



NEBRASKA STATE PATROL

GRANT AWARD

Page 1 of 4

<b>RECIPIENT NAME AND ADDRESS (including zip code)</b> Grand Island Police Department 111 Public Safety Drive Grand Island, NE 68801	<b>AWARD NUMBER</b> 13-VP-01	
	<b>PROJECT PERIOD</b> 07-01-14 to 06-30-15	
	<b>AWARD DATE</b> 7-14-14	

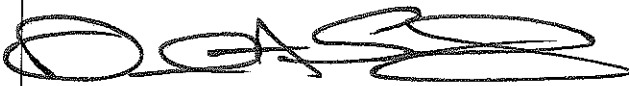
<b>PROJECT TITLE</b> FY 13 Gang Reduction Intelligence Program	<b>TOTAL FEDERAL AWARD</b>	<b>\$30,000.00</b>
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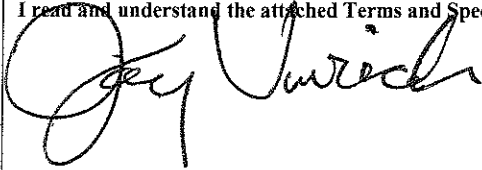
<b>FEDERAL GRANT TITLE</b> Office of Violence Prevention	<b>FEDERAL GRANT AWARD NUMBER</b> 13-VP-5002	<b>CFDA NUMBER</b> N/A
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**SPECIAL CONDITIONS**  
 The above grant project is approved subject to such conditions or limitations as set forth on the attached page(s).

**METHOD OF PAYMENT**  
 Primary method is reimbursement through submission of form NSP 161, Cash Report/Cash Request.

APPROVED BUDGET			
Category	Federal	Match	Total
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Consultants/Contracts	\$30,000.00		\$30,000.00
Other			
<b>Total Project Cost</b>	<b>\$30,000.00</b>		<b>\$30,000.00</b>

AGENCY APPROVAL			
<b>TYPED NAME AND TITLE OF APPROVING OFFICIAL</b>  Colonel David A. Sankey Superintendent of Law Enforcement and Public Safety		<b>SIGNATURE OF APPROVING OFFICIAL</b>  	
State Use Only:	Billing Code 13-VP-01	Business Unit	Date Signed 7/14/14

GRANTEE ACCEPTANCE	
<b>TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL</b>	<b>SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL</b> I read and understand the attached Terms and Special Conditions.  
Enter Grantee Employer ID Number (EIN)/Federal Tax ID Number: <b>476006205</b>	
Enter Grantee DUN & Bradstreet Number: <b>040919607</b>	Date Signed 7/14/14

<b>NEBRASKA STATE PATROL</b>		PAGE 2 OF 4
<b>AWARD NUMBER 13-VP-01</b>	<b>AWARD DATE 7-14-14</b>	
<b><i>SPECIAL CONDITIONS</i></b>		
<p>This contract is subject to the standard conditions agreed to in the original application and the signed Certified Assurances. In addition, the subgrantee must comply with the Office of Justice Programs "Financial and Administrative Guide for Grants" (OJP M 7100.1C), Federal Program Guidelines, the Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission) Guidelines, the Nebraska State Patrol (Patrol) Grant Policy and Procedures, and the following special conditions:</p>		
<p><b>1. <u>Records Retention</u></b>  The Commission and Patrol 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;</p>		
<p><b>2. <u>Audits</u></b>  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 Subgrantees 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 and Patrol;  c) <b>One (1) copy</b> of the audit that includes a <u>Letter of Findings</u> are required to be submitted to the Patrol, if they are not part of the audit;</p>		
<p><b>3. <u>Accounting Procedures</u></b>  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. 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;  b) If at any time an impropriety is found in the accounting or use of any funds received by the subgrantee, the Patrol must be notified immediately and informed about how the agency will address the problem;</p>		
<p><b>4. <u>Acceptance of Grant Award and Special Conditions</u></b>  a) <b>Grant Award</b> must be accepted; signed by the subgrantee's authorized official, the agency director, the director of the project, and the fiscal officer; and, returned to the Patrol within thirty (30) days from the date of the letter;  b) <b>Special Conditions</b> must be accepted; signed by the subgrantee's authorized official, agency director, director of the project, and the fiscal officer, and returned to the Patrol within thirty (30) days from the date of the letter;  c) <b>Contingencies</b> 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;</p>		
<p><b>5. <u>Reporting Requirements</u></b>  a) <b>Grant Activity Summary Reports</b> 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) <b>Cash Report/Cash Requests</b> are required quarterly even if no grant funds received or expenses are incurred. Reports are due by the 5th 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) <b>Regardless of the start date of the grant project</b>, quarterly progress reports are due for normal calendar quarters on April 10, July 10, October 10, and January 10.  d) <b>Subgrant Adjustment:</b> Subgrantees must submit a subgrant adjustment request to the Patrol 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 subgrantee receiving funds without prior approval from the administrator unless otherwise provided by law;  e) <b>Federal and matching funds</b> are to be used for the purpose stated in the approved grant application.  Any changes must be approved by the Nebraska State Patrol Grants Division prior to the change taking place through submission of a Subgrant Adjustment Request;</p>		
<p><b>6. <u>Use of Federal Grant Funds</u></b>  a) Federal grant funds shall not be used to supplant State, local or any other funds that would otherwise be available. The agency's budget cannot decrease because 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 funds cannot be used for lobbying. If matching funds are used for lobbying, a disclosure report shall be submitted to the Patrol;</p>		

- e) No other Federal funds shall be used to meet the match requirement;
- f) Crime Commission/Patrol funding cannot be placed in interest bearing accounts;
- g) Sub-grantee understands and agrees that it cannot use any federal funds, either directly or indirectly in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP;

**7. Match**

The Subgrantee 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. Time Records**

The subgrantee will maintain time records that comply with the Office of Management and Budget (OMS) 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 subgrantee 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 method used for employees. Refer to the following website for further details on OMB circulars, <http://www.whitehouse.gov/omb/circulars/>

**9. Publicity**

Any publicity of this project will include an acknowledgement of funding awarded by the Nebraska State Patrol via funding from the Office of Violence Prevention, Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission). A copy of such publicity shall be sent to the Patrol. 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**

The subgrantee agrees that any publication (written, visual or audio, excluding press releases, newsletters and issue analysis) issued by the subgrantee describing programs or projects funded in whole or in part with Federal or State funds, shall contain the following statement: "This project was supported by Grant 13-VP-01 awarded by the Nebraska State Patrol via funding from the Office of Violence Prevention, Nebraska Crime Commission. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Patrol or Commission." Two copies of any such publication are to be submitted to the Patrol;

**11. Non-Discrimination**

- a) The Subgrantee 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, a copy of the findings are to also be sent to the Patrol. If required, the subgrantee will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. seq.;
- c) Grantees whose projects, personnel, or subgrantees become involved in any litigation, whether civil or criminal, shall immediately notify the Patrol and forward a copy of any demand notices, lawsuits, or indictments to the Patrol;

**12. Limited English Proficiency Plan**

The subgrantee must comply with the Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d. Subgrantees 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.Jep.gov>;

**13. Federal Government Debarment**

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

**14. Drug-Free Workplace**

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

**15. Fraudulent Use of Funds**

The 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 subgrantee must notify the Nebraska Crime Commission. For more information on how to submit a claim go to [www.usdoLgov/org](http://www.usdoLgov/org);

**16. Required Compliance**

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

**CERTIFICATION FORM**

Recipient Name and Address: \_\_\_\_\_

Grant Title: \_\_\_\_\_ Grant Number: \_\_\_\_\_ Award Amount: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

**Section A- Declaration Claiming Complete Exemption from the EEOP Requirement.** *Please check all the boxes that apply.*

- |  |   |
|--|---|
| <input type="checkbox"/> Recipient has less than 50 employees,   | <input type="checkbox"/> Recipient is an Indian tribe,                      |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or        |
| <input type="checkbox"/> Recipient is a medical institution,     | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date
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**Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.**

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

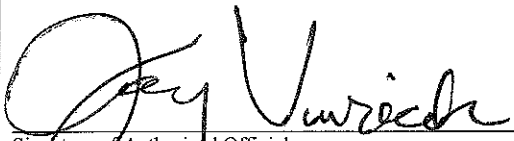
I, STEVEN LAWKEN [responsible official], certify that the GRAND ISLAND POLICE DEPT [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: GRAND ISLAND POLICE DEPT. [organization], at 111 PUBLIC SAFETY DRIVE, GRAND ISLAND, NE [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

<u>STEVEN LAWKEN</u>		<u>7/17/14</u>
Print or type Name and Title	Signature	Date

17. **Mandatory Federal Registration**

- a) The subrecipient agrees that they have a DUNS number and are registered with the Central Contractor Registration (CCR) database; and,
- b) The recipient agrees to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration.


*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  
(Mayor, Chair of County Board or City Council, Board Chair of  
Private Non-Profit Agency)  
NOTE: Agency Director is not considered Authorized Official  
for signing of these Special Conditions

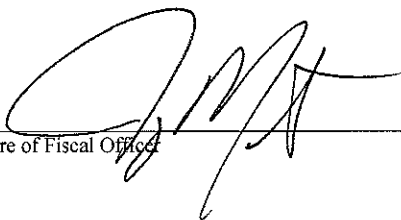
Jay Vauricek, Mayor 7/18/2014  
Printed Name and Title of Authorized Official Date

  
Signature of Agency Director

STEVEN LANKENS, POLICE CHIEF 7/17/14  
Printed Name and Title Agency Director Date

  
Signature of Project Director

Dean P. Elliott Captain 7-17-14  
Printed Name and Title of Project Director Date

  
Signature of Fiscal Officer

Jaye Monte City Treasurer 7-18-14  
Printed Name and Title of Fiscal Officer Date

## ASSURANCES

The Applicant assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-133; A-87; E. O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Applicant assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Pts. 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).

It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity:

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Grand Island Police DEPT.  
Name & Address of Organization

STEVEN LAWKEN  
Typed Name of Authorized Official

7/17/14  
Date

  
Signature of Authorized Official