



STATE OF MISSISSIPPI
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF PUBLIC SAFETY PLANNING

PHIL BRYANT
GOVERNOR

ALBERT SANTA CRUZ
COMMISSIONER

December 27, 2016

Karl Banks, President
Madison Co. Board of Supervisors
P.O. Box 608
Canton, MS 39046

Subject: Project Number: 14DC1452
 Program: Justice Assistance Grant (JAG)
 Effective Date: 1 January 17

Dear Mr. Banks:

We are pleased to inform you that the Division of Public Safety Planning has approved your subgrant application for the **MS Justice Assistance Grant (JAG)** in the amount of **\$109,994**. Enclosed are the following contractual items. Please read these documents to determine your requirements under the subgrant.

1. Subgrant Signature Sheet
2. Budget Summary - *initial*
3. Cost Summary Support Sheet - *initial*
4. OJP JAG Statement of Special Conditions - *initial all sheets*
5. OJP Subgrant Standard Assurances (*Attachment A*)
6. Certification of Equal Employment Opportunity (*Attachment B*)
7. Federal Civil Rights Compliance Checklist (*Attachment C-1*)
8. Civil Rights Training Certificate (*Attachment C-2*)
9. Discrimination Complaint Policy and Procedures (*Attachment E*)
9. Certification Regarding Debarment (*Attachment F*)
10. Certification Regarding Lobbying (*Attachment G*)
11. Match Certification (*Attachment H*)
12. Copy of Current CCR Registration
13. Return Document Checklist

We particularly want to bring to your attention the requirement that items **1 – 12 (with the exception of item #9)** should be signed or initialed in blue ink and returned to the Department of Public Safety Planning immediately. Please retain a copy for your files. If there are any questions concerning this award, please contact Tim Wilkinson at (601) 977-3762 or (601) 248-5908 (cell).

Sincerely,

Emberly K. Holmes
Office Director

**Division of Public Safety Planning
SUBGRANT SIGNATURE SHEET**

Office of Justice Programs
1025 Northpark Drive
Ridgeland, Mississippi 39157
(601) 977-3700

1. Subgrantee's Name, Address, & Phone Number: Madison Co. Juvenile Drug Court P.O. Box 608 Canton, MS 39046 228-214-3521 Amy Nisbett adnisbett@gmail.com	2. Effective Date: 1 Jan. 17
	3. Subgrant Number: 14DC1452
	4. Grant Identifier: (Funding Source & Year) 2014-MU-BX-0984
	5. Beginning & Ending Dates: 1/1/17 – 12/31/17
	6. Subgrant Payment Method: <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other

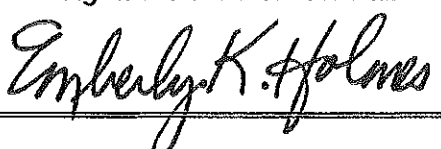
7. The following funds are obligated:

Budget Category	Source of Funds						Total Program Budget
	Federal	%	State/Local	%	In-Kind	%	
Personnel	\$ 81,800.00	100					\$ 81,800.00
Benefits	\$ 27,006.00						\$ 27,006.00
Equipment							
Travel							
Operating Expenses	\$ 1,188.00						\$ 1,188.00
Contractual Services							
Miscellaneous							
Indirect Costs							
TOTAL	\$ 109,994.00						\$ 109,994.00

8. The subgrantee agrees to operate the program outlined in this subgrant in accordance with all the provisions of this subgrant as included herein. The following sections are attached and incorporated into this agreement.

JAG Statement of Special Conditions

Attachment A – Standard Assurances	Attachment B – EEOC Certification
Attachment C-1 – Civil Rights Compliance Checklist	Attachment C-2 – Civil Rights Training Certification
Attachment E – Discrimination Complaint Policies	Attachment F – Certification Regarding Debarment
Attachment G – Certification Regarding Lobbying	Attachment H – Match Certification Form

AGENCY APPROVAL		SUBGRANTEE ACCEPTANCE	
9. Typed Name & Title of Approving DPSP Official: <p align="center">Emberly K. Holmes Office Director</p>		10. Typed Name & Title of Authorized Subgrantee Official: <p align="center">Karl Banks President, Madison Co. BOS</p>	
11. Signature of DPSP Official: 	Date: 12/27/16	12. Signature of Authorized Subgrantee Official:	Date:

PUBLIC SAFETY PLANNING BUDGET SUMMARY

1. Applicant Agency: Madison Co. Juvenile Drug Court						
2. Subgrant Number		3. Grant Identification Number		4. Beginning Date		5. Ending Date
14DC1452		2014-MU-BX-0984		1 Jan. 17		31 Dec. 17
6. Submitted as part of (Check One):		A. Funding Request: X		B. Modification Number:		C. Modification Effective Date:
Funding Sources						
7. For DPSP Use Only	8. Activity	Federal	State	Program Income	Other (Local-Private)	Total
	Byrne/JAG Drug Court	\$ 109,994.00				\$ 109,994.00
TOTAL		\$ 109,994.00				\$ 109,994.00

PUBLIC SAFETY PLANNING COST SUMMARY SUPPORT SHEET

1. Applicant Agency: Madison Co. Juvenile Drug Court					Page 1 of 1			
2. Subgrant Number		3. Grant Identifier Number		4. Beginning Date		5. Ending Date		
14DC1452		2014-MU-BX-0984		1 Jan. 17		31 Dec. 17		
6. Activity: Juvenile Drug Court								
7. FOR DPSP USE ONLY	8. Category		10. Description of Item and/or Basis for Evaluation			11. Budget		
	9. Line Item					Federal	All Other	Total
	PERSONNEL	Case manager – Charles Humphreys @ 46,000 Officer – Ryan Wiggley @ 7,200 Female councilor - @ 8,600 Prosecutor - @ 10,000 Public Defender - @ 10,000			\$ 81,800.00		\$ 81,800.00	
	FRINGE	FICA @ 7.65% 6,258 Retirement @ 15.75% x \$63,200 9,954 Worker's Comp. @ 3,272 Manager Only Health insurance @ 7,144 Vision @ 378			\$ 27,006.00		\$ 27,006.00	
	OPERATING EXPENSE	Mileage @ .54 x 2200 miles			\$ 1,188.00		\$ 1,188.00	
TOTAL					\$ 109,994.00		\$ 109,994.00	



Mississippi Department of Public Safety Planning Office of Justice Programs (OJP) Standard Award Policy and Special Conditions

Pursuant to subgrantee management policies, the following special conditions are mandatory and are hereby made a part of this subgrant award:

Acceptance Procedures - The Subcontract Signature Sheet constitutes the operative document obligating and reserving Federal funds for use by the subgrantee in execution of the program or project covered by the award. Such obligation may be terminated without further cause if the subgrantee fails to affirm its timely utilization of the grant by signing and returning the signed acceptance to the Division of Public Safety Planning (DPSP) **WITHIN 21 DAYS** from the date of award. No federal funds shall be disbursed to the subgrantee until the signed acceptance has been received.

Subgrantee agrees to sign and submit the following forms along with the Subcontract Signature Sheet:

- Budget and Cost Summary Sheets – (each sheet initialed)
- Subgrant Standard Assurances (attachment A)
- Nondiscrimination and Equal Employment Opportunity (attachment B)
- Civil Rights Certification Form Check List (attachment C)
- Certificate of Exemption for Hiring Practices (attachment D)
- Discrimination Compliant Police and Procedures (attachment E)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Attachment F)
- Certification Regarding Lobbying (attachment G)
- Match Verification Requirement Form (attachment H)

The recipient also, agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide. www.ojp.gov

Special Cancellation Condition for Subgrantees:

- (1) Commencement with 60 Days. If a project is not operational within 60 days of the original starting date of the grant period, the subgrantee must report by letter to the DPSP the steps taken to initiate the project, the reasons for the delay, and the expected starting date.



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- (2) Operational within 90 Days. If a project is not operational within 90 days of the original starting date of the grant period, the subgrantee must submit a second statement to the DPSP explaining the implementation delay. Upon receipt of the 90-day letter, the DPSP may cancel the project and request redistribution of the funds to other project areas. The DPSP may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subgrant files and records must so note the extension.

Modifications to the Original Subcontract - All changes to the original contract must be in writing and submitted to DPSP for approval. The effective date of the modification is determined by the date the subgrantee notifies DPSP and the program manager's approve the modification. Retro-active modifications will not be granted without prior approval.

Non-expendable Property Purchased with Grant Funds. Subgrantee agrees to submit a fully executed copy of an Equipment Control Sheet (attached) listing all non-expendable property purchased with grant funds. The Equipment Control Sheet should be submitted to the DPSP no later than ten (10) working days after the last item of non-expendable property is received.

Subgrantee agrees to notify the DPSP of all lost, stolen, or damaged property and shall submit within five (5) working days a detailed narrative of the incident, a copy of the police report, and any measures taken to resolve the problem. Subgrantee agrees not to loan, transfer, or liquidate property under any circumstances.

Requirements for Publication of Project Activities. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with federal money, the subgrantee shall clearly state (1) the percentage of the total cost of the project or program which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program and (3) award activities shall contain the following statements: "This award was supported by subgrant No. _____ awarded by the MS Department of Public Safety Planning (DPSP) for (respected program). The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, (respected program: i.e: VOCA, VAWA, JAG, RSAT, JAB, JJ, etc.)"



Mississippi Department of Public Safety Planning Office of Justice Programs (OJP) Standard Award Policy and Special Conditions

Project Reporting Requirements: Subgrantee agrees to submit **Monthly Project Narrative** and **Monthly reimbursement reporting worksheets** with supporting documents to the DPSP, Office of Justice Programs, no later than ten (10) working days after the end of each month. The recipient agrees to provide information on the activities supported and an assessment of the effects that the grant funds have had on the project. Failure to submit in a timely manner could result in the de-obligation of the subgrantee award and/or discontinuing future funding under this program.

BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories at JAG.Showcase@ojp.usdoj.gov or via the online form at <https://www.bja.gov/contactus.aspx>. JAG success stories should include the name and location of program/project point of contact with phone number and email; amount of JAG funding received and in which fiscal year; and a brief summary describing the program/project and its impact.

Use of Federal Funds - The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of DPSP.

Separate Tracking and Reporting of grant funds and outcomes - The recipient agrees to track, account for, and report on all funds from this award (including specific outcomes and benefits attributable to the project) and from all other funds, including DPSP award funds from non-federal awards awarded for the same or similar purposes or programs.

Accordingly, the accounting systems of the recipient and all sub-recipients must ensure that funds awarded are not commingled with funds from any other source. The recipient further agrees that all personnel whose activities are to be charged to the award will maintain timesheets to document hours worked on activities related to this award and non-award related activities on the activity sheet.

Audit Requirements - The subgrantee agrees to comply with the organizational audit requirements as established by the Office of Management and Budget (OMB). One of the following will have specific information regarding your agency's audit requirements:

- a. OMB Circular A-128. Audits of State and Local Governments.
- b. OMB Circular A-110. Attachment F. Subparagraph 2h.



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c. OMB Circular A-133. Audits of Institutions of Higher Education and Other Non-profit Institutions.

All audit reports (initial and subsequent) shall be submitted no later than nine (9) months after the close of the Sub-grantee's fiscal year.

Subgrantee Fiscal Year: _____ State (July - June)
(Check One) _____ Federal (October - September)
_____ Calendar (January - December)

The Office of Management and Budget (OMB) Circular A-133 requires a Single Audit for state and local governments as well as for non-profit organizations when federal expenditures are at least \$500,000. Please check below if you are required to have a Single Audit

Single Audit Required: _____ Yes _____ No

Sub Awarding Federal Funds - The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organization for Reform Now (ACORN) or its subsidiaries.

Grantee Monitoring - The recipient understands that the OJP Programs will monitor sub-awards under this grant award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award. The OJP Programs will review the oversight of the grantees financial and programmatic activities and files and will monitor the specific outcomes and benefits attributable to the use of grant funds by sub-recipients. In addition, the recipient agrees to submit, upon request, all documentation of its policies and procedures.

Sub-awards - DUNS and CCR for Reporting - The grantee agrees to submit with the award document, documentations of a valid DUNS profile and an active registration with the Central Contractor Registration (CCR) database. A printed copy of the DUNS and CCR is required for grant funding. If the CCR expires within the awarding cycle, the grantee agrees to submit an updated CCR not later than 15 days after the expiration date to the designated awarding program under the Office of Justice Programs.

Misuse of award funds - The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds,



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suspension or debarment from federal grants, recoupage of monies provided under an award, and civil and/or criminal penalties.

Texting While Driving - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving." 74 Fed. Reg. 51225 (October 1, 2009), the department encourages recipients 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 workshop safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct - The recipient must promptly refer to the DPSP and DOJ-OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any sub-recipients. Potential fraud, waste, abuse, or misconduct should be reported to the DPSP by mail:

Mississippi Department of Public Safety Planning
Officer of Justice Programs
1025 Northpark Drive
Ridgeland, Mississippi 39157
Contact 601-977-3700

or

e-mail: oig.hotline@usdoj.gov

Hotline: (in English/Spanish): (800) 869-4499 or Hotline fax: (202) 616-9881

Conflict with Other Standard Terms and Conditions - The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the grant requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.

Americans With Disabilities Act - Subgrantee hereby assures and certifies compliance with Subtitle A, Title II of the Americans With Disabilities Act (ADA) 42 U.S.C.12131-12124, which removes the barriers that deny individuals with disabilities an equal opportunity to share in and contribute to the vitality of American life. In other words, full participation in, and access to, all aspects for society.



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Civil Rights: EEOP - The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.

Discrimination Finding - The grantee assures that in the event of a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the grantee will forward a copy of the findings to the Division of Public Safety Planning: Office of Justice Programs and to the Office of Civil Rights of OJP.

Additional Requirements and Guidance - The recipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide) guidance and clarifications of OJP Programs requirements.

EQUAL TREATMENT REGULATION

Subgrantee certifies that it complies with the Equal Treatment Regulation in 28 C.F.R. parts 31, 33, 38, 90, 91, and 93, which ensures that no organization will be discriminated against in a Department of Justice funded social services program based on religion. The regulation, entitles "Participation in Justice Department Programs by Religious Organization; Providing for Equal Treatment of all Justice Department Program Participants."

EQUAL EMPLOYMENT OPPORTUNITY

Subgrantee hereby certifies that it has formulated an Equal Employment Opportunity Program plan in accordance with 28 C.F.R.42, 301, et seq., Subpart e. of the Code of Federal Regulations. The plan is on file for review or audit by officials of the Mississippi Division of Public Safety Planning or the Office of Justice Programs, U.S. Department of Justice as required by relevant laws and regulations.

Please check one: _____ Required _____ Not Required



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ENFORCING CIVIL RIGHTS LAWS

Subgrantee certifies that as a local government entity or non-profit organization recipient of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, is subject to the prohibitions against unlawful discrimination.

NON-SUPLANT CERTIFICATION

The _____ (Applicant/Agency) hereby assures that Federal funds will not be used to supplant State or local funds and that, Federal funds will be used to supplement existing funds for program activities and not to replace those funds which have been appropriated for the same purpose.

TASK FORCE TRAINING

The grantee agree that within 120 days of award acceptance, each 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 required online (internet based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. 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. Additional information is available regarding this required training and access methods via BJA's website and the Center for Task Force Integrity and Leadership (www.ctfli.org).

PUBLICATION REQUIREMENT

The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, included web-based materials and website content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "The project was



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supported by the Grant No. 2014-MU-BX-0984 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, the Community Capacity Development Office, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.” The current edition of the OJP financial guide provides guidance on allowable printing and publication activities.

Compliance with these requirements will be monitored during the annually programmatic onsite monitoring visit.

By initialing and signing, your agency agrees to comply and adhere to all federal and state guidelines established governing the Mississippi Department of Public Safety, Office of Justice Grant Programs.

Madison County Juvenile Drug Court
Agency's Name

14DC1452
Subgrant Award Number

Authorized Official (Please Print)

President, Madison Co. BAS
Authorized Official Title

Authorized Official (Signature)

Date

ATTACHMENT A

OFFICE OF JUSTICE PROGRAMS SUBGRANT STANDARD ASSURANCES

The applicant/subgrantee assured and certified that:

1. It possesses legal authority to apply for and receive the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understanding and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352). Recipient will comply (and will require any subgrantees or contractors to comply) with any applicable federal 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); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Additional information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, religion, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Mississippi Department of Public Safety, Division of Public Safety Planning, Office of Justice Programs (MDPS DPSP OJP).

Recipient will complete MDPS's *Standard Assurance Conditions for Subgrantees* document regarding its Equal Employment Opportunity Plan (EEOP) obligations.

The recipient will determine whether it is required to formulate an EEOP in accordance with 28 CFR 42.301 *et. seq.* If the applicant is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the MDPS DPSP OJP indicating that it is not required to develop an EEOP. If the applicant is required to develop an EEOP, but is not required to submit the EEOP to the OCR, the applicant will submit a certification form to the OCR and the MDPS certifying that it has an EEOP on file which meets the applicable requirements. If the applicant is awarded a grant of \$500,000 or more and has fifty or more employees, it will submit a copy of its EEOP to the OCR and the MDPS. Non-profit organizations, Indian Tribes, and medical and education institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption (a copy should also be submitted to the MDPS). Additional information regarding a grantee's EEOP requirements can be found at http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at www.lep.gov.

The subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

3. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.
4. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
5. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local government.
6. It will establish safeguards to prohibit employees from using their position for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
7. It will give the grantor agency or its duly designated representative, the State Auditor's Office, the Comptroller General of the United State or any authorized representative and the Office of Management and Audits (OMSA), Department of Finance and administration (DFA), access to at all reasonable times, and the right to examine, monitor, audit, copy, remove, or otherwise, all records, books, papers, documents, or items of like or similar nature related to the grant.
8. It will establish and maintain both fiscal and program controls and funds accounting procedures acceptable to grantor agency, to assure the proper expenditure and disbursement of all funds, and for program management and execution, and that it will keep and maintain such books and records until audited by the OMSA, DFA or by an official representative of that office, by the federal grantor agency, the State Auditor, or either's duly authorized representative. Records must be maintained for a period of at least three years. Before destruction of any record, written approval must be obtained from the OMSA. These records include, but are not limited to:

- Financial report covering expenditures of the grant;
- Internal and external audit reports and project evaluation;
- Approved budget and subsequent modifications;
- Contracts, leases, employment agreements, and purchase invoices;
- Indirect cost allocation plans;
- All invoices, billings, request for cash, and reporting worksheets;
- General ledger; cash receipts journals, cash disbursements journals, and other subsidiary records;
- All personnel records of individuals paid with grant funds, including time sheets, wage authorization, tax withholdings forms, employment applications and other relevant data;

Inventory records for all property purchased with grant funds showing acquisition data, cost of property, identification number, bid information, and the use of the property; and Bank statements and reconciliations.

9. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the federal agency and the state grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 87 Stat. 975). Section 102(a) requires, on and after March 2 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
11. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archaeological and Historic Preservation Act of 1966 (16 U.C.S. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see CFR Part 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency and the state grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will insure that no member of the governing or policymaking body of applicant/grantee shall cast a vote or influence any matter which has a direct bearing on services to be provided by that member or any organization which such member directly or indirectly represents, or on any matter that would financially benefit such member or any organization such member represents.
13. It will comply with the provisions of the Single Audit Act of 1984 (P.L. 98-502) and if it does not meet minimum requirements as established in the Single Audit Act of 1984, it will consult with the OMSA, DFA, in regard to audit requirements.

We have read and understand all Subgrantee Standard Assurances as shown above and agree to fully comply with these conditions in the operation of the subgrant.

(Madison Co. Juvenile Drug Court) Madison County 14DC1452
Name of Agency or Organization Subgrant Number

Chief Administrative Officer

Date

ATTACHMENT B

STANDARD ASSURANCE CONDITIONS FOR SUBGRANTEES

**CERTIFICATION OF COMPLIANCE WITH REGULATIONS
NONDISCRIMINATION; EQUAL EMPLOYMENT OPPORTUNITY**

**IN COOPERATION WITH THE FEDERAL
OFFICE FOR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS,
UNITED STATES DEPARTMENT OF JUSTICE**

Instructions: Complete the blank lines below by entering identifying information which is found on the Subgrant Signature Sheet. Also, read this form completely, identify and enter, under Part I, the name of the organization's designated person responsible for reporting civil rights findings; and then in Part II, mark or check only one box which indicates the appropriate certification that applies to your organization. The organization's Authorized Official must sign this form on the top portion of page 4. Please return the original form to the **Office of Justice Programs, Division of Public Safety Planning, 1025 Northpark Drive, Ridgeland, Mississippi 39157**, within 45 days of the grant award or implementation date. You must also forward a copy of the completed form to the organization's civil rights representative whom you have identified.

Subgrant Number: 14DC1462 Award Amount \$ 109,994.00

Subgrant Project Title: Madison County Juvenile Drug Court

Organizational Name (Subgrantee or Funded Entity): Madison County Juvenile Drug Court

Address: _____

Telephone Number: _____

Subgrantee Duration:

Beginning Date: 01/01/2017 Ending Date: 12/31/2017

Project Director's Name, Address and Telephone Number:

Amy Nisbett
P.O. Box 608
Canton, MS 39046
601-855-5698

AUTHORIZED OFFICIAL'S CERTIFICATION

As the Authorized Official for the above identified Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

PART I. Requirements of Subgrant Recipients: All subgrant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.

I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 et. seq.; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (See also, 2000 Executive Order #13166).

I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings, if any, to the Office of Justice Programs, Division of Public Safety Planning, Mississippi Department of Public Safety, within 45 days of the finding, and/or if the finding occurred prior to the grant award beginning date. A copy of this Certification will be provided to this person, as identified here:

The person responsible for reporting civil rights findings of discrimination is:
(Name, address and telephone number)

PART II. Equal Employment Opportunity Plan (EEOP) Certifications: Check the one box that applies to this subgrantee agency during the period of the grant duration noted above. (Check only the one appropriate certification (A, B, C1 or C2 below).

- CERTIFICATION "A" [NO EEOP IS REQUIRED IF (1), (2) OR (3) APPLY]** This is the Certification that most non-profits and small agencies will use. Check (1), (2) and/or (3) as they apply to your entity. (Here, more than one may apply)

- _____ (1) is an educational, medical or non-profit institution or an Indian Tribe; and/or
_____ (2) has less than 50 employees; and/or;
_____ (3) was awarded through this grant from the Office of Justice Programs, DPSP, less than \$25,000 in federal U.S. Department of Justice funds.

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, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Office of Justice Programs, DPSP, more than \$25,000, but less than \$500,000 in federal U.S. Department of Justice funds.

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 Justice Programs, DPSP, or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

- CERTIFICATION "C" (EEOP MUST BE SUBMITTED)** This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Office of Justice Programs, DPSP, more than \$500,000 in federal U.S. Department of Justice funds.

Therefore, I hereby certify that the funded entity will submit, within 45 days of the award, an EEOP or an EEOP Short Form, that will include a section specifically analyzing the subgrantee (implementing) agency.

As the Authorized Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

Authorized Official's Signature
(Subgrantee)

Date

Typed or Printed Name

Board President

Person's Organizational Title

.....

This original signed form must be returned to the Office of Justice Programs, Division of Public Safety Planning, Department of Public Safety, within 45 days of the grant award beginning date. You must also forward a signed copy to the person you identified under "Part 1" on page 1. The Office of Justice Programs, DPSP will forward a copy to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

ATTACHMENT C-1

Federal Civil Rights Compliance Checklist

1. If the subrecipient is required to prepare an Equal Employment Opportunity Plan (EEO Plan) in accordance with 28 C.F.R. §§42.301-.308, does the subrecipient have an EEO Plan on file for review?

Yes

No

If yes, on what date did the subrecipient prepare the EEO Plan?

2. Has the subrecipient submitted an EEO Short Form to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), if required by 28 C.F.R. §§42.301-.308? If the subrecipient is not required to submit an EEO Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial or complete exemption from the EEO requirements?

Yes – submitted an EEO Short Form

Yes – submitted a certification

No

If the subrecipient prepared an EEO Short Form, on what date did the subrecipient prepare it?

3. 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, and age in the delivery of services (e.g. posters, inclusion in brochures or other program materials, etc.)?

Comments: Posted throughout the building; sheriff department and circuit clerk building

4. How does the subrecipient notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex and disability in employment practices (e.g. posters, dissemination of relevant orders or policies, inclusion in recruitment materials, etc.)?

Comments: Posted through buildings in the county

5. Does the agency have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subrecipient with the {State Administering Agency} or the OCR?

Yes
 No

If yes, an explanation of these policies and procedures:

According to policy, a person must advise within 10 days, Basic of complaint, date of alleged discrimination and date of complaint received by the recipient. Further action must be taken within 90 days

6. 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 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services?

Yes
 No

- b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G?

Yes
 No

- c. Notified participants, beneficiaries, employees, applicants, and others that the program does not discriminate on the basis of disability?

Yes
 No

Comments:

7. If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:

Attachment C-2

**Office of Justice Programs
Division of Public Safety Planning**

Civil Rights Training Certification Form

The, Madison County Board of Supervisors hereby certifies that our agency has received Civil Rights Training required by the Office of Civil Rights and the Mississippi Division of Public Safety Planning in order to administer federal funds according to federal guidelines. Our agency further certifies that we have and/or will notify all employees, clients, customers, and program participants that discrimination is prohibited and the procedures for filing a complaint of discrimination.

(Date) (Name(s) of Individual(s)) _____

State of Mississippi
County of _____
Signed [or attested] before me on _____, 20__ by _____

Authorized Signatory Official

Signature of Notarial Officer

Stamp

Title of Office
My commission expires: _____

ATTACHMENT E

OFFICE OF JUSTICE PROGRAMS DISCRIMINATION COMPLAINT POLICIES AND PROCEDURES

I. PURPOSE

These policy and procedures establish requirements for all clients, customers, program participants, or consumers of the Division of Public Safety Planning (DPSP) and the DPSP's subrecipients to administer programs designed to recruit, select, and promote employees on the basis of their relative ability, knowledge, and skills. The selection process and criteria shall assure the fair and equitable treatment of all applicants and employees without regards to political affiliation, race, color, national origin, marital status, sex, religion, creed, age, or handicap. The DPSP will ensure the subrecipients comply with all applicable federal laws regarding employment discrimination.

II. POLICY

It is the policy of the DPSP to provide equal employment opportunity for all individuals regardless of race, color, national origin, marital status, sex, religion, creed, age, physical handicap, disability, or political affiliation. In order to assure non-discriminatory grant administration, DPSP promotes non-discriminatory practices and procedures in all phases of federal-state grant administration. Furthermore, DPSP's equal employment policy prohibits any form of unlawful discrimination based on the foregoing and other considerations made unlawful by federal or state laws.

All individuals have the right to participate in programs and activities operated by the DPSP and DPSP subrecipients regardless of race, color, national origin, sex, religion, disability, and age. The DPSP will ensure that the DPSP and its subrecipients are in compliance with the following statutes and regulations:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in the delivery of services (42 U.S.C. & 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
- The Omnibus Crime Control and Safe Streets of Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. & 3789d(c)(1), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. & 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. & 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;

- Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. & 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54; and
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. & 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I.
- The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit organizations from using DOJ funding on inherently religious activities (28 C.F.R. Part 38).

**These laws prohibit any agency from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

The Americans with Disabilities Act of 1990 (ADA) requires state agencies to make reasonable accommodations for the known physical and mental limitations of otherwise qualified individuals with disabilities who are employees, clients, customers, program participants or consumers provided such accommodations do not cause undue hardships to state agency operations. It is the policy of DPSP that the above stated individuals are provided equal employment and grant opportunities and have access to the same privileges and benefits as individuals without disabilities.

III. DEFINITIONS

Discrimination

To make a difference in treatment or favor on a basis other than individual merit.

Retaliation

It is against the law for someone to penalize or discriminate against an individual because:

- A discrimination complaint has been filed;
- The complainant cooperates with the discrimination complaint;
- The complainant cooperates with the enforcement of a discrimination complaint;
- The complainant complies with anti-discrimination laws.

Harassment

Harassment is conduct that is directed at an individuals because of race, religion, gender, sexual orientation, disability, national origin, etc.

Harassment can include:

Threats

Slurs or epithets

Threatening acts

Posting offensive materials on walls, bulletin boards, e-mail, etc.

To be considered harassment, conduct must:

Be serious and frequent enough to create a hostile environment;

Interfere with the ability to work, live, or enjoy a public place.

Complaint Coordinator

The DPSP staff member designated to maintain records of all complaints received including complaints forms, supporting documentation, acknowledgement of complaint receipt letters and resolution letters. All complaint records will be filed in a secured cabinet and access will be restricted to the Complaints Coordinator and Office of Justice Programs Office Director.

IV. COMPLAINT PROCEDURES

If you believe you have been discriminated against because of your race, color, or national origin, including limited English proficiency (LEP), by programs or activities receiving federal financial assistance, please contact the DPSP Complaint Coordinator or designee administering federal-state programs.

If you believe that you have been excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of your gender by any Office of Justice Program or activity receiving federal financial assistance, contact the DPSP Complaint Coordinator or designee administering federal-state programs.

The following complaint policies and procedures will be adhered to:

- A. Any applicant for an employment position or employee who has reason to believe that they have been unlawfully discriminated against by the subrecipients of federal funds may file a complaint in accordance with the DPSP complaint procedures.
- B. The Complaint Procedure begins with the individual who is filing the complaint, by completing the Title VI Form and/or preparing and submitting a written statement. The statement should contain the name, address, and telephone number of the individual or authorized representative filing the complaint; a thorough and specific description of the situation, incident, or condition; identity of witnesses, if any; the resolution the individual is seeking; and the signature of the individual filing the complaint properly dated by the complainant.
- C. The complaint will be submitted to the Complaint Coordinator of the DPSP within seven (7) business days after the alleged violation occurred.

- D. The Complaint Coordinator will have three (3) business days to provide the complainant written acknowledgement of the complaint.
- E. The Complaint Coordinator will promptly conduct a review of the issues involved in the complaint to ascertain whether or not an information resolution of the complaint can be achieved. If an information resolution is possible and mutually agreeable by the parties involved, the coordinator will facilitate arrangement of the resolution and make a record of this agreement. If no informal resolution is possible, the coordinator will conduct an investigation of the complaint and provide a written response to the complaint outlining possible accommodations, if any, for resolution of the complaint. This response shall be approved by the agency head or appointing authority and must be completed no later than fifteen (15) business days of the DPSP's receipt of the complaint, when possible.
- F. If a complaint is not presented within the timeframe as set forth, the complaint will be considered waived absent and extended by written mutual consent. If the Complaint Coordinator does not answer or acknowledge receipt of the complaint within the specified timeframe, the complainant may elect to treat the complaint as denied at that point and immediately appeal the complaint to Equal Employment Opportunity Commission (EEOC) or the appropriate state or local fair employment practices agency or human rights commission unless an extension of time is granted to the coordinator to respond by written mutual agreement.
- G. The DPSP shall notify employees and subrecipients of their rights regarding discrimination and make available copies of complaint procedures, policies, and forms. Complaints of discrimination can be filed directly with the DPSP or with the Office of Civil Rights (OCR).

To file a complaint alleging discrimination in programs or activities administered by the DPSP, please print and fill out the appropriate complaint form:

Title VI Complaint Form

Please review and complete the Title VI Complaint form. This form provides DPSP with information to be reviewed. It is not a formal complaint. Once we receive your completed questionnaire, we will review it and then contact you for more information.

To avoid delays in processing, please submit only one complaint form to DPSP (either by mail or in person) regarding the same matter.

First Name:

Last Name:

Middle Initial:

Street Address:

City:

State:

Zip Code:

County:

Home Phone: ()

Work Phone: ()

Cell Phone: ()

Which telephone number is preferred to contact you? Home Work Cell

Email Address:

Do you require language interpretation? No Yes

If yes, what kind:

Do you require sign language interpretation? No Yes

If yes, what kind:

Who can we contact if we are unable to reach you?

Name:

Daytime Phone: ()

Relationship:

Name of person/s whom you believe discriminated against you:

When did this occur (please select a date):

Where did this occur:

Please provide detailed account of alleged discrimination? (1,000 characters max)

Have you tried to resolve the issue through a grievance process, due process hearing, or some other method? No Yes

If yes, what method:

What is the status of that process?

Have you filed the same complaint with anyone else? No Yes

If yes, please provide date:

Signature of Complainant

Date

V. TRAINING

The DPSP will provide periodic training for subrecipients on the complaint policies and procedures, including an employee's responsibility to refer discrimination complaints from employees or applicants of the DPSP subrecipients to the Complaint Coordinator.

The DPSP provide PowerPoint presentations of OCR training materials to subrecipients at Annual Implementation Conferences as well as provide these materials along with technical assistance to subrecipients during project monitoring visits.

The DPSP can be contacted by submitting correspondence to:

The Division of Public Safety Planning
Office of Justice Programs (OJP)
ATTN: OJP Office Director
1025 Northpark Drive
Ridgeland, MS 39157

ATTACHMENT F

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Madison County Board of Supervisors

Name of Organization

P.O. Box 608

Address of Organization

Canton, MS 39046

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation on this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex.

Yes

No

b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54?

Yes

No

c. Notified participants for admission and employment, employees, students, parents, and others that the agency does not discriminate on the basis of sex in its educational programs or activities?

Yes

No

8. Has the subrecipient complied with the requirement to submit to the OCR any findings of discrimination against the agency issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex?

Yes

No

Comments:

9. What steps has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

Have interpreters come in on an as needed basis
Bilingual signs

Comments, including an indication of whether the subrecipient has developed a written policy on providing language access services to LEP person:

Multilingual signs; Have interpreters available on an as needed basis to assist with filings in writing

10. Does the subrecipient conduct any training for its employees on the requirements under federal civil rights laws?

Yes

No

Comments: Compliance Officer

11. If the subrecipient conducts religious activities as part of its programs or services, does the subrecipient do the following: Non-religious

a. Provide services to everyone regardless of religion or religious belief?

Yes

No

b. Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instructions, or proselytization, and that such activities are kept separate in time or place from federally-funded activities.

Yes

No

c. Ensure that participation in religious activities is voluntary for beneficiaries of federally-funded programs?

Yes

No

12. Was a copy of the Mississippi Office of Justice Program Civil Rights Compliance PowerPoint Presentation provided to your agency?

Yes

No

Madison County (Madison Co. Juvenile Drug Court)

Name of Agency or Organization (Please Print)

14DC1452

Subgrant Number

Authorized Official or Authorized Designee Signature

Date

Office of Justice Programs Monitor's Signature

Date

ATTACHMENT G

CERTIFICATION REGARDING LOBBYING

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a federal contract, grant, or cooperative agreement of \$100,000 or more; or Federal load of \$150,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 or not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that;

- (1) No 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 Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here _____ and complete and submit "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify and disclose accordingly.

Name and Address of Organization

Name of Authorized Individual
Signature and Date

14DC1452

Subgrant Number

ATTACHMENT H

**Office of Justice Programs
Division of Public Safety Planning**

Match Certification Form

Name of Organization or Unit of Government: Madison County, MS

Program for which Match is being certified under: 100% Funded

Grant Award # 14DC1452


The Madison Co. Board of Supervisors, hereby certifies that it will provide the matching funds or services in the amount required for this subgrant according to federal guidelines. It further certifies that the match is from a non-federal source that is not being used to match other federal grants. The match will be derived from the following source(s):

	Source(s)	Amount	Type (Cash/In-kind)
1.	<u>No Match Required</u>	\$ _____	_____
2.	_____	\$ _____	_____
3.	_____	\$ _____	_____
4.	_____	\$ _____	_____

Signature

Date

Note: If in-kind match will be used, the agency must provide the Division of Public Safety Planning with an analysis that shows how the value of the match was determined.

MISSISSIPPI

 DIVISION OF PUBLIC SAFETY
 PLANNING
 OFFICE OF JUSTICE PROGRAMS

Ray Sims
 Interim Executive Director

Emberly K. Holmes
 Office Director

JAG PROGRAM STAFF

Emberly Holmes, Office Director
Tim Wilkinson, Program Manager
Lorraine Magee, Program Manager
Melinda Padfield, Program Manager

**Department of Public Safety
 Division of Public Safety Planning
 Office of Justice Programs**

Presents

*The
 Byrne/JAG Grant
 Subgrant Implementation
 Conference*

Training for DOJ Subgrantees
 January 2, 2017

U.S. Department of Justice
 Office of Justice Programs

The BYRNE-JAG PROGRAM
 assists States and units of local
 government in carrying out specific
 programs that offer a high
 probability of improving the
 functioning of the criminal justice
 system.

**The Edward Byrne-Walsh
 Assistance Grant
 Civil Rights Compliance**

Emberly K. Holmes
 Office Director

The Office for Civil Rights Enforces

- Title VI of the Civil Rights Act of 1964 (*race, color, national origin*)
- Section 504 of the Rehabilitation Act of 1973 (*disability*)
- Title II of the Americans with Disabilities Act of 1990 (*disability*)
- Age Discrimination Act of 1975 (*age*)
- Title IX of the Education Amendments of 1972 (*sex in educational programs*)
- Program Statutes (e.g. Safe Streets Act, Victims of Crime Act, JJDPA) (*race, color, national origin, sex, religion, disability*)

The statutes that the OCR enforces prohibit discrimination in:

- Employment Practices and/or
- Delivery of Services

Who is subject to these laws?

Any "PROGRAM OR ACTIVITY" that receives financial assistance from the DOJ.

Program or Activity means all of the operations of an organization receiving federal financial assistance, such as the entire department or office within a state or local government.

Examples

- If a state Department of Public Safety receives federal funding and subwards the funding to local community based organizations, all of the operations of the Department of Public Safety are covered, along with the operations of the local community based organizations.
- If a domestic violence shelter receives federal funds and uses the funds to operate particular programs, all of the activities of the shelter are covered, and not just the federally funded programs.
- If a project in a county sheriff's department receives federal funds, the entire sheriff's department is covered, but not the other departments in the county.

A funded domestic violence clinic has a blanket policy of only providing services to female victims of domestic violence, and not male victims.

- A funded police department stops all African-American individuals traveling in a particular area.
- A culturally-based sexual assault service program that is primarily designed to provide services to Hispanic individuals turns away a non-Hispanic individual seeking services.

Protected Classes

Race
Color
National Origin
Religion
Sex
Disability
Age

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by recipients of federal funding.

- Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability and applies to public entities, whether or not they receive federal funding.

Handicapped (disabled) person means any person who

- has a **physical or mental impairment** which largely limits one or more major life activities
- has a **record of such an impairment**, or
- is **regarded as having such an impairment**

To avoid discrimination against LEP persons, recipients must

- **reasonable steps** to ensure **meaningful access** to the programs, services, and information the recipients provide, **free of charge**.
- Establish and implement **policies and procedures** for language assistance services that provide LEP persons with meaningful access.

Religion

Definitions

All aspects of religious practice as well as belief

42 USC 2000e(j)

Includes sincerely held moral or ethical beliefs

29 CFR 1605.1

What should a written LEP Policy have?

- A process for identifying LEP persons who need language assistance
- Information about the available language assistance measures
- Training for staff
- Notice to LEP persons
- Maintaining and updating the LEP policy

National Origin Discrimination

Includes discrimination on the basis of *Limited English Proficiency (LEP)*.

A *Limited English Proficient (LEP)* person has a first language other than English and a limited ability to read, speak, write, or understand English.

LEP RESOURCES

www.lep.gov - Contains links and other useful information to help you comply with requirements to provide services to LEP persons.

FINDING OF DISCRIMINATION

The recipient will provide an **EQUAL EMPLOYMENT OPPORTUNITY PLAN** if required to maintain one, when the applicant has a net \$500,000 or more.


EEO PLAN

- Comprehensive document which analyzes:
 - an agency's workforce in comparison to its relevant labor market data
 - all agency employment practices to determine their impact on the basis of race, sex, or national origin

A tool used to identify possible problem areas where discrimination may be occurring

OJP's Civil Rights Enforcement

- EEOPs (Equal Employment Opportunity Plans)
- Complaints
- Findings of Discrimination
- Compliance Reviews



Does an agency have to prepare an EEOP?

Depends on . . .

- Funding (Safe Streets Act, VOCA, or JJDPJ)
- Status of Organization (e.g., nonprofit)
- Amount of single award
- Number of employees

Subrecipient Complaint Procedures

Subrecipients should have procedures in place for responding to discrimination complaints from students, beneficiaries, program participants, and employees. These procedures should include:

- Identifying the complaint, orally or in writing, including a written complaint response to the complainant within 30 days of the date of the complaint.
- Identifying the complaint as the Mandatory Human Rights Complaint of the OIG.
- Meeting the OIG's and state's requirements for a written complaint response.
- Documenting the complaint response and any other relevant information.

Subrecipients should have a list of contact information for these complaint procedures, such as by posting a sign in places of public contact and distributing the procedures to program materials.

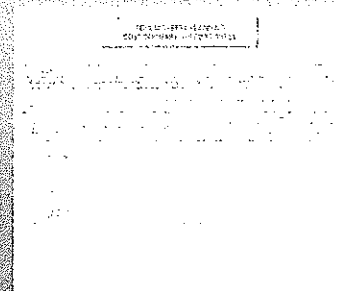
Agency Type	Agency Size	Agency Status	Agency Funding	Agency Compliance	Agency Reporting	Agency Action
State/Local Govt	Large	For Profit	Yes	Yes	Yes	Yes
State/Local Govt	Large	Non-Profit	Yes	Yes	Yes	Yes
State/Local Govt	Small	For Profit	Yes	No	Yes	Yes
State/Local Govt	Small	Non-Profit	Yes	No	Yes	Yes
State/Local Govt	Small	For Profit	No	Yes	No	Yes
State/Local Govt	Small	Non-Profit	No	Yes	No	Yes

Office for Civil Rights

(202) 307-0690
TTY (202) 307-2027
www.ojp.usdoj.gov/ocr

Cost Summary Support Sheet

- Line Item Category
- Description of Item
- Budget Breakdown
- Subgrant Total
- Each sheet should have the initials of the authorize person signing the contract



SUBGRANT AWARDS by Tim Wilkinson

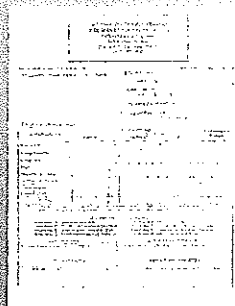


SPECIAL CONDITIONS



Subgrant Signature Sheet

- Name, address, phone number
- Grant's Effective Date
- Subgrant Number (6 digits)
- Award Period
- Payment Method (Cost Reimbursement)
- Budget Categories
- Amount of Federal and Match funds
- Total Budget
- Special Conditions
- Signature



The following Special Conditions are mandatory and are part of the subgrant award.

- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Certification Regarding Lobbying
- Subgrantee Standard Assurance
- Copy of your CCR Registration for your business
- www.sam.gov

The following Special Condition is mandatory and also part of the subgrant award.

Match Certification Form

The subgrantee must:

- report and certify the matching funds or services in the amount required for the subgrant according to federal guidelines;
- verify that the match is from a non-federal source that is not being used to match other federal grants;
- identify the source of the match (local funds/ program income);
- list the amount of match; and
- identify the type of match (1:1/2:1).

Special Cancellation Conditions

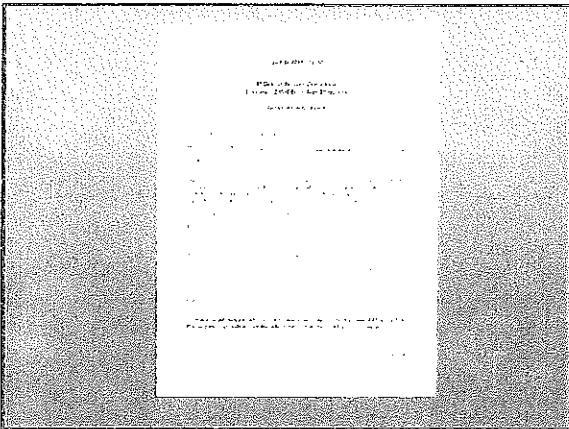
Commencement Within 60 Days

If a project is not operational within 60 days of the original starting date of the grant period, the subgrantee must report by letter to the DPSP the steps taken to initiate the project, the reasons for the delay, and the expected starting date.

Operational Within 90 Days

If a project is not operational within 90 days of the original starting date of the grant period, the subgrantee must submit a signed statement to the DPSP explaining the circumstances.

Upon receipt of the letter, DPSP may cancel the project and require redistribution of the funds to other project areas, or where extenuating circumstances warrant, extend the implementation date of the project past the 2015-16 period.



Subgrantee agrees to submit a fully executed copy of a Equipment Control Form listing all non-expendable property purchased with grant funds.

The Equipment Control Form should be submitted no later than ten (10) working days after the last item is received.

Subgrant Contract documents including the original signature sheet signed in blue ink, must be executed and returned to DPSP within 21 days from the date of award. Failure to do so could result in termination without further cause.

No federal funds shall be disbursed to the subgrantee until the signed acceptance has been received.

Subgrantee agrees to notify DPSP of all lost, stolen, or damaged property and shall submit within five (5) working days a detailed narrative of the incident, a copy of the police report, and any measures taken to resolve the problem.

- **Subgrantee agrees not to loan, transfer or liquidate property under any circumstances.**

Reporting Requirements

Financial Reporting Worksheet

- Quarterly Progress Report (PMT)

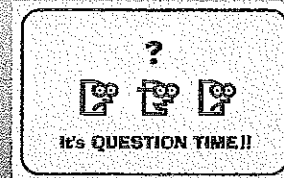
IMPORTANT DATE
(PLEASE WRITE THIS DOWN)

- ALL GRANT DOCUMENTS SHOULD BE RETURNED ON OR BEFORE:

• January 23, 2017

Prior Approval

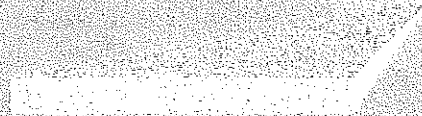
The Subgrantee agrees to request prior approval from DPSP for all individual consultant services before initiating a contract.



The following documents must be signed and returned to DPSP 21 days after you receive your award

- Subgrant Award Documents
 - Signature Sheet (must be signed by estimated BUDGETER)
 - Budget Summary Worksheet
 - Cost Summary (must be signed)
- Certification of Equal Employment Opportunity
- Federal Civil Rights Compliance Checklist
- Standard Assurance Conditions
- Certification Regarding Debarment Application
- Certification Regarding Lobbying (if applicable)
- OIG Subgrant Standard Assurance Statement
- OIG Statement of Special Conditions (must be signed)
- Discrimination Policy
- March Certification Form
- Copy of Current USR Registration
- Debarment Status Checklist

GUIDELINES & REPORTING
REQUIREMENTS



The following information is provided for subgrantees of federal grant programs administered by DPSP. This guide is to serve as the primary reference for financial management and grant administration. All questions should be directed to the Program Manager.

Costs Incurred

All eligible costs must:

Be incurred on or after the first day of the grant period and on or before the end of the grant period.

Be adequately supported by source documentation. All supporting documentation must be kept in files of subgrantees agency and copies submitted with financial reimbursement claims.

FISCAL REGULATIONS

- Cost Incurred
- Equipment
- Monitoring & Audit

Costs Incurred

Only budget items approved in the grant, as shown on the Cost Summary Support Sheet in the award documents, may be claimed for reimbursement.

This applies to both federal and match amounts.

Costs Incurred

All eligible costs must:

Be necessary for proper & efficient administration of the project.

Be permissible under State and Federal law and consistent with statewide policies, regulations, and practices.

Not result in profit.

COST INCURRED

Subgrant modifications are limited to one (1) per grant period.

Budget Modifications must be submitted in writing for approval by DPSP.

The modification request must be submitted 60 days before ending date.

Costs Incurred

If a Modification is needed: A letter must be sent explaining the changes; example: 1) something was cheaper, we want to purchase something else with savings. 2) the items are no longer being made, we need to spend on other equipment.

EXPLAIN YOUR CHANGES FROM ORIGINAL TO THE NEW!

Equipment

Property cannot be disposed of without prior approval from DPSP.

Subgrantee is responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged or destroyed.

- Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official grant record.

Equipment

Subgrantees must use the approved purchasing practices and bid procedures required by State or local laws.

Non-expendable equipment (\$500 or more) is to be recorded on the Equipment Control Form.

DPSP will tag and periodically inspect equipment.

Monitoring & Audit

- DPSP will review all costs submitted for reimbursement to ensure adherence to State and Federal regulations.

Random On-site monitoring of projects will be conducted by staff during the project period as well as Desk Review audits as needed.

- Grantees not subject to audit by the State must secure a single audit.

Equipment

Equipment purchased with grant funds must be used continuously for program purposes and for its useful life.

Equipment found not to be used for program purposes will be removed from the project's inventory.

Revisions & Correspondence

Any changes in program scope or objectives must be submitted in writing for approval by DPSP.

DPSP should be notified in writing of any changes in project personnel.

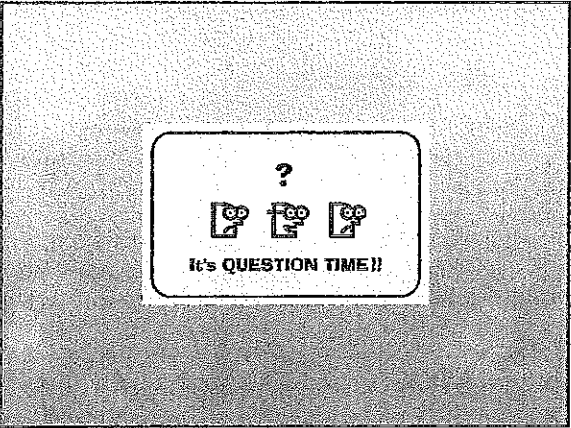
All correspondence should reference the state assigned project number.

Financial Reporting Worksheet Due Dates

Worksheet Due Dates

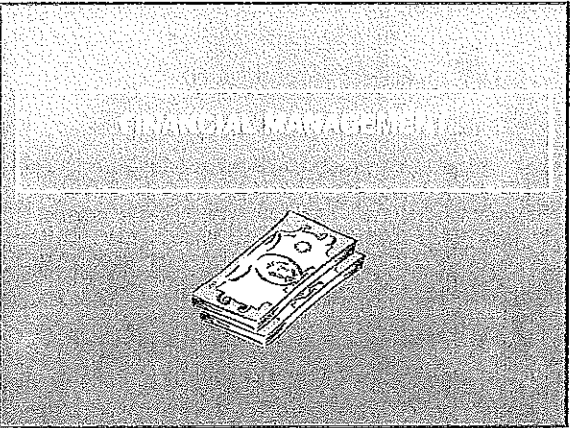
Worksheet Due Date	Report Period
Jan 9 th - March 31	April 15 th
April 1 st - June 30	July 15 th
July 1 st - Sept. 30	Oct. 15 th
Oct. 1 st - Dec. 31	Jan. 15 th

- Worksheet Due Dates**
- Match
 - Modifications
 - Breakdown of Expenditures & Supporting Documentation
 - Reporting Worksheet
 - Closeout Packages
 - Retention of Records



Financial Reporting Worksheets must be completed and submitted to DPSP by the 10th working day of each month.

FAILURE TO COMPLY WILL RESULT IN THE DELAY OF MONTHLY REIMBURSEMENT.



Match

Match Requirements

Byrne JAC requires some agencies to have a 25% Cash match for State and Local Government Agencies. All Sub grantees that have a match, must provide a 25% non-federal match. In-kind services may not be used as match.

Sub-recipient will be reimbursed 75% of the total reimbursement request.

Types of Match:

Records for Match. Subgrantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions.

Cost Summary Adjustments

Subrecipients may request changes to their Cost Summary support sheet by providing an email or letter stating the nature of their request. Phone calls are not acceptable.

The request should include specific information regarding the change, for example, equipment you are changing, reason for the change, what you are claiming into and include the old price and new price of the equipment.

All Modifications must be submitted in writing and approved by DPSP.

Modifications are limited to one (1) per grant period.

Modifications are not retro active.

The final modification must be submitted 60 days prior to the award end date.

Change of Agency

When there is a change in the signing authority of your agency (Board, President, Executive Director, City Clerk, Mayor, Financial Officer, etc.) or a change of the address please notify DPSP in writing and identified as soon as possible.

Request for Modification must be in writing and include:

1. Agency's Name
2. Effective Date of the Modification
3. Subgrant Identification Number
4. Detailed Justification for modification.
5. Detailed budget explaining how funds are reallocated and to where they should be moved to. Always verify those funds expended before moving funds from one category to another.

All modifications must be approved by DPSP before implementing.

DETAILED BUDGET OF EXPENDITURES AND SUPPORTING DOCUMENTATION

1. If additional documentation is needed, you have 24 hours to provide the requested information. Please note: If additional time is needed, talk directly to your Program Manager.
2. For example: Invoices, copy of cancelled checks, timesheets, activity reports, and, etc.
3. If you are an individual contractor, timesheets and activity reports must be signed by the employee and the supervisor.

BREAKDOWN OF COSTS/BENEFITS			
EMPLOYEE	SALARIES	STATES	TOTAL

PERSONNEL SERVICE CHECKLIST

EMPLOYEE NAME: _____
 SOCIAL SECURITY: _____
 STATE: _____
 CITY: _____

Date: _____

_____ CHECKED _____ EMPLOYEE _____ GRANT _____ FINANCIAL _____

Retirement _____
 Social Security _____
 Insurance _____
 Unemployment _____
 Workers Compensation _____
 OTHER FRINGES _____

- Personnel & Fringe Benefits**
1. Time Sheets and Activity Reports must be signed by employee and supervisor.
 2. Photocopies of cancelled payroll checks or other proof of payment for all staff paid under the grant.
 3. Proof of payment (employer's match) for all applicable fringe benefits paid on the behalf of the employees).

- Equipment**
1. Purchase Orders & Invoices
 2. Copy of cancelled checks or other proof of payment
 3. DPSP Equipment Inventory Control Form

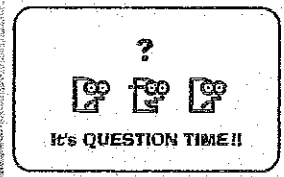
Coverage

Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the award, whether they are employed full-time or part-time. Time and effort reports are also required for consultants.

EQUIPMENT INVENTORY FORM

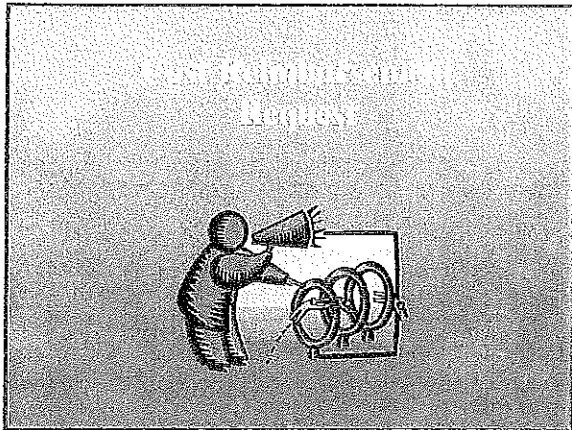
DATE: _____

DATE	ITEM	LOCATION	STATUS	REMARKS



Vendor Communication Update

- All sub recipients will be notified via email regarding their questions.
- All questions regarding the new MACIS program may be asked during the next MACIS program.
- Sub recipients are not able to access MACIS at this time.
- Sub recipients will still submit documentation every month for reimbursement.
- Each sub recipient will receive a Cost Reimbursement Request Form electronically for monthly expenditures.
- Vendor Communication Update: Before receiving reimbursements each agency will need to register their city or county information. (Included in your package)



Retention of Records

In accordance with the requirements of both the 33 CFR Parts 46 and 49 all financial records, supporting documents, statistical records, and all other records pertinent to award shall be retained by each organization for ~~at least 3 years~~ and following the closure of their most recent audit report. Retention is required for purposes of Federal examination and audit. Records may be retained in an automated format.

MACIS PROGRAM

The MACIS program is a new initiative by the Army and the State of Florida to improve the efficiency of the award process. The program will allow sub recipients to submit their monthly expenditures online, eliminating the need for paper submissions. MACIS will also streamline the monthly award process, including the creation of award checks and the issuance of award letters and award notices. The program is a key component of the Army's efforts to improve the award process and to ensure that the State of Florida is able to meet its obligations to the Army. The program will be implemented in the next few months and will be a significant step forward in the award process.

The retention requirement extends to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records. Source documents include copies of all awards, applications, and required recipient financial and narrative reports.

CLOSEOUT PACKAGES

Closeout Packages bearing original signatures are required to be received by DPSP (forty-five (45) days after the termination date of the subgrant. One copy should be retained by the subgrantee.



**JAG AWARD PACKET
RETURN CHECKLIST**

Please check the list below against the items returned in this packet to ensure that all pertinent information is enclosed.

- Signature Sheet (blue ink)
- Budget Summary Sheet (*please initial*)
- Cost Summary Sheet (*please initial*)
- OJP/JAG Statement of Special Conditions
- OJP Subgrant Standard Assurances (*Attachment A*)
- Certification of Equal Employment Opportunity (*Attachment B*)
- Federal Civil Rights Compliance Checklist (*Attachment C-1*)
- Civil Rights Training Certificate (*Attachment C-2*)
- Certification Regarding Debarment (*Attachment F*)
- Certification Regarding Lobbying (*Attachment G*)
- Match Certification (*Attachment H*)
- Copy of Current CCR Registration
- Return Document Checklist

All of the above award documents were returned by:

SUB-GRANT CONTACT PERSON

DATE