

# Application: Checklist

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Print and sign the completed application. Complete this checklist prior to scanning/submitting.

## Section 1: Application Form

- All boxes are checked to indicate the correct answer.
- All fields are completed according to instructions.
- Certification is signed.

## Section 2: Proposal Summary

- Complete this section using the online form at [https://hal.nv.gov/form/DCFS/VOCA\\_SFY22\\_Application](https://hal.nv.gov/form/DCFS/VOCA_SFY22_Application)

## Section 3: Proposal Narrative

- Complete this section using the online form at [https://hal.nv.gov/form/DCFS/VOCA\\_SFY22\\_Application](https://hal.nv.gov/form/DCFS/VOCA_SFY22_Application)

## Section 4: Scope of Work Table

- Complete Scope of Work Table

## Section 5: Budget

- Numbers in the *Proposed Project Budget* match numbers in the *Budget Narrative*.
- Completed Budget Narrative (All three forms)

## Section 6: Agency Self-Assessment

- Complete this section using the online form at [https://hal.nv.gov/form/DCFS/VOCA\\_SFY22\\_Application](https://hal.nv.gov/form/DCFS/VOCA_SFY22_Application)

## Section 7: Past Performance with DCFS Grant Management Unit

- Attached most recent Single Audit or Financial Opinion

## Application Submission/Attachments

- Agency name is on the bottom of every page
- Included resumes and copies of licenses of key personnel (including subcontractors)
- Included any current Memorandums of Understanding and/or Letters of Intent you have for community collaboration
- Included a copy of completed Scope of Work Table
- Included a copy of completed "SFY22 Budget Narrative Template" all three (3) forms
- Included copy of written agreements
- Included a copy of the negotiated indirect agreement (if applicable)

## Application Submission

- A PDF will be emailed to [DCFSGRANTS@DCFS.NV.GOV](mailto:DCFSGRANTS@DCFS.NV.GOV) with all required documentation no later than Friday, February 12, 2020 by 5:00 p.m. PST

# Application Form

Please complete each item. Add extra rows if more space is needed to provide complete response.

<b>Applicant Organization Name</b>	
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## Key Personnel

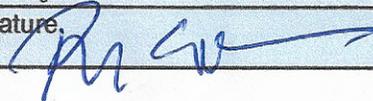
Name	Title	Resume included?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Current Funding:** List all funding sources for your agency. To qualify for VOCA funding your agency must receive at least 25% of its funding from non-federal sources. 28 C.F.R 94.112(b)

Funding	Type (Federal, State, Private, Etc.)	Project Period End Date	Amount Awarded (\$)

## L. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and activities described in this application meets all requirements of the Victims of Crime Act (VOCA) legislation governing the grant as indicated by the Division of Child and Family Services (DCFS) and the certifications in the Application Instructions; that all the information contained in the application is correct; that the appropriate coordination with affected agencies and organizations, including subcontractors, took place; that this agency agrees to comply with all provisions of the applicable grant program and all other applicable federal and state laws, current or future rules, and regulations. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Notice of Subaward and accompanying documents.

<b>Name (type/print)</b> Rich Easter	<b>Phone</b> 702-633-1083
<b>Title</b> Grant Manager	<b>Email</b> easterr@cityofnorthlasvegas.com
<b>Signature</b> 	<b>Date</b> 2/14/2021

# Scope of Work Table

## Description of Services, Scope of Work and Deliverables SFY-2022

**City of North Las Vegas Police Department**, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

### Scope of Work for: City of North Las Vegas Police Department

#### Goal 1: Crisis Response

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. Victim Services Unit will provide immediate crisis response to victims of Domestic Violence, Sexual Assault, and other victims of crime.	1. Immediate response upon officers' request to provide emergency psychological care aimed at assisting individuals in a crisis and ensure a safe/secure environment. This will minimize the potential for psychological trauma. Approximately 120 victims per year will be provided crisis intervention by the Victims Service Unit.	Ongoing services will be completed by 06/30/2022	1. Victim services database 2. Client services call log 3. Quarterly reports 4. Officer reports	1. 120 Victims per year will receive crisis intervention services. 2. Records of all emergency service funds issued will be maintained properly.

#### Goal 2: Human Trafficking Outreach

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. Victim Advocates will provide	1. Victim Advocates will attend one	Ongoing services will be	1. Quarterly reports	1. Meeting minutes will be kept to

information to the community regarding Human Trafficking.	training on Human Trafficking and continue to be an active member of the Southern Nevada Human Trafficking Task Force.	completed by 6/30/2022	<ul style="list-style-type: none"> <li>2. Meeting minutes</li> <li>3. Training advertisement (flyers, agendas)</li> </ul>	<p>show attendance at monthly meetings.</p> <p>2. Records and/ or certificate of training attended will be kept.</p>
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**Goal 3: After Hours/ Community Outreach Victim Advocate Services**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>1. Victim Advocates will provide support and services to crime victims after regular business hours.</p> <p>2. If permissible by COVID regulations, Victim Advocates will attend outreach events on weekends and after hours.</p> <p>3. Attend one training workshop in issues related to the VSU</p>	<p>1. A Victim Advocate will respond to a crime scene upon officer/command staff's request. Crisis intervention and community resources and referrals will be provided.</p> <p>2. Victim Advocates will attend community outreach events to promote awareness concerning recognized underserved populations.</p> <p>3. Each Victim Advocate will participate in one community organization task force.</p>	<p>Ongoing services will be completed by 06/30/2022</p>	<ul style="list-style-type: none"> <li>1. Quarterly reports</li> <li>2. Officer reports</li> <li>3. Client services call log</li> <li>4. Overtime request forms to be maintained in VOCA file and Department file</li> <li>5. Meeting minutes</li> <li>6. Event advertisement (flyers or agendas)</li> <li>7. Referral log</li> </ul>	<ul style="list-style-type: none"> <li>1. Victim Advocates will properly document all hours worked past regular business hours (no more than 200).</li> <li>2. Meeting minutes will be documented to show attendance.</li> <li>3. If applicable, Victim Advocates will attend two community outreach presentations and collect records of attendance.</li> </ul>

program; domestic violence, sexual assault, elder/child abuse/neglect, human trafficking, victims with disabilities and LGBTQIA2+.				
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**Goal 4: Elderly/Disabled/Child Abuse Victims**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. Provide, improve, and expand comprehensive services to elderly, disabled, and child abuse victims in collaboration with NLVPD Abuse and Neglect Unit.	1. Victim Advocates will provide services to elderly/child abuse crime victims through further collaboration with NLVPD Abuse and Neglect Investigator, Police Officers, APS, and DCFS. 100 clients will be served, and 15% of victims or their family members who receive services and are given a survey will indicate increased awareness of services, resources, and referrals.	Ongoing Services to be completed by 06/30/2022	1. Victim services database  2. Client contact service log  3. Quarterly reports  4. Referral log  5. Surveys	1. Victim Advocates will maintain records of surveys given. (No less than 15% of this category).  2. Victim Advocates will assist no less than 100 victims that fall within the child/elderly/disabled demographic.

**Goal 5: Provide victim services to the Hispanic Community**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>1. Provide resources and referrals to the Hispanic community.</p> <p>2. Provide community outreach to the Hispanic Community if permissible by COVID regulations.</p>	<p>1. Bilingual Victim Advocates will continue to increase culturally linguistic services and provide appropriate resources and referrals to the members of the Hispanic community. Approximately 200 victims per year will receive information and services in Spanish.</p>	<p>Ongoing Services to be completed by 06/30/2022</p>	<p>1. Victim services database</p> <p>2. Client contact service log</p> <p>3. Quarterly reports</p> <p>4. Referral log</p> <p>5. Surveys</p>	<p>1. The VSU will assist 200 Hispanic victims throughout the year.</p> <p>2. Victim Advocates will maintain records of surveys given. (No less than 15% of total victims within this category).</p>

**Goal 6: Provide victim services to the homeless elderly/disabled community**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>1. In conjunction with the North Las Vegas Constable's Office, the Department's Community Engagement Officer, and</p>	<p>1. Victim Advocates will assist in community resources, referrals, emergency assistance (such as providing bus passes, Walmart cards, gas cards, transporting victims to a shelter or assisting them with housing resources.</p>	<p>Ongoing Services to be completed by 06/30/2022</p>	<p>1. Quarterly reports</p> <p>2. Client contact service log</p> <p>3. Victim services database</p>	<p>1. No less than 8 homeless/elderly/disabled community members will receive services.</p> <p>2. Records of all emergency service funds issued will be maintained properly.</p>

<p>patrol officers the Victim Advocates will provide emergency victim advocacy services to the homeless community members who are elderly or disabled.</p>	<p>Approximately 8 homeless/elderly/disabled community members will receive victim advocacy services, resources and referrals.</p>		<p>4. Referral log</p>	
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# Budget

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**Proposed Project Budget**

<b>Category</b>	<b>Amount Requested (\$) Traditional</b>	<b>Amount Requested (\$) Innovative</b>	<b>Total Requested (\$)</b>
Personnel			
Travel/Training			
Operating			
Equipment			
Contractual/Consultant			
Other			
Indirect			
<b>Total Funding Requested (\$)</b>			

Remember to also submit your completed SFY22 Budget Narrative Template.

**Total Personnel Costs**

List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.

Including Fringe Total: \$ 135,740.49

\*revise this formula as needed to include each position listed

Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
Name of Employee: Laura Wiggins Victim Witness Advocate, Position Control Number 01834-B Length of time in Position: 5 years Provide victim advocacy to victims of all crimes, crisis response, assistance with TPO/VOCOP apps, etc. 23% of FY22 salary will be covered via FY21 award no-cost extension				
\$ 59,383.00	83%	77%	12	\$ 83,493.69
*Fringe rate is 47.2% plus \$21,067 for health insurance				

Name of Employee Karina Plinko Victim Witness Advocate, Position Control Number 01553-B Length of time in Position: 9 months Provide victim advocacy to victims of all crimes, crisis response, assistance with TPO/VOCOP apps, etc. Note: Karina has opted out of health insurance. 25% of Karina's salary will be paid from non-federal sources as part of the match				
\$ 47,325.00	47%	75%	12	\$ 52,246.80

Name of Employee (if known, otherwise state new position), Title of position & Position Control Number Length of time in Position *Insert details to describe position duties as it relates to the funding (specific program objectives).				
				\$ -

Name of Employee (if known, otherwise state new position), Title of position & Position Control Number Length of time in Position *Insert details to describe position duties as it relates to the funding (specific program objectives).				
				\$ -

Total Fringe Cost \$ 54,521.83 Total: \$ 135,740.49

**Travel/Training**

Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.

Total: \$ -

**Out-of-State Travel**

Title of Trip & Destination such as CDC Conference, San Diego, CA	Cost	# of Trips	# of Days	# of Staff	
Airfare: Cost per trip (origin & destination) x # of trips x # of staff					\$ -
Baggage fee: \$ amount per person x # of trips x # of staff					\$ -

\*revise as needed to include costs of multiple trips.

Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$	-
Ground Transportation: \$ per r/trip x # of trips x # of staff					\$	-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$	-
Parking: \$ per day x # of trips x # of days x # of staff					\$	-

**Justification:**

Who will be travelling, when and why, tie into program objective(s) or indicate required by funder.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

In-State Travel	Cost	# of Trips	# of Days	# of Staff		
<i>Origin &amp; Destination</i>					\$	-
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$	-
Baggage fee: \$ amount per person x # of trips x # of staff					\$	-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$	-
Motor Pool: (\$ car/day + # miles/day x \$ rate per mile) x # trips x # days					\$	-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$	-
Parking: \$ per day x # of trips x # of days x # of staff					\$	-

**Justification:**

Who will travel and why

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

Operating	Total:	\$	-
Occupancy		\$	-
Communications		\$	-
Rent: \$ per month x 12 months x # of FTE		\$	-
Utilities: \$ per quarter x 4 quarters		\$	-
State Phone Line: \$ per month x 12 months x # of FTE		\$	-
Voice Mail: \$ per month x 12 months x # of FTE		\$	-
Conference Calls: \$ per month x 12 months		\$	-
Long Distance: \$ per month x 12 months		\$	-
Email: \$ per month x 12 months x # of FTE		\$	-

**Justification:**

Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.

**Equipment**

List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

Describe equipment \$ -

Total: \$ -

Revise this formula as needed to include each Contractor listed

**Contractual**

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

Name of Contractor/Subrecipient:

\$ -

Method of Selection: Explain, i.e. sole source or competitive bid

Period of Performance: July 1, 2021 - June 30, 2022

Scope of Work: Define Scope of Work

\*Sole Source Justification: Define if sole source method, not needed for competitive bid

Method of Accountability:

Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.

\*Add additional Contractor/Subrecipients here with justification or delete this row. \$ -

**Other** Total: \$ 15,000.00

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.

Emergency Services (clothing, lodging, transportation support for clients) \$ 15,000.00

Copier/Printer Lease: \$ amount/month x 12 months \$ -

Property and Contents Insurance per year \$ -

Car Insurance: \$ per month x 12 months \$ -

Postage: \$ per month x 12 months \$ -

Audit \$ -

Justification: Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie budget piece to project deliverables.

**TOTAL DIRECT CHARGES** \$ 150,740.49

**Indirect** Total: \$ -

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. This will be a percentage that cannot exceed 10% of Direct Expenses. Note that the formula in Cell F116 will automatically calculate at 10%. Applicants may override this formula only to request a lower indirect rate.

Identify Indirect Expenses	\$	-
Add more as necessary and adjust formula in F112 to reflect changes.	\$	-

**TOTAL BUDGET** Total: \$ 150,740.49

**Applicant Name: North Las Vegas Police Department**  
**PROPOSED TOTAL AGENCY BUDGET SUMMARY**  
 (Form Revised December 2020)

Form 2

A. INTERMEDIATE BOXES ARE FORMULA DRIVEN - DO NOT OVER

<b>FUNDING SOURCES</b>	GMU	Other Funding	Other Funding	Match	TOTAL
Federal, State, Private					
PENDING OR SECURED					
<b>ENTER TOTAL REQUEST</b>	\$ 150,740.49	\$ -	\$ -	\$ 37,783.86	\$ 188,524.34

<b>EXPENSE CATEGORY</b>					
Personnel	\$ 135,740.49			\$ 25,559.86	\$ 135,740.49
Travel/Training	\$ -			\$ -	\$ -
Operating	\$ -			\$ 5,354.00	\$ -
Equipment	\$ -			\$ 3,670.00	\$ -
Contractual/Consultant	\$ -			\$ -	\$ -
Other Expenses	\$ 15,000.00			\$ 3,200.00	\$ 15,000.00
Indirect	\$ -			\$ -	\$ -

<b>TOTAL EXPENSES</b>	\$ 150,740.49	\$ -	\$ -	\$ 37,783.86	\$ 188,524.34
These boxes should equal 0	\$ -	\$ -	\$ -	\$ -	\$ -

Total Indirect Cost	\$ -	\$ 188,524.34
Indirect % of Budget	0%	0.799581021

**B. Explain any items noted as pending:**

Funding for Match Received From (State Funding Source):

Total Personnel Costs	Including Fringe	Total:	\$
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.			
Name of Employee Karina Plinko Victim Witness Advocate, Position Control Number 01553-B Length of time in Position: 9 months Provide victim advocacy to victims of all crimes, crisis response, assistance with PPO/OCIP apps, etc. Note: Karina has opted out of health insurance, 25% of	Annual Salary Fringe Rate % of Time Months Amount Requested	\$ 47,325.00 47% 25% 12 \$ 17,415.60	Total: \$ 25,559.86

\*revise this formula as needed to include each position listed

Name of Employee: New Position Title of position & Position Control Number: VSU Intern The VSU will hire an unpaid intern to support the program. The intern will be recruited from local college Social Work programs and will work 5 hours per week for 30 weeks (150 hours total) supporting the VSU with contacts, filing, outreach, and other administrative and operational tasks. In-kind value is based on the current Independent Sector value of a volunteer hour at \$27.20 (https://independentsector.org/value-of-volunteer-time-2020/)	\$ 4,080.00 0% 100% 12 \$ 4,080.00	Total: \$ 25,559.86
Name of Employee: New Position Title of Position: Financial Analyst The Financial Analyst will be responsible for financial reporting and tracking, including match, and submitting reimbursement requests. Match @ 3.2% of effort (60 hours per year). Fringe rate at 47.2% + \$21,067 for health insurance	\$ 72,000.00 76% 3% 12 \$ 4,064.26	Total: \$ 25,559.86
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).	\$ \$ \$	Total: \$ 25,559.86
*Insert new row for each position funded or delete this row.		
Total Fringe Cost \$ 7,344.61		Total: \$ 25,559.86

**Travel/Training**  
 Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (\$4.0 cents) as guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.

Out-of-State Travel	Cost	# of Trips	# of Days	# of Staff	Total:	\$
Title of Trip & Destination such as CDC Conference: San Diego, CA Airfare: Cost per trip (origin & destination) x # of trips x # of staff						\$ -

\*revise as needed to include costs of multiple trips.

**Justification:**  
 Who will be travelling, when and why, tie into program objective(s) or indicate required by funder.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

In-State Travel <i>Origin &amp; Destination</i>	Cost	# of Trips	# of Days	# of Staff
Airfare: cost per trip (origin & designation) x # of trips x # of staff				
	\$			\$
				-

\*Revise as needed to include costs of multiple trips.

**Justification:**  
Who will travel and why

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

**Operating**

List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included, if providing meals, snacks, or basic nutrition, include these costs here.

Office supplies: \$42/month x 2 staff x 12 months	\$	1,000.00
Communications: Cell phone service for each position @ \$540/yr	\$	1,080.00
Software license (VAMS case management software) at \$510/yr	\$	510.00
Printing - Brochure/Pamphlets for distribution at events	\$	2,764.00

**Total: \$ 5,354.00**

**Justification:**

Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.

**Equipment**

List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

2 new desktop computers for Victim Advocates, including monitors and required software	\$	3,670.00
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**Total: \$ 3,670.00**

**Contractual**

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

Name of Contractor/Subrecipient:

Method of Selection: Explain, i.e. sole source or competitive bid

Period of Performance: July 1, 2018 - June 30, 2019

Scope of Work: Define Scope of Work

\*Sole Source Justification: Define if sole source method, not needed for competitive bid  
Method of Accountability: Define how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.

\$ -

**Total: \$ -**

\*Revise this formula as needed to include each Contractor listed

**\*Add additional Contractor/Subrecipients here with justification or delete this row.**

\$ -

**Other** **Total: \$ 3,200.00**

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.

Copier/Printer Lease: \$ amount/month x 12 months	\$	1,700.00
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Virtual Conference Registration for Professional Development	\$	1,500.00
Car Insurance: \$ per month x 12 months	\$	-
Postage: \$ per month x 12 months	\$	-
Audit	\$	-

Justification: *Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie budget piece to project deliverables.*

**TOTAL DIRECT CHARGES** \$ **37,783.86**

**TOTAL BUDGET** Total: \$ **37,783.86**

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR  
EACH MAJOR PROGRAM; REPORT ON INTERNAL CONTROL  
OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES  
OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Members of the City Council  
City of North Las Vegas, Nevada

We have audited the compliance of the City of North Las Vegas (the City) with the types of compliance requirements described in the Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2019. The City's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility.** The City's management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

**Auditors' Responsibility.** Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

**Opinion on Each Major Federal Program.** In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2019.

**Other Matters.** The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2019 - 003, 2019 - 006 and 2019 - 007. Our opinion on each major federal program is not modified with respect to these matters.

The City's responses to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

**Report on Internal Control Over Compliance.** The City's management is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to

above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies; and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

A *deficiency* in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2019 - 005, to be a material weakness.

A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2019 - 004 to be a significant deficiency.

The City's responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance.** We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 13, 2019, which contained an unmodified opinion on those basic financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

A handwritten signature in blue ink that reads "Percy Bowler Jaylor & Kern". The signature is written in a cursive, flowing style.

Las Vegas, Nevada  
December 13, 2019

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2019

Federal Grantor/Pass-through Entity/Cluster or Program Title	Federal CFDA Number	Pass-through Entity Identifying Number	Amount Passed Through to Subrecipients	Total Federal Expenditures
U. S. Department of Agriculture				
National Recreation and Park Association Child and Adult Care Food Program	10.558		\$	\$ 202
Total U. S. Department of Agriculture				202
U. S. Department of Commerce				
Economic Development Cluster Investments for Public Works and Economic Development Facilities	11.300*			2,368,663
Subtotal Economic Development Cluster				2,368,663
Total U. S. Department of Commerce				2,368,663
U. S. Department of Housing and Urban Development				
Emergency Solutions Grant Program	14.231			161,511
CDBG - Entitlement Grants Cluster Community Development Block Grants/Special Purpose Grants/Insular Areas	14.225*			24,783
Subtotal Enter Cluster Title for Direct Grant				163,944
Clark County, Nevada - Department of Finance Home Investment Partnerships Program	14.239			76,652
				358,568
				88,783
				206,892
				305,781
				88,492
Neighborhood Stabilization Program	14.264	M-12-DC-32-0001 M-13-DC-32-0001 M-14-DC-32-0001 M-15-DC-32-0001 M-16-DC-32-0001 M-17-DC-32-0001 B-08-UN-32-0001		4,198
CDBG - Entitlement Grants Cluster Clark County, Nevada - Department of Finance Community Development Block Grants/Entitlement Grants	14.218*	B-15-UC-32-0001  B-16-UC-32-0001 B-17-UC-32-0001 B-18-UC-32-0001		3,032
Subtotal Enter Cluster Title for Pass-through Grant				3,846
				795,362
				644,972
Total U. S. Department of Housing and Urban Development				1,447,212
U. S. Department of the Interior				
State of Nevada - Bureau of Land Management Southern Nevada Public Land Management	15.235	L16AC00100		62,251
Total U. S. Department of the Interior				62,251
U. S. Department of Justice				

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED) FOR THE YEAR ENDED JUNE 30, 2019

Federal Grantor/Pass-through Entity/Cluster or Program Title	Federal CFDA Number	Pass-through Entity Identifying Number	Amount Passed Through to Subrecipients	Total Federal Expenditures
Public Safety Partnership and Community Policing Grants	16.710			291,912
Edward Byrne Memorial Justice Assistance Grant Program	16.738			55,000
				1,440
				145,807
				663
Nevada Joint Terrorist Task Force (JTTF)	N/A			1,149
				2,557
Child Exploitation Task Force (CETF)	N/A			7,570
Criminal Apprehension Team	N/A			4,719
				13,258
Safe Streets Task Force	N/A			6,855
Tactical Diversion Task Force	N/A			20,373
				31,396
Equitable Share Program	16.922			99,469
Las Vegas Metropolitan Police Department Missing Children's Assistance	16.543	2017-MC-FX-K045		31,522
State of Nevada - Department of Health and Human Services Crime Victim Assistance	16.575	2017-VA-GX-0085		76,937
State of Nevada - Office of the Attorney General Violence Against Women Formula Grants	16.588	2019-STOP-40		47,423
National Sexual Assault Kit Initiative	16.833	2016-AK-BX-K004		5,333
Total U. S. Department of Justice				843,383
U. S. Department of Transportation				
18-HMEP-03-01 Interagency Hazardous Materials Public Sector Training and Planning Grants	20.703	18-HMEP-03-01		3,549
Highway Planning and Construction Cluster State of Nevada - Department of Transportation Highway Planning and Construction	20.205*	P040-12-063 P040-12-063 P438-16-063 PR395-11-063 PR481-14-063 PR573-13-063 P450-16-063 PR237-18-063		74,375 8,221 493,597 659 180,826 11,170 18,827 1,195,643
Subtotal Highway Planning and Construction Cluster				1,983,318
Highway Planning and Construction Cluster State of Nevada - Highway Patrol Highway Planning and Construction	20.205*	713-18-816		409,001
Subtotal Highway Planning and Construction Cluster				409,001
Highway Safety Cluster State of Nevada - Department of Public Safety State and Community Highway Safety	20.600	JF-2016-NLVPD-00026 JF-2018-NLVPD-00027		113,341 27,696
National Priority Safety Programs	20.616(h)	TS-2018-NLVPD-00011 TS-2018-NLVPD-00059		27,536 24,351

(Continued)

## CITY OF NORTH LAS VEGAS

### SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED) FOR THE YEAR ENDED JUNE 30, 2019

Federal Grantor/Pass-through Entity/Cluster or Program Title	Federal CFDA Number	Pass-through Entity Identifying Number	Amount Passed Through to Subrecipients	Total Federal Expenditures
Subtotal Highway Safety Cluster				192,924
Total U. S. Department of Transportation				2,588,792
Institute of Museum and Library Services				
Grants to States	45.310			55,067
Total Institute of Museum and Library Services				55,067
U. S. Department of Energy				
Clean Water State Revolving Fund Cluster				
State of Nevada - Department of Conservation and Natural Resources				
Capitalization Grants for Clean Water State Revolving Funds	66.458	CW1804		614,395
Subtotal Clean Water State Revolving Fund Cluster				614,395
Drinking Water State Revolving Fund Cluster				
State of Nevada - Department of Conservation and Natural Resources				
Capitalization Grants for Drinking Water State Revolving Funds	66.468*	DW1701		131,161
		DW1804		759,017
		DW1902		8,762,655
Subtotal Drinking Water State Revolving Fund Cluster				9,652,833
Total U. S. Department of Energy				10,267,228
Executive Office of the President				
High Intensity Drug Trafficking Areas Program	95.001			126,391
				22,636
				11,459
Total Executive Office of the President				160,486
U. S. Department of Homeland Security				
Homeland Security Grant Program	97.067			59,311
Staffing for Adequate Fire and Emergency Response (SAFER)	97.083			619,490
Clark County, Nevada - Fire Department				
National Urban Search and Rescue (US&R) Response System	97.025	EMW-2016-CA-000026		12,892
		1200.EMW2013.2014		62,200
State of Nevada - Department of Public Safety				
Emergency Management Performance Grants	97.042	FFY16-EMPG-EOC		29,671
		EMF-2018-EP-00010		38,835
		EMF-2019-EP-00000		61,143
Homeland Security Grant Program	97.067	97067.18-3100		32,180

(Continued)

**CITY OF NORTH LAS VEGAS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2019**

Federal Grantor/Pass-through Entity/Cluster or Program Title	Federal CFDA Number	Pass-through Entity Identifying Number	Amount Passed Through to Subrecipients	Total Federal Expenditures
Clark County, Nevada - Office of Emergency Management and Homeland Security				
Emergency Management Performance Grants	97.042	EMW-2016-FP-00394		12,472
Homeland Security Grant Program	97.067	EMW-2017-SS-00006		190,045
Total U. S. Department of Homeland Security			<u>                    </u>	<u>1,118,239</u>
Total federal expenditures			\$ <u>                    </u>	\$ <u>20,391,127</u>

\* A major program

**CITY OF NORTH LAS VEGAS**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**FOR THE YEAR ENDED JUNE 30, 2019**

**Note 1. Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City of North Las Vegas (the City) under programs of the federal government for the year ended June 30, 2019. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to, and does not, present the financial position, changes in net position, or cash flows of the City.

**Note 2. Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts, if any, shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

**Note 3. Indirect Cost Rate**

The City has not elected to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**Note 4. Outstanding Loan Balances**

At June 30, 2019, outstanding loan balances were as follows:

Federal CFDA Number	Program Title	Loan Balance Receivable
14.239	Home Investment Partnerships Program	\$ 15,000
		\$ 15,000
Federal CFDA Number	Program Title	Loan Balance Payable
66.458	Capitalization Grants for Clean Water State Revolving Funds	\$ 614,395
66.468	Capitalization Grants for Drinking Water State Revolving Funds	9,553,365
		\$ 10,167,760

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2019

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### Section I - Summary of Auditors' Results

Financial Statements	
Type of auditors' report issued	Unmodified
Internal control over financial reporting	
Material weaknesses identified	No
Significant deficiencies identified that are not considered to be material weaknesses	Yes
Noncompliance material to financial statements	No
Federal Awards	
Internal control over major programs	
Material weaknesses identified	Yes
Significant deficiencies identified that are not considered to be material weaknesses	Yes
Type of auditors' report issued on compliance for major programs	Unmodified
Audit findings required to be reported in accordance with 2 CFR 200.516(a)	Yes
Identification of major programs	
CFDA number	11.300
Name of federal program or cluster	Economic Development Cluster
CFDA number	14.218/14.225
Name of federal program or cluster	CDBG - Entitlement Grants Cluster
CFDA number	20.205
Name of federal program or cluster	Highway Planning and Construction Cluster
CFDA number	66.468
Name of federal program or cluster	Drinking Water State Revolving Fund Cluster
Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as low-risk auditee	No

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2019

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**Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards***

2019 - 001

Criteria or specific requirement	Government financial statements are required to be prepared in accordance with accounting principles generally accepted in the United States (GAAP), free of material misstatements, and management is required to establish appropriate cost-effective internal controls that provide reasonable assurance such objectives are achieved, assuming satisfactory compliance..
Condition and context	The review of journal entries and other work product prepared (or potentially omitted) by the accounting and finance managers primarily associated with the application of GAAP for individually significant matters is insufficient or inadequate. This deficiency was likely and negatively effected by the late-in-year hiring and training of staff and the addition of skill sets.
Effect	Financial statements might not be prepared in accordance with GAAP and misstatements might not be identified and corrected.
Cause	Review processes were not adequately modified and implemented in connection with the addition of staff and skill sets during the last quarter of the year.
Recommendation	We recommend that subordinates of the accounting and finance managers not be charged with the task of reviewing their work, except in a limited few routine areas, and account analysis be prepared more timely. Individually significant accounting and reporting matters should be reviewed by the Director of Financial Reporting and / or the Chief Financial Officer and timely account analysis should be performed at least quarterly.
Management's response	Management informed us that it will modify its review process and improve the timeliness of periodic account analysis as recommended.

(Continued)

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# CITY OF NORTH LAS VEGAS

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2019

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**Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards* (continued)**

2019 - 002

Criteria or specific requirement	A search for unrecorded transactions is periodically performed in connection with financial statement and grant reporting.
Condition and context	We observed that various departments (like budgeting, public works, police, among others) may become aware of transactions that require recognition in the financial statements or grant reporting but are not routinely and timely communicated to financial management.
Effect	Transactions requiring recognition in financial statements or grant reporting might not be timely identified and reported.
Cause	Processes for communicating with and training of personnel of various departments that may have information about transactions that may require recognition in the financial statements and grant reporting have not been formalized and consistently performed.
Recommendation	We recommend that financial management initiate monthly communications with such departments to timely identify such transactions. Periodic communications from finance will have the additional benefit of training the various department leaders as to the types of matters that they should be identifying and communicating.
Management's response	Management informed us that they will establish a process for periodic communication with the personnel of appropriate other departments and will include training as to the type of transaction that may require recognition.

(Continued)

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# CITY OF NORTH LAS VEGAS

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2019

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a)

2019 - 003

Federal program

Investments for Public Works and Economic Development Facilities (CFDA #11.300)

Criteria or specific requirement

Non-federal entities shall include in their construction contracts subject to the Wage Rate Requirements (which still may be referenced as the Davis-Bacon Act) a provision that the contractor or subcontractor comply with those requirements and the DOL regulations (29 CFR part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). This includes a requirement for the contractor or subcontractor to submit to the non-Federal entity weekly, for each week in which any contract work is performed, a copy of the payroll and a statement of compliance (certified payrolls) (29 CFR sections 5.5 and 5.6; the A-102 Common Rule (§.36(i)(5)); OMB Circular A-110 (2 CFR part 215, Appendix A, Contract Provisions); 2 CFR part 176, subpart C; and 2 CFR section 200.326).

Condition and context

Per examination of six certified payrolls, we noted that one payroll for Meadows Construction for the week ended December 25, 2018, was not properly submitted and therefore did not contain the contractor's certification. Per inquiry with the Construction Financial Coordinator on October 17, 2019, the contractor approved the payroll on October 28, 2019.

A statistically valid sample was used

No

Questioned costs

N/A

Effect

The City is not in compliance with the requirements of the grant agreement.

Cause

The Construction Financial Coordinator did not verify that all payrolls entered into LCP tracker.net were properly uploaded and certified in a timely manner.

Repeat finding

No

Recommendation

We recommend that policies and procedures be developed and implemented to ensure that certified payrolls are submitted properly and reviewed timely by the Construction Financial Coordinator.

Management's response

Management informed us that they agree with and will implement our recommendation.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2019

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a) (continued)

2019 - 004	
Federal program	CFDA #20.205 Highway Planning and Construction CFDA #66.468 Capitalization Grants for Drinking Water State Revolving Funds
Criteria or specific requirement	When a non-Federal entity enters into a covered transaction with an entity at a lower tier, the non-Federal entity must verify that the entity, as defined in 2 CFR section 180.995 and agency adopting regulations, is not suspended or debarred or otherwise excluded from participating in the transaction. This verification may be accomplished by (1) checking the System for Award Management (SAM) Exclusions maintained by the General Services Administration (GSA) and available at <a href="https://www.sam.gov/SAM/">https://www.sam.gov/SAM/</a> (Note: The OMB guidance at 2 CFR part 180 and agency implementing regulations still refer to the SAM Exclusions as the Excluded Parties List System (EPLS)), (2) collecting a certification from the entity, or (3) adding a clause or condition to the covered transaction with that entity (2 CFR section 180.300).
Condition and context	Per inquiry with the Manager Construction/Engineer on October 29, 2019, we were informed that the City did not perform a suspension and debarment check on two of the ten vendors selected for testing for the Highway Planning and Construction grant. We were also informed by the Utilities Financial Manager on December 2, 2019, that suspension and debarment checks were performed for six vendors examined for the Capitalization Grants for Drinking Water State Revolving Funds, however, documentation to support the check could not be provided. In addition, it was noted that in lieu of the check, a signed certification was not obtained from the vendors and a clause related to suspension and debarment was not included in the contract.
A statistically valid sample was used	Yes
Questioned costs	N/A
Effect	The City could have entered into transactions with vendors who are suspended or debarred from receiving federal funds resulting in non-compliance with State and Federal regulations.
Cause	The department experienced some staffing changes as a result of the City implementing staff alignment changes throughout the City. Additionally, personnel was not aware that they had to maintain documentation to indicate performance of procedures.
Repeat finding	No
Recommendation	We recommend that training be provided to all employees involved in the procurement process to ensure that they are aware of the requirements related to purchases using federal funds.
Management's response	Management informed us that training will be provided to all employees involved in the procurement process. In addition to checking for suspension and debarment, staff will maintain records to demonstrate compliance with all procurement policies.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2019

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a) (continued)

2019 - 005	
Federal program	CFDA #11.300 Investments for Public Works and Economic Development Facilities CFDA # 14.218 Community Development Block Grants/Entitlement Grants CFDA #66.468 Capitalization Grants for Drinking Water State Revolving Funds
Criteria or specific requirement	The schedule of expenditures of federal awards (SEFA) shall be complete and accurate and agree to supporting records/documentation.
Condition and context	During the reconciliation of current year expenditures to the SEFA, we noted that the expenditures for the Investments for Public Works and Economic Development Facilities grant was understated by \$498,772 due to the grantor increasing the reimbursement rate from 40% to 50% of expenses. The new rate was not communicated to finance and therefore the SEFA was not updated. In addition, the expenditures for the Community Development Block Grants/Entitlement Grants was overstated by \$2,992 as a result of a duplicate entry in the general ledger. It was also noted that the expenditures for the Capitalization Grants for Drinking Water State Revolving Funds was overstated by \$229,038 (included \$238,386 of FY18 costs and excluded \$9,348 of FY19 costs) due to using the "Item date" column versus the "GL date" column from the system generated report.
A statistically valid sample was used	Yes
Questioned costs	N/A
Effect	The fiscal 2019 SEFA was understated by \$266,742 and did not agree to internal project records.
Cause	Failure to adopt, implement and monitor compliance with policies and procedures designed to provide reasonable assurance that the schedule of expenditures of federal awards is complete and accurate.
Repeat finding, prior audit finding number	Yes, 2018-007
Recommendation	Management should adopt, implement and monitor compliance with policies and procedures designed to provide reasonable assurance that the schedule of expenditures of federal awards is complete and accurate. Additional resources should be made available to provide training and other resources to those delegated with the primary responsibility for grant compliance and the terms of the grants should be communicated to all personnel involved in administering federal grants. We recommend that management review the general ledger detail subsequent to year end and reimbursement requests received from subrecipients subsequent to year end to ensure that grant expenditures are recorded to the proper period for SEFA reporting purposes.
Management's response	Management informed us that they are implementing processes, including monthly monitoring, to ensure the schedule of expenditures of federal awards is complete and accurate. In connection with monthly monitoring, all involved personnel will be trained as to their responsibilities in this regard. Monthly monitoring will also include review / reconciliation of general ledger detail. In addition, subsequent to year end, reimbursement requests received from subrecipients will be reviewed to ensure that grant expenditures are recorded to the proper period for SEFA reporting purposes in agreement with general ledger details.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2019

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a) (continued)

2019 - 006	
Federal program	CFDA # 14.218 Community Development Block Grants/Entitlement Grants
Criteria or specific requirement	Financial reports are complete, accurate, and prepared in accordance with the required accounting basis. Reported amounts in performance or special reports agree to underlying data.
	<b>U.S. Department of Housing and Urban Development (HUD) Report Instructions</b>
	Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.
Condition and context	Per examination of the Consolidated Annual Performance and Evaluation Report (CAPER) for program year 2018, it was noted that the amounts reported for persons served by ethnicity and household type did not agree to the underlying report data extracted from HUD's Intergrated Disbursement and Information System (IDIS). In addition, the quarterly federal financial reports (FFRs) were not filed timely during fiscal 2019 and the accounting basis for each was incorrectly identified as accrual basis even though the information was presented on the cash basis.
A statistically valid sample was used	No
Questioned costs	N/A
Effect	Reported amounts in the CAPER are not supported and the quarterly FFRs were not filed timely and did not indicate the correct accounting basis.
Cause	Lack of training of those responsible for reporting.
Repeat finding	No
Recommendation	We recommend that those charged with reporting responsibilities attend training specific to the grant and that they be given access to HUD resources.
Management's response	Management informed us that training will be provided to all staff members responsible for grant administration.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2019

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a) (continued)

2019 - 007	
Federal program	CFDA #14.239 Home Investment Partnerships Program
Criteria or specific requirement	Per the City's contract with Clark County (the County), the City will report upon receipt of all program income earned from HOME funded projects within its respective jurisdiction and will forward all program income within 30 days to the County.
Condition and context	One out of 14 program income receipts examined was not submitted to Clark County within 30 days of receipt as required by the grant agreement.
A statistically valid sample was used	No
Questioned costs	N/A
Effect	The City is not in compliance with their grant agreements with Clark County.
Cause	
Repeat finding, prior audit finding number	Yes, 2018-005
Recommendation	Program income received by the City may not be readily identifiable to a HOME project, may be missing proper supporting documentation, or may be for incorrect payoff amounts. As a result, we recommend that the grant accountant research each receipt to determine the proper application of such, a process that may occur over 30 days and approach the remittance deadline of the County.
Management's response	Management informed us that the recommended research process will be implemented.

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2018

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**Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards***

2018 - 001

Criteria or specific requirement

Government financial statements are required to be prepared in accordance with accounting principles generally accepted in the United States (GAAP) to provide reasonable assurance that financial statements, free of material errors, are presented using the appropriate basis of accounting, transactions must be accurately recognized in accordance with GAAP and associated policies and procedures.

Condition and context

We noted insufficient staffing to monitor compliance with policies and procedures, prepare timely, and accurate account reconciliations, record recurring periodic adjustments, and prepare reliable interim financial information.

Current status

Corrected by adding staff and skill sets during the last quarter of the year.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2018

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**Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards* (continued)**

2018 - 002

Criteria or specific requirement	Assets should be placed in service when substantially complete.
Condition and context	Construction in progress is not adequately monitored to timely place assets in service when substantially complete.
Current status	Corrected.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2018

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**Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards* (continued)**

2018 - 003

Criteria or specific requirement	Monthly, quarterly, and annual (collectively, "periodic") closing schedules should be used, including preparation of a standard journal list and account reconciliation. Each individual step should be signed off by assigned preparers and reviewers indicating it has been completed.
Condition and context	Periodic closing schedules are not used as designed or do not adequately address items that are key components to financial reporting, including lists of standard journal entries and reconciliations.
Current status	Corrected.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2018

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a)

2018 - 004

Federal program

CDBG - Entitlement Grants Cluster (Community Development Block Grants/Entitlement Grants (CFDA #14.218) and Community Development Block Grants/Special Purpose Grants/Insular Areas (CFDA #14.225))

Criteria or specific requirement

Local governments and Indian tribal governments that are direct recipients of Federal awards and their subrecipients will use procurement procedures that conform to applicable Federal law and regulations and standards identified in the A-102 Common Rule or OMB Circular A-110 (2 CFR part 215), as applicable.

Condition and context

Per examination of the Purchasing Guidelines in effect during the period under audit, it was noted that the current Purchasing Guidelines do not include policies and procedures to address standards of conduct in governing the performance of their employees engaged in the award and administration of contracts. The guidelines also do not address performing an analysis of lease and purchase alternatives. In addition, it was noted that the guidelines do not specifically state that recipients should avoid purchasing unnecessary items.

Current status

Corrected.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2018

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a) (continued)

2018 - 005	
Federal program	Home Investment Partnerships Program (CFDA #14.239)
Criteria or specific requirement	Per the City's contract with Clark County (the County), the City will report upon receipt of all program income earned from HOME funded projects within its respective jurisdiction and will forward all program income within 30 days to the County.
Condition and context	Per examination of 22 program income receipts received by the City, it was noted that 8 of the receipts were not submitted to the County within 30 days.
Current status	Uncorrected. See 2019-007.
Reasons for this finding's recurrence	One out of 14 program income receipts examined was not submitted to Clark County within 30 days of receipt as required by the grant agreement.
Planned corrective action	City staff will continue to work closely with the County regarding the difficulties encountered in identifying program income received related to the HOME project and will request written extensions if research time is needed to determine the proper application of each receipt. A grant accountant was hired in August 2017 to bolster the skill level of the team and significant progress has been made from the previous fiscal year. Training and communication between the finance team and the individuals who have direct program responsibility will continue. Quarterly reconciliations will be completed and submitted to the finance department. Additionally, management will consider implementing a procedure in which all grant reimbursement requests throughout the City will be reviewed and signed off on by the financial team prior to submission to the reporting agency to ensure accuracy and proper accounting.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2018

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a) (continued)

2018 - 006	
Federal program	CDBG - Entitlement Grants Cluster (Community Development Block Grants/Entitlement Grants (CFDA #14.218) and Community Development Block Grants/Special Purpose Grants/Insular Areas (CFDA #14.225))
Criteria or specific requirement	Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred. "Covered transactions" include those procurement contracts for goods and services awarded under a nonprocurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other criteria as specified in 2 CFR section 180.220.
Condition and context	We noted that the city did not perform a suspension and debarment check on one of the ten vendors selected for testing.
Current status	Corrected.

(Continued)

# CITY OF NORTH LAS VEGAS

## SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2018

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### Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a) (continued)

2018 - 007	
Federal program	CDBG - Entitlement Grants Cluster (Community Development Block Grants/Entitlement Grants (CFDA #14.218) and Community Development Block Grants/Special Purpose Grants/Insular Areas (CFDA #14.225))  Southern Nevada Public Land Management (CFDA #15.235)
Criteria or specific requirement	The schedule of expenditures of federal awards (SEFA) shall be complete and accurate and agree to supporting records/documentation.
Condition and context	During the reconciliation of the SEFA to the general ledger, it was noted that \$6,425 of fiscal year 2018 federal grant expenditures were improperly excluded from the SEFA and \$17,991 of prior year federal grant revenues were improperly included in the current year related to the CDBG - Entitlement Grants Cluster. Additionally, it was noted that \$26,183 of fiscal year 2017 federal grant expenditures were improperly included in the 2018 SEFA related to the Southern Nevada Public Land Management grant.
Current status	Uncorrected. See 2019-005.
Reasons for this finding's recurrence	Per reconciliation of Community Development Block Grants/Entitlement Grants expenditures to the SEFA, it was noted that the SEFA was overstated by \$2,992 due to a duplicate entry into the general ledger.
Planned corrective action	Management informed us that this particular issue was tied to a lack of communication between the finance department and the area responsible for direct grant administering in that in late fiscal year 2017 costs were approved to be reimbursed by the Bureau of Land Management rather than the general fund and the adjustment inadvertently wasn't made. Staff will continue to work to improve lines of communication between finance staff and other departments. Additionally, management will consider implementing a procedure in which all grant reimbursement requests throughout the City will be reviewed and signed off on by the financial team prior to submission to the reporting agency to ensure accuracy and proper accounting.

## **Laura Wiggins**

2266 Civic Center Drive North Las Vegas NV 89030

Email: [wigginsl@cityofnorthlasvegas.com](mailto:wigginsl@cityofnorthlasvegas.com); phone: (702) 539-8229

### **Objective**

Seeking a full-time position that allows me to improve my skills, increase my practical experience and provides the opportunity for personal and professional growth.

### **EDUCATION**

*University of Nevada Las Vegas*

*08/2011-05/2015*

Bachelor of Arts - Psychology

### **WORK EXPERIENCE**

*City of North Las Vegas Police Department*

*03/2016-Present*

*Victim Witness Advocate*

Provide support and appropriate referrals during crisis intervention in a sensitive and caring manner.

Respond on scene to assist officers, detectives, and crime victims.

Provide transportation/accompaniment to crime victims to court proceedings, shelters, and hospitals as needed.

Provide assistance in obtaining Temporary Protection Orders and Temporary Restraining Orders.

Provide crime victims with information regarding the legal process, court procedures, and current case status.

Conduct training for Police Department personnel and the community.

Coordinate Victim Advocate Program.

Effectively communicate orally and in writing with individuals from diverse social, economic, and ethnic backgrounds.

Explain and educate victims of their rights.

Write and oversee grants to maintain and expand Victim Service Program.

Read and interpret criminal history records and investigative reports.

Read and interpret laws and mandates related to confidentially information.

Work with the court, officers of the court, and the police department to enhance victim safety.

Understand the psychologically and financially impact on crime victims.

Attend and participate in multidisciplinary meetings and task forces relating to domestic violence, sexual assault, human trafficking, and elder/child abuse and neglect.

Serve as liaison between victim and service providers.

Organize and prioritize work.

Work independently in the absence of supervision.

Provide Spanish-Bilingual Translation.

*Clark County, Department of Family Services*

*11/2013-03/2016*

*Eligibility Specialist*

Provided outreach information to the community and client base.

Created and maintained 900+ case files with accurate documentation.

Detected and resolved discrepancies in facts, data, and information provided and revealed.

Responsible for contacting different medical providers to ensure proper billing was appropriated.

Answered Medicaid Hotline and provided eligibility information to the Department and client base.

Interpreted and implemented policies and procedures set by County, State, & Federal Government.

*State of Nevada, Division of Welfare & Supportive Services*

*07/2003- 11/2013*

*Family Service Specialist I/II*

Reviewed files and applications to ensure accuracy of benefits issued.

Interpreted and implemented Nevada revised Statute, County, State, & Federal law regulations.

Evaluated and made determinations to establish eligibility for applicants and recipients.  
Processed each application within the time frames set forth by State & Federal regulations.  
Detected and resolved discrepancies in fact, data, and information provided and revealed.  
Interpreted and implemented policies and procedures set forth by State & Federal Government  
Verified household ineligible citizens status through SAVE & investigated discrepancies.  
Reviewed overpayment referrals and initiated recovery.  
Assisted in developing responsibility plans for TANF recipient's to achieve self-efficacy.  
Provide Spanish-Bilingual Translation.

## Training

- ❖ Field Training Officer Seminar (*Kaminsky, Sullenberger, & Associates*)
- ❖ Staying Safe When Serving Others (*Aging & Disability Services Division*)
- ❖ Victim Assistance Academy of Nevada (*VAAN Steering Committee*)
- ❖ Emotional First aid and Peer Support training for the emergency services industry (*E-Trauma Intervention Program*)
- ❖ 2<sup>nd</sup> Annual Complex Issues Intersecting with Human Trafficking conference (*District of Nevada United States Attorney's Office & LVMPD*)
- ❖ LGBTQ Advocacy Training (*The Center Las Vegas*)
- ❖ Strangulation Seminar (*Academy for Career Enhancement/Henderson Police*)
- ❖ Elder Abuse Training for Law Enforcement (*Office of Violence Against Women, Department of Justice*)
- ❖ Mass Violence Response Conference (*University of Eugene Oregon*)
- ❖ Elder Domestic Violence & Sexual Assault Training (*National Institute of Crime Prevention*)
- ❖ Ending Violence Against Women and Girls (*Nevada Network Against Domestic Violence*)
- ❖ Trauma Informed Care (*Salvation Army & LVMPD*)
- ❖ Domestic Violence & Sexual Assault Training (*National Institute of Crime Prevention*)

## Skills

-Bilingual Spanish	-Nomads	-Multicultural Awareness
-Unity/Unity 2	-Microsoft Word	-Interpersonal Abilities
-Microsoft Excel	-Microsoft Outlook	-Adaptable
-NEATS	-EVS	-Excellent Work Ethic
-NetRMS	-P1	-V.A.M.S.

REFERENCES PROVIDE UPON REQUEST

# Karina C. Pilinko

702-633-2411

Pilinkok@cityofnorthlasvegas.com

North Las Vegas, NV

## Professional Summary

A highly motivated bilingual individual with a variety of experience in client interactions, legal proceedings, administrative and personnel support. Able to multitask, problem solve and communicate exceptionally well with others in English and Spanish. Superb interpersonal skills with people of diverse backgrounds. Able to follow policy and procedures and adapt to changes. Fast learner and reliable employee with fine computer and organization expertise.

## Areas of Expertise

- Customer Service
- Bilingual
- Conduct Assessments
- Leadership
- Multi task Oriented
- Problem Solving
- Preparing Reports
- Data Entry
- Research

## Professional Experience

### ***Victim Witness Advocate***

City of North Las Vegas Police Department- North Las Vegas, NV

*2020-Present*

- Provide Support and appropriate referrals during crisis intervention
- Respond to on scene to assist officers, detectives, and victims of crime
- Provide transportation and accompany victims to court proceedings, shelters, and hospital as needed
- Assist in obtaining Temporary Protection Orders and Temporary Restraining Orders
- Provide information regarding legal process, court procedures, and status of cases
- Provide training for North Las Vegas Police personnel and community
- Coordinate Victim Advocate Program
- Explain and educate victims of their rights

- Attend/participate in multidisciplinary meetings and task forces relating to, domestic violence, sexual assault, human trafficking, elder & child abuse and neglect

***Family Services Specialist***

Clark County Family Services – Las Vegas, NV

2/2020-3/2020

- Extracted sensitive information on adoption documents
- Worked in a timely fashion for caseworkers

***Victim Advocate***

The Haven - Valdosta, GA

3/2018-7/2018

- Operated an emergency hotline for domestic violence or sexual assault victims
- Provided women information on how to get to the shelter and/or how to obtain services The Haven offered
- Supervised 20+ women and children at a time
- Responsible for making sure client's needs were being met
- Acted as a support system for women and children in shelter

***Investigator***

Department of Child Safety - Tucson, AZ

7/2015-7/2017

- Investigated cases within time frame regarding child welfare once it had been assigned
- Assessed child safety, conducted and documented interviews with all children and family members
- Worked closely with law enforcement, legal system, behavioral health agencies and other child welfare agencies
- Removed children from unsafe environments if met the criteria of risk and safety by the state of Arizona
- Typed court reports, attended court hearings, occasionally testified regarding cases in which children were removed from the home

***Lead Teller***

Wells Fargo - Tucson, AZ

2/2013-5/2015

- Supervised and managed a team of 5-8 tellers when managers were unavailable
- Assisted tellers in addressing complex customer questions and handled customer inquiries with a high level of courtesy

- Ensured policies and procedures were followed and understood
- Performed administrative functions like preparing cash and assigning tellers tasks for the day

### ***Receptionist***

Premier One Realty - Tucson, AZ

9/2011-2/2013

- Maintained office in professional manner, answered multi-line calls
- Perform office duties such as scanning, printing, filing, and excel spreadsheets
- Assisted in operational issues and coordinated office events

### **Education & Training**

*Bachelor of Social Work*, Arizona State University 2015

*Masters in Psychology with concentration in Forensics*, Southern New Hampshire University, Set to Graduate July of 2021

*CPR & First Aid Certified*

**VOCA**  
**CLARK COUNTY PUBLIC GUARDIAN**  
**CERTIFICATION OF COLLABORATION**

**TO BE COMPLETED BY APPLICANT AGENCY:**

**Applicant Agency: North Las Vegas Police Department**

**In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims.**

---

**Dear Chief Ojeda,**

**The Clark County Public Guardian's Office is pleased to support the North Las Vegas Police Department in their application for VOCA grant funding, to support the Victim Service Unit's response to the elderly and disabled. We work closely with detectives and victim advocates in identifying vulnerable victims whom are in need of our services.**

**The Clark County Public Guardian's Office has the duty of caring for individuals who are legally determined to be incapable of taking care of themselves when: there is no family members who are able and willing to perform as a guardian, or in cases where the vulnerable person is being exploited or neglected. The majority of Public Guardian protected persons have no financial resources other than Medicaid and County assistance. Approximately 5- 15 percent of the guardianship cases our office receives involves protected persons who come to the attention of law enforcement because of financial exploitation and/or physical abuse.**

**Our collaboration with North Las Vegas Police Department Victim Services' and Investigative Bureau over the past several years has proved to be a successful approach for both agencies in meeting the needs of this most vulnerable population. We look forward to a continued working relationship with your department in enhancing the criminal justice response to crimes against the elderly and disabled and the identifying of gaps in services.**

**2/10/21**

**DATE:**



**Authorized Signature of Applicant Agency**

---

As a designated representative of The Clark County Public Guardian Office a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency identified above.

Name of Organization: Clark County Public Guardians Office

Name & Title of Signing Authority: Karen Kelly - Clark County Public Guardian

Signature: Karen Kelly DATE: 2/10/21



February 3, 2021

*In Response, Please Reply To:*  
Elynne Greene, Manager  
702-828-3266

**VOCA SFY 2022 Review Committee:**

The North Las Vegas Police Department (NLVPD) victim advocates play an important role in ensuring that victims do not “fall through cracks in the system.” Due to the proximity of our jurisdictions, we often work with victims of crime who live, visit, or work in our respective communities. As a result, there may be an overlap of cases, with reports in both LVMPD and NLVPD jurisdiction. The collaboration and partnership have had a positive impact on our ability to provide services and resources to victims across jurisdictional boundaries. The clear communication and coordination of services prevents duplication and supports victims by minimizing the number of times they have to tell their story. When victim advocates work side by side, victims of crime benefit. The collaboration between the NLVPD and LVMPD victim advocates is an outstanding example of the benefits of advocates working side by side.

Sincerely,

Elynne Greene, MA  
Manager, Victim Services and Human Trafficking



# VOCA

## THE STATE OF NEVADA DIVISION OF ADULT PROTECTIVE SERVICES

### CERTIFICATION OF COLLABORATION

#### TO BE COMPLETED BY APPLICANT AGENCY:

Applicant Agency: North Las Vegas Police Department

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims.

Please provide a brief description of the meaningful consultation and/or collaborative relationship established between the applicant and the local victim service organization identified below:

---

The North Las Vegas Police Department Victim Services Unit along with their Abuse and Neglect Investigator work closely with The State of Nevada's Division of Adult Protective Services. These collaborative efforts strive to ensure all reports of elder abuse or neglect are thoroughly investigated, and prosecuted when deemed appropriate.

The North Las Vegas Police Department, in partnership with the Division of Adult Protective Services will work in a collaborative effort providing comprehensive direct services to elderly crime victims and their families.

Collaboration efforts will focus on cross referrals to each agency, and providing comprehensive case management. Both agencies will partner in providing community outreach to the citizens of North Las Vegas regarding elder abuse.

Additionally, the Division of Adult Protective Services is one of North Las Vegas Police Department's identified collaborative partners, in developing a plan of action to address the specific needs of crime victims with disabilities. Our elder Abuse Unit is committed to assist the North Las Vegas Police Department further their work with disabled victims.

1/26/21

DATE:



Authorized Signature of Applicant Agency

As a designated representative of The State of Nevada Division of Adult Protective Services, the authorized state agency for conducting elder abuse investigations. I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency identified above.

Name of Organization: Division of Adult Protective Services

Name & Title of Signing Authority: Tammy Sever, Social Services Chief 2

Signature:  DATE: 1/27/2021

**VOCA**  
**THE CENTER**

**CERTIFICATION OF COLLABORATION**

TO BE COMPLETED BY APPLICANT AGENCY:

Applicant Agency: North Las Vegas Police Department

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims in the LGBTQIA2+ community.

---

The North Las Vegas Police Department in partnership with The Center will collaborate efforts in providing services and resources to the LGBTQIA2+ community.

The Center supports and promotes activities directed at furthering the well-being, positive image, and human rights of the LGBTQIA2+ community by providing services and resources to achieve this goal.

Collaboration efforts will focus on cross referrals to each agency, and providing comprehensive case management. Both agencies will participate in developing a plan action to address the specific needs of crime victims within the LGBTQIA2+ community.

2/2/21  
DATE:

  
Authorized Signature of Applicant Agency

As a designated representative of The Center, a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency identified above.

Name of Organization: The Center

Name & Title of Signing Authority: Holly Reese, Director of Advocacy

Signature: 

DATE: 2-2-21

**VOCA**  
**NORTH LAS VEGAS CONSTABLE**  
**CERTIFICATION OF COLLABORATION**

**TO BE COMPLETED BY APPLICANT AGENCY:**

Applicant Agency: North Las Vegas Police Department

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims.

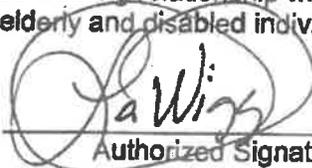
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The Clark County Constable's Office is pleased to support the North Las Vegas Police Department in their application for VOCA grant funding, to support the Victim Service Unit's response to the elderly and disabled. We work closely with officers and the victim advocates in identifying vulnerable citizens, who find themselves homeless as a result of being evicted.

The victim advocates are notified by the Constable's Office to assist with emergency services to individuals who are evicted and need resources. Once a victim advocate is contacted to respond, the advocate performs a needs assessment, and makes contact with the appropriate community agencies who can best address the individual's needs. These newly created efforts have greatly benefitted this population and our office.

We look forward to a continued working relationship with your department in enhancing the efforts to provide services to the elderly and disabled individuals.

2/2/21  
DATE:

  
Authorized Signature of Applicant Agency

Name of Organization: North Las Vegas Constable's Office

  
\_\_\_\_\_

Authorized Signature of North Las Vegas Constable Office

**VOCA**  
**TRAUMA INTERVENTION PROGRAM**  
**CERTIFICATION OF COLLABORATION**

**TO BE COMPLETED BY APPLICANT AGENCY:**

Applicant Agency: North Las Vegas Police Department

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims.

---

Dear Chief Ojeda,

The Trauma intervention Program (TIP) is pleased to support the North Las Vegas Police Department in their application for VOCA grant funding, to support the Victim Service Unit's response to victims' of crime.

TIP volunteers are called by Police or Fire Departments to respond to traumatic events. Volunteers provide emergency assistance to victims. TIP is a 24-hour service.

This collaboration with the Police Department is mutually beneficial. Once TIP volunteers have responded and provided services, the North Las Vegas Victim Advocates are able to make follow-up contact with the victims and families. This elevated the need for Victim Advocates to respond to all types of crisis situations, yet insures follow care is provided.

We look forward to a continued working relationship with your department in enhancing the criminal justice response to crimes against the elderly and disabled and the identifying of gaps in services.

2/2/21

DATE:

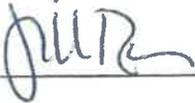


Authorized Signature of Applicant Agency

As a designated representative of TIP a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency and the applicant agency identified above.

Name of Organization: Trauma Intervention Program

Name & Title of Signing Authority: Jill Roberts- CEO

Signature: 

DATE: 2/4/21

**VOCA**  
**S.A.F.E. HOUSE, INC**

**CERTIFICATION OF COLLABORATION**

**TO BE COMPLETED BY APPLICANT AGENCY:**

Applicant Agency: North Las Vegas Police Department

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims.

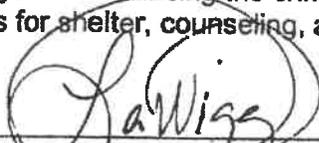
---

Dear Chief Ojeda,

I am pleased to offer this letter of collaboration in support for your department's work with crime victims, particularly victims of domestic violence. S.A.F.E. HOUSE, INC values the partnership with your department in providing shelter, counseling, advocacy, and resources to domestic violence victims from North Las Vegas.

As you know, S.A.F.E. HOUSE, INC maintains a shelter and counseling office in Henderson for victims of domestic violence. Our agency serves domestic violence victims throughout Clark County. Often cross-referrals are made with your Victims Services Unit. We will continue to work closely with you in enhancing the criminal justice response to victims, and welcome your continuing referrals for shelter, counseling, and other victim services provided by S.A.F.E. HOUSE, INC.

2/2/21  
DATE:

  
\_\_\_\_\_  
Authorized Signature of Applicant Agency

As a designated representative of S.A.F.E. HOUSE, INC a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency identified above.

Name of Organization: S.A.F.E. HOUSE, INC

Name & Title of Signing Authority: Julie K. Proctor, Executive Director

Signature: Julie K. Proctor

DATE: 2/3/21

# VOCA

## CITY ATTORNEY'S OFFICE OF NORTH LAS VEGAS

### CERTIFICATION OF COLLABORATION

To be completed by applicant agency:

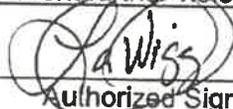
Applicant Agency: North Las Vegas Police Department

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with local victim services programs during the course of developing this proposal in order to ensure that our proposed activities and/or equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence. The applicant and victim services collaborator must share the same demographic and physical boundaries of service.

Please provide a brief description of the meaningful consultation and/or collaborative relationship established between the applicant and the local victim service organization identified below:

Communities should ensure that victims of their background circumstances have access to medical, legal, and advocacy services. A prosecution team alone is not able to meet all the needs of a domestic violence victim. This is when we are able to utilize programs the North Las Vegas Police Department provides the community. Services such as legal advocacy and long term needs of domestic violence. The North Las Vegas Police Department takes a team approach to working with victims of domestic violence and advocates are a strong component to the team. Raising public awareness and referring victims to non-system based advocates will benefit the victim and hopefully prevent further violence from occurring.

2/2/21  
DATE:



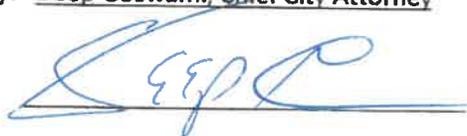
Authorized Signature of Applicant Agency

As a designated representative of North Las Vegas City Attorney's Office a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency identified above.

Name of Organization: City Attorney's Office of North Las Vegas

Name & Title of Signing Authority: Deep Goswami, Chief City Attorney

Signature:



DATE:

2/4/2021

**VOCA**  
**SAFE NEST**

**CERTIFICATION OF COLLABORATION**

**TO BE COMPLETED BY APPLICANT AGENCY:**

Applicant Agency: North Las Vegas Police Department

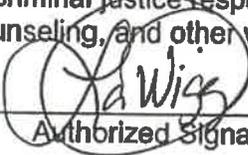
In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims.

Dear Chief Ojeda,

I am pleased to offer this letter of collaboration in support for your department's work with crime victims, particularly victims of domestic violence. Safe Nest values the partnership with your department in providing shelter, counseling, advocacy, and resources to domestic violence victims from North Las Vegas.

As you know, Safe Nest maintains a shelter and counseling office in Las Vegas for victims of domestic violence. Our agency serves domestic violence victims throughout Clark County. Often cross-referrals are made with your Victim Services Unit. We will continue to work closely with you in enhancing the criminal justice response to victims, and welcome your continuing referrals for shelter, counseling, and other victim services provided by Safe Nest.

2/2/21  
DATE:

  
Authorized Signature of Applicant Agency

As a designated representative of Safe Nest a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency identified above.

Name of Organization: Safe Nest

Name & Title of Signing Authority: Liz Ortenburger, CEO

Signature:  DATE: 2.08.21

**VOCA**  
**THE SHADE TREE**

**CERTIFICATION OF COLLABORATION**

TO BE COMPLETED BY APPLICANT AGENCY:

Applicant Agency: North Las Vegas Police Department

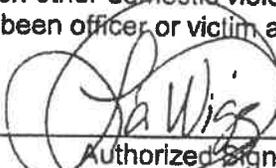
In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims.

---

The North Las Vegas Police Department, in partnership with The Shade Tree shelter will collaborate efforts in providing shelter beds, services and resources for single women and those with children.

The Shade Tree shelter has an agreement with area police departments in which we reserve shelter beds and accommodate these women and children in crisis. The shelter crime victims are referred by police department personnel on a 24-hour basis. This collaboration is critically important when other domestic violence shelters are full; our program will not turn away victims whom have been officer or victim advocate referred.

2/2/21  
DATE:

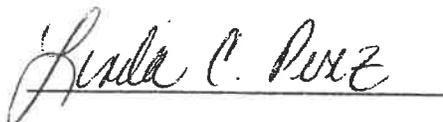
  
Authorized Signature of Applicant Agency

As a designated representative of The Shade Tree shelter, a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency identified above.

Name of Organization: The Shade Tree

Name & Title of Signing Authority: Linda C Perez, Chief Executive Officer

Signature:



DATE: 2/2/21

**VOCA**  
**THE RAPE CRISIS CENTER**  
**CERTIFICATION OF COLLABORATION**

**TO BE COMPLETED BY APPLICANT AGENCY:**

**Applicant Agency: North Las Vegas Police Department**

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with North Las Vegas Police Department Victim Services Unit during the course of developing this proposal in order to ensure that our proposed activities are designed to promote the safety, confidentiality, and economic independence of crime victims.

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Dear Chief Ojeda,

I am pleased to offer this letter of collaboration in support for your department's work with crime victims, particularly victims of sexual assault. The Rape Crisis Center values the partnership with your department in providing counseling advocacy and resources to sexual assault victims from North Las Vegas.

As you know, The Rape Crisis Center maintains a counseling office in Las Vegas for victims of sexual assault. Our agency serves sexual assault victims throughout Clark County. Often cross referrals are made with your Victims Service Unit. We will continue to work closely with you in enhancing the criminal justice response to victims, and welcome your continuing referrals for counseling, and other victim services provided by The Rape Crisis Center.

2/2/21  
DATE:

  
Authorized Signature of Applicant Agency

As a designated representative of The Rape Crisis Center a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency identified above.

Name of Organization: **The Rape Crisis Center**

Name & Title of Signing Authority: Daniele Dreitzer, Executive Director

Signature:



DATE:

2/5/2021

**VOCA**  
**UNIVERSITY OF NEVADA, LAS VEGAS**  
**CERTIFICATION OF COLLABORATION**

**TO BE COMPLETED BY APPLICANT AGENCY:**

Applicant Agency: North Las Vegas Police Department

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with the University of Nevada, Las Vegas (UNLV) Criminal Justice Department during the course of developing this proposal in order to ensure that our proposed activities and /or equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of crime victims.

Please provide a brief description of the meaningful consultation and/or collaborative relationship established between the applicant and the local victim service organization identified below:

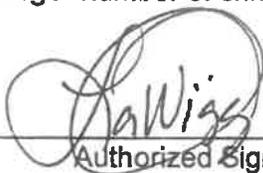
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The North Las Vegas Police Department, in partnership with the University of Nevada, Las Vegas (UNLV) Criminal Justice Department will work collaborative together in providing Criminal Justice majors an internship opportunity with the North Las Vegas Victim Services Unit.

The collaboration will benefit both agencies. Interns will learn as much as possible about the role of a system based victim advocate and the operations of the North Las Vegas Police Department. In turn victim advocates and crime victims will benefit with assistance of intern advocates which are able to contact a larger number of crime victims, thereby providing more services.

2/2/21

DATE:



Authorized Signature of Applicant Agency

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As a designated representative of UNLV Department of Criminal Justice, a recognized local victim service organization, I certify that the above is an accurate description of the meaningful consultation and/or collaborative relationship established between my agency and the applicant agency listed above.

Name of Organization: **Department of Criminal Justice, UNLV**

Name & Title of Signing Authority: Gillian M. Pinchevsky, Associate Professor, Internship  
Director - Department of Criminal Justice, UNLV

Signature: Gillian Pinchevsky Signed electronically 2/8/21 Date: 2/8/21



VICTIM SERVICES UNIT

PAMELA OJEDA  
CHIEF OF POLICE

*Victim Advocate Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

1. Were the advocacy services provided helpful?
2. Do you have a better understanding of local services/resources available to victims of crime?
3. How can we improve our services?

*Name:* \_\_\_\_\_

*Phone #:* \_\_\_\_\_

1. Do you understand the safety plan as it was explained to you?
2. Were the services you received helpful to understand the legal system and your rights as a victim?



Date \_\_\_\_\_

Case: # \_\_\_\_\_ Name: \_\_\_\_\_ Sus: \_\_\_\_\_ Sex: \_\_\_\_\_ Origin: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Age: 0-12 \_\_\_\_\_ 13-17 \_\_\_\_\_ 18-24 \_\_\_\_\_ 25-59 \_\_\_\_\_ 60 and older \_\_\_\_\_ not reported \_\_\_\_\_ Crime: \_\_\_\_\_

Services: A1 \_\_\_\_\_ A2 \_\_\_\_\_ A3 \_\_\_\_\_ A4 \_\_\_\_\_ B1 \_\_\_\_\_ B2 \_\_\_\_\_ B3 \_\_\_\_\_ B4 \_\_\_\_\_ B7 \_\_\_\_\_ B9 \_\_\_\_\_ B10 \_\_\_\_\_ C1 \_\_\_\_\_ C3 \_\_\_\_\_ C7 \_\_\_\_\_ E1 \_\_\_\_\_

E2 \_\_\_\_\_ E3 \_\_\_\_\_ E4 \_\_\_\_\_ E8 \_\_\_\_\_ E9 \_\_\_\_\_ E10 \_\_\_\_\_ Additional: \_\_\_\_\_ Emergency Funds: \_\_\_\_\_

Referred by: \_\_\_\_\_ Phone: \_\_\_\_\_ Office: \_\_\_\_\_ After Hours: \_\_\_\_\_ Call out: \_\_\_\_\_ Other: \_\_\_\_\_

Underserved: DHH \_\_\_\_\_ H \_\_\_\_\_ INA \_\_\_\_\_ LGBT+ \_\_\_\_\_ Vet \_\_\_\_\_ Dis \_\_\_\_\_ Spanish \_\_\_\_\_ Previously Seen \_\_\_\_\_

Comments: \_\_\_\_\_

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Date \_\_\_\_\_

Case: # \_\_\_\_\_ Name: \_\_\_\_\_ Sus: \_\_\_\_\_ Sex: \_\_\_\_\_ Origin: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Age: 0-12 \_\_\_\_\_ 13-17 \_\_\_\_\_ 18-24 \_\_\_\_\_ 25-59 \_\_\_\_\_ 60 and older \_\_\_\_\_ not reported \_\_\_\_\_ Crime: \_\_\_\_\_

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E2 \_\_\_\_\_ E3 \_\_\_\_\_ E4 \_\_\_\_\_ E8 \_\_\_\_\_ E9 \_\_\_\_\_ E10 \_\_\_\_\_ Additional: \_\_\_\_\_ Emergency Funds: \_\_\_\_\_

Referred by: \_\_\_\_\_ Phone: \_\_\_\_\_ Office: \_\_\_\_\_ After Hours: \_\_\_\_\_ Call out: \_\_\_\_\_ Other: \_\_\_\_\_

Underserved: DHH \_\_\_\_\_ H \_\_\_\_\_ INA \_\_\_\_\_ LGBT+ \_\_\_\_\_ Vet \_\_\_\_\_ Dis \_\_\_\_\_ Spanish \_\_\_\_\_ Previously Seen \_\_\_\_\_

Comments: \_\_\_\_\_

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