

OFFICE OF CRIMINAL JUSTICE ASSISTANCE
JUSTICE ASSISTANCE GRANT PROGRAM (JAG)

Title Page (4 points)

A. Applicant Agency: Sparks Police Department

B. Address: 1701 E. Prater Way, Sparks, NV 89434

C. Project Title: Regional License Plate Reader System

D. Project Period: From: 10/1/2012 To: 12/31/2012

E. Authorized Purpose Area: Law Enforcement Programs.

F. If your County or City received a direct award, did you apply? No

G. If yes, enter amount

H. Project Director:

Name: Karl Nieberlein Title: Grant Administrator
Address: 1701 E. Prater Way City/Zip: Sparks/89434
Telephone: 775-353-2223 Fax: 775-353-7834
E-mail: knieberlein@cityofsparks.us

I. Fiscal Officer:

Name: Curtis Cho Title: Accountant
Address: 431 Prater Way City/Zip: Sparks/89431
Telephone: 775-353-2360 Fax: _____
E-mail: ccho@cityofsparks.us

J. Project Contact Person :

Name: Scott Tracy Title: Detective Sergeant
Address: 1701 E. Prater Way City/Zip: Sparks/89434
Telephone: 775-353-2225 Fax: _____
E-mail: stracy@cityofsparks.us

K. Federal ID Number: 88-60000202

L. DUNS Number: 089920243

M: Has agency registered with the Central Contractor Registration (CCR) database?

XX Yes No

Previous JAG Funding :

Year	Grant Number	Federal \$ Amount
2011	Formula	\$41,130
2010	Formula	\$49,103
2009	2008-F2777-NV-DJ	\$52,223
2008	Formula	\$15,294

This 2012 Application Budget Summary:

	Federal \$ Requested
Personnel	\$0
Consultant/Contract	\$0
Travel/Training	\$980
Supplies/Operating	\$5785
Equipment	\$54,820.00
Confidential Funds	\$0
TOTAL FEDERAL \$ REQUESTED	\$61,585.00

Certification:

The signature of the authorized official of the agency making application hereby agrees that the project described in this application meets all the requirements of the applicable governing legislation as indicated by the Certifications sections attached; that all the information contained in the application is correct; that there has been appropriate coordination with affected agencies and agrees to comply with all provisions of the applicable grant program **including the enhanced reporting requirements**. The applicant further understands and agrees that any subgrant award received as a result of this application shall be subject additionally to the grant conditions set forth in the Statement of Grant Award, and the current applicable OCJA Project Director's Manual.

Name: Steve Keefer Telephone 775-353-2220
Title: Chief of Police Fax 775-353-7834
Signature  Date 21 September, 2012

The Sparks Police Department in conjunction with the Reno Police Department and Washoe County Sherriff's Office will create a regional license plate reader system (LPR). This LPR system is a very powerful investigative tool for law enforcement. JAG funds will be used as seed money to purchase equipment for each of the entities, and link them together in a network that not only covers Washoe County, it also includes Carson City (CCSO already has this system) and can be linked to a nationwide database.

The selected vendor, Vigilant Video, provides a hosted solution that enables investigators to both identify unknown suspect vehicles, and to track known ones. This information can either be shared or not depending on the needs of each of the agencies. The data is archived and can be used at any time. This regional tool will provide a much needed ability to locate vehicles wanted for various reasons.

The system selected will provide each agency with an LPR installation on one of their existing vehicles. Those vehicles will record plates as they move about their jurisdictions on a daily basis. Those vehicles can either roam and collect data, or can be strategically deployed when a specific vehicle is wanted in a specific area. "Hot lists" can be loaded into the system which will trip an alert when one of the plates on the list is encountered. When an investigator is looking for a known plate, they can enter it into the system and see if it has already been recorded and where, or put it on the list of plates of interest so that he/she is notified when it is encountered.

The mobility unit is very useful as an investigative tool as well. It can be place in an area where problems are occurring and record plates as they come and go. Those plates can then be compared with known criminals and a suspect developed where there may be no other means of identifying who is committing the crimes. These lists can be compared to lists obtained in other areas to identify criminals who spread their crimes from one jurisdiction to another. This type of information gathering is capable of solving dozens of crimes at a time.

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[Continue to Problem Statement](#)

The Reno-Sparks, Carson City and Washoe County area encompasses both a large geographic region as well as a large, diverse and highly mobile criminal population. The criminals do not abide by jurisdictional boundaries or political ones. Because of this, the various agencies that provide law enforcement services continually try to work together to solve crimes in their jurisdictions committed by criminals who traverse them. Although the communication channels are always open, and well-used for major crimes, there are hundreds of other crimes that cross jurisdictional lines that are not discussed because there just is not enough time in the day nor do they have the manpower to have a meeting over every burglary or vandalism call.

Frequently detectives from one jurisdiction are forced to spend time in other jurisdictions looking for vehicles associated to cases they are investigating. This is both time consuming and can be difficult because the detectives have only a basic familiarity with areas outside of the jurisdiction they routinely work in. There is no efficient tool to help track vehicles across jurisdictional boundaries. This is even truer when the suspects travel outside of the area or even the State.

It is common for a criminal to use the same vehicle on a repetitive basis to get to and from his/her crimes. A frequent scenario is when a burglar targets a neighborhood for some reason and commits numerous burglaries in that area. Typically detectives use bits and pieces of evidence from each scene to put together a case. The unfortunate part of this is that it requires numerous burglaries to finally have enough clues to begin to identify the perpetrators. The LPR system can substantially reduce the number of instances of this type of crime because the burglar typically uses the same vehicle for each crime. This reduces the number of victims and reduces the hours of work necessary to solve these very common cases.

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[Continue to Goals & Objectives](#)

Goal 1:

To create a regional license plate reader network (LPR).

Objectives:

To obtain seed funding for the LPR network.

To install and train officers on the use of the LPR network.

To operate the system and collect data for investigative use.

[Example of Goal & Objective](#)

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Once successful in the grant process, the funding documents will be received and approved by the Sparks City Council. A memorandum of understanding (MOU) shall be drafted between the agencies who will participate in this effort. Once an authorization to proceed is received, the Sparks Police Department, acting as the fiscal agent for this project will enter into a contract with Vigilant Video to obtain and install the LPR equipment.

The vendor will install the LPR equipment and conduct training with the officers who will use the system. The contract with the vendor specifies that the vendor will provide training in the field on the use of their system. Once the officers are trained and the equipment installed, the agencies will begin operating the system and collecting data for investigative purposes.

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[Continue to Evaluation](#)

The project will be evaluated in the following manner:

1. The grant contracts and ATP will be completed.
2. The memorandum of understanding will be compiled and accepted by each agency.
3. The contract with the vendor will be approved and entered into.
4. The LPR equipment will be installed.
5. Officers will receive training on the use of the system.
6. The system will be put into use and data collected.

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[Continue to Sustainment of Program](#)

Each of the agencies has verbally agreed, and will agree in a memorandum of understanding, that each agency is responsible for the expenses related to the upkeep and maintenance of the system. The costs to do so have already been discussed and agreed to in principal by each agency. The cost to each agency on an annual basis will be \$2,000 to \$4,000 depending upon how many LPR cameras the agency employs. This amount will be absorbed into the operating costs of each agency.

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[Continue to Coordination of Project](#)

The Sparks Police Department will act as the fiscal agent for this project. The Sparks Police Department will compile and file all required reports with the Department of Public Safety, Office of Criminal Justice Assistance and any other required reporting.

Each of the agencies will receive LPR equipment for use in their jurisdiction. The use and control of that equipment will be at the discretion of the agency head with respect to the memorandum of understanding between the agencies. Additionally, the Sparks Police Department will receive one free standing (not vehicle based) LPR system that it agrees to maintain and make available, upon request to either of the other agencies for their temporary use.

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BUDGET SUMMARY⁶

TOTAL GRANT REQUEST (federal funds)	\$61,585.00
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Category	Request \$
Total Personnel Costs	\$0
Total Consultants/Contract Services	\$0
Total Travel/Training Costs	\$980
Total Supplies/Operating Costs	\$5,785.00
Total Equipment	\$54,820.00
Total Confidential Funds	\$0
Total Federal Funds Requested	\$61,585.00
Match – (not required)*	\$0.00
Total of Project	\$61,585.00

*Although match is not required, you can show what will be contributed toward your program. This will not influence whether or not you receive a grant award.

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BUDGET REQUEST AND JUSTIFICATION FORMS

PERSONNEL COSTS: Detail all salaries and wages required for program activities to be paid for by this request for funding. **Maximum OT is 32 hours/month/employee.**

SALARIES AND WAGES

Position Title	Annual Salary or \$/hour	% of time working on grant	# of OT hours	Is position a New Hire Y/N	Total FEDERAL \$ Requested
Sub-Total Personnel					\$0

PAYROLL TAXES AND FRINGE BENEFITS: (Rate x Amount = Request) Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are only for the percentage of time devoted to the project. Complete subcategory total. Detail all payroll taxes and fringe benefits on the appropriate lines.

FRINGE BENEFITS

\$ Requested

FICA					
WORKERS' COMP					
UNEMP. INS					
GROUP INS (Health, Life, Disability, etc.)					
PERS					
OTHER (specify)					
Sub-Total Fringe Benefits					\$0
TOTAL PERSONNEL					\$0

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PERSONNEL – Begin typing justification here:

CONSULTANTS/CONTRACT SERVICES: (Time Needed x Rate = Requirements)
 List all consultant/contract personnel in order of priority need. (Consultant travel and expenses should be included in this section.) List the rate and times for each consultant.

CONTRACTS

Name	Hourly Fee	# of Hours	Sole Source Contract?	Amount Requested
Sub-Total Contracts				\$0

CONSULTANT EXPENSES: Must follow federal/state GSA travel policy and per diem rates.

Travel	Per Diem	Airfare	Ground Transportation	Amount Requested
Place				
Purpose				
Sub-Total Expenses				\$0
TOTAL CONSULTANT				\$0

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- CONSULTANT- Begin typing justification here:

TRAVEL COSTS: The location and purpose of travel should be provided. Per diem (meals & lodging) and mileage are included in travel. Per mile cost and per diem rates should not exceed the current state rates. Current state rates are: mileage \$ 55.5 cents/mile, per diem is set at the federal GSA rates. Go to <http://www.gsa.gov> for current rates in each city/county. Registration fees/ conference/ training costs should not be listed here. They belong under the Operating Category. Show the basis of computation (i.e., cost per night for lodging x number of nights = total lodging expense).

In-State Travel

Position Title	Destination	Per Diem	Est. Airfare	Mileage Allowance (150 mi x .55 = \$ 83.50)	Amount Requested
Sub-Total					\$0
In-State Travel					

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IN-STATE TRAVEL –

Out-of-State Travel: No more than three staff to attend the same training.					
Position Title	Destination	Per Diem	Est. Airfare	Mileage Allowance 150 mi x 55.5 cents = \$ 82.50	Amount Requested
Sub-Total In-State Travel					\$0

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OUT-OF-STATE TRAVEL JUSTIFICATION:

Training Costs: Registration fees/conference/training costs should be included in this section.					
Training Title	Location	# of Attendees	Titles of positions (officer, admin)	Reg Fees	Amount Requested
End user training	Reno	10	Officer	980	980
Sub-Total Training					\$980
TOTAL TRAVEL & TRAINING					\$980

Registration fees for training must be shown in Operating Category

TRAINING JUSTIFICATION:

The LPR system is a highly technical and complex system. The vendor will send a technician to Reno to instruct the staff from all three agencies how to use the system. This is necessary to obtain the maximum benefit from the purchase of the product. This nominal fee is required by the vendor.

SUPPLIES / OPERATING COSTS: Include in this section requests to support all of the following: telephone, postage, printing and copying, publication, desktop and consumable office supplies, drug testing supplies, and other. For cell phone, include the cost of monthly service and charges by minutes/plan. For printing and copying, include the cost per page and number of pages per month. For desktop and consumable supplies, include the cost per person per month. For drug testing supplies use the average cost per month.

SUPPLIES:

Item	Quantity (per person per month)	Unit Price	Total for Year		Amount Requested
Examples: batteries, pens, paper, drug testing supplies					
Sub-Total Supplies					\$0

OPERATING: Cell phones, copy rental					
Start-up and configuration	1				3315
Installation	3	650	1950		1950
Miscellaneous Hardware	1	520	520		520
Sub-Total Operating					\$5,785
TOTAL SUPPLIES & OPERATING				\$	\$5,785

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SUPPLIES AND OPERATING JUSTIFICATION:

This is a highly complex computer centered system and as such requires substantial technical assistance to start up and configure it to work with the three different agencies IT environments. The installation and system start up require technicians from the vendor to be on-site at each agency to get the system loaded and operating.

The second and third items are the expenses to install the hardware in the three different vehicles, and the associated nuts and bolts and cables etc. needed to complete the project.

EQUIPMENT: Non-consumable items with a life of one year or more and an acquisition cost of \$ 1,000 or more per item (excluding printers) should be listed in this category. Like items or related components must be considered as a group and may not be separated to avoid complying with these standards. Provide a list of all items including number of items, manufacturer, location of item and price per item. Law Enforcement agencies must go through the 1033/1122 Program for equipment purchases but need not receive an estimate for purposes of this application.

Item	Quantity	Unit Price	Total for Year		Amount Requested
LPR Mobility System	1	10,900	10,900		10,900
LPR Car System	3	8,900	26,700		26,700
Site License	3	4,500	13,500		13,500
Server Commissioning	3	1,240	3,720		3,720
TOTAL					\$54,820

EQUIPMENT					
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EQUIPMENT Justification

The funds will provide each of the three agencies a LPR Car System, which is a car mounted LPR system which is mounted to the vehicle. This will be installed and calibrated by Vigilant Video. There will be one LPR Mobility System, this is a system that can be transported and installed in various locations such as light poles or street signs, buildings and other fixed locations. This system will allow for covert collection of LPR data. Each of the agencies will require a site license for the use of the product. The final item, server commissioning, is required to initiate the system and connect all of the components electronically to each other.

CONFIDENTIAL FUNDS: Funds will be considered for State law enforcement agencies and law enforcement agencies serving units of local government. For continuation grants, balance expended during previous grant years will be considered.

Item	Rate per Month	Total for Year	Estimate Portion to be used from forfeiture funds	Amount Requested
TOTAL CI FUNDS				\$0

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CONFIDENTIAL FUNDS JUSTIFICATION:_b

Vigilant Video

Lehr Auto Electric
4707 Northgate Blvd.
Sacramento, California 95834
(P) 916-646-6626 (F) 916-646-6656



Attention:	Reno / Washoe / Sparks	Date	9/13/2012
Project Name:	ALPR	Quote Number:	J-S-0065-02

PROJECT QUOTATION

We at Lehr Auto Electric are pleased to quote the following systems for the above referenced project:

Qty	Model #	Description
(1)	Mobile LPR SYS-1 CDMC2MW22--	CarDetector - DSP Based Mobile LPR 2-Camera System (Expandable to 4 Cams) Software Includes: <ul style="list-style-type: none">• Includes CarDetector software application, MDC Viewer application & OCR engines• Includes Camera control package, Hot-List Management & reporting capabilities• CarDetector Mobile LPR Software Version 5.0 Hardware Includes: <ul style="list-style-type: none">• Includes solid state DSP Unit (No Moving Parts) - Expands to 4 cameras• System Shall have Single Point Power Connection w/ SAE certified Wiring Harness• Ruggedized Mobility Kit with Pelican Case and thru hull connectors• Field Installed GPS Receiver & factory installed camera cable quick disconnects• Includes Qty=2 Combination IR / Color LPR Camera - 25mm Lens Package
Subtotal Price (Excluding sales tax):		\$10,900.00

Qty	Model #	Description
(3)	Mobile LPR SYS-2 CDMC2PW24--	CarDetector - DSP Based Mobile LPR 2-Camera System (Expandable to 4 Cams) Software Includes: <ul style="list-style-type: none">• Includes CarDetector software application, MDC Viewer application & OCR engines• Includes Camera control package, Hot-List Management & reporting capabilities• CarDetector Mobile LPR Software Version 5.0 Hardware Includes: <ul style="list-style-type: none">• Includes solid state DSP Unit (No Moving Parts) - Expands to 4 cameras• System Shall have Single Point Power Connection w/ SAE certified Wiring Harness• Permanent SAE rated wiring harness (Direct To battery)• Field Installed GPS Receiver & factory installed camera cable quick disconnects• Includes Qty=1 Combination IR / Color LPR Camera - 25mm Lens Package• Includes Qty=1 Combination IR / Color LPR Camera - 50mm Lens Package
Subtotal Price (Excluding sales tax):		\$26,700.00

Qty	Model #	Description
(3)	VV-SL-1	Vigilant Video Law Enforcement Product Family Site License - Tier 1 <ul style="list-style-type: none">• Provides access to Vigilant Video's suite of Law Enforcement security software product(s) including CarDetector Mobile & fixed License Plate Recognition, Law Enforcement Archival Reporting Network Server (LEARN), Mobile Hit Hunter (Extended Private Data access), Mobile Companion for Smartphones, and other software applications considered to be applicable for benefit of law enforcement agencies• Includes unlimited technical support, software maintenance, bug fixes, patches, minor software upgrades, major software upgrades and all utilities released within the product evolution• As per the Vigilant Video Law Enforcement Product Site License agreement
Subtotal Price (Excluding sales tax):		\$13,500.00

Qty	Model #	Description
(1)	VV-LEARN-H	LEARN-NVLS LPR Data Hosting Service via National Law Enforcement LPR Server <ul style="list-style-type: none"> Includes automated 'Hot-List' management with refresh intelligence Automated CarDetector software update management Database of all LPR data acquired by each CarDetector system including images Complete search, mapping, query and data mining utilities w/ administrative security Requires NO server hardware, NO server maintenance Plug-N-Play an unlimited number of CarDetector LPR systems
Subtotal Price (Excluding sales tax):		\$0.00

Qty	Model #	Description
(1)	VV-LEARN-S	Vigilant Video's Law Enforcement Archival Reporting Network Software - LEARN <ul style="list-style-type: none"> Includes automated 'Hot-List' management with refresh intelligence Automated CarDetector software update management Database of all LPR data acquired by each CarDetector system including images Complete search, mapping, query and data mining utilities w/ administrative security Requires license for MS-Windows 2003/08 Server & MS-SQL 2005/08 Provided BY OTHERS Server hardware & required software (including OS) provided & installed BY OTHERS.
Subtotal Price (Excluding sales tax):		\$0.00

Qty	Model #	Description
(3)	SSU-LN-COM	Vigilant Video Start Up, Configure and Commissioning of the LEARN Server Application <ul style="list-style-type: none"> Vigilant Video certified technician to visit site for up to 8 hours Set up and configuration of the LEARN Server application (Software/Hardware) Required for all LEARN deployments w/ hardware provided BY OTHERS
Subtotal Price (Excluding sales tax):		\$3,720.00

Qty	Model #	Description
(4)	SSU-12-COM	Start Up, Configure & Commission the CarDetector Mobile System - 1 or 2 Camera Kit <ul style="list-style-type: none"> Vigilant Video certified technician to visit site for up to 3 hours Set up and configuration of CDMS & LEARN hardware/software system
Subtotal Price (Excluding sales tax):		\$2,640.00

Qty	Model #	Description
(1)	TRNG-CDMS	Vigilant Video's End User Staff Training for CarDetector Mobile System & LEARN <ul style="list-style-type: none"> Vigilant Video certified technician to visit site for up to 4 hours Training to include set up, configuration and demonstration of all product features
Subtotal Price (Excluding sales tax):		\$980.00

Qty	Model #	Description
(3)	Install Vehicle equipment	Install 2 camera kit on police vehicle
Subtotal Price (Excluding sales tax):		\$1,950.00

Qty	Model #	Description
(1)	Travel	Travel expense for Vigilant Video Engineer start-up of car detector
Subtotal Price (Excluding sales tax):		\$675.00

Qty	Model #	Description
(1)	Miscellaneous VV-SHP-01 (4)	Miscellaneous Items • Vigilant Video Shipping and Handling charges for CarDetector Mobile Hardware kit(s)
Subtotal Price (Excluding sales tax):		\$520.00

NOTES:

1. All prices are quoted in USD and will remain firm and in effect for 60 days.
2. Central compute resource hardware sold separately unless explicitly stated above.
3. Complete system to be delivered within 30 days of AOR (After Receipt of Order).
4. No permits, start-up, installation, and or service included in this proposal unless explicitly stated above.
5. All hardware components to have standard Two (2) Year domestic use hardware warranty.
6. Compatibility with Vigilant Video hardware/software to be confirmed prior to sale.
7. Compliance to local codes neither guaranteed nor implied.
8. Software is manufactured under strict Vigilant Video standard.
9. All orders subject to credit acceptance by Vigilant Video management.
10. This Quote is provided per our conversation & details given by you - not in accordance to any written specification.
11. This Quote does not include anything outside the above stated bill of materials.

Quoted by: Jim Stommel Phone: 916-646-6626 Email: jim@lehrauto.com

Total Price (Excluding sales tax):	\$61,585.00
Accepted By:	Date: _____ P.O. # _____

CERTIFICATIONS

GOVERNING LEGISLATION/POLICIES FOR THIS GRANT PROGRAM:

**The United States Department of Justice, Bureau of Justice and the
Nevada State Department of Public Safety (DPS), Office of Criminal Justice Assistance (OCJA)**

The applicant certifies by signing the OCJA grant application title page, that the project described in this application meets all the requirements of the applicable governing legislation as indicated below; that all information contained in the application is correct; that there has been appropriate coordination with affected agencies; and, that the applicant will read, understand and comply with all provisions of the governing legislation and all other applicable federal and state laws, rules and regulations that have been or may hereafter be established. The applicant further understands and agrees that any subgrant award received as a result of this application shall be subject additionally to the grant conditions set forth in the Statement of Grant Award, and in the current applicable OCJA Project Director's Manual.

STANDARD PROVISIONS

1. CHIEF'S APPROVAL

This subgrant award shall not be valid until it has been approved by the Chief of the Office of Criminal Justice Assistance or designee.

2. FUND AVAILABILITY.

Financial obligations of the State are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

3. FEDERAL FUNDING.

This subgrant is subject to and contingent upon the continuing availability of federal funds for the purposes hereof.

GRANT REQUIREMENTS

1. FINANCIAL & ADMINISTRATIVE MANAGEMENT

- a. The Subgrantee assures that fund accounting, auditing, monitoring, evaluation procedures and such records as necessary will be maintained to assure adequate internal fiscal controls, proper financial management, efficient disbursement of funds received, and maintenance of required source documentation for all costs incurred. These principles must be applied for all costs incurred whether charged on a direct or indirect basis.
- b. All expenditures must be supported by appropriate source documentation. Only actual, approved, allowable expenditures will be permitted.
- c. The Subgrantee assures that it will comply with the provisions of the current applicable OCJA Project Director's Manual. However, such a guide cannot cover every foreseeable contingency, and the Subgrantee is ultimately responsible for compliance with applicable state and federal laws, rules and regulations.

2. PAYMENT & REPORTING

- a. OCJA will reimburse the Subgrantee the reasonable and allowable costs of performance, in accordance with current OCJA Office Policies and Nevada State Fiscal Rules, not to exceed the amount specified herein as the Total Award Amount.
- b. The Subgrantee assures that it shall maintain data and information to provide accurate quarterly program and monthly financial reports to OCJA. Said reports shall be provided in such form, at such times, and containing such data and information as OCJA reasonably requires to administer the program.
- e. **The Subgrantee assures that quarterly financial reports, narrative reports and quarterly performance measure reports shall be submitted within 20 calendar days of the end of each calendar quarter and shall be current and actual. If 1512 ARRA reports are due they will be completed by the assigned due date (usually the 5th calendar day after the end of each quarter.)**
- f. The Subgrantee further assures that final financial and narrative reports shall be submitted on the forms provided by OCJA within 45 days of the end date of the subgrant.
- g. OCJA reserves the right to make and authorize modifications, adjustments, and/or revisions to the Grant Award for the purpose of making changes in budget categories, extensions of grant award dates, changes in goals and objectives.
- h. OCJA may withhold payment in the event the Subgrantee fails to comply with conditions and certifications contained in this grant award.

FEDERAL CERTIFIED ASSURANCES

1. FEDERAL PUBLIC POLICY ASSURANCES

- a. The Subgrantee hereby agrees that it will comply, and all of its contractors will comply with the applicable provisions of:
 - i. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended;
 - ii. The Juvenile Justice and Delinquency Prevention Act and/or the Victims of Crime Act, as appropriate;
 - iii. All other applicable Federal laws, orders, circulars, regulations or guidelines.
- b. The Subgrantee agency hereby agrees that it will comply, and all of its contractors will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including:
 - i. Part 18, Administrative Review Procedure;
 - ii. Part 22, Confidentiality of Identifiable Research and Statistical Information;
 - iii. Part 23, Criminal Intelligence Systems Operating Policies;
 - iv. Part 30, Intergovernmental Review of Department of Justice Programs and Activities;
 - v. Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services;
 - vi. Part, 38, Equal Treatment for Faith Based Organizations;
 - vii. Part 42 Nondiscrimination/Equal Employment Opportunity Policies and Procedure;
 - viii. Part 61 Procedures of Implementing the National Environmental Policy Act;
 - ix. Part 63 Floodplain Management and Wetland Protection Procedures; and,
 - x. Federal Laws or regulations applicable to Federal Assistance Programs.
- c. Grantee agrees to comply with the requirements of 28 C. F. R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
- d. Grant agrees to comply with all confidentiality requirements of 42 U. S. C. section 3789g and C. F. R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C. F. R. Part 22 and, in particular, section 22.23.

2. FINANCIAL & ADMINISTRATIVE MANAGEMENT

a. Subgrantee assures that it will comply with appropriate federal cost principles and administrative requirements applicable to grants as follows:

i. For state, local or Indian tribal government entities;

a) OMB Circular A-87, *Cost Principles for State, Local & Indian Tribal Governments*

b) OMB Circular A-102, *Common Rule-Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

c) 28 CFR 66, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

ii. For non-profit organizations;

a) OMB Circular A-122, *Cost Principles for Non-Profit Organizations*

b) OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations*

c) 28 CFR 70, *Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations*

iii. For colleges and universities;

a) OMB Circular A-21, *Cost Principles for Educational Institutions*

b) OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations*

c) 28 CFR 70, *Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations*

iv. For each agency spending more than \$500,000 per year in federal funds from all sources;

a) OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*
Special Provisions and Certified Assurances

3. NON-SUPPLANTING OF FUNDS

a. The Subgrantee certifies that any required matching funds used to pay the non-federal portion of the cost of this subgrant are in addition to funds that would have otherwise been made available for the purposes of this project.

b. The Subgrantee certifies that federal funds made available under this grant:

i. Will not be used to supplant state or local funds;

ii. Where there is a reduced or unchanged local investment, then the Subgrantee shall give a written explanation demonstrating that the Subgrantee's reduced or unchanged commitment would have been necessitated even if federal financial support under this federal grant program had not been made available.

4. ASSURANCES FORMS TO BE SIGNED AND SUBMITTED WITH APPLICATION:

- **STANDARD ASSURANCES – OMB –Must be signed by BOTH the Governmental Unit (i.e., Mayor, County Commissioner, City Supervisor etc.) AND the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director)**
- **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUG_FREE WORKPLACE REQUIREMENTS**
- **IMMIGRATION AND NATURALIZATION SERVICE (INS) REPORTING**
- **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)**

You may visit the Office of Justice Programs, Office for Civil Rights website at:

<http://www.ojp.usdoj.gov/about/offices/ocr.htm> for more information.

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).

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. Project Name: ***REGIONAL LPR***

3. Type/Print Name and Title of Authorized Representative

CHIEF STEVE KEEFER


Signature

09/25/12

Date

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE.
OFFICE OF JUSTICE PROGRAMS BJA NIJ OJJDP BJS OVC

**Sign
Here**

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)

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.



KENNY C. GUINN
Governor

INS REQUIREMENT

Nevada's Revised Statute 176.156 paragraph 2 states:

If the Immigration and Naturalization Service of the United States Department of Justice requests the disclosure of a report of a presentence investigation, the court shall disclose the factual content of the report to the Immigration and Naturalization Service for the limited purpose of performing its duties, including, but not limited to, conducting hearings that are public in nature for the deportation of aliens.

The State of Nevada has established a plan under which the state provides, without fees to the Immigration and Naturalization Service (INS), notice of conviction of aliens who have been convicted of violating the criminal laws of the state, within 30 days of the date of a request by the INS of such records.

Specifically the plan is implemented as follows:

The Division of Parole and Probation (P&P) will receive a request from the courts to write a "Presentence Investigation Report" (PSI). If the offender is determined NOT to be a citizen of the United States, the P&P officer will notify INS either by telephone or fax. U. S. Immigration will inform the P&P officer if the offender is or is not an alien. If the offender is an alien, the Immigration officer will advise the P&P officer if the offender is illegal, what type of visa the alien should have, the alien's registration number and the alien's true country of citizenship.

When the alien is given a sentencing date, by law, the P&P office will send the U. S. Immigration office a copy of the completed PSI and advise them of the alien's sentencing date. If the U. S. Immigration office wishes to deport the alien, they will appear on the court sentencing date and take the alien into custody.

If an alien is admitted to the Nevada Department of Prisons, an INS officer will periodically conduct physical interviews with the alien offender. A hearing is scheduled to determine status and condition at the time of release.

The prison system has access from both the North and South facilities to the INS through computer terminals.

REPORTING ALIEN CONVICTIONS

IMMIGRATION AND NATURALIZATION SERVICE (INS)

This is to certify that I have read, understand, and agree to abide by Nevada's guidelines for reporting alien arrests/convictions to Immigration and Naturalization Service (INS). Specifically, I ensure that criminal justice agencies in the city/county will perform the following functions:

- ✓ notify INS at the time of booking when a suspected alien is arrested, and/or
- ✓ notify INS within 30 days of a felony or deportable misdemeanor conviction of an alien.

A noncompliance with the above mandate may result in the following:

- ✓ temporary withholding of cash payments to the project pending corrections or more severe enforcement action by the Office of Criminal Justice Assistance,
- ✓ disallowance of use of funds for all or part of the cost of the project,
- ✓ suspension or termination of the current award for the grantee's program,
- ✓ withholding further awards or other legal remedies.

Project Director



Date

09/25/12

**Sign
Here**



KENNY C. GUINN
Governor

A Phase II Plan is in process:

Resulting from a baseline audit and needs assessment of Nevada's Criminal History Records Repository conducted by the Executive Consulting Group in 1993 through 1994, a comprehensive effort was made to redesign and revitalize the Nevada Criminal Justice Information System. As a result of the redesign and following development of the new system, data will be provided to USINS consistent with Nevada's approved plan by BJA.

WHAT IS AN EEOP?

The purpose of an Equal Employment Opportunity Plan (EEOP) is to ensure full and equal participation of men and women regardless of race or national origin in the workforce of the recipient agency. A recipient agency is defined as any state or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. Recipient agencies that meet all of the following criteria are required to maintain an EEOP on file for review by OJP, if requested (see 28 CFR §42.301 et seq.):

- i. Have 50 or more employees; and
- ii. Received a total of \$25,000 or more in grants or subgrants; and
- iii. Have 3 percent or more minorities in service population (however, if less than 3 percent minorities in service population, an EEOP must still be prepared, but must focus on employment practices affecting women only).

Grantees that meet criteria (i) and (iii), and who receive over \$500,000 (or \$1 million during an 18-month period) are required to submit an EEOP with their Application to the Office for Civil Rights, Office of Justice Programs for review.

An EEOP is a comprehensive document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The EEOP includes a written analysis that:

- provides a statistical profile of the internal workforce by race, sex and national origin
- identifies problems in employment practices and procedures.
- specifies corrective action
- forms the basis of ongoing evaluation.

See chart on following pages, "Civil Rights Requirements of Recipients" for types of entities that are exempt from these requirements and for a description of factors affecting requirements to either maintain an EEOP on file or submit an EEOP to OCR.

CIVIL RIGHTS REQUIREMENTS OF RECIPIENTS

Important: All recipients, regardless of the type of entity or the amount awarded, are subject to the prohibitions against discrimination in any program or activity and may be required by OCR, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices comply with equal employment opportunity requirements. 28 CFR 42.207 and 42.301 et seq.

Regulatory Definition: Recipient means any state or local unit of government or agency thereof, and any private entity, institution or organization to which federal financial assistance is extended directly or through such government or agency . . . 28 CFR 42.202(n).

RECIPIENT MUST SUBMIT TO OCR

Type of Entity	Assurances	Court Findings of Discrimination	EEOP
I. Educational/Medical Nonprofit Institutions/Indian Tribes	Yes	Yes	No
II. All other recipients receiving more than \$25,000	Yes	Yes	No
III. State and Local Gov't recipients receiving \$500,000 or more*	Yes	Yes	Yes

Recipient Factors	EEOP Requirements
Less than 50 employees	Not required to maintain EEOP
Less than 3% minority population	Required to maintain EEOP as relates to women
Receives less than \$25,000	Not required to maintain EEOP
Receives more than \$25,000 (excluding Type I entity)	Must maintain an EEOP on file for possible OCR audits
Receives \$500,000 or more* (only type III entity)	Must submit EEOP to OCR for approval


*or over \$1 million in an 18-month period




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:

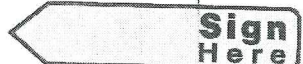
1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
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. §7 94); 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 of Governmental Unit
 (County Commissioner, City Supervisor, Mayor, etc.)

9/25/2012
 Date


 Signature of Applicant Agency (Sheriff, Chief, DA)

9.25.12
 Date



CERTIFICATION

Grantee Name: SPARKS POLICE DEPARTMENT Project Title: REGIONAL LPR

Address: 1701 E. PRATER WAY, SPARKS, NV 89434

Contact Person: CHIEF STEVE KEEFER Phone #: (775) 353-2220

Date and effective duration of EEOP: _____

CERTIFICATION (EEOP ON FILE)

Certification Statement:

I, SHAUN CAREY [agency executive officer], certify that the SPARKS POLICE DEPARTMENT [agency] has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.391 Im et seq, subpart E, that it has been signed into effect by the proper agency authority and disseminated to all employees, and that it is on file in the Office of

Name of Agency SPARKS POLICE DEPARTMENT, CITY OF SPARKS

Address: 1701 E. PRATER WAY, SPARKS, NV 89434

for review or audit by officials of the cognizant State planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

Shaun Carey CITY MANAGER 09/25/12
Signature Title Date

CERTIFICATION (NO EEOP REQUIRED)

I HEREBY CERTIFY THAT THE FUNDED AGENCY HAS LESS THAN 50 EMPLOYEES AND, THEREFORE, IS NOT REQUIRED TO MAINTAIN AN EEOP, PURSUANT TO 28 CFR 42.301, ET SEQ.

N/A
Signature Title Date

