



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

PHIL BRYANT
GOVERNOR

ALBERT SANTA CRUZ
COMMISSIONER

December 28, 2015

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

Subject: Project Number: 15DC1451
Program: Justice Assistance Grant (JAG)
Effective Date: 1 January 16


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 **\$91,681**. 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,


Joyce Word
Office Director

1025 NORTH PARK DRIVE · RIDGELAND, MISSISSIPPI 39157 · TELEPHONE 601-977-3700 · www.dps.state.ms.us

**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 - 601-855-5698 Amy Nisbett adnisbett@gmail.com	2. Effective Date: 1 Jan. 16 3. Subgrant Number: 15DC1451 4. Grant Identifier: (Funding Source & Year) 2015-MU-BX-0874 5. Beginning & Ending Dates: 1/1/16 – 12/31/16 6. Subgrant Payment Method: <input checked="" type="checkbox"/> X 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	\$ 68,200.00	100					\$ 68,200.00
Benefits	\$ 23,481.00						\$ 23,481.00
Equipment							
Travel							
Operating Expenses							
Contractual Services							
Miscellaneous							
Indirect Costs							
TOTAL	\$ 91,681.00						\$ 91,681.00

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">Joyce Word 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. 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		
15DC1451	2015-MU-BX-0874	1 Jan. 16		31 Dec. 16		
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	\$ 91,681.00				\$ 91,681.00
TOTAL		\$ 91,681.00				\$ 91,681.00

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	
15DC1451		2015-MU-BX-0874		1 Jan. 16		31 Dec. 16	
6. Activity: 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 @	42,500				
		Officer – Ryan Wiggley @	7,200				
		Female councilor - @	8,000	\$ 68,200.00		\$ 68,200.00	
		Therapist - @	10,500				
	FRINGE	FICA @ 7.65%	5,217				
		Retirement @ 15.75%	10,742				
		Manager Only		\$ 23,481.00		\$ 23,481.00	
		Health insurance @ Not to exceed	7,144				
		Vision @ Not to exceed	378				
		TOTAL		\$ 91,681.00		\$ 91,681.00	

**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

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 th 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) fo 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 insurances 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 hearing 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 County (Madison Co. Juvenile Drug Court) 15DC1451
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: 15DC1451 Award Amount \$ 91,681

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: 01/01/2016 Ending Date: 01/2/31/2016

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 (EEOP) in accordance with 28 C.F.R. §§42.301-308, does the subrecipient have an EEOP on file for review?

Yes

No

If yes, on what date did the subrecipient prepare the EEOP?

2. Has the subrecipient submitted an EEOP 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 EEOP Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial or complete exemption from the EEOP requirements?

Yes – submitted an EEOP Short Form

Yes – submitted a certification

No

If the subrecipient prepared an EEOP 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, 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, person must advise within 10 days. Basis of complaint, date of allege discrimination and date of complaint received by 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:

- 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~~ 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 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

Name of Agency or Organization (Please Print)

15DC1451
Subgrant Number

Authorized Official or Authorized Designee Signature

Date

Office of Justice Programs Monitor's Signature

Date

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

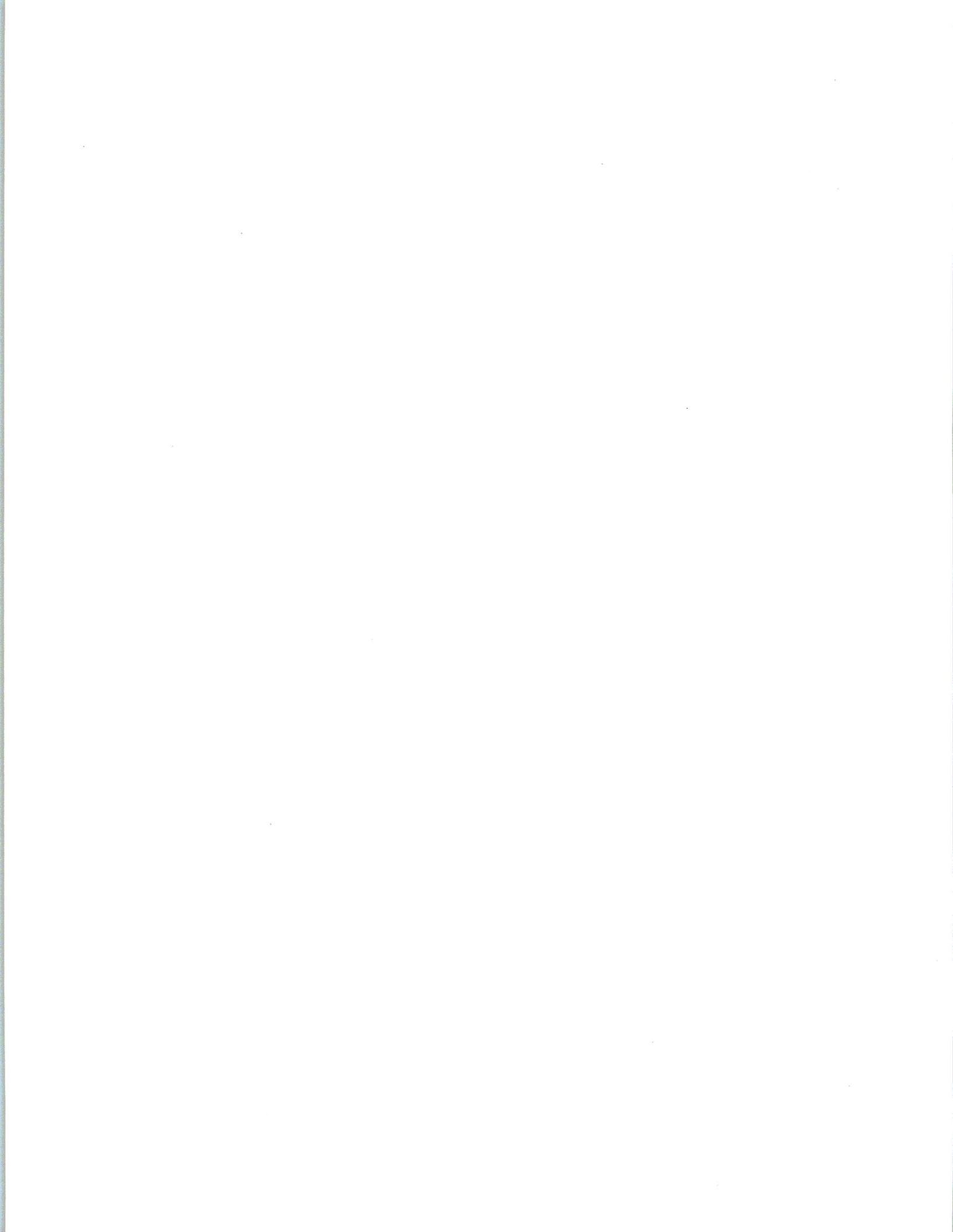
V. TRAINING

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

Name of Organization

Address of Organization

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

15DC1451

Subgrant Number

Revised February 2012

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 # 15DC1451

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

Lt. Don McCain
Executive Director

Joyce Word
Office Director

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

Presents

***The
Byrne/JAG Grant
Subgrant Implementation
Conference***

**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.**

JAG PROGRAM STAFF

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

**Training for DOJ Sub-
recipients
October 8, 2015**

U.S. Department of Justice
Office of Justice Programs

**The Edward Byrne Justice
Assistance Grant
Civil Rights Compliance**

Emberly Holmes
JAG 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*)

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 subawards 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 of a county sheriff's department receives federal funds, the entire sheriff's department is covered, but not the other departments in the county.

Protected Classes

Race
Color
National Origin
Religion
Sex
Disability
Age

The statutes that the OCR enforces prohibit discrimination in:

- Employment Practices and/or
- Delivery of Services

Examples of discrimination in the delivery of services

- 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.

Disability

- **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.

Under Section 504 and Title II of the ADA:

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

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

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.

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.

What should a written LEP Policy have? Five Elements

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

LEP RESOURCES

www.lep.gov - Contains tips and tools for different types of agencies on how to comply with requirements to provide services to LEP persons.

Equitation

- 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 ground of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- The recipient will provide an **EQUAL EMPLOYMENT OPPORTUNITY PLAN** if required to maintain one, where the application is for \$500,000 or more.

OJP's Civil Rights Enforcement

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



Subrecipient Complaint Procedures

- ▶ Sub recipients should have procedures in place for responding to discrimination complaints from clients, beneficiaries, program participants, and employees. These procedures should include:
 - Investigating the complaint internally, or forwarding the complaint to the Mississippi Department of Public Safety, the Office for Civil Rights, or another appropriate external agency such as the Mississippi Human Rights Commission or the EEOC.
 - Notifying the DPS of any discrimination complaint that is not referred to the DPS, and
 - Notifying the complainant that he/she may file a complaint directly with the DPS or the OCR.
- ▶ Sub recipients should provide public notice of these complaint procedures, such as by posting signage in places of public contact and referencing the procedures in program materials.

What is an EEOP?

- **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

Does an agency have to prepare an EEOP?

Depends on . . .

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

Entity Type	Number of Employees	Dollar Amount	Submit EEOP to OCR	Preparation and/or Certif. Required	Assurance Required	Send Findings
Educational, Medical, Nonprofit, or Indian Tribe	Does not matter	Does not matter	NO	YES Certifying the entity type	YES	YES
State or Local Govts. & For-Profit Orgs.	Does not matter	Less than \$25,000	NO	YES Certifying less than \$25,000	YES	YES
State or Local Govts. & For-Profit Orgs.	Less than 50	Does not matter	NO	YES Certifying less than 50 employees	YES	YES
State or Local Govts. & For-Profit Orgs.	50 or more	\$25,000 or more but less than \$500,000	NO	YES prepare and Certify EEOP is on file for review	YES	YES
State or Local Govts. & For-Profit Orgs.	50 or more	\$500,000 or more for one grant	YES	NO	YES	YES

Office for Civil Rights

(202) 307-0690

TTY (202) 307-2027

www.ojp.usdoj.gov/ocr

SUBGRANT AWARDS by Tim Wilkinson



Subgrant Signature Sheet

- Name, address, phone number
- Grant's Effective Date
- Subgrant Number (8 digits)
- Award Period
- Payment Method (Cost Reimbursement)
- Budget Categories
- Amount of Federal and Match funds
- Total Budget
- Special Conditions
- Signatures

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.

SPECIAL CONDITIONS



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 Assurances
- Copy of your CCR Registration for your town or city
- (www.sam.gov)

Special Conditions

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;
- certify 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 (CASH ONLY).

Division of Public Safety Planning
Office of Justice Programs
210 E-6 St, Fresno Blvd
Jackson, Mississippi 39211
(601) 987-4994

Match Certification Form

Name of Organization or Unit of Government: _____

The _____ hereby certifies that it will provide the matching funds or services in the amount required for this subgrant according to federal guidelines. It will further certify 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 Only)
1.		
2.		
3.		
4.		
5.		

Signature _____ Date _____

DPSP 1/03/04

General Special Conditions

Acceptance Procedure

Subgrant Contract documents including the original signature sheets 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.

General Special Conditions

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 second statement to the DPSP explaining the implementation delay.

Upon receipt of the letter, DPSP may cancel the project and request redistribution of the funds to other project areas, or where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

General Special Conditions

Expendable Property Purchased

- 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.

Special Conditions
Non-expendable Property Purchased

- 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)

Prior Approval

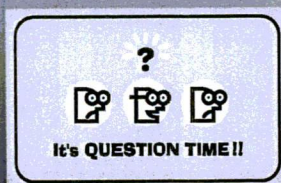
The Subgrantee agrees to request prior approval from DPSP for all individual consultant services before initiating a contract.

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 & returned) BLUE INK
 - Budget Summary (initial sheet)
 - Cost Summary (initial each sheet)
- Certification of Equal Employment Opportunity
- Federal Civil Rights Compliance Checklist
- Standard Assurance Conditions
- Certification Regarding Debarment (please sign)
- Certification Regarding Lobbying (please sign)
- OJP Subgrant Standard Assurances (please sign)
- OJP Statement of Special Conditions (initial each sheet)
- Discrimination Policy
- Match Certification Form (please sign)
- Copy of Current CCR Registration
- Document Return Checklist

IMPORTANT DATE
(PLEASE WRITE THIS DOWN)

- ALL GRANT DOCUMENTS SHOULD BE RETURNED ON OR BEFORE:
- January 22, 2016.



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.

FISCAL REGULATIONS

- Cost Incurred
- Equipment
- Monitoring & Audit

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.

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.

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.

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

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.

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.

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.

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.

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.

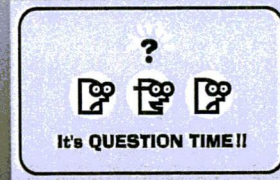
All correspondence should reference the state assigned project number.

BYRNE - Reporting Requirements

Monthly Data Collection Form - due when you return your Cost Reimbursement Request.

Quarterly PMT Reporting

PMT Reporting Period	Report Due:
Jan. 1 - March 31	April 15th
April 1 - June 30	July 15th
July 1 - Sept. 30	Oct. 15 th
Oct. 1-Dec. 31	Jan. 15th



FINANCIAL MANAGEMENT



- 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 Requirement:

Byrne JAG 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.

Modifications

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 modification must be submitted 60 days prior to the award end date:

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

Cost Summary Adjustments

- Sub-recipients 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 changing it to and include the old price and new price of the equipment.

Signing Authority

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 on letterhead as soon as possible.

BREAKDOWN OF EXPENDITURES & SUPPORTING DOCUMENTATION

- 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.
- For example: Invoices, copy of cancelled checks, timesheets, activity reports and etc.
- If your grant is for overtime, timesheets and activity reports must be signed by the employee and the supervisor.

Breakdown of Expenditures

BREAKDOWN OF EXPENDITURES	
Organization:	_____
Program Title:	_____
Fed/contract Number:	_____
Date of Expenditure:	_____
PERSONNEL	_____
FRINGE	_____
TRAVEL	_____
OPERATING EXPENSES	_____
CONTRACTUAL SERVICES	_____
MISCELLANEOUS	_____
CONFIDENTIAL FUNDS	_____
TOTAL EXPENDITURES =	_____

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 employee(s).

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.

PERSONNEL & FRINGE BENEFITS II

Subcontract Number: _____

Date: (Month) _____

(To) _____

Date	Check #	Employee	Gross*	Fringe**
				Retirement _____
				Social Security _____
				Insurance _____
				Unemployment _____
				Workman's Compensation _____
				TOTAL FRINGE _____

Date	Check #	Employee	Gross*	Fringe**
				Retirement _____
				Social Security _____
				Insurance _____
				Unemployment _____
				Workman's Compensation _____
				TOTAL FRINGE _____

* GROSS - BEFORE ALL DEDUCTIONS.

** AGENCY'S PORTION OF FRINGE BENEFITS NOT TO INCLUDE EMPLOYEE'S PORTION OF FRINGE.

Equipment

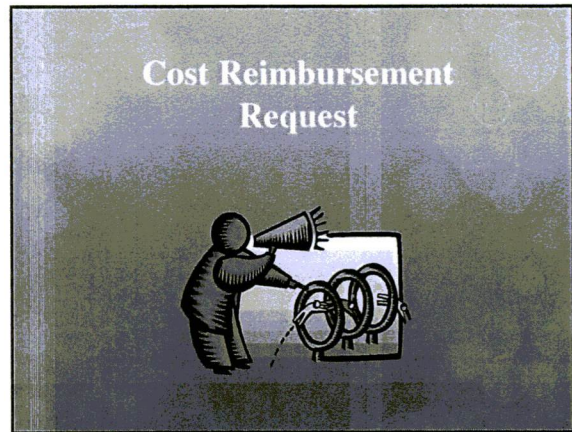
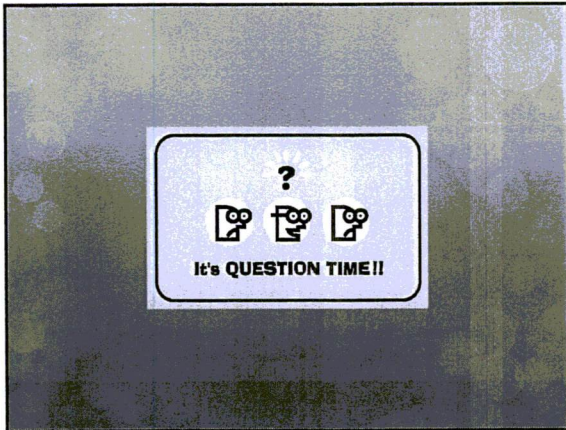
1. Purchase Orders & Invoices
2. Copy of cancelled checks or other proof of payment
3. DPSP Equipment Inventory Control Form

EQUIPMENT CONTROL FORM

Office of Justice Programs

To be completed for each piece of equipment purchased with federal funds.

Model/Year:	_____
Make/Model:	_____
Manufacturer:	_____
Date of Purchase:	_____
Serial No.:	_____
Purchase Order #:	_____
Signature of Purchaser:	_____
Printed Name of Purchaser:	_____
Signature of Agency Representative:	_____
Date:	_____
Department of Purchaser:	_____
Approved Usage:	_____
Location of Equipment:	_____
DPSP Use Only:	_____
DPSP Inventory Number:	_____
Program Manager's Signature:	_____



MAGIC PROJECT

The Department of Finance and Administration is currently implementing a new system known as MAGIC (Mississippi's Accountability System for Government Information and Collaboration). MAGIC was designed to manage state agencies' finance, procurement, and grants management processes. MAGIC will fully automate the procurement process including the creation, tabulation, and maintenance of bids and contracts and will include online vendor registration. The purpose in implementing MAGIC is to provide a more effective and efficient environment for conducting the State's business and is consistent with the State's movement toward electronic delivery of key government services.

Important Facts

- *DPSP is longer sending out monthly financial worksheets.
- *All reimbursements are requested through the new MAGIC system.
- *Sub-recipients are not able to access MAGIC at this time.
- *Sub-recipients will still submit Documentation every month for reimbursement.
- *Each sub-recipients 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.

Retention of Records

In accordance with the requirements set forth in 28 CFR Parts 66 and 70, all financial records, supporting documents, statistical records, and all other records pertinent to award shall be retained by each organization for ALL 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.

Looseleaf

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.

