





# Federal Equitable Sharing Agreement Instructions

*(Please retain these instructions for your records.)*

**Law Enforcement Agency:** Enter the complete name of your state or local law enforcement agency (e.g., Anytown Police Department). This must be consistent with the DAG-71. Check the appropriate box to indicate type of agency. Acronyms should be spelled out. If a task force, provide a list of member agencies, addresses, and lead agency, if designated.

**New Participant:** Check this box if your agency has never received any cash, proceeds, or property from the equitable sharing program.

**Contact Person:** Enter the name of the person who can provide additional information on the sharing agreement form.

**E-mail Address:** Enter the e-mail address of the contact person or the e-mail address of the agency.

**Mailing Address:** Enter your agency's complete mailing address (number, street, city/town, state, and zip code).

**Telephone Number:** Enter the phone number of the contact person, including area code and extension.

**Fax Number:** Enter your agency's fax number including area code.

**Agency Fiscal Year Ends on:** Enter the ending date (month/day) of your agency's fiscal year; e.g., 6/30.

**NCIC/ORI/Tracking No.:** Enter your valid FBI-issued National Crime Information Center (NCIC)/ORI code—e.g., CA0000000—or tracking number assigned by AFMLS.

**Civil Rights Provision:** Police departments, sheriffs' departments, prosecutors' offices, and other law enforcement agencies that receive federal financial assistance from the Department of Justice (DOJ) are subject to the provisions of: (1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; (2) Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in training and educational programs; (3) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability; and (4) the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age. Federal financial assistance includes funds, training and technical assistance, logistical support, and property transfers from DOJ including equitable sharing. Agencies receiving assistance are required to permit DOJ investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights laws. **If the "yes" box is checked in 8a and/or 8b, provide the following information: the name of the case; a summary of the complaint; and the status of the case. For example: Jones v. Anytown Police Department; sex discrimination; settled. Please do not send a copy of the complaint.**

**Law Enforcement Agency Head or Authorized Representative:** The head of your law enforcement agency (or the authorized representative) must sign and date the form. (Examples of law enforcement agency head or authorized representative include the following: police chief, district attorney, sheriff, undersheriff, deputy chief.) Name and title of the signatory must be printed or typed. By signing the agreement, the head of the law enforcement agency (or the authorized representative) certifies that the receiving state or local law enforcement agency is in compliance with the *Justice and Treasury Guides*, and agrees to be bound by the statutes and guidelines which regulate the equitable sharing program.

**Governing Body Head or Representative:** The head of your governing body (or the authorized representative) must sign and date the form. (Examples of governing body head or authorized representative include the following: city manager, county executive, mayor, county judge.) Name and title of the signatory must be printed or typed. By signing the agreement, the head of the governing body (or the authorized representative) certifies that the receiving state or local law enforcement agency is in compliance with the *Justice and Treasury Guides*, and agrees to be bound by the statutes and guidelines which regulate the equitable sharing program. For purposes of this form, a governing body is an institution or organization that has appropriations authority—that is, the agency that gives your agency its budget—over the state or local law enforcement agency. **A law enforcement official should not sign for the governing body unless he/she has appropriations authority.**