



Pete Ricketts, Governor

MEMORANDUM OF UNDERSTANDING
 REGARDING THE USE OF GRANTVANTAGE

This Memorandum of Understanding (MOU) is between _____ (Agency) and the Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission) regarding the use of the on-line federal and state grant management system (GrantVantage). GrantVantage provides a space for electronic information sharing between the Crime Commission and the Agency for the purpose of grant-funds management and is governed by both state and federal laws, statutes, and regulations. This MOU sets forth conditions for access to GrantVantage and the dissemination and use of the information stored within GrantVantage.

The Agency, and its users accessing GrantVantage on behalf of the Agency, are obligated to adhere to Crime Commission rules, as well as, state and federal statutes. The Crime Commission retains the right to impose reasonable restrictions on access to GrantVantage and the release and use of information stored within GrantVantage. The Agency agrees to be subject to all such restrictions. Subsequent conditions for the Agency may be disseminated to the Agency. Non-agreement to subsequent conditions will void this MOU and the Agency's access to GrantVantage.

The Agency shall identify users that will be assigned to GrantVantage for reporting purposes. By using the system, the Agency understands the act of submitting financial and budget requests on GrantVantage is a certification the request is true, complete, and accurate by way of submission and are submitted in place of signature with certification stating such.

GrantVantage User Permissions are restricted to:

1. **Financial Point of Contact** as designated on the grant:

The Financial Point of Contact will be responsible for specifying budget allocations; view budget drafts and changes; adding, viewing and modifying transactions; and viewing and requesting drawdowns/reimbursements. The Financial Point of Contact will have the ability to view projects, goals, objectives, measures, and activities; have access to project agreements and project reports; and create communications.

2. **Program Point of Contact** as designated on the grant:

The Program Point of Contact will have the ability to create and view projects, goals, objectives, measures, and activities. The Program Point of Contact will be responsible for requesting objective modification in an active project, requesting measure modification in an active project, and requesting an activity modification in an active project. The Program Point of Contact will have the ability to create, modify and delete budget revision drafts (subgrant adjustments); view budget drafts, approved budgets, archived budgets, budget changes, transactions, and drawdown/reimbursements.

3. A **Designated Financial Point of Contact** and/or **Designated Program Point of Contact** may be appointed to fulfill the financial and program duties of the Financial Point of Contact or Program Point of Contact for GrantVantage purposes only through a GrantVantage Designee Authorization Form.

The system is for authorized use only. Unauthorized use and access is prohibited. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Users shall not share their log in credentials and passwords with others. Unauthorized or improper use of this system may result in removal of credentials and access to the system.

Don Arp, Jr.
Executive Director
Nebraska Commission on Law Enforcement and Criminal Justice

Date

Authorized Official Signature

Date

Name

Title

Agency