2010-319

BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION AUTHORIZING CHAIRPERSON TO SIGN THE GRANT AWARD AND SUBGRANT SPECIAL CONDITIONS RELATING TO THE GRANT APPLICATION FOR THE SARPY COUNTY VOCA/VICTIM ASSISTANCE GRANT

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, the VOCA/Victim Assistance grant has been awarded to Sarpy County; and,

WHEREAS, the grant award and subgrant special conditions must be submitted to the Nebraska Crime Commission; and,

WHEREAS, Sarpy County is committed to and supports the Sarpy County program included in the VOCA/Victim Assistance grant; and;

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners that the Board Chairperson is hereby authorized to sign the attached grant award and subgrant special conditions for the Sarpy County VOCA/Victim Assistance grant.

DATED this 28th day of September, 2010.

MOVED by Rich Jansen, seconded by Rusty Hike, that the above Resolution be adopted. Carried.

YEAS:	NAYS:	ABSENT:
Rusty Hike	none	none
Rich Jansen		
Don Albrecht		ABSTAIN:
Tom Richard		none

Attest:

SEAL

DEBRA J. HOUGHTALING, COUNTY CLERK SEAL SARPY COUNTY, NEBRASKA

Debra Houghtaling
County Clerk

Approved as to form:

County Attorney

Dave Heineman
Governor

STATE OF NEBRASKA

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE
(Nebraska Crime Commission)
Michael E. Behm, Executive Director
301 Centennial Mall South
P.O. Box 94946
Lincoln, Nebraska 68509-4946
Phone (402) 471-2194
FAX (402) 471-2837

September 13, 2010

MEMORANDUM

TO: VOCA Subgrantees

FROM: Lisa Stamm, Federal Aid Administrator

SUBJECT: Grant Award Packets

Please read this memo carefully as there have been some changes made to one of the required reports.

Enclosed you will find the Grant Award and Special Conditions for the grant application approved by the Nebraska Crime Commission at its July 23, 2010 meeting. Please note that the Grant Award reflects only the required match. If match exceeds the required match, it is to be reflected on the Cash Reports as it is expended. **Please have the appropriate individuals sign the Grant Award and Special Conditions. Keep the pink copy of the Grant Award and one copy of the Special Conditions for your records. Return the white copy of the Grant Award and one signed copy of the Special Conditions to the Crime Commission within 30 days.** Please read your Special Conditions carefully.

Special Condition #2, audits, has an additional requirement to provide the Crime Commission with a copy of the Management Letter and/or Findings Statement with the copy of the audit, if they are not included in the audit report.

Copies of the Grant Activity Summary, Cash Report, Subgrant Adjustment Request and Statistics Reports can be printed off our website at www.ncc.state.ne.us. Following is a listing of the required reports and the dates they are due. This information is also in your Special Conditions.

- **GRANT ACTIVITY SUMMARY -- due quarterly**. Quarterly reports are due the 15th of the month following the end of a normal quarter, the same as the Cash Reports. (See next page for list of quarters and due dates)

  ***PLEASE NOTE:** The narrative part of this form has been changed to capture specific grant funded activities and other activities related to and/or impacting the grant funded project. You will note that grant funded activities and other activities related to and/or impacting the grant-funded project are to be reported separately.

Part II of the report remains the same and addresses the data to be collected based on your objectives of the submitted grant application. Please review this form immediately to assist you in collecting needed data. This form is used to report the success of the objectives stated in your grant application. Please review the SAMPLE.

This report can be used to "sell" your project by showing its success.

- **CASH REPORTS** -- due the 15th of the month following the end of a standard quarter. PLEASE NOTE: If the first quarter of the grant starts on a date after the first day of the quarter, the first quarter Cash Report and Grant Activity Summary Report are still due at the end of the first quarter as stated below. Grant quarters are the same for all grantees and are not adjusted because of the start date of the grant.

Quarters	Date Due
January - March	April 15th
April - June	July 15th
July - September	October 15th
October - December	January 15th

Cash Reports are to report expenditures for the quarter and are to be submitted whether or not funds are being requested. These are to be submitted with the original and a yellow copy.

- **STATISTICAL REPORT** -- Statistics are to be submitted as required by the Crime Commission. If you are not reporting electronically and need the paper form, please let me know.

- **SUBGRANT ADJUSTMENT REQUEST** -- to be submitted if:
  - the focus of the project changes;
  - the start or end date of the project period is to be changed;
  - there is a new Project Director or Fiscal Officer named; or
  - the amount budgeted in categories is to be changed. **Please note that if the amounts budgeted in categories change, written documentation as to why the change is to be made must accompany the request. If written documentation is not received, the request will be returned and such documentation will be requested. You should call or e-mail for approval before sending in the Request, except for changes in project Personnel. Also, please let us know anytime there is an address change for the Project Director or Fiscal Officer.**

Please provide written notification whenever an address or phone number for the applicant, project director or fiscal officer changes. It is important that we have current contact information.

If you have any questions about the conditions of your award or the reporting requirements, please contact me at (402) 471-3416 or by e-mail at: Lisa.Stamm@nebraska.gov. Thank you.

Nebraska Commission on Law Enforcement and Criminal Justice

Grant Award

Subgrantee Sarpy County Victim Witness Unit	Grant Number 10VA0210	Date of Award July 23, 2010	CFDA # 16.575
Project Title Sarpy Co Victim Asst.	Grant Amount Federal $124,149 Match $ 31,037 Total $155,186		

Approved Budget For Project

CATEGORY	FEDERAL SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel	$124,149.00	$31,037.00	$155,186.00
Consultants/Contracts			
Travel			
Supplies/Operating/Expenses			
Construction/Equipment Rental			
Equipment			
Other			
Total Amount	$124,149.00	$31,037.00	$155,186.00
% Contribution	80%	20%	100%

This award is subject to the General and Fiscal Conditions established by the Nebraska Commission on Law Enforcement and Criminal Justice and to the and Criminal Justice and to the special conditions enclosed with this award is indicated below.

The grant period will be from September 1, 2010 to August 31, 2011 except as authorized by the Commission. To be a valid grant, this Grant Award must be signed and returned to the Commission within 30 days of receipt. Subgrantees will retain the Pink copy.

The subgrantee hereby attests and affirms that the required cash match will be designated, appropriated, and expanded for the project within the duration of the Grant period.

[X] This award is subject to special conditions (enclosed).

Michael E. Behm
Signature of Executive Director or Representative

Jean Brazda
Signature of Project Director

Michael E. Behm, Executive Director 9/13/2010
Typed Name and Title Date

Jean Brazda, Executive Director 9-17-10
Typed Name and Title Date

Joni Albrecht
Signature of Authorized Official
(Mayor, County Board Chairman, Chair of non-profit Board etc.)

Brian Hanson
Signature of Financial Officer
(County Treasurer, City Clerk, etc.)

Joni Albrecht, Chairman 9/28/2010
Typed Name and Title Date

Brian Hanson, Fiscal 9-21-10
Typed Name and Title Date

Nebraska Commission on Law Enforcement and Criminal Justice

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Signature of Executive Director or Representative

Michael E. Behm, Executive Director 9/13/2010
Typed Name and Title Date

Signature of Authorized Official
(Mayor, County Board Chairman, Chair of non-profit Board etc.)

Joni Albrecht 9/28/2010
Typed Name and Title Date

Signature of Project Director

Jean Brazda, Executive Director 9-17-10
Typed Name and Title Date

Signature of Financial Officer
(County Treasurer, City Clerk, etc.)

Brian Hanson, Fiscal Admin 9-21-10
Typed Name and Title Date

Nebraska
Commission on
Law Enforcement and
Criminal Justice

Subgrant Special Conditions

Form GA-3
Rev. 4/10

Distribution:

Original to Commission
One copy to Subgrantee

Subgrantee: Sarpy County Victim Witness Unit	**Subgrant Number:** 10VA0210
Subgrant Title: Sarpy Co Victim Asst.	

This contract is subject to the standard conditions agreed to in the original application and the signed Certified Assurances. In addition, the subgrantee must comply with the Office of Justice Programs "Financial and Administrative Guide for Grants" (OJP M 7100.1C), Federal Program Guidelines, and the Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission) Guidelines and the following special conditions:

1. **Records Retention**
   a) The Commission shall have access to all project related materials for the purposes of audit and examinations. All records shall be retained for five (5) years from the date of the final fiscal report, unless an audit is in progress or the findings of a completed audit have not been resolved satisfactorily;

2. **Audits**
   a) All audits will comply with the Single Audit Act of 1984, as amended. Audits for private non-profit agencies shall comply with Circular A-133;

   b) Agencies and organizations receiving federal funds from various sources totaling $500,000 or more during the Subgrantees Fiscal Year are required to have an annual audit. Total cost of the audit must be prorated among funding sources. Agencies and organizations receiving federal funds from various sources totaling less than $500,000 during their Fiscal Year are not required to have an annual audit. However, a complete agency audit complying with the Single Audit Act of 1984, as amended, is highly recommended once every three years for private non-profit agencies receiving funding from the Crime Commission;

   c) **One (1) copy** of the audit that includes a **Letter of Findings** are required to be submitted to the Crime Commission, if they are not part of the audit;

3. **Accounting Procedures**
   a) Awarded applicants shall implement and maintain an accounting system which accurately reflects income received, expenditures, and documentation of expenditures. Each source of income must be accounted for separately and a clear audit trail for each source of funding must be maintained. Matching funds need not be applied at the exact time or in the required proportion to the obligation of Federal funds. However, the full match share must be obligated by the end of the project period. Accounting records are to be available for monitors and audits;

   b) If at any time an impropriety is found in the accounting or use of any funds received by the subgrantee, the Crime Commission must be notified immediately and informed about how the agency will address the problem;

   c) All subgrantee's receiving payments from the Crime Commission are required to receive payments via the Automated Clearing House (ACH) payment. New subgrantee's must complete paperwork to sign up for ACH payment and can find the form at http://www.hhs.state.ne.us/forms/EFT.pdf This must be completed before funds can be received;

4. **Acceptance of Grant Award and Special Conditions**
   a) **Grant Award** must be accepted; signed by the subgrantee's authorized official, the director of the project, and the fiscal officer; and, returned to the Crime Commission within thirty (30) days from the date of the letter;

b) **Special Conditions** must be accepted; signed by the subgrantee's authorized official, director of the project, and the fiscal officer, and returned to the Crime Commission within thirty (30) days from the date of the letter;

c) **Contingencies** must be met within thirty (30) days of the date of the letter as required for the award as stated on the Summary Comment Sheet. Grant funds will not be released until all contingencies are addressed;

5. <u>Reporting Requirements</u>

a) **Grant Activity Summary Reports** are required **quarterly.** Reports are due by the 15th of the month following the end of each quarter during the grant period;

b) **Cash Report/Cash Requests** are required **quarterly** even if no grant funds received or expenses are incurred. Reports are due by the 15th of the month following the end of each quarter during the grant period as well as the final "Cash Report" reflecting the total grant expenditures at the end of the grant period. Final cash report must be submitted within forty-five (45) days from the end date of the grant;

c) **Regardless of the start date of the grant project**, quarterly reports are due for normal quarters as listed below

Jan. – March – **Due April 15th**	July - Sept. – **Due October 15th**
April – June – **Due July 15th**	Oct. - Dec. – **Due January 15th**

d) **Subgrant Adjustment:** Subgrantees must submit a subgrant adjustment request to the Crime Commission when any of the following has or will occur: the focus of the funded project changes, there is a change in the start or end date of the funded project, a new project director or fiscal officer is named for the awarded project, or a transfer of dollars between categories is needed which affects awarded dollars and any matching dollars. No budget revisions (awarded or matching dollars) are to be made by the subgrantee receiving funds without prior approval from the administrator unless otherwise provided by law;

e) **Federal and matching funds** are to be used for the purpose stated in the approved grant application. Any changes must be approved by the Crime Commission grant administrator prior to the change taking place through submission of a Subgrant Adjustment Request;

6. <u>Use of Federal Grant Funds</u>

a) Federal grant funds shall not be used to supplant State, local or any other funds that would otherwise be available. The agency's budget cannot decrease as a result of grant dollars. If an existing employee is assigned to this project and their salary is paid with grant funds, his or her position must be backfilled. The agency's personnel cannot decrease as a result of this grant project;

b) No State/Federal grant funds shall be used for costs existing prior to or after the grant period;

c) No indirect costs shall be allowed. Indirect cost is defined as payment for grant management services, accounting services, grant securing services, or any other costs of an organization that are not readily assignable to a particular project;

d) Federal funds cannot be used for lobbying. If matching funds are used for lobbying, a disclosure report shall be submitted to the Crime Commission;

e) No other Federal funds shall be used to meet the match requirement;

f) Crime Commission funding cannot be placed in interest bearing accounts;

g) Sub-grantee understands and agrees that it cannot use any federal funds, either directly or indirectly in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP;

7. <u>Match</u>

a) The Subgrantee must insure any required match is met and that match is documented before the end of the project period. Match, both cash or in-kind, must be documented in the agency's accounting system;

8. **Time Records**
   a) The subgrantee will maintain time records that comply with the Office of Management and Budget (OMB) A-87 Circular to clearly document the hourly activity of each grant funded or match funded position to show the actual percentage of time charged to the funding source. Records will be maintained by the subgrantee to document any differences between budgeted and actual federal and match personnel grant costs. Timesheets for grant funded positions should include the signature of the employee and their supervisor. Volunteer positions used as match are to be documented and, to the extent feasible, supported by the same method used for employees. Refer to the following website for further details on OMB circulars, http://www.whitehouse.gov/omb/circulars/

9. **Mandatory Training**
   a) The subgrantee project director and/or fiscal officer or a designated representative must attend the Grant Management Training sponsored by the Crime Commission. At least one Board member of a Private Non-profit agency receiving grant funds from the Crime Commission must also attend Grant Management Training;

10. **Publicity**
   a) Any publicity of this project will include an acknowledgement of funding by the Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission). A copy of such publicity shall be sent to the Crime Commission. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal or State money, all grantees receiving funds shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal or State money, and (2) the dollar amount of Federal or State funds for the project or program;

11. **Publications**
   a) The subgrantee agrees that any publication (written, visual or audio, excluding press releases, newsletters and issue analysis) issued by the subgrantee describing programs or projects funded in whole or in part with Federal or State funds, shall contain the following statement: "This project was supported by Grant #}«Grant Number»awarded by the Nebraska Crime Commission. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Commission." Two copies of any such publication are to be submitted to the Crime Commission;

12. **Non-Discrimination**
   a) The Subgrantee assures it and all it's contractors will comply with all applicable nondiscrimination requirements as set forth by federal and state laws. No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or be denied employment in connection with any activities receiving funds under the Act on the basis of race, color, religion, age, sex, national origin, or handicap;

   a) In the event a federal or state court or administrative agency makes a finding of discrimination after a due process hearing, the recipient of funds will forward a copy of the finding to the Office of Civil Rights Compliance of the Office of Justice Programs in Washington, D.C. Additionally, a copy of the findings are to also be sent to the Crime Commission. If required, the subgrantee will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. seq.;

   b) Grantees whose projects, personnel, or subgrantees become involved in any litigation, whether civil or criminal, shall immediately notify the Crime Commission and forward a copy of any demand notices, lawsuits, or indictments to the Commission;

13. **Limited English Proficiency Plan**
   a) The subgrantee must comply with the Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d. Subgrantees receiving Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For information on the civil right responsibilities, see http://www.lep.gov;

14. **Federal Government De-bar**
   a) If at any time during the grant period the subgrantee is barred from doing business with the Federal Government, the Crime Commission shall be notified by the subgrantee in writing within 30 days;

15. **Drug-Free Workplace**
    a) All agencies who are participants in the awarded project shall establish and maintain a drug-free work place policy; and,

16. **Private Non-profit Agency Board Responsibilities**
    a) Two (2) board members of private non-profit agencies awarded funds shall review, on a quarterly basis, all expenditures for the agency. This review shall include, but is not limited to, checks written for the period, deposits, assurance of a balanced checkbook, review of the entries in the agency's ledgers, and review of the income received from funding agencies and donations.

17. **Fraudulent Use of Funds**
    a) The subrecipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse or misconduct should be reported. In addition, the subgrantee must notify the Nebraska Crime Commission. For more information on how to submit a claim go to www.usdoj.gov/org;

18. **Required Compliance**
    a) The subrecipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide and Nebraska Crime Commission) guidance and clarifications;

19. **Mandatory Federal Registration**
    a) The subrecipient agrees that they have a DUNS number and are registered with the Central Contractor Registration (CCR) database; and,

    b) The recipient agrees to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration.

Funding/Program Specific Conditions

VOCA Private Non Profit/VOCA Victim Witness

1. The subrecipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, Contractor, subgrantee, subcontractor or other person has either 1)submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of intrest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse or misconduct should be reported. In addition, the subgrantee must notify the Nebraska Crime Commission. For more information on how to submit a claim go to www.usdoj.gov/oig.

2. Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

VOCA Private Non Profit Specific

- **Statistical Reports** are required **quarterly**. Reports are due the 15th of the month following the end of each quarter. Statistics are to be provided electronically unless the Crime Commission has approved another method to submit statistics.

Use of VOCA Grant Funds

- VOCA grant funds **are to be used** to provide direct services to individual crime victims and at no cost to the victim.

- VOCA guidelines define a victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The primary purpose of VOCA grant funds is to support the provision of services to victims. Services are those efforts that respond to the emotional and physical needs of crime victims; assist primary and secondary victims of crime to stabilize their lives after a victimization; assist victims to understand and participate in the criminal justice system; and, provide victims of crime with a measure of safety and security.

- VOCA grant funds **cannot be used** for any of the following:
  - √ Capital expenditures;
  - √ Community education;
  - √ Crime prevention activities;
  - √ Development of protocols, interagency agreements and other working agreements;
  - √ Fund-raising activities;
  - √ Indirect organizational costs;
  - √ Individual membership dues;
  - √ Land acquisition;
  - √ Legislative and administrative duties of staff;
  - √ Lobbying and administrative advocacy;
  - √ Needs assessments, surveys, evaluations or studies;
  - √ Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators;
  - √ Professional services of doctors and lawyers;
  - √ Purchasing or leasing vehicles;
  - √ Reimbursement to crime victims for expenses incurred as a result of a crime, including property loss;
  - √ Relocation expenses for the victim.

Volunteers are to be utilized by the subgrantee throughout the duration of the project. Volunteer services must be documented, and to the extent feasible, by the same methods used by the subgrantee for its paid employees;

At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless they are part of the criminal justice or health and human services system unless the victim has given prior voluntary written consent for such release of information.

Office of Justice Program Financial Guidelines and VOCA Guidelines must be followed for the purchase and property management of computers and/or equipment, including the disposal of computers and/or equipment purchased with VOCA funds. Computers purchased with federal VOCA grant funds must be compatible with the case management program and be able to electronically submit statistics to the Crime Commission. Minimum specifications, as determined by the Crime Commission, are required for any computer purchased with VOCA funds.

The subgrantee shall cooperate, coordinate and have the active participation and support of law enforcement and criminal justice agencies within the jurisdiction of the assisting agency and will cooperate and coordinate with any coordinated response efforts;

Subgrantee must provide services to victims of federal crimes on the same basis as victims of state/local crimes;

Subgrantee is required to help victims apply for Crime Victims' Reparations (CVR) benefits, i.e., identifying and notifying crime victims of the availability of compensation, assisting victim with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. Victim is responsible for mailing CVR claims to the Crime Commission but subgrantee may provide the envelope and stamp;

Subgrantee is required to provide information to victims about Victim Information and Notification Everyday (VINE), assist victims in registering with the VINE system and promote public awareness about VINE.

Subgrantee is required to participate in the victims' assistance case management system when it is operational and provide electronic submission of statistics to the Crime Commission via the software or link determined by the Crime Commission;

VOCA Victim/Witness Specific

- **Statistical Reports** are required **quarterly**. Reports are due by the 15th of the month following the end of each quarter. Statistics are to be provided electronically unless the Crime Commission has approved another method to submit statistics.

Victim Witness Programs - Use of Federal VOCA Funds

- VOCA grant funds **are to be used** to provide direct services to individual crime victims and at no cost to the victim.

- VOCA guidelines define a victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The primary purpose of VOCA grant funds is to support the provision of services to victims. Services are those efforts that respond to the emotional and physical needs of crime victims; assist primary and secondary victims of crime to stabilize their lives after a victimization; assist victims to understand and participate in the criminal justice system; and, provide victims of crime with a measure of safety and security.

- The purpose of a victim witness program is to advocate for victims and provide timely assistance to individual victims of crime. Advocacy should begin within 72 hours or the next business day after the incident for all serious crimes (homicide, sexual assault, assaults) and most crimes against the elderly. Victim Witness Units located in County Attorney offices are to have a process in place to receive law enforcement incident reports for victims of serious crimes and crimes against the elderly so that advocacy can begin within 72 hours or sooner.

- VOCA funds are **not** for the purpose of providing services to businesses **unless** an individual or individuals within the business is a victim of a crime.

- Policies and procedures are required that include when and how victim contact will be made and when and how follow up contact will be made.

- VOCA funds **cannot be used** for any of the following:
  - √ Any activity or expense that is the responsibility of the prosecutor or the law enforcement agency and including any activities directed at prosecuting an offender and/or improving the criminal justice system=s effectiveness and efficiency; gathering evidence; witness management and notification (VOCA funds may **only** be used to notify witnesses who are also a victim of the crime); expert testimony at trials; victim witness protection costs and subsequent lodging and meal expenses;
  - √ Capital expenditures;
  - √ Community education;
  - √ Crime prevention activities;
  - √ Development of protocols, interagency agreements and other working agreements;
  - √ Fund-raising activities;
  - √ Indirect organizational costs;
  - √ Individual membership dues;
  - √ Land acquisition;
  - √ Legislative and administrative duties of staff;
  - √ Lobbying and administrative advocacy;
  - √ Needs assessments, surveys, evaluations or studies;
  - √ Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators;
  - √ Professional services of doctors and lawyers;
  - √ Purchasing or leasing vehicles;
  - √ Reimbursement to crime victims for expenses incurred as a result of a crime, including property loss;
  - √ Relocation expenses for the victim.

- VOCA funding will be in jeopardy if all victims of serious crimes and most crimes against the elderly are not provided advocacy services in a timely manner and if funds are used for any activities or expenses that are the responsibility of the prosecutor or law enforcement agency.

Volunteers are to be utilized by the subgrantee throughout the duration of the project. Volunteer services must be documented, and to the extent feasible, by the same methods used by the subgrantee for its paid employees;

At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless they are part of the criminal justice or health and human services system unless the victim has given prior voluntary written consent for such release of information.

Office of Justice Program Financial Guidelines and VOCA Guidelines must be followed for the purchase and property management of computers and/or equipment, including the disposal of computers and/or equipment purchased with VOCA funds. Computers purchased with federal VOCA grant funds must be compatible with the case management program and be able to electronically submit statistics to the Crime Commission. Minimum specifications, as determined by the Crime Commission, are required for any computer purchased with VOCA funds.

The subgrantee shall cooperate, coordinate and have the active participation and support of law enforcement and criminal justice agencies within the jurisdiction of the assisting agency and will cooperate and coordinate with any coordinated response efforts;

Subgrantee must provide services to victims of federal crimes on the same basis as victims of state/local crimes;

Subgrantee is required to help victims apply for Crime Victims' Reparations (CVR) benefits, i.e., identifying and notifying crime victims of the availability of compensation, assisting victim with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. Victim is responsible for mailing CVR claims to the Crime Commission but subgrantee may provide the envelope and stamp;

Subgrantee is required to provide information to victims about Victim Information and Notification Everyday (VINE), assist victims in registering with the VINE system and promote public awareness about VINE.

Subgrantee is required to participate in the victims' assistance case management system when it is operational and provide electronic submission of statistics to the Crime Commission via the software or link determined by the Crime Commission.

I have read the above Special Conditions and understand they are part of the binding Grant Award. I acknowledge failure to satisfactorily meet all conditions of the grant and/or submit required documents may result in suspension or termination of the grant award.

Signature of Authorized Official Joni Albrecht Date 9/28/2010
(Mayor, Chair of County Board or City Council, Board Chair of Private Non-profit Agency).
NOTE: The Director of the Agency is NOT considered the Authorized Official for the signing of these Special Conditions.

Title Chairman, County Board

Signature of Agency Director Jon Brazeb Date 9-17-10

Title Executive Director

Signature of Project Director Jon Brazeb Date 9-17-10

Title Executive Director

Signature of Fiscal Officer Brian Hanson Date 9-21-10

Title Fiscal Administrator

Nebraska
Commission on
Law Enforcement and
Criminal Justice

Subgrant Special Conditions

Form GA-3
Rev. 4/10

Distribution:

Original to Commission
One copy to Subgrantee

Subgrantee: Sarpy County Victim Witness Unit	**Subgrant Number:** 10VA0210
Subgrant Title: Sarpy Co Victim Asst.	

This contract is subject to the standard conditions agreed to in the original application and the signed Certified Assurances. In addition, the subgrantee must comply with the Office of Justice Programs "Financial and Administrative Guide for Grants" (OJP M 7100.1C), Federal Program Guidelines, and the Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission) Guidelines and the following special conditions:

1. **Records Retention**
   a) The Commission shall have access to all project related materials for the purposes of audit and examinations. All records shall be retained for five (5) years from the date of the final fiscal report, unless an audit is in progress or the findings of a completed audit have not been resolved satisfactorily;

2. **Audits**
   a) All audits will comply with the Single Audit Act of 1984, as amended. Audits for private non-profit agencies shall comply with Circular A-133;

   b) Agencies and organizations receiving federal funds from various sources totaling $500,000 or more during the Subgrantees Fiscal Year are required to have an annual audit. Total cost of the audit must be prorated among funding sources. Agencies and organizations receiving federal funds from various sources totaling less than $500,000 during their Fiscal Year are not required to have an annual audit. However, a complete agency audit complying with the Single Audit Act of 1984, as amended, is highly recommended once every three years for private non-profit agencies receiving funding from the Crime Commission;

   c) **One (1) copy** of the audit that includes a **Letter of Findings** are required to be submitted to the Crime Commission, if they are not part of the audit;

3. **Accounting Procedures**
   a) Awarded applicants shall implement and maintain an accounting system which accurately reflects income received, expenditures, and documentation of expenditures. Each source of income must be accounted for separately and a clear audit trail for each source of funding must be maintained. Matching funds need not be applied at the exact time or in the required proportion to the obligation of Federal funds. However, the full match share must be obligated by the end of the project period. Accounting records are to be available for monitors and audits;

   b) If at any time an impropriety is found in the accounting or use of any funds received by the subgrantee, the Crime Commission must be notified immediately and informed about how the agency will address the problem;

   c) All subgrantee's receiving payments from the Crime Commission are required to receive payments via the Automated Clearing House (ACH) payment. New subgrantee's must complete paperwork to sign up for ACH payment and can find the form at http://www.hhs.state.ne.us/forms/EFT.pdf This must be completed before funds can be received;

4. **Acceptance of Grant Award and Special Conditions**
   a) **Grant Award** must be accepted; signed by the subgrantee's authorized official, the director of the project, and the fiscal officer; and, returned to the Crime Commission within thirty (30) days from the date of the letter;

b) **Special Conditions** must be accepted; signed by the subgrantee's authorized official, director of the project, and the fiscal officer, and returned to the Crime Commission within thirty (30) days from the date of the letter;

c) **Contingencies** must be met within thirty (30) days of the date of the letter as required for the award as stated on the Summary Comment Sheet. Grant funds will not be released until all contingencies are addressed;

5. **Reporting Requirements**

a) **Grant Activity Summary Reports** are required **quarterly.** Reports are due by the 15th of the month following the end of each quarter during the grant period;

b) **Cash Report/Cash Requests** are required **quarterly** even if no grant funds received or expenses are incurred. Reports are due by the 15th of the month following the end of each quarter during the grant period as well as the final "Cash Report" reflecting the total grant expenditures at the end of the grant period. Final cash report must be submitted within forty-five (45) days from the end date of the grant;

c) **Regardless of the start date of the grant project**, quarterly reports are due for normal quarters as listed below

Jan. – March – **Due April 15th**	July - Sept. – **Due October 15th**
April – June – **Due July 15th**	Oct. - Dec. – **Due January 15th**

d) **Subgrant Adjustment:** Subgrantees must submit a subgrant adjustment request to the Crime Commission when any of the following has or will occur: the focus of the funded project changes, there is a change in the start or end date of the funded project, a new project director or fiscal officer is named for the awarded project, or a transfer of dollars between categories is needed which affects awarded dollars and any matching dollars. No budget revisions (awarded or matching dollars) are to be made by the subgrantee receiving funds without prior approval from the administrator unless otherwise provided by law;

e) **Federal and matching funds** are to be used for the purpose stated in the approved grant application. Any changes must be approved by the Crime Commission grant administrator prior to the change taking place through submission of a Subgrant Adjustment Request;

6. **Use of Federal Grant Funds**

a) Federal grant funds shall not be used to supplant State, local or any other funds that would otherwise be available. The agency's budget cannot decrease as a result of grant dollars. If an existing employee is assigned to this project and their salary is paid with grant funds, his or her position must be backfilled. The agency's personnel cannot decrease as a result of this grant project;

b) No State/Federal grant funds shall be used for costs existing prior to or after the grant period;

c) No indirect costs shall be allowed. Indirect cost is defined as payment for grant management services, accounting services, grant securing services, or any other costs of an organization that are not readily assignable to a particular project;

d) Federal funds cannot be used for lobbying. If matching funds are used for lobbying, a disclosure report shall be submitted to the Crime Commission;

e) No other Federal funds shall be used to meet the match requirement;

f) Crime Commission funding cannot be placed in interest bearing accounts;

g) Sub-grantee understands and agrees that it cannot use any federal funds, either directly or indirectly in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP;

7. **Match**

a) The Subgrantee must insure any required match is met and that match is documented before the end of the project period. Match, both cash or in-kind, must be documented in the agency's accounting system;

8. **Time Records**
   a) The subgrantee will maintain time records that comply with the Office of Management and Budget (OMB) A-87 Circular to clearly document the hourly activity of each grant funded or match funded position to show the actual percentage of time charged to the funding source. Records will be maintained by the subgrantee to document any differences between budgeted and actual federal and match personnel grant costs. Timesheets for grant funded positions should include the signature of the employee and their supervisor. Volunteer positions used as match are to be documented and, to the extent feasible, supported by the same method used for employees. Refer to the following website for further details on OMB circulars, http://www.whitehouse.gov/omb/circulars/

9. **Mandatory Training**
   a) The subgrantee project director and/or fiscal officer or a designated representative must attend the Grant Management Training sponsored by the Crime Commission. At least one Board member of a Private Non-profit agency receiving grant funds from the Crime Commission must also attend Grant Management Training;

10. **Publicity**
   a) Any publicity of this project will include an acknowledgement of funding by the Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission). A copy of such publicity shall be sent to the Crime Commission. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal or State money, all grantees receiving funds shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal or State money, and (2) the dollar amount of Federal or State funds for the project or program;

11. **Publications**
   a) The subgrantee agrees that any publication (written, visual or audio, excluding press releases, newsletters and issue analysis) issued by the subgrantee describing programs or projects funded in whole or in part with Federal or State funds, shall contain the following statement: "This project was supported by Grant #}«Grant Number»awarded by the Nebraska Crime Commission. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Commission." Two copies of any such publication are to be submitted to the Crime Commission;

12. **Non-Discrimination**
   a) The Subgrantee assures it and all it's contractors will comply with all applicable nondiscrimination requirements as set forth by federal and state laws. No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or be denied employment in connection with any activities receiving funds under the Act on the basis of race, color, religion, age, sex, national origin, or handicap;

   a) In the event a federal or state court or administrative agency makes a finding of discrimination after a due process hearing, the recipient of funds will forward a copy of the finding to the Office of Civil Rights Compliance of the Office of Justice Programs in Washington, D.C. Additionally, a copy of the findings are to also be sent to the Crime Commission. If required, the subgrantee will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. seq.;

   b) Grantees whose projects, personnel, or subgrantees become involved in any litigation, whether civil or criminal, shall immediately notify the Crime Commission and forward a copy of any demand notices, lawsuits, or indictments to the Commission;

13. **Limited English Proficiency Plan**
   a) The subgrantee must comply with the Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d. Subgrantees receiving Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For information on the civil right responsibilities, see http://www.lep.gov;

14. **Federal Government De-bar**
   a) If at any time during the grant period the subgrantee is barred from doing business with the Federal Government, the Crime Commission shall be notified by the subgrantee in writing within 30 days;

15. **Drug-Free Workplace**
    a) All agencies who are participants in the awarded project shall establish and maintain a drug-free work place policy; and,

16. **Private Non-profit Agency Board Responsibilities**
    a) Two (2) board members of private non-profit agencies awarded funds shall review, on a quarterly basis, all expenditures for the agency. This review shall include, but is not limited to, checks written for the period, deposits, assurance of a balanced checkbook, review of the entries in the agency's ledgers, and review of the income received from funding agencies and donations.

17. **Fraudulent Use of Funds**
    a) The subrecipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse or misconduct should be reported. In addition, the subgrantee must notify the Nebraska Crime Commission. For more information on how to submit a claim go to www.usdoj.gov/org;

18. **Required Compliance**
    a) The subrecipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide and Nebraska Crime Commission) guidance and clarifications;

19. **Mandatory Federal Registration**
    a) The subrecipient agrees that they have a DUNS number and are registered with the Central Contractor Registration (CCR) database; and,

    b) The recipient agrees to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration.

Funding/Program Specific Conditions

VOCA Private Non Profit/VOCA Victim Witness

1. The subrecipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, Contractor, subgrantee, subcontractor or other person has either 1)submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of intrest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse or misconduct should be reported. In addition, the subgrantee must notify the Nebraska Crime Commission. For more information on how to submit a claim go to www.usdoj.gov/oig.

2. Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

VOCA Private Non Profit Specific

- **Statistical Reports** are required **quarterly**. Reports are due the 15th of the month following the end of each quarter. Statistics are to be provided electronically unless the Crime Commission has approved another method to submit statistics.

Use of VOCA Grant Funds

- VOCA grant funds **are to be used** to provide direct services to individual crime victims and at no cost to the victim.

- VOCA guidelines define a victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The primary purpose of VOCA grant funds is to support the provision of services to victims. Services are those efforts that respond to the emotional and physical needs of crime victims; assist primary and secondary victims of crime to stabilize their lives after a victimization; assist victims to understand and participate in the criminal justice system; and, provide victims of crime with a measure of safety and security.

- VOCA grant funds **cannot be used** for any of the following:
  - √ Capital expenditures;
  - √ Community education;
  - √ Crime prevention activities;
  - √ Development of protocols, interagency agreements and other working agreements;
  - √ Fund-raising activities;
  - √ Indirect organizational costs;
  - √ Individual membership dues;
  - √ Land acquisition;
  - √ Legislative and administrative duties of staff;
  - √ Lobbying and administrative advocacy;
  - √ Needs assessments, surveys, evaluations or studies;
  - √ Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators;
  - √ Professional services of doctors and lawyers;
  - √ Purchasing or leasing vehicles;
  - √ Reimbursement to crime victims for expenses incurred as a result of a crime, including property loss;
  - √ Relocation expenses for the victim.

Volunteers are to be utilized by the subgrantee throughout the duration of the project. Volunteer services must be documented, and to the extent feasible, by the same methods used by the subgrantee for its paid employees;

At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless they are part of the criminal justice or health and human services system unless the victim has given prior voluntary written consent for such release of information.

Office of Justice Program Financial Guidelines and VOCA Guidelines must be followed for the purchase and property management of computers and/or equipment, including the disposal of computers and/or equipment purchased with VOCA funds. Computers purchased with federal VOCA grant funds must be compatible with the case management program and be able to electronically submit statistics to the Crime Commission. Minimum specifications, as determined by the Crime Commission, are required for any computer purchased with VOCA funds.

The subgrantee shall cooperate, coordinate and have the active participation and support of law enforcement and criminal justice agencies within the jurisdiction of the assisting agency and will cooperate and coordinate with any coordinated response efforts;

Subgrantee must provide services to victims of federal crimes on the same basis as victims of state/local crimes;

Subgrantee is required to help victims apply for Crime Victims' Reparations (CVR) benefits, i.e., identifying and notifying crime victims of the availability of compensation, assisting victim with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. Victim is responsible for mailing CVR claims to the Crime Commission but subgrantee may provide the envelope and stamp;

Subgrantee is required to provide information to victims about Victim Information and Notification Everyday (VINE), assist victims in registering with the VINE system and promote public awareness about VINE.

Subgrantee is required to participate in the victims' assistance case management system when it is operational and provide electronic submission of statistics to the Crime Commission via the software or link determined by the Crime Commission;

VOCA Victim/Witness Specific

- **Statistical Reports** are required **quarterly**. Reports are due by the 15th of the month following the end of each quarter. Statistics are to be provided electronically unless the Crime Commission has approved another method to submit statistics.

Victim Witness Programs - Use of Federal VOCA Funds

- VOCA grant funds **are to be used** to provide direct services to individual crime victims and at no cost to the victim.

- VOCA guidelines define a victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The primary purpose of VOCA grant funds is to support the provision of services to victims. Services are those efforts that respond to the emotional and physical needs of crime victims; assist primary and secondary victims of crime to stabilize their lives after a victimization; assist victims to understand and participate in the criminal justice system; and, provide victims of crime with a measure of safety and security.

- The purpose of a victim witness program is to advocate for victims and provide timely assistance to individual victims of crime. Advocacy should begin within 72 hours or the next business day after the incident for all serious crimes (homicide, sexual assault, assaults) and most crimes against the elderly. Victim Witness Units located in County Attorney offices are to have a process in place to receive law enforcement incident reports for victims of serious crimes and crimes against the elderly so that advocacy can begin within 72 hours or sooner.

- VOCA funds are **not** for the purpose of providing services to businesses **unless** an individual or individuals within the business is a victim of a crime.

- Policies and procedures are required that include when and how victim contact will be made and when and how follow up contact will be made.

- VOCA funds **cannot be used** for any of the following:
  - √ Any activity or expense that is the responsibility of the prosecutor or the law enforcement agency and including any activities directed at prosecuting an offender and/or improving the criminal justice system=s effectiveness and efficiency; gathering evidence; witness management and notification (VOCA funds may **only** be used to notify witnesses who are also a victim of the crime); expert testimony at trials; victim witness protection costs and subsequent lodging and meal expenses;
  - √ Capital expenditures;
  - √ Community education;
  - √ Crime prevention activities;
  - √ Development of protocols, interagency agreements and other working agreements;
  - √ Fund-raising activities;
  - √ Indirect organizational costs;
  - √ Individual membership dues;
  - √ Land acquisition;
  - √ Legislative and administrative duties of staff;
  - √ Lobbying and administrative advocacy;
  - √ Needs assessments, surveys, evaluations or studies;
  - √ Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators;
  - √ Professional services of doctors and lawyers;
  - √ Purchasing or leasing vehicles;
  - √ Reimbursement to crime victims for expenses incurred as a result of a crime, including property loss;
  - √ Relocation expenses for the victim.

- VOCA funding will be in jeopardy if all victims of serious crimes and most crimes against the elderly are not provided advocacy services in a timely manner and if funds are used for any activities or expenses that are the responsibility of the prosecutor or law enforcement agency.

Volunteers are to be utilized by the subgrantee throughout the duration of the project. Volunteer services must be documented, and to the extent feasible, by the same methods used by the subgrantee for its paid employees;

At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless they are part of the criminal justice or health and human services system unless the victim has given prior voluntary written consent for such release of information.

Office of Justice Program Financial Guidelines and VOCA Guidelines must be followed for the purchase and property management of computers and/or equipment, including the disposal of computers and/or equipment purchased with VOCA funds. Computers purchased with federal VOCA grant funds must be compatible with the case management program and be able to electronically submit statistics to the Crime Commission. Minimum specifications, as determined by the Crime Commission, are required for any computer purchased with VOCA funds.

The subgrantee shall cooperate, coordinate and have the active participation and support of law enforcement and criminal justice agencies within the jurisdiction of the assisting agency and will cooperate and coordinate with any coordinated response efforts;

Subgrantee must provide services to victims of federal crimes on the same basis as victims of state/local crimes;

Subgrantee is required to help victims apply for Crime Victims' Reparations (CVR) benefits, i.e., identifying and notifying crime victims of the availability of compensation, assisting victim with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. Victim is responsible for mailing CVR claims to the Crime Commission but subgrantee may provide the envelope and stamp;

Subgrantee is required to provide information to victims about Victim Information and Notification Everyday (VINE), assist victims in registering with the VINE system and promote public awareness about VINE.

Subgrantee is required to participate in the victims' assistance case management system when it is operational and provide electronic submission of statistics to the Crime Commission via the software or link determined by the Crime Commission.

I have read the above Special Conditions and understand they are part of the binding Grant Award. I acknowledge failure to satisfactorily meet all conditions of the grant and/or submit required documents may result in suspension or termination of the grant award.

Signature of Authorized Official Joni Albrecht Date 9/28/2010
(Mayor, Chair of County Board or City Council, Board Chair of Private Non-profit Agency).
NOTE: The Director of the Agency is NOT considered the Authorized Official for the signing of these Special Conditions.

Title Chairman, County Board

Signature of Agency Director Jon Brazda Date 9-17-10

Title Executive Director

Signature of Project Director Jon Brazda Date 9-17-10

Title Executive Director

Signature of Fiscal Officer Brian Hanson Date 9-21-10

Title Fiscal Administrator

Sarpy County Board of Commissioners

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ADMINISTRATOR Mark Wayne
DEPUTY ADMINISTRATOR Scott Bovick
FISCAL ADMIN./PURCHASING AGT. Brian Hanson

COMMISSIONERS
Rusty Hike District 1
Joni Albrecht District 2
Tom Richards District 3
Pat Thomas District 4
Rich Jansen District 5

MEMO

To: Sarpy County Board

From: Lisa A. Haire

Re: 2010 VOCA Grant Award

On September 28, 2010, the County Board will be asked to authorize the Chairman to sign the VOCA Grant Award and Special Conditions.

The VOCA review committee has awarded Sarpy County Victim Witness $124,149 to continue providing services to victims of crime in Sarpy County.

The County is required to provide a 20% match of the total program cost. The match amount is $31,037 which will be used to fund the remaining portion of advocate salaries.

Do not hesitate to contact Jean Brazda at 593-2201 if you have comments or questions.

September 24, 2010

Lisa A. Haire

Lisa A. Haire
593-1565
lhaire@sarpy.com

cc: Mark Wayne
Brian Hanson
Scott Bovick
Jean Brazda
Deb Houghtaling