

NEBRASKA

Good Life. Great Service.

COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

**FY 2020 Nebraska Law
Enforcement E-Citation
Equipment Grant**

Funding Opportunity Announcement

AWARD PERIOD

March 1, 2020 – June 30, 2020

AWARD AMOUNT

\$420,000

DEADLINE

All applications are due by 5:00 p.m. (CST) on Monday February 10, 2020.

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Amanda Wegher, Justice Data Transformation System Staff Assistant |
402.432.0588 | amanda.wegher@nebraska.gov

Application and Instructions are available for download from the Nebraska Crime Commission website at
<https://ncc.nebraska.gov/>

In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194, (TTY 711 or TDD 1.800.833.7352)

Introduction:

This application is intended for Law Enforcement E-Citation Equipment Grant applicants who wish to apply for funds under the Nebraska Highway Safety E-Citation grant program. Funds will be awarded to successful applicants through the use of a sub-grant award. These are federal funds awarded to Nebraska Crime Commission from the Nebraska Department of Transportation.

Funds Available:

The estimated amount of funds available for this solicitation is \$420,000 and will cover a three month project period of March 1, 2020-June 30, 2020.

The funds will be awarded based on a formula as determined by Nebraska Crime Commission. Locate the formula amount on the chart [Equipment Formula Allocations](#) for your Law Enforcement Agency. Applicants should be aware that if not all eligible jurisdictions apply, those funds will be awarded to applicants that demonstrate a need of funds beyond the formula determined amount. When completing the budget for your application, if funds are needed that exceed the formula amount please include the additional costs in the budget. This will allow staff to assess where additional funds are needed and award all funds at once. There is not a guarantee that the additional funds beyond the formula amount will be awarded.

Project Period: March 1, 2020-June 30, 2020

Grant Commencement and Duration:

All funded projects are required to obligate the purchase of the equipment by June 30, 2020. Funded projects that have not submitted request for reimbursement by June 1, 2020 will be required to provide a Status Update Report to identify any barriers and provide a timeline of when the purchasing of the equipment will occur.

Funding Process and Tentative Timeline: (listed times are **CST)**

January 10	Solicitation Announced
February 10	All Applications Due in the grant application system by 5 p.m.
February 28	Funding Notifications and Award documents sent
March 1	Project Start Date
June 30	All purchases must be obligated

FEDERAL – Law Enforcement E-Citation Equipment Grant

Eligibility:

To be eligible **for this specific application** for E-Citation Equipment Grant funding, the applicant must be a law enforcement agency listed on the formula funding chart.

USE OF FUNDS

Eligible budget items are: Computer(s), Printer(s), Scanner(s). The price of the individual piece of equipment will determine if it is to be in the Supply or Equipment Category. The Capitalization policy of your agency will determine what budget category the item will belong. If your agency does not have a Capitalization policy then the State of Nebraska policy is to be followed which currently has the threshold at \$1,500. Individual items with a price less than \$1,500 will be a Supply; individual items \$1,500 or higher will be Equipment. Further, the Highway Safety Office requires that any Equipment (regardless of budget category) with a market value of more than \$1,000.00 or has any useful life remaining and is not fully depreciated may not be disposed of in any manner by the grant contractor without the expressed written approval of the HSO to be coordinated by Nebraska Crime Commission Justice Data Transformation System Staff Assistant.

Example: LEA purchases 3 computers with original cost of \$3,000 each in State Fiscal Year 2020. In two years the computers need to be upgraded, however, the computers still function and have a value of \$1,800 the LEA must contact Nebraska Crime Commission Justice Data Transformation System Staff Assistant to coordinate the disposition of the equipment.

RESTRICTIONS ON USE OF FUNDS

Funds will not be awarded for any accessories, paper, cables or other items for the use of the equipment.

Grant Requirements:

- **Office of Civil Rights** – Pursuant to 28 CFR Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive federal funds or are subawarded federal funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.
- ☐ **Nondiscrimination (Civil Rights)** – Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.
- **Limited English Proficiency (LEP) Individuals** – In accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. For more information access: <http://www.lep.gov>.
- **DUNS Number** – All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. This unique nine-digit sequence number is recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is used for tracking purposes and to validate the address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to: <http://fedgov.dnb.com/webform>. Please note that if you are a department within an agency the DUNS number is assigned to the larger entity. For instance: City Law Enforcement Agency would use the DUNS number for the City.
- **System for Award Management (SAM) Registration** – All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration to meet the requirement of ensuring funds are awarded to entities eligible for federal funding. Information to register or update your entity records can be accessed at <http://www.sam.gov/>. **Please note that applicants will be required to submit a PDF of their SAM Registration as part of the application.** The SAM is tied to the DUNS Number, if your law enforcement agency does not have access to this information, please coordinate with the person in your unit of government that does.
 - **Certified Assurances** must be signed by the Authorized Official and submitted with the grant application
- **Supplanting** - To deliberately reduce state or local funds because of the existence of federal funds. A state or local government agency cannot use federal funds to supplant (replace) other existing funds. Any request to support a state or local government agency with federal funds must address how the request is NOT supplanting of funds. Supplanting must also be addressed when a non-profit submits a project that includes any type of contract or subaward with a state or local government entity. In that case, the portion of the request to support the state or local government agency must address supplanting by clearly outlining the following:
 - a) how the costs were previously funded;

- b) why the funds are no longer available; and
- c) when the funds ended and/or any temporary funding agreements or arrangements.

Nebraska defines a local government or political subdivision as any unit of government within the state including villages, cities of all classes, counties, school districts, learning communities, public power districts, and entities created pursuant to the Interlocal Cooperation Act or Joint Public Agency Act.

- **Special Conditions** - Awarded applicants must sign Special Conditions that include but are not limited to requirements under federal and state laws in addition to requirements for accounting, and reporting.
- **Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 - b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
 - c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - d) Maintenance of inventory records for equipment purchased, rented, and contributed.
 - e) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
 - State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
 - Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
 - All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission's process (i.e. the DAS Procurement Process)
- **Equipment** (including replacements) purchased in whole or in part with federal funds must be maintained, at a minimum, meeting the following requirements: (To fully benefit project purchases should be made at the beginning of the project period.)
 - a) Maintain property records which include all of the following:
 - b) Description of the property
 - c) Serial number or other identification number
 - d) Source of the property Identification of the title holder
 - e) Acquisition date
 - f) Cost of the property
 - g) Percentage of Federal participation in the cost of the property
 - h) Location of the property
 - i) Use and condition of the property
 - j) Disposition data, including the date of disposal and sale price
 - k) A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 - l) Loss, damage, or theft:
 - A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage, or theft.

- Establish and use adequate maintenance procedures to keep the property in good condition.
- If authorized or required to sell the property, a proper sales procedure must be established to ensure the highest possible return.
- m) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
 - If the item to be disposed of has a current per-unit fair market value of less than \$1,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
 - If the item has a current per-unit fair market value of \$1,000 or more, or has useful life determination of the disposition of the equipment must be coordinated with Nebraska Crime Commission.

- **Payments** – All payments from the Crime Commission will be on a reimbursement basis. Reimbursement will not be made until all required documentation has been approved. Nebraska Crime Commission will reimburse funds for this grant project as one payment. Once all equipment purchases have been made, the request for reimbursement can be made and supporting documentation (i.e. receipts, purchase order) for all items can be submitted for reimbursement. If your agency will be making purchases throughout the project term, please refrain from submitting for reimbursement until all purchases are complete.
- **Applicant Disclosure of Pending Applications** – Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
 - federal or state funding agency;
 - solicitation name/project name; and
 - point of contact information at the application funding agency.

If the applicant does not have any pending applications indicate “None” on the form.

Application Submission: Applications must be submitted by 5:00 p.m. (CST) on Monday, February 9, 2020 (Please note, Applicants not submitting as instructed below may be considered invalid submissions):

1. Complete application utilizing the online grant management system **PLEASE NOTE:** Applicants will be required to register their Organization (if it is not already in the system: If your Organization receives other funds from Nebraska Crime Commission such as Community Based Aid, VOCA, STOP or other similar programs it is more than likely in the system) and the person completing the application will register as a User for that Organization.

Application Format:

Please note that Crime Commission applications change from year to year.

- ✓ Federal Identification Number must be included on the application. Applicant must be the entity that will receive and disburse grant funds. The Federal ID Number must be that of the applicant.
- ✓ No cover letters.
- ✓ Additional information in the form of Appendixes will not be accepted.
- ✓ Include ALL Required Forms (Certified Assurances) with appropriate signatures of the authorized official (i.e., county board chair, mayor, city administrator)

Applicant Information

Provide all requested information. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number and the DUNS number must be that of the applicant. Project must provide separate individuals for each project position (Project Point of Contact, Fiscal Point of Contact and the Authorized Official).

Project Implementation Plan and Timeline

Provide a typed Word document (attached as a PDF) that provides a clear implementation plan of how the jurisdiction will be fully implemented with E-Citation. The plan should also include a projected timeline indicating when full implementation is expected. The implementation plan should identify what the current status of implementation is, how these funds will assist with further implementation and potential future needs.

Budget Template

All costs must be necessary, reasonable, allowable, allocable and substantiated.

Please download and complete the Budget Template.

The Budget Template will be submitted in the Excel Format provided. Title the document "Agency Name-Budget Template".

Budget Workbook Instructions

Utilize the information below to ensure that you have a complete Budget Template as the Examples in the template are generic and not specific to the needs of the Nebraska Crime Commission.

Each line item listed on a budget worksheet must have a corresponding budget narrative that is thorough and includes all required information. Items with an incomplete budget narrative will not be awarded. All narratives must address the following components: Justification of the line item to the project, basis for calculation, and supplanting. Calculations are only needed in the narrative if the line item in the budget worksheet does not provide adequate information for reviewers to determine how the cost was calculated.

For the purposes of this grant applicants will only complete Year 1 and can only request line items in Category D-Equipment, and Category E-Supplies.

Category D - Equipment

Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with Federal Property and Equipment guidelines. For capitalized expenses, recipients must follow the policy developed by the agency. If the recipient agency does not have a written capitalization policy, it will be required to follow the state's capitalization policy. It is strongly recommended that agencies adopt a policy in-line with the federal policy which allows equipment items costing under \$5,000.00 to be included in supplies. Equipment procurement and management standards are outlined in the Grant Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules or regulations.

Equipment Narrative:

For all equipment expenses requested, include a budget narrative to address the following:

- a. Describe all equipment expenses. Explain why the requested expenses are necessary to support the project.
- b. Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year)
- c. For existing equipment expenses, describe how this funding request complies with non-supplanting requirements.

Category E – Supplies

Supplies: Includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items utilized. Supply costs encompass materials which are expendable or consumed during the course of the project. Lists supply items by type (e.g., postage, office supplies, training materials), quantity, unit costs and total costs. Note that daily costs, such as office supplies, do not have to be itemized separately in the budget but must be described in the narrative to verify reasonableness of the costs. (i.e., office supplies can be budgeted together in one category and do not need to be broken into individual budget line items such as pens, paper, folders, etc.) Higher cost items should be listed separately and identified (e.g. items such as computers, copiers, etc.) and a procurement process should be developed to justify the selection of the budget item upon purchase.

An agency's capitalization policy will determine whether equipment items are listed in this category or under Category D - Equipment. If an agency has no written policy, then they will be required to follow the state's policy which currently carries a higher level of restrictions than the federal policy. Should an agency base a written policy on the federal policy then equipment in this category will have a useful life of more than one year with a fair market value of under \$5,000 per item.

Pro-rating of expenses must be explained in the narrative and adequately demonstrated in the budget fields. See the Example tab for further illustration.

Supplies Narrative:

For all supplies and operating expenses requested, include a budget narrative to address the following:

- a. Describe all supply expenses. Explain why the requested expenses are necessary to support the project
- b. Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year) to include the

basis for the pro-rated amount and calculation of each line item if not clear on the budget template;

- c. For existing supplies expenses, describe how this funding request complies with non-supplanting requirements.

Required Forms

1. Certified Assurances

2. Applicant Disclosure of Pending Applications (1 page)

- Identify any pending applications for federally and or state funded grants submitted within the last 12 months that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation.
- Provide the following information about pending applications submitted:
 - a) Federal or state funding agency;
 - b) Solicitation name/project name; and
 - c) Point of contact information at the application funding agency.

Attachments

All attachments are to be submitted in the following format: **Agency Name-Document name**
(For example: Nebraska Crime Commission-Organizational Chart)

- 3 bids for all requested items
- PDF of current SAM Registration
- Excel Budget Template
- Project implementation plan and timeline on a Word document saved as a PDF