

**BOARD OF COUNTY COMMISSIONERS  
SARPY COUNTY, NEBRASKA**

**RESOLUTION AUTHORIZING CHAIRMAN TO SIGN THE AWARD  
AND SUBGRANT SPECIAL CONDITIONS ASSOCIATED WITH THE  
SARPY COUNTY JUVENILE JUSTICE COUNTY AID ENHANCEMENT 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, a Crime Commission Grant for Sarpy County juvenile programming 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 Sarpy County Juvenile Programming; and;

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners that the Board Chairman is hereby authorized to sign the attached grant award and subgrant special conditions associated with the Juvenile Justice County Aid Enhancement grant.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 30<sup>th</sup> day of August, 2011.

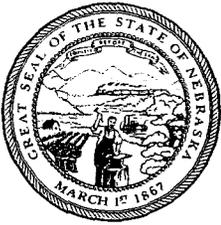
Tom Michael

Sarpy County Board Chairman



TEST:

Debra J. Houghtaling  
Sarpy County Clerk



Dave Heineman  
Governor

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

STATE OF NEBRASKA

(Nebraska Crime Commission)

August 11, 2011

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

MEMORANDUM

TO: County Aid Enhancement Subgrantees

FROM: Lisa Stamm

SUBJECT: County Aid Grant Award Packets

Enclosed you will find the Grant Award and Special Conditions for the grant application approved by the Nebraska Crime Commission at its May 6, 2011 meeting. **Please have the appropriate individuals sign the Grant Award and Special Conditions. Signatures of the Authorized Official, Project Director, and financial Officer are required on both documents. 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 of the date this letter was mailed to you. Please read your Special Conditions carefully.**

Copies of the Grant Activity Summary, Cash Report, and Subgrant Adjustment Request reports can be printed off our website at [www.ncc.ne.gov](http://www.ncc.ne.gov). 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 15<sup>th</sup> of the month following the end of a normal quarter. The time period and the due dates for each period are stated on the following page. This form is used to report the success of the objectives stated in your grant application. Please review the sample. Use this report to "sell" your project.

**CASH REPORTS** – due quarterly (same as Grant Activity Summary and Statistics Report).

Cash reports are to report expenditures for the quarter and to request funds. They must be submitted whether or not funds are being requested.

**Nebraska Commission  
on Law Enforcement  
and Criminal Justice**

**Grant Award**

Subgrantee Sarpy County	Grant Number 11-EG-0111	Date of Award May 6, 2011	CFDA # N/A
Project Title Juvenile Services	Grant Amount State <u>\$5,020</u> Match <u>\$3,347</u> Total <u>\$8,367</u>		

Approved Budget For Project

CATEGORY	STATE SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel			
Consultants/Contracts			
Travel			
Supplies/Operating/Expenses	\$5,020.00		\$5,020.00
Construction/Equipment Rental			
Equipment			
Other		3,347.00	3,347.00
Total Amount	\$5,020.00	\$3,347.00	\$8,367.00
% Contribution	60%	40%	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 special conditions enclosed with this award is indicated below.

The grant period will be from July 1, 2011 to June 30, 2012 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 expended for the project within the duration of the Grant period.

This award is subject to special conditions (enclosed).

Michael E. Behm  
Signature of Executive Director or Representative

Lisa A. Haire  
Signature of Project Director

Michael E. Behm, Executive Director

Lisa A. Haire/Grant Coord. 8/25/11

Typed Name and Title

Typed Name and Title

Tom Richards

Brian Hanson

Signature of Authorized Official

Signature of Financial Officer

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

(County Treasurer, City Clerk, etc.)

Tom Richards/Board Chair 8/30/2011

Brian Hanson/Fiscal Admin 8-22-11

Typed Name and Title

Typed Name and Title

Date

Date

Nebraska Commission  
on Law Enforcement  
and Criminal Justice

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



This award is subject to special conditions (enclosed).

Michael E. Behm  
Signature of Executive Director or Representative

Michael E. Behm, Executive Director

Typed Name and Title

8/10/11  
Date

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

Tom Richards/Board Chair

8/30/2011

Typed Name and Title

Date

Lisa A. Haire  
Signature of Project Director

Lisa A. Haire/Grant Coord. 8/25/11

Typed Name and Title

Date

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

Brian Hanson/Fiscal Admin

8-22-11

Typed Name and Title

Date

# Subgrant Special Conditions

**Distribution:**  
Original to Commission  
One copy to Subgrantee

<b>Subgrantee:</b> Sarpy County	<b>Subgrant Number:</b> 11-EG-0111
	<b>Subgrant Title:</b> Juvenile Services

1. 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 – 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;

Agencies and organizations receiving federal funds from various sources totaling \$500,000 or more during their 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.

**ONE 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 – 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 State funds. However, the full matching share must be obligated by the end of the project period. Accounting records are to be available for monitors and audits;

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

All subgrantee's receiving payments from the Crime Commission are required to receive payments via the Automated Clearing House (ACH) payment.

4. Acceptance of Grant Award and Special Conditions
  - c **Grant Award** must be accepted; signed by the sub-grantee'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 the Grant Award is mailed to the sub-grantee. Please Note on the Grant Award the Match is 40% of the funds awarded by the Crime Commission;
  - c **Special Conditions** must be accepted, signed by the sub-grantee's authorized official, director of the project, and the fiscal officer, and returned to the Crime Commission within thirty (30) days from the date the Special Conditions are mailed to the sub-grantee;

## SUBGRANT SPECIAL CONDITIONS – Page 2

### 5. Reporting Requirements

- c **Grant Activity Summary Reports** are required **quarterly**. Reports are due by the 15<sup>th</sup> of the month following the end of each quarter during the grant period;
- c **Cash Report/Cash Requests** are required **quarterly**. Reports are due by the 15<sup>th</sup> 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.
- **Regardless of the start date of the grant project**, quarterly reports are due for normal quarters as listed below.

Jan. - March  
April - June

July - Sept.  
Oct. - Dec.

### 6. Use of State Grant Funds

- c State grant funds can 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;
  - c 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;
  - c State and matching funds are to be used for the purpose stated in the approved grant application. Any changes must be approved by the Nebraska Crime Commission prior to the change taking place;
  - c State funds cannot be used for lobbying. If matching funds are used for lobbying, a disclosure report shall be submitted to the Crime Commission;
  - c Crime Commission funding cannot be placed in interest bearing accounts by private non-profit agencies;
  - c County Aid funds cannot be used to serve youth over 18 years of age;
  - c Counties utilizing County Aid funds must use the comprehensive community planning process required by the Crime Commission;
  - c Community teams responsible for the comprehensive community plan must meet a minimum of two times a year. At a minimum these meetings should address the implementation of strategies, reviewing data and outcomes, and working on each phase of the planning process;
7. The Sub-grantee 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. The sub-grantee Project Director and/or Fiscal Officer or a designated representative shall attend the Grant Management Training sponsored by the Crime Commission, if required.
9. 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.

**SUBGRANT SPECIAL CONDITIONS - Page 3**

10. The sub-grantee agrees that any publication (written, visual or sound, excluding press releases, newsletters and issue analysis) issued by the sub-grantee 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.
11. The Sub-grantee assures it and all its 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.

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 sub-grantee will formulate an Equal Employment Opportunity Program (EEO) in accordance with 28 CFR 42.301 et. seq.

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.

12. The sub-grantee will address required contingencies to the award as stated on the Grant Award Letter or Summary Comment Sheet. Grant funds will not be released until all contingencies are addressed.
13. If at any time during the grant period the sub-grantee is barred from doing business with the Federal Government, the Crime Commission shall be notified by the sub-grantee in writing.
14. All agencies who are participants in the awarded project shall establish and maintain a drug free work-place policy.
15. Time sheets must be maintained for grant funded positions and 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 methods used for employees.
16. All applicants must have an up to date Comprehensive Three Year Community Juvenile Services Plan. Applicants awarded contingent upon completing a plan must have a plan in place prior to the award of the next fiscal year of funds.

I have read the above Special Conditions and understand they are part of the binding Grant Award.

Signature of Authorized Official Tom Kichard Date 8/30/11  
(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.

Signature of Agency Director Mark Wagoner Date 8/22/11

Signature of Project Director Lisa Graham Date 8.25.11

Signature of Fiscal Officer Bruce Hanson Date 8-22-11

# Subgrant Special Conditions

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	<b>Subgrant Title:</b> Juvenile Services

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Signature of Authorized Official Tom Richard Date 8/30/11  
(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.

Signature of Agency Director Mark Wayne Date 8/22/11

Signature of Project Director Lisa A. Hain Date 8.25.11

Signature of Fiscal Officer Brian Hanson Date 8-22-11

# *Sarpy County Board of Commissioners*

1210 GOLDEN GATE DRIVE  
PAPILLION, NE 68046-2895  
593-4155

[www.sarpy.com](http://www.sarpy.com)

ADMINISTRATOR Mark Wayne

DEPUTY ADMINISTRATOR Scott Bovick

FISCAL ADMIN./PURCHASING AGT. Brian Hanson



## COMMISSIONERS

Rusty Hike District 1  
Jim Thompson District 2  
Tom Richards District 3  
Jim Nekuda District 4  
Jim Warren District 5

## MEMO

To: Sarpy County Board

From: Lisa A. Haire

Re: County Aid Enhancement Grant Award

On August 30, 2011 the County Board will be asked to authorize the Chairman to sign the attached County Aid Enhancement grant award and subgrant special conditions.

The Crime Commission has awarded Sarpy County \$5,020 in federal funds which will be used for drug testing supplies for Juvenile Drug Court.

The County is required to provide \$3,347 in local match funds. The match will be met through the contracts with G4S and I-SecureTrac who provide electronic monitoring equipment for the Sarpy County Juvenile Justice System.

August 26, 2011

\_\_\_\_\_  
Lisa A. Haire

593-1565

cc: Mark Wayne  
Brian Hanson  
Scott Bovick  
Jennifer Ozturk  
Creston Ashburn  
Deb Houghtaling