

State  
Grant Award

|   |   |  |
|---|---|--|
| <b>Subgrantee:</b><br>Lancaster County                  | <b>State Grant Number</b><br>17-CB-0529 | <b>Date of Award</b><br>03/06/2017   |
| <b>Project Title:</b><br>Lancaster County Community Aid |   | <b>Grant Amount</b><br>State \$852,152.00<br>Match \$94,684.00<br>Total \$946,836.00 |

Approved Budget

| CATEGORY              | STATE SHARE         | MATCH SHARE        | TOTAL PROJECT COST  |
|-----------------------|---------------------|--------------------|---------------------|
| Personnel             | \$146,811.00        | \$94,684.00        | \$241,495.00        |
| Consultants/Contracts | \$668,911.00        | \$0.00             | \$668,911.00        |
| Travel                | \$1,350.00          | \$0.00             | \$1,350.00          |
| Operating Expenses    | \$35,080.00         | \$0.00             | \$35,080.00         |
| <b>Total Amount</b>   | <b>\$852,152.00</b> | <b>\$94,684.00</b> | <b>\$946,836.00</b> |
| <b>% Contribution</b> | <b>90%</b>          | <b>10%</b>         | <b>100%</b>         |


Grant Award Period: July 1, 2017 to June 30, 2018

Signature of Executive Director

Darrell Fisher, Executive Director

Typed Name and Title

Date



Signature of Project Director

Sara Hoyle, Human Services Director

Typed Name and Title

Date

6-1-17

Signature of Authorized Official  
(County Board Chair or Tribal Council Chair)

Todd Wiltgen, County Board Chair

Typed Name and Title

Date



Signature of Fiscal Officer

Rhonda Ryan, Grants Coordinator

Typed Name and Title

Date

6-1-17

This grant award is subject to special conditions (enclosed)

# Special Conditions

## Community-based Juvenile Services Aid State Grant Funds

**Distribution:**  
Original to Commission  
Copy to Subrecipient

|  |                                       |
|--|---------------------------------------|
| <b>Subgrantee:</b><br>Lancaster County                   | <b>Subgrant Number:</b><br>17-CB-0529 |
| <b>Subgrant Title:</b><br>Lancaster County Community Aid |                                       |

This contract is subject to the standard conditions agreed to in the original application and the signed certified assurances. The Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission) will disburse funds to the subrecipient provided funds are available from the Legislature. In addition, the subrecipient must comply with the Crime Commission guidelines and the following special conditions:

1. **Records Retention**

The Crime 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 the subrecipient's 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 is required to be submitted to the Crime Commission, if it is not part of the audit.

3. **Accounting Procedures**

- a) Subrecipients 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 state 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) 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 state and match personnel grant costs. Timesheets for grant funded positions should include the signature of the employee and their supervisor. Refer to OMB circulars: <http://www.whitehouse.gov/omb/circulars/>. If there are additional requirements from the Department of Administrative Services, the Crime Commission will notify subrecipients accordingly.

- f) State, county, and tribal guidelines must be followed for the purchase of equipment or services, and for the property management or disposal of equipment purchased with state funds. Property records for equipment purchased must be maintained which include a description, serial number, source, title holder, acquisition date, cost, percentage of state dollars funded, location, and use and condition of the equipment. Subrecipients must adhere to written procurement procedures. All contracts that are written must go through a procurement process. Counties must adhere to Nebraska Revised Statute 23-3108. State agencies must follow the procurement process that is governed by DAS: [http://das.nebraska.gov/materiel/purchase\\_bureau/agency-info.html](http://das.nebraska.gov/materiel/purchase_bureau/agency-info.html). All other entities must follow their written procurement process and if a procurement process is not in place, then the entity must use Nebraska's procurement process governed by DAS.

4. **Acceptance of Grant Award and Special Conditions**

- a) **Grant Award** must be accepted; signed by the subrecipient's authorized official, project director, and 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, project director, project coordinator, and 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 memorandum letter that provides final approval from the Crime Commission. Contingencies are located within the summary comment sheet provided to the applicant after the Nebraska Coalition for Juvenile Justice meeting. The process for completing contingencies is outlined within the memorandum letter to each subrecipient that provides final approval from the Crime Commission. Grant funds will not be released until all contingencies are addressed, submitted to the Crime Commission, and approved by the Chief of the Community-based Juvenile Services Aid Division.
- d) Subrecipient agrees to comply with requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP), if applicable. The subrecipient must maintain a Data Universal Numbering System (DUNS) number.

5. **Reporting Requirements**

- a) **Data 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 Reports/Cash Requests** are required **quarterly** even if grant funds are not received or expenses are not 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. The 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**, all quarterly reports are due for quarters as listed below:
- |               |                                  |              |                                    |
|---------------|----------------------------------|--------------|------------------------------------|
| Jan – March:  | <b>Due April 15<sup>th</sup></b> | July – Sept: | <b>Due October 15<sup>th</sup></b> |
| April – June: | <b>Due July 15<sup>th</sup></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 Request:** Subrecipients must submit a subgrant adjustment to the Crime Commission when a request occurs to alter the original grant application or contingencies, which includes **any** of the following alterations: focus or scope of the grant project, personnel listed on the grant project, transfer of dollars among categories which affects awarded dollars and matching dollars, or financial adjustments within the same category. Budget revisions (awarded or matching dollars) are to be made by the subrecipient receiving funds only with **prior** approval from the Chief of the Community-based Juvenile Services Aid Division, unless otherwise imposed by law.
- e) **State and matching funds** are to be used for the purpose stated in the approved grant application. Alternations must be approved by the Chief of the Community-based Juvenile Services Aid Division, prior to the change taking place through submission of a Subgrant Adjustment Request.

6. **Mandatory Training**

The subrecipient's project director, project coordinator, and fiscal officer must attend Grant Management Training hosted by the Crime Commission at least every three (3) years.

7. **Publications**

Subrecipient agrees that any publication or publicity (written, visual, or audio) funded in whole or in part with federal or state funds by the Crime Commission will include an acknowledgement of funding that shall contain the following statement: "This project is 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 Nebraska Crime Commission or the Community-based Juvenile Services Aid Program." A copy of such publicity or publication shall be sent to the Crime Commission.

8. **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 Community-based Juvenile Services Aid Program on the basis of race, color, national origin, religion, sex (including pregnancy), disability, or marital status.
- b) In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing, on the basis of race, color, religion, national origin, or sex against the subrecipient, the subrecipient will forward a copy of the finding to the Office of Civil Rights Compliance of the Office of Justice Programs in Washington, D.C. If required, the subrecipient will formulate an Equal Employment Opportunity Program (EEO) in accordance with 28 CFR 42.301 et. seq.
- c) In addition to the foregoing, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing, on the basis of race, color, religion, national origin, or sex against the subrecipient, the subrecipient will forward a copy of the finding to the Nebraska Crime Commission.

9. **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. Subrecipients receiving federal or state 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>.

10. **Government Debarment**

If at any time during the grant period the subrecipient is barred from doing business with the federal or state government, the Crime Commission shall be notified by the subrecipient in writing within 30 days, as agreed upon in the original grant application.

11. **Drug-Free Workplace**

All agencies who are participants in the awarded project shall establish and maintain a drug-free work place policy, as agreed upon in the original grant application.

12. **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 Crime Commission. For more information: <https://oig.justice.gov/>.

13. **Required Compliance**

The subrecipient agrees to comply with any modifications or additional requirements that may be imposed by law or the Community-based Juvenile Services Aid Division.

14. **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.

15. **Computer Network**

Subrecipient understands and agrees that funds used to maintain or establish a computer network shall block the viewing, downloading, and exchanging of pornography. This requirement does not limit 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.

16. **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.

17. **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 as required by the Chief of the Community-based Juvenile Services Aid Division 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).

18. **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 2017 Community-based Juvenile Services Aid Request for Application. Access to this document can be requested from the Crime Commission. The subrecipient agrees to comply with all reporting, data collection, and evaluation requirements as prescribed by the Crime Commission and Nebraska Revised Statute §43-2404.01 and §43-2404.02 and Title 75, Chapter 1; Distribution of Community-based Juvenile Services Aid.

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



Signature of Project Director

Date

6-1-17

Date

Signature of Project Coordinator



Signature of Fiscal Officer

Date

6-1-17

Date