



STATE OF VERMONT  
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DWD*  
Date: January 16, 2020  
Subject: Grant Request – JFO #2989

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The Dept. of Children & Families has requested expedited review of this item.** Members will be contacted by January 23, 2020 for a decision unless the member has responded prior to that date.

**JFO #2989** – \$1,250,000 from the U.S. Dept. of Justice to the VT Dept. of Children & Families (DCF). These funds have been granted as part of the Federal FY19 Mentoring Opportunities for Youth Initiative. The funds will be used to increase mentoring programming in underserved communities in rural Vermont, with a target population of youth at-risk of adverse childhood experiences (ACES) and other risk factors such as substance abuse and poverty. This is a three-year project during which time DCF will provide sub-awards to MENTOR Vermont to perform the groundwork, while DCF staff will provide oversight. The ultimate objective is to provide mentoring matches to at-least 200 youth over the three-year project.

*[JFO received 01/09/20]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like this item held for legislative review.

**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

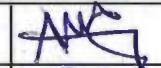

[phone] 802-828-2376  
 [fax] 802-828-2428

RECEIVED

JAN 09 2019

JOINT FISCAL OFFICE

**STATE OF VERMONT**  
**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>	The Mentoring Opportunities for Youth Initiative grant provides funds for mentoring programming to underserved rural communities with a target population of rural youth (ages 6 to 17) with Adverse Childhood Experiences and other known risk factors for substance abuse.				
<b>Date:</b>	12/11/2019				
<b>Department:</b>	Department of Children & Families				
<b>Legal Title of Grant:</b>	OJJDP FY 2019 Mentoring Opportunities for Youth Initiative				
<b>Federal Catalog #:</b>	OJJDP-2019-15004				
<b>Grant/Donor Name and Address:</b>	Department of Justice, Office of Juvenile Justice Programs 810 7 <sup>th</sup> St NW, Washington, DC 20531				
<b>Grant Period:</b>	<b>From:</b>	10/1/2019	<b>To:</b>	9/30/2022	
<b>Grant/Donation</b>	\$1,250,000				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$379,435	\$427,290	\$443,275	\$	
<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>			
	0				
<b>Additional Comments:</b>	.04 FTE of existing DCF position (DCF Director of Policy and Planning) will be funded through this grant				
<b>Department of Finance &amp; Management</b>				(Initial)	
<b>Secretary of Administration</b>				(Initial)	
<b>Sent To Joint Fiscal Office</b>	1/9/20			Date	





Department for Children and Families  
Economic Services Division  
103 South Main Street  
Waterbury, VT 05671-1201

Agency of Human Services  
[phone] 802-241-2800  
[fax] 802-241-2235  
www.dcf.state.vt.us

**MEMORANDUM**

**To:** Sarah Clark, Agency of Human Services (AHS), Chief Financial Officer (CFO)  
**From:** Ken Schatz, Department for Children and Families (DCF), Commissioner  
**Re:** Acceptance of the Mentoring Opportunities for Youth Initiative Grant  
**Date:** October 29, 2019

The Department for Children and Families (DCF) has received a federal grant issued by the United States Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP) in order to:

- Deliver mentoring programming to underserved rural communities in nine counties of Vermont: Bennington, Caldonia, Essex, Orleans, Franklin, Grand Isle, Rutland, Windham and Windsor.
- The projects target population is rural youth (ages 6 to 17) with Adverse Childhood Experiences (ACES) and other known risk factors for substance abuse, including poverty.
- The project will provide evidence-informed mentoring services to youth from this target group and will increase the number of active mentoring matches in these regions by 200 over three years.

This grant will fund DCF, which will make a subaward to MENTOR Vermont, a non-profit subgrantee that will implement and manage the Project day-to-day. MENTOR Vermont will make subgrantee awards through an RFP process to qualified agencies over a three-year period utilizing \$1,250,000 in federal funding. We would like to begin work as soon as possible.

We are requesting approval to receive these funds. Enclosed you will find: (1) AA-1 request form; (2) the OJJDP Notice of Award including OJJDP Award Terms and Conditions; (3) the MENTOR Vermont Mentoring Project Abstract (4) the MENTOR Vermont Mentoring Project Budget Detail Worksheet (5) the MENTOR Vermont Mentoring Budget Narrative.

We appreciate your support in moving this request forward without delay. Please let me know if you have any questions or need additional information.

Thank you,

Ken Schatz, Commissioner  
Department for Children and Families  
280 State Drive  
Waterbury, Vermont 05671-1080



rec'd 11/7/19

## Daniel Dickerson

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**From:** Rex, Judith <Judith.Rex@vermont.gov>  
**Sent:** Wednesday, January 15, 2020 2:14 PM  
**To:** Daniel Dickerson  
**Subject:** RE: JFO approval for Mentoring grant

Thank you!

Judith Rex  
Director of Policy and Planning  
DCF Commissioner's Office  
280 State Drive, HC 1 North  
Waterbury, VT 05671-1080  
Cell Phone: 802-398-7870  
Office Phone: 802-241-0953

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**From:** Daniel Dickerson <ddickerson@leg.state.vt.us>  
**Sent:** Wednesday, January 15, 2020 12:03 PM  
**To:** Rex, Judith <Judith.Rex@vermont.gov>  
**Cc:** Clark, Sarah <Sarah.Clark@vermont.gov>; O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; Truckle, Sarah <Sarah.Truckle@vermont.gov>; Niggel, Jillian <Jillian.Niggel@vermont.gov>; Schatz, Ken <Ken.Schatz@vermont.gov>; Morris, Elizabeth <Elizabeth.Morris@vermont.gov>  
**Subject:** RE: JFO approval for Mentoring grant

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

I have reached out to the Chair of JFC to seek authorization for expedited review. If she okays it, then I will start the process and let you know when/if JFC approves the grant.

Best,  
Dan

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**From:** Rex, Judith <[Judith.Rex@vermont.gov](mailto:Judith.Rex@vermont.gov)>  
**Sent:** Wednesday, January 15, 2020 11:23 AM  
**To:** Daniel Dickerson <[ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)>  
**Cc:** Clark, Sarah <[Sarah.Clark@vermont.gov](mailto:Sarah.Clark@vermont.gov)>; O'Connell, Tracy E <[Tracy.OConnell@vermont.gov](mailto:Tracy.OConnell@vermont.gov)>; Truckle, Sarah <[Sarah.Truckle@vermont.gov](mailto:Sarah.Truckle@vermont.gov)>; Niggel, Jillian <[Jillian.Niggel@vermont.gov](mailto:Jillian.Niggel@vermont.gov)>; Schatz, Ken <[Ken.Schatz@vermont.gov](mailto:Ken.Schatz@vermont.gov)>; Morris, Elizabeth <[Elizabeth.Morris@vermont.gov](mailto:Elizabeth.Morris@vermont.gov)>  
**Subject:** JFO approval for Mentoring grant

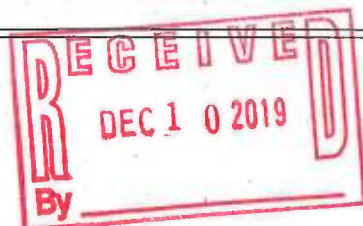
Hi Dan,

Sarah Clark suggested I contact you. I believe JFO has the attached grant acceptance request. We are asking for an expediated review. The state received this award on 9.24.2019 with a start date of 10.1.2019. Per federal regulation, the state only had 45 days to accept this award, however, we keep requesting more time from the feds as the grant approval process has gone very slowly. I am worried that we may lose this funding if we are not able to respond to our federal Program Officer with acceptance. Please let me know if you can expediate this process or need any additional information.

Thanks,  
Judy

**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

BASIC GRANT INFORMATION				
<b>1. Agency:</b>	Agency of Human Services			
<b>2. Department:</b>	Department for Children and Families			
<b>3. Program:</b>	Family Services Division - Mentor Vermont			
<b>4. Legal Title of Grant:</b>	OJJDP FY 2019 Mentoring Opportunities for Youth Initiative			
<b>5. Federal Catalog #:</b>	OJJDP-2019-15004			
<b>6. Grant/Donor Name and Address:</b>	Dept. of Justice, Office of Juvenile Justice Delinquency Prevention			
<b>7. Grant Period:</b>	<b>From:</b>	10/1/2019	<b>To:</b>	9/30/2022
<b>8. Purpose of Grant:</b>	Expand youth mentoring programming to underserved, rural communities in 4 regions of Vermont.			
<b>9. Impact on existing program if grant is not Accepted:</b>	Approximately 200 at-risk youth will not have access to mentoring program			
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	
Personal Services	\$5,716	\$3,189	\$3,890	
Operating Expenses	\$1,756	\$1,756	\$1,756	
Grants	\$371,963	\$422,345	\$437,629	
<b>Total</b>	<b>\$379,435</b>	<b>\$427,290</b>	<b>\$443,275</b>	
<b>Revenues:</b>				
State Funds:	\$0	\$0	\$0	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$379,435	\$427,290	\$443,275	
(Direct Costs)	\$378,482	\$426,758	\$442,627	
(Statewide Indirect)	\$0	\$0	\$0	
(Departmental Indirect)	\$953	\$532	\$648	
Other Funds:	\$0	\$0	\$0	
Grant (source )	\$0	\$0	\$0	
<b>Total</b>	<b>\$379,435</b>	<b>\$427,290</b>	<b>\$443,275</b>	
<b>Appropriation No:</b>	3440020000	<b>Amount:</b>	\$1,250,000	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		<b>Total</b>	\$	



**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

**PERSONAL SERVICE INFORMATION**


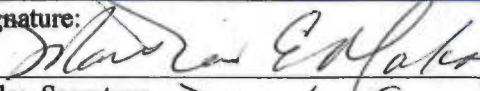
**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>	0	

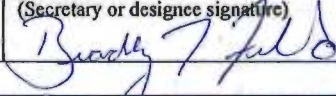
**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**


I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: 	Date: 10/22/2019
Title: Commissioner Department for Children & Families	
Signature: 	Date: 12/6/19
Title: <del>Secretary</del> Deputy Secretary	

**14. SECRETARY OF ADMINISTRATION**

Approved: \_\_\_\_\_ (Secretary or designee signature)  Date: 12/11/19

**15. ACTION BY GOVERNOR**

Check One Box: Accepted  Date: 1/9/20  
 Rejected

**16. DOCUMENTATION REQUIRED**

- Required GRANT Documentation**
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Request Memo                | <input type="checkbox"/> Notice of Donation (if any)              |
| <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input checked="" type="checkbox"/> Notice of Award             | <input type="checkbox"/> Request for Extension (if applicable)    |
| <input type="checkbox"/> Grant Agreement                        | <input type="checkbox"/> Form AA-1PN attached (if applicable)     |
| <input checked="" type="checkbox"/> Grant Budget                |   |

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

12/4/19



**U.S. Department of Justice**

**Office of Justice Programs**

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 24, 2019

Commissioner Ken Schatz  
Vermont Agency of Human Services  
280 State Drive HC 1 North  
Waterbury, VT 05671-1080

Dear Commissioner Schatz:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 19 Mentoring Opportunities for Youth Initiative in the amount of \$1,250,000 for Vermont Agency of Human Services.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Kristen Kracke, Program Manager at (202) 616-3649; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katharine T. Sullivan", is positioned above the typed name.

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

Enclosures



**U.S. Department of Justice**  
**Office of Justice Programs**  
*Office of Civil Rights*

*Washington, DC 20531*

September 24, 2019

Commissioner Ken Schatz  
Vermont Agency of Human Services  
280 State Drive HC 1 North  
Waterbury, VT 05671-1080

Dear Commissioner Schatz:

Congratulations on your recent award! The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, require recipients of federal financial assistance to give assurances that they will comply with those laws. In addition to those civil rights laws, many grant program statutes contain nondiscrimination provisions that require compliance with them as a condition of receiving federal financial assistance. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with OJP and other DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5). Please submit information about any adverse finding to the OCR at the above address.

We at the OCR are available to help you and your organization meet the civil rights requirements that are associated with OJP and other DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to let us know.

Sincerely,

Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst





U.S. Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**Grant**

PAGE 1 OF 15

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Agency of Human Services 280 State Drive HC 1 North Waterbury, VT 05671-1080		4. AWARD NUMBER: 2019-JY-FX-0023	
		5. PROJECT PERIOD: FROM 10/01/2019 TO 09/30/2022 BUDGET PERIOD: FROM 10/01/2019 TO 09/30/2022	
		6. AWARD DATE 09/24/2019	7. ACTION
2a. GRANTEE IRS/VENDOR NO. 036000269	8. SUPPLEMENT NUMBER 00		Initial
2b. GRANTEE DUNS NO. 809376155	9. PREVIOUS AWARD AMOUNT		\$ 0
3. PROJECT TITLE The MENTOR Vermont (MVT) Mentoring Project		10. AMOUNT OF THIS AWARD	\$ 1,250,000
		11. TOTAL AWARD	\$ 1,250,000
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under Please choose the appropriate Statutory Authority			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.726 - Juvenile Mentoring Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Katharine T. Sullivan Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Ken Schatz Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X F JY 70 00 00 1250000		21. UJYGT0155	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2019-JY-FX-0023

PAGE 1 OF 1

This project is supported under Please choose the appropriate Statutory Authority

1. STAFF CONTACT (Name & telephone number)

Kristen Kracke  
(202) 616-3649

2. PROJECT DIRECTOR (Name, address & telephone number)

Judith A. Rex  
Director of Policy and Planning  
280 State Drive HC 1 North  
Waterbury, VT 05671  
(802) 241-0953

3a. TITLE OF THE PROGRAM

Category 5 : Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

The MENTOR Vermont (MVT) Mentoring Project

5. NAME & ADDRESS OF GRANTEE

Vermont Agency of Human Services  
280 State Drive HC 1 North  
Waterbury, VT 05671-1080

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2019 TO: 09/30/2022

8. BUDGET PERIOD

FROM: 10/01/2019 TO: 09/30/2022

9. AMOUNT OF AWARD

\$ 1,250,000

10. DATE OF AWARD

09/24/2019

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Mentoring Opportunities for Youth Initiative, Category 5 (Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids) supports a broad-based approach to building mentoring program capacity in targeted regions throughout the country to help youth impacted by opioids. This program is authorized and funded pursuant to Pub. L. No. 116-6, 133 Stat. 13, 115.

The Vermont Department for Children and Families (VDCF) will make a subaward to MENTOR Vermont, which will in turn make subgrantee grant awards to highly qualified agencies. The subgrantees will deliver mentoring programming to underserved rural communities in four regions of Vermont: the Northeast, Northwest, Southeast, and Southwest. These regions include nine counties: Bennington, Caledonia, Essex, Orleans, Franklin, Grand Isle, Rutland, Windham, and Windsor. The project's target population is rural youth (ages 6-17) with adverse childhood experiences and other known risk factors for substance abuse, including poverty. Within this target group, MENTOR Vermont will make youth affected by opioids a priority. The project will provide evidence-informed mentoring

services to youth and will increase the number of active mentoring matches in these regions by 200 over the 3-year project period. All mentoring agencies will conduct mentoring programs that follow the evidence-informed MENTOR: The National Mentoring Partnership standards. Thus, programs must have completed the Quality Mentoring System review process within the past 3 years or complete it during year 1 of the grant. Regardless of the specific mentoring program model (school-based or community-based), all funded mentoring programs will meet the nationally recognized best practices in each of the six areas of core practice standards listed in the Elements of Effective Practice for Mentoring. As a result of this project, rural Vermont youth will have more supportive social environments that will reduce the risk of engaging in negative behaviors, which can escalate to opioid abuse, juvenile delinquency, and youth victimization. Families will be better supported in their youth's development, which will also reduce the risk of their youth engaging in these negative behaviors. CA/NCF

#### Part 4: Please provide a project abstract

Enter additional project abstract information. Unless otherwise specified in the solicitation, this information includes:

- Brief description of the problem to be addressed and target area and population
- Project goals and objectives
- Brief statement of project strategy or overall program
- Description of any significant partnerships
- Anticipated outcomes and major deliverables

Text should be single spaced; do not exceed 400 words.

##### Project Abstract

The MENTOR Vermont (MVT) Mentoring Project (the Project) is applying for \$1,250,000 in funds over three years from the OJJDP Mentoring Opportunities for Youth Initiative under Category 5.

The applicant is the Vermont Department for Children and Families (VDCF), which will make a subaward to MENTOR Vermont, a non-profit subgrantee that will implement and manage the Project day-to-day. MENTOR Vermont will in turn make subgrantee grant awards through an RFP process during the fall of 2019 to select highly qualified agencies. These will deliver mentoring programming to underserved rural communities in four regions of Vermont, the Northeast, Northwest, Southeast, and Southwest, which includes nine counties: Bennington, Caledonia, Essex, Orleans, Franklin, Grand Isle, Rutland, Windham, and Windsor.

Vermont is small, mountainous, and primarily rural. With a population of only 624,636, Vermont ranks 49th in population size in the United States and 30th in population density (average of 67 people per square mile). The Project's target population is rural youth (ages 6 to 17) with Adverse Childhood Experiences (ACES) and other known risk factors for substance abuse, including poverty. ACES are also "prevalent in justice-involved youth and related to recidivism" (Kowalski, 2018). Within this target group, we will prioritize youth affected by opioids. The Project will provide evidence-informed mentoring services to youth from this target group, and will increase the number of active mentoring matches in these regions by 200 over three years.

All mentoring agencies funded through the Project will conduct mentoring programs that follow the evidence-informed MENTOR: The National Mentoring Partnership (NMP) standards and will require programs to have completed the Quality Mentoring System (QMS) review process within the past three years or complete the process during Year 1 of the grant. Regardless of specific mentoring program model (school-based or community-based), all funded mentoring programs will meet the nationally-recognized best practices in each of the six areas of core practice standards listed in the Elements of Effective Practice for Mentoring.

As a result of this project, rural Vermont youth will have more supportive social environments that will reduce the risk of engaging in negative behaviors. These can escalate to opioid abuse, juvenile delinquency, and youth victimization. Families will be better supported in their youth's development, which will also reduce the risk of their youth engaging in these negative behaviors.



Budget Summary

<b>Budget Summary</b>											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$3,473	\$0	\$1,937	\$0	\$2,364	\$0	\$0	\$0	\$0	\$0	\$7,774
B. Fringe Benefits	\$1,290	\$0	\$720	\$0	\$878	\$0	\$0	\$0	\$0	\$0	\$2,888
C. Travel	\$1,756	\$0	\$1,756	\$0	\$1,756	\$0	\$0	\$0	\$0	\$0	\$5,268
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$371,963	\$0	\$422,345	\$0	\$437,629	\$0	\$0	\$0	\$0	\$0	\$1,231,937
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Direct Costs</b>	\$378,482	\$0	\$426,758	\$0	\$442,627	\$0	\$0	\$0	\$0	\$0	\$1,247,867
J. Indirect Costs	\$953	\$0	\$532	\$0	\$648	\$0	\$0	\$0	\$0	\$0	\$2,133
<b>Total Project Costs</b>	\$379,435	\$0	\$427,290	\$0	\$443,275	\$0	\$0	\$0	\$0	\$0	\$1,250,000
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

**MENTOR Vermont (MVT) Mentoring Project  
Budget Narrative**

**A. Personnel:**

**Table 1: VDCF Personnel**

Year	Position	Name	Annual Salary/Rate	Level of Effort	Cost
Year 1	DCF Director of Policy and Planning	Judith Rex	\$85,949.56	4%	\$3,473
Year 2	DCF Director of Policy and Planning	Judith Rex	\$91,332.80	2%	\$1,937
Year 3	DCF Director of Policy and Planning	Judith Rex	\$94,525.20	3%	\$2,364
Total	DCF Director of Policy and Planning	Judith Rex	\$271,807.56	3%	\$7,774

**NARRATIVE JUSTIFICATION:** The applicant, VDCF, will pass Project funding through to MENTOR Vermont. The VDCF Director of Policy and Planning will be responsible for providing oversight to the Mentor Vermont and coordinating VDCF's the administration of the grant with OJJDP. More specifically:

Year 1: The Vermont Department for Children and Families (DCF) Director of Policy and Planning will spend 84 hours (4.04% of their total time) on the following tasks for the grant: executing the grant agreement with MENTOR Vermont (40 hours), quarterly financial monitoring with the DCF Business Office (4 hours), submitting quarterly financial reports to OJP (8 hours), submitting semi-annual progress reports to OJDP (16 hours), and conducting quarterly grant monitoring with MENTOR Vermont (16 hours).

Year 2: The Vermont Department for Children and Families (DCF) Director of Policy and Planning will spend 44 hours in year two (2.12% of their total time) on the following tasks for the grant: quarterly financial monitoring with the DCF Business Office (4 hours), submitting quarterly financial reports to OJP (8 hours), submitting semi-annual progress reports to OJDP (16 hours), and conducting quarterly grant monitoring with MENTOR Vermont (16 hours).

Year 3: The Vermont Department for Children and Families (DCF) Director of Policy and Planning will spend 52 hours in year two (2.50% of their total time) on the following tasks for the grant: quarterly financial monitoring with the DCF Business Office (4 hours), submitting quarterly financial reports to OJP (8 hours), submitting semi-annual progress reports to OJDP (16 hours), conducting quarterly grant monitoring with MENTOR Vermont (16 hours), submitting the final financial and progress reports (8 hours).

**B. Fringe Benefits:**

**Table 2: VDCF Fringe Benefits**

Component	Rate	Wage	Cost
Year 1	37.12% (Flat Rate)	\$3,473	\$1,290
Year 2	37.12%	\$1,937	\$ 720
Year 3	37.12%	\$2,364	\$ 878
Total	37.12%	\$7,774	\$2,888

**NARRATIVE JUSTIFICATION:** The Vermont Department for Children and Families has a flat fringe rate of 37.12% which includes all benefits.

**C. Travel:**

**Table 3: Travel**

Purpose of Travel	Location	Item	Rate	Cost
Year 1				
OJJDP Training	Washington, D.C.	Lodging for 2 staff from MENTOR Vermont	\$251 per night	\$1,004
OJJDP Training	Washington, D.C.	Meals for 2 staff from MENTOR Vermont	\$76 per day	\$ 152
OJJDP Training	Washington, D.C.	Transportation for 2 staff from MENTOR Vermont	\$300 Round Trip	\$ 600
Total Year 1				\$1,756
Year 2				
OJJDP Training	Washington, D.C.	Lodging for 2 staff from MENTOR Vermont	\$251 per night	\$1,004
OJJDP Training	Washington, D.C.	Meals for 2 staff from MENTOR Vermont	\$76 per day	\$ 152
OJJDP Training	Washington, D.C.	Transportation for 2 staff from MENTOR Vermont	\$300 Round Trip	\$ 600

Purpose of Travel	Location	Item	Rate	Cost
Total Year 2				\$1,756
Year 3				
OJJDP Training	Washington, D.C.	Lodging for 2 staff from MENTOR Vermont	\$251 per night	\$1,004
OJJDP Training	Washington, D.C.	Meals for 2 staff from MENTOR Vermont	\$76 per day	\$ 152
OJJDP Training	Washington, D.C.	Transportation for 2 staff from MENTOR Vermont	\$300 Round Trip	\$ 600
Total Year 3				\$1,756
Total Travel				\$5,268

**NARRATIVE JUSTIFICATION:** Years 1 - 3: DCF will send two staff members of MENTOR Vermont (the sub-grantee) to attend the required OJJDP grant training in Washington, D.C. for two nights each year of the grant. We have budgeted \$300.00 per round-trip plane ticket from Burlington, VT to Washington, D.C., \$251 per hotel room per night (the 2019 GSA per diem rate for Washington D.C.), and the \$76 per day in reimbursable meals (the 2019 GSA per diem rate for Washington D.C.) for each of the two staff members that will be attending.

**D. Equipment – None**

**E. Supplies – None**

**F. Contractual:**

**Table 4: Contractual Cost for Project Implementation**

Year	Name	Service	Rate	Other	Cost
Year 1	MENTOR Vermont	Project implementation		See narrative below	<del>\$371,219.61</del> 371,962.67
Year 2	MENTOR Vermont	Project implementation		See narrative below	<del>\$422,311.16</del> 422,344.67
Year 3	MENTOR Vermont	Project Implementation		See narrative below	<del>\$437,205.32</del> 437,628.66

CE

\*changed to match Table 9 in budget narrative



Year	Name	Service	Rate	Other	Cost
Total	MENTOR Vermont	Project Implementation		See narrative below	\$1,231,936.00

**NARRATIVE JUSTIFICATION:** With VDCF oversight, MENTOR Vermont will be the sub-awardee to implement the grant through schools and community-based organizations in the four Vermont target regions described in the project narrative. The VDCF will follow State of Vermont and OJP sub-award rules and procedures to ensure appropriate accountability. MENTOR Vermont will then select local agencies to implement mentoring activities (see project narrative for selection process).

As the sub-awardee, MENTOR Vermont will incur the following expenses:

**F1. Personnel:**

**Table 5: Costs to MENTOR Vermont for MENTOR Vermont Personnel**

Year	Position	Name	Annual Salary/Rate	Level of Effort	Cost
Year 1	Executive Director	Chad Butt	\$73,000	.15 FTE	\$10,950.00
Year 2	Executive Director	Chad Butt	\$75,000	.15 FTE	\$11,250.00
Year 3	Executive Director	Chad Butt	\$77,000	.15 FTE	\$11,550.00
Year 1	Communications Director	Benji Thurber	\$48,000	.075 FTE	\$3,600.00
Year 2	Communications Director	Benji Thurber	\$50,000	.05 FTE	\$2,500.00
Year 3	Communications Director	Benji Thurber	\$52,000	.05 FTE	\$2,600.00
Year 1	Project Manager	To be hired	\$25.00/hour	1040 hours per year (.5 FTE)	\$26,000.00
Year 2	Project Manager	To be hired	\$26.00/hour	1040 hours per year (.5 FTE)	\$27,040.00
Year 3	Project Manager	To be hired	\$27.00/hour	1040 hours per year (.5 FTE)	\$28,080.00
Total					\$123,570.00

**NARRATIVE JUSTIFICATION:**

The Executive Director will dedicate 15% of their time to manage the sub-award from VDCF. This will include managing all VDCF sub-award procedural and financial requirements. Additionally, the Executive Director will oversee the activities of the regional mentoring agencies. The Executive Director will develop and implement the process for the selection of regional mentor service agencies, monitor services provided by the agencies selected, and provide technical assistance to ensure service quality. Specifically in regard to service quality, the Executive Director will work directly with funded mentoring agencies guiding them through the Quality Mentoring System and ensuring they meet nationally recognized best practices as outlined in the *Elements of Effective Practice – 4<sup>th</sup> Edition*.

The Communications Director will oversee the production of promotional mentor recruitment videos in year one and the media buys over the course of the three years. They will work with funded agencies to increase their earned media and will oversee the enhancements to the Vermont Mentoring Database to ensure required data is recorded and gathered.

The Project Manager will serve as the main point person for MENTOR Vermont on the Project. They will work directly with all funded agencies, supporting them in meeting stated goals and objectives. They will lead the twice-yearly funded mentor staff trainings and support agencies in developing and implementing their post-match mentor trainings, full match activities, and family events.

**F2. Fringe Benefits:**

**Table 6: Cost to MENTOR Vermont for MENTOR Vermont Personnel**

Component	Rate	Calculation	Cost
FICA	.0765 of wages	\$123,570.00 (total wages years 1-3)	\$9,453.11
Worker's Compensation	Year 1 = .29 Year 2 = .28 Year 3 = .28	Year 1 = \$871.00 x .29 Year 2 = \$871.00 x .28 Year 3 = \$871.00 x .28	\$740.35
Health Insurance	Year 1 = \$550 per month/FTE Year 2 = \$575 per month/FTE Year 3 = \$600 per month/ FTE	Year 1 = .225 FTE Year 2 = .200 FTE Year 3 = .200 FTE	\$ 4,305.00
Retirement Contribution	3% of salary for Executive Director and Communications Manager	\$42,450	\$1,273.50
<b>Total</b>			<b>\$15,771.96</b>

**NARRATIVE JUSTIFICATION:** Benefits include pay roll taxes (FICA/Medicare) at .0765 per \$1.00 earned plus required Worker's Compensation insurance.

Full time employees (Executive Director and Communications Director) also qualify for a contribution to Health Insurance averaging \$575 per month per FTE over the 3 years of the project and a 3% retirement contribution of salary per year.

**F3. Travel:**

**Table 7: Cost of Travel for MENTOR Vermont subgrantees's personnel**

Purpose of Travel	Location	Item	Rate	Cost
<b>Year 1</b>				
National Mentoring Summit	Washington, D.C.	Lodging for 3 staff from MENTOR Vermont	\$251 per night for 3 people for 3 nights	\$2,259.00
National Mentoring Summit	Washington, D.C.	Meals for 3 staff from MENTOR Vermont	\$76 per day for 3 people for 3 days	\$ 684.00
National Mentoring Summit	Washington, D.C.	Transportation for 3 staff from MENTOR Vermont	\$300 Round Trip for 3 people	\$ 900.00
<b>Total Year 1</b>				<b>\$3,843.00</b>
<b>Year 2</b>				
National Mentoring Summit	Washington, D.C.	Lodging for 3 staff from MENTOR Vermont	\$251 per night for 3 people for 3 nights	\$2,259.00
National Mentoring Summit	Washington, D.C.	Meals for 3 staff from MENTOR Vermont	\$76 per day for 3 people for 3 days	\$ 684.00
National Mentoring Summit	Washington, D.C.	Transportation for 3 staff from MENTOR Vermont	\$300 Round Trip for 3 people	\$ 900.00
<b>Total Year 2</b>				<b>\$3,3843.00</b>
<b>Year 3</b>				
National Mentoring Summit	Washington, D.C.	Lodging for 3 staff from MENTOR Vermont	\$251 per night for 3 people for 3 nights	\$2,259.00

Purpose of Travel	Location	Item	Rate	Cost
National Mentoring Summit	Washington, D.C.	Meals for 3 staff from MENTOR Vermont	\$76 per day for 3 people for 3 days	\$ 684.00
National Mentoring Summit	Washington, D.C.	Transportation for 3 staff from MENTOR Vermont	\$300 Round Trip for 3 people	\$ 900.00
Total Year 3				\$3,843.00
Local Travel	Mentor agencies in 4 regions	Mileage reimbursement for 3 trips to each of the 4 regions per year.	Average of 180 per trip at \$.58 per mile.	\$ 3,758.40
Total Travel				\$15,287.40

**F4. Equipment**

MENTOR Vermont will purchase a computer with needed software for the Program Manager at an estimated cost of \$1,000.

**F5: Contractual:**

**Table 8: MENTOR Vermont sub-award grants to regional agencies**

Year	Name	Service	Rate	Other	Cost
Year 1	4 Regional Agencies	Local Mentoring Services	\$2,916.86 per match	100 matches	\$291,685.55
Year 2	4 Regional Agencies	Local Mentoring Services	\$2,425.25 per match	150 matches	\$363,787.55
Year 3	4 Regional Agencies	Local Mentoring Services	\$ 1,896.80 per match	200 matches	\$379,359.55
Total	4 Regional Agencies	Local Mentoring Services	\$2,412.97 average per match		\$1,034,832.65

**NARRATIVE JUSTIFICATION:** Organizations in the 4 target regions will be sub-awarded grant funds in each of 3 years based upon cost per match outlined in the table above and their region share of the total yearly matches. The cost per match will decrease over the course of the project. As the number of matches increase, the economy of scale will increase.

**F6. Other**

**Table 8: Other Costs to be incurred by MENTOR Vermont**

<b>Year</b>	<b>Level of Effort</b>	<b>Rate</b>	<b>Cost</b>
<b>Year 1</b>			
Upgrades from Vermont Mentoring Database	20 hours	\$125 per hour	\$2,500.00
Create Videos Year 1 only	5 videos	\$3,000 per video	\$15,000.00
Radio Marketing	Vermont Public Radio - 144 ads	\$30.29 per ad	\$4,362.00
	Vox AM/FM -100 ads	\$30.00 per ad	\$3,000.00
Social Media Marketing	240,000 impressions	\$.01/impression	\$2,400.00
Training Registration for National Mentoring Summit	Registration for 3 staff	\$350 per registration	\$1,050.00
<b>Total Other Year 1</b>			<b>\$28,312.00</b>
<b>Year 2</b>			
Upgrades from Vermont Mentoring Database	10 hours	\$125 per hour	\$1,250.00
Radio Marketing	Vermont Public Radio - 72 ads	\$30.29 per ad	\$2,181.00
	Vox AM/FM -60 ads	\$30.00 per ad	\$1,800.00
Social Media Marketing	120,000 impressions	\$.01/impression	\$1,200.00
Training Registration for National Mentoring Summit	Registration for 3 staff	\$350 per registration	\$1,050.00
<b>Total Other Year 2</b>			<b>\$7,481.00</b>
<b>Year 3</b>			

Year	Level of Effort	Rate	Cost
Upgrades from Vermont Mentoring Database	10 hours	\$125 per hour	\$1,250.00
Radio Marketing	Vermont Public Radio - 72 ads	\$30.29 per ad	\$2,181.00
Social Media Marketing	120,000 impressions	\$ .01/impression	\$1,200.00
Training Registration for National Mentoring Summit	Registration for 3 staff	\$350 per registration	\$1,050.00
<b>Total Other Year 3</b>			<b>\$5,681.00</b>
<b>Total Other</b>			<b>\$41,474.00</b>

**NARRATIVE JUSTIFICATION:** Other costs include enhancements to the MENTOR Vermont database, recruitment and marketing, and training registrations for attendees at the National Mentoring Summit.

**Database enhancements:** MENTOR Vermont will contract with CiviCore to upgrade the Vermont Mentoring database for data collection reporting requirements. In year 1, it is estimated that this will require 20 hours of time from CiviCore followed by 10 hours in years 2 and 3.

For mentor recruitment and program marketing, MENTOR Vermont will purchase the following:

**Recruitment and Marketing:**

**Videos:** In year 1, MENTOR Vermont will produce 5 unique videos to be used for recruitment. The cost will cover scripting, filming, and finalizing. This is a year 1 cost only.

**Radio advertising:** In all three years, MENTOR Vermont will purchase radio advertising. In the first year, radio advertising will include 144 ads on Vermont Public Radio, 72 in October of 2019 and 72 in November of 2019. In addition, 100 ads will be purchased on VOX AM/FM to be aired in the same months as the VPR ads.

In year 2, there will be 72 ads on VPR in October of 2020 and 60 ads on VOX AM/FM from October 2020 through November 2020.

In year 3, there will again be 72 ads on VPR and no ads are planned for VOX AM/FM.

**Social Media:** In all three years, MENTOR Vermont will use social media to market the program. In year 1, it will purchase 240,000 impressions. In year 2, it will purchase 120,000 impressions and in year 2 it will purchase 120,000 impressions as well.

**Training Registrations:** To support staff attending the National Mentoring Summit, federal funds will be used for registration fees for 3 staff per year in all three years.

**G. Construction: None**

**H. Other: None**

**Total Direct Costs: \$1,247,866.00**

**Total Indirect: \$2,134.00**

The VDCF has an approved indirect cost allocation plan with an approved indirect rate of 20%. For this project, VDCF has applied the indirect cost rate to the direct cost total minus the contractual costs and could charge \$3,186 but has decided to charge only \$2,134.

**Total Project Costs:**

Table 9: Total Project Costs

Project Costs	Year 1	Year 2	Year 3	Total
Personnel	\$3,473.00	\$1,937.00	\$2,364.00	\$7,774.00
Fringe Benefits	\$1,290.00	\$720.00	\$878.00	\$2,888.00
Travel	\$1,756.00	\$1,756.00	\$1,756.00	\$5,268.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$371,962.67	\$422,344.67	\$437,628.66	\$1,231,936.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Cost	\$378,481.67	\$426,757.67	\$442,626.66	\$1,247,866.00
Indirect	\$953.00	\$532.00	\$649.00	\$2,134.00
Total Project Costs	\$379,434.67	\$427,289.67	\$443,275.66	\$1,250,000.00

**Total Federal Request: \$1,250,000.00**



**U.S. Department of Justice**

**Office of Justice Programs**

*Office of Juvenile Justice and Delinquency Prevention*

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*Washington, D.C. 20531*

**Memorandum To:** Official Grant File  
**From:** Lou Ann Holland, OJJDP NEPA Coordinator  
**Subject:** Categorical Exclusion for Vermont Agency of Human Services

This award is made as part of the FY 2019 Mentoring Opportunities for Youth Initiative. Awards under this program will be used to support mentoring programs to reduce juvenile delinquency, drug abuse (specifically opioid abuse), truancy, and other problem and high-risk behaviors. None of the following activities will be conducted either under this award or a related third party action: 1) New construction; 2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species; 3) A renovation which will change the basic prior use of a facility or significantly change its size; 4) Research and technology whose anticipated and future application could be expected to have an effect on the environment; or 5) Implementation of a program involving the use of chemicals, other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments. Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets OJP's criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.





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*SPECIAL CONDITIONS*

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period - may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014); the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.



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*SPECIAL CONDITIONS*

**3. Compliance with DOJ Grants Financial Guide**

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

**4. Reclassification of various statutory provisions to a new Title 34 of the United States Code**

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

**5. Required training for Point of Contact and all Financial Points of Contact**

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2017, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2017, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fimts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

**6. Requirements related to "de minimis" indirect cost rate**

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.



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7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



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9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or



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any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.



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13. Unreasonable restrictions on competition under the award; association with federal government

**SCOPE.** This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.



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14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



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19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.





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24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2019)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. The recipient agrees to report data on the grantee's OJJDP-approved performance measures as part of the semi-annual categorical progress report. This data will be submitted on line at OJJDP's Performance Measures website (<https://ojjdp.gov/grantees/pm/index.html>) by July 31 and January 31 each year for the duration of the award. Once data entry is complete, the grantee will be able to create and download a "Performance Measures Data Report." This document is to be included as an attachment to the grantee's narrative categorical assistance progress report submitted in GMS for each reporting period.



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32. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

33. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at <https://www.gsa.gov/forms-library/federal-financial-report>), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.

34. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.

35. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

36. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.



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37. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

38. Copyright; Data rights

The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

39. The award recipient must attend the Office of Juvenile Justice and Delinquency Prevention (OJJDP)-sponsored New Grantee Orientation training to be held during the first year of the project period at a location to be determined by OJJDP.
40. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.



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41. Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

42. The recipient shall submit to OJJDP a copy of all interim and final reports and proposed publications (including those prepared for conferences, journals, and other presentations) resulting from this award, for review and comment prior to publishing. Any publication produced with grant funds must contain the following statement: "This project was supported by Grant # ( ) awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice. All reports and products may be required to display the OJJDP logo on the cover (or other location) with the agreement of OJJDP. OJJDP defines publications as any planned, written, visual or sound materials substantively based on the project, formally prepared by the award recipient for dissemination to the public.

43. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.

44. Cooperating with OJP Monitoring

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

45. The recipient may not obligate, expend, or draw down any award funds for indirect costs, unless and until either -- (1) the recipient submits to OJP a current, federally-approved indirect cost rate agreement, or (2) the recipient determines that it is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and advises OJP in writing of both its eligibility and its election.

The financial review of the budget for this award is pending. If the OJP Office of the Chief Financial Officer (OCFO) determines as part of its financial review that the recipient already has submitted the documentation concerning indirect costs described above, this condition will be released through a Grant Adjustment Notice (GAN) upon completion of the OCFO final budget review.

If the OJP OCFO instead determines as part of its financial review that the recipient has not yet submitted the required documentation concerning indirect costs, this condition will not be released until OJP (including its OCFO) receives and reviews a satisfactory submission.