



U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) FY25 Local Solicitation

Guidelines for Completing a Successful Subrecipient Application

The Edward Byrne Memorial Justice Assistance Grant (JAG) program is the leading source of Federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, crime victim and witness initiatives, mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams, and implementation of state crisis intervention court proceedings and related programs or initiatives including, but not limited to, mental health courts, drug courts, veterans courts, and extreme risk protection order programs.

This local solicitation invites non-profit organizations and local governments who serve Clark County, NV to propose projects that innovatively reduce crime and improve public safety in Clark County.

Application Deadline: Thursday, June 26, 2025, by 5:00 pm PST

Clark County Board of County Commissioners:
Tick Segerblom, Chairman - William McCurdy II, Vice-Chairman - Marilyn Kirkpatrick
James B. Gibson - Justin Jones - April Becker - Michael Naft

County Manager: Kevin Schiller

Contents

General Information.....	4
Statutory Program Areas.....	4
BJA Areas of Emphasis	5
Additional Uses of JAG Funds	5
Clark County JAG Funding Allocations:.....	6
Eligible Applicants.....	6
Application Process	6
Application Schedule	7
Frequently Asked Questions	7
Guidelines for Completing and Submitting an Application	8
https://www.zoomgrants.com/zgf/JAGFY2025	8
System Requirements.....	8
Account Set-Up.....	8
Helpful Hints.....	9
Summary Tab.....	10
Agency Application Tab	10
Project Application Tab	11
Documents Tab	16
Budget	17
Clark County Reimbursement Process	18
Application Review	19
Review of Applicant Eligibility	19
Threshold Review of projects	19
Negotiation of Final terms	20
Appendix A - Program Purpose Areas.....	21
<i>Purpose Area 1: Law Enforcement Programs</i>	21
<i>Purpose Area 2: Prosecution and Court Programs</i>	22
<i>Purpose Area 3: Prevention and Education Programs</i>	22
<i>Purpose Area 4: Corrections and Community Corrections Programs</i>	23
<i>Purpose Area 5: Drug Treatment Programs</i>	23
<i>Purpose Area 6: Planning, Evaluation, and Technology Improvement Programs</i>	24
<i>Purpose Area 7: Crime Victim and Witness Programs (other than compensation)</i>	25
<i>Purpose Area 8: Mental Health Programs</i>	25

Purpose Area 9: Implementation of state crisis intervention court proceedings 25

Appendix B - Financial Accountability Documents. 26

Appendix C – Waiver Request 27

Appendix D - Budget Workbook Helpful Hints 28

 General Information..... 28

 Budget Year (1) One Tab..... 28

 Budget Year (2) Two Tab 33

 Budget Summary Tab 33

General Information

The U.S. Department of Justice, Bureau of Justice Assistance (BJA), is the agency charged by Congress with administering the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) and is the primary provider of Federal criminal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, and crime victim and witness initiatives.

Please note that this solicitation is based on FY24 Federal guidelines and is subject to change pending the release of the FY25 JAG Local Solicitation.

Statutory Program Areas

In general, JAG funds may be used to hire additional personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings, including for any one or more of the following program areas:

1. Law enforcement programs
2. Prosecution and court programs
3. Prevention and education programs
4. Corrections and community corrections programs
5. Drug treatment and enforcement programs
6. Planning, evaluation, and technology improvement programs
7. Crime victim and witness programs (other than compensation)
8. Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams
9. Implementation of state crisis intervention court proceeding, and related program or initiatives, including but not limited to mental health courts, drug courts, Veterans courts, and extreme risk protection order programs

In connection with all of the above purposes, it should be noted that the JAG statute, at 34 U.S.C. § 10152, defines “criminal justice” as “activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

BJA Areas of Emphasis

BJA recognizes that many state and local justice systems currently face challenging fiscal environments and an important, cost-effective way to relieve those pressures is to share or leverage resources through cooperation among Federal, state, and local law enforcement. BJA identified the following FY24 key areas which are subject to change in the FY25 allocation of funding:

- Prevention and Prosecution of Hate Crimes
- Election Security
- Enhancing Justice System Reform Strategies
- Advancing Equity and Support for Underserved Communities
- Violent Crime Reduction

BJA encourages recipients of JAG funds to consider coordination with Federal law enforcement agencies and other stakeholders, including communities most impacted by crime and violence.

Additional Uses of JAG Funds

JAG funds awarded under this solicitation may also be used to:

- Support reentry projects with the goal of improving outcomes for incarcerated individuals returning to the community from prison or jail.
- Support public defense systems, including the hiring and retention of attorneys.
- Support projects related to preventing, detecting, seizing, and/or stopping the presence and use of contraband cellphones within correctional facilities. This includes the purchasing of managed access systems and other mitigation technologies (as permitted by applicable law).
- Purchase fentanyl and methamphetamine detection equipment, including handheld instruments and training for law enforcement safety, as well as opioid reversal agents.
- Purchase drug-detection canines to combat the rise of drug trafficking, including that of methamphetamines.
- Support efforts to seal and expunge criminal history information in accordance with state laws and policies.
- Support efforts to attract and retain an inclusive, diverse, expert, and accountable law enforcement workforce that reflects the community it serves.
- Support virtual reality de-escalation training.
- Purchase humane remote restraint devices that enable law enforcement to restrain an uncooperative subject without inflicting pain.
- Purchase gunfire detection technology.
- Support implementation of Rapid DNA at the booking station to include assisting with the initial costs associated with updating criminal history systems, integration with booking station systems, and purchasing new technologies associated with Rapid DNA at the booking station (Note: JAG funds may not be used for Rapid

DNA testing of evidentiary material; see the “DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database” section for more information on the topic).

- Purchase an Electronic Tracing System (eTrace)
- Purchase a NIBIN Enforcement Support System (NESS)

Clark County JAG Funding Allocations:

Funding for this solicitation is comprised of funding allocations for both Clark County and City of Las Vegas. Clark County serves as the fiscal agent and lead agency for the JAG allocation, of approximately \$750,000 for FY25 in JAG funds to support the overall goals of reducing crime and improving public safety.

Eligible Applicants

Local government (excluding jurisdictions that receive a direct allocation of JAG funds), local law enforcement agencies, local criminal justice agencies, local school districts, and local nonprofit agencies serving Clark County.

Application Process

All applications will be reviewed for eligibility and scoring prior to review by the Local Law Enforcement Advisory Committee (LLEAC). Applicants with projects that pass threshold review will be invited to present their projects to the LLEAC at a public meeting. Applicants will be notified on the time of their presentation and will be provided with a presentation template. The LLEAC will subsequently make recommendations to the Board of County Commissioners who will make final project selections for submittal to BJA. BJA must approve the applications before award notifications are made to the respective agencies and organizations. No late applications will be accepted.

Application Schedule

Date	Description
June 2, 2025; 8:00 am	Local application process opens via zoomgrants https://www.zoomgrants.com/zgf/JAGFY25
June 5, 2025; 10:00 am	Bidders' conference to review application process and respond to potential applicant questions. Click here to register.
June 11, 2025; 10:00 am	JAG Local Solicitation Office hours. Click here to register.
June 18, 2025; 3:00 pm	JAG Local Solicitation Office hours Click here to register.
June 26, 2025; 5:00 pm	Local application process closes
June 26, 2025	Threshold review and scoring begins
Mid-July 2025 TBD	LLEAC – Applicant presentations and ranking of projects selected for funding
September 2, 2025	Board of County Commissioners Meeting for approval
Sept – Oct 2025 TBD	Anticipated Federal guidelines posted, and new information incorporated into process as needed
Oct / Nov 2025 TBD	County submission of JAG application
Spring 2026	Approval of County submission
Summer 2026	Processing of subawards
Oct 1, 2026 – Sept 30, 2027	Year 1 of FY25 subawards
Oct 1, 2027 – Sept 30, 2028	Year 2 of FY25 subawards, if needed. Final reports due.

Frequently Asked Questions

Questions about the application may be emailed to SSPDT@ClarkCountyNV.gov with the subject line: FY25 JAG. Responses to questions asked during the application process will be posted publicly at: [Clark County Social Services JAG](#)

Applicants may also join open Office Hours on June 11, 2025, at 10:00 am and June 18, 2025, at 3:00 pm by registering here: [Teams Meeting Registration Link](#)

Applicants are strongly advised to read all information thoroughly before submitting the application.

Guidelines for Completing and Submitting an Application

ZoomGrants is an electronic grant portal that provides the capacity to manage the components of the local JAG solicitation online. The application consists of three major sections all of which are required: an agency application, a project application, and required documents including a budget narrative and justification.

The JAG application will be located in ZoomGrants and will be available Monday, June 2, 2025, at 8:00 am PST through Thursday, June 26, 2025, at 5:00 pm PST.

<https://www.zoomgrants.com/zgf/JAGFY2025>

System Requirements

A browser with an internet connection is required to utilize ZoomGrants.

Account Set-Up

The first step in using ZoomGrants is to setup a new ZoomGrants account by utilizing your email and creating a password. The password must be at least 8 characters and contain 1 letter and 1 number. With your email address and password, you are ready to login.

The screenshot displays the ZoomGrants portal interface. On the left, there is a 'ZoomGrants' logo and a section titled 'Available Programs' which states 'No programs are available. To access your submitted applications, login above as an Existing ZoomGrants User.' On the right, there are two main sections: 'Existing ZoomGrants™ Users' and 'New ZoomGrants™ Account'. The 'Existing Users' section includes fields for 'Email' and 'Password', a 'Stay logged in?' checkbox, and links for 'Forgot password?' and 'Login'. Below this are links for 'RESOURCES', 'HELP', and a language selector 'A ▲ ▼'. The 'New Account' section includes fields for 'Email', 'Password', 'First Name', and 'Last Name'. It also has radio buttons for 'Organization' (selected) and 'Individual', and a 'New Account' button. A yellow starburst callout with a green box contains the text 'First time users must create a new account' and points to the 'New Account' form. At the bottom of the 'New Account' form, there are two lines of text: '- Password must be at least 8 characters and contain 1 letter and 1 number.' and '- We do not sell or rent your personal information to anyone. Ever.'

If you experience difficulty with the ZoomGrants portal, please reach out to ZoomGrants Technical Staff at 1-866-323-5404 or via email at Questions@Zoomgrants.com.

If you have specific questions about the JAG application, please reach out to SSPDT@ClarkCountyNV.gov. A response will be made during our regular work hours: Monday through Thursday, 7:30 am – 5:30 pm

Helpful Hints

- Responses should be written in the third person. Refer to “the agency” not “our agency,” “my agency,” or “we.”
- Use persuasive justifications and cite data sources whenever possible.
- Observe character and word counts.
- Spell out acronyms, at least when first used. Eliminate jargon when possible. Peer reviewers of the grant applications may not be familiar with the application terminology.
- Cite any references to Federal, state, or local laws, codes, or statutes.
- Use local data and statistics whenever possible.
- Include baseline data to assess the effect of the project and to compare what happens before and after the program has been implemented to determine if the project or program is working as intended.
- If this is a continuation project, explain the previous successes and what has or will change from the previous project. Reviewers may not be familiar with the existing projects. New and pilot projects are desired to encourage innovation. If this is a continuation project, be sure to explain what will be done this year to ensure it meets current needs of the community.
- Supplanting is not allowable. Grant funds cannot be used to replace state or local funds that would, in the absence of Federal assistance, be available or forthcoming.
- Ensure budget figures are mathematically correct, align with the project descriptions, and the total of the budget summary matches the total on the Summary tab of the application submitted.
- Expenses listed in the budget should also be explained within the program narrative, such as how they are necessary for the project’s success.
- Use whole dollar amounts where possible.
- When in doubt about an expense including direct and indirect costs, refer to 2CFR200 to determine whether it is an eligible cost under this program.
- We strongly encourage applicants to submit projects with a one (1) year expenditure budget cycle from October 1, 2026 – September 30, 2027. If the project exceeds a one (1) year budget cycle, then please include a budget break-down for each year. It is anticipated that funding will be available to each agency in alignment with the Federal fiscal year beginning October 1, 2026 – September 30, 2027.

All potential applicants are encouraged to attend a bidders’ conference and technical assistance session on June 5, 2025, and optional office hours. Click [here](#) to register.

Questions may be submitted to SSPDT@ClarkCountyNV.gov with the subject line: FY25 JAG. A document summarizing all questions and responses will be posted [here](#) and updated at least once weekly throughout the local solicitation period.

Summary Tab

This is general information about the agency including:

- **Agency/Organization Nickname (or abbreviation):** If the agency is commonly known by an acronym or a shortened version of the formal agency name throughout the narratives, list that here.
- **Applicant Information:** Provide the contact information for the person completing the application and point of contact for this proposed application.
- **Organization Information:** Provide the legal name of the agency or organization; mailing address; EIN, and UEI; and information for the authorized official.
 - A Unique Entity Identifier (UEI) is a 12-character, alpha-numeric code assigned by the U.S. General Services Administration (GSA) to individual businesses applying for grant money, or government assistance.
 - For more information on obtaining a UEI, please visit: <https://www.gsa.gov/about-us/organization/Federal-acquisition-service/fas-initiatives/integrated-award-environment/iae-systems-information-kit/unique-entity-identifier-update>
- **CEO/Executive Director:** Provide the contact information for the authorized official representative who has authority to sign all grant documents.

Agency Application Tab

This section describes the work the agency currently does and illustrates the agency's capacity to take on this additional project.

- 1) Agency certifies that they are a non-profit organization or public agency / local government.
- 2) What is the agency's mission and vision? What type of services are offered by the agency? What is the total agency budget for 2026? How many full time and part time employees does the agency employ in total? (limit 3000 characters)
- 3) Describe the agency's experience working with the proposed target population for the proposed project. Identify any specific subpopulation(s) (e.g. youth, families, individuals fleeing domestic violence, people with behavioral health conditions, etc.) and describe any specialized expertise, qualifications or certifications of the agency and staff. (limit 3000 characters)
- 4) Describe the agency's experience with comparable projects. Provide examples that illustrate experience such as: a) working with target population; b) developing and implementing relevant program systems or services; c) managing basic agency operations, including financial accounting systems. (limit 3000 characters)
- 5) Describe the agency's financial management structure, identifying any accounting system. Provide details for how the structure complies with generally accepted accounting principles. (limit 3000 characters)

Project Application Tab

This section describes the project in full detail.

- 1) Abstract – 250 words or less. The function of the abstract is to identify the amount of the funding request, what the funding will provide, and a brief idea of the scope of work. Include if this proposed project aims to reduce crime or improve public safety. Indicate if this project is new to the agency, is an expansion or innovation to an existing program, or is a continuation of a previously funded project. Do not summarize past accomplishments in this section.

Example Proposal Abstract Template:

[Insert agency name] proposes to implement the [insert project name]. The purpose is to _____ in the [insert service area]. _____ are the intended beneficiaries of the project. Project activities include _____. Expected outcomes include: _____.

Example Proposal Abstract:

The ABC County proposes to implement the ABC County Second Chance Community-Based Adult Reentry Program. The purpose is to develop a new comprehensive, multi-disciplinary, trauma-informed and best practices community-based reentry program for individuals incarcerated in ABC County jail. Project activities include establishing a Reentry Advisory Board; implementing evidence-based risk and need screening and assessments tools; developing and implementing a Multi-Disciplinary Reentry Collaborative Case Management and Coordination Team and designating community-based, peer-run and faith-based organizations to provide post-release care coordination. Expected outcomes include the development of a multi-disciplinary team to address the reentry needs of individuals exiting the ABC County jail; provision of evidence-based services; reduction in recidivism in ABC County; and improved public safety.

- 2) Per JAG 34.U.S.C. 10152 the project must be related to one of the following activities. Select all that apply to this project.
 - a) Activities pertaining to crime prevention, control, or reduction;
 - b) Enforcement of criminal law including police efforts to prevent, control, or reduce crime or to apprehend criminals including juveniles;
 - c) Activities of courts and related agencies having criminal jurisdiction including prosecutorial and defender services, pretrial service, release agencies;
 - d) Activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders; or
 - e) Programs related to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.

- 3) The project must propose to do one of the following for criminal justice or civil proceedings. Select all that apply to this project.
 - a) Hire additional personnel
 - b) Purchase equipment
 - c) Purchase supplies
 - d) Execute contractual support
 - e) Provide training or technical assistance

- 4) The purpose of JAG is to provide funds to underwrite projects to reduce crime and improve public safety. By law, these two objectives must be funded in accordance with the nine (9) purpose areas described in [Appendix A](#). In the response, describe how the project aims to reduce crime or improve public safety and the one (1) purpose area that best meets the proposed project details. Begin the response with: This project aligns with Purpose Area #_. Explain how the proposed project meets BJA requirements as defined for the selected purpose area in [Appendix A](#). Be sure to include details that respond to all BJA requirements of the selected purpose area if there is more than one (1) requirement. (limit 3000 characters)

- 5) Does the proposed project align with any of the BJA FY24 Areas of Emphasis? If so, select which one it most closely relates to. Please note these may change in the FY25 Federal submission.
 - a) Prevention and prosecution of hate crimes
 - b) Election security
 - c) Enhancing justice system reform strategies
 - d) Advancing equity and support for underserved communities
 - e) Violent crime reduction

- 6) Problem Statement – Describe the problem statement. (limit 3000 characters)
 The Problem Statement clearly describes and substantiates the overall issue(s) addressed by the proposed project. It includes the nature, magnitude, severity, rate of change, persons/entities affected and geographic scope. It defines the problem and provides the need for Federal funding in order to solve the problem.

The Problem Statement is in a narrative form and includes, but is not limited to the following:

- a) Description of the geographic areas(s) impacted by the problem.
- b) Description of the problem and contributing factors.
- c) Documentation of the problem (include statistical local data).
- d) Who the problem impacts and how.
- e) If this is a new problem? If not a new problem, describe how the agency is currently addressing the problem.
- f) Explanation of how the proposed project will address the problem and work toward a solution of reducing crime or improving public safety.

The Problem Statement incorporates:

- a) Recent local data and statistics (include sources of information) describing the problem (i.e. arrest rates, conviction rates, probation rates, incarceration rates, number of individuals receiving treatment, number of individuals to be serviced etc.). Include baseline data to explain what happened before the program has been implemented to be able to determine if the project or program is working. The data set is used to compare data acquired before the start of this project to the data at the end of the project, such as 2020 had 25 cases: 2021 had 30 cases, or compare caseloads, recidivism, etc.
- b) Demonstrates rates of increase or decrease in the problem by showing the percentage of change for a period of time covering at least two years, more years make a better case.
- c) Documents percentages of change with actual numbers (i.e., from 2010 to 2011 drug arrests increased 100%; 2010 - 100 arrests; 2011 - 200 arrests). Reflect the data in the stated objectives. Include reference sources (footnotes).

- 7) Project Goals – Describe the project goals or desired outcomes of this work. (limit 3000 characters)

Goals should be broad, general statements outlining the desired results or anticipated outcomes of the program. These goals should address the problem identified in the Problem Statement section.

Goals do not have to be stated in measurable terms.

- a) State the desired outcome of the project.
- b) Explain the goal(s) of the proposed project in simple, straightforward terms. One or two overall goals are sufficient.
- c) Each goal should have one or more statements describing how the agency will reach that goal.
- d) Be realistic.
- e) The goals MUST tie into the Problem Statement, Methods of Accomplishment, and Project Evaluation.
- f) Administrative duties (i.e. Issue purchase order) should not be the main goal or objective.
- g) Example: The use of bulletproof vests helps prevent injuries including fatal or life-threatening injuries in dangerous situations, ultimately saving lives and improving the well-being of the officers who wear them.

- 8) Project Objectives – Describe the project objectives and how data related to these measures will be collected. (limit 3000 characters)

Each goal should contain no more than three objectives. The objectives are the **(SMART) Specific, Measurable, Achievable, Realistic, and Timely** actions needed to accomplish each goal. Objectives focus on the methods/activities used to address the problem. Use the statistics from the Problem Statement section to help determine what will be measured. The Evaluation section of the application incorporates the measures from the objectives.

Measurable objectives reflect how the project will assist in reaching the stated goal(s) and addresses the problem identified in Problem Statement. A measurable objective is something the project will do, utilizing the grant funds, by a certain amount (measurable) within a certain time-period. Objectives are strengthened by using absolute numbers, rather than percentages, and a baseline number. Measurable objectives use the words “to increase,” “to decrease,” or “to maintain.” They do not use words such as “to provide,” “to train,” or “to establish” as they are not measurable actions. Once the objectives are written, ask, “Does the statement allow for something to be measured?” The number that will be increased, decreased, or maintained directly relates to the baseline statistics. This allows for the measurement of the progress of the project.

Example: The program will increase surveillance in targeted area by 15 hours per month for the program period October 1, 2027 – September 30, 2028, to decrease the number of gang-related shootings by 5% which equates to ## gang-related shootings based on data from ... This will be measured by ...

- 9) Activities and/or Methods (limit 3000 characters)

Identify and describe the activities and/or services that will occur to help achieve each of the stated project objectives, include when they will occur, and whether it is an evidence-based program or best practice. A timeline for achieving the various components of the project must be included, covering the entire project period.

Based on the anticipated dates that funds will be available, the first project period is October 1, 2026 – September 30, 2027. The second project period is October 1, 2027 – September 30, 2028. If the project is requesting funds for both project periods, this will be reflected in the budget narrative and justification.

Applicants are encouraged to refer to the www.crimesolutions.ojp.gov website to review evidence-based models and indicate if the proposed program is an evidence-based practice or program that efficiently and effectively addresses a known criminal justice problem. (i.e If it is a law enforcement grant, the applicant might use “Hot Spot Policing” or “Body Worn Cameras” which are evidence-informed). A second source of information provides definitions and tool assessments is the National Center for Justice Planning website: www.ncjp.org.

10) Project Evaluation – Describe how the project will be evaluated. (limit 3000 characters)

The evaluation must reflect whether the project was successful and address each objective.

- a) How will objectives be evaluated? What type of evaluation will be conducted? Who will conduct this evaluation?
- b) How will the data and evaluation indicate whether the project was successful or not?
- c) How will it be determined if the project meets the stated objectives?

11) Sustainability - Describe how the proposed project will continue to operate if grant funds are no longer available.

Include details if this is a pilot program intended to last only one year. Is there a return on investment for this project that could help generate funds for sustainability? Are there other funding sources available if this one is no longer available? (limit 3000 characters)

12) Organizational Capacity - Describe resources available within the agency to implement the proposed project and meet the regulatory and compliance requirements. Provide the names and brief backgrounds for the following individuals, if they are already part of the agency. (limit 3000 characters)

- a) Project Director - This is the individual who will be in direct charge of the project. They should be a person who combines substantial knowledge and experience in the project area with proven ability in administration and supervision of personnel and will be expected to devote a major portion of their time to the project. Project Director must be an employee of the recipient's organization.
- b) Financial Officer - This is the individual who will be responsible for fiscal matters relating to the project and in ultimate charge of agency accounting, management of funds, verification of expenditures, and financial reports.

NOTE: The Financial Officer and the Project Director must be different individuals.

Documents Tab

Please label attachments with the # and name of the document, agency name or acronym, and project name. An example is provided for each item below. **Bolded titles** indicate required documents.

1) **Budget Justification and Narrative – Excel Detail Budget Worksheet**

- a. Download the template provided and follow the instructions on tab one to complete the budget and budget narrative. Ensure that the summary is an accurate reflection of the amount requested and matches the program narrative.

- b. Name this file: *1.Budget.AgencyName.ProjectName*

2) **Federally Approved Indirect Cost Rate**

- a. If the agency has a federally approved indirect cost rate, please include the approval letter here.

- b. Name this file: *2.Indirect.AgencyName.ProjectName*

3) **501c3 Tax-exempt organization documentation or memo on letterhead stating agency is a public entity / local government.**

- a. If the agency is tax-exempt, please upload related documentation. If the agency is a public entity or local government, please upload a statement on letterhead stating this information.

- b. Name this file: *3.501c3.AgencyName.ProjectName*

4) **State business license and applicable county or jurisdictional documentation or memo on letterhead stating agency is a public entity / local government.**

- a. If the agency is tax-exempt, please upload related business licenses related to status. If the agency is a public entity or local government, please upload a statement on letterhead stating this information.

- b. Name this file: *4.License.AgencyName.ProjectName*

5) **Most recent IRS form 990 (no older than 2023).**

- a. If the agency has not filed, attach explanation. Please upload a copy of the agency's most recent 990 or explanation.

- b. Name this file: *5.TaxDoc.AgencyName.ProjectName*

6) **Most recent audited financial statements, and findings and corrective action plans if applicable.**

- a. See Appendix 2 for Financial Accountability Documents requirements.

- b. Name this file: *6.Audit.AgencyName.ProjectName*

7) **Risk Assessment Form**

- a. Download and complete the risk assessment form.

- b. Name this file: *7.Risk.AgencyName.ProjectName*

8) **Signed Assurances**

- a. Download and complete the assurances form.

- b. Name this file: *8.Assurances.AgencyName.ProjectName*

9) **Disclosure of Current Federal Funds**

- a. Download and complete the disclosure of federal funds form.

- b. Name this file: *9.DisclosureFunds.AgencyName.ProjectName*

10) **Disclosure of Ownership Form**

- a. Download and complete the disclosure of ownership form.

- b. Name this file: *10.DisclosureOwner.AgencyName.ProjectName*

Budget

Each applicant is required to submit a budget justification and narrative that describes all costs associated with the proposed project. The applicant should ensure all calculations are accurate and all expenses are reflective of the program description. All expenses should relate to the project goals, outputs, and outcomes. Applicants must use the provided excel template found in the Documents Tab.

The budget workbook has several tabs including an instructions tab that will provide helpful information. Most fields are locked however calculations used in determining the total of the project will be visible. If there is an error in the workbook, please email SSPDT@ClarkCountyNV.gov so corrections can be made.

NOTE: Applicants are strongly encouraged to submit projects with a one (1) year expenditure budget cycle of October 1, 2026 – September 30, 2027. If a two (2) year budget is required to fully execute the program, the second year of the budget cycle will be October 1, 2027 – September 30, 2028. Include a detailed description of funds that will be used during each twelve (12) month period. If funds overlap both fiscal periods (i.e. project period is January 1, 2027 – December 31, 2027), expenses will need to be distributed over the two budget periods in alignment with the Federal fiscal year and the anticipated amount that will be spent each fiscal period. It is anticipated that funding will be available October 1, 2026.

Please see [Appendix D – Budget Worksheet Helpful Hints](#) for detailed instructions on completing the budget worksheet.

Additional Budget Information:

- 1) Limitation of Use of Award Funds for Employee Compensation: Waiver
 - a. www.opm.gov/oca/12tables/indexSES.asp
- 2) Minimization of Conference Costs
 - a. OJP strongly encourages applicants to carefully review the OJP policy and guidance on “conference” approval, planning, and reporting at the following link: <https://ojp.gov/financialguide/doj/index.htm>
- 3) Costs Associated with Language Assistance
 - a. Delivery services or benefits to individuals with limited English proficiency may be allowable. Find more information at the following link: http://www.ojp.usdoj.gov/funding/other_requirements.htm

If additional fiscal information is desired beyond that provided by this guide, the Office of the Justice Program Financial Guide should be used as the primary reference for financial management issues. <https://www.ojp.gov/doj-financial-guide-2022>

Clark County Reimbursement Process

Please note that Clark County manages contracts on a cost-reimbursement basis. Payments are made within thirty (30) calendar days after a receipt of an accurate invoice that has been reviewed and approved by Clark County.

After a purchase order is received by the agency and all business and insurance requirements have been verified, a request for reimbursement (RFR) workbook will be issued to the agency. This will allow the agency to begin submitting the requests for reimbursement.

Invoices are submitted electronically monthly and received by Clark County Contracts staff by the 15th of the month following when expenditures were made. The submission includes:

1. The RFR workbook
2. An invoice for the reporting period that includes a breakdown of all costs
3. A progress report based on actual work performed during the reporting period and work performed to date.

Please note: Clark County will verify all costs prior to approving any payments. Approval of an invoice is given when the general ledger/transaction detail report matches the RFR submission, all expenditures have been confirmed to be eligible costs, and all appropriate and requested documentation has been provided for those costs.

An ideal timeline for reimbursement is as follows:

October 1 – 31	Expenses are incurred
November 15	Agency submits the RFR workbook, invoice, general ledger, all expected documentation, progress report
November 16 – December 15	Clark County teams (at least 2 teams) review submission
December 15	Invoice approved and request sent to comptroller to issue payment

Alternatively, if the invoice is not accurate, this may be the timeline:

October 1 – 31	Expenses are incurred
November 15	Agency submits the RFR workbook, invoice, general ledger, all expected documentation, progress report
November 16 – November 30	Clark County reviews invoice and identifies ineligible expenses and notifies agency of errors
December 4	Agency resubmits the RFR workbook
December 5 – January 3	Invoice approved and request sent to comptroller to issue payment

By understanding the reimbursement timeline, it is important that the agency is able to support project costs prior to the reimbursement date in order to move the project forward in its goals and objectives.

Please be sure to review the application thoroughly prior to submission.

Application Review

Clark County JAG Team reviews applications as part of a competitive process. Incomplete or late applications will not be reviewed, nor will they be eligible for funding. If more funding is available through the local solicitation than requested, the Clark County JAG Team may reopen the local solicitation process.

The initial assessment includes a review of the following items. Applicants may be contacted and asked to provide more information to better determine the eligibility of the applicant:

- Whether the grant application is within the BJA purpose areas (Appendix A) of the funding.
- Whether the proposed expenditures set forth in the project budget are allowable and allocable.
- Any potential conflicts of interest.
- Whether the applicant has any Federal and/or state debt delinquency.
- Any and all risk associated with granting funds to the applicant.

Review of Applicant Eligibility

All applicants will be expected to meet minimum eligibility requirements. Applications will be reviewed for the following minimum eligibility requirements and applications may be disqualified for not meeting minimum eligibility. Disqualified applications will not be eligible for funding consideration.

- The applicant's eligibility as a non-profit or local government.
- Whether the grant application, the applicant, and the project are in compliance with all Federal and state laws, regulations, and rules.
- Whether the applicant is debarred or suspended by any Federal or state department or agency.
- Whether the applicant maintains a current registration in SAM and has an active UEI number.

Threshold Review of projects

While projects will not be scored with a point value, a threshold review will be conducted of all proposed projects to identify alignment with BJA priorities. This includes the following criteria and how well the applicant was able to describe the alignment, use data to support declarations, and how well the objectives match the program goals and need for funding in Clark County.

It is anticipated that the strongest project applications will:

1. Relate to the program requirements set forth by JAG 34.U.S.C. 10152. (see project application question 2)
2. Reduce crime or improve public safety in Clark County.
3. Include a proposal to support criminal justice or civil proceedings. (see project application question 3)

4. Align with the requirements related to the nine (9) purpose areas described in [Appendix A](#).
5. Support one of the BJA FY25 areas of emphasis. As these areas have not been released yet, this may result in the review team reaching out to each project with additional questions. (see project application question 5)

Negotiation of Final terms

For applications recommended for a subaward, based upon the recommendations of the LLEAC, Clark County personnel and the applicant may negotiate conditions of the proposed project and/or its budget. This may include modifications to objectives and activities for the project and/or project costs.

Appendix A - Program Purpose Areas

The purpose of JAG is to provide funds to underwrite projects to reduce crime and improve public safety. By law, these two objectives must be funded in accordance with the nine (9) purpose areas described below. Each proposed project may only apply for one (1) purpose area.

Purpose Area 1: Law Enforcement Programs

For the purpose of this program, a law enforcement officer is defined as any individual involved in crime and juvenile delinquency control or reduction or criminal law enforcement, including but not limited to police, corrections, probation, parole, and judicial officers.

If funds are used to hire law enforcement officers, there must be a net gain over the police departments current appropriated ceiling (defined as the ceiling at the start of the program period, October 1, 2024) in the number of law enforcement officers who perform non-administrative public safety service. Continuing the funding of previously hired grant positions would not provide for the required net gain. BJA's expectation is that units of general-purpose local governments will continue funding personnel hired under this program after the Federal grant period ends.

The applicant is asked to keep in mind the focus of each new employee's position. The activities undertaken by new staff determine the purpose area in which to place the expenditure of funds. For example, Purpose Area 1 would be appropriate for a jurisdiction hiring a dispatcher because it is intended for positions dealing with basic law enforcement functions. However, if the applicant chooses to add an attorney to prosecute additional cases involving violent offenders, Purpose Area 4 would be most appropriate.

Further, the applicant should note that training as listed in Purpose Area 1 should cover training of new employees to perform basic law enforcement functions. Purpose Area 1 is not intended to include in-service requirements. If equipment is purchased under Purpose Area 1, the training cost incurred to allow personnel to operate the equipment should be included there as well. However, if the applicant incurs training cost in the establishment of a crime prevention program, Purpose Area 6 would be the appropriate program area in which to place these, expenditures. Any jurisdiction wishing to hire law enforcement or support personnel under the JAG Program must give suitable preference to veterans in the employment process.

Purpose Area 1: Threshold Review questions:

- 1) Does the program create a brand-new position for any persons involved in crime and juvenile delinquency control or reduction, criminal law enforcement including police, corrections, probation, parole, and judicial officers?
- 2) Does the agency have a sustainability plan for after this funding ends? BJA does not fund current positions, and it is expected that the department will continue funding the position after BJA funding ends.

Purpose Area 2: Prosecution and Court Programs

For the purpose of the JAG Program, a violent offender is defined as a person charged with committing a Part I violent crime under the Uniform Crime Reports (UCR). Part I violent crimes include murder, rape, robbery, and aggravated assault. https://www2.fbi.gov/ucr/cius_04/appendices/appendix_02.html

Enhancing the adjudication process includes a range of activities, including enhancing sanctions, increasing the space available to house violent offenders awaiting trial, and hiring additional attorneys to prosecute violent cases. The hiring of court support personnel involved in the adjudication process is allowed if they enhance the adjudication process of cases involving violent offenders or violent juvenile offenders.

Purpose Area 2: Threshold Review questions:

- 1) Does the program enhance the adjudication process which may include enhancing sanctions, increasing the space available to house violent offenders awaiting trial, and hiring additional attorneys to prosecute violent crimes?
- 2) For the purpose of the JAG program, a violent offender is defined as a person charged with committing a Part I violent crime under the UCR including murder, rape, robbery, and aggravated assault. Does the program design involve violent offenders?

Purpose Area 3: Prevention and Education Programs

Programs funded under this purpose area must meet two key criteria. First, the activities funded must include the active involvement of law enforcement personnel. Second, program activities must have as their goal the control, detection, or investigation of crime or the prosecution of criminals. An example of an activity that would meet these requirements is a school-based program in which law enforcement professionals are participants or instructors. Another example is a community-based partnership between law enforcement and citizens focused on issues of mutual concern. For instance, law enforcement officers and senior citizens might work together to combat elder abuse and scams targeted at seniors.

Purpose Area 3: Threshold Review questions: Program must meet BOTH criteria.

- 1) Do the activities include the active involvement of law enforcement personnel (ie law enforcement professionals are participants or instructors); AND
- 2) Do the activities have as their goal the control, detection, or investigation of crime or the prosecution of criminals (ie law enforcement and citizens focus on scams targeting seniors)?

Purpose Area 4: Corrections and Community Corrections Programs

Programs funded under this purpose area must include active involvement of law enforcement personnel, probation or corrections officer involved in community-based activities geared towards safe community initiatives, programs to control juvenile offenders, and truancy of high school students.

Purpose Area 4: Threshold Review questions:

- 1) Does the program include active involvement of law enforcement personnel, probation, or corrections officers involved in community-based activities geared towards safe community initiatives, programs to control juvenile offenders, and truancy of high school students?

Purpose Area 5: Drug Treatment Programs

To be eligible for funding, a drug court program must include, at a minimum, continuing judicial supervision over offenders with substance abuse problems who are not violent offenders, and the integrated administration of other sanctions and services including:

- (1) Mandatory periodic testing for the use of controlled substances or other addictive substances during any period of supervised release or probation for each participant,
- (2) Substance abuse treatment for each participant,
- (3) Probation or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirement or failure to show satisfactory progress, and
- (4) Programmatic, offender management, and aftercare services such as relapse prevention, vocational job training, and job and housing placement.

Substance abuse treatment is allowed only as a component of a drug court program. Furthermore, the hiring of drug court support personnel is allowed only if they enhance the adjudication process of cases processed in drug courts.

Purpose Area 5: Threshold Review questions:

- 1) Does the drug court program include, at a minimum, continuing judicial supervision over offenders with substance abuse problems who are not violent offenders AND the integrated administration of other services including:
 - a. Mandatory periodic testing for the use of controlled substances during any period of supervised release or probation for each participant; AND
 - b. Substance abuse treatment for each participant; AND
 - c. Probation or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirement or failure to show satisfactory program; AND
 - d. Programmatic, offender management, and aftercare services such as relapse prevention, vocational job training, and job and housing placement.

Purpose Area 6: Planning, Evaluation, and Technology Improvement Programs

Equipment and technology purchased under this purpose area must be utilized in support of basic law enforcement functions. Allowable types of equipment could include service revolvers, protective vests (see Bulletproof Vest Certification and Purchase), lap-top computers, and other basic equipment. The purchase of technology to support basic law enforcement, such as that used to enhance a 911 system or to institute a jurisdiction wide criminal record information system, is also acceptable. If grant recipients choose to utilize program funds for the implementation of criminal intelligence system, these systems must comply with 28 C.F.R., Part 23 (Criminal Intelligence System Operating Policies).

https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/28cfr_part_23.pdf

Applicants are reminded to consider State standards and requirements when planning to purchase new equipment or technology. Many states have mandated requirements relating to law enforcement management information systems and other criminal justice software and hardware needs. BJA strongly urges each applicant to contact the State Administrative Agency (SAA) – Nevada. <https://admin.nv.gov/>

Prior to the expenditure of funds in this area, determine if relevant mandated specifications exist. This will ensure that State efforts to modernize and standardize criminal justice technology will be coordinated under the JAG Program.

JAG funds may be used by law enforcement to purchase weapons. Recipients of BJA direct awards and State sub recipients may purchase weapons that will be used in conjunction with basic law enforcement activities (for example, when a small, rural jurisdiction purchases a standard side arm for one of its officers).

Purpose Area 6: Threshold Review questions:

- 1) Does the equipment or technology support basic law enforcement functions?
 - a. Allowable types of equipment include service revolvers, protective vests, laptop computers and other basic equipment
 - b. Allowable types of technology may include enhancement to a 911 system or a jurisdiction wide criminal record information system.
- 2) Does this equipment or technology meet the State Administrative Agency mandated requirements?

Purpose Area 7: Crime Victim and Witness Programs (other than compensation)

Victim Services Programs (VSPs) provide services and support to victims of crime. VSPs have been implemented to meet the needs of various victim populations, such as elderly victims, child abuse victims, sex abuse victims, rape/sexual assault victims, domestic violence victims, victims with disabilities, and human trafficking victims. In some instances, VSPs provide services to victims of specific crimes and in other instances, programs are generalized to serve all crime victims. Most VSPs generally do one of the following:

- Provide direct services to victims
- Educate the public about the types of victim services that are available
- Advocate for victims

Purpose Area 7: Threshold Review questions:

- 1) Does the program provide services and support to victims of crime including elderly victims, child abuse victims, sex abuse victims, rape/sexual assault victims, domestic violence victims, victims with disabilities, and human trafficking victims?
- 2) Does the program provide direct services to victims, educate the public about the types of victim services that are available, and/or advocate for victims?

Purpose Area 8: Mental Health Programs

Related law enforcement and corrections programs, including behavior programs and crisis intervention teams.

Purpose Area 8: Threshold Review questions:

- 1) Do the activities provide mental health and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams?

Purpose Area 9: Implementation of state crisis intervention court proceedings

Related programs or initiatives, including, but not limited to, mental health court, drug courts, veterans' courts, and extreme risk protection order programs.

Purpose Area 9: Threshold Review questions:

- 1) Do the activities include one of the following: mental health courts, drug courts, Veteran's courts, or extreme risk protection order programs?

Appendix B - Financial Accountability Documents.

Financial accountability documents must be submitted by agencies in accordance with Federal and County policies. Audits may not be older than FY 2024. Applicants must submit one of the following with their application:

1. Agencies that have expended \$1,000,000 or more in Federal funds for the latest reporting period.
 - a) Applicants shall provide the most current single audit in compliance with 2 CFR Part 200, Subpart F, entitled "Audit Requirements" no older than two years.
 - b) <https://www.law.cornell.edu/cfr/text/2/200.501>
1. Agencies that expended between \$100,000 to \$1,000,000 in Federal funds in the latest reporting period
 - a) Applicants shall provide the most current financial audit completed by a third-party or by a Certified Public Accountant (CPA) no older than two years.
 - b) <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200>
2. Agencies that expended below \$100,000 in Federal funds in the latest reporting period
 - a) Applicants shall provide a letter, signed by the Board President, stating that the agency expended less than \$100,000 of Federal funds during that reporting period AND provide a copy of the agency's unaudited Annual Certified Financial Statements (ACFS). ACFSs must be certified (signed and dated) by the Treasurer and the Board President and must be for no older than two years. It will need to include a balance sheet and profit and loss statement for the previous year.

Appendix C – Waiver Request**Edward Byrne Memorial Justice Assistance Grant (JAG)
Waiver Required List**

Any projects and/or items listed below are unallowable under JAG unless a waiver, justifying the exigent need for the project/item, is first submitted and approved by BJA. To submit a waiver request for projects and/or items listed below, please follow instructions provided within the “What is the process to submit a waiver request?” See JAG FAQ.

<https://bja.ojp.gov/program/jag/frequently-asked-questions>

- Armored Vehicle
- Boat (Non-Police Helicopter)
- Bus and/or RV (Recreational Vehicle)
- Construction projects (other than penal or correctional institutions)
- Food and Beverages
- Luxury items and Real estate
- *Segway, Golf Cart, A TV or similar
- SUV (Non-Police Cruiser)
- Truck
- Unmanned Aircraft (UA), Unmanned Aerial Vehicle (UAV) and/or Unmanned Aerial Systems (UAS)
- Van

*Waiver is only required if the state’s Department of Motor Vehicles requires licensing and/or registration for the Segway, golf cart, ATV or similar.

Appendix D - Budget Workbook Helpful Hints

General Information

Read through the budget worksheet instructions, allowable and unallowable costs, and definitions tab prior to starting to complete the budget. There may be information on these pages that will help with budget development and meets all BJA requirements.

Most of the cells are locked and cannot be changed. Cells in white are editable. For assistance, like adding more lines to a section, unlocking a cell, or editing calculations that are not computing, please reach out to SSPDT@ClarkCountyNV.gov with a screen shot of the issue and a brief description. A response will be providing by the next business day during regular work hours: Monday – Thursday, 8 am – 5 pm.

Please note that each section will calculate a total cost for each line item and category. JAG funds are considered “Federal Request.” If the proposed project has match funds or are contributing either cash or in-kind/volunteer hours or items to the project, that is reflected under “Non-Federal Contribution.” Match or non-Federal contributions are not required for this project but may be included to show the true cost of this project beyond the Federal funds being requested.

Leave a blank for any categories that are not requesting funds.

Budget Year (1) One Tab

Line 1 is populated with the anticipated date of award for the proposed project. Please note that all project periods will begin October 1 and end on September 30 to align with the Federal fiscal year. This workbook allows for a 24-month budget. If the budget exceeds 24 months, please contact SSPDT@ClarkCountyNV.gov. Another tab to the workbook may be added to allow for a 36-month performance period.

1	Budget Detail Year 1 - October 1, 2026 - September 30, 2027
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Complete lines 2 – 6 with contact information and project information.

3	Contact Name:	First:		Last:		Title:	
4	Contact Phone:		Contact Fax:		Contact Email:		
5	Agency Name:						
6	Project Name:						

Lines 7 – 18 allows applicants to identify any personnel assigned to this project. Estimate staff annual salary (hourly rate x 2080 hours), the # of months staff will be working on this project for each budget period and the percentage of time staff are dedicated to the project. Please note that percentages will round to the nearest whole number but will still calculate with the exact number entered. Any percentage above 100 indicates that the staff is working and being paid overtime. If part of staff salary related to the project will be provided by non-Federal contributions (match, other sources, volunteers), enter the amount that will be contributed by the agency in the Non-Federal Contribution box. Leave this column blank if there are no matching funds supporting this project. In the narrative box, explain the work each staff will be doing with the project.

Consultants will be listed under section G or H for subawards or procurements.

7	A. Personnel								
8	Name	Position	Computation: (Annual Salary / 12 months) x # of months worked x % dedicated to project						
9	Show annual salary rate & amount of time devoted to the project for each name/position.								
10	List each name, if known.	List each position, if known.	Annual Salary	Base rate of 12 months	# Months dedicated to project	Percentage of their time working on project	Total Cost	Non-Federal Contribution	Federal Request
11				12			\$ -		\$ -
12				12			\$ -		\$ -
13				12			\$ -		\$ -
14				12			\$ -		\$ -
15				12			\$ -		\$ -
16	Total(s)						\$ -	\$ -	\$ -
17	Narrative								

Lines 19 – 30 will calculate the fringe benefits associated with the staff identified in section A. The name and total salary applied to the grant will auto populate based on information submitted in section A. Personnel. Enter their fringe rate in the box identified for rate. This will calculate the amount of fringe assigned to the project. If no fringe will be assigned to the project, either enter a zero (0) in the rate or enter the total in the non-Federal contribution. In the narrative, explain how the rate was determined using enough details that the calculations can be replicated. If there is no fringe charged to the project, explain in the narrative how the fringe rate costs will be covered by another funding source.

19	B. Fringe Benefits					
20	Name	Computation - Salary x Rate				
21	In the narrative, explain how the fringe rate was determined.					
22	List each grant-supported position receiving fringe benefits.	Salary Assigned to project	Rate	Total Cost	Non-Federal Contribution	Federal Request
23	0	\$ -		\$ -		\$ -
24	0	\$ -		\$ -		\$ -
25	0	\$ -		\$ -		\$ -
26	0	\$ -		\$ -		\$ -
27	0	\$ -		\$ -		\$ -
28	Total(s)				\$ -	\$ -
29	Narrative					
30						

Lines 31 - 42 will calculate the travel related to the project. Be sure to include all costs and follow [GSA travel guidelines](#) for per diem rates and allowances. In the narrative explain the purpose for travel and how it aligns to the project. Mileage can be calculated using the standard IRS allowances which can be found here: <https://www.irs.gov/tax-professionals/standard-mileage-rates>

31	C. Travel										
32	Purpose of Travel	Location	Type of Expense	Basis	Computation						
33	Indicate the purpose of each trip or type of trip (training, advisory meeting)	Indicate the travel destination	Lodging, Meals, etc	Per day, mile, trip, etc.	Compute the cost of each type of expense x quantity x the number of people traveling x # of trips						
34					Cost	Quantity	# of staff	# of trips	Total Cost	Non-Federal Contribution	Federal Request
35									\$ -		\$ -
36									\$ -		\$ -
37									\$ -		\$ -
38									\$ -		\$ -
39									\$ -		\$ -
40	Total(s)								\$ -	\$ -	\$ -
41	Narrative										
42											

Lines 43 - 54 will calculate equipment. Equipment is defined as non-consumable items that cost \$10,000 or more. In the narrative explain how the equipment relates to the project.

43	D. Equipment					
44	Item	Computation				
45	List and describe each item of equipment that will be purchased.	Compute the cost (number of each item x cost per item)				
46		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
47				\$ -		\$ -
48				\$ -		\$ -
49				\$ -		\$ -
50				\$ -		\$ -
51				\$ -		\$ -
52	Total(s)				\$ -	\$ -
53	Narrative					
54						

Lines 55-66 will calculate supplies. Supplies are consumable items that are less than \$10,000. Computers needed for the course of work are considered supplies. In the narrative explain how the supplies relate to the project.

55	E. Supplies					
56	Item	Computation				
57	Provide a list of the types of items to be purchased with grant funds including description of the item quantity (ie case, ream, etc)	Compute the cost (number of each item x cost per item)				
58		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
59				\$ -		\$ -
60				\$ -		\$ -
61				\$ -		\$ -
62				\$ -		\$ -
63				\$ -		\$ -
64	Total(s)				\$ -	\$ -
65	Narrative					
66						

Lines 67 – 78 are for Construction. This is part of the budget because it is included in the Federal budget template. **It is not an eligible cost for JAG, so this section should remain blank.** Please also review the allowable and unallowable costs worksheet / tab to review and ensure that the other items charged to the grant and included in this workbook are in fact eligible and allowable costs.

67	F. Construction						
68	Purpose	Description of Work	Computation				
69	Provide the purpose of the construction.	Describe the construction project(s)	Compute the cost (number of each item x cost per item)				
70			# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
71					\$ -		\$ -
72					\$ -		\$ -
73					\$ -		\$ -
74					\$ -		\$ -
75					\$ -	\$ -	
76				Total(s)	\$ -	\$ -	\$ -
77	Narrative						
78							

Lines 79 – 101 are for subawards or subgrants that will be awarded from the applicant's agency to another agency. This includes consultants who also are represented by an agency. Subawards more than \$30,000 may be subject to public disclosure based on the Federal Funding Accountability and Transparency Act (FFATA) of 2006. In the narrative provide a description of the relationship with the subrecipient and how the agency will monitor the work. As a subrecipient of Federal funds there are guidelines that must be followed to further subgrant out funds. Additionally, the "Subrecipient or Contractor" tab must be completed to verify the appropriate classification of the external entity. For questions or concerns about subawards and FFATA, please reach out to SSPDT@ClarkCountyNV.gov.

79	G. Subawards (Subgrants)										
80	Purpose	Description of Work	Consultant?	Computation							
81	Describe the purpose of the subaward (subgrants)	Describe the activities to be carried out by the subrecipients	Is the subaward for a consultant? If yes, complete the section below.	Compute the cost (number of each item x cost per item)							
82				Total Cost	Non-Federal Contribution	Federal Request					
83				\$ -		\$ -					
84				\$ -		\$ -					
85				\$ -		\$ -					
86				\$ -		\$ -					
87				\$ -		\$ -					
88				Subtotal(s)	\$ -	\$ -	\$ -				
89	Consultant Travel (if necessary)										
90	Purpose of Travel	Location	Type of Expense	Basis	Computation						
91	Indicate the purpose of each trip or type of trip (training, advisory meeting)	Indicate the travel destination	Lodging, Meals, etc	Per day, mile, trip, etc.	Compute the cost of each type of expense x quantity x the number of people traveling x # of trips						
92					Cost	Quantity	# of staff	# of trips	Total Cost	Non-Federal Contribution	Federal Request
93									\$ -		\$ -
94									\$ -		\$ -
95									\$ -		\$ -
96									\$ -		\$ -
97					\$ -		\$ -				
98				Subtotal(s)	\$ -	\$ -	\$ -				
99				Total(s)	\$ -	\$ -	\$ -				
100	Narrative										
101											

Lines 102 – 124 are similar to the section above for subawards, but it relates to the award that the agency will contract out to another organization that is for goods and services. This may include consultants. It is important to understand Federal requirements related to procurement. Contracts more than \$30,000 may be subject to public disclosure based on the Federal Funding Accountability and Transparency Act (FFATA) of 2006. Please also complete the tab titled Subrecipient or Contractor to verify the relationship between the agencies. For questions or concerns about related to procurement, subawards, contracts, consultants, or FFATA, please reach out SSPDT@ClarkCountyNV.gov.

102	H. Procurement Contracts										
103	Purpose		Description of Work		Consultant?		Computation				
104	Describe the purpose of the contract		Describe the products or services to be procured and whether it was competitively bid or sole sourced.		Is the contract for a consultant? If yes, complete the section below.						
105							Total Cost	Non-Federal Contribution	Federal Request		
106							\$ -			\$ -	
107							\$ -			\$ -	
108							\$ -			\$ -	
109							\$ -			\$ -	
110							\$ -			\$ -	
111	Subtotal(s)						\$ -	\$ -	\$ -		
112	Consultant Travel (if necessary)										
113	Purpose of Travel	Location	Type of Expense	Basis	Computation						
114	Indicate the purpose of each trip or type of trip (training, advisory meeting)	Indicate the travel destination	Lodging, Meals, etc	Per day, mile, trip, etc.	Compute the cost of each type of expense x quantity x the number of people traveling x # of trips						
115					Cost	Quantity	# of staff	# of trips	Total Cost	Non-Federal Contribution	Federal Request
116									\$ -		\$ -
117									\$ -		\$ -
118									\$ -		\$ -
119									\$ -		\$ -
120									\$ -		\$ -
121	Subtotal(s)						\$ -	\$ -	\$ -		
122	Total(s)						\$ -	\$ -	\$ -		
123	Narrative										
124											

Lines 125 – 136 relate to other costs assigned to the project that are required and necessary to do the work and are on the allowable costs list. This may be related to space rentals, security services, or other services. In the narrative describe how the amounts were determined to be necessary for the project.

125	I. Other Costs										
126	Description		Computation								
127	List and describe items that will be paid for with grant funds		Show the basis for computation. Compute: Quantity x Cost x # of months								
128			Basis	Quantity	Cost	# of Months; if not based on months, enter 1	Total Cost	Non-Federal Contribution	Federal Request		
129							\$ -			\$ -	
130							\$ -			\$ -	
131							\$ -			\$ -	
132							\$ -			\$ -	
133							\$ -			\$ -	
134	Total(s)						\$ -	\$ -	\$ -		
135	Narrative										
136											

Lines 137 – 144 are for an indirect cost rate. If the agency has a Federally negotiated indirect cost rate, please include it here and explain the calculations approved by cognizant agency. Modified Total Direct Cost (MTDC) is explained in [2 CFR 200.1](#). Applicants will be asked to upload the Federally Negotiated Indirect Cost Rate Agreement in the supplemental materials in the Documents Tab. If an agency does not have a Federally negotiated rate, the de minimis rate of 15% of Modified Total Direct Costs may be applied.

137	J. Indirect Costs					
138	Description	Computation				
139	Describe what the approved rate is and how it is applied	Compute the indirect costs for those portions of the program which allow such costs.				
140		Base Amount	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
141				\$ -		\$ -
142			Total(s)	\$ -	\$ -	\$ -
143	Narrative					
144						

Budget Year (2) Two Tab

Repeat this process with the Budget Year 2 Tab if the project expects to spend funds during the second 12-month period of time. If applicants need an additional tab added to the workbook, please email SSPDT@ClarkCountyNV.gov with the request so an updated workbook can be provided.

Budget Summary Tab

The Budget Summary Tab is locked and may not be edited. However, it is very important to review this tab to ensure it meets the expectations of funding. If non-Federal contributions have been identified, it will be noted here. This is the agency's commitment to add additional funding to this project. Remember it is not required of the JAG award. Any changes that are identified will need to be made on the Budget Year 1 or 2 tabs. If there is a calculation error, please contact SSPDT@ClarkCountyNV.gov and send the workbook with a description of the error found so that the necessary corrections can be completed.