

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

**RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN THE AWARD AND SPECIAL CONDITIONS FOR  
THE 2012 SARPY COUNTY JUVENILE JUSTICE COUNTY AID 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 juvenile programming was available to Sarpy County; and,

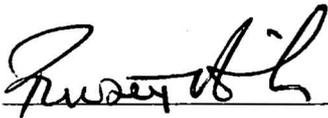
WHEREAS, the grant application was approved by the Nebraska Crime Commission; and,

WHEREAS, the award and special conditions must be signed by the Chairman; and,

WHEREAS, Sarpy County is committed to and supports the grant for 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 award and special conditions for the 2012 Sarpy County Juvenile Justice County Aid grant.

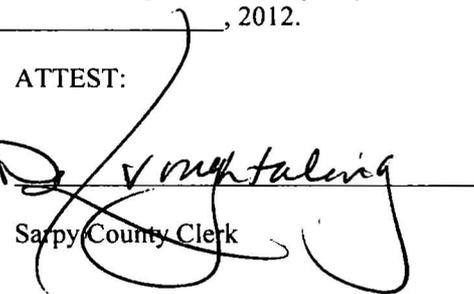
The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 3rd day of July, 2012.



Sarpy County Board Chairman



ATTEST:

  
Sarpy County Clerk

# 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: 2012 County Aid Grant Award

On July 3, 2012 the County Board will be asked to authorize the Chairman to sign the award and special conditions for the 2012 County Aid grant application.

Sarpy County was awarded 134,011 in funds. \$105,007 will pay for 98% of the salaries and benefits for the Juvenile Drug Court Liaison and a Juvenile Services Officer. In addition, County Aid will provide \$5,000 for drug testing supplies for the Juvenile Justice Center, \$3,888 for class supplies for Juvenile Diversion and Juvenile Probation/Drug Treatment Court, \$8,310 for class facilitation for the Juvenile Reporting Center and Diversion, \$6,171 for two laptops which will assist with training at the Juvenile Reporting Center and two desktop computers for Probation/Juvenile Drug Treatment Court in order to assist juveniles with job searches, resumes, applications and job skills training. \$5,635 will pay for travel to various training seminars throughout Nebraska for Diversion and Juvenile Drug Treatment Court staff.

The County is required to provide \$53,605 in local match funds; this will be met with current contracts for secured juvenile detention. The grant period is from July 1, 2012-June 30, 2013.

June 29, 2012

Lisa A. Haire

593-1565

lhaire@sarpy.com

cc: Mark Wayne

Brian Hanson

Scott Bovick

Dick Shea

Michelle Siders

Jennifer Ozturk

Creston Ashburn

Deb Houghtaling



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

### MEMORANDUM

**DATE:** June 21, 2012  
**TO:** Juvenile Justice Subgrantees  
**FROM:** Cindy Gans  
**SUBJECT:** Grant Award Packets

Enclosed you will find the Grant Award and Special Conditions approved by the Nebraska Crime Commission at its May 4, 2012 meeting. **Please have the appropriate individuals sign the Grant Award and Special Conditions and return to the Crime Commission within 30 days of the date of this memo. Signatures of the Authorized Official, Project Director, and Financial Officer are required on both documents. Please make a copy of the Grant Award and Special Conditions for your records.** Please read your Special Conditions carefully.

Copies of the Grant Activity Summary, Cash Report, and Subgrant Adjustment Request can be printed off our website at [www.ncc.ne.gov](http://www.ncc.ne.gov). It is important to remember, cash reports are to report expenditures for the quarter and to request funds, or both. Please note that we have a NEW Cash Report/Request Form on our website in which only 2 months of funds can be requested at a time. Please be sure that all correspondence has the applicable grant number on it. All reports must be submitted at least quarterly whether or not funds are being requested.

The report due dates are below. **If you are requesting funds, it is recommended that you submit Cash Requests by the 5th of each Month for processing.**

QUARTERS	DATE DUE
January-March	April 15 <sup>th</sup>
April-June	July 15 <sup>th</sup>
July-September	October 15 <sup>th</sup>
October-December	January 15 <sup>th</sup>

**SUBGRANT ADJUSTMENT REQUEST** – to be submitted at any time if:

- the focus of the project changes;
- the start or end date of the project period is to be changed;
- there are changes to any Project Personnel (Director, Coordinator, Fiscal Officer); or
- the amount budgeted in the categories needs to be changed. **Please note that if the amounts budgeted in categories change, a new budget narrative stating why the change is necessary must accompany the request.**

Having the project's current contact information on file at the Crime Commission is critical. Whenever information such as an address, email or phone number changes for project personnel a subgrant adjustment request must be submitted.

If you have any questions about the conditions of your award or the forms required, please call me at (402) 471-3998 or e-mail me at [Cindy.Gans@nebraska.gov](mailto:Cindy.Gans@nebraska.gov). Details regarding Grant Management Training will be mailed to you in the coming weeks.

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

**Grant Award**

<b>Subgrantee</b> Sarpy County - Papillion	<b>Grant Number</b> 12-CA-530	<b>Date of Award</b> 05/04/2012	<b>CFDA #</b> N/A
<b>Project Title</b> Juvenile Services		<b>Grant Amount</b>	
		State	\$134,011.00
		Match	\$ 53,605.00
		Total	\$187,616.00

Approved Budget for Project

CATEGORY	STATE SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel	\$105,007.00		\$105,007.00
Consultants/Contracts	\$8,310.00	\$53,605.00	\$61,915.00
Travel	\$5,635.00		\$5,635.00
Supplies/Operating/Expenses	\$8,888.00		\$8,888.00
Equipment	\$6,171.00		\$6,171.00
Other			
Total Amount	\$134,011.00	\$53,605.00	\$187,616.00
% Contribution	71%	29%	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 as indicated below.

The grant period will be from 07/01/2012 to 06/30/2013 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

Michael E. Behm, Executive Director

Typed Name and Title

*6/21/12*  
Date

*Rusty Hike*

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

Rusty Hike  
Chairman

Typed Name and Title

*7/3/2012*  
Date

*Lisa A. Haire*

Signature of Project Director

Lisa A. Haire  
Grant Coordinator

Typed Name and Title

*6/27/12*  
Date

*Brian Hanson*

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

Brian Hanson  
Fiscal Administrator

Typed Name and Title

*6/27/12*  
Date

# Subgrant Special Conditions

**Distribution:**

Original to Commission  
One copy to  
Subgrantee

<b>Subgrantee:</b> Sarpy County	<b>Subgrant Number:</b> 12-CA-0530
<b>Subgrant Title:</b> Sarpy County Juvenile Services	

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;

## **SUBGRANT SPECIAL CONDITIONS » Page 2**

- 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 15<sup>th</sup> 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 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. 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 – <b>Due April 15th</b> | July - Sept. – <b>Due October 15th</b>           |
| April – June – <b>Due July 15th</b>  | Oct. - Dec. – <b>Due January 15<sup>th</sup></b> |
- 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;

**SUBGRANT SPECIAL CONDITIONS B Page 3**

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 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;
- b) 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 (EEO) in accordance with 28 CFR 42.301 et. seq.;
- c) 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;

**SUBGRANT SPECIAL CONDITIONS B Page 4**

**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](http://www.usdoj.gov/org);

**18. Required Compliance**

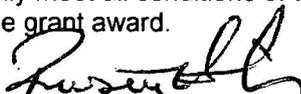
- a) The subrecipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide and Nebraska Crime Commission) guidance and clarifications;

**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**

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  Date 7/3/2012  
(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

Signature of Agency Director  Date 6/27/12

Title Sarpy County Administrator

Signature of Project Director  Date 6.26.12

Title Grant Coordinator

Signature of Fiscal Officer Bruce Hanson Date 6-26-12

Title Fiscal Administrator