizations that in their constitution or practice discriminate against a person or group on the basis of age, gender, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation, or gender identification.

STATEMENT OF APPROVAL

The undersigned affirms that the responsible governing body approved this request on April, 12, 2017 and is aware of and concurs with the foregoing information. Further, if the proposed grant is awarded, the undersigned agrees to use the funds only for the purpose granted and to provide any reports or information that may be requested by the Nevada Office of the Attorney General.

Additionally, the undersigned affirms that the governing body of this agency has read and understands the nondiscrimination policy. Furthermore, the undersigned declares that this organization, operating in accord with said policy, does not discriminate against any person or group and will ensure that the Project Director and/or funded program staff will view or read the OCR training found at <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>.

Signature: 

Name: Brian Allen
(Please type/print name)

Title: Chief of Police

Organization: Sparks Police Department

Date: 4/13/17

Attachment C

LETTER OF COLLABORATION, IF APPLICABLE
(For law enforcement, prosecution or court applicants)

Letter of collaboration is immediately following this page.

March 29, 2017

Attorney General Adam Laxalt
100 N. Carson Street
Carson City, NV 89701

Re: Letter of Support for Sparks Police Department VSU

Attorney General Laxalt:

It is with pleasure that I write this letter of support for the Sparks Police Department's grant proposal to continue to fund a Victim Advocate for their Victim's Services Unit. The Victim Services Unit at the Sparks Police Department has provided support and care of the victim since 2008. Through this grant funding provided by the STOP VAWA Grant, the Sparks Police Department has been able to provide assistance to the Spanish speaking community with a newly appointed Spanish speaking Victim Advocate.

The Sparks Police Department Victim Services Unit has been able to establish a cohesive working relationship with Awaken to provide resources and support to victims of commercial sexual exploitation. As part of our collaboration, SPD VSU has assisted in expanding the reach of advocacy in our community and creating awareness of commercial sexual exploitation. VSU has worked closely with Awaken to help restore victims and will continue to provide reciprocal support to maximize the resources for our victims.

Awaken welcomes the opportunity to continue working with the Sparks Police Department Victim Services Unit to meet the needs of crime victims in our growing, diverse community.

This program has become a lifeline for the Sparks community and now, with the addition of a bilingual victim advocate, has become be an invaluable resource to many more victims. The Sparks Police Department has recognized the importance of providing advocacy services. However, in the current economic climate, more time is needed to get the program established and to secure future funding.

Thank you for your consideration in funding this valuable position. Please do not hesitate to contact me with any questions or if you need additional information at (775) 393-9183.

Sincerely,



Melissa Holland
Founder/ Executive Director
Awaken, Inc.

Attachment D

Letter Regarding supplanting is immediately following this page.

BRIAN ALLEN, *Chief of Police*

SPARKS PD



March 30, 2017

The Honorable Adam Paul Laxalt
Nevada Attorney General
100 North Carson Street
Carson City, NV 89701

Dear Attorney General Laxalt:

The Sparks Police Department certifies that any funds awarded through the 2017 Violence Against Women Act (VAWA) Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the same purpose. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant and civil and/or criminal penalties.

Sincerely,

A handwritten signature in blue ink that reads "B. Allen".

Brian Allen
Chief of Police

"Where Community Comes First"

1701 E. Prater Way, Sparks, Nevada 89434 • 775.353.2279 • Fax 775.353.2436

Attachment E

The City of Sparks is a local government municipality that is tax-exempt. Documents are immediately following this page.



KENNY C. GUINN
Governor

THOMAS R. SHEETS
Chair, Nevada Tax Commission

DINO DICIANNO
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <http://tax.state.nv.us>
1550 College Parkway, Suite 115
Carson City, Nevada 89708-7937
Phone: (775) 884-2000 Fax: (775) 884-2020

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada, 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 688-1295
Fax: (775) 688-1303

HENDERSON OFFICE
2550 Paseo Verde Parkway Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

April 14, 2006

ACCOUNT NO.: RCE-013-173

THIS LETTER HAS NO EXPIRATION DATE

CITY OF SPARKS
431 PRATER WAY
SPARKS NV 89431

Pursuant to NRS 372.325 and related statutes, CITY OF SPARKS has been granted sales/use tax exempt status. Direct purchases of tangible personal property made by CITY OF SPARKS are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

Vendors selling tangible personal property to CITY OF SPARKS are authorized to sell to them tax exempt. The vendor shall account for the exempt sale on its sales/use tax return under exemptions. For audit purposes, a vendor may use a copy of this letter to document the transaction as tax exempt. However, documentation adequate to prove the purchase was made by a governmental entity is acceptable.

This letter only applies to Nevada sales/use tax and does not provide exemption from any other tax.

Any vendor having questions concerning the use of this sales/use tax exemption letter may contact the Department at one of the district offices listed above.

Sincerely,

Dino Dicianno
Executive Director



NOTICE TO VENDORS

The City of Sparks is a Tax Exempt Municipal Government Entity whose last general obligation bonds were rated "A" by both Moody's and Standard & Poors.

Charge Purchases may not be made without an approved Purchase Order or authorized Procurement Card issued by Bank of America to City of Sparks employees.

The City of Sparks operates on a Purchase Order Encumbrance basis. The Purchase Order is the approval/authorization to complete our order based on the quantity, price and extended amount with F.O.B. Destination, and applicable payment terms. The completed order will be processed for payment upon delivery receipt acknowledgment from the receiving party, within our organization.

Cash or Procurement Card purchases for the City of Sparks may be made by a City Employee. Please verify that the individual representing the City of Sparks is a City Employee. Identification might include an employee ID, City of Sparks uniform, Business Card, or other identification. The City of Sparks has been assigned a Certificate of Register which covers all Federal Excise Tax Exemption and any Nevada State Sales or Use Tax under NRS 372. The city's Federal Tax Exempt number is A-396200. The City's payer's request for Taxpayer ID# is 88-6000202.

Further questions may be directed to the City of Sparks Purchasing Division, 431 Prater Way, P.O. Box 857, Sparks, NV 89432-0357, (775) 353-2325.

**Request for Taxpayer
 Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)
CITY OF SPARKS

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

Other (see instructions) ▶ **GOVERNMENT**

Address (number, street, and apt. or suite no.)
431 PRATER WAY

City, state, and ZIP code
SPARKS, NV 89431

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

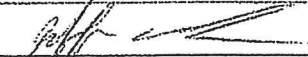
Social security number
or
Employer identification number 88 6000202

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶ **03/10/2010**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



NOTICE TO VENDORS

The City of Sparks has been assigned a Certificate of Registry which covers all Federal Excise Tax Exemption and any Nevada State Sales Taxes. (NRS 372.325)

Please find below a copy of our original Certificate # A-396200.

FORM 637 (Rev. Mar. 1966) U.S. Treasury Department Internal Revenue Service	REGISTRATION FOR TAX-FREE TRANSACTIONS UNDER CHAPTER 32 OF THE INTERNAL REVENUE CODE	A- 396200
Please type or print	NAME OF INDIVIDUAL, CORPORATION, PARTNERSHIP, OR ASSOCIATION <u>CITY OF SPARKS, NEVADA</u> NAME UNDER WHICH BUSINESS IS OPERATED <u>CITY OF SPARKS, NEVADA</u> BUSINESS ADDRESS (Number and Street) <u>222 -12TH- STREET, SPARKS, NEVADA</u> (City, State, and Postal ZIP code) <u>89431</u>	File this application in duplicate with your District Director of Internal Revenue. The original will be validated and returned as your Certificate of Registry. See the instructions on the reverse side.
Application is hereby made for a certificate of registry in the name(s) indicated above. The applicant is a <u>MUNICIPAL GOVERNMENT</u>		
_____ selling or purchasing (Manufacturer, producer, importer, wholesaler, jobber, retailer, or other)		
<u>All types of merchandise</u> and affirms that the use of the articles purchased or sold tax free is to be for the exempt purposes specified in (Type of product)		
the applicable provisions of the law and regulations and understands that the misuse of this certificate will lead to its revocation and/or the penalties provided by law.		
I declare under the penalties of perjury that this application has been examined by me and to the best of my knowledge and belief is a true, correct, and complete application.		
Signature	<u>William T. Goodwin</u>	Title <u>Purchasing Agent</u> Date <u>Jan 30, 1967</u>
District Director's Validation		
A certificate of registry for the above named applicant is approved and issued under the number indicated above.		
District Director of Internal Revenue	By <u>Betty C. Regitt</u>	Date <u>2/12/67</u>



KENNY C. GUINN
Governor

BARBARA SMITH CAMPBELL
Chair, Nevada Tax Commission

CHARLES E. CHINNOCK
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <http://tax.state.nv.us>

1550 E. College Parkway, Suite 115

Carson City, Nevada 89706-7937

Phone: (775) 884-2000 Fax: (775) 884-2020

In State Toll Free (800) 992-0900

LAS VEGAS OFFICE

Grant Sawyer Office Building, Suite 1300

555 E. Washington Avenue

Las Vegas, Nevada, 89101

Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE

4600 Kietzke Lane
Building L, Suite 235

Reno, Nevada 89502

Phone: (775) 888-1285

Fax: (775) 888-1303

HENDERSON OFFICE

2550 Paseo Verde Parkway Suite 180

Henderson, Nevada 89074

Phone: (702) 486-2300

Fax: (702) 486-3377

EXEMPT ORGANIZATIONS

Governmental, religious, charitable and educational organizations that are granted exemption from sales and use taxes for purchases or sales may only use their exemption in an official capacity.

Exemption status may **not** be transferred to individual organization members or anyone else for their personal use. Accordingly, use of an organization's exemption letter for other than its official capacity is inappropriate. Misuse of an organization's exemption may result in its revocation by the Department.

Attachment F

Insert your agency's confidentiality policy here. This policy must be VAWA-responsive. **Non-VAWA responsive confidentiality policies may prevent funding.**

The Sparks Police Victim Services Unit Confidentiality Policy is immediately following this page.

**Confidentiality Policy
Sparks Police Department
Victim Services Unit**

The Victim Advocate will follow the Department policy regarding confidentiality and dissemination of criminal justice information.

Per Chapter 2 of the Sparks Police Department Policy and Procedures the Rules of Conduct are as follows:

2.1.1006 No Unauthorized Removal of Records:

Members of the department shall not remove or reproduce Department of Justice Records from the Records Division without approval of a Records Supervisor. No official record or item shall be removed from official police custody without approval of a Division Commander.

2.1.1007 Use of Records Limited:

Police records are confidential and their use is restricted to bona-fide law enforcement agencies or other individuals and/or agencies pursuant to the Federal Privacy and Security Act and Nevada Law.

Criminal history obtained through CJIS, NCIC, Triple I or any other law enforcement resource may not be released to any individual or agency outside of law enforcement as defined by N.R.S 179 and may only be used for professional use.

A Victim Advocate may only confirm that a police report was filed with this agency at a specific date. The victim may be directed to the Records department and obtain a copy of the report from Police Records for the required fee.

All paperwork generated by the Victim Advocate will be maintained in a locked cabinet or office. All files are confidential. No victim files are to be removed from the office other than for purposes of providing direct assistance to the victim. No files are to be maintained outside of the office.

Information regarding police investigations will be released by the advocate to a victim only with prior supervisory approval.

Information that the Victim Advocate collects from victims of crime is not used for research purposes.

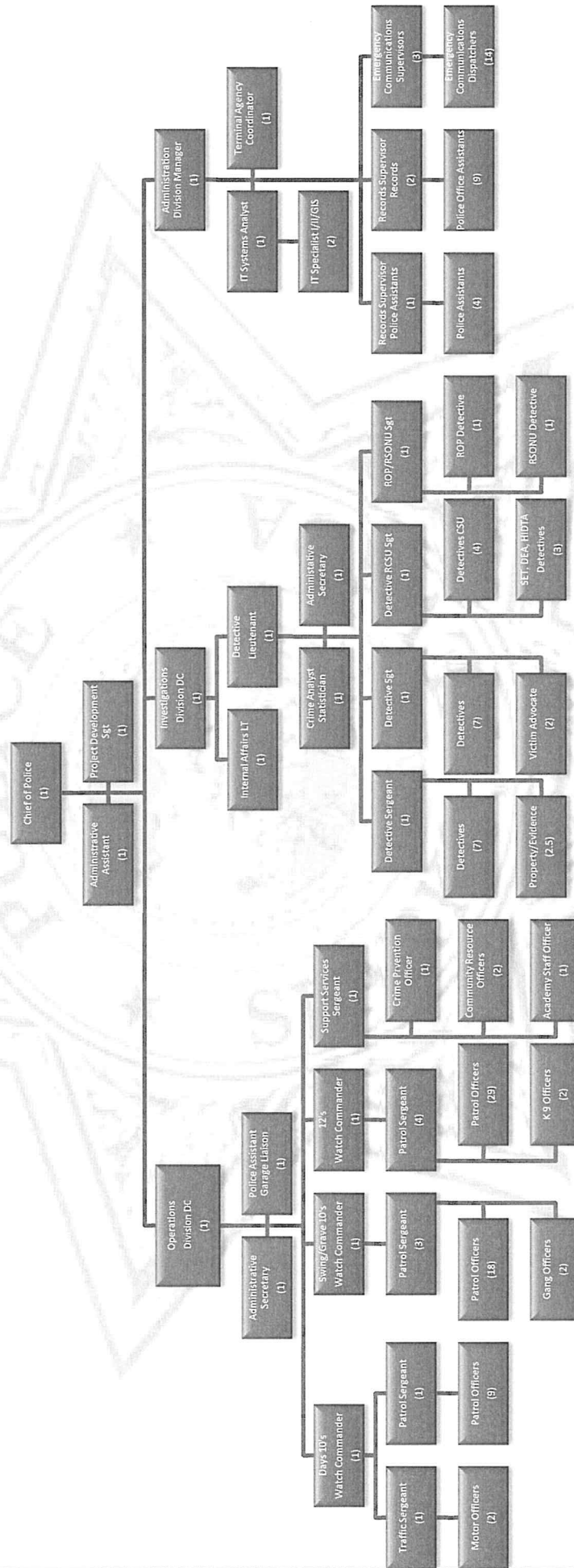
Attachment G

Insert your organizational chart/table here.

The Sparks Police Department's Organizational Chart is immediately following this page.

SPARKS POLICE DEPARTMENT TABLE OF ORGANIZATION

April 7, 2016



Compliment (Full Time):

112 Sworn Authorized
Actual 107
47 Civilian Authorized
Actual 46
Total 159 Authorized
Actual 153

Vacant Positions

5 Police Officers

Civilian Staffing (Authorized 47)

Administration Division

1 Administration Division Manager

Communications Section

5 Emergency Communications Supervisors
(Underfilled by two Communications Dispatchers)
12 Emergency Communications Dispatchers

Records Section

3 Records Section Supervisors
1 Terminal Agency Coordinator
1 IT Systems Analyst
1 IT Specialist I/II
1 IT Specialist GIS
4 Police Assistants
9 Police Office Assistants

Office of the Chief

1 Administrative Assistant

Patrol Section

1 Administrative Secretary
1 Police Assistant

Detective Section

1 Administrative Secretary
1 Crime Analyst/Statistician
2 Victim Advocates
2 Property/Evidence Technicians
1 Part Time (Fiore)-Not in Grand Total

Sworn Staffing (Authorized 112)

Office of the Chief

1 Chief of Police
1 Police Sergeant: Project Development

Operations Division

1 Deputy Chief
3 Lieutenants
10 Sergeants
62 Officers
1 Police Officer: Crime Prevention
2 Police Officers: Community Resource
1 Police Officer: Academy Staff

Investigation Division

1 Deputy Chief
1 Lieutenant: Internal Affairs Section
1 Lieutenant: Detective Section
4 Sergeants
23 Detectives

Attachment H

Complete Cost Allocation Plan with all relevant agency or governmental unit funding, not just project funding.

The Cost Allocation Plan is immediately following this page.

Sample Cost Allocation Table

Personnel	Cost	Funding Source												Total	
		STOP		VOCA		FVPSA		CITY FUNDING				%	\$		
		%	\$	%	\$	%	\$	%	\$	%	\$				
Isis Morales	\$85,901.00	75.00%	\$64,425.75	0.00%	\$0.00	0.00%	\$0.00	25.00%	\$21,475.25	100.00%	\$85,901.00	100.00%	\$85,901.00		
			\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00		
			\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00		
			\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
Sub-total Personnel	\$85,901.00	N/A	\$64,425.75	N/A	\$0.00	N/A	\$0.00	N/A	\$21,475.25	N/A	\$85,901.00	N/A	\$85,901.00		
Operating	Cost	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$		
NOT APPLICABLE			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
Sub-total Operating	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00		
Travel	Cost	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$		
NOT APPLICABLE			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
Sub-total Travel	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00		
Equipment	Cost	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$		
NOT APPLICABLE			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
Sub-total Equipment	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00	N/A	\$0.00		
TOTAL	\$85,901.00	N/A	\$64,425.75	N/A	\$0.00	N/A	\$0.00	N/A	\$21,475.25	N/A	\$85,901.00	N/A	\$85,901.00		

Attachment I

Please use the fillable Adobe budget form and be thorough in the narrative detail sections. Budgets must accurately and reasonably reflect only the funding needed to execute the specific project proposed.

The Budget Detail Worksheet is immediately following this page.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

[Budget Detail Worksheet](#)

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal(match) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (To View an Example, [Click Here](#)) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in [28 CFR Parts 66](#) and [70](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

A. **Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation			Cost	
		Salary	Basis	Percentage of Time		Length of Time
Isis Morales	Victim Advocate	\$54,601.00	Year	75.00	1	\$40,951
FEDERAL TOTAL					\$40,951	

PERSONNEL NARRATIVE (FEDERAL)

This represents 75% of the salary cost covered by the grant to employ victim advocate, Isis Morales.

PERSONNEL (NON-FEDERAL)

Name	Position	Computation			Cost	
		Salary	Basis	Percentage of Time		Length of Time
Isis Morales	Victim Advocate	\$54,601.00	Year	25	1	\$13,650
NON-FEDERAL TOTAL					\$13,650	

PERSONNEL NARRATIVE (NON-FEDERAL)

This represents the 25% match of funds covered by the City of Sparks to employ victim advocate, Isis Morales.

TOTAL PERSONNEL	\$54,601
-----------------	----------

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Special Assignment, PERS, Health Insurance, Worker's Comp., and Medicare coverage for Isis Morales	\$31,300.00	0.75	\$23,475
	FEDERAL TOTAL		\$23,475

FRINGE BENEFITS NARRATIVE (FEDERAL)

This represents 75% of the fringe benefits covered by the grant for Isis Morales.

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
Special Assignment, PERS, Health Insurance, Worker's Comp., and MediCare coverage for Isis Morales	\$31,300.00	0.25	\$7,825
NON-FEDERAL TOTAL			\$7,825

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

This covers the 25% match of funds to cover fringe benefits provided by the City of Sparks for Isis Morales.

TOTAL FRINGE BENEFITS	\$31,300
-----------------------	----------

C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night					\$0.00
		Meals		Day					\$0.00
		Mileage		Mile					\$0.00
		Transportation:							
				Round-trip					\$0.00
		Local Travel							\$0.00
		Other							\$0.00
		Subtotal							\$0
FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	
								NON-FEDERAL TOTAL	\$0

TRAVEL NARRATIVE (NON-FEDERAL)

	TOTAL TRAVEL
	\$0

D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

	TOTAL EQUIPMENT	\$0
--	-----------------	-----

E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example, Click Here

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (FEDERAL)

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

TOTAL SUPPLIES	\$0
----------------	-----

F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
	NON-FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

--

TOTAL CONSTRUCTION	\$0
--------------------	-----

G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.
Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	
								SUBTOTAL	\$0
								FEDERAL TOTAL	\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Local Travel		Round-trip				\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	
								SUBTOTAL	\$0
								NON-FEDERAL TOTAL	\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

	TOTAL CONSULTANTS	\$0
--	-------------------	-----

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

--

TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

H. **Other Costs** – List items (e.g., rent ([arms-length transaction only](#)), reproduction, telephone, janitorial or security services, and investigative or [confidential funds](#)) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation			Cost
	Quantity	Basis	Length of Time	
				\$0
FEDERAL TOTAL				\$0

OTHER COSTS NARRATIVE (FEDERAL)

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

TOTAL OTHER COSTS	\$0
-------------------	-----

I. Indirect Costs – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

TOTAL INDIRECT COSTS \$0

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$40,951	\$13,650	\$54,601
B. Fringe Benefits	\$23,475	\$7,825	\$31,300
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$64,426	\$21,475	\$85,901
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$64,426	\$21,475	\$85,901

Federal Request	\$64,426
Non-Federal Amount	\$21,475
Total Project Cost	\$85,901

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Attachment J

Scope of Work

The men and women of the Sparks Police honorably serve the community of Sparks as its public safety representatives. It is a great privilege that we have been entrusted to protect and serve the citizens of Sparks and the visitors to our city. The Sparks Police has a proud history of community partnerships in the relentless pursuit of crime, the reduction its effect, and justice for its victims.

With the funding secured for our second Victim Advocate by the VAWA STOP grant, the Sparks Police has been able to continue assisting community members and visitors alike, who report experiences with domestic violence, sexual violence and stalking. Sparks Police Victim Services Unit Victim Advocates provide the emotional and practical support for victims and affected family members. The Sparks Police Victim Services Unit (VSU) provides immediate support to a victim, regardless of arrest, as well as encourage use of resources available within the victim's community to empower and foster positive decision making.

Funding from the VAWA STOP grant awarded from previous years has allowed our Victim Services Unit to grow and continue to provide outreach within our growing community, particularly to underrepresented populations. For example, nonreporting victims looking to stop the violence by leaving their volatile relationships but having no knowledge of available local resources or aid, contact Sparks Police VSU looking for answers to their questions under the veil of anonymity. The City of Sparks' population and geographic area continues to grow. One of the major impacts to our city is a forecasted growth of 12.5% in the employment rate (US Census Bureau), attributed to the Tahoe-Reno Industrial Center; home of the Tesla gigafactory, Zulily and a 1.3 million square foot Data Center campus for Switch et al.

The City of Sparks has a growing Hispanic community that increases Sparks Police VSU's responsibility to not only be available and listen to our community members but to also be available to communicate with them in their native language. When the community feels comfortable with their law enforcement representatives, they are more likely to report crimes they witness and specifically crimes to which they are unwilling victims. In the current climate, it is paramount that our community recognizes we are here to listen to them, assist with providing answers to their questions, provide resources and ultimately take action by assisting with their individual needs. 21% of Sparks' population is Spanish-speaking, which mirrors the total percentage of Nevadans who speak Spanish (US Census Bureau).

In 2016, Sparks PD received a total of 2,340 calls for service involving family disturbances and 168 calls for service involving sexual assault. With VAWA's grant, 1,150 primary and secondary victims consented to receive and/or were provided counseling services, TPO applications, domestic violence shelters and resources to the Sparks City Attorney and the Washoe County District Attorney offices.

As part of the Sparks Police Victim Services Unit, the second Victim Advocate provides follow up services after initial contact with Sparks Police officers by making appropriate referrals to resources available within our local community; for example, victims looking to relocate, need legal referrals and/or need to obtain Temporary Protection Orders. Both of our Victim Advocates assess the victim's short term needs and help to create long terms goals with the victim. Services offered by our additional Victim Advocate centers on knowledge of their Victim's Rights and may include personal advocacy, safety plan development, referrals to counseling and support

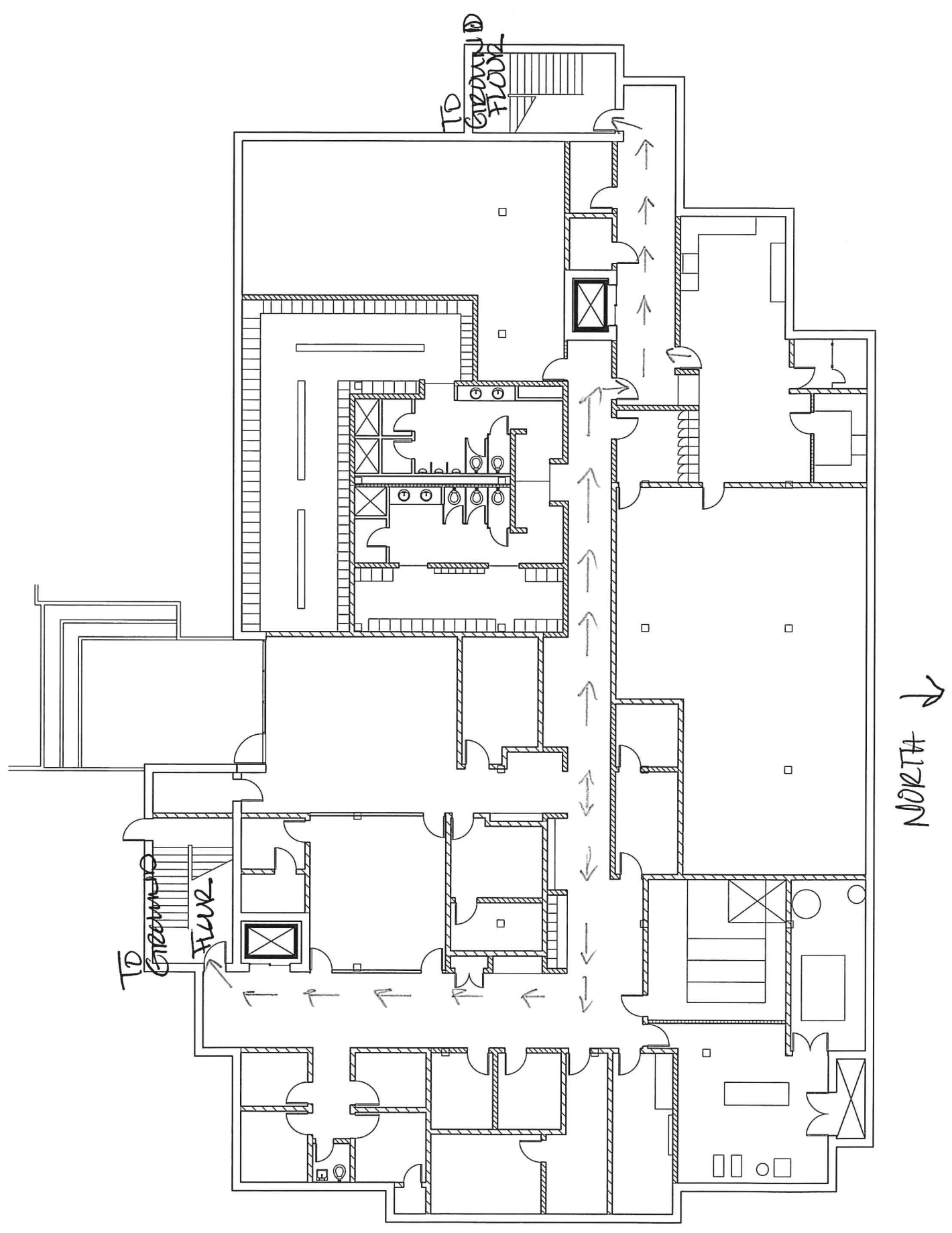
groups, accompaniment to Temporary Protection Order or Stalking Order hearings and emergency shelter information that are located within the community.

The anticipated funding provided from the Violence Against Women Grant will continue to help to pay for the salary of one full-time bilingual Victim Advocate. This second Sparks Police Victim Advocate will continue to provide direct victim services to victims of violent crime including domestic violence, sexual abuse and stalking in both English and Spanish. Sparks Police VSU hopes to continue to provide exemplary services that victims of violent crime deserve into the future.

Attachment K

Immediately following this page is the Sparks Police Evacuation Plan and Agency Disaster Response Plans.

PROVIDING: FLOOR VENT. UTIL. PLUMB





CITY OF SPARKS

**EARTHQUAKE ACTION
PLAN**

August 2016

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APPENDIX

APPENDIX A ATC EVALUATION FORMS

ATC-20 Rapid Evaluation Safety Assessment Form

ATC-20 Fixed Equipment Checklist

ATC-20 Detailed Evaluation Safety Assessment Form (2 Pages)

APPENDIX B GUIDE FOR DAMAGED BUILDINGS

Guidance for Owners and Occupants of Damaged Buildings (5 Pages)

APPENDIX C ASSESSMENT PLACARDS

INSPECTED (Green Placard Example)

RESTRICTED USE (Yellow Placard Example)

UNSAFE (Red Placard Example)

**POLICE DEPARTMENT CHECKLIST
IMMEDIATE ACTIONS UPON DETECTION OF EARTHQUAKE ACTIVITY**

The following checklist is a comprehensive guide to be followed during an earthquake event. It should be noted that all of the outlined tasks may not need to be followed based on the day, time and size of an earthquake event. There also may be unforeseen situations that require a deviation from this plan.

The on-duty Watch Commander is the basis of the organization while functioning in the Earthquake Emergency Response Mode. During this time, depending on the day and time of the earthquake event, there may be times in which Sparks Police Department personnel may be placed into a role that is not commensurate with their rank until they can be relieved.

NOTE: As the extent of the earthquake becomes known, it may be desirable to divide the Department into two response teams which consist of normal patrol duties and earthquake response teams.

OFFICE OF THE CHIEF: POLICE CHIEF/DEPUTY CHIEFS

The responsibility of the Police Chief/Deputy Chiefs is to establish Departmental policy and guidance during the duration of the emergency. The Police Chief/Staff will:

	Take Cover
	Receive update from Division Commander on Situation Status and Resources
	Evaluate the Need for Regional Command Center (RCC) or Emergency Operations Center (EOC) activation
	Respond to the RCC/EOC
	Once RCC/EOC is operational, notify the Watch Commander
	Provide coordination and control Police Department emergency operations

Action Planning:

An effective operation in an earthquake disaster will depend on a realistic plan of action to cope with the emergency. The Police Chief and his Command Staff will have the responsibility to coordinate and develop an overall action plan for the City.

1. Planning Responsibilities:

- a. Short-range planning shall be the responsibility of the Watch Commander. Plans should be developed to cope with the immediate problems and related contingencies. Such plans shall be predicated on Police Department self-sufficiency until availability of additional resources is determined. Operations must be based on established priorities and realistic objectives.
- b. Long-range planning shall be the responsibility of the Police Chief and Command Staff. Long-range plans should be developed for an operation which will continue for an

extended period of time. Consideration must be given to the existing situation, potential problems, operational limits, logistic needs, staffing requirements, etc. Long-range plans will need review and updating as the situation dictates.

2. Establish realistic priorities and goals. Priorities and goals will change based on the size date and time of the earthquake event. The priority and goals will be based on the most effective utilization of available resources within the area of concern. Areas of concern are:
 - a. Police Department on-duty personnel: Verify the safety and availability of on-duty personnel from all four divisions. Consider employees' location and job classification. Consider allowing non-essential personnel to be relieved.
 - b. Police Department Facility: Verify the status of the Police Facility and the Communications function. Consider structural safety and functionality of the Police Department Building.
 - c. Determine needs to sustain 12-hour operational periods. Consider call-back of essential employees to meet the needs of the first operational period.
 - d. Calls for Service Prioritization. Day-to-day calls for service must be evaluated with the overall priorities and goals of the operational period. Consider prioritizing in progress crimes with earthquake event support.
 - e. Consider the needs for staffing, equipment, special expertise, relief of personnel, food, drink and equipment supplies. Review needs based on weather conditions.

PATROL DIVISION

Depending on the time and day of an earthquake event, Patrol Division personnel are the only sworn personnel that may be available for response. The availability of personnel may be extremely limited.

Watch Commander:

The Watch Commander is typically a Police Lieutenant assigned to a shift. There are shifts and times when a Lieutenant is not assigned to a shift or the Lieutenant is not available and the shift Sergeant will assume the role of the Watch Commander until such time as they can be relieved. If there are two patrol sergeants on a shift and no Watch Commander, the sergeant with the most disaster preparedness training shall assume the role of the Watch Commander.

The Watch Commander is responsible for command and control of all emergency operations within the City. The following actions will be implemented by all command personnel in the event of an earthquake magnitude that produces damage to structures and/or utilities within the City. The Watch Commander will:

	Evaluate the impact of the earthquake and the implementation of this plan.
	Set up Unified Command with the Sparks Fire Department at the RCC location within the Sparks Police Department or a designated safe location for the Mobile Command Center (MCC). Do not respond to individual emergencies.
	Determine if Dispatch is operational and if not, set up the MCC as a temporary dispatch center.
	If Dispatch is operational, advise dispatch to broadcast to all department personnel over the in-house paging system and simulcast on all Departmental radio frequencies that an earthquake emergency exists and the Department will be in EARTHQUAKE EMERGENCY RESPONSE MODE.
	If Dispatch is operational, conduct an emergency status roll call and receive situation status from personnel completing an activity log.
	If Dispatch is not operational, attempt contact to on-duty department personnel via landline or cellular phones.
	Assign personnel to assist in an ICS role under Unified Command, if available.
	Request Dispatch to commence an emergency recall of off-duty personnel based on a needs assessment for the first operational period. If Dispatch is unable to perform this function, the Unified Command Center will assume this role.
	In the event of widespread telephone disruption or other notification difficulties, recall instructions may be broadcast over local radio and television stations. During a major disaster, the Emergency Broadcast System may be activated.
	Requests for additional assistance, resources, etc, will be routed through the Watch Commander at the Unified Command.
	Provide the function of resource status, situation status, dispatching, etc, until such time as these functions can be delegated.
	Develop and manage the resources necessary for sustaining emergency operations within the City until the RCC or EOC is operational.

Sergeant:

In the event that the patrol sergeant assumes the role of the Watch Commander, the acting Watch Commander shall assign the other Sergeant or a Senior Patrol Officer to the role of the Sergeant. If the event takes place during non-normal working hours, the Sergeant is responsible for all personnel, equipment and the Police Facility. If the event takes place during normal working hours (Mon-Fri 7a-5p except holidays) the Patrol Sergeant is responsible for the patrol function and responses to event emergencies.

The Sergeant will:

During normal working hours:

	Take Cover.
	Respond to the Police Department. If the Sergeant cannot return to the station due to damage, they are to report to the closest Sparks Fire Department Station.
	Coordinate the response of Patrol Officers to the Police Station or the closest Fire Department Station.
	Assist station personnel in completing a Department structural assessment utilizing ATC-20 guidelines (See Appendices A and B), to include checking for gas leaks.
	Coordinate with station personnel in the moving of the SWAT van, MCC and the Bomb Truck/Trailer out of the vehicle storage building and into a safe area.
	Complete a resource checklist of available personnel and equipment and forward to Watch Commander.
	Coordinate with Watch Commander on police personnel response
	If there are injured personnel or major damage to the station or equipment, notify Dispatch/Watch Commander immediately.
	Contact and determine the operational status of the Washoe County Sheriff's Office Detention Facility.

During Non-normal working hours:

	Take Cover.
	Respond to the Police Department. If the Sergeant cannot return to the station due to damage, they are to report to the closest Sparks Fire Department Station.
	Coordinate the response of Patrol Officers to the Police Station or the closest Sparks Fire Department Station.
	Complete a Department structural assessment utilizing the RAPID EVALUATION SAFETY ASSESSMENT FORM & FIXED EQUIPMENT CHECKLIST (See Appendix A), to include checking for gas leaks.
	Coordinate with personnel in the moving of the SWAT van, MCC and the Bomb Truck/Trailer out of the vehicle storage building and into a safe area.
	Complete a resource checklist of available personnel and equipment and forward to Watch Commander.
	Coordinate with Watch Commander on police personnel response.
	If there are injured personnel or major damage to the station or equipment, notify Dispatch/Watch Commander immediately.

Officers:

Based on the event, Officers may be assigned roles as deemed necessary by the Watch Commander or Sergeant. It is important for the Patrol Officer not to self-dispatch him or herself to an emergency and respond to the listed rally points. Officers should note damage to buildings or roadways while responding to the rally point to give the Sergeant a situational status report.

Patrol Officers will:

	Take Cover.
	If ordered to do so, or if radio communication is lost, respond to the Police Department. If an Officer cannot respond to the Police Department due to damage, respond to the closest Fire Department Station.
	While en-route, conduct a response area survey. This is a survey function, not an emergency response function. Do not self-dispatch if emergency conditions are found during the survey.
	Coordinate response efforts with the Sergeant.

Support Services Sergeant:

A Support Services Sergeant may be available for immediate response during normal working hours and for call back for after hours. The Support Services Sergeant may or may not play a role in the City’s EOC team and may not be available long term or for after-hours call-back.

During normal working hours:
Support Services Section Sergeant/Officers

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Support Services Section.
	If damage is seen, evacuate the Support Services Section to a “safe area” until structural evaluation takes place.
	Coordinate with Deputy Chief of Patrol on roll call of Support Services Section personnel.
	Coordinate with the Watch Commander and Unified Command to determine where assistance is needed.

INVESTIGATIONS DIVISION

Investigations Division personnel consist of sworn Police Detectives and non-sworn office personnel. Investigations Division personnel work normal business hours Mon-Fri 7a-5p except holidays. Investigations personnel are both in and out of the station on a regular basis during their work day. Depending on the time and day of an earthquake event, Investigations Division personnel may be at the station or available for response.

Detective Division Lieutenant:

The Detective Division Lieutenant would be available for immediate response during normal working hours and for call-back after hours. Once the EOC is activated, the Detective Division Lieutenant is a part of the City's EOC Team and would not be available for operational use if the EOC was activated. The Detective Division Lieutenant will:

During normal working hours:

	Take Cover
	If at the station, check for injuries to personnel and damage to the Detective Section.
	If damage is seen, evacuate the Detective Section to a "safe area" until structural evaluation takes place.
	Coordinate with Detective Division Sergeants on roll call of detective personnel.
	Coordinate with the Watch Commander and Unified Command to determine where assistance is needed.

Detective Division Sergeant:

Up to three Detective Division Sergeants may be available for immediate response during normal working hours and for call-back for after hours. Detective Division Sergeants may or may not play a role in the City's EOC team and may not be available long-term or for after hours call-back.

During normal working hours:

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Detective Section.
	If damage is seen, evacuate the Detective Section to a "safe area" until structural evaluation takes place.
	Coordinate with Detective Division Lieutenant on roll call of detective personnel.
	Coordinate with the Detective Lieutenant to determine where assistance is needed.

Detectives:

General assignment Detectives may be available for immediate response during normal working hours and for call back for after hours. Detectives may or may not play a role in the City’s EOC team and may not be available long-term or for after hours call-back.

During normal working hours:

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Detective Division.
	If damage is seen, evacuate the Detective Division until structural evaluation takes place.
	Coordinate with Detective Division Sergeants on roll call of Detective personnel.
	Coordinate with the Detective Division Lieutenant or Sergeants to determine where assistance is needed.

Property and Evidence Personnel:

Property and Evidence Personnel consist of non-sworn personnel working day shift hours and may be available for immediate response during regular work hours. If not working at the time of the event, Property and Evidence Personnel may be available for call-back. The Property and Evidence Personnel will:

During normal working hours:

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Property/Evidence Unit.
	If damage is seen, evacuate the Property/Evidence Unit to a “safe area” until structural evaluation takes place.
	Coordinate with a Detective Sergeant to determine where assistance is needed.

Internal Affairs Division:

The Internal Affairs Lieutenant would be available for immediate response during normal working hours and for call-back after hours. Once the EOC is activated, the Internal Affairs Lieutenant is a part of the City’s EOC Team and would not be available for operational use if the EOC was activated. The Internal Affairs Lieutenant will:

During normal working hours:

	Take Cover.
	If at the station, check for injuries and damage to the Internal Affairs Division.
	If damage is seen, evacuate the Internal Affairs Division to a “safe area” until structural evaluation takes place.
	If the Communication Section is still operational, a determination on evacuation of the Dispatch Center will be based on the amount of damage sustained.
	If evacuation is needed, assist in the evacuation and set up of the MCC
	Coordinate with the Watch Commander and Unified Command to determine where assistance is needed.

ADMINISTRATION DIVISION

The Administration Division consists of non-sworn personnel in Records, Communications, I.D, I.T. and the Police Assistants who work the front desk. A majority of the Administration Division personnel work normal business hours Mon-Fri 7a-5p except holidays. Some Administration Division personnel, especially Emergency Communications Dispatchers and Records Personnel are assigned to work swing and graveyard shifts. Administration Division personnel are primarily in the station on a regular basis during their work day. Depending on the time and day of an earthquake event, the number of Administration Division personnel at the station may vary.

Administration Division Manager:

The Administration Division Manager would be available for immediate response during normal working hours and for call-back after hours. The Administration Division Manager will:

During normal working hours:

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Records Division, Communications Division, I.D., I.T. and Police Assistants at the front desk.
	If damage is seen, evacuate the appropriate divisions and public areas until structural evaluation takes place.
	Coordinate with Records Division Supervisors, Communication Supervisors, I.D. Personnel, I.T. Personnel and Police Assistants at the front desk on roll call of all personnel in these areas.
	Coordinate with the Watch Commander to determine where assistance is needed.
	Check the status of the computer system and server room.

RECORDS DIVISION

Records Division personnel consist of non-sworn office personnel and non-sworn police assistants. A majority of the Records Division personnel work normal business hours Mon-Fri 7a-5p except holidays. Some Records Division office personnel are assigned to work swing and graveyard shifts. Records personnel are primarily in the station on a regular basis during their work day. Depending on the time and day of an earthquake event, the number of Records Division personnel at the station may vary.

RECORDS DIVISION SUPERVISORS:

The Records Division Supervisors work shift work and may be available for immediate response both during normal and after hours. If not working at the time of the event, Records Division Supervisors may be available for call-back. The Records Division Supervisors will:

During normal working hours:

	Take Cover.
	Check for injuries to personnel and damage to the Records Division.
	If damage is seen, evacuate the Records Division and public areas until structural evaluation takes place.
	Coordinate with Administration Division Manager on roll call of Records personnel.
	Coordinate with the Administration Division Manager or the Watch Commander to determine where assistance is needed.
	Check the status of the computer system and the server room.

RECORDS DIVISION PERSONNEL:

Records Division Personnel work shift work and may be available for immediate response both during normal and after hours. If not working at the time of the event, Records Division personnel may be available for call-back. The Records Division Personnel will:

During normal working hours:

	Take Cover.
	Check for injuries to personnel and damage to the Records Division.
	If damage is seen, evacuate the Records Division and public areas until structural evaluation takes place.
	Coordinate with the Records Supervisors or the Watch Commander to determine where assistance is needed.
	If no supervisor is available, check the status of the computer system and the server room.

COMMUNICATIONS DIVISION

Communications Division personnel consist of non-sworn personnel. Communications Division personnel work shift work. Some Communications Division office personnel are assigned to work swing and graveyard shifts. Communications personnel are primarily in the station on a regular basis during their work day. Depending on the time and day of an earthquake event, the number of Communications Division personnel at the station may vary.

COMMUNICATIONS DIVISION SUPERVISORS/PERSONNEL:

Communications Division Supervisors/Personnel work shift work and may be available for immediate response both during normal and after hours. If not working at the time of the event, Communications Division personnel may be available for call-back. The Communications Division Supervisors/Personnel will:

	Take Cover
	Check for injuries to personnel and damage to the Communications Section.
	If damage has occurred and the communications equipment is non-operational, evacuate the Communications Section to a “safe area” until structural evaluation takes place.
	Remove all portable radio communication equipment as possible.
	Communication Section Supervisors or Dispatchers should coordinate with the Administration Division Manager to determine where assistance is needed.

I.T. SECTION PERSONNEL:

The I.T. Section works regular dayshift hours or when called in. If not working at the time of the event, I.T. Section personnel be available for call-back. The I.T. Section Personnel will:

During normal working hours:

	Take Cover.
	Check for injuries to personnel and damage to the Records Division.
	If damage is seen, evacuate the Records Division and public areas until structural evaluation takes place.
	Coordinate with Administration Division Manager on roll call of I.T. personnel.
	Coordinate with the Administration Division Manager or the Watch Commander to determine where assistance is needed.
	Check the status of the computer system, server room and other systems monitored by I.T.

RESPONSE AREA SURVEY

Through Unified Command, the Sparks Fire Department and the Sparks Police Department will initiate a survey of the City (with assistance from other City Departments if available) for damage and emergency conditions. The first areas to be surveyed are the 5 Fire Department Stations and the Police Department. A survey of City Hall to determine if the EOC is operational would follow if necessary. The Unified Command would then break the City into geographical districts for a complete survey. Information gained as the survey progresses will be communicated to the Watch Commander, Battalion Chief or their designee. This is a survey function, not an emergency response function. Do not self-dispatch if emergency conditions are found during the survey. Report to the Watch Commander and wait for orders.

Information shall be forwarded concerning the following situations: (Also contained in the Fire Department Checklist)

Fires	Life threatening, conflagration potential, isolated, product burning.
Structural Damage	Buildings, Bridges, highways, Ditches, Dams, Etc.
Physical Rescue	Type of Problem, evacuation needs, resources required.
Medical Needs	Type of problem, number of casualties, casualty collection points, and resources needed.
Hazardous Materials	Life Threatening incidents, product involved, casualties, evacuation needs, and resources needed.
Water Supply	Broken water mains, dry systems, damage to reservoirs, treatment plants and hydrants.
Access Routes	Impassable streets, essential access routes that can be readily and safely cleared.
Utilities	Area-wide disruption of services (telephone, electrical, gas), downed transmission lines, damaged substations, etc.
Civil Unrest	Areas of potential looting, riotous behavior, etc.
Other situations	Problems requiring Department assistance of affecting Department operations.

OPERATIONAL PRIORITIES

During a disaster, off-duty personnel will attempt to remain available for call-back. It is recognized that caring for the emergency needs and safety of their family is primary consideration. After those needs are met, personnel shall make themselves available for contact by the Police Department for assignment.

Watch Commander:

The Watch Commander shall establish operational priorities based on problem assessment and availability of resources considering that the overall objective during a major earthquake disaster is to accomplish the following:

1. Save lives: The immediate lifesaving problem should be evaluated on the basis of the complexity of the situation, the availability of resources and the potential life-saving actions.
2. Save property: In response to the operational priorities due to potential looting or riotous behaviors.

A primary goal of the Watch Commander is to work with the Battalion Chief in Unified Command to establish realistic plans and priorities based upon an objective appraisal of the known situations. The strategies and tactics used to accomplish the objectives will vary according to the existing conditions at the scene of the operation and the resources available. Some operations priorities should be, but not limited to the following:

Communications:

It will be essential for the Watch Commander and unified Command to establish radio and phone communication from the pre-assigned "Safe-Area" if dispatch is not functional. This will be accomplished using the mobile radios and cellular phone service if available.

Mobile and Handi-Talkie radios will be the primary field communication systems due to self-contained configurations. Transmission/reception limitations may be alleviated by "relay" and/or utilization of "high ground" locations for transmission sites.

Landline and cellular telephones communications if available will be established at the earliest opportunity in an effort to limit radio traffic.

It will be a priority of the Unified Command to evaluate the ability of the Sparks Dispatch Center to reestablish operations and bring the Dispatch Center on-line at this or an alternate location. Consider utilization of the Mobile Command Center.

See Communication Tab for complete information on SPD radio frequencies etc.

Patrol Tactics:

Normal patrol tactics will need to be evaluated based on the degree of damage and may have to be modified to fit the situations encountered during an earthquake disaster. Areas of consideration should be, but not limited to priority calls for service, arrests and use of force.

Documentation:

A field Log (ICS 214) shall be kept by the Watch Commander for all event related incidents. Personnel shall utilize ICS 214 forms to maintain at a minimum the following data:

1. Emergency Activities – Location, time, equipment, etc.
2. Personnel – On-duty, injuries, exposures, etc.
3. Unusual Incidents, conditions and situations.
4. Civilian workers injured and disposition of same.
5. Assistance provided by other agencies.
6. Assistance and equipment provided by civilians.
7. Any other information considered necessary by the Watch Commander.

Consider the use of cameras, video, and audio tape to facilitate the documentation process.

Site Security:

Within the first 12-24 hour operational period, emergency shelters may be established by the City of Sparks, Red Cross, Churches or other civic groups. Consideration should be given to provide for site security at these locations.

Support Functions:

The Sparks Police Department will assist the Sparks Fire Department, Sparks Building Inspectors or other government entities as much as possible to provide security, traffic control and perimeter assistance in instances such as fires, hazardous material spills, search and rescue, and multi-casualty incidents.



CITY OF SPARKS FLOOD RESPONSE ACTION PLAN

September 19, 2016



Prepared by:
City of Sparks Emergency Management Team

**City of Sparks Flood Response Action Plan
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**Sparks Flood Response
Action Plan**

Police Department

Police
Dept.

SPARKS POLICE DEPARTMENT FLOOD RESPONSE PLAN

The Police Department shall be responsible for the necessary evacuation, protection of property, traffic control, and communications during a flood emergency. This will be accomplished by using resources to manage the flood area while continuing to provide services throughout the City. Time frames to have officers in place to deal with the event would be within 2 hours depending on available personnel, the size of the event, and the need to cover shift shortages. Outside resources from other law enforcement agencies could be utilized depending on availability. All officers participating in the evacuation and traffic control points are trained and require no additional training.

Based on available information from prior events, the primary focus of the Police Department's response will be the geographic area south of Interstate 80 as defined in the Washoe County Regional Flood Threat Detection Plan (FTDP). Police personnel and equipment required to successfully manage the flood area will be coordinated through the City of Sparks' Emergency Operation Center. The Police Department along with Community Services and other city departments will identify locations that require traffic control and road closures.

Pre-Event Warning

Initial notification that flooding may occur, requires the following actions to be taken:

- The Chief of Police, Deputy Police Chief, and Division Commanders will be notified
- Review Flood Action Plan based on proposed level of event
- Monitor weather conditions
- Shift supervisor will assign beat officer to monitor river conditions
- EOC personnel identified and notified of possible EOC activation
- Patrol Commander/designee will review staffing levels for long term event
- On duty patrol supervision will ensure the flood response Personal Protective Equipment (PPE) response bags and police vehicles are checked and inventoried
- On duty patrol supervision will ensure the fuel storage tanks are checked

Vista Gauge River Level 15' - 18'

Possible Minor flooding is indicated in the low lying areas in the Sparks Industrial Area Complex south of I-80: (see FTDP page 14-15)

- On duty patrol supervision will identify off duty officers for the initial response team consisting of 12 officers and 8 patrol vehicles
- Beat officers will continue to monitor river conditions
- Designated on duty personnel will be assigned by patrol supervision to distribute flood advisory handouts to the Apollo Trailer Park located at 695 East Greg Street, R&R Campground located at 1405 South Rock Blvd, and Glendale Manor located at 1555 Freeport. Note: Informational Handouts to be drafted in the EOC to reflect the current event status, then reviewed and approved by the EOC Public Information Officer on duty.

- Personnel assigned to EOC will respond to the City of Sparks' EOC in the basement of City Hall
- Law Enforcement Operations Chief and Community Services will identify traffic control points and traffic control devices needed
- Evacuation plans reviewed and coordinated with Fire Department personnel

Vista Gauge River Level 18' – 21'

Moderate River flooding is expected in numerous areas of the Industrial Area: (See FTDP page 15-16)

- Response team will be activated and assigned to the following duties:
 - Two officers and one patrol vehicle assigned to each check point identified by the EOC
 - One officer and one patrol vehicle assigned as rover to monitor industrial area east of McCarran Blvd.
 - One officer and one patrol vehicle assigned as rover to monitor industrial area west of McCarran Blvd.
 - Two officers and two patrol vehicles assigned as relief teams
- PPE response bags assigned to each response team officer
- Police and Community Services, through the EOC, will identify the need for additional police personnel

Vista Gauge River Level 21'-25'

Major River flooding has made certain areas of the Industrial Area impassable and poses a serious threat to the public. Assessments between the Police Department and other City departments will determine which areas of the incident will be closed to all vehicular and pedestrian traffic. (See FTDP page 16-17)

- Additional police officers may be needed to prevent unauthorized entries and for evacuation which will be performed in conjunction with the Fire Department
- The Patrol Commander/designee, will be responsible for ensuring adequate staffing levels to meet the demands of the flood event as well as continuation of service delivery throughout the City. Officers will revert to a 12-hour work schedule. Depending on the severity of the event, all days off may be cancelled

RESOURCES REQUIRED

1. Initial response team will consist of 12 police officers. Additional officers and patrol vehicles may be needed for evacuation and additional traffic control points as identified
2. 8 marked Police Vehicles
3. Emergency Response Trailer
4. Barricades committed for traffic control points and other street closure areas
5. 4 Portable lighting stands to be put at traffic control points
6. Portable/roving restroom
7. Personal Protection Equipment included in “go-bag”:

Rubber Gloves
Hip Boots
Flash Lights

Safety Vests
Rain Gear
Extra portable radio batteries