

13/00/1777

BOARD OF COUNTY COMMISSIONERS  
SARPY COUNTY, NEBRASKA

RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN THE AWARD AND SPECIAL CONDITIONS FOR  
THE 2013/2014 COMMUNITY BASED JUVENILE SERVICES LB561 GRANT

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 for juvenile programming was available to Sarpy County; and,

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

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

WHEREAS, Sarpy County is committed to and supports the grant for Sarpy County juvenile programming; and,

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners that the Board Chairman is hereby authorized to sign the award and special conditions for the 2013/2014 Community Based Juvenile Services LB561 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 26<sup>th</sup> day of November, 2013.

  
Sarpy County Board Chairman



ATTEST:

  
Sarpy County Clerk

# Sarpy County Board of Commissioners

1210 GOLDEN GATE DRIVE  
PAPILLION, NE 68046-2895  
593-4155

[www.sarpy.com](http://www.sarpy.com)

ADMINISTRATOR Mark Wayne

DEPUTY ADMINISTRATOR Scott Bovick

FISCAL ADMIN./PURCHASING AGT. Brian Hanson



## COMMISSIONERS

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 Community Based Juvenile Services LB561 Award

On November 26, 2013 the County Board will be asked to authorize the Chairman to sign the 2013-2014 Community Based Juvenile Services LB561 grant award and special conditions. The grant is offered through the Nebraska Crime Commission. The grant allows Sarpy County to continue to provide juvenile services and allocates a predetermined amount of funding to be used for juvenile services projects.

Sarpy County has been awarded \$135,467 in LB561 funds for the 2013/2014 grant year. Due to the requirement that Juvenile Probation hire an additional thirteen (13) staff, \$51,330 of the funds will pay for supplies and operating costs including rent, utilities, desks, chairs, and file cabinets. \$45,401 will be used to purchase computers and other related office equipment. Additionally, \$38,736 of the funds will be used for a FT Truancy Staff person at the Juvenile Justice Center.

The County is required to provide \$54,187 in local match funds; this will be met with current contracts for secured juvenile detention. The grant period is from July 1, 2013-June 30, 2014.

November 22, 2013

Lisa A. Haire

cc: Mark Wayne

Brian Hanson

Scott Bovick

Dick Shea

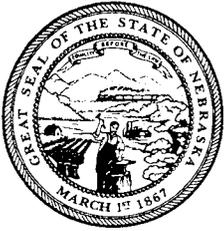
Jodi York

Creston Ashburn

Deb Houghtaling

593-1565

[lhaire@sarpy.com](mailto:lhaire@sarpy.com)



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:** November 15, 2013  
**TO:** Lisa Haire, Grant Coordinator  
**FROM:** Cindy Gans, Community-Based Juvenile Aid Administrator  
**SUBJECT:** Grant Award Packet# **13-CB-510**

Enclosed you will find the Grant Award and Special Conditions approved by the Nebraska Crime Commission at its October 18<sup>th</sup>, 2013 meeting. Please have the appropriate individuals sign the Grant Award and Special Conditions. Return these documents to the Crime Commission within 30 days from the date of this memorandum. 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.

Copies of the Grant Activity Summary, Cash Report/Request, and Sub-grant Adjustment Request are located at the following website: [www.ncc.ne.gov](http://www.ncc.ne.gov). It is important to remember that cash reports/requests are to report expenditures for the quarter **and** to request funds. 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 listed below. If you are requesting funds, it is recommended that you submit Cash Requests by the 5<sup>th</sup> of each month for processing.

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

**SUB-GRANT ADJUSTMENT REQUEST** – required submission at any time if the following occurs:

- focus of the project changes [Program Modification];
- start or end date of the project period is to be changed [Project Period Change];
- changes to any project personnel included on the grant [Change in Project Personnel]; or
- amount budgeted in the categories needs to be changed [Budget Revision].

Please note that when submitting a Program Modification or Budget Revision, a narrative must accompany the proposed change. Additionally, it is best to contact your Program Administrator regarding the Project Period Change before submitting a sub-grant adjustment.

It is critical that the Crime Commission maintains current contact information for all project personnel. A sub-grant adjustment request must be submitted when the following changes occur for any project personnel identified on the grant: email, address, phone number, fax number or title of personnel.

If you have any questions regarding the conditions of your award, please contact me at 402/471.2196 or [cindy.gans@nebraska.gov](mailto:cindy.gans@nebraska.gov). Grant Management Training details will be emailed to all project personnel in the near future.

<b>Sub-grantee</b> Sarpy County	<b>State Grant Number#</b> 13-CB-510	<b>Date of Award</b> 10/18/2013	<b>CFDA #</b> N/A
<b>Project Title</b> Sarpy County Community-Based Juvenile Services		<b>Grant Amount</b>	
		State	\$ 135,467
		Match	\$ 54,187
		Total	\$ 189,654

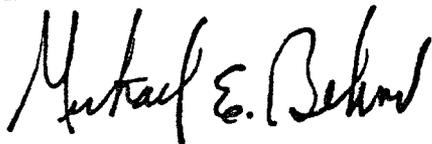
Approved Budget for Project

CATEGORY	STATE SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel	\$38,736		\$38,736
Consultants/Contracts			
Travel			
Supplies/Operating/Expenses	\$51,330		\$51,330
Equipment	\$45,401		\$45,401
Other		\$54,187	\$54,187
Total Amount	\$135,467	\$54,187	\$189,654
% Contribution	71%	28%	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 07/01/13 to 06/30/14 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 sub-grantee 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.



Signature of Executive Director or Representative

Michael E. Behm, Executive Director

Typed Name and Title

11-18-13  
Date

Signature of Authorized Official

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

Jim Warren/Chairman

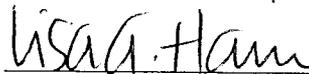
11/26/13  
Date

Typed Name and Title

Date



This award is subject to special conditions (enclosed).



Signature of Project Director

Lisa A. Haire/Grant Coord. 11/22/13

Typed Name and Title

Date

Signature of Financial Officer

(County Treasurer, City Clerk, etc.)

Brian Hanson/Fiscal Admin

11/22/13  
Date

Typed Name and Title

Date

# Subgrant Special Conditions

**Distribution:**

Original to Commission  
One copy to Subrecipient

<b>Subrecipient :</b> Sarpy County	<b>Subgrant Number:</b> 13-CB-510
<b>Subgrant Title:</b> Sarpy County Community Based Juvenile Services	

This contract is subject to the standard conditions agreed to in the original application and the signed Certified Assurances. In addition, the Subrecipient must comply with the Office of Justice Programs "Financial and Administrative Guide for Grants" (OJP M 7100.1C), Federal Program Guidelines, and the Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission) Guidelines and the following special conditions:

1. **Records Retention**

The Commission shall have access to all project related materials for the purposes of audit and examinations. All records shall be retained for five (5) years from the date of the final fiscal report, unless an audit is in progress or the findings of a completed audit have not been resolved satisfactorily.

2. **Audits**

- a) All audits will comply with the Single Audit Act of 1984, as amended. Audits for private non-profit agencies shall comply with Circular A-133.
- b) Agencies and organizations receiving federal funds from various sources totaling \$500,000 or more during the Subrecipient's Fiscal Year are required to have an annual audit. Total cost of the audit must be prorated among funding sources. Agencies and organizations receiving federal funds from various sources totaling less than \$500,000 during their Fiscal Year are not required to have an annual audit. However, a complete agency audit complying with the Single Audit Act of 1984, as amended, is highly recommended once every three years for private non-profit agencies receiving funding from the Crime Commission.
- c) One (1) copy of the audit that includes a Letter of Findings are required to be submitted to the Crime Commission, if they are not part of the audit.

3. **Accounting Procedures**

- a) Awarded applicants shall implement and maintain an accounting system which accurately reflects income received expenditures and documentation of expenditures. Each source of income must be accounted for separately and a clear audit trail for each source of funding must be maintained.
- b) 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.
- 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. **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 subrecipient.
- 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) **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.
- d) 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.
- e) 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.

5. **Reporting Requirements**

- a) **Grant Activity Summary Reports** are required **quarterly**. Reports are due by the 15<sup>th</sup> of the month following the end of each quarter during the grant period.
- b) **Cash Report/Cash Requests** are required **quarterly** even if no grant funds received or expenses are incurred. Reports are due by the 15<sup>th</sup> of the month following the end of each quarter during the grant period as well as the final Cash Report reflecting the total grant expenditures at the end of the grant period. Final cash report must be submitted within forty-five (45) days from the end date of the grant.
- c) **Regardless of the start date of the grant project**, quarterly reports are due for normal quarters as listed below:

Jan – March:	<b>Due April 15th</b>	July – Sept:	<b>Due October 15th</b>
April – June:	<b>Due July 15th</b>	Oct – Dec:	<b>Due January 15<sup>th</sup></b>

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

- d) **Subgrant Adjustment:** Subrecipients must submit a subgrant adjustment request to the Crime Commission when any of the following has or will occur: the focus of the funded project changes, there is a change in the start or end date of the funded project, a new project director or fiscal officer is named for the awarded project, or a transfer of dollars between categories is needed which affects awarded dollars and any matching dollars. No budget revisions (awarded or matching dollars) are to be made by the subrecipient receiving funds without prior approval from the administrator unless otherwise provided by law.
- e) **Federal and matching funds** are to be used for the purpose stated in the approved grant application. Any changes must be approved by the Crime Commission grant administrator prior to the change taking place through submission of a Subgrant Adjustment Request.

7. **Time Records**

The subrecipient 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 supported by the same method used for employees. Refer on OMB circulars: <http://www.whitehouse.gov/omb/circulars/>

8. **Mandatory Training**

The subrecipient project director and/or fiscal officer or a designated representative must attend the Grant Management Training sponsored by the Crime Commission. At least one Board member of a Private Non-profit agency receiving grant funds from the Crime Commission must also attend Grant Management Training.

9. **Publicity**

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. **Publications**

Subrecipient agrees that any publication (written, visual, or audio) funded in whole or in part with federal or state funds shall contain the following statement: "This project was supported by subgrant No. \_\_\_\_ awarded by the Nebraska Crime Commission and points of view or opinions contained in this document are those of the author and do not necessarily represent the official position or policies of the Commission or the . . . (identify source of federal funds)." 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 subrecipients receiving funds shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal or State money, and (2) the dollar amount of Federal or State funds for the project or program.

11. **Non-Discrimination**

- a) The 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.
- b) In the event a federal or state court or administrative agency makes a finding of discrimination after a due process hearing, the recipient of funds will forward a copy of the finding to the Office of Civil Rights Compliance of the Office of Justice Programs in Washington, D.C. Additionally, copies of the findings are to also be sent to the Crime Commission. If required, the subrecipient will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. seq.
- c) Subrecipients whose projects, personnel, or subrecipients 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. **Limited English Proficiency Plan**

The subrecipient must comply with the Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d. Subrecipient s 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. **Federal Government De-bar**

If at any time during the grant period the subrecipient is barred from doing business with the Federal Government, the Crime Commission shall be notified by the subrecipient in writing within 30 days.

14. **Drug-Free Workplace**

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

15. **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.

16. **Fraudulent Use of Funds**

The subrecipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subrecipient, 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 Nebraska Crime Commission. For more information: [www.usdoj.gov/org](http://www.usdoj.gov/org)

17. **Required Compliance**

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

18. **Procurement Process**

All contracts that are written must go through a procurement process. State agencies must follow the procurement process that is governed by DAS: <http://das.nebraska.gov/materiel/purchasing/infogovt.htm>.

Counties must follow the Nebraska state statute: <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>. For all other agencies (non-profit, cities, etc.) must follow their written procurement process and if a procurement process is not in place, then the entity must use the State's Procurement Process.

19. **Misuse of Funds**

Subrecipient agrees to comply with any additional requirements that may be imposed as a result of grant performance and that the misuse of award funds may result in a range of penalties, including suspension of current and future funds, recoupment of money provided under an award, and civil and/or criminal penalties.

20. **Computer Network**

Subrecipient understand and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal or local law enforcement agency or any other entity carrying out criminal investigations, prosecution or adjudication activities.

21. **Text Messaging While Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the subrecipient 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.

21. **Program Income**

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).

21. **Community-Based Juvenile Services Aid Program**

Subrecipient agrees to comply with the eligibility requirements, funding purpose, funding requirements, funding limitations, procurement regulations, budget restrictions, and all other requirements outlined in the 2014 Community-Based Juvenile Services Aid Request for Proposal. Access to this document can be found on the Nebraska Crime Commission website. The subrecipient agrees to comply with all reporting, data collection and evaluation requirements as prescribed by the Nebraska Crime Commission.

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 documentation may result in suspension or termination of the grant award.

Signature of Authorized Official

James Wana

Date 11/26/13

Signature of Project Director

W. G. Ham

Date 11.22.13

Signature of Project Coordinator

Jodi York

Date 12/2/13

Signature of Fiscal Officer

Brian Hanson

Date 11.22.13