2013-252

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BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN THE AWARD AND SPECIAL CONDITIONS FOR THE 2013-2014 SARPY COUNTY TRUANCY PROGRAM 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 truancy 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 the Sarpy County Truancy Program 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 2013-2014 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 6th day of August, 2013.

ATTEST:

Sarpy County Board Chairman

DEBRA J. HOUGHTALING, COUNTY CLERK
SEAL
SARPY COUNTY, NEBRASKA

Sarpy County Clerk

Sarpy County Board of Commissioners

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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: 2013-2014 Truancy Award

On August 6, 2013 the County Board will be asked to authorize the Chairman to sign the 2013-2014 Truancy grant award and special conditions. The grant is offered yearly through the Nebraska Crime Commission. The grant allows Sarpy County to continue to provide personnel for the Truancy Program.

Sarpy County has been awarded $33,553 in grant funding from the Crime Commission. $32,617 will pay for two (2) PT Truancy Staff and $936 will pay for cell phone usage.

The County is required to provide $27,783 in local match funds; this will be met with the partial salary and benefits of the Reporting Center Supervisor and the Juvenile Justice Center Director. The grant period is from July 1, 2013-June 30, 2014.

August 2, 2013

Lisa A. Haire

Lisa A. Haire
593-1565
lhaire@sarpy.com

cc: Mark Wayne
Brian Hanson
Scott Bovick
Dick Shea
Michelle Siders
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: July 25, 2013
TO: Lisa A. Haire / Grant Coordinator
FROM: Cindy Gans
SUBJECT: Grant Award Packets for Grant# 12-JJ-04

Enclosed you will find the Grant Award and Special Conditions approved by the Nebraska Crime Commission at its May 03, 2013 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 15th
April-June	July 15th
July-September	October 15th
October-December	January 15th

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 of 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 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

Federal: Rev. 6/12

Federal Grant Award

Subgrantee:	Federal Grant Number:	Date of Award	CFDA #
Sarpy County Juvenile Justice Center 12-JJ-04	2012-JF-FX-0059 **Department:** Department of Justice **Federal Program:** FY2012 Title II	05/03/2013	16.540

Project Title:	Grant Amount
Sarpy County Sheriff Juvenile Services Truancy Program	Federal $33,553 Match $27,783 Total $61,336

Approved Budget for Project

CATEGORY	FEDERAL SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel	$32,617	$27,783	$60,400
Consultants/Contracts			
Travel			
Supplies/Operating/Expenses	$936		$936
Equipment			
Other			
Total Amount	$33,553	$27,783	$61,336
% 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 07/01/2013 to 06/30/2014 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 expanded for the project within the duration of the Grant period.

Michael E. Behm
Signature of Executive Director or Representative

Michael E. Behm, Executive Director 7/29/13
Typed Name and Title Date

Jim Warren 8/6/13
Signature of Authorized Official
(Mayor, County Board Chairman, Chair of non-profit Board etc.)

Jim Warren/Chairman 8/6/2013
Typed Name and Title Date

[X] This award is subject to special conditions (enclosed).

Lisa A. Haire
Signature of Project Director

Lisa A. Haire Grant Coord 8/1/2013
Typed Name and Title Date

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

Brian Hanson/Fiscal Admin 8/1/2013
Typed Name and Title Date

Nebraska
Commission on
Law Enforcement and
Criminal Justice

Subgrant Special Conditions – JJ

Form GA-3
Rev. 5/13

Distribution:
Original to Commission
One copy to Sub-grantee

Sub-grantee:	**Sub-grant Number:**
Sarpy County Juvenile Justice Center	12-JJ-04
CFDA #: 16.540 OJJDP FY 2012 Title II Formula Grants Program 2012-JF-FX-0059 Office of Juvenile Justice Delinquency and Prevention	**Sub-grantee Title:** Sarpy Co. 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 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. **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 sub-grantee, 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.

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

Special Conditions must be accepted, signed by the sub-grantee's authorized official, director of the project, and the fiscal officer, and returned to the Crime Commission within thirty (30) days from the date the Special Conditions are mailed to the sub-grantee.

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 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 shall attend Grant Management Training sponsored by the Crime Commission, as indicated by the Juvenile Justice Grant Administrator.

9. The sub-grantee agrees that all materials and publications (written, visual, or sound) resulting from sub-grant award activities shall contain the following statement: "This project was supported by Grant Number: 2012-JF-FX-0059 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 of Juvenile Justice Delinquency Prevention." A copy of any such material or publication is to be submitted to the Crime Commission.

10. 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.

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 sub-grantee will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.302 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.

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). Information on the civil right responsibilities, please see **http://www.lep.gov**.

13. If at any time during the grant period the sub-grantee is barred from doing business with the Federal Government, the Crime Commission shall be notified by the sub-grantee in writing.

14. All agencies who are participants in the awarded project shall establish and maintain a drug free work-place policy.

15. The sub-grantee 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 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. Sub-grantee 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. Sub-grantee 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 sub-grantee is encouraged to adopt and enforce polices banning employees from text messaging while driving any vehicle during the course of performing work founded by this grant, and to establish workplace safety polices and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

20. 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.

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. Sub-recipients must acquire and provide a Data Universal Numbering System (DUNS) number to the Crime Commission.

23. 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.

24. The 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 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 http://www.ovw.usdoj.gov/grantees.html.

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 Wave **Date** 8/6/13

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 A. Hain **Date** 7.31.13

Signature of Project Coordinator Michelle L. Sides **Date** 8-13-13

Signature of Fiscal Officer Brian Hanson **Date** 7-31-13