

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

**RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN THE AWARD AND SPECIAL CONDITIONS FOR
THE SARPY COUNTY TRUANCY GRANT OFFERED THROUGH THE NEBRASKA CRIME COMMISSION**

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,

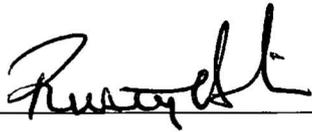
WHEREAS, a Crime Commission Grant was available to the Sarpy County Juvenile Justice Center; and,

WHEREAS, the Juvenile Justice Center was awarded funding from the Crime Commission for the Sarpy County Truancy Program; and,

WHEREAS, Sarpy County is committed to and supports a Truancy Program for the Sarpy County Juvenile Justice Center; and;

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners that the Chairman is hereby authorized to sign the award and special conditions for the Sarpy County Truancy Program grant.

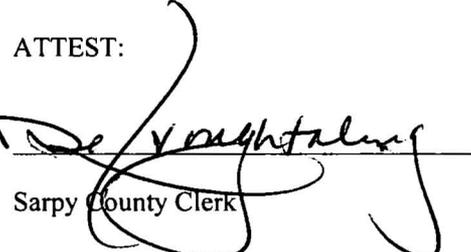
The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 3rd day of July, 2012.



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

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: Sarpy County Juvenile Justice Center Truancy 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 Sarpy County Juvenile Justice Center's Truancy Grant offered through the Nebraska Crime Commission.

The grant awards Sarpy County \$33,553 for continuation of the Truancy Program. The grant will fund two part-time Truancy staff members and two cell phones for use by the Truancy staff.

There is no County match for this grant, however; a portion of the Juvenile Justice Reporting Center's Supervisor and a portion of the JJC Director's salary and benefits will be used as an in-kind match due to the amount of time spent implementing and supervising the Program. Additionally, \$2,217 in benefits will be funded through the Learning Community Truancy agreement.

The goal of the Sarpy County Truancy Program is to implement a comprehensive plan by engaging students in the school culture, developing strategies that will reduce and prevent truancy and the involvement in Juvenile Court.

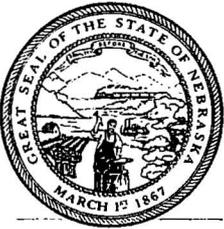
If you have any questions, please do not hesitate to call myself or Dick Shea.

June 29, 2012

Lisa A. Haire

593-1565

cc: Mark Wayne
Brian Hanson
Scott Bovick
Sheriff Jeff Davis
Dick Shea
Michelle Siders
Deb Houghtaling



Dave Heineman
Governor

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. 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 th
April-June	July 15 th
July-September	October 15 th
October-December	January 15 th

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. Details regarding Grant Management Training will be mailed to you in the coming weeks.

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

Grant Award

Subgrantee Sarpy County	Grant Number 11-JJ-10	Date of Award 05/04/2012	CFDA # 16.540
Project Title Sheriff Juvenile Services Truancy Program		Grant Amount Federal \$33,553.00 Match \$27,783.00 Total \$61,336.00	

Approved Budget for Project

CATEGORY	FEDERAL SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel	\$32,617.00	\$27,783.00	\$60,400.00
Consultants/Contracts			
Travel			
Supplies/Operating/Expenses	\$936.00		\$936.00
Equipment			
Other			
Total Amount	\$ 33,553.00	\$ 27,783.00	\$ 61,336.00
% Contribution	55%	45%	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 Haire
Signature of Project Director
Lisa Haire
Grant Coordinator
Typed Name and Title
6/25/2012
Date

Brian Hanson
Signature of Financial Officer
(County Treasurer, City Clerk, etc.)
Brian Hanson
Fiscal Administrator
Typed Name and Title
6-25-12
Date

Subgrant Special Conditions – JJ

Distribution:
*Original to Commission
One copy to
Subgrantee*

Subgrantee: Sarpy County Juvenile Justice Center	Subgrant Number: 11JJ0010
CFDA #: 16.540 OJJDP FY 2011 Title II Formula Grants Program 2011-JF-FX-0022 Office of Juvenile Justice Delinquency and Prevention	Subgrantee Title: Sarpy County Sheriff Juvenile Services Truancy Program

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 current edition of "Financial and Administrative Guide for Grants" (OJP M 7100.1C), Federal Program Guidelines and the Commission on Law Enforcement and Criminal Justice (Crime Commission) Guidelines and the following special conditions:

1. Records Retention

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** is **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 Federal 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 subgrantee, 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

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 the Grant Award is mailed to the subgrantee.

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 the Special Conditions are mailed to the subgrantee.

5. Reporting Requirements

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;

Cash Report/Cash Requests are required quarterly. 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.

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

Jan. – March	July - Sept.
April – June	Oct. - Dec.

When the 15th falls on a holiday, Saturday or Sunday, all reports are due the prior working day.

6. Use of Federal Grant Funds

Federal grant funds will 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.

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

Federal 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.

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

No other Federal funds shall be used to meet the match requirement.

Crime Commission funding cannot be placed in interest bearing accounts by private non-profit agencies.

7. 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. The subgrantee shall attend Grant Management Training sponsored by the Crime Commission, as indicated by the Juvenile Justice Grant Administrator.
9. The subgrantee agrees that all materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statement: "This project was supported by Grant Number: _____ awarded by the Nebraska Crime Commission. The opinions, findings, conclusions and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Commission or the US Department of Justice, Office on Violence Against Women. A copy of any such material or publication is to be submitted to the Crime Commission.
10. 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.

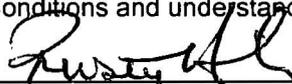
11. In the event a federal or state court or administrative agency makes a finding of discrimination after a due process hearing the recipient of funds will forward a copy of the finding to the Office of Civil Rights Compliance of the Office of Justice Programs in Washington, D.C. Additionally, a copy of the findings is 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 42.302 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.

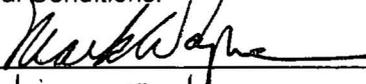
12. The subgrantee must comply with the Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d. Subgrantees receiving Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). Information on the civil right responsibilities, please see <http://www.lep.gov>.
13. 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.
14. All agencies who are participants in the awarded project shall establish and maintain a drug free work-place policy.
15. 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 methods used for employees. Please refer to the following website for further details on OMB circulars <http://www.whitehouse.gov/omb/circulars/>.
16. **Private Non-profit Agency Board Responsibilities**
Two 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. Subgrantee agrees to obtain advance written approval from the Nebraska Crime Commission before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyright work, or portion thereof, into a new work developed under this award.
18. Subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or agreement to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the Nebraska Crime Commission.
19. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the subgrantee is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
20. Subrecipients funded for \$25,000 or more and, in certain circumstances, agree to comply with applicable requirements to report the names and total compensation of the five most highly compensated executives of the subrecipient. Such data will be submitted to the Federal Funding Accountability and Transparency Act of 2006 (FFATA), Subaward Reporting System (FSRS). The details of the Crime Commission obligations, which derive from the FFATA, are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award Condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

- 21. All grant 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.
- 22. Subrecipients must acquire and provide a Data Universal Numbering System (DUNS) number to the Crime Commission.
- 23. The subrecipient agrees to comply with the applicable requirements of 28 CFR Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participations in such activities by individuals receiving services from the grantee or a subgrantee must be voluntary.
- 24. The subgrantee agrees that no federal funds will be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.

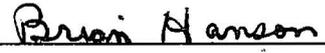
I have read the above Special Conditions and understand they are part of the binding Grant Award.

Signature of Authorized Official  Date 7/3/2012

Note: The Authorized Official is the Mayor, Chair of County Board or City Council or the Board Chair of a Private Non-profit Agency. The Director of the Agency is NOT considered the authorized official for the signing of these Special Conditions.

Signature of Agency Director  Date 6/27/12

Signature of Project Director  Date 6/25/2012

Signature of Fiscal Officer  Date 6-25-12