



## Finance Office

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November 14, 2023

Cass County Board of Commissioners  
211 9th Street South  
Fargo, ND 58103

RE: 2024 Byrne Justice Assistance Grant (JAG) Program  
Red River Child Advocacy

Dear Commissioners:

I am asking for formal approval of the 2024 Byrne Justice Assistance Grant (JAG) Program provided through the North Dakota Office of the Attorney General. The total grant is \$23,920 and includes a match of 35% or \$8,372.

The Budget Summary has been completed in accordance with recommendations made by the Drug and Violent Crime Policy Board. A local government must sponsor the grant. Cass County has sponsored these grants in previous years, and our involvement is to review their expenditures reports and make sure they comply with the grant application and the approved grant budget. We receive the funds, deposit them and forward on the reimbursements to corresponding agency.

Sincerely,

A handwritten signature in black ink that reads "B Madriga".

Brandy Madriga  
Cass County Finance Director

**SUGGETED MOTION:**

Move to accept the 2024 Byrne Justice Assistance Grant (JAG) Program through the North Dakota Attorney General's Office in the amount of \$23,920 which includes a 35% match.



Drew H. Wrigley  
ATTORNEY GENERAL

STATE OF NORTH DAKOTA  
**OFFICE OF ATTORNEY GENERAL**

www.attorneygeneral.nd.gov  
(701) 328-2210

November 8, 2023

Mr. Sarah Matthews, Executive Director  
Red River Children's Advocacy Center  
100 S 4th St, #302  
Fargo, ND 58103

Dear Mr. Matthews,

Your agency has been awarded \$23,920 in Byrne Justice Assistance Grant (JAG) Program funds for the calendar year 2024 to be used towards your agency's approved project.

**To accept this award, please review, complete, sign, and return the enclosed documents (listed below) to the Office of Attorney General by Friday, December 8, 2023:**

1. Grant Award and Acceptance
2. Budget Detail
3. A-133 Audit Certification
4. Non-Supplanting Certification
5. Contact Information Document
6. Certified Conditions

*\*Please be sure to retain a copy of the above documents for your grant file.*

Please carefully review all the award documents. Reimbursements will only be paid via electronic funds transfer. Federal funds will not be disbursed until these forms have been completed, signed, and returned to the Office of Attorney General at:

ND Office of Attorney General  
Grants Management Division  
Attention: Sarah Couture  
600 E. Boulevard Ave, Dept. 125  
Bismarck, ND 58505-0040

You may also choose to email the signed forms to: [skcouture@nd.gov](mailto:skcouture@nd.gov)

Please take note of the following information contained in the award documents:

- Your project period is January 1, 2024 - December 31, 2024.
- The total amount of the funds awarded by the Drug and Violent Crime Policy Board has been inserted on the Grant Award and Acceptance Form.

- Projects are required to commence within 60 days of the scheduled beginning date.
- The Budget Summary has been completed according to recommendations made by the Drug and Violent Crime Policy Board. Any expenditure not in compliance with this Budget Summary will be considered unallowable and will not be reimbursed without prior approval.
- Please be sure to review the Special Condition/Funding Restriction Section to determine if special conditions and/or funding restrictions are attached to the grant award.
- The certified conditions in this document need to be reviewed and followed to stay in compliance with state regulations. The project director, authorized official, and fiscal officer must sign this certification indicating that they have read, understood, and agreed to abide by all the conditions pertaining to the administration of this grant award.
- No federal funds may be used to match this award. The match requirement must be in the form of cash and not in-kind.

Reimbursements will be issued following the submission and approval of subrecipient's Summary Financial Reports (SFR).

We look forward to working with you on this project. If you have any questions or require additional information, please call me at (701) 328-5514.

Sincerely,



Sarah Couture  
Grants/Contracts Officer II

SC/gb

Enclosures: Grant Award and Acceptance  
Budget Detail  
A-133 Audit Certification  
Non-Supplanting Certification  
Contact Information Document  
Certified Conditions



**GRANT AWARD AND ACCEPTANCE**  
**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**  
**OFFICE OF ATTORNEY GENERAL**  
 7/2018

Subrecipient <b>Cass County</b>		Unique Entity Identifier <b>JRNDKLLS2949</b>	Grant # <b>23210</b>
Implementing Agency <b>Red River Children's Advocacy Center</b>		Make Check Payable To	
Project Director <b>Sarah Matthews</b>	Title <b>Executive Director</b>	Email <b>sarah@rrcac.com</b>	Phone <b>701-234-4409</b>
Fiscal Officer <b>Sarah Matthews</b>	Title <b>Executive Director</b>	Email <b>sarah@rrcac.com</b>	Phone <b>701-234-4409</b>
Federal Awarding Agency <b>Office of Justice Programs</b>		CFDA # <b>16.738</b>	FAIN # <b>15PBJA-23-GG-03002-JAGX</b>
Project Description <b>Edward Byrne Memorial Justice Assistance Grant (JAG) Program</b>		Federal Award Period <b>10/01/2022-09/30/2026</b>	Project Period <b>01/01/2024-12/31/2024</b>
		Amount of Federal Funds Obligated by this Action <b>\$15,548</b>	Total Federal Award <b>\$525,336</b>

AWARD SUMMARY				
ITEM	PROJECT COST	SOURCE OF FUNDS		PERCENTAGE
Personnel	\$23,920	FEDERAL	\$15,548.00	65%
Operating				
Equipment		MATCH	\$8,372.00	35%
<b>TOTAL</b>	<b>\$23,920</b>	<b>TOTAL</b>	<b>\$23,920.00</b>	<b>100%</b>

**GENERAL AND SPECIAL CONDITIONS**

**The subrecipient cannot spend or commit funds until January 1, 2024.**

This is a non-R&D award and approved subject to the conditions outlined above and on the attached pages.

Date Awarded <b>November 6, 2023</b>	Signature of Attorney General or Designee <i>Becky Keller</i>	Printed Name and Title <b>Becky Keller, Director of Finance</b>
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**ACCEPTANCE**

The subrecipient and implementing agency accept this grant and promises to comply with all conditions and terms that apply to it. The project director and fiscal officer agree to submit timely financial and progress reports as set forth.

Date Accepted	Signature of Authorized Official	Name and Title (printed)
Date Accepted	Signature of Project Director	Name and Title (printed)
Date Accepted	Signature of Fiscal Officer	Name and Title (printed)



**BUDGET DETAIL**  
**Justice Assistance Grant (JAG) Program**  
**Office of Attorney General**

Grant # 23210

Recipient: Cass County  
 Implementing Agency: Red River Children's Advocacy Center  
 Contact Name (P.D.): Sarah Matthews  
 Email (PD): sarah@rrcac.com  
 Phone Number (P.D.): 701-234-4409

**CY2024 Request Detail**

Approved  
 Denied

**CY2024 Approved Budget**

Personnel/OT & Fringe				
Item	Qty	Unit	\$/Unit	Total
Victim Support Advocate				-
Salary	1040	hours	23.00	23,920.00
Forensic Interviewer				-
Salary	2080	hours	25.00	52,000.00
<b>Total Personnel/OT &amp; Fringe Requested</b>				<b>\$ 75,920.00</b>

Personnel/OT & Fringe				
Item	Qty	Unit	\$/Unit	Total
Victim Support Advocate				-
Salary	1,040.00	hours	23.00	23,920.00
<del>Forensic Interviewer</del>				-
<del>  Salary</del>	<del>2,080.00</del>	<del>hours</del>	<del>25.00</del>	<del>52,000.00</del>
<b>Total Personnel/OT &amp; Fringe Awarded</b>				<b>\$ 23,920.00</b>

**Total Request Including Match \$ 75,920.00**

**Total Award Including Match \$ 23,920.00**

Grant \$ 15,548.00  
 Match \$ 8,372.00

Signature	Date
Authorized Official	
Signature	Date
Project Director	
Signature	Date
Fiscal Officer	



# CY2024

## A-133 Audit Certification

<b>Subrecipient:</b> <b>Cass County</b>
<b>Grant Number:</b> <b>23210</b>
<b>Federal Award Amount:</b> <b>\$23,920</b>

We certify that:

We are a non-federal entity that expended \$750,000 or more in federal awards during our fiscal year (from all sources including pass-through sub awards), and are required to arrange for a single organization-wide audit conducted in accordance with the provisions of Office of Management and Budget (OMB) 2 C.F.R. Part 200.514. This audit report will be submitted to the Office of Attorney General.

**OR**

We are a non-federal entity that expended less than \$750,000 a year in federal awards, and are therefore exempt from federal audit requirements for the award year. We realize however, that we must keep records that are available for review or audit by appropriate officials including the federal agency, pass-through entity, and U.S. Government Accountability Office (GAO).

**Certified By:**

Date Accepted	Signature of Authorized Official	Name and Title
Date Accepted	Signature of Project Director	Name and Title
Date Accepted	Signature of Fiscal Officer	Name and Title



**NON-SUPPLANTING CERTIFICATION**  
**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**  
**OFFICE OF ATTORNEY GENERAL**

## Non-Supplanting Certification

We certify that:

- Grant funds received do not supplant existing funds from program activities (personnel, operating or equipment) and do not replace those funds which have been appropriated for the same purpose.
- Use of these grant funds will not supplant our General Fund Budget.
- If a position is fully funded by grant funds, each FTE is exclusively dedicated to the grant activities and a position description is on file.
- If a position is partially funded, it is dedicated to that extent to grant activities.
- The grant position(s), if fully funded, would be terminated if the funding were not available.
- The position(s), if partially funded by the grant, would have hours reduced accordingly, if funding were not available.

Certified By:

Signature of Authorized Official	Print Name and Title	Date Accepted
Signature of Project Director	Print Name and Title	Date Accepted
Signature of Fiscal Officer	Print Name and Title	Date Accepted



**CONTACT SHEET**  
**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**  
**OFFICE OF ATTORNEY GENERAL**

**CONTACT INFORMATION**

**PLEASE COMPLETE AND RETURN WITH AWARD DOCUMENTS**

**Subgrantee:** Receives/passes through funding. Reimbursements will be mail to this location. Must be a city or county.

Subgrantee Name (City/County)	Telephone	Email	Fax
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Subgrantee Mailing Address	City, State, Zip
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Contact Name	Telephone	Email
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**Implementing Agency & Project Director:** Manages day-to-day activities of the project/grant

Implementing Agency
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Mailing Address	City, State, Zip
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Project Director & Title	Telephone	Email
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**Fiscal Officer:** Responsible for grant budgets, submits requests for reimbursement (SFR's). ( May be the same as the project director)

Fiscal Officer	Title & Agency	Telephone	Email
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Person completing SFR (if not Fiscal Officer)	Title & Agency	Telephone	Email
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Mailing Address	City, State, Zip
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**CERTIFIED CONDITIONS**  
**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**  
**OFFICE OF ATTORNEY GENERAL**  
10/2023

**I. INTRODUCTION**

**Subrecipient**

Subrecipients are state agencies, units of local government (such as a city or county), other general-purpose political subdivisions of a state, or Indian tribes.

**Implementing Agency**

The Implementing Agency has direct responsibility for carrying out the activities of the grant (such as a police department or sheriff's office).

**Authorized Official**

The authorized official must have the legal authority to commit the Subrecipient to a contract or other agreement. Examples are the mayor, city auditor, county auditor, director of the state agency, or tribal chairperson. Overall responsibility for the administration of the project rests with this individual.

**Project Director**

The project director has direct responsibility for implementation of the project activities and spending within the awarded budget. This person will prepare and submit all progress reports as required by the Office of Attorney General (OAG).

**Fiscal Officer**

The fiscal officer prepares and submits all financial reports as required by the OAG and has responsibility for the financial administration of the project.

**II. GENERAL TERMS AND CONDITIONS**

*General terms and conditions are available online at*

[https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)

1. The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the Subrecipient that relate to conduct during the period of performance also is a material requirement of this award.

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 a certification or assurance related to

conduct during the award period – may result in the Office of Justice Programs (OJP) taking appropriate action with respect to the Subrecipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award.

The 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 42 U.S.C. 3795a), and may lead to imposition of civil penalties and administrative remedies for false claims of 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. This award is subject to the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR Part 200. For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards, see the OJP website <http://ojp.gov/funding/Part200UniformRequirements.htm>.
3. The Subrecipient agrees to comply with the DOJ Grants Financial Guide posted on the OJP website (currently the “2017 DOJ Grants Financial Guide” available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posed during the period of performance.
4. Subrecipients must comply with the federal Government-wide Suspension and Debarment provisions set forth at 2 CFR Part 180.
5. If a project has commenced operation within 60 days of the beginning project date, the project director will report in writing, the steps taken to initiate the project, the reasons for the delay and the expected starting date. Failure to submit this report when required may result in cancellation of the grant.

If a project has not begun operations within 90 days of the beginning of the project date, the project director must submit a second written report updating the information supplied in the first report. If this report is not received, or if the OAG determines that the delay is not desirable, the project will be canceled.

6. General appropriations-law restrictions compliance on the use of federal funds is required. The Subrecipient 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, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm> and are incorporated by reference here.

7. Subrecipients 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 website at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards must have specific federal authorization), and are incorporated by reference here.

8. In regards to employment eligibility verification for hiring under the award, the Subrecipient must:
  1. 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 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).
  2. Notify all persons associated with the Subrecipient who are or will be involved in activities under this award of both:
    - a. this award requirement for verification of employment eligibility, and
    - b. the associated provisions in 8 U.S.C 1324a(a)(1) that, generally speaking make it unlawful in the United States, to hire (or recruit for employment) certain aliens.
  3. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility and of the associated provisions of 8 U.S.C 1324a(a)(1).
  4. 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.

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.

Rules of Construction:

1. 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 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.
2. Employment eligibility confirmation with E-Verify: For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the 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 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.

3. "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.

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

5. Nothing in this condition, including paragraph 2 under Rules of Construction, shall be understood to relieve any subrecipient or any person or other entity of any obligations imposed by law, including 8 U.S.C. 1324a(a)(1).

9. Subrecipients must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 C.F.R 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 subrecipients breach procedures must include a requirement to report actual or imminent breach of PII to the OAG no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

10. 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 for any subaward, that a purpose of some or all of the activities to be carried out under the award by the subrecipient is to benefit a set of individuals under 18 years of age.

The subrecipient 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 website 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.

11. Subrecipients must comply with all applicable requirements (requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients or individuals defined (for purposes of this condition) as "employees" of the subrecipient.

The details of the subrecipient'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 subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

12. Subrecipients 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.

13. The Subrecipient must collect and maintain data that measure the performance and effectiveness of work under this award. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.
14. Any training or training materials that the Subrecipient 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/ojptrainingguidingprinciples.htm>
15. The Subrecipient 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 subrecipient 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
16. The Subrecipient 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 Subrecipient 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.
17. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subrecipients 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.
18. The Subrecipient 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 subrecipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks. Further, the subrecipient 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 subrecipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the subrecipient's access to award funds; referral to the DOJ OIG for audit review; designation of the subrecipient as a DOJ High Risk grantee; or termination of an award(s).
19. Subrecipients must comply with all confidentiality requirements of 34 U.S.C 10231 and 28 C.F.R. Part

22 that are applicable to collection, use, and revelation of data or information. The subrecipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

20. Compliance with National Environmental Policy Act and related statutes.

Upon request, the subrecipient must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds. Accordingly, the subrecipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes.

The subrecipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the subrecipient or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The Subrecipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The subrecipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html> for programs relating to methamphetamine laboratory operations.

21. JAG funds may be used to purchase bulletproof vests for an agency, but they may not be used as the 50% match for purposes of the DOJ Bulletproof Vest Partnership (BVP) program.
22. The Subrecipient agrees to submit a signed certification that all law enforcement agencies receiving body armor purchased with funds from this award have a written "mandatory wear" policy in effect. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.
23. Ballistic-resistant and stab-resistant body armor purchased with JAG award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is



listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>

24. Any law enforcement agency receiving funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.
25. The subrecipient will not make any subawards to State, local, college, or university law enforcement agencies unless such agencies have been certified by an approved independent credentialing body or have started the certification process. To become certified, law enforcement agencies must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.
26. The subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently assessable at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM. The details of the subrecipient'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.
27. Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, shall contain the following statements: "This project was supported by Grant No. <Award Number> awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, The Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.
28. Any website 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 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 in whole or in part through a grant from the Bureau of Justice Assistance, 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, in its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must clearly be 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.
29. With respect to any information technology system funded or supported by funds under this award, the

subrecipient must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OMP determine 28 C.F.R. Part 23 to be applicable, OMP may at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the subrecipient may be fined as per 34 U.S.C. 10231 (c)-(d). The subrecipient may not satisfy the fine with federal funds.

30. The subrecipient must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

### **III. COOPERATION**

The Subrecipient and implementing agency agree to work with local, state, and federal criminal justice agencies in the performance of the project.

### **IV. THIRD-PARTY PARTICIPATION**

No contract or agreement may be entered into by the Subrecipient and implementing agency for execution of project activities or provision of services for a grant project, unless the contract or agreement was part of the original grant award or is approved in advance by the OAG (exception: purchase of supplies, or standard commercial or maintenance services). Any contract or agreement entered into shall provide that the Subrecipient and implementing agency retain ultimate control and responsibility for the grant project and that the contractor shall be bound by these conditions and any other requirements applicable to the Subrecipient and implementing agency in the conduct of the project.

### **V. WRITTEN APPROVAL REQUIRED FOR CHANGES**

The Subrecipient and implementing agency must obtain prior written authorization from the OAG for major project changes including:

- A. Changes of substance in project activities, designs, or research plans as set forth in the approved application;
- B. Changes in the project director or key professional personnel identified in the approved application;
- C. Changes in the approved project budget as specified under financial conditions;
- D. Grant extensions

A grant extension must be requested in writing before the project period end date. The written request for an extension must state the need for the extension and indicate the additional time frame required to complete the project. In order to receive approval for an extension, financial and progress reports must be completed and submitted to the OAG.



## **VI. PROGRESS REPORTS**

### **Purpose**

Congress appropriates funds for the Justice Assistance Grant (JAG) Program to help state and local governments develop new ways of reducing drug use and violent crime. The value of each project is not only what it does for the community, but what it tells the Drug and Violent Crime Policy Board, the Attorney General, the North Dakota Legislature, the US DOJ, and Congress about drug use and violent crime.

Accordingly, subrecipients must submit Progress Reports to the OAG. Progress reports have the following purposes:

- A. To determine if the Subrecipient operated the project as agreed;
- B. To determine the outcome of the project;
- C. To develop data for criminal justice planning and the North Dakota JAG Strategy;
- D. To help other agencies which might undertake a similar project;
- E. To present information to Congress and the North Dakota Legislature.

### **Progress Report Requirements**

Performance Measurement Tool (PMT) online reporting is required.

The Subrecipient must submit quarterly performance metrics reports through BJA's PMT website (<https://ojpssso.ojp.gov/>). The reporting requirements are due quarterly on the 20<sup>th</sup> of the month following the end of the quarter.

Additionally, the BJA may require specific project data.

Subrecipients must submit PMT reports quarterly, and depending on your agency/program, semi-annual progress reports may be required. **Reports are to be based on that period's activities.**

### **Failure to Submit the Progress Report**

The OAG will not reimburse any expenditure if any federal progress report is outstanding. Failure to submit the progress reports may also result in the suspension of processing new or continuation projects.

## **VII. FINANCIAL MANAGEMENT**

### **Accounting Requirements and Procedures**

The Subrecipient and implementing agency agree to establish financial accounting procedures to assure proper disbursement and accounting for all federal funds and required non-federal matching funds. All conditions which apply to federal grant funds apply to match funds. These procedures should include timely recording and documentation of receipts and expenditures. At a minimum, your accounting system must:

- A. Separately account for the receipt of federal funds and matching funds under each grant awarded.
- B. Separately account for expenditures under each subgrant, even though it may be a project that is receiving continuation funding. Total costs and receipts must be identifiable under each grant award.

### **Non Supplanting**

The subrecipient and implementing agency agree that federal funds made available through the JAG program must be used to supplement existing funds for program activities and cannot replace, or supplant, state, local, or other non-federal funds that have been appropriated for the same purpose.

### **Cash Match**

The subrecipient assures that matching funds are non-federal dollars. All subrecipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions. Failure to provide the approved match will require you to refund the federal funds to the OAG.

### **Pre-Agreement Costs**

The OAG reimburses only for goods or services purchased during the grant period. Expenditures or costs incurred prior to the "beginning date" listed on the federal Grant Award and Acceptance will not be allowed. Project funds cannot be spent or committed until January 1, 2024.

### **Budget Deviation**

All expenditures of the project must be in accordance with the detailed federal Budget Summary of the Grant Award and Acceptance. The OAG will not reimburse expenses which are not in the approved budget. Requests to purchase items that are not in accordance with the detailed Budget Summary must be made in writing, in advance, to the OAG and will be considered on a case-by-case basis.

### **Unexpended Funds**

Unexpended funds for the specific purposes or conditions of the grant during the awarded calendar year period must be returned to the OAG. These funds will be made available for award during the next grant award process.

### **Reimbursement/Allowable Expenses**

The OAG reimburses actual expenses on a quarterly basis unless otherwise agreed upon by the OAG and the subrecipient. The Summary Financial Report (SFR) must be used to report all grant expenditures and a template will be provided to you. The report is required quarterly and must be submitted to the OAG within 30 days following the end of the reporting period.

The SFR must show all project expenditures during the period of the report. Expenditures should be reported as actual amounts and must be accompanied by complete documentation as indicated below.

**A. Personnel Expenditures**

**Includes:** Salary, overtime, and benefits

**Documentation required:** Hourly rates, copies of check stubs or payroll ledgers, itemization of withholding amounts and benefits paid, and supporting calculations of wages paid (timesheets may be reviewed during audits).

**B. Operating Expenditures**

**Includes:** Utilities, office supplies, travel expenses, training, etc.

**Documentation required:** Invoices, vouchers, receipts, purchase orders, bids and/or sole source documentation, or other supporting documentation.

**C. Equipment**

**Includes:** Tangible personal property having an acquisition cost of \$5,000 or more per unit and a useful life of more than one year

**Documentation required:** Invoices, vouchers, receipts, purchase orders, bids and/or sole source documentation if necessary, or other supporting documentation.

**D. Travel**

**Includes:** Meals, lodging, mileage, and commercial transportation for travel approved in the subrecipient’s application

**Documentation required:** Invoices, vouchers, receipts. Sufficient detail must be submitted to support the claim including destination, purpose of travel, dates, and authorization

**Mileage, meals and lodging:** Will be reimbursed at the local or state rate - whichever is lower; or for out-of-state travel, General Services Administration (GSA) rates will prevail. Current state rates are as follows:

To receive reimbursement for meals you must document departure and arrival times, and you must travel a minimum of four (4) hours, which cover the following time frames:

<u>Meals</u>	<u>State Rate</u>
Breakfast (leave on or before 7:00 a.m.)	\$ 9.00
Lunch (11:00 a.m. - 6:00 p.m.)	\$14.00
Dinner (5:00 p.m. - 12:00 midnight)	\$22.00

**E. Contracts, Leases, and Agreements**

Consultant and contractual services, leases, and agreements must be supported by written contracts stating the services to be provided, rate of compensation, and length of time over which the services will be provided. Payments must be supported by invoices providing details on the services provided and when these services were provided. Subrecipients must submit a copy of approved contracts, leases, or agreements before reimbursement will be made.

**Unallowable Expenses**

The subrecipient understands and agrees that award funds may not be used for items that are listed on the Federal Prohibited Expenditure List at the time of purchase or acquisition, including as the list may be

amended from time to time. The Prohibited Expenditure List may be accessed here: <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment>

Federal funds may not be expended for the following items:

- A. Items not part of the approved budget **unless** approved by the OAG
- B. Land acquisition
- C. Acquisition or construction of buildings
- D. Real estate mortgages or taxes, **unless** specifically provided for in the grant agreement
- E. Purchase of automobiles or other automotive vehicles **unless** provided for in the grant agreement
- F. Compensation to federal employees
- G. Travel of federal employees
- H. Military-type equipment
- I. Lobbying
- J. Fund raising
- K. Corporate formation
- L. Imputed interest
- M. Indirect (overhead) costs
- N. Bonuses, honoraria, or commissions
- O. Entertainment and related costs
- P. Social activities, i.e. sports, movies, etc.
- Q. Tips
- R. Bar charges/alcoholic beverages
- S. Guns, ammunition, tasers
- T. Acquisition of canines and/or canine expense, **unless** pre-approved for tactical team purposes.
- U. Unmanned Aircraft Systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

### **Project Income and Interest**

All interest or other income earned as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, asset forfeitures, etc.) must be reported on the Federal Progress Report. Program income must be reported at the ratio of JAG funds in the project. Program income may be retained and used for any purpose that furthers the objectives of the project.

Program income from asset seizures and forfeitures is considered earned by the project at the time of seizure, and is available for use by the subrecipient upon forfeiture.

In the event the grant project is discontinued, and program income remains unexpended, the federal portion of the program income shall be used by subrecipient for any authorized program purpose area under the JAG program.

### **Audit Requirements**

**Subrecipients receiving a total of \$750,000 or more in federal funds:** The subrecipient agrees to have an audit which shall be in compliance with the audit requirements of the federal Office of Management and

Budget (OMB) 2 C.F.R Part 200.514, "Audits of State and Local Governments, Institutions of Higher Education, Hospitals, and Other Nonprofit Institutions", if \$750,000 or more in total federal financial assistance is received. The audit must cover the period of the award.

The subrecipient understands and agrees that the DOJ awarding agency (OJP) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the subrecipient 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.

Units of local government and non-profit organizations must provide a copy of report of the audit to the OAG.

State agencies must give the OAG a copy of that part of the report of an audit conducted by the State Auditor's Office, which pertains to project funds at the time the agency received funds.

**Subrecipients receiving a total of less than \$750,000 in federal funds:** The subrecipient agrees to meet the following criteria:

- A. Establish an accounting system integrated with adequate internal fiscal and management controls to provide full accountability for revenues, expenditures, assets, and liabilities;
- B. Prepare financial reports to support claims charged toward the grant award. Reports should be supported by accurate and reliable financial data and should be in accordance with the terms of the applicable agreements; and
- C. Expend project funds in accordance with the federal Grant Award and Acceptance and federal and state rules.

Agencies not required to have an audit must provide and maintain adequate financial records for each period in which they received or spent project funds.

### **Potential Fraud, Waste, Abuse or Misconduct**

The subrecipient must promptly refer to the OAG any credible evidence that a principal, employee, agent, contractor, subrecipient, subcontractor, or other person has either 1) submitted a false claim for grant funds under the federal False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

No subrecipient 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 subrecipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently 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 subrecipient 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 subrecipient'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 currently 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.

## **VIII. INSPECTION OF RECORDS**

### **Retention of Records**

Subrecipients must maintain their project file and financial records for three years after the close of the grant and completion of an audit.

### **Records Inspection**

The subrecipient and implementing agency give the OAG or its representatives permission to audit and inspect any records, objects, or premises pertaining to this grant and to evaluate and monitor the project at any reasonable time.

**Monitoring**

Subawards must be monitored as outlined in 2 C.F.R. 200.331. Program monitoring involves the ongoing collection of information to determine if programs are operating according to plan. Monitoring also provides ongoing information on program implementation and functioning. It is our policy that the OAG or its representatives will monitor your program on a bi-annual basis via telephone, desk review, or on-site visit.

**IX. PROCUREMENT**

The subrecipient 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.

**Adequate Competition**

All procurement transactions, whether negotiated or competitively bid, and without regard to dollar value, should be conducted in a manner so as to provide maximum open and free competition. A state purchase price as obtained by the Office of Management and Budget (OMB) State of North Dakota, may be considered the same as a bid price.

**Level of Competition Required**

When needed commodities or services cannot be obtained from an existing source or a government entity, state procurement procedures must be used. The dollar of the purchase determines the level of competition required:

<b>Purchasing Thresholds Effective July 1, 2018</b>		
<b>Level</b>	<b>Competition Requirements</b>	<b>Documentation Maintenance Requirement</b>
<b>Level 1 “Micro” Purchase</b>	Obtain at least one fair and reasonable quote.	Rotate vendors solicited on an equitable basis (N.D.A.C. § <a href="#">4-12-</a>

Less than \$10,000		<a href="#">08-02)</a>
<b>Level 2 Small Purchase</b>  At least \$10,000 but less than \$50,000	Solicit informal quotes/bids or proposals from at least three vendors. May send to additional vendors.	Documentation is required.
<b>Level 3 Informal Written Purchase</b>  At least \$50,000 but less than \$100,000	Solicit informal bids or proposals. May send to additional vendors.	Documentation is required
<b>Level 4 Formal Purchase</b>  \$100,000 and over	Must be purchased using formal sealed bids: Invitation for Bid (IFB) or Request for Proposal (RFP). May send to additional bidders.	Documentation is required.

**Alternate Procurement (Sole Source)**

Competition is required for Level 2, Level 3 and Level 4 purchases. Occasionally, a fully competitive procurement process may be difficult or impossible. Factual evidence and/or documentation is needed in order to justify non-competitive purchases (i.e.: product needs to be compatible with existing equipment; or statement from the vendor that the product is covered by a patent or not sold through resellers).

**X. EQUIPMENT**

**Equipment Inventory**

A purchase of equipment and other tangible property that has a useful life of one year or greater and has an initial cost of \$5,000 or greater must be reported to the OAG and tracked. The inventory should be itemized and include the following for each piece of equipment:

- A. Equipment description
- B. Brand name
- C. Model numbers
- D. Serial numbers
- E. Unit cost
- F. Purchase date

**Ownership of Equipment**



Subrecipients and implementing agencies shall exercise due care in the maintenance, protection, and preservation of such property during the period of project use. Equipment acquired under a grant shall be managed in accordance with your respective laws and procedures. Title to equipment acquired under a grant will vest in the subrecipient and implementing agency and must be used for criminal justice purposes.

## **Disposition**

When equipment is no longer needed for criminal justice purposes, the subrecipient must contact the OAG for disposition instructions.

## **XI. DRUG FREE WORKPLACE REQUIREMENTS**

The subrecipient certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing a drug-free awareness program to inform employees about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. The subrecipient's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Requiring that each employee engaged in the performance of the drug grant be given a copy of the statement required by paragraph (A).
- D. Notifying the employee in the statement required in paragraph (A) that, as a condition of employment under the grant, the employees will:
  - 1. Abide by the terms of the statement; and
  - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Taking one of the following actions within 30 days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
  - 1. Taking appropriate personnel action against such an employee, up to and including termination;  
or

2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), and (E).

## **XII. LOBBYING**

The Subrecipient hereby certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

B. If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

## **XIII. CIVIL RIGHTS**

The following compliance with DOJ regulations pertaining to civil rights and nondiscrimination - is required:

A. The subrecipient 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.

B. Subrecipients 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."

C. Subrecipients must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

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 also sets out rules and requirements that pertain to subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," 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.

D. The subrecipient and implementing agency must comply with:

- **Title VI of the Civil Rights Act (Title VI) of 1964**, as amended, 42 U.S.C. § 2000d, and the DOJ implementing regulation, 28 C.F.R. pt. 42, subpts. C & D (prohibiting discrimination in federally assisted programs based on race, color, and national origin in the delivery of services or benefits);
- **Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968**, as amended, 34 U.S.C. §§ 10228(c) & 10221(a), and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpts. D (prohibiting discrimination in programs funded under the statute, both in employment and in the delivery of services or benefits, based on race, color, national origin, sex, and religion) & E (requiring certain DOJ-funded programs subject to the administrative provisions of the statute to prepare, maintain, and submit an Equal Employment Opportunity Plan (EEO));
- **Section 504 of the Rehabilitation Act (Section 504) of 1973**, as amended, 29 U.S.C. § 794, and the DOJ implementing regulation, 28 C.F.R. pt. 42, subpt. G (prohibiting discrimination in federally assisted programs based on disability both in employment and in the delivery of services or benefits);
- **Title IX of the Education Amendments (Title IX) of 1972**, as amended, 20 U.S.C. § 1681, and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpt. D & pt. 54 (prohibiting discrimination in federally assisted education programs based on sex both in employment and in the delivery of services or benefits);
- **Title II of the Americans with Disabilities Act of 1990**, as amended, 42 U.S.C. § 12132, and the implementing regulation at 28 C.F.R. § 35.171(a)(1)(i), (3)(i) (prohibiting discrimination based on disability both in employment and in the delivery of services or benefits);
- **Age Discrimination Act (Age Act) of 1975**, as amended, 42 U.S.C. § 6102, and the DOJ implementing regulation, 28 C.F.R. pt. 42, subpt. I (prohibiting discrimination in federally assisted programs based on age in the delivery of services or benefits);
- **Executive Order 13,559**, amending Executive Order 13,279, and the DOJ implementing regulation, Partnerships with Faith-Based and Other Neighborhood Organizations, 28 C.F.R. pt. 38 (prohibiting discrimination in federally assisted social service programs based on religion in the delivery of services or benefits).

E. The subrecipient and implementing agency agree that in the event a federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a subrecipient of funds, the subrecipient will forward a copy of the finding to the Federal Office for Civil Rights (OCR), DOJ and the OAG.

F. Subrecipients must have procedures in place for responding to complaints of discrimination involving services or employment practices. In addition, the OAG’s policy and the federal Office of Civil Rights online training must be reviewed annually. Links to policy and training are found at: <https://attorneygeneral.nd.gov/wp-content/uploads/2022/11/GrantComplaintPolicy.pdf>

#### **XIV. EQUAL EMPLOYMENT OPPORTUNITY**

The subrecipient will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights (OCR) and the OAG, if required to submit one; otherwise, it will provide a certification to the OCR and the OAG that it has a current EEOP on file, if required to maintain one. No EEOP is required for subrecipient agencies receiving less than \$25,000, or with less than 50 employees, regardless of the amount of the award; however they are required to file a Certificate of Exemption electronically.

Please visit <https://ojp.gov/about/ocr/eeop.htm> for information about civil rights obligations of subrecipients and assistance with an EEOP. The site also offers an EEO Reporter Tool through which subrecipients can obtain additional information, and prepare and submit their EEOP documents electronically.

Subrecipients may use the chart below to assist in determine their EEOP requirements.

If Then	Does the recipient need to submit a Certification Form to OCR?	Does the recipient need to develop an EEOP?	Must the recipient submit an EEOP Utilization Report to OCR?
Recipient is a Medical or Educational Institution, Indian Tribe, or Nonprofit	YES	NO	NO
Largest individual grant received is less than \$25,000	YES	NO	NO
Recipient has less than 50 employees	YES	NO	NO
None of the above	YES	YES	YES

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

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

A. The subrecipient certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

2. Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the paragraph above; and

4. Have not, within a three-year period preceding this application, had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the subrecipient is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**XVI. AMERICANS WITH DISABILITIES ACT (ADA)**

The subrecipient assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities ACT (ADA).

**XVII. ONLINE TRAINING**

The subrecipient agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task

force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training.

Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Leadership and Integrity. ([www.centf.org/CTFLI](http://www.centf.org/CTFLI)) This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the subrecipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).

### **XVIII. OTHER APPLICABLE LAWS AND REGULATIONS**

The subrecipient and implementing agency shall abide by all other federal or state laws and regulations as may be applicable to the project and stipulated in the financial guides issued by the OJP and the OAG. The DOJ Federal Financial Guide can be located at: <https://ojp.gov/financialguide/doj/index.htm>



**CERTIFIED CONDITIONS**  
**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**  
**OFFICE OF ATTORNEY GENERAL**

I certify that the project proposed in this application meets all the requirements of the Justice Assistance Grant (JAG) Program, that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the subrecipient will comply with all federal laws, regulations, and guidelines. The undersigned has reviewed the above certified conditions and agrees that the applicable conditions above will be followed.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fiscal Officer

\_\_\_\_\_  
Date

Please retain a copy for your records and return the original with the other required award and acceptance documents to the Office of Attorney General, Grants Management section.



www.casscountynd.gov

# Office of the Sheriff

Jesse Jahner, Sheriff

November 14<sup>th</sup>, 2023

Re: Acceptance of the Back the Blue Grant in the amount of \$249,806.00.

Commissioners  
Commissioner Chair, Chad Peterson,

During the 2023 North Dakota Legislative Session, Back the Blue Grant funding was awarded to law enforcement agencies in the State of North Dakota. The Cass County Sheriff's Office received a grant in the amount of \$249,806.00 to be used for recruitment and retention purposes. I am writing to you to accept the grant as listed so that we can utilize the funds for recruitment and retention efforts moving forward. The grant must be accepted by November 30<sup>th</sup>, 2023 (please see attached e-mail).

Suggested motion.

Move to approve and accept the awarded Back the Blue grant in the amount of \$249,806.00 to be utilized for retention and recruitment purposes.

Respectfully,

Jesse Jahner  
Cass County Sheriff

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**Cass County Sheriff**  
**Law Enforcement Center**  
1612 23rd Avenue North  
P.O. Box 488  
Fargo, North Dakota 58107-0488  
Phone: 701-241-5800  
Fax: 701-241-5806

**Cass County Sheriff**  
**Courthouse**  
211 9th Street South  
P.O. Box 488  
Fargo, North Dakota 58107-0488  
Phone: 701-241-5800  
Fax: 701-241-5805

**Cass County Jail**  
450 34th Street South  
Fargo, North Dakota 58103  
Phone: 701-271-2900  
Fax: 701-271-2967



## Jahner, Jesse

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**From:** Faul, Tayler Ann <tfaul@nd.gov>  
**Sent:** Wednesday, November 8, 2023 3:49 PM  
**To:** Jahner, Jesse  
**Subject:** Back the Blue Award  
**Attachments:** Cass County - Back the Blue Award.pdf

**Importance:** High

### CAUTION: EXTERNAL EMAIL

Hello,

We are pleased to let you know your Back the Blue award has been released for payment to your agency! You should see it come through in the next few days by ACH or in the mail. If your agency uses another department to manage deposits, please let them know you are expecting this money.

Attached is your Award Form with you award amounts and will need to be filled out, signed, and returned to me by **November 30, 2023**. I will send a progress report in the Spring to check-in with how the money was spent. If you have any questions please let me know.

Thank you,

TaylerAnn Faul  
Grant Manager  
ND Office of Attorney General  
701-328-5535

**Sixty-eighth Legislative Assembly of North Dakota  
In Regular Session Commencing Tuesday, January 3, 2023**

HOUSE BILL NO. 1307  
(Representatives Roers Jones, Lefor, Mock, O'Brien, Pyle)  
(Senators Meyer, Patten, J. Roers, K. Roers)

AN ACT to provide an appropriation to the attorney general for a back the blue grant program; and to provide for a report.

**BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

**SECTION 1. APPROPRIATION - ATTORNEY GENERAL - BACK THE BLUE GRANT PROGRAM - ONE-TIME FUNDING - REPORT TO SIXTY-NINTH LEGISLATIVE ASSEMBLY.** There is appropriated out of any moneys in the general fund in the state treasury, not otherwise appropriated, the sum of \$3,500,000, or so much of the sum as may be necessary, to the attorney general for the purpose of providing back the blue grants to assist local law enforcement agencies with workforce recruitment and retention, for the biennium beginning July 1, 2023, and ending June 30, 2025. The attorney general shall provide grants to each city and county law enforcement agency in the state based on the proportional number of licensed peace officers and correctional officers employed by the city or county law enforcement agency compared to the total number of licensed peace officers and correctional officers employed by all city and county law enforcement agencies. Of the funding available under this program, a sum of at least \$750,000 must be granted to local law enforcement agencies employing ten or fewer employees working in a law enforcement capacity. Funding appropriated in this section may be used for providing hiring and retention bonuses to new and current law enforcement and correctional officers and providing tuition and fee payments on behalf of law enforcement trainees. This funding is considered a one-time funding item. Law enforcement agencies receiving funding under this section shall report to the attorney general regarding the use and effectiveness of the funding. The attorney general shall report to the sixty-ninth legislative assembly regarding the use and effectiveness of grant funds and the number of grants provided pursuant to this section.



**AWARD ACCEPTANCE**  
**Back the Blue Grant**  
**Office of Attorney General**

**Back the Blue Award Acceptance**

This funding has been appropriated by the 2023 ND Legislative Session and may be used for providing hiring and retention bonuses to new and current law enforcement and correctional officers and providing tuition and fee payments on behalf of law enforcement trainees.

Supplanting is not allowed. These funds should not be used to replace local funds that, in the absence of this grant, have been appropriated or made available for the purpose of this project. Instead, these funds should enhance the applicant's budgets and activities, and should increase the total funding available for this purpose.

Reporting required. All agencies accepting funds will be required to report to the Attorney General's office regarding the use and effectiveness of the funding.

**Applicant Information**

Agency: Cass County Sheriff's Office

Address: 211 9th St. S. Fargo, ND 58103  
Street Address City State Zip Code

Phone: 701-241-5800 Email: jahnerj@casscountynd.gov

**Budget Plan**

Award Amount: \$249,806 Please Explain how you plan to allocate the funds.

Retention bonuses, possible recruitment bonuses, and possible recruitment advertising.

**Disclaimer and Signature**

*I certify that these funds will be spent no later than March 31, 2025. Any unspent funds will need to be returned to the Attorney General.*

**Jesse Jahner**  
Signature: \_\_\_\_\_

**11-14-23**  
Date: \_\_\_\_\_