

Administrative Manual
for
Project Directors & Financial Managers



U.S. DEPARTMENT OF JUSTICE
GRANT PROGRAMS

ADMINISTERED BY THE
STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

2015

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Introduction

The Office of Criminal Justice Assistance (OCJA) administers federal grant funds to state and local units of government and Native American tribes performing law enforcement functions. The purpose of the funding is to improve the criminal justice system. Specifically programs involving usage and sales of controlled substances as well as their associated violent crimes. Eligible entities include faith-based, and not-for-profit agencies providing drug treatment programs, corrections and prevention and education programs, prosecution and court programs. Please note the terms recipient and subrecipients are used interchangeably throughout this Manual.

This manual serves as a primary reference manual to assist award recipients/subrecipients in managing their fiduciary responsibilities and to safeguard grant funds for their specified purposes.

Information contained in this document may be changed without notice. The subrecipient/recipient is responsible for confirming current information. Please contact OCJA with any questions about the programs it administers.

For additional information on grants management, please contact our office staff at (775) 687-3700 or visit our web site at www.ocj.nv.gov . Staff will be happy to respond to any questions, and we welcome suggestions to improve this Manual.

Good luck with your project! OCJA staff looks forward to working with you.

Nevada Department of Public Safety
Office of Criminal Justice Assistance Staff

Excerpts from the following documents are used within this manual: The U.S. Department of Justice, Office of Justice Programs, Financial Guide; The Byrne JAG Formula Grant Program Guidance; The Colorado Division of Criminal Justice Administrative Guide and Instructions; <http://gsa.gov/perdiemrates>, <http://gsa.gov/portal/content/faq>.

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PART I – General Information

Chapter 1 – Introduction

The Office of Criminal Justice Assistance (OCJA) prepared this Manual as a primary guidance for financial management and grants administration. It briefly outlines the administrative terms and conditions required for grant awards. Funded projects require receiving agencies to comply with these administrative terms and conditions. Failure to comply with these requirements may result in: the withholding or disallowance of grant payments, the reduction or termination of the grant award, and/or the denial of future grant awards.

The following reference resources include applicable administrative terms and conditions for OCJA funded programs:

- a) the Office of Justice Program Guidelines,
- b) OCJA’s Administrative Manual,
- c) the Office of Justice Programs Financial Guide for Grants, and
- d) other applicable federal and state regulations.

To comply with federal and/or state grant administration regulations, OCJA may modify and/or impose additional conditions not outlined in this Manual. OCJA makes modifications or additions to current conditions in writing, notifying subrecipients of the modifications/additions.

Direct any questions about this Manual and/or the above reference resources to the appropriate OCJA program manager. For your reference, below is OCJA’s staff contact information, address, and website.

Office of Criminal Justice Assistance
1535 Old Hot Springs Road, Suite 10
Carson City NV 89706

<http://www.ocj.nv.gov>

Phone: (775) 687-3700 Fax: (775) 687-4171

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Grants available thru OCJA

- **Edward Byrne Memorial Justice Assistance Grant Program (JAG)** -Provides funds to assist state and local units of government and Native American tribes performing law enforcement functions. Funding is for programs to improve the criminal justice system involving usage and sales of controlled substances and associated violent crimes. Other eligible entities include faith-based and not-for-profit agencies providing drug treatment programs, corrections; prevention and education programs, prosecution and court programs.
- **Bulletproof Vest Partnership Program (BVP)** Assists state law enforcement agencies with funding of bulletproof vests.
- **Residential Substance Abuse Treatment for Prisoners (RSAT)** - Assists States and units of local government in developing and implementing residential substance abuse treatment programs within State and local correctional and detention facilities in which prisoners are incarcerated. Specifically the program is structured to provide treatment for a minimum of six months in an area separate from the prison population. Funding is based on prison population.
- **National Criminal History Improvement Program (NCHIP)** -Assists with funding for the Multi-County Integrated Criminal Justice Information System and to fund the Department of Public Safety, General Services Division to improve public and criminal justice agencies access to criminal history information, including sex offender registration.
- **Project Safe Neighborhoods (PSN)** – consists of training for law enforcement officers and justice practitioners in anti-gang and gun control.

Please contact OCJA for information about the possible availability of other grants not awarded annually.

How to apply for grants –

For ease of use, OCJA posts the Request for Application (RFA) guides and grant application forms on its website at www.ocj.nv.gov. These forms are always available in hard copy by contacting the OCJA office at (775) 687-3700. Submit completed applications to the OCJA office at 1535 Old Hot Springs Road, Suite # 10, Carson City, NV 89706. Please ensure OCJA either; a) receives applications, with the appropriate number of copies, by close of business on the date found in the appropriate Request for Application, or b) the mailed package is post-marked on the due date. OCJA posts most grant announcements on its website, and/or sends reminders to current points of contact statewide. *OCJA strongly recommends carefully reading the Request for Application guidelines before completing the application form.*

PART II - Pre-Award Requirements

Chapter 1 – Application Process

Eligible Recipients – Eligibility requirements differ between grants. Most grants are available to state and local units of government and Native American tribes performing law enforcement functions. Non-profits require the sponsoring of a local unit of government as subrecipient. The local unit of government agency functions as the actual recipient. Please contact OCJA for specific requirements.

Program Announcements - Applications and guidelines can be found on the OCJA website: www.ocj.nv.gov or by contacting a program manager at (775) 687-3700. OCJA accepts applications until the stated deadlines. OCJA staff and a review panel consisting of subject matter experts review and rate the applications. The resulting ratings and available funding determine the allocation of awards.

Certified Assurances – The following documents represent the assurance of compliance by the recipient agency with the mandated federal and state administrative terms and conditions. OCJA cannot process awards without the completion and appropriate signatures on the following forms. The forms are found in Annex A of this Manual or on the www.ocj.nv.gov website, on the OCJA Forms Page. OCJA staff is also happy to provide hard or electronic copies.

- Equal Employment Opportunity Plan - EEO
- Debarment and Suspension Certification
- Drug-Free Workplace Certification
- Lobbying Certification
- Program Assurances
- Financial Assurances
- Single Audit Act
- Civil Rights

Application Requirements – Requests for funding must be submitted on approved OCJA application forms available from the OCJA office or on the OCJA website: www.ocj.nv.gov. Applications must be completed correctly and delivered to OCJA by the established due date for the specific grant award.

Project Personnel – Consists of the following subrecipient agency staff. This is required information found in Section I, Title Page of the application:

Project Director - The Project Director is the individual charged with ultimate responsibility, fiscal accountability and direct operational charge of the project. This person combines knowledge and experience in the project area with the expertise in administration and supervision. Generally, this is the Sheriff or the Chief of the Department. The Project Director shares responsibility with the Fiscal Officer for certifying that all expenditures are valid and necessary. The Project Director is responsible for:

- Ensuring any project monies expended or obligated are for allowable, eligible and approved under the final submitted budget;
- Maintaining required documentation of project activities and accomplishments;
- Signing the grant modifications, unless pre approved by the OCJA Program Manager;
- Signing the Assurances, Certifications, Grand Award Document, and Change of Scope requests unless pre approved by the OCJA Program Manger.
- Ensuring monthly financial and quarterly reports are completed and filed as required.

Fiscal Officer – The Fiscal Officer is someone other than the Project Director. The Fiscal Officer is accountable for fiscal matters relating to the project and ultimately responsible for:

- Maintaining proper accounting records;
- Ensuring the appropriate expenditure of grant funds;
- Verifying expenditures, and preparing subgrant financial reports;
- Verifying Project Change Request forms and ensuring their approval prior to incurring any expenses.

Project Contact - This person is often responsible for the completion of progress reports and is the designated point of contact for OCJA program managers. OCJA will contact this person, responsible for day-to-day grant operations often. Especially when questions arise regarding; monthly financial claims, changes to the scope of work, and/or budget.

Application Review – Applicants responsibilities include fiscal integrity, and financial capability to adequately and appropriately utilize federal funding. The OCJA program management team and an independent review committee, comprised of representatives from a similar agency, review and evaluate applications. The criteria applied to the competitive score include: a) merits of the project, b) its relationship to the priority areas of the grant, c) the history of the requesting agency in administering awards, and d) the use of evidenced based programs.

To avoid disqualification, complete all areas of the application in a concise manner. Sign and date certifications forms; and include measurable objectives. OCJA staff is always available to provide technical assistance to complete the application.

Conflict of Interest – The subrecipient is responsible for establishing safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are or give the appearance of being, motivated by the desire of private gain for themselves or others with whom they have ties, such as family or business, etc.

Personnel and other officials connected with grant-funded programs shall adhere to the following:

No official or employee of a subrecipient shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which award funds (including program income or other funds generated by Federally-funded activities) are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she is serving as an officer, director, trustee, partner, or employee, or any persons or organization with whom

he/she is negotiating or has any arrangement concerning prospective employment has a financial interest.

In the use of agency project funds, officials or employees of the subrecipient agency shall avoid any action which might result in, or create the appearance of:

- Using his/her official position for private gain;
- Giving preferential treatment to any person, business or organization;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; or
- Affecting adversely the confidence of the public in the integrity of the government or the program.

Chapter 2 – Conditions of Award, Acceptance and Commencement of Projects

Award Document – The grant award is the official notification of award and approval. It acts as the contract obligating federal funds for the subrecipient’s approved project. The award package may include “special conditions” to be read, signed and returned to OCJA.

Acceptance Procedures – The Project Director designated in the grant application receives two original grant awards for his/her signature. If the designated Project Director changed since the application was submitted, the current and correct Authorized Official may sign the award. A new application title page must be submitted to OCJA with the new Project Director’s information. Return both award documents to OCJA prior to the START date of the grant. The signature of the Project Director indicates acceptance of the grant award and agreement of the conditions and requirements, including all reporting requirements.

1. Verify the signature of the Authorized Official (AO) is correct.
 - Sheriff or Chief of Police may be the AO;
 - The County Commissioner may be the AO;
 - Local Government Agencies – The Town/City/County Clerk and Recorder;
 - State Agencies – Director or Chief with budget authorization;
 - Non-Profit Agencies – must go through local government agencies for sponsorship, unless prior waiver is approved by OCJA, then the Board President or Secretary is the AO;
 - District Attorney’s Office – A County Clerk and Recorder with the juridical district;
 - Tribes – Chief Financial Officer.

2. Please use BLUE ink to sign all grant award documents. That is, the two grant award pages, the certifications, and special conditions as applicable.

Federal Catalogue Number or CFDA numbers identify the various Department of Justice grants. OCJA suggests that the awarded agency utilize the CFDA number and add the last two numbers of the state fiscal year to identify expenditure tracking of grant funds. However, a local agency may elect to utilize other tracking mechanisms, as long as it tracks awarded funds. For example: Justice Assistance Grants (JAG) CFDA number is 16.738. The tracking number under this system may be 1673811, indicating this is a JAG grant for federal fiscal year grant 2011. For your reference,

common CFDA numbers are listed in the Forms Section. As required by the State Controller, State agencies must use this method of coding and tracking revenue and expenses for these grants.

Commencement of Project - Once the subrecipient receives the grant award signed by the OCJA Administrator, the project may begin on the stated commencement date found in the award page.

NOTE: As subrecipient, ensure the Award Page signed by OCJA Administrator is found in your records and OCJA received all completed assurances, certifications and special conditions, otherwise OCJA cannot process reimbursements. OCJA grants are reimbursement grants. This means OCJA will reimburse eligible expenses, initially paid by the subrecipient, only upon receipt of the proper completed claim forms and appropriate backup documentation. See Part III, Chapter 1 – Payments for details. Refer to the following three sources for a list, to review, copy or download OCJA forms: 1. Part V, Chapter 3 Pg. 44 of this Manual; 2. Appendix A of this Manual, 3. OCJA website <http://ocja.nv.gov> . Of course, the friendly program manager assigned to the award is always happy and eager to provide the latest version of the OCJA forms.

Implementation of the project must be initiated within sixty (60) days from the starting date indicated on the signed award page. If the project is not operational within sixty (60) days after the starting date, OCJA requires justification in writing stating: (1) the steps taken to initiate the project, (2) the reason/s for delay, (3) the expected start date, or whether the project is no longer viable. Not starting the project as required places the award in jeopardy, with the possibility of revocation, at OCJA’s discretion.

When the subrecipient determines funds will not be fully utilized during the performance period, immediately notify OCJA in writing indicating the reasons for reducing the original award. OCJA will issue an amended grant award indicating the revised award amount and set forth any applicable special conditions. Remaining funds will stay with OCJA for possible reallocation.

Only after receiving the Grant Award signed by the OCJA Administrator, is the subrecipient allowed to begin recruiting for personnel, procuring equipment and supplies, etc.

Based on federal requirements, the subrecipient must keep a separate file or binder containing documents related to the OCJA award. This file includes, but is not limited to the following documents:

| | | |
|--|------------------------------|--|
| Copy of grant application | Grant Award | Certifications |
| Special Conditions | All fiscal documents | Goals and Objectives – Statistics and Methods |
| All Correspondence with OCJA regarding grant | Evaluation Reports | Any backup required including payroll registers and accounting registers |
| Confidential client records or logs (CI Funds, etc.) | Equipment and Inventory Logs | Quarterly project activities and progress reports |

All documents are subject to review by OCJA staff.

Special Conditions – If your agency is required to fulfill special conditions before commencement of the project, OCJA will include these conditions in the grant award package. Sign and return the conditions pages to OCJA as soon as possible. Contact OCJA staff if you have questions concerning the special conditions.

Certifications –These pages contain the required federal and state certified assurances and certifications necessary for the applicant to qualify for federal funding.

1. Standard Certified Assurances - This form must be signed by the Governmental Unit (i.e., Mayor, County Commissioner, City Supervisor) **and** the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director) for this Application to be valid. *If securing both signatures is not possible, OCJA requires the inclusion of a written statement in the Application certifying the execution of signatures prior to the beginning of the award's performance period.* OCJA may cancel or prorate awards when documentation is not received by the agreed deadline.
2. Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirement -
 - a. Lobbying – States that no federal appropriated funds have been paid or will be paid, by or on behalf of the subrecipient, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of Congress etc.
 - b. If any funds other than federal appropriated funds have been or will be paid to any persons or agency for lobbying or influencing of any type, the subrecipient will complete and submit standard Form-LLL, “Disclosure Form to Report Lobbying” in accordance with its instructions. This form is available from OCJA.
 - c. Debarment/Suspension - Applicant certifies that it is not debarred, suspended or declared ineligible of Federal benefits voluntarily or by a State or Federal court.
 - d. Drug-Free Workplace – Applicant certifies that it will provide a drug-free workplace.
3. Equal Employment Opportunity Plan (EEOP) Form - Ensures the agency has a current EEOP document in place.
4. Civil Rights Requirements provides resources and details the federal requirements.
5. Immigration And Naturalization Service Form –in compliance with federal law, all law enforcement agencies must report to the ICE when a suspected alien is arrested for a felony or deportable misdemeanor

Policies and Procedures – The federal and state administrative terms and conditions require the subrecipient to have in place written policies and procedures covering:

- a) hiring,
- b) termination,
- c) conflict of interest,
- d) benefits,
- e) salary rates,
- f) leave, travel, etc.;
- g) accounting and reporting functions, including but not limited to the following:
 - Cash receipts and revenue
 - Deposits
 - Cash disbursements
 - Confidential Funds
 - Payroll
 - Equipment
 - Purchasing

In addition, reference, as appropriate, any other written policies and procedures related to operations of the project.

Chapter 3 – Financial Management of Grant

Accounting System Requirements – To comply with federal funding requirements, recipients of federal funding must establish and maintain accounting systems and financial records that accurately account for the federal funds received. The accounting system must fully record the amount and disposition of all project funds. Accounting records must show receipt of funds and expenditures by source. *The minimum criteria for state and federally acceptable accounting systems are listed below:*

- A. **Categorizing** - The system must categorize all revenues and expenditures by funding source(s). All federal funds received must be recorded for inclusion in the audit report or financial statement produced by the subrecipient's agency. Each grant award must be tracked separately.
- B. **Commingling** - Each award must be accounted for separately. Funds specifically budgeted/awarded for one project may not be used to support a second project regardless of the funding sources for the second project. Where a subrecipient's accounting system cannot comply with these requirements, the subrecipient shall establish a system to provide adequate fund separation and accountability for each grant it has been awarded. Federal funds and any required cash match must be expended only for goods and services detailed in the grant award and approved budget. OCJA recommends using assigned grant numbers and/or the federal CFDA# for tracking purposes.
- C. **Internal Controls** - An adequate method of internal controls to safeguard funds is a requirement of award acceptance.
 - a. The system must allow for broad budget categories as listed in the award (i.e., Personnel, Travel, Operating, Equipment, Confidential Funds, Contract/Consultant and Other). Not all projects will have approved budget funding in each category.
 - b. Presents and classifies historical expenditures of the grant as required for budgetary and evaluation purposes.
 - c. Provides cost and property control to ensure optimal use of funds.
 - d. Provides for monthly financial reporting of operations.
 - e. Provides financial data for planning, control, measurement and evaluation of direct costs.
 - f. Includes a system of property records for all equipment (See Equipment and Inventory).
 - g. Maintains all records for a minimum of three years from the date of the final report or until all questions arising from an audit have been resolved.
 - h. Funds specifically budgeted and/or received for one project cannot be used to support another.
 - i. Funds cannot be obligated before the commencement date stated in the grant award page.

Monthly Financial Reports: to receive reimbursement, include supporting documentation and proof of expenditure (cancelled check copy, budget status report of payment), with the completed Financial Report form (Form #NCA003). Make sure to submit the proper and latest Financial Report forms every month; whether or not any expenditure occurred.

OCJA will reimburse only eligible and allowable expenditures. That is, funds expended only for activities and purposes stated in the approved budget and within the approved grant period. Grant funds must be obligated before the end date of the grant period. Obligated funds means funds committed for ordered goods or services not yet received. These obligations and payments include both, federal dollars and matching contributions.

OCJA will consider emergency purchases during the last 60 days of the grant period on a case-by-case basis. OCJA will not approve the transfer of funds between budget categories during the last 30 days of the grant period when the purpose of the requested transaction is expressly to purchase equipment items, not previously authorized in the grant award.

Match Requirements – Cash match, also known as hard match, is income from a source other than federal funds budgeted for the approved project. Only some DOJ grants allow in-kind match (use of salaries or services). The applicant must declare match sources in the application. Match requirements for grants differ depending on the source of federal funding and the type of grant. Please refer to the grant application guidance specific to your request or contact OCJA directly for information about match requirements.

- The Byrne Justice Assistance Grant (JAG) funds do not require a match.
- The Residential Substance Abuse Treatment (RSAT) grant for state prisoners may be used to pay up to 75% of the total project cost with a match of 25% from other funds. The match can be either cash or in-kind.
- The National Criminal History Improvement Program (NCHIP) grant requires a 20% cash match.
- The Bulletproof Vest grant match will be announced when awarded (usually 50%). (Available to State law enforcement agencies only).
- The Project Safe Neighborhood (PSN) grant does not require a match.
- The Forensic Science Improvement (FSI) grant does not require a match.

Supplanting – Federal funds must be used for new program activities or to supplement existing funds to enhance program activities, not to replace funds appropriated in the subrecipient’s budget for the same purpose.

For example, if a grantee, prior to applying to participate in the grant program, committed to purchase ten (10) new computers for crime analysis, the grantee must purchase those ten (10) computers in addition to any computers requested and approved from the grant program. Funds currently allocated to purchase office equipment may not be reallocated for other purposes nor refunded, when a grant is received. Non-federal funds for such equipment must remain available for and devoted to that purpose. Approved grant funds requested serve only to augment non-federal funds.

OCJA reviews submitted applications for the possibility of supplanting and conducts thorough annual audits. OCJA considers supplanting of non-federal funds with grant monies grounds for potential suspension or termination of grant funding, recovery of funds already provided, and other civil or criminal sanctions. **One of the major areas of concern regarding supplanting falls under the personnel category.** Contact the OCJA Program Manager with any question about the possibility of a supplanting issue.

Chapter 4 - Contracts for Professional and Consultant Services

Federal requirements prevent subrecipients from entering into a financial arrangement with any party who is debarred from participation in federal assistance programs. Please contact OCJA for approval before making expenditures for the contract/consultant category.

Technical Assistance for the Determination of Employee vs. Independent Contractor –

Independent Contract Services must follow state and federal regulations. NRS 284.172 defines an Independent Contractor as a “natural person, firm or corporation who agrees to perform services for a fixed price according to his or its own methods without subjection to the supervision or control of the other contracting party, except as to the results of the work, and not as to the means by which the services are accomplished.” The responsibility lies with subrecipients to ensure independent contractors understand all regulations and deadlines.

Contract Provisions:

All expenses for professional services/consultants must be supported by a valid, signed contract between the subrecipient and the provider. The Project Director is responsible for approving detailed invoices from the provider. The following constitute the minimum provisions found in a contract.

- Legal names of contracting parties.
- Statement of work expressed in clear, concise terms for tasks to be accomplished. The tasks, when accomplished, should produce results consistent with the project objectives.
- The specific duties of the contractor stated in such a way that he/she knows what is required and which will permit the subrecipient to determine the provider met all the requirements before making payment. Sentences should be written to avoid any question about the contractors obligation (i.e. “the contractor shall do this work” and not, “this work will be required”).
- Clearly identify deadlines for completion of tasks by the contractor for each service/good to be delivered.
- Persons or committees who will approve reports or specific accomplishments, and whether a portion of the contract price is contingent upon that approval.
- Use competitive negotiation for contracts related to professional services whenever possible.

Contracts for more than \$1,000 but less than \$100,000 per year must be bid no less than every four years. Contracts for more than \$100,000 per year must be bid at least every two years.

| Annual Cost of Contract | Bid Period |
|-------------------------------------|------------|
| \$1,000 < Contract cost < \$100,000 | 4 years |
| \$100,000 + | 2 years |

For sole source situations, the subrecipient’s written justification must demonstrate the need to the satisfaction of OCJA. OCJA’s pre-approval is required for all sole source contracts for more than \$2,500 but less than \$100,000 per year. Sole source contracts with a value of more than \$100,000 require pre-approval from the awarding federal agency (BJA).

| All sole source contracts require written justification. | |
|--|--------------------|
| Sole Source Contract Costs | Approved by |
| 25,000 < Contract cost < \$100,000 | OCJA Administrator |
| \$100,000 < Contract cost | BJA (Federal) |

Competitive Bid and Sole Source Contracting - Provide for publicly solicited bids and affirm fixed-price contract to be awarded to the lowest bidder. The bid must conform to all the material terms and conditions of the invitation for bids. This method is recognized as the preferred method of procurement and is properly used when the following conditions exist:

1. The requirement can be described and is finite and specific in detail, with no unknowns or contingencies.
2. There is good likelihood competition is readily available among interested contractors which could satisfy the requirement.
3. There is enough time available to issue the solicitation, conduct a public bid opening, and award the contract to the lowest responsible bidder.
4. All contracts for evaluation services and all other contracts for more than \$ 2,500 must be reviewed and approved by OCJA before being signed. This policy may be adjusted in individual cases through special conditions of the Sub-grant Award Agreement.

Negotiation – When the prerequisite for competitive sealed bidding cannot be met, negotiations must be initiated. The technique of competitive proposals is usually conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type contract being awarded. The procedures involve developing a performance Statement of Work listing requisite requirements to accomplish the contract. The performance Statement of Work should be written in a straight forward manner and as a minimum should contain the following:

1. Background providing necessary introductory information or evolution of the requirement.
2. Objective scope of work detailing broad parameters that are requisite for the contract performance or to effectively satisfy the requirement.
3. Tasks with accompanying deliverables should be indicated in a logical sequence as the grantee perceives the requirement.
4. A delivery schedule in increments as mandated to satisfy the requirement.
5. Acceptance and approval procedures should be indicated.

Develop the Request for Proposal containing at least the basic elements specified above prior to advertising the solicitation in accordance with state and local procedures.

Sole Source Contracting – Procurement by noncompetitive proposals is procurement through the solicitation from only one source. It is necessary to have open and free competition to satisfy contractual requirements. Recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:

1. The item or service is available only from a single source.

2. The public exigency or emergency of the requirement will not permit a delay resulting from a competitive solicitation.
3. After solicitation of a number of sources, competition is considered inadequate.

Documentation reflecting actions taken and why are extremely important in order to establish an audit trail. A justification for non-competitive (sole source) procurement must include the following:

1. Briefly describe the program, what is being contracted and how the contract affects the program.
2. Explain why it is necessary to contract non-competitively and include the following:
 - a. Expertise of the contractor
 - b. Management
 - c. Responsiveness
 - d. Knowledge of the program
 - e. Experience of contractor personnel
 - f. Results of a market survey to determine competition availability. If one was not conducted, why not.
3. Time constraints
 - a. When contractual coverage is required and why;
 - b. Impact on the program if dates are not met
 - c. How long would it take another contractor to reach the same level of competence (Equate to a dollar amount if desired).
 - d. Uniqueness
 - e. A declaration that this action is in the best interest of the agency.

Consultant Provisions:

Federal regulations require that compensation for individual consultant services must be reasonable and consistent with similar services in the market place. Consideration will be given to compensation, including fringe benefits, for individuals whose employers do not provide the same. In addition, when the rate exceeds the federally allowed amount (\$ 450 in an 8 hour day – excluding travel costs), a written PRIOR approval by the appropriate federal agency is required. Contact your program manager for details. Prior approval requests require additional justification. This does not mean that the rate can or should be \$450 for all consultants. Rate should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with Federal Office of Management and Budget (OMB) costs principles. Approval of consultant rates in excess of \$ 450/day that are part of the original application with appropriate justification and supporting data is possible on a case-by-case basis. The following is the policy regarding compensation of various classifications of consultants who perform similar services.

- Travel costs may not exceed the federal GSA travel rates and regulations.
- Dual compensation is not allowed.

Consultants employed by State and local governments will only be allowed when the unit of government cannot provide their services without costs. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

Chapter 5 - Budget Categories – Brief Descriptions

Personnel – This budget category includes salaries, overtime, fringe benefits, and employee-related direct costs. Bonuses, commissions, gifts and incentives are not reimbursable expenses. Regulations require that subrecipient agencies establish written policies and procedures addressing work hours, holidays, vacations, sick leave, overtime pay, compensatory time, termination, qualifications, written job descriptions, and equal employment opportunity. When a unique payroll situation is encountered, such as a termination settlement, contact OCJA for guidance on allowable costs. Contractors and consultants are not paid under this category.

Recruitment Procedures - When recruiting for positions with federal funds, fair recruitment polices must be followed. Retain documentation of job announcement for audit purposes. Other recruiting documents may be reviewed as well.

Time and Attendance Records – OCJA grants require the maintenance of accurate time and attendance for all personnel whose salary is charged to the project. Project officials are responsible for ensuring employees working on the project do not receive dual compensation and that supplanting is not an issue. Where salaries apply to execution of two or more funded programs or cost activities, prorate costs to each activity based on time and or effort reports. Ensure these records contain the following information:

- ✓ Employees name and title
- ✓ Dates and hours charged to project
- ✓ Hourly wages
- ✓ Supervisors or Project Director’s signature

Required Information for Reimbursement: Attach supporting documentation for each claim demonstrating hours worked, gross salary, overtime, insurance and other benefits. Missing documentation will result in reimbursement delays. When overtime costs are not included in the approved project budget, request OCJA’s approval prior to incurring any costs.

Contact OCJA if you have questions regarding in-kind match. Most OCJA grants do not allow in-kind match.

Travel – This category includes authorized air fare, mileage, lodging, and travel related meal reimbursement expenses in the approved budget. The maximum allowable travel rates are based on GSA (General Services Administration) rates. The current applicable rates are found at <http://www.gsa.gov/portal/category/21287>. If agency established travel rates are lower than GSA rates, the lower rates will apply for reimbursement.

Please see Travel under this Section for more specific details. Do not include tuition fees and registration costs in the travel expense category; place these types of expenses in the “Other” category. Maintenance on project or agency owned vehicles fall under the Operating category.

Supplies and Operating - Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Expenditures for this category are considered necessary the operation of project related to the award, and incurred during the performance period of the award.

- Expenses include expendable supplies, rent/lease costs, telephone, cellular phone, printing, copying, software, training registration/fees, tuition fees.

- Reimbursement for agency vehicle costs is generally considered possible supplanting. OCJA requires full justification in the application’s budget for these costs.
- All purchases/payments in this category require receipts or invoices and proof of agency payment.
- Food and beverages are not allowable expenses.
- Alcohol is not an allowable expense. No costs associated with ANY event where alcohol is served or consumed are allowable.
- When possible, Bureau of Justice Assistance (BJA) requests the purchase of American made equipment and products.
- Clearly detail the applicable amounts for services or costs shared by more than one project or agency.
- OCJA reviews approved maintenance agreements annually and reserves the right to refuse reimbursement for such.

The process for submission of invoices with reimbursement requests is found in Part II- Chapter 1, Payments, page 20 of this Manual.

Equipment – The State of Nevada Administrative Manual (SAM) and the Department of Justice Financial Guide prescribe rules and regulations governing the purchase and disposition of property. These guidelines will prevail unless local rules and regulations are more restrictive. SAM is available on line at <http://budget.state.nv.us/sam> or contact an OCJA Program Manager for clarification on equipment purchases. See Chapter III, part 6, for additional detail related to Equipment.

Contract/Consulting Services - This category includes services provided to the project by outside vendors under contract with the subrecipient agency. Refer to Part II – Chapter 3 under Contracts for specifics regarding contracting/consulting services.

Confidential Funds – This category includes funds utilized for purchase of services, purchase of evidence (physical), and the purchase of information. Part II – Chapter 3, Budget Categories describes special accounting and control procedures required for this category.

Other – This category includes registration costs for pre- approved training and/or conferences. When necessary, OCJA will delineate what constitutes the “other” category at the time of application or subgrant award. Depending on the grant, this category is occasionally used for overtime.

PART III – Post Award Requirements

Chapter 1 – Payments

Requests for Reimbursement Payments - Submit reimbursement requests monthly on the OCJA form called “Monthly Financial Report” (see Forms section for sample). Reporting forms are available on the OCJA web page at <http://www.ocj.nv.gov>. Unless an exception is made, OCJA requires the Financial Report Form provided by OCJA. The following guidelines apply to reimbursement claims:

- Claims are based on a reimbursement policy.
- Claims for reimbursement must be submitted monthly even if no expenditures occurred, and reimbursement is not requested.
- Reimbursement will be made only on authorized items listed in the grant award budget or on items pre-approved by the OCJA program manager.
- All claims must have a “summary sheet” (see Forms section for sample) and supporting payment documentation balancing to the amounts claimed for each category. Only authorized categories will be reimbursed. **Payment documents should have the amount charged to the project circled or highlighted to show the amount requested for reimbursement.**
- Reimbursement for film processing must be documented with a case number.
- Confidential Funds must follow the guidelines as outlined in Appendix F.
- Reimbursement payments will be reviewed upon receipt and adjusted to correct errors, including but not limited to previous overpayments, mathematical errors, and deduction of non-supported or unallowable expenditures such as sales tax.
- The subrecipient jeopardizes reimbursement of funds, future awards and faces possible termination of current awards by not complying with the terms and conditions of the grant award, including the timely submission of all required reports.
- The final Financial Report (see Forms section for sample) is due forty-five (45) days after the closing date of the grant. OCJA has authority to withhold payment for the final Financial Report claim when the subrecipient fails to submit the required documentation reports by the deadline. Unexpended funds revert to OCJA.
- Claims for reimbursement of equipment purchases must contain a vendor invoice as well as the subrecipient agency’s document verifying payment.
- The implementation of controls to avoid submission of duplicate invoices for reimbursement is the responsibility of the Fiscal Office from the subrecipient agency.

Proof of Payment Documentation – The following are sample documents required as proof of payment. Submission of more than one of the samples listed may be necessary:

- Copies of agency accounting system expenditure reports
- Copies of card or bank statements
- Copies of receipts
- Copies of invoices and payment voucher numbers and project coding
- Copies of cancelled checks

OCJA does not consider single statements or purchase orders as proof of payment documents.

Reimbursement Methods – OCJA makes payments for reimbursement claims either by electronic fund transfers (EFT) or by paper check delivered to the agency through the U.S. Mail. To receive payment by EFT, recipients are required to submit the completed vendor registration form to the Nevada State Controller’s Office (see Forms section for sample) or download the form from http://intra.ktl.nv.gov/Vendor_Services_forms.htm

Withholding of Funds – OCJA will withhold grant funds and/or disallow expenditures when the project fails to comply with any term or condition of the grant award or program guidelines. This includes, but is not limited to:

- Failure to attain goals and/objectives.
- Failure to adhere to guideline requirements or special conditions;
- Improper use of funds;
- Failure to submit required report in a timely manner, including, but not limited to: Monthly Financial Claims, Quarterly Progress Reports, Annual Cumulative Report and/or Final Evaluations;
- Failure to resolve audit exceptions on past or current grants in a timely manner;
- Inadequate maintenance of accounting records;
- Failure to cooperate with OCJA staff or representatives in reviewing program and/or fiscal records;
- Failure to resolve supplanting issues;
- Failure to reconcile financial records, final evaluations and closeout at the end of the project period.

OCJA may reduce or terminate grant funds for reasons that may include, but are not limited to:

- The project failing to comply with terms or conditions of the grant award;
- During the term of the grant period, the funds appropriated for the award are reduced or eliminated by the state or federal government.

OCJA will notify the subrecipient in writing when necessary to reduce or terminate grant funds. To the extent funds are available for payment of costs, such termination or reduction does not apply to allowable costs incurred by the subrecipient prior to the notice.

OCJA reviews projects previously funded for past compliance. Compliance includes: financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information. Lack of compliance with any one requirement above, term, and/or condition endangers future awards.

Chapter 2: Availability of Funds

Obligation of Funds – An obligation occurs when funds are encumbered, such as in a valid purchase order or requisition to cover the cost of purchasing an authorized item on or after the begin date and up to the last day of the grant period. Do not make obligations before the start date of the award’s performance period; and only after the agency receives the approved and signed Grant Award documentation. Any funds not obligated by the agency within the performance period of the award will lapse and revert to OCJA. The deadline for obligations is the end date of the performance period for the award, unless otherwise approved by OCJA.

Expenditure of Funds – properly obligated award funds have a 30 day grace period to pay expenditures (liquidate). OCJA’s approval of a performance period extension is required in advance to claim funds not expended at the end of the 30 day period. Unexpended funds revert to OCJA.

Award Extension - If the project cannot be completed within the performance period specified in the subgrant award (usually 12 months), submit a written request, along with a Project Change Request form (see Appendix A, or <http://ocj.nv.gov>) justifying: the programmatic reason for the extension, the effect denial of the extension request on the project; and indicate the additional time required.

Submit the Extension request to OCJA no less than 60 days prior to the expiration date of the project. If an extension request is not submitted and approved prior to the expiration date of the project, the original project expiration date stands. Any federal funding balance reverts to OCJA.

OCJA considers the current and past performance of the subrecipient when determining the approval of time extension requests. This includes, timely submission of fiscal and quarterly reports, as well as the circumstances and justification of the request

OCJA DOES NOT APPROVE TIME EXTENSION REQUESTS WHEN ITS SOLE PURPOSE IS TO EXPEND THE AWARD’S REMAINING BALANCE.

Chapter 3: Adjustments to Awards

Project Changes – A Project Change Request form is used to request budgetary and programmatic changes and/or corrections to an approved award. These changes/corrections include:

1. Time extensions
2. Personnel changes at subrecipient agency
3. Budget and category revisions
4. Minor scope of work revisions

Submit a completed OCJA Project Change Request form, which includes a justification of the requested change, to OCJA along with any backup documentation necessary to support the requested revision. OCJA will consider the request and return the signed approved Project Change Request as soon as possible (communication with the OCJA program manager assigned to the award is important to expedite any change request). Only upon receipt of the approved Project Change Request, may the subrecipient implement the requested revisions. The exception is a change request for Project Director.

On a case by case basis, OCJA will consider the approval of requests for changes to budget containing new items. Note that moving funds into a category not found in the most current award document requires justification of its critical need to the success of the project. OCJA tracks all requests for changes.

During the last 30 days of the award performance period, OCJA will not approve:

- a) Change requests for items not previously authorized in the award,
- b) Transfer of funds between budget categories expressly to purchase equipment items not previously authorized.

Changing Project Director or Contact Personnel – to update personnel found in the Title Page, Section I of the application submit within 30 days of the change:

1. a completed a Project Change Form, and
2. a revised application Title Page

See sample in Forms section. Download the most current form at www.ocj.nv.gov on the forms page.

Project Period Extension Request – (See Part IV – Closing Award, Chapter 1- Grant Extension) 60 days before the expiration of the award’s performance period, submit a Project Change Request form and written justification explaining the programmatic reasons for the requested time extension.

Change Notifications/Requests - Submit a completed Project Change Request form to OCJA for approval before enacting revisions to the approved budget, scope of work or personnel. The form requires written justification explaining any changes. Fax or email the completed form(s) to OCJA for approval, a sample form is found in Appendix A, page 63.

Chapter 4 – Travel

The travel category includes authorized domestic travel costs including: air fare, mileage, lodging and travel-related meal reimbursement expenses. Travel must be pre-approved within the budget, be directly related to the project, and take place within the performance period of the award.

No more than three (3) persons may travel to any one conference or training. Travel for additional staff requires prior approval from OCJA. Allowable travel and per diem rates are based on the current federally approved policy rates found at the GSA (General Services Administration) website <http://www.gsa.gov>. See GSA general information below.

Lodging – Exceptions to maximum GSA lodging rates requires justification and OCJA’s pre-approval. An example of an exception may be, staying where the conference or training is held. Reimbursement documentation requires receipts for lodging for both in-state and out-of-state travel. Also, please include a print out of the GSA rate for the area traveled in the reimbursement request. The GSA website is <http://www.gsa.gov>.

GSA lodging rates do not include taxes or surcharge; however these costs will be reimbursed with a receipt. OCJA does not reimburse travel advances. Reimbursement of costs is made only after travel and expenditures take place.

OCJA allows overnight lodging and per diem within 50 miles of principal duty station when one or more of the following circumstances apply:

1. Inclement weather conditions make travel hazardous.
2. Individuals involved are serving as conference hosts responsible for arrangements.
3. A duty assignment is related to grant activities – must be pre-approved by OCJA

Meals - OCJA does not reimburse for meals included at conference/training or in-flight as part of the air fare. OCJA requires the submission of a copy of the agenda or itinerary with each claim for travel reimbursement. Continental breakfast is not considered a meal.

Incidental expenses are reimbursed when the per diem is earned.

Air fare – Copy of itinerary and receipt is required. OCJA strongly recommends purchasing flights as soon as possible to take advantage of lower rates.

Ground Transportation –

- Travel should be accomplished by the least expensive means practicable.
- Car rentals must be justified and pre-approved by OCJA. Insurance for car rental is not reimbursable. .
- Receipts for taxis, shuttles, buses, etc. are required for reimbursement.
- GSA mileage rates will apply for vehicle usage, including use for personal convenience.

Claims - Submit copies of travel claims and all receipts with monthly financial claims forms in a timely manner, and definitely prior to the end of the grant period. **Receipts are required for all expenses claimed, except for per diem meals and per diem incidentals.**

Travel claims must:

1. Document all travel expenses with receipts (subrecipient agency must retain original receipts for auditing purposes - OCJA will accept copies with claims).
2. Include the name and signature of the person traveling.
3. Destination and purpose of trip, dates, and times of departure and return,
4. Include an expense summary sheet and GSA per diem rates for out-of-state travel
5. Approving signature of supervisor

OCJA will consider other work related expenses related to travel, including work-related telephone, internet fees, parking, tolls, etc. These type of expenses require a written explanation of the charges, receipts, and documented supervisory approval. Contact OCJA with specific inquires.

Travel costs do not include tuition, registration fees, or maintenance on vehicles. Show these types of costs in the Operating category. Ensure these are pre-approved in the budget. International travel requires OCJA pre-approval.

General GSA Travel Information - Agencies can view the current GSA travel rates at the www.gsa.gov website, click on Per Diem Rates in the left hand column. For your convenience, the rates are also found at the OCJA website www.ocj.nv.gov under GSA Rates found in the bottom right hand box.

Click on the destination state and the rates display by city or county. If the city traveling to is not listed, CONUS rates will apply (Contiguous United States standard rates). These are found by clicking on the bottom left link under the U.S. map.

Meal and incident expense rates are found by clicking on the M&IE link in the left column of the GSA website page. This table breaks down the cost of each meal. **NOTE: The first and last days of travel are reimbursed only at a 75% of expenses.**

Subrecipient Agencies are responsible for reviewing and downloading GSA expense breakdowns prior to traveling. Submit a copy of the breakdowns with the travel claims in the reimbursement requests, also known as the monthly financial report form.

The subrecipient agency is responsible for **Expenses not allowable by OCJA**. Please contact OCJA with any questions before traveling.

Training – Training must be approved in the project award, be necessary for the success of the project, and be for a project employee. Do not submit a monthly financial report requesting reimbursement for training costs until training is completed, with all costs paid for by the agency. Remember, charge registration costs to the Operating category unless otherwise directed.

Chapter 5 – Procurement of Goods or Service

Subrecipient ag shall follow the same policies and procedures it uses for procurement from its non-Federal funds provided that the procurement conforms to applicable Federal and State laws. (The standards identified in the Procurement Standards Sections of 28 CFR Parts 66 and 70 (<http://www.gpoaccess.gov/cfr/index.html>)). The prime objective is to obtain materials, supplies, services and equipment at the most reasonable cost to the taxpayer, to supply the agency as quickly as possible, and to afford vendors competitive opportunity. All procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Subrecipients shall be alert to actual or potential conflicts of interest.

1122 Procurement –

The 1122 National Defense Authorization Act Procurement Program allows law enforcement agencies obtaining equipment and supplies suitable for counter-drug activities, first responder functions and Homeland Security functions the opportunity to take advantage of discounts available to the Federal Government due to its large volume purchases, thereby maximizing their budgets. In State fiscal year '10 the program saved State and local agencies over 1 million dollars on equipment and supplies.

To take advantage of this cost-savings program, call OCJA's office main line at (775) 687-3700 and ask for the 1122 State Point of Contact (SPOC).

The SPOC will assist the interested agency in registering with the 1122 Program. Once registered with the program, create a list of items to purchase and provide it the SPOC. The SPOC will research the requested items and provide the agency with quotes from different vendors. Once the agency decides which vendor to order through, the SPOC will submit an order to the vendor. After the item/s ship to the purchasing agency, the SPOC will invoice the agency.

OCJA charges an administrative fee of 4% of total costs with a limit of \$1,500 whichever is less. In specific situations, the administrative fee may be waived.

Subrecipients receiving federal funds from OCJA sign a Special Condition form requiring contact with the 1122 Program to receive quotes for equipment approved under the award before actually purchasing the equipment. Agencies are not required to purchase through the 1122 Program when adequate equipment at better pricing or terms is found elsewhere.

Upon receipt of equipment purchased through the 1122 Program, the purchasing agency must submit the packing slip or delivery receipt as verification of delivery to the OCJA 1122 Program Coordinator.

1033 Military Excess Programs

The 1033 Department of Defense (DOD) Military Surplus Program assists law enforcement agencies (LEA), with apprehension and arrest authority with obtaining excess military equipment at no cost (other than shipping or delivery costs). In the last eight years, Nevada Law Enforcement Agencies acquired equipment and supplies valued in millions of dollars at no cost, other than occasional delivery fees.

LEAs must register with the 1033 Program State Coordinator. Once registered, LEAs have access to preview excess equipment on-line and submit requests for items. The State Coordinator then approves/disapproves and sends the request to the Department of Defense for approval. Many items are located on military bases around the country. LEAs are responsible for pick up or delivery costs of property.

Automatic Data Processing Equipment (ADP) and Software – The OJP Financial Guide refers to the requirements for subrecipients involved in the development of criminal justice information systems. ADP programs must be preapproved by OCJA and possibly the federal granting agency.

Chapter 6 – Equipment

Definition of Equipment – Any item costing \$ 1,000 or more and having an anticipated useful life of more than one year. As the State Administrative Agency for DOJ’s grants, OCJA has the responsibility to track property or inventory under \$5,000 as deemed prudent or necessary.

The only purchase(s) of equipment eligible for reimbursement with federal funding is/are found in the budget of the approved award. Make sure to submit the following supporting documentation with the Monthly Financial Claim Form (reimbursement form):

- a) receipts or invoices that include order and delivery dates, and
- b) internal payment documentation such as expense logs, cancelled check, etc.).

OCJA staff cannot process reimbursements missing appropriate and complete documentation supporting the expenditures presented.

Title of Property – All property purchased with grant funds is considered as belonging to the subrecipient agency. Retain the title for the property until the completion of the project, whether or not the project continues to be supported by federal funds. NOTE: In compliance with federal requirements, OCJA must approve the disposal of property purchased with federal funding. Please

see Disposition of Equipment section below for additional details.

If OCJA determines the equipment/property purchased with grant funding is being used for non-project related functions, title to the property will be vested to the State of Nevada for appropriate use in crime control or justice system improvement purposes.

Property Records – The subrecipient agency is responsible for demonstrating to OCJA the correct implementation of an effective system of property maintenance, management and controls to safeguard against loss, damage or theft of equipment. This includes the full documentation, investigation and reporting of loss, damage or theft to OCJA within 30 days.

Submit the following property documentation to OCJA when requesting reimbursement:

1. a completed Inventory Record Form of purchased equipment, and
2. a final inventory report upon completion of the project addressing;
 - o Whether the program will continue after federal funding ends.
 - o Whether the equipment will continue to be used for a project related purpose.

Disposition of Equipment or Property

Disposition includes; the sale or trade-in of equipment or the disposal of equipment at the end of its useful life.

In compliance with federal requirements, OCJA’s approval is necessary to a) dispose of property at the end of its useful life or b) sell or trade existing property for the purchase of a newer model.

As the SAA, OCJA has authority to vest the equipment to the subrecipient agency at the end of its useful life or at the end of the performance period. To process the transfer, subrecipient agency certifies, in writing, the equipment will be used for the purposes stated in the funded award. Otherwise, the property will vest to the State of Nevada for appropriate use in crime control or justice system improvement purposes.

Transfer of property within subrecipient agency: Transferring property within the subrecipient agency to a program not related to the DOJ funded project requires an assessment to determine the fair market value of the property in question. Once the fair market value is determined the following applies.

- Fair Market Value >\$1,000 – OCJA is authorized to transfer the property to another criminal justice project. Then, the subrecipient agency’s compensation for the property is determined by applying the percent of federal participation at the time of purchase of the property, to the current fair market value.
- Fair Market Value >\$5,000 – please contact OCJA to discuss options for disposition.

OCJA must amend the equipment records found in the award documents when subrecipients request new, upgraded, or the disposition of equipment related to the awarded project. This includes vehicles.

At any time, if OCJA determines the equipment/property is being used for non-project related

functions, title to the property will vest to the State of Nevada for appropriate use in crime control or justice system improvement purposes.

Chapter 7 – Publications and Publicity

Publications – Include an acknowledgement of the funding source agency in all publications or materials for activities resulting from an award. The following, or similar language is suggested.

“This project was supported by U.S. Department of Justice, Office of Justice Programs and the Nevada Department of Public Safety, Office of Criminal Justice Assistance.”

Publicity - OCJA strongly encourages Project Directors to make the results and accomplishments of their activities available to the public. Prior approval is not required for publishing the results of an activity under a project; however, the U.S. Department of Justice requires compliance with the Stevens Amendment as detailed below.

The Stevens Amendment, specifically section 8146 of the Department of Defense Appropriations Act (1988), provides:

“When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects funded in whole or in part with federal money, all subrecipients receiving federal funds, including but not limited to state and local governments, will clearly state (1) the percentage of the total cost of the program or project that will be financed with federal money, and (2) the dollar amount of federal funds for the project or programs”.

OCJA strives to maintain an open and cooperative relationship with the news media, subject to the limitations imposed by law and legitimate governmental needs. Subrecipients are expected to act accordingly. Any release of personal information must be in strict accordance with NRS 481.063, NRS 482.170 and NRS 483.916. Specific language can be found at:

<http://www.leg.state.nv.us/Nrs/>

To ensure quality and consistency of communication with the media, the following procedure is intended to provide guidance for those agencies required to release information:

1. Initiate and respond to media inquiries, identify and develop public information goals.
2. Inform OCJA of press inquiries considered significant, whether negative or positive, to any project supported with federal funds related to OCJA.
3. Develop overall public relations strategies and programs to enhance the image of any project supported with federal grant funds related to OCJA.
4. Maintain a file of press releases, clippings, internet articles, relating to any project supported with OCJA related federal grant funds.
5. Provide copies of all press releases relating to federally funded projects to OCJA either at the time of the release or when the quarterly report is prepared; depending upon the urgency of the release.

Contact the OCJA program manager when questions arise about the release of information. OCJA and the Department of Public Safety's Information Officer will confer to clarify and resolve any conflict arising from the release of information.

Chapter 8 - Unallowable Costs

The Final Office of Management and Budget (OMB) Uniform Guidance found in 2 CFR 200, Subpart E and F document allowable and unallowable grant costs. As required by federal law, for costs to qualify as allowable, these must be necessary to the success and completion of the approved project. To clarify any questions about allowable costs, please contact your program manager at OCJA. Below is a list of some of the more general unallowable costs:

- Any expenditure not directly related to the program
- Audit services
- Badges and personal items necessary for any job related duties, i.e., side arms, identification badges, etc.
- Bar charges/alcoholic beverages
- Bonuses, commissions, gifts and incentives
- Bomb pay
- Business cards
- Car wash
- Construction
- Conference rooms
- Costs incurred before the project start date or after the expiration of the project period
- Entertainment
- Food and beverages
- Expense of organized fund-raising
- Fines and penalties
- Further unallowable costs may be found in the Office of Justice Programs Financial Guide or by contacting your program manager or OCJA mainline
- Indirect costs unless there is proof of certification by the lead consigning agency.
- Land/building acquisitions
- Late charges
- Lobbying
- Lobbying, political contributions, and legislative liaison activities
- Membership dues
- Military type equipment
- Newspaper subscriptions
- Rental cars – unless previously justified and preapproved by OCJA
- State and local sales taxes
- Sporting events

- Supplanting: federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose.
- Tips
- Uniforms

Chapter 9 – Special Funds

Confidential Buy Funds - The Office of Justice Program (OJP) Financial Guide outlines the required provisions for approved projects with budgeted confidential funds.

To receive Confidential Funds from OCJA, Subrecipients must have written procedures establishing informant:

- file security and contents,
- management and utilization, and
- payments:

Awards OVER \$10,000 cannot request an advance payment for the *total* award. The maximum monthly advance payment allowed is \$10,000.

OCJA requires the inclusion of documentation, for example a bank account statement, showing the declining balance and expenditures of confidential funds with the monthly financial reports. OCJA will not allow additional draws when accounting of awarded funds is unclear. OCJA recommends also including monthly bank statements for the confidential funds with the quarterly report

Subrecipients (i.e., task forces) awarded confidential funds, in excess of \$10,000, during the previous grant period, must expend prior year's funds before drawing funds for the current award year. For example, once the confidential funds balance shown in the bank statement for the previous year's award reaches \$4,000 or less, the current year's confidential funds are available to draw. OCJA allows the extension of the performance period for previous year's awards to expend confidential funds only. In emergency situations, contact your program manager.

Accounting for Seizures/Forfeitures - BJA Guidelines require OCJA to report quarterly on grant income and expenditures. This report must include the proportional amount of forfeiture funds received by programs funded with federal grants. For example: If the program is 75% federally funded, 75% of the forfeitures received shall become a part of the grant program and must be expended by the grant if seized and forfeited within the time frame of the grant.

Report forfeited funds received/expended must to OCJA quarterly on the Quarterly Progress Report Form.

Program Income - Program/project income is defined as the profit resulting from income generated thru or as a result of an OCJA grant-funded project. DO NOT use grant funds for the start-up of a business.

All income generated as a direct result of an agency-funded project is deemed program income. Program income must be used for the purposes and under the conditions applicable to the award. The federal portion of program income must be accounted for up to the same ratio of Federal participation as funded in the project or program.

Program income may supplement project costs, reduce project costs, or refunded to the federal government. Examples of program income:

- Sale of Property
- Royalties
- Attorney fees & costs – income received from a court ordered award
- Registration/Tuition fees
- Asset Seizures and Forfeitures
- Interest earned on any of the above

States or local units of government may use program income funds from seizures and forfeiture assets as match when assets are adjudicated by a state court in accordance with the state law. In addition, state and local units of government may use cash received under the equitable sharing program for the non-federal portion (match) of program costs when the assets are adjudicated by a Federal court as provided for in the guidelines established by the Department of Justice (DOJ) Asset Forfeiture Office.

No federal requirements govern the disposition of program income earned after the end of the funding period. However, if the terms of the award or the awarding agency's regulations state otherwise, follow the stated terms and/or regulations.

Chapter 10 - Reporting Requirements

If a project is not operational within 60 days of the original start date of the award's performance period, submit a letter to OCJA outlining:

- the steps taken to initiate the project,
- the reason for delay, and
- the expected start date.

If a project is not operational within 90 days of the original date of the award's performance period, submit a *second* statement to OCJA explaining the delay. Upon receipt of the second letter, where extenuating circumstances warrant, OCJA may extend the implementation date of the project past the 90 day period or cancel the project and redistribute the funds to other areas

Awards from OCJA require the submission of several different reports throughout the life of the project. The Project Contact Officer is responsible for compliance with this reporting requirement. Failure to meet the reporting requirements will result in withholding or suspension of reimbursement of monthly Financial Reports. OCJA will notify the Project Director of non-compliance. When noncompliance persists, OCJA will terminate funding for the project.

Reporting forms are posted on the www.ocj.nv.gov website. OCJA staff will make an effort to notify subrecipients of revisions to forms. However, the subrecipient agency is responsible for using the latest version of the required reporting forms.

Required Reports and Forms Summary -

By accepting a grant award from OCJA, the subrecipient agrees to submit the applicable forms and reports by the date/s specified. Contact the OCJA program manager promptly when reporting deadlines cannot be met. A pattern of delinquent reports results in termination of the grant and jeopardizes future funding.

| FORM | DUE DATE | NOTES |
|---|--|---|
| <u>Monthly Financial Claim</u> | Due within 30 days after the close of each month. Submit null reports when no activity or expenditures took place. Submit a Final Financial Claim within 45 days of the end of the performance period. | Submitted to draw funds for reimbursement of expenditures. Include equipment record form, if any purchased. |
| <u>Quarterly Progress Report</u> Typed/Written Narrative & Data report | Quarterly – due by the 20 th of the month following the end of each quarter. See below for due dates. | Include any significant press releases, copies of surveys, pre/post test evaluations if applicable. |
| <u>PMT On-line</u> Performance Measurement Tool Quarterly Report | Quarterly – due by the 20 th of the month following the end of each quarter. | On-line reporting form submitted to OCJA, then to feds (BJA). |
| <u>Final Evaluation/Narrative/Data Report</u> | 45 days after the end of the final payment and/or when project activity concludes. Use Quarterly Progress Report Form | -Includes cumulative statistics for the year or project period. -Overall evaluation of the project, achievement of goals & objectives -Final inventory list & future intended use of equipment if applicable. |
| <u>Project Change Requests</u> **Budget Revision **Request for performance period extension **Change in scope Change in personnel | Submit Request for approval before: Budget Revision Performance Period Extension Change in Scope of Work Submit Request for change in personnel as soon as it is known. | |
| <u>Equipment/Property Record</u> | Within 30 days of procurement of equipment/property. | Submit with monthly financial form. Equipment reviewed at monitoring visit. |
| <u>**Transfer/Loss/Damage of Property Report</u> | As soon as activity is noted, or within 30 days. | Contact program manager immediately if item is over \$ 5,000. |

**** Requires Pre-Approval from OCJA**

Reporting Due Dates -

Quarterly reports are due at the end of the calendar quarter. This includes awards with the beginning of the performance period between the quarter, For example if your project period starts on May 1, submit the quarterly report before July 20th even though a full quarter has not passed.

| Typed/Written Narratives & Data Quarters | Quarterly Progress Report Due Dates |
|---|---|
| January 1 – March 31 April 1 – June 30 July 1 – September 30 October 1 – December 31 | April 20 July 20 October 20 January 20 |
| PMT Report Quarters On-line Reporting via Web | PMT Reports Due Dates |
| January 1 – March 31 April 1 – June 30 July 1 – September 30 October 1 – December 31 | April 20 July 20 October 20 January 20 |
| Final Evaluation Reports | Final Evaluation Reports Due Date |
| Evaluation of project as a whole and any specific surveys, etc. required. | 45 days after the end of the project |

Chapter 11: Audit/Monitoring Requirements

Federal and state fiscal rules, regulations and policies require OCJA to track, document and measure subrecipient’s expenditures of federal funds. All subrecipients of federal monies are subject to the accounting and audit requirements as found in OMB’s Final Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards Guidance, 2 CFR 200. Please see the following website for detailed guidance:

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#>

Submit a copy of the subrecipient agency’s most recent single audit report or financial review each year after receipt of federal funds from OCJA. Mail the completed audit reports for: state and local governments, institutions of higher education, and non-profit organizations to OCJA at 1535 Old Hot Springs Road, Suite 10, Carson City, NV 89706.

OCJA and the Nevada Department of Public Safety reserve the right to audit and examine any/all financial records for any subrecipient during the project’s performance period and within a three (3) year period following the conclusion of the project.

In cases of continued inability or unwillingness on the part of a subrecipient to conduct or supply a proper audit, OCJA reserves the right to impose sanctions, as described in 2 CFR 200, State policies and grant guidelines, upon the subrecipient until such time as a proper audit is received by OCJA.

Other sources of information about audit requirements include; the Subrecipient agency's independent auditing firm and/or the Federal Audit Office.

Single Audit Requirement- Pursuant to 2 CFR 200 Subpart F, the subrecipients is responsible for providing an audit of grant funded activities. At any time, OCJA or BJA may request a review of the following documents:

- Progress in achieving goals and objectives;
- Review of expenditures;
- Compliance with federal, and state rules and laws, including the grant award agreement, the program guidelines, the request for proposal, and the Project Director's manual;
- Data collection
- Evaluations and outcome measures and project progression/effectiveness;
- Strategic planning and collaborative efforts and activities;
- Reporting to state and federal funding sources.
- Inventory of equipment, property and supplies procured.

In compliance with 2 CFR 200 Subpart F requirements, please provide OCJA the identity of the organization conducting the audit and the anticipated submission date to OCJA of the completed audit report. To assist subrecipients comply with this requirement, OCJA includes the "Statement of Sub-grant Audit Arrangements" form in all award packages. This form is completed and returned to OCJA. OCJA will review the information. The signature of the Administrator on the award page confirms receipt of the required data. For your reference, the Statement of Subgrant Audit Arrangements form is found in Appendix A, page 59, under the name Single Audit Special Condition. The downloadable form is available at <https://ocj.nv.gov>.

The following are the key points of the audit requirements:

1. All audits must be in compliance with 2 CFR 200 Subpart F.
2. Any state or local government agency receiving more than \$750,000 in federal money from ALL sources is required to submit a Single Audit report each year. Information on the Single Audit can be found in 2 CFR 200 Subpart F.
3. Any state or local government agency receiving less than \$750,000 in federal money from All sources has the option of submitting a Single Audit or a separate program audit each year.
4. Whether or not your agency falls within the Single Audit Act requirements, all DOJ funded projects are subject to audits by the federal government and OCJA. To that end, subrecipients cooperate with any state or federal audits by ensuring the availability of all records, equipment, and the availability and cooperation of their staff.
5. In summary, to fulfill the subrecipient audit obligations, submit all audit reports and the management letter provided by the CPA firm conducting the audit to OCJA.

Resolution of Audit Findings - In accordance with the OJP Financial Guide, a written report will be prepared by the subrecipients independent auditor upon completion of the audit. Consequences of not performing audits include:

- Withholding of new awards
- Withholding of current awarded funds
- Termination of active grants

OCJA conducts audits by the broad overall review of tracking use of funds expended and in the day-to-day reviews which may include desk audits of monthly financial claims, written quarterly reports, communications by e-mails, faxes, and telephone conversations, in-office visits at OCJA and the on-site visits to the subrecipients site.

Subrecipients will be selected for on-site monitoring each year based on requirements of individual funding sources. The monitoring process is intended to make an assessment of the subrecipient's ability to meet the provisions of the grant award agreement, program guidelines, and evaluate the achievement of goals. It also provides the opportunity for technical assistance for the project and the chance to get to know OCJA's program manager assigned to the project.

All projects are monitored in compliance with federal and state laws. Acceptance of the grant award agreement legally binds the subrecipient to allow OCJA staff and/or its authorized representatives unrestricted access for inspection, copying, monitoring and auditing purposes of all project books, documents, and records, including confidential client records. OCJA reserves the right to conduct unannounced monitoring visits.

Standard Monitoring Procedures

Limited Scope Monitoring: OCJA evaluates and addresses specific concerns or issues that emerge using limited scope monitoring. This type of monitoring consists of a desk review, phone conversation and/or email.

Desk Monitoring: Using email and/or telephone calls, the OCJA program manager reviews monthly financial reporting forms, narrative quarterly reports, on-line reporting, audit reports, written, web-based and oral documentation provided by the subrecipient.

Comprehensive Monitoring: This monitoring requires the OCJA program manager to visit the subrecipient to review several elements of the project or most of the aspects of the project. This visit requires preparation, documentation and follow up. This monitoring is done in response to a problem or evaluation of the success, efficiency and compliance of a subrecipient or a new type of project. A comprehensive visit requires thorough preparation, follow up and documentation

Standard Monitoring Visit: OCJA staff will notify the subrecipient in writing and via telephone prior of the mutually agreed date for the visit. A notice letter is sent to the Project Director and copied to the finance director, informing project staff of the date of the monitoring, the grant(s) and time period to be monitored. Please have the person(s) responsible for content of the progress reports and the oversight of grant-related activity available during the monitoring visit to answer any questions. The Standard Monitoring includes a review of:

- key personnel/staffing,
- operational practices,
- source documentation,
- project activities
- progress reports
- the goals and objectives against quarterly progress and the federal PMT reports to determine progression and success or failure of the project.
- state and federal administrative requirements for matching funds, project income and equipment.

Fiscal Monitoring: This monitoring is completed by the OCJA program manager’s review of all accounting records and reports supporting the amounts claimed for reimbursement on the monthly financial claim forms. The OCJA program manager also tests transactions for expenditure categories related to the project. This monitoring is done to ensure: the subrecipient maintains proper records, expenses claimed are approved properly, and expenditures follow the program’s requirements.

OCJA will issue a report within 30 working days of the conclusion of the monitoring visit or audit. When identified during the audit, the report describes administrative finding, questioned costs or disallowed costs. A written response by the subrecipient is required within 15 working days of receipt of the OCJA report. The results of failing to submit a response within 15 days to the OCJA findings are the finalization of the findings, and the possible loss of the award.

Withholding or Disallowance of Grant Funds - When a subrecipient fails to comply with any term or condition of the grant award or program guidelines to include, but not limited to those items listed below, OCJA may withhold grant funds and/or disallow expenditures.

- Failure to submit the required Monthly Financial Claim Forms in a timely manner;
- Failure to submit the required progress reports in a timely manner;
- Failure to submit the final required reports in a timely manner;
- Failure to resolve audit exceptions on past or current grants in a timely manner;
- Inadequate maintenance of accounting records;
- Failure to cooperate with OCJA staff or representatives to review program and/or fiscal records;
- Failure to resolve supplanting issues.

Similarly, the two reasons below are examples of actions justifying OCJA to reduce or terminate grant funds:

- The subrecipient is failing to comply with terms or conditions of the grant award;
- During the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the state or federal government.

OCJA will issue a written notification to the subrecipient upon determining the need to reduce or terminate grant funds. The termination or reduction does not apply to allowable costs already incurred by the subrecipient when funds are available to pay such costs.

OCJA will review previous awards made to a currently non-compliant subrecipient to verify past compliance. This includes financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation. Emphasizing that failure to comply with any term or condition of a grant award jeopardizes future grant awards to the non-compliant subrecipient agency, its officers or designees.

Chapter 12: The American Recovery and Reinvestment Act of 2009 (ARRA)

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board to provide information to the public, including access to detailed information on grants and contracts made with the Recovery Act funds. For additional guidance regarding the Recovery Act and the Transparency Board, refer to the new Web site, <http://www.Recovery.gov>.

The Recovery Act includes \$4 billion to the U.S. Department of Justice for grant funding to enhance State, local, and tribal law enforcement and other criminal and juvenile justice activities that will help to prevent crime and improve the criminal justice system in the United States. While the Recovery Act provides much needed resources for State and local communities, it also supports the creation of jobs.

Special Conditions -

Through this section the term “recipient” refers to the subrecipient agency.

The recipient must agree with all of the terms and special conditions contained in the award document. The following special conditions may apply to all of the Recovery Act programs.

1. **Separate Tracking and Reporting.** The recipient must track, account for, and report on all funds received from the Recovery Act award (including specific outcomes and benefits attributable to Recovery Act funds) separately from all funds, including DOJ award funds from non-Recovery Act grants awarded for the same or similar purposes or programs. (Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate).
2. **Reporting and Registration Requirements.** The recipient must complete projects and activities which are funded under the Recovery Act and report on the use of Recovery Act funds provided through each award. Information from these reports will be made available to the public. The reports (by the Prime Recipients) are due no later than 10 calendar days (**5 calendar days for OCJA sub-recipients**) after the end of each calendar quarter, for the life of each Recovery Act grant. Recipients and their first-tier subrecipients must maintain current registrations in the Central Contractor Registration (CCR) at all times during which they have active Federal awards funded under the Recovery Act. (Also, see Part III, Chapter 11: Reporting Requirements.)
3. **Provisions of Section 1512(c).** Each recipient receiving Recovery Act funds shall submit a report no later than 10 days (**5th day for OCJA sub-recipients**) after the end of each calendar quarter to the Federal awarding agency. The report must contain the following data: (1) the total amount of recovery funds received from that agency; (2) the amount of recovery funds received that were expended or obligated to projects or activities; and (3) a detailed list all of projects or activities for which recovery funds were expended or obligated, including: (a) the name of the project or activity; (b) a description of the project or activity; (c) an evaluation of the completion status of the project or activity; (d) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and (e) for infrastructure investments made by the State and local governments, the purpose, the total cost, and rationale of the agency for funding the Recovery Act.
4. **DUNS and CCR Reporting for Sub-recipient.** The recipient must work with its first-tier subrecipients to ensure that the subrecipient has a valid DUNS profile no later than the due date of the recipient's first quarterly report after a subaward is made.
5. **Protecting State and Local Government and Contractor Whistleblowers.** The recipient recognizes that the Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be

evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds.

6. **National Environmental Policy Act (NEPA) and Related Laws.** The recipient understands that all OJP awards are subject to NEPA and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient agrees to assist OJP in carrying out its responsibilities under NEPA and related laws, if the recipient plans to use Recovery Act funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities funded under each award.
7. **Inapplicability of Non-supplanting Requirement.** The recipient understands that, for purposes of ARRA funding from OCJA, the general nonsupplanting requirement of the OJP Financial Guide ([Part II, Chapter 3](#)) does not apply.
8. **Subaward Monitoring.** The recipient agrees to monitor its subawards under the Recovery Act in accordance with applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to pass through the applicable award conditions in any subawards. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to the use of Recovery Act funds by its subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under the Recovery Act.
9. **Access to Records.** The recipient understands and agrees that DOJ (including OJP and OIG), and its representatives, as well as officials from the Government Accountability Office (GAO), shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to each Recovery Act award, including such records of any subrecipient, contractor, or subcontractor.
10. **Buy American Notification Section 1605.** The recipient understands that this award is subject to the provisions of the Section 1605 of the Recovery Act. No award funds may be used for iron, steel, or manufactured goods for a project for the construction, alteration, maintenance, or repair of a public building or public work, unless the recipient provides advance written notification to the OJP program office, and a grant adjustment notice (GAN) is issued that modifies this special condition to add government wide standard conditions (anticipated to be published in subpart B of 2 C.F.R. part 176) that further implement the specific requirements or exceptions of Section 1605.
11. **Active CCR.** The recipient agrees to expeditiously obtain active registration with the CCR database, and to notify the program office in writing of its registration. Following satisfaction of this requirement, a GAN will be issued to remove this special condition.

Part IV – Closing Requirements

Chapter 1 – Grant Extension

To process an extension of the Performance Period, usually 12 months, for an award, submit a Project Change Request Form (see Appendix A) with written justification for the request. OCJA recommends adding a full explanation of the effect a denial of the request would have on the project. OCJA requires submitting these requests 60 days before the expiration of the current performance period.

OCJA will not consider or approve requests submitted after the expiration of the performance period. Thus the original expiration date of the performance period stands and the federal fund balance reverts to OCJA. OCJA weighs current and past performance of a subrecipient, timely submission of fiscal and quarterly reports, and the circumstances and justification when considering approval of a request for the extension of a performance period. The extension is not automatically granted. OCJA will not consider request for the extension of a performance period when the sole purpose is to expend remaining funds.

Chapter 2 – Close Out Procedures

OCJA established the closeout process to determine the completion of, and compliance with all applicable administrative, programmatic requirements.

Final Reports - Subrecipients must submit the following reports and documentation to OCJA no later than 45 days after the expiration of the award's performance period:

- Final monthly financial report
- Final PMT on-line report
- Final progress and cumulative evaluation of the project
- Final inventory list and intention memorandum of future use for equipment/property

OCJA will not make the final payment on the grant without the receipt of the final progress report. When a subrecipient agency is non-compliant with terms and/or conditions of the grant award, for example the timely submission of required reports, remaining funds revert to OCJA and future funding is jeopardized.

Termination or Suspension – Before grant suspension, reasonable notice and opportunity for hearing will be afforded the subrecipient. The most common grounds for termination of funding are:

- Failure to comply with the U.S. Department of Justice or the OMB circulars/ 2 CFR 200.
- Failure to comply with the terms and conditions of the grant award, including failure to submit reports in a timely and complete fashion.
- Failure to comply with applicable state or local requirements.
- Misuse of federal funds (including supplanting).

Retention of Records – By federal law, retain award records for three (3) years after the end of the state fiscal year that includes the end date of the performance period. For example, if the grant ended 6/30/11, the state fiscal year is considered SFY11 (July 1, 2010 to June 30, 2011). The files need to be retained until June 30, 2014 – (SFY14).

The 3-year retention period starts from the date of notification by the awarding agency that the grant is programmatically and fiscally closed, or the submission of the closure of the single audit report which covers the entire award period, whichever event is later. If any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues emerging from it or until the end of the regular 3-year period, whichever is later.

Maintenance of Records - Recipients of funds are expected to ensure that records of different projects are identified separately and maintained facilitating the location of desired information. Recipients are also obligated to protect records adequately against fire, other damage or theft. When records are stored away from the recipient's principal office, a written index of the location of records stored should be on hand and ready access should be assured.

Part V - Organization and Program Information

Chapter 1 – Organization

Federal funds are allocated through Congress to the U.S. Department of Justice who provides Federal leadership in developing the nation’s capacity to prevent and control crime, administer justice, and assist crime victims. Most OCJA federal funding comes from the Office of Justice Programs (OJP) to the Nevada Department of Public Safety’s Office of Criminal Justice Assistance for distribution to agencies within Nevada focused on performing law enforcement functions to improve the criminal justice system, providing drug treatment, corrections and prevention, education, prosecution and court programs.

United States Department of Justice
 Office of Justice Programs
 Office of the Chief Financial Officer
 Office of Management and Budget (OMB)

Nevada Department of Public Safety
 Office of Criminal Justice Assistance
 1122 GSA Procurement Program
 1033 DOD Excess Military Program

Chapter 2 – Reference:

- ***OMB Circulars, before December 23, 2014;***
 - ***Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, after December 23, 2014.***
1. Office of Management and Budget’s (OMB) web site at <http://www.whitehouse.gov/omb/circulars - pre-December 23, 2014>
 2. Office of Management and Budget – Uniform Administrative Requirements, Cost Principles and Requirements for Federal Awards, 2 CFR 200. <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#>
 3. Office of Justice, Financial Guide <http://www.ojp.usdoj.gov/financialguide/index.htm>

Chapter 3 – Forms and Resources. Go to OCJA’s website www.ocj.nv.gov to download forms.

Resources

1. CFDA Numbers (Catalog of Federal Domestic Assistance) – please use the website below to find the CFDA numbers.
 - a. https://www.cfda.gov/index?s=agency&mode=form&id=8cd503b18b45ae19892e182525929b1e&tab=programs&tabmode=list&subtab=list&subtabmode=list&_so_li

st_froma345e59a09d0aa1d5eef16228ddd7b4c=0&_so_list_froma345e59a09d0aa1d5eef16228ddd7b4c_page=1

2. Vendor Registration Form, for the latest version, please see the link below.
 - a. http://intra.ktl.nv.gov/Vendor_Services.htm
3. ADP (Automatic Data Processing Equipment) and Software Prior Approval List, OJP Financial Guide, Chapter 15: Costs Requiring Prior Approval
 - a. http://ojp.gov/archives/financial_guides/financialguide05/part3chap15.htm

Application Assurances and Certifications

1. Civil Rights Requirements Certification, see Annex A, page 46
2. Certification regarding Lobbying and Debarment and Drug-Free Workplace Requirements, see Annex A, page 47
3. Equal Employment Opportunity Plan Certification, see Annex A, page 50
4. Standard Assurances, see Annex A, page 52

Award Forms, Assurances and Certifications

1. Award Form, Annex A, page 53
2. Civil Rights Liaison Designation Certification, Annex A, page 54
3. Civil Rights Liaison Training Certification, Annex A, page 55
4. CJA Financial Assurances, Annex A, page 57
5. Program Assurances, Annex A, page 58
6. Special Conditions, Annex A, page 59

Reporting and Change Request Forms

1. Project Change Request Form, see Appendix A, page 63
2. Expense Summary & Declining Total – Financial Summary Sample Form, see Appendix A, page 64
3. Property Record Form, see Appendix A, page 65
4. Monthly Financial Claim Form (reimbursement form), see Appendix A, page 66
5. Quarterly Program Report Form, see Appendix A, page 67

Monitoring Forms

1. Monitoring Questionnaire, see Annex A, page 70

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APPENDIX A – Forms
Application Assurances & Certifications
Award Forms, Assurances & Certifications
Reporting and Change Request Forms
Monitoring Forms

OFFICE OF CRIMINAL JUSTICE ASSISTANCE
Civil Rights Requirements

The following civil rights requirements apply to all units of local governments, state agencies, for profit and non-profit organizations accepting federal grant funds. Compliance requirements apply to the entire jurisdiction/organization, and not just to the funded activities. In an effort to assist with compliance, OCJA provides a list of the requirements along with their individual references below.

1. Training programs on civil rights compliance. <http://www.ojp.usdoj.gov/about/ocr/assistance.htm>.
2. Victims of Crime Act
<http://www.da.state.nm.us/Victims%20of%20Crime%20Act.pdf>
3. Title IV of the Civil Rights Act of 1964
http://www.congresslink.org/print_basics_histmats_civilrights64test.htm
4. Section 504 of the Rehabilitation Act of 1973
<http://www.dol.gov/oasam/regs/statutes/sec504.htm>
5. Title II of the Americans with Disabilities Act of 1990
 - a. The Americans with Disabilities Act – www.ada.gov/pubs/ada.htm
 - b. Title II Highlights – www.ada.gov/twhlt95.htm
 - c. Title II Technical Assistance Manual – www.ada.gov/taman2.html
 - d. Commonly Asked Questions ADA and Law Enforcement– www.ada.gov/q%26a.law.htm
 - e. Commonly Asked Questions ADA and Hiring Police Officers - www.ada.gov/copsq7a.htm
 - f. Self Evaluation and Transition Plan Worksheets –
<http://adaptenv.org/index.php?option=Resource&articleid=185&topicid=25>
6. Title IX of the Education Amendments of 1972 <http://www.dol.gov/oasam/regs/statutes/titleix.htm>
7. Age Discrimination Act of 1975
http://www.dol.gov/oasam/regs/statutes/age_act.htm
8. USDOJ Non-Discrimination Regulations (28 CFR 42, Subparts C, D, E and G)
http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr42_00.html
9. USDO Regulations on Disability Discrimination (28 CFR Part 35)
http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr35_00.html

By signing below, the authorized representative assures and certifies the applicant organization will implement federal, state, and any local equal opportunity and non-discrimination statutes. The applicant will, without delay, bring any finding of an equal opportunity or non-discrimination violation to the attention of the USDOJ's Office of Civil Rights, <http://www.ojp.usdoj.gov/about/offices/ocr.htm>, and the Nevada Office of Criminal Justice Assistance, <http://ocj.nv.gov>.

Signature of Authorized Representative:

Name (print/type)

Title:

Signature:

Date:

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS, AND
DRUG FREE WORKPLACE REQUIREMENTS

*U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller*

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and suspension (Non-Procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transactions, grant or cooperative agreement.

1. LOBBYING

As required by Section 1352, title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR 69, the applicant certifies that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf for the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure of Lobbying Activities," in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67 Section 67.510.

State Of Nevada | Office of Criminal Justice Assistance 1 of 3

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**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS, AND
DRUG FREE WORKPLACE REQUIREMENTS**

- A. The applicant certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, h/she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67 Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620;

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee’s policy of maintaining a drug-free workplace;
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

| | | | |
|----------|--|--------|----|
| Address: | | | |
| City: | | State: | NV |
| County: | | Zip: | |

Check if there are workplaces on file not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for the Department of Justice Funding. States and State agencies may elect to use OJP Form 4061/7.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS, AND
DRUG FREE WORKPLACE REQUIREMENTS

Check ___ if the State elected to complete OJP Form 4061/7

4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620.

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street N.W.
Washington, D.C. 20531

| | |
|--------------------|--|
| Subgrantee Name: | |
| Subgrantee Address | |
| Project Name: | |

As Authorized Representative/Official of the applicant agency, I hereby certify that it will comply with the above certifications:

Signature of Authorized Representative/Official:

| | |
|----------------------------|-----------------|
| _____ Name (print/type) | _____ Title: |
| _____ Signature: | _____ Date: |

Office of Criminal Justice Assistance
 Certification of Compliance with Equal Employment Opportunity Plan

The purpose of an Equal Employment Opportunity Plan (EEOP) is to insure full and equal participation of men and women in the workforce regardless of race or national origin. Federal regulations require recipients of financial assistance of the Office of Justice Programs (OJP) to prepare, maintain on file, submit for review, and implement an EEOP in accordance with 28CFR 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP for review. Recipients must certify that they comply with, or are not covered by EEOP regulations. It is the responsibility of the Nevada Office of Criminal Justice Assistance to monitor compliance of these requirements by the recipients.

Recipients must prepare, implement, and maintain an EEOP related to employment practices affecting minority persons and women if all of the following are true:

1. Have 50 or more employees; and
2. Received \$25,000 or more in Federal grant funds, and
3. Have a service population with a minority representation of 3 percent or more (if less than 3 percent minority representation in service population, an EEOP must still be prepared, but related to employment practices affecting women only).

If a recipient meets criteria 1 and 3 and received a single award of \$750,000 (or \$1 million within an 18-month period) an EEOP must be filed with the Office for Civil Rights, Office of Justice Programs for review.

Please check only the one box that applies to the appropriate certification for the receiving agency over the performance period of this specific award (CERTIFICATION A, B, C1 or C2).

CERTIFICATION A: NO EEOP IS REQUIRED if (1), (2) or (3) below apply. Check (1), (2) and/or (3) as applicable to your entity. More than one may apply.

This funded entity has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including this grant from the Office of Criminal Justice Assistance, over the period of time that includes the above program period and

- (1) is an education, medical or non-profit organization institution or an Indian tribe; and/or
- (2) has less than 50 employees; and/or
- (3) was awarded less than \$25,000 in Federal U.S. Department of Justice funds through the grant referenced above

Therefore, I hereby certify that this funded entity is not required to maintain an EEOP, pursuant to 28 CFR 42.301, et seq.

CERTIFICATION B: EEOP MUST BE ON FILE

This funded entity, a for-profit entity or a state or local government having 50 or more employees, was awarded more than \$25,000, but less than \$750,000 in federal U.S. Department of Justice funds through the grant referenced above. Also, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including the grant referenced above, over a period of time that includes the above program period.

Therefore, I hereby certify that the funded entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301 et seq., Subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit by officials of the Office of Criminal Justice Assistance or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

Office of Criminal Justice Assistance
 Certification of Compliance with Equal Employment Opportunity Plan

CERTIFICATION C1: EEOP MUST BE SUBMITTED

This funded entity, a for-profit entity or state or local government having 50 or more employees, was awarded more than \$750,000 in Federal U.S. Department of Justice funds through the grant referenced above, but it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including this grant from the Nevada Office of Criminal Justice Assistance over a period of time that includes the above program period.

Therefore, I hereby certify that the funded entity will submit, within 60 days of receipt of award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the grantee agency

CERTIFICATION C2: EEOP MUST BE SUBMITTED

This funded entity, having 50 or more employees, was awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including this grant from the Nevada Office of Criminal Justice Assistance, over the period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit within 60 days of receipt of award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the grantee agency. If you have already submitted an EEOP applicable to this time period, send a copy of the letter received from the Office for Civil Rights showing that your EEOP is acceptable.

AUTHORIZED OFFICIAL'S CERTIFICATION:

As the Authorized Official for the above grantee, I certify by my signature below that:

- I have read and am fully cognizant of our duties and responsibilities under this Certification.
- This agency will maintain and submit, when required, data to ensure our services are delivered in an equitable manner to all segments of the service population and our employment practices comply with Equal Opportunity requirements 28CFR 42.207 and 42.301 et seq.
- That the person in this entity who is responsible for reporting civil rights findings of discrimination will submit a finding to the Office of Criminal Justice Assistance within 45 days of the finding, and/or if the finding occurred prior to the beginning date of the grant award, within 60 days of receipt of award. A copy of this Certification will be provided to the person responsible for reporting civil rights findings of discrimination.

Signature of Authorized Official:

 Name (print/type)

 Title:

 Signature:

 Date:

Sign and return this original form to the Nevada Office of Criminal Justice Assistance (OCJA), 1535 Hot Springs Road, Suite 10, Carson City, NV 89706, within 60 days of receipt of award, OCJA will forward a copy to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. Please retain copy for your records.

For more information regarding EEOP requirements, please access the Office for Justice Programs, Office for Civil Rights web page at: www.ojp.usdoj.gov/ocr/eeop.htm

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including 2 CFR 200, Executive Order 12372 (intergovernmental review of federal programs); and 28 CFR parts 66 to 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically 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 CFR parts 18,22,23,30,35,38,42,61, and 63, and the award term in 2CFR 175.15(b).
5. 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), Executive 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 Executive 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.

| | |
|--|------|
| Signature of Governmental Unit (County Commissioner, City Supervisor, Mayor, etc.) | Date |
| Signature of Applicant Agency (Sheriff, Chief, DA, etc.) | Date |

| | | | |
|---|---------------------|--------------------------------------|------|
| STATE OF NEVADA DEPARTMENT OF PUBLIC SAFETY | | | |
| OFFICE OF CRIMINAL JUSTICE ASSISTANCE | | | |
| JUSTICE ASSISTANCE GRANT (JAG) CFDA# 16.738 | | | |
| <i>Grant Award</i> | | | |
| SUBRECIPIENT: | | PROJECT NUMBER: | |
| ADDRESS: | | FEDERAL GRANT FUNDS: | \$ |
| PROJECT TITLE: | | MATCHING FUNDS: | \$ |
| GRANT PERIOD | | TOTAL: | \$ |
| APPROVED BUDGET FOR PROJECT | | | |
| CATEGORY | TOTAL PROJECT COSTS | | |
| Personnel | \$0.00 | | |
| Consultant/Contractual Services | \$0.00 | | |
| Travel/Training | \$0.00 | | |
| Supplies/Operating | \$0.00 | | |
| Equipment | \$0.00 | | |
| Confidential Funds | \$0.00 | | |
| Total | \$0.00 | | |
| This award is subject to the requirements (General and Fiscal Conditions, including General Operating Policies) established by the Office of Criminal Justice Assistance, Nevada Department of Public Safety. | | | |
| <input checked="" type="checkbox"/> SPECIAL CONDITIONS: This project is subject to such conditions or limitations as set forth on the attached page(s). | | | |
| AGENCY APPROVAL | | SUB-GRANTEE ACCEPTANCE | |
| Charise Whitt Administrator | | Name of Approving Official, Chief | |
| X | | X | |
| Signature of Approving Official | Date | Signature of Approving Official | Date |

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Office of Criminal Justice Assistance
 Certification of Civil Rights Requirements &
 Designation of Civil Rights Liaison



Complete and submit this form to the Office of Criminal Justice Assistance (OCJA) with the award package.

| | |
|--|--|
| <i>Subrecipient Agency/Organization:</i> | |
| <i>Project Title:</i> | |
| <i>Project/Grant #:</i> | |

As Project Director for the above stated grant award, I agree:

1. To submit the contact information (name, telephone, e-mail address) for the Civil Rights Liaison (Liaison) appointed by the agency/organization;
2. That the Liaison will coordinate the agency's/organization's compliance with the Federal Office of Justice Program's civil rights requirements;
3. That the Liaison will comply with the federal Office of Civil Rights training requirements found on the website <http://ojp.gov/about/ocr/assistance.htm>;
4. That within 30 days of receiving OCJA's award package, the Liaison will complete the certification form certifying that s/he completed the required training;
5. That the subrecipient agency/organization is aware OCJA will monitor compliance with civil rights requirements.

NOTE: OCJA will not process fiscal reimbursements for claims related to awards without the Liaison's completed certification and/or contact information.

Contact Information for Designated Liaison:

| | |
|-----------|--|
| Name | |
| Title | |
| E-mail | |
| Telephone | |
| Address | |

| | |
|------------------------------------|--------------|
| Project Director Signature: | Date: |
| _____ | _____ |

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**Office of Criminal Justice Assistance
Civil Rights Liaison Certification & Training**

| | | |
|----------------------------------|--|--|
| Subrecipient Agency/Organization | | |
| Project Title | | |
| Project/Award # | | |
| Liaison's Name | | |
| Liaison's Title | | |

SECTION A: Revisions

Review and check the appropriate response to the questions below.

1. This is the first time the agency/organization is a subrecipient of funds from OCJA. Yes No
2. A change occurred in the agency/organization's Civil Rights Liaison Yes No
3. OCJA notified the agency/organization of significant changes in the law or the Office of Civil Rights training Yes No
4. OCJA's Administrator requests the completion of the training. Yes No

If the response is NO to all the questions, congratulations! The training does not need to be taken again, go to SECTION C.

SECTION B: Training

If the response to one or more of the questions in SECTION A was YES, please take the training and complete SECTION B below. Return this form within 30 days of receiving OCJA'S grant award package.

As the Civil Rights Liaison for the above Agency/Organization, I certify that:

1. the Agency/Organization is aware that, in accordance with federal law, OCJA will audit and monitor compliance with federal civil rights requirements;
2. I read the information located on the federal Office of Civil Rights webpage, http://ojp.gov/about/ocr/sample_documentation.htm regarding the Sample Civil Rights Compliance Checklist;
3. by checking the list of training segments below, I viewed the required and applicable civil rights training segments completing the self-tests found on the federal Office of Civil Rights webpage <http://ojp.gov/about/ocr/assistance.htm> .

**Office of Criminal Justice Assistance
Civil Rights Liaison Certification & Training**



Required Training Segments for ALL Subrecipients

Viewing the following three training segments and completion of the respective self-tests is a requirement for all agencies receiving grant funds from OCJA.

- Overview of the Office for Civil Rights and Laws Enforced and self-test.
- Obligations of Recipients of DOJ Funding to Provide Services to Limited English Proficient Person and Self –test.
- Standard Assurances and How the Office for Civil Rights Enforce Civil Rights Laws and Self-test.

Additional required segments and Self-test for FAITH-BASED Subrecipients:

- Civil Rights Laws that Affect Funded Faith-Based Organizations.

Additional required segments and Self-test for TRIBAL Subrecipients:

- Civil rights Protections for American Indians in Programs funded by DOJ and Obligations of Funded Indian Tribes.

SECTION C: Certification

I certify that:

I completed the Required Training Segments checked above on this date: _____

Liaison Signature: _____

Date: _____

Office of Criminal Justice Assistance
Financial Assurances



The subrecipient hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A monthly financial report shall be submitted to the Office of Criminal Justice Assistance (OCJA) no later than 30 days following the close of each month of the grant period. Financial reports (claims) must be submitted on the approved form available on the OCJA web site <http://ocj.nv.gov>.
2. The **final** financial claim form must be submitted to OCJA no later than 25 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. Grantee/Subrecipient understands that, except for extraordinary circumstances handled on a case-by-case basis, requests to transfer funds between budget categories or requests to purchase items not previously authorized, will not be approved. Written approval must be obtained from the OCJA prior to the transfer of funds between budget categories or the expenditure of funds for newly identified items. Requests must be made on the Project Change Request form available on the OCJA web page.
4. During the last 60 days of the grant period, requests to purchase items not previously authorized in the grant award **will not be approved**. Emergency purchases will be considered on a case-by-case basis. Transfer of funds between categories in the approved budget during the last 60 days of the grant period expressly to purchase equipment items, not previously authorized in the grant award, **will not be approved**.
5. Grant revenue and expenditure records must be maintained and made available to OCJA for audit.
6. OCJA retains the right to terminate this grant for cause at any time before completion of the grant period when it has determined the grantee/subrecipient has failed to comply with the conditions of the grant award.
7. Financial management must comply with the requirements of 2 CFR Part 200 Subparts A through F and all appendices, incorporated into this agreement by reference.
8. All grant expenditures are to be reasonable and allowable in accordance with 2 CFR Part 200 Subparts A through F and all appendices incorporated into this agreement by reference.
9. Grantee/subrecipient shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and 2 CFR Part 200 Subparts A through F and all appendices, incorporated into this agreement by reference to include the required submission of the most recent annual independent audit.
10. Upon OCJA request, required documentation for the performance of internal audits must be provided within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.

Name: _____ Title: _____

Signature: _____ Date: _____

This document must be signed by the County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

Links to all OMB circulars referenced above are available on the OCJA web page at <http://www.ocj.nv.gov> – under Grant and Federal Resources- OMB Circulars

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Office of Criminal Justice Assistance
Program Assurances



The applicant hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A quarterly program report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form no later than 20 days following the close of each quarter of the grant period. Late reports, unless approved by OCJA, will delay reimbursement. Forms are available at <http://www.ocj.nv.gov>. The electronic report for the Bureau of Justice Assistance Performance Measurement Tools (PMT) is also due the 20th day following the close of each quarter.
2. The final program report must be submitted to OCJA no later than 45 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. OCJA retains the right to terminate this grant, for cause, at any time before completion of the grant period when determined the grantee failed to comply with the conditions of the grant award.
4. Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the grantee/sub-grantee in the performance of its obligations under this grant **must identify the funding source**. Contact at OCJA for approved wording.
5. The grantee/sub-grantee agrees to indemnify, save and hold the state, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this agreement by grantee/sub-grantee or its agents or employees.
6. The grantee/sub-grantee acknowledges and agrees to notify OCJA of the disposition of property or equipment purchased with grant funds within 60 days of disposition or loss.

Name: _____ Title: _____

Signature: _____ Date: _____

This document must be signed by the Sheriff/ Police Chief/ County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

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OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)
Special Conditions



Award Information and Instructions

Award Information:

| | | |
|----------------------------------|--|---------------|
| Subrecipient Agency/Organization | | |
| Project Title | | |
| Project/Award # | | CFDA#: 16.738 |

Instructions:

In Table A - "Special Conditions" below, the Office of Criminal Justice Assistance's (OCJAs) Program Manager assigned to the award above marked the applicable Special Conditions. Please read carefully, sign and date the last page confirming awareness and compliance of the applicable Special Conditions and return this document to OCJA with the Award Package.

Table A – Special Conditions

| Name | Applicable | |
|---|------------------------------|-----------------------------|
| 1. Audit Arrangements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Bullet Proof Vests Mandatory Wear Policy | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Confidential Funds | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Equipment Purchase 1122 & 1033 Programs | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Reimbursement of Grant Expenditures | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Task Force Training Online | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Other - | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Note: Federal requirements prohibit OCJA from reimbursing subrecipients with missing or incomplete documentation.

OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)
Special Conditions



1. Audit Arrangements

| | | | |
|---|--|--------|--|
| Subrecipient Agency/Organization Address: | | | |
| City: | | Zip: | |
| Name of Financial Manger | | Phone: | |
| Email | | Fax: | |

Does the subrecipient agency expect to spend an aggregate total of \$750,000 in federal funds in the current fiscal year? (subrecipient agency refers to the entire County, city, state agency or tribe receiving the award)

NO - stop; continue to the next applicable Special Condition

YES - Complete the information below and continue with the next special condition –if none are applicable, sign and return this form in its entirety to OCJA. This form is part of the award package.

| | | | |
|--|----|--------|--|
| Name of Auditor/Firm: | | | |
| Address: | NV | Zip: | |
| Point of Contact | | Phone: | |
| Email | | Fax: | |
| Anticipated submission date of the audited financial statement to OCJA : | | | |

2. Bullet Proof Vest Mandatory Wear Policy

The subrecipient certifies it has a current written "Mandatory Wear" Policy in effect for uniformed officers while on duty. The policy must be in place before any Justice Assistance Grant funding can be used for the purchase of ballistic-resistant and stab-resistant body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.

OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)
Special Conditions



3. Confidential Funds

I certify that I read, understand and agree to abide by all the conditions for confidential funds, including the establishment of written procedures, as set forth in the effective edition of the Office of Justice Programs (OJP), "Financial Guide."

Keep a copy of the written procedures in the award file for your records.

4. Equipment Purchases 1122 Program

OCJA requires subrecipients awarded \$1,000 or more for equipment purchases to contact the State Coordinator for the 1122 General Services Administration Purchasing Program to determine the viability of acquiring approved equipment through the program. When purchasing through the 1122 program, retain the quote, or the letter from the State Coordinator authorizing the purchase outside the program in the award file for your records.

Regardless of the funding source, this program is open to all agencies for purchases under \$1,000.

5. Reimbursement of Grant Expenditures

In compliance with state and federal mandates, OCJA cannot reimburse subrecipients for expenditures without receiving the federal award and completing the State Legislative process approving the receipt of the award. Historically, reimbursements to subrecipients begin in November or December. *Late fees are not eligible for reimbursement with federal funds.*

Please consider that regardless of the delay in reimbursement, the requirement to submit quarterly program and PMT reports, as well as the monthly financial reports does not change.

6. Task Force Training Online

Agencies receiving partial or full funding for Task Force(s) activities from the Justice Assistance Grant, agree that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free

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OFFICE OF CRIMINAL JUSTICE ASSISTANCE (OCJA)

Special Conditions



of charge online through BJA's Center for Task Force Integrity and Leadership (ww.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates.

7. Other

I certify I read, understand and agree to the applicable special conditions as outlined in Page 1, Table A of this document.

Project Director's

Name (print/type)

Title:

Signature:

Date:

NOTE: Pursuant to Executive Order 13513, 74 Fed. Reg. 51225, the Department of Public Safety and the Office of Criminal Justice Assistance encourage subrecipients 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.

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STATE OF NEVADA
 Department of Public Safety
 Office of Criminal Justice Assistance

PROJECT CHANGE REQUEST

| | |
|----------------------|-----------------|
| Subgrantee: _____ | Project # _____ |
| Address: _____ | |
| Project Title: _____ | Request # _____ |

The following change, amendment, or adjustment to the above subgrant is requested (Check one or more)

| | |
|--------------------------------|----------------------------|
| Project Period Extension _____ | Program Modification _____ |
| Budget Revision _____ | Personnel Change _____ |

(Complete Summary Below)

BUDGET REVISION SUMMARY

| Category | Current Budget | Requested Budget | Net Change |
|------------------------|----------------|------------------|---------------|
| Personnel | \$0.00 | \$0.00 | \$0.00 |
| Consultant/Contract | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 |
| Supplies/Operating | \$0.00 | \$0.00 | \$0.00 |
| Confidential/Buy Funds | \$0.00 | \$0.00 | \$0.00 |
| Other | \$0.00 | \$0.00 | \$0.00 |
| Equipment | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | \$0.00 | \$0.00 | \$0.00 |

OTHER CHANGES

| | |
|--|--|
| Current Grant Period: From: _____ To: _____ | Requested Grant Period: From: _____ To: _____ |
| Project Director: From: _____ To: _____ | |

NOTE:
 A written explanation/justification for the requested changes MUST BE PROVIDED before changes will be authorized by the OCJA Program Manager.

X _____
 Authorized Signature/Date

X _____
 OCJA Program Manager/Date

EXPENSE SUMMARY and DECLINING TOTAL

Grant Award # _____ AGENCY NAME _____
 Project: _____ NAME OF PROJECT _____

| Category | Date | ID | Description | Amount | Declining Expense Amount |
|---------------------------|-----------|------|--------------------|---------------------|--------------------------|
| Personnel | | | | | \$ 50,000.00 |
| | 7/31/2010 | 1025 | Payperiod 6 | \$ 2,589.00 | \$ 47,411.00 |
| | 8/31/2010 | 1025 | Payperiod 7 | \$ 3,245.00 | \$ 44,166.00 |
| | 9/30/2010 | 1025 | Payperiod 8 | \$ 2,589.00 | \$ 41,577.00 |
| Consult/Contract | | | | \$ - | \$ - |
| Travel/Training | | | | | \$ 3,500.00 |
| | 7/15/2010 | | Rural training | \$ 1,256.00 | \$ 2,244.00 |
| | 9/2/2010 | | Reno - Meth Mtg | \$ 68.00 | \$ 2,176.00 |
| Supplies/Operating | | | | | \$ 6,000.00 |
| | 7/16/2010 | | Kits | \$ 800.00 | \$ 5,200.00 |
| | 7/30/2010 | | Phone bill | \$ 112.00 | \$ 5,088.00 |
| | 8/5/2010 | | Ink | \$ 128.00 | \$ 4,960.00 |
| CI Buy Funds | | | | | \$ 5,000.00 |
| | 8/15/2010 | | Draw 3/20/11 | \$ 2,500.00 | \$ 2,500.00 |
| Equipment | | | | | \$ 21,000.00 |
| | 9/12/2010 | | Night Vision Binoc | \$ 6,000.00 | \$ 15,000.00 |
| Total Expended | | | | \$ 19,287.00 | |

*Backup documents should have currently claimed expenses highlighted or circled.
 * Current expenses on this summary sheet should be highlighted as well.

| Claims | Total | | | List Match (if applicable) |
|--------|---------------------|-------------------|-------------|----------------------------|
| | Expended | Balance Available | | |
| | \$ - | \$ 85,500.00 | \$ - | |
| July | \$ 4,757.00 | \$ 80,743.00 | \$ - | |
| August | \$ 5,873.00 | \$ 74,870.00 | \$ - | |
| Sept | \$ 8,657.00 | \$ 66,213.00 | \$ - | |
| Oct | | | | |
| Nov | | | | |
| Dec | | | | |
| Jan | | | | |
| Feb | | | | |
| Mar | | | | |
| Apr | | | | |
| May | | | | |
| June | | | | |
| | \$ 19,287.00 | | \$ - | |

shared/forms/claimforms/expensesummarysheet.xls



State of Nevada
 Department of Public Safety
 Office of Criminal Justice Assistance

PROPERTY RECORD

Subgrantee:

Project No:

Project Title:

Property listed herein has been assigned to the applicant for use as set forth in above project number

REMINDER - OCJA MUST BE NOTIFIED PRIOR TO ACTION WHICH WOULD RESULT IN PROPERTY DISPOSITION

| DATE RECEIVED | PROPERTY DESCRIPTION | SERIAL NO. OR OTHER I.D.# | COST | LOCATION OF PROPERTY | USEFUL LIFE |
|---------------|----------------------|---------------------------|------|----------------------|-------------|
|---------------|----------------------|---------------------------|------|----------------------|-------------|

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

| | | | | | | | | | | | | | | | | | |
|--|--|----------------|----------|-------------------|----------|-------------------|----------|-----------|------------------|--------------|------------|--------------|------------|---------------|------------------|-------------------|--|
| Reviewed By: _____ Approved By: _____ QPR: _____ Date: _____ | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid red;">PV 659 GT 0000</td> <td style="border-bottom: 1px solid red; text-align: right;">Vendor #</td> </tr> <tr> <td style="border-bottom: 1px solid red;">101 659 0000 4734</td> <td style="border-bottom: 1px solid red; text-align: right;">Job # \$</td> </tr> <tr> <td style="border-bottom: 1px solid red;">101 659 0000 4734</td> <td style="border-bottom: 1px solid red; text-align: right;">Job # \$</td> </tr> <tr> <td style="border-bottom: 1px solid red;">Approvals</td> <td style="border-bottom: 1px solid red; text-align: right;">Total Amount: \$</td> </tr> <tr> <td style="border-bottom: 1px solid red;">Pend 3 _____</td> <td style="border-bottom: 1px solid red; text-align: right;">Date _____</td> </tr> <tr> <td style="border-bottom: 1px solid red;">Pend 4 _____</td> <td style="border-bottom: 1px solid red; text-align: right;">Date _____</td> </tr> <tr> <td style="border-bottom: 1px solid red;">Check # _____</td> <td style="border-bottom: 1px solid red; text-align: right;">Check Date _____</td> </tr> <tr> <td style="border-bottom: 1px solid red;">R1/BSR Date _____</td> <td></td> </tr> </table> | PV 659 GT 0000 | Vendor # | 101 659 0000 4734 | Job # \$ | 101 659 0000 4734 | Job # \$ | Approvals | Total Amount: \$ | Pend 3 _____ | Date _____ | Pend 4 _____ | Date _____ | Check # _____ | Check Date _____ | R1/BSR Date _____ | |
| PV 659 GT 0000 | Vendor # | | | | | | | | | | | | | | | | |
| 101 659 0000 4734 | Job # \$ | | | | | | | | | | | | | | | | |
| 101 659 0000 4734 | Job # \$ | | | | | | | | | | | | | | | | |
| Approvals | Total Amount: \$ | | | | | | | | | | | | | | | | |
| Pend 3 _____ | Date _____ | | | | | | | | | | | | | | | | |
| Pend 4 _____ | Date _____ | | | | | | | | | | | | | | | | |
| Check # _____ | Check Date _____ | | | | | | | | | | | | | | | | |
| R1/BSR Date _____ | | | | | | | | | | | | | | | | | |

Revised 3.4.14
 OCJA USE ONLY ABOVE LINE

Office of Criminal Justice Assistance - Nevada Department of Public Safety

MONTHLY FINANCIAL REPORT JAG

| | | |
|----------------------|-------------------|------------------|
| Subgrantee: _____ | Project No: _____ | Report No: _____ |
| Address: _____ | Reporting period: | |
| | From | To |
| Project Title: _____ | | |

BUDGET SUMMARY

| Category | Budgeted Amounts | Previously Reported | Current Period Expenditures | Total Reported | Total Remaining |
|-----------------------|------------------|---------------------|-----------------------------|----------------|------------------|
| Personnel | \$ 100.00 | \$ - | \$ - | \$ - | \$ 100.00 |
| Consultants/Contracts | \$ 10.00 | \$ - | \$ - | \$ - | \$ 10.00 |
| Travel | \$ 15.00 | \$ - | \$ - | \$ - | \$ 15.00 |
| Supplies/Operating | \$ 20.00 | \$ - | \$ - | \$ - | \$ 20.00 |
| Other | \$ 25.00 | \$ - | \$ - | \$ - | \$ 25.00 |
| Equipment | \$ 100.00 | \$ - | \$ - | \$ - | \$ 100.00 |
| TOTALS | \$ 270.00 | \$ - | \$ - | \$ - | \$ 270.00 |

STATUS OF FUNDS

| | |
|--|-----------|
| 1. Total expenditures previously reported | \$ - |
| 2. Total expenditures this period | \$ - |
| 3. Credits this period | \$ - |
| 4. Expenditures this reporting period (line 2-3) | \$ - |
| 5. Total expenditures to date (line 1 + 4) | \$ - |
| 6. Federal expenditures (line 5) | \$ - |
| 7. Total Federal funds authorized | \$ 270.00 |
| 8. Unobligated balance of Federal funds (line 7-6) | \$ 270.00 |

This section will auto-populate from above

| | Previously Reported | Current Period Expenditures | Total Reported |
|-------------------------------|---------------------|-----------------------------|----------------|
| Funds Contributed by Agency * | \$ - | \$ - | \$ - |

* These figures should not be included in any other tables on this claim form.

| | |
|---|-------------|
| Total Federal funds requested on this claim: | \$ - |
|---|-------------|

I certify that to the best of my knowledge and belief, this report is correct and complete and that all expenditures and unpaid obligations are for the purposes set forth under the terms of the approved project.

| | | |
|---|-------|------|
| Signature of Authorized Subgrantee Official | Title | Date |
|---|-------|------|



Office of Criminal Justice Assistance
Quarterly Progress Report

| | |
|-----------------------------|-----------------------|
| Subgrantee/Recipient | Date report completed |
| 1. Project Title | 2. Project Grant # |
| 3. Agency Name | 4. Grant Period |
| 5. Address | |
| 6. City/State/Zip | 7. Phone |
| 8. Report Prepared By | 9. Title |
| 10. E-mail Address | |

Current Report Period: (Check One)

- | | |
|--|---|
| <input type="checkbox"/> Quarter Report (July 1 st – Sept. 30 th) Report Due by October 20 th | <input type="checkbox"/> Quarter Report (Jan. 1 st – Mar. 31 st) Report Due by April 20 th |
| <input type="checkbox"/> Quarter Report (Oct. 1 st – Dec. 31 st) Report Due by January 20 st | <input type="checkbox"/> Quarter Report (Apr. 1 st – June 30 th) Report Due by July 20 st |
| <input type="checkbox"/> Final Report (cumulative) | |

CERTIFICATION: I understand that any deviation from the programmatic or financial plans in the approved grant must first receive prior written approval from the Department of Public Safety, Office of Criminal Justice Assistance before implementation. As an authorized individual agreeing to comply with the general and fiscal terms and conditions including special conditions of this grant, I certify the information contained in this report is accurate and, to the best of my knowledge, program expenditures and activities are in compliance with the approved grant and federal/state regulations.

Please Type Name & Title

Phone Number

 Signature of Project Director (as listed in the grant award)

 Date

We request that you include copies of news articles relating to the project itself and the statistics/cases information used to compile this report. These articles can be from local and national newspapers and magazines, state or local reports or publications, and other news agencies.

Quarterly Project Narrative:

Please provide detailed narrative responses to the following questions about your grant for the current quarter
Answers in the Yellow areas.

| |
|---|
| 1. What were your accomplishments within this reporting period? (Include training attended and equipment purchased.) |
| |
| 2. What goals were accomplished, as they relate to your grant application? |
| |
| 3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? |
| |
| 4. Is there any assistance that OCJA can provide to address any problems/barriers identified in question #3 above? (Please answer YES or NO only.) <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Double click box to check under Default Value)</i> |
| 5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO. If no, please explain.) <input type="checkbox"/> YES <input type="checkbox"/> NO |
| |
| 6. What major activities are planned for the next 6 months? |
| |
| 7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with OCJA? |
| |
| 8. Are you satisfied with the result you have achieved this quarter? <input type="checkbox"/> YES <input type="checkbox"/> NO Please explain your response: |
| |
| Please indicate the status of each Goal & Objective as outlined in your approved Grant Application. If applicable, include the number projected for each quarter and the actual number achieved. If this is the final report, include results achieved for the entire grant period. |
| 9. Objective #1: |
| |
| 10. Objective #2: |
| |

| |
|-------------------|
| 11. Objective #3: |
| |

COMMENTS:

OCJA PROGRAM MANAGER'S COMMENTS *(For OCJA use only):*

DPS/OCJA Program Manager's Signature

Date

JAG Monitoring Visit Report

Name of Subrecipient: Project Number:
 Date of Visit: Amount Awarded:
 Project Title: Project Period From: to:

VISIT PERFORMED BY:

TYPE OF VISIT:

Initial Visit Routine Monitoring Follow up Technical Assistance Special Purpose Closeout Other

OTHER SOURCES OF FUNDING FOR THIS PROJECT, and/or Matching requirements: N/A

| | Name | Title | Email | Phone |
|---|------|-------|-------|-------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

DOCUMENTS and RESOURCES

| Is Subrecipient familiar with: | Was document available for viewing? |
|---|--|
| 1. OCJA's Directors' Manual (www.ocj.nv.gov) <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. U.S. OMB Supercircular Requirements (Code of Federal Regulations, Title 2, Part 200) http://www.ecfr.gov/ <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. U.S. DOJ, Department of Justice Programs most current Financial Guide http://ojp.gov/financialguide/index.htm <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| For Reference Purposes | |
| 4. Society for Human Resource Management http://www.shrm.org/pages/default.aspx - Civil Rights & EEOP <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Circle all documents applicable to this award: Interlocal agreement, memorandum of understanding, waiver for non-profits, or sub-subaward? <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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JAG Monitoring Visit Report

Name of Subrecipient:

Project Number:

Date of Visit:

Amount Awarded:

| OPERATIONS | | | | | |
|---|---|---|---|-----|--|
| Item | | Y | N | N/A | Comments/Observations |
| A. Mission, Goals and Objectives | | | | | |
| 1. | Is a file maintained which includes the signed award document, Special Conditions, program and/or budget modifications and other pertinent records? If not, explain | | | | |
| 2. | Did project implementation take place within 60 days of the start of the performance period? If not, explain | | | | |
| 3. | Do statistics support the achievement of goals and objectives? If not, explain | | | | |
| 4. | Is the program on track with its work plan and objectives? If not, explain | | | | |
| <i>If award does not fund a task force or include Confidential Funds, go to Section D -Evaluation</i> | | | | | |
| B. Investigative Personnel | | | | | |
| 1. | Have task force personnel completed the Bureau of Justice Assistance's Task Force Leadership & Integrity Training? If not, explain If yes, <i>copy of certificate of completion in file?</i> Did the training have any value? Explain. | | | | |
| C. Confidential Funds | | | | | |
| 1. | Amount of confidential funds awarded. \$ _____ | | | | |
| 2. | Does the subrecipient have written policies and procedures for : a. File security and contents; b. Management and utilization; and c. Payments <i>Requirements found on DOJ's Current Financial Guide Chapter 3.12; OCJA's Director's Manual, Chapter 9</i> Were documents available for review? | | | | <i>Procedure Name/number</i> a. b. c. |
| 3. | Do the policies/procedures include provision for unaccounted funds? | | | | |

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JAG Monitoring Visit Report

Name of Subrecipient:

Project Number:

Date of Visit:

Amount Awarded

| OPERATIONS | | | | | |
|------------|---|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| 4 | Does subrecipient maintain case files with case number, informant true and assumed name(s), including informant's signature? Were files available for viewing? | | | | |
| 5 | When was the last audit conducted? | | | | |
| 6 | Who conducted the audit? | | | | |
| 7 | Were there any recommendations? If no, skip to question 9 | | | | |
| 8 | Was a follow-up conducted for previous recommendations? | | | | |
| 9 | Was audit document available for review? | | | | |
| 10 | Who is the Fund Custodian? | | | | Name & Title |
| 11 | Does the Division Chief receive monthly reconciliation reports? If no, explain. | | | | |
| 12 | What bank is used to deposit confidential funds? | | | | |
| 13 | Does subrecipient deposit any grant funds in interest bearing accounts? If yes—does subrecipient understand any interest above \$150 reverts to OJP? | | | | |
| 14 | Does the balance on file correspond to the monthly financial reports? If no, explain. | | | | |
| 15 | Is the "Flash Roll" established independently from the Confidential Funds? If yes, how does the subrecipient protect the "Flash Roll" from losses? <i>E.g. recording serial numbers</i> | | | | |
| 16 | Who authorizes access to the account? | | | | Name & Title |
| 17 | List name and title of employees with access to the account: 1. 2. | | | | |

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JAG Monitoring Visit Report

Name of Subrecipient:

Project Number:

Date of Visit:

Amount Awarded

| OPERATIONS | | | | | |
|---|---|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| 3. | | | | | |
| 18 | How long is the "flash roll" allowed to be held before returning it to the Custodian? <i>48 hrs is max.</i> | | | | |
| 19 | Do documents for payments to informants include signatures of two law enforcement officers? If not, explain. | | | | |
| 20 | How does subrecipient account for funds recovered during arrests? | | | | |
| 21 | Does the project receive funds from drug-related forfeitures/seizures? If no, skip question 22. | | | | |
| 22 | Does subrecipient report funds received from drug-related forfeitures and seizures as program income? If no, explain. | | | | |
| D. Consultant/Contractual Services <input type="checkbox"/> Not Applicable, go to Section E | | | | | |
| 1 | Are contract or consultant services included in the Grant Award? | | | | |
| 2 | Is a formal contract on file specifically outlining the work to be performed by the contractor/consultant? <i>(the grant file should include a copy of the document)</i> If not, explain | | | | |
| 3 | Are the terms of the contract being met? If not, explain | | | | |
| 4 | Does the file include programmatic and financial documentation? If not, explain | | | | |
| 5 | Did the contract(s) result from a competitive bid process? If not, explain | | | | |
| 6 | Did the contract(s) result from a sole source supplier? If Yes, is the justification documented? If not, explain | | | | |
| 7 | Do contract/consultant rates fall within the federal guidelines? If not, explain | | | | |

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JAG Monitoring Visit Report

Name of Subrecipient:

Project Number:

Date of Visit:

Amount Awarded

| OPERATIONS | | | | | |
|---|--|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| E. Travel/Training <input type="checkbox"/> Not Applicable, go to Section F | | | | | |
| 1 | Does the grant award include travel/training expenses? | | | | |
| 2 | What is the benefit of the training for the project/employees? Explain. | | | | |
| 3 | Do the project employees need additional training in the next 12 months? Explain | | | | |
| F. Evaluation | | | | | |
| 1 | How do you assess the project? | | | | |
| 2 | Who does the Fiscal reporting? | | | | |
| 3 | Who does the program reporting? | | | | |
| 4 | Who reviews the reports? | | | | |
| 5 | Current status of project timeline? (on time?) | | | | |
| G. OCJA Staff Comments | | | | | |
| 1 | Innovative practices | | | | |
| 2 | Problems encountered/lessons learned | | | | |
| 3 | Based on responses to the above questions & general observation, does the subrecipient have reasonable procedures & controls for the proper operations of project? | | | | |
| 4 | Other operational issues? | | | | |
| 5 | Technical assistance requests? | | | | |
| Staff Interviewed: | | | | | |

JAG Monitoring Visit Report

Name of Subrecipient:

Project Number:

Date of Visit:

Amount Awarded

| FISCAL | | | | | |
|---|---|---|---|-----|---|
| Item | | Y | N | N/A | Comments/Observations |
| A. Audits | | | | | |
| 1 | Latest single audit report time period & date | | | | From: to: Date: |
| 2 | Who completed the audit? <input type="checkbox"/> State auditor <input type="checkbox"/> Independent CPA | | | | |
| 3 | Were there any audit findings related to the project? | | | | |
| 4 | If finding(s) exist, is it/are they solved? | | | | |
| 5 | Did the auditor make recommendations related to the project? If YES, what were the recommendations? | | | | |
| 6 | The audit was: <input type="checkbox"/> Fiscal only <input type="checkbox"/> Included program & performance compliance | | | | |
| B. Accounting System | | | | | |
| 1 | Has the accounting system changed significantly? | | | | |
| 2 | Have the fiscal controls changed significantly? | | | | |
| 3 | Are award funds accounted for by revenue and expenditures? | | | | |
| 4 | Are award and match funds separated from other project funds? | | | | |
| 5 | The system identifies receipts and expenditures by: a. Source b. Budget category | | | | |
| 6 | Does the financial/accounting system include budgetary controls to ensure obligations are not in excess of: a. Total funds awarded b. Total funds awarded by category | | | | |
| 7 | Are the federal award amount and related expenditures easily identified? | | | | |
| 8 | How long are fiscal records maintained? | | | | # yrs. # months. |
| 9 | Does funding supplant funds otherwise available for the project? | | | | |
| 10 | If Federal grant/contract funds are comingled with organization funds, are the federal grant funds and related costs and expenses readily identifiable? | | | | |
| C. Invoices and Supporting Documentation | | | | | |
| 1 | Are invoices complete, correct and signed (authorized)? | | | | |
| 2 | Expenditure records support the match claimed? | | | | |

JAG Monitoring Visit Report

Name of Subrecipient:
 Date of Visit:

Project Number:
 Amount Awarded

| FISCAL | | | | | |
|-------------------------------|---|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| D. OCJA Staff Comments | | | | | |
| 1 | Based on responses to the above questions & general observation, does the subrecipient have reasonable procedures & controls for the proper administration & accounting of project funds? | | | | |
| 2 | Other fiscal issues? | | | | |
| 3 | Technical assistance requests? | | | | |
| Staff Interviewed: | | | | | |

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JAG Monitoring Visit Report

Name of Subrecipient:

Project Number:

Date of Visit:

Amount Awarded

| Administrative | | | | | |
|--|--|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| A. Sub-subrecipients and Interlocal Agreements – <input type="checkbox"/> Not Applicable, go to Section B | | | | | |
| 1 | Who are the sub-subrecipients/other formal participants? | | | | |
| 2 | Do the sub-subrecipients/other participants share the grant funds or contribute funds counted as match? | | | | |
| 3 | Are there written policies and procedures in place passing federal compliance requirements on to sub-subrecipients/participants? If yes, what is the policy/procedure name/number? | | | | |
| 4 | How does the subrecipient ensure that Sub-subrecipients/participants comply with requirements? | | | | |
| 5 | Does the subrecipient verify sub-subrecipients/other formal participants require and maintain time and attendance records for each employee funded by grant or match funds? If not, explain | | | | |
| 6 | Does the subrecipient verify reimbursed funds correlate with time and attendance records and other authorized/documented expenditures by sub-subrecipients/other formal participants? | | | | |
| B. Property Management | | | | | |
| 1 | Were equipment purchases routed through the 1122 program to check for better pricing? | | | | Explain: |
| 2 | Did the purchase of equipment take place within the first six (6) months of the grant period? a. If no, what is the justification? | | | | |
| 3 | Did the subrecipient complete OCJA's Property Record form? a. If yes, ensure a copy is found in the OCJA file b. If no, explain | | | | |
| 4 | Did the monitor/auditor make a physical inspection of the property? | | | | |
| 5 | Did the project purchase property with grant or match funds over \$1,000 or low-cost/high-risk items in the last five years? | | | | |
| 6 | Does the project have written procurement procedures? | | | | |

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JAG Monitoring Visit Report

Name of Subrecipient:

Project Number:

Date of Visit:

Amount Awarded

| Administrative | | | | | |
|----------------|--|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| | a. If yes, provide name/number of procedure b. If no, explain | | | | |
| 7 | How and by whom are purchases made? Name and title of authorized purchaser? | | | | |
| 8 | Are the individuals making purchases aware of procurement procedures? How are they notified? | | | | |
| 9 | Are controls in place for high dollar and sole source purchases? a. If yes, what is the procedure? b. If no, explain | | | | |
| 10 | Are the custody, use, and value of the property dedicated to the project? If no, explain. | | | | |
| 11 | Have losses, damage or theft of property occurred? If yes, when and how | | | | |
| 12 | Has any grant related property been disposed of? If so, request a copy of OCJA approving document. (email, letter, memo, etc.) | | | | |
| 13 | Were proceeds or credits received (if any) returned to the project? | | | | |
| 14 | Has the subrecipient conducted an inventory within the last 13 months? If Yes, approximate date—name and title of person responsible for inventory. If NO, explain | | | | |
| C. Reports | | | | | |
| 1 | Were Progress Reports submitted as required? If not, explain | | | | |
| 2. | Did the reports contain the required information? If not, explain | | | | |
| 3 | Do public reports and publications include a clause crediting federal funding? <i>Director's manual Page 29</i> If not, explain— | | | | |
| D. Personnel | | | | | |
| 1 | List personnel salaried with grant funds and percentage of time | | | | |

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JAG Monitoring Visit Report

Name of Subrecipient:

Project Number:

Date of Visit:

Amount Awarded

| Administrative | | | | |
|--|---|---|-----|-----------------------|
| Item | Y | N | N/A | Comments/Observations |
| devoted to the project: -If Overtime is paid—list employees approved for OT. <i>Should be in file confirm list is still correct</i> 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 2 Are time and attendance records maintained for all individuals funded by grant or match funds? | | | | |
| 3 Do time and attendance records clearly show the distribution of time for employees paid from multiple sources of funds? If not, explain | | | | |
| 4 Were grant funded positions filled by new employees? If no, explain | | | | |
| 5 Were grant funded positions filled by transfer of existing employees? a. If yes, were their old positions back-filled by new hires? | | | | |

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JAG Monitoring Visit Report

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| Administrative | | | | | |
|------------------------|---|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| | b. If no, explain | | | | |
| 6. | Are staff salaries consistent with the Grant Award? If not, explain | | | | |
| E. Special Conditions | | | | | |
| 1 | Does the subrecipient comply with the Audit Arrangement Condition? If not, explain | | | | |
| 2 | Does the subrecipient comply with the Confidential Funds Condition? If not, explain | | | | |
| 3 | Does the subrecipient comply with the Reimbursement of Grant Expenditures Condition? If not, explain | | | | |
| 4 | Does the subrecipient comply with the Equipment Purchase Coordination with 1122 & 1033 Programs Condition? If not, explain | | | | |
| 5 | Other (Title) If not, explain | | | | |
| 6 | Other (Title) If not, explain | | | | |
| 7 | Other (Title) If not, explain | | | | |
| F. OCJA Staff Comments | | | | | |
| 1 | Based on the answers to the preceding questions and general observations, does the subrecipient have functional and appropriate administrative processes? | | | | |
| 2 | Other Administrative issues? | | | | |
| 3 | Technical Assistance requests | | | | |
| Staff Interviewed: | | | | | |

JAG Monitoring Visit Report

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Project Number:

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Amount Awarded

| Administrative | | | | |
|----------------|---|---|-----|-----------------------|
| Item | Y | N | N/A | Comments/Observations |
| | | | | |

JAG Monitoring Visit Report

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| FEDERAL MANDATES | | | | | |
|---|--|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| A. Conflict of Interest | | | | | |
| 1 | In relation to the grant, has any allegation or finding of "Conflict of Interest" been made against any employee or official of the subrecipient, or its sub-subrecipients/formal participants? If yes, describe the allegation or finding. | | | | |
| B. Equal Employment Opportunity Plan | | | | | |
| 1 | If the subrecipient is required to prepare an Equal Opportunity Plan (EEOP) in accordance with 28CFR 42.301-.308, does the subrecipient have an EEOP on file for review? If no—explain If yes, what is the date of the document? Date: _____ <i>Make a copy of the title page showing the date for the award file</i> | | | | |
| 2 | If the subrecipient is required to submit an EEOP Utilization Report (short form) to the office of Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) in accordance with 28CFR42.301-.308, has the subrecipient done so? If no—explain If yes, what date did the subrecipient submit the EEP Utilization Report? <i>Make a copy of the title page showing the date for the award file</i> | | | | |
| 3 | Has the subrecipient submitted a Certification Form to the OCR certifying compliance with the EEOP requirements? If no- explain If yes, what date did the subrecipient submit the Certification Form <i>Need a copy of the email certifying compliance – DOJ has a 10-day window for review of the submitted EEOP. Confirm the period of time between the submission of the Certification Form and the email certifying compliance is in accordance with the 10-day period.</i> | | | | |
| 4 | How does the subrecipient notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in the delivery of services? (e.g. posters, inclusion in brochures or other program materials)? <i>Is the notice given during the application process?</i> | | | | |
| 5 | How does the subrecipient notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in the delivery of services? e.g. posters, inclusion in brochures or other program materials) <i>Orientation package? Training policies? On recruitment notices? Is there a hotline? Does the agency use 5 in 1 or 8 in 1 posters? – key is that all employees have easy access to information.</i> | | | | |

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| FEDERAL MANDATES | | | | | |
|------------------|--|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| 6 | Does the subrecipient have written policies or procedures in place for notifying employees how to file complaints alleging discrimination by the subrecipient? If yes, What is name or number of the policy/procedure? If no, explain—refer to shrm.org website <i>What is the process to notify employees? Do employees know where to find the procedure?</i> | | | | |
| 7 | Does the subrecipient have written policies and procedures in place for notifying program participants and beneficiaries how to file complaints alleging discrimination by the subrecipient, including how to file complaints with the State Administering Agency (SAA), OCJA, and the Office of Civil Rights (OCR)? If yes, What is the procedure/policy name or number and is it accessible to all employees? If no, explain | | | | |
| 8 | If the subrecipient has 50 or more employees and receives DOJ funding of \$25,000 or more, has the subrecipient taken the following actions: a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 CFR Part 42 Subpart G, which prohibit discrimination on the basis of disability in employment practices and delivery of services. If yes, what is the process for investigation and resolutions? <i>Policy/procedure name or number</i> If no, explain—refer to shrm.org website b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 29CFR Part 42 Subpart G. If yes, provide the name of the designee and the title of the position. If no, explain—refer to shrm.org website c. Notified program participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability. If yes, what is the formal process? (e.g.posters, training, policies) If no, explain—refer to shrm.org website | | | | |

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| FEDERAL MANDATES | | | | | |
|------------------|---|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| 9 | <p>If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:</p> <ul style="list-style-type: none"> a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the ODJ regulations implementing Title IX of the Education Amendments of 1972 found in 28 CFR Part 54, which prohibit discrimination on the basis of sex. If yes, what is the process for investigation and resolutions? If no, explain b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 29CFR Part 54. If yes, provide the name of the designee and the title of the position. If no, explain c. Notified applicants for admission and employment, employees, students, parents, and others that the subrecipient does not discriminate on the basis of sex in the education program or activities. If yes, what is the formal process? (e.g. posters, training, policies) If no, explain | | | | |
| 10 | <p>Has the subrecipient complied with the requirement to submit to the OCR any findings of discrimination against the subrecipient issued by a federal or state court or a federal or state administrative agency on the grounds of race, color, religion, national origin, or sex? <i>Explain subrecipient must notify OCJA of any discrimination complaint submitted to OCR.</i> Has the subrecipient had discrimination complaints?</p> <p>Yes, need a copy of document submitted to OCR. No, justification in writing for not doing so. Reimbursements withheld until OCJA receives formal notice about process to comply with this requirement.</p> | | | | |
| 11 | <p>What steps has the subrecipient taken to provide meaningful access to its programs and activities to person who have limited English Proficiency (LEP)? Comments, including an indication of whether the subrecipient has developed a written policy on providing language access services to LEP persons: <i>What is the policy or procedure name/number? (are there forms, signs, brochures, etc., in different languages?)</i></p> | | | | |

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| FEDERAL MANDATES | | | | | |
|------------------------|--|---|---|-----|-----------------------|
| Item | | Y | N | N/A | Comments/Observations |
| 12 | Does the subrecipient conduct any training for its employees on the requirements under federal civil rights laws? <i>Orientation, refresher courses, policy/procedure- what is the process to notify employees about changes?</i> | | | | |
| 13 | If the subrecipient conducts religious activities as part of its programs or services does the subrecipient do the following: a. Provide services to everyone regardless of religion or religious belief? If NO, continue to next question. If YES, where and when are the services provided? b. Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities? If NO, explain; if YES, where and when do the religious activities take place? c. Ensure that participation in religious activities is voluntary for beneficiaries of federally-funded program? <i>What is the method to ensure participation is voluntary?</i> | | | | |
| C. OCJA Staff Comments | | | | | |
| 1 | Based on the answers to the preceding questions and general observations, does the subrecipient have appropriate compliance with Federal Mandates? | | | | |
| 2 | Other issues? | | | | |
| 3 | Technical Assistance Requests | | | | |
| Staff Interviewed: | | | | | |