

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

**RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN THE AWARD AND SUBGRANT SPECIAL
CONDITIONS RELATED TO THE JUVENILE DETENTION ALTERNATIVES INITIATIVE (JDAI) GRANT
OFFERED THROUGH THE NEBRASKA CRIME COMMISSION**

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2012), 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 2012), 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 grant application was approved by the Nebraska Crime Commission; and,

WHEREAS, the grant award and special conditions must be signed and returned to the Nebraska Crime Commission; and,

WHEREAS, Sarpy County is committed to and supports the JDAI for the Sarpy County Juvenile Justice Center; and;

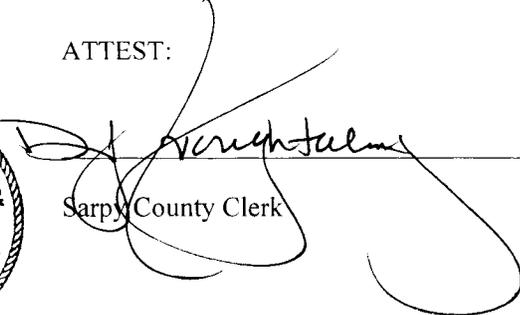
NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners that the Chairman is hereby authorized to sign the award and special conditions related to the grant for the Sarpy County JDAI.

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 1st day of July, 2014.


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

Don Kelly District 1
Jim Thompson District 2
Tom Richards District 3
Brenda Carlisle District 4
Jim Warren District 5

MEMO

To: Sarpy County Board

From: Lisa A. Haire

Re: Sarpy County Juvenile Detention Alternatives Initiative (JDAI)

On July 1, 2014 the County Board will be asked to give the Chairman permission to sign the award and special conditions for the Sarpy County Juvenile Detention Alternatives Initiative (JDAI) Grant offered through the Nebraska Crime Commission.

The grant awards Sarpy County \$18,750 for continuation of the JDAI. \$18,750 will pay for an Asst. JDAI Site Consultant. This is the third year of a five year step down grant. The first two years were funded at \$25,000, the third year is funded at 75% which is \$18,750. There is no County match for this grant, however; a portion of the Juvenile Justice Center Director's salary and benefits will be used as an in-kind match due to the amount of time spent traveling, attending meetings, and analyzing data.

The goal of JDAI is to analyze data in order to reform the process of placing juveniles in secured detention providing alternatives when appropriate. JDAI is a nationally renowned program that effectively; lowers detention populations, enhances public safety, saves tax payer money, reduces the overrepresentation of minority youth, and introduces other overall juvenile justice system improvements.

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

June 27, 2014

Lisa A. Haire

593-1565

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



Dave Heineman
Governor

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

(Nebraska Crime Commission)

Darrell Fisher, 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 17, 2014
TO: Lisa A. Haire, Grant Coordinator
FROM: Vanessa Humaran, Juvenile Justice Grants Administrator
SUBJECT: Grant Award Packet # 13-JJ-09

JB KW

Enclosed you will find the Grant Award and Special Conditions approved by the Nebraska Crime Commission at its May 02nd, 2014 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 referenced. 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.
- 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) 471-3998 or e-mail me at vanessa.humaran@nebraska.gov . Details regarding Grant Management Training will be mailed to you in the coming weeks.

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

**Federal Grant
Award**

Subgrantee: Sarpy Co. Juvenile Justice Center 13-JJ-09	Federal Grant Number: 2013-MU-FX-0026 Department: Department of Justice Federal Program: FY2013 (Tittle II Formula)	Date of Award 05/02/2014	CFDA # 16.540
Project Title: Sarpy Co. Juvenile Detention Alternatives Initiatives		Grant Amount Federal \$ 18,750 Match \$ 12,110 Total \$ 30,860	

Approved Budget for Project

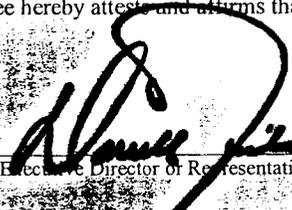
CATEGORY	FEDERAL SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel		\$ 12,110	\$ 12,110
Consultants/Contracts	\$18,750		\$18,750
Travel			
Supplies/Operating/Expenses			
Equipment			
Other			
Total Amount	\$ 18,750	\$ 12,110	\$ 30,860
% Contribution	60%	40%	100%

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 as indicated below.

The grant period will be from 07/01/2014 to 06/30/2015 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.

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.

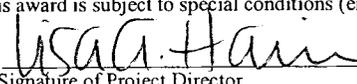
This award is subject to special conditions (enclosed).


Signature of Executive Director or Representative

Darrell Fisher, Executive Director

Typed Name and Title

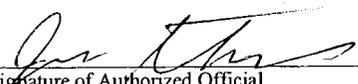
6-18-14
Date


Signature of Project Director

Lisa Haire/Grant Coord

Typed Name and Title

6/26/14
Date

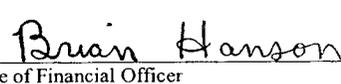

Signature of Authorized Official

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

Jim Thompson/Board Chair

Typed Name and Title

7/1/14
Date


Signature of Financial Officer

(County Treasurer, City Clerk, etc.)

Brian Hanson/Fiscal Admin

Typed Name and Title

6/26/14
Date

Typed Name and Title

Subgrant Special Conditions – Program

Distribution:
*Original to Commission
One copy to Sub-grantee*

Sub-grantee: Sarpy Co. Juvenile Justice Center	Sub-grant Number: 13-JJ-09
CFDA #: 16.540 OJJDP FY 2013 Title II Formula Grants Program 2013-MU-FX-0026 Office of Juvenile Justice Delinquency and Prevention	Sub-grantee Title: Sarpy Co. Juvenile Detention Alternatives Initiatives

This contract is subject to the standard conditions agreed to in the original application and the signed Certified Assurances. In addition, the sub-grantee 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. **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.

Authorized representatives of the Crime Commission and the federal agencies associated with the federal funding source shall have access to and the right to examine all records, books, papers or documents related to this grant for the purpose 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. Acceptance of Grant Award and Special Conditions

- a. **Grant Award** must be accepted; signed by the subrecipient'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.
- b. **Special Conditions** must be accepted, signed by the subrecipient'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 subrecipient.
- c. Subrecipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The subrecipient must maintain a Data Universal Numbering System (DUNS) number.
- d. Subrecipients receiving payments from the Crime Commission are required to receive payments via the Automated Clearing House (ACH) payment. New subrecipients 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.

3. Accounting Procedures:

- a. Subrecipient 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.
- b. Any award with matching funds, both cash or in-kind, must document match in the agency's accounting system. Match 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.
- c. A private non-profit agency awarded funds shall have two (2) members of the Board of Directors 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.
- d. If at any time an impropriety is found in the accounting or use of any funds received by the subrecipient, the Crime Commission must be notified immediately and informed about how the agency will address the problem.
- e. Subrecipients 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 subrecipient 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/>.
- f. Office of Justice Program Financial Guidelines and Federal and/or State guidelines must be followed for the purchase of equipment and or services and for the property management or disposal of equipment purchased with Federal funds. Property records for equipment purchased must be maintained which include a description, serial number, source, title holder, acquisition date, cost, percentage of federal dollars funded, location, and use and condition of the equipment. Subrecipients must adhere to written procurement procedures. If the agency does not have these they should defer to the State's procurement guidelines located at <http://www.das.nebraska.gov/accounting>.

4. Reporting Requirements:

- a. **Grant Activity Summary Reports** are required **quarterly**. Reports are due by the 15th of the month following the end of each quarter during the grant period.
- b. **Cash Report/Cash Requests** are required **quarterly**. Reports are due by the 15th of the month following the end of each quarter during the grant period as well as the final **ΔCash Report** reflecting the total grant expenditures at the end of the grant period.
- c. **Regardless of the start date of the grant project**, quarterly reports are due for normal quarters as listed.
Jan. – March
April – June
July – Sept.
Oct. – Dec.
- d. When the 15th falls on a holiday, Saturday or Sunday all reports are due the prior working day.

5. 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. No Federal funds will be used for land acquisition.
- h. No Federal funds are to be used for entertainment, fines and penalties, Visa fees, Passport charges, bar charges/Alcoholic beverages, or membership fees.
- i. Crime Commission funding cannot be placed in interest bearing accounts by private non-profit agencies.
- j. Subrecipient 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 no food and/or beverages at such events, and costs of attendance. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>.

6. Nondiscrimination/Civil Rights

- a. Subrecipient agrees to obtain advance written approval from the 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.
- b. Subrecipient 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.
- c. Subrecipient agrees to notify employees and clients, customers, and program participants of prohibited discrimination and the procedures for filing a complaint of discrimination. The subrecipient agrees to have a procedure in place for responding to discrimination complaints that employees and clients, customers, and program participants file directly with the subrecipient.
- d. Subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or more beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parent or legal guardians of such students.
- e. 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 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.
- f. Subrecipients, whose projects, personnel or subawards 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.

- 16. 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.
- 17. 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 subrecipient must notify the Crime Commission. For more information on how to submit a claim go to www.usdoj.gov/org.
- 18. Subrecipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110).
- 19. Subrecipient agrees to comply with any additional requirements that may be imposed during the grant period.

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 *Jim Thompson* Date 7-1-14

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 Project Director *Lisa Gaffney* Date 6.24.14

Signature of Project Coordinator *[Signature]* Date 7/1/14

Signature of Fiscal Officer *Brian Hanson* Date 6/26/14