

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

**RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN THE AWARD AND SPECIAL CONDITIONS FOR
THE VICTIMS OF CRIME ACT GRANT (VOCA)**

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 the Sarpy County Victim Witness Unit was available to Sarpy County; and,

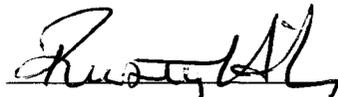
WHEREAS, permission to submit the VOCA grant was given by the Board of Commissioners on April 10, 2012; and,

WHEREAS, Sarpy County is required by the Crime Commission to sign the award and special conditions; and,

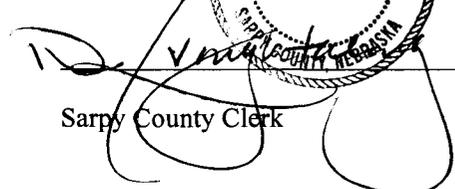
WHEREAS, Sarpy County is committed to and supports the grant award for the Sarpy County Victim Witness Unit; and,

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 2012 Victims of Crime Act grant (VOCA).

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 28th day of August



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: 2012 Victims of Crime Act (VOCA) Grant Award

On August 28, 2012 the County Board will be asked to authorize the Chairman to sign the award and special conditions for the VOCA grant. This is a continuation grant that will allow the Sarpy County Victim Witness Unit to continue providing services to victims of crime in Sarpy County.

The project period is July 1, 2012 to June 30, 2013. The grant awards Sarpy County \$107,527 for personnel salaries and benefits four (4) crime victim advocates.

The County is required to provide a match of \$26,882 which will be the remaining portion of two (2) of the advocates' salaries.

Do not hesitate to contact Jean Brazda if you have comments or questions.

August 24, 2012

Lisa A. Haire

593-1565

lhaire@sarpy.com

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

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

Grant Award

Subgrantee Sarpy County Victim Witness Unit	Grant Number 12-VA-0201	Date of Award 07/20/2012	CFDA # 16.575
Project Title The Sarpy County Victim Assistance		Grant Amount Federal \$107,527 Match \$26,882 Total \$134,409	

Approved Budget for Project

CATEGORY	FEDERAL SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel	\$107,527	\$26,882	\$134,409
Consultants/Contracts			
Travel			
Supplies/Operating/Expenses			
Equipment			
Other			
Total Amount	\$107,527	\$26,882	\$134,409
% 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 special conditions enclosed with this award as indicated below.

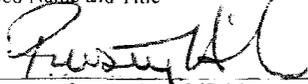
The grant period will be from 07/01/2012 to 06/30/2013 except as authorized by the Commission. To be a valid grant, this Grant Award must be signed and returned to the Commission within 30 days of receipt. Subgrantees will retain the Pink copy.

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

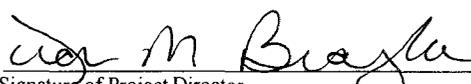
This award is subject to special conditions (enclosed).


Signature of Executive Director or Representative

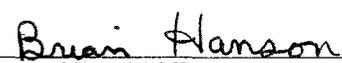
Michael E. Behm, Executive Director
Typed Name and Title 8/17/12
Date


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

Rusty Hike, Chairman
Typed Name and Title 8/28/2012
Date


Signature of Project Director

~~Jean Brazda, Executive Director~~
~~Typed Name and Title~~ ~~8/21/12~~
~~Date~~


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

Brian Hanson, Fiscal Administrator
Typed Name and Title 8/24/2012
Date

Nebraska
 Commission on
 Law Enforcement and
 Criminal Justice

Subgrant Special Conditions

Form GA-3
 Rev. 8/12

Distribution:

Original to Commission
 One copy to Subgrantee

<p>Subgrantee: Sarpy County Victim Witness Unit</p>	<p>Subgrant Number: 12-VA-0201</p>
<p>CFDA 16.575 Nebraska's VOCA Victim Assistance Formula Grant Program 2012-VA-GX-0052 Dept. of Justice, Office for Victims of Crime</p>	<p>Subgrant Title: The Sarpy County Victim Assistance</p>

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. 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. Further, the sub grantee authorizes representatives of the Office for Victims of Crime and/or the Office of the Chief Financial Officer access to and the right to examine all records, books, papers or documents related to this grant.

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 the sub grantee's Fiscal Year are required to have an annual audit. Total costs 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 match 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 sub grantee's receiving payments from the Crime Commission are required to receive payments via the Automated Clearing House (ACH) payment. New sub grantee'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 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 of the letter.
 - b. **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 of the letter.

5. Reporting Requirements

- a. **Grant Activity Summary Reports** including any statistical 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	July – Sept.
April – June	Oct. - Dec.

6. Use of Federal Grant Funds

- a. 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.
 - 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 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 prior to the change taking place.
 - e. Federal funds cannot be used for lobbying. If matching funds are used for lobbying, a disclosure report shall be submitted to the Crime Commission.
 - f. No other Federal funds shall be used to meet the match requirement.
 - g. Crime Commission funding cannot be placed in interest bearing accounts.
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 agrees that as determined by the grant administrator that the project director and/or fiscal officer or a designated representative will 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 may also be asked to attend Grant Management Training.
 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.
 10. The sub grantee 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 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 is 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.

Grantees whose projects, personnel, or sub grantees 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.

The subrecipient acknowledges that failure to submit an acceptable EEOP (if subrecipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subrecipient is in compliance.

12. The sub grantee must comply with the Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d. Sub grantees 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>.
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 within 30 days.
14. All agencies who are participants in the awarded project shall establish and maintain a drug-free work place policy.
15. The sub recipient 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 sub grantee 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/>.
16. Private Non-profit Agency Board Responsibilities - 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. The sub recipient 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. The sub recipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide and Crime Commission) guidance and clarifications.
19. The sub recipient agrees that they have a DUNS number and are registered with the Central Contractor Registration (CCR) database and agrees to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration.
20. The sub recipient 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.
21. The sub recipient 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 Crime Commission.
22. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the sub grantee 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.
23. Sub recipients 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 sub recipient. Such data will be submitted to the Federal Funding Accountability and Transparency Act of 2006 (FFATA), Sub award 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 Sub awards and Executive Compensation), and are incorporated by reference here.

24. The sub recipient 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 sub grantee must be voluntary.
25. The sub recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at www.ojp.gov/funding/confcost.htm.
26. The sub recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Sub grantees, available at <http://www.ojp.gov/funding/ojptrainingguidingprinciples.htm>.
27. 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.
28. The sub recipient assures it will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

Use of VOCA Grant Funds

- VOCA 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 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	Legislative and administrative duties of staff
Community education	Lobbying and administrative advocacy
Crime prevention activities	Needs assessments, surveys, evaluations or studies
Development of protocols, interagency agreements and other working agreements	Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators
Fund-raising activities	Professional services of doctors and lawyers
Indirect organizational costs	Purchasing or leasing vehicles
Individual membership dues	Reimbursement to crime victims for expenses incurred as a result of a crime, including property loss
Land acquisition	Relocation expenses for the victim

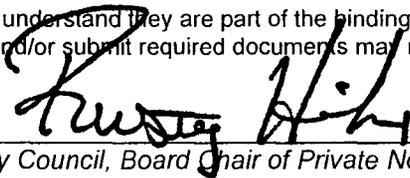
- Volunteers are to be utilized by the subgrantee throughout the duration of the project. Volunteer services must be documented, and to the extent feasible, by the same methods used by the subgrantee for its paid employees.
- At no time shall a victim’s name, address, phone number or other identifying 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.
- Sub grantee is required to participate in the victim 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.
- 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.

- Sub grantee 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.
- Sub grantee must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Sub grantee 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.
- Sub grantee 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.

Victim Witness Programs - Use of Federal VOCA Funds

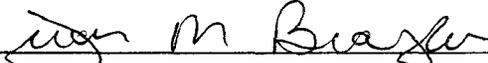
- The purpose of a victim witness program is to advocate for victims and provide timely assistance to individual victims of crime. Advocacy should begin within 72 hours or the next business day after the incident for all serious crimes (homicide, sexual assault, assaults) and most crimes against the 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 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.

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 8/23/12
(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 of the Board

Signature of Agency Director  Date 8-21-12

Title Executive Director

Signature of Project Director  Date 8-21-12

Title Director

Signature of Fiscal Officer Brian Hanson Date 8-24-12

Title Fiscal Administrator



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: August 14, 2012
TO: Sarpy County Victim Witness Unit
FROM: Merry Wills, Victim Assistance Federal Administrator
SUBJECT: Grant Award Packets

Enclosed you will find the Grant Award and Special Conditions approved by the Nebraska Crime Commission at its July 20, 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.**

PLEASE NOTE: All Subgrantees receiving FEDERAL funds must fill out an EEOP form. This form can be found on our website at <http://www.ncc.state.ne.us/> under documents/civil rights.

- The correct criteria for those subrecipients that must maintain an EEOP are as follows:
 - The subrecipient is a state or local government agency or any business;
 - The subrecipient has 50 or more employees; and
 - The recipient receives a single award of \$25,000 or more.
- A recipient that is required to maintain an EEOP must submit it to the OCR if it receives a single award of \$500,000.00 or more.

An Equal Opportunity/Affirmative Action Employer

- If a subrecipient is exempt from maintaining an EEOP, that exemption must be certified to the OCR. Additionally, if a subrecipient must maintain an EEOP, but is exempt from submitting it, that exemption must be certified to the OCR as well.
- Please submit certifications or EEOP's directly to the OCR and send a copy of this certification to the Crime Commission.

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) 471-3614 or e-mail me at Merry.Wills@nebraska.gov. Details regarding Grant Management Training will be mailed to you in the coming weeks.