

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL



JANE E. YOUNG  
DEPUTY ATTORNEY GENERAL

February 1, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Authorize the Department of Justice to **retroactively** amend an existing subgrant with the New Hampshire Department of Safety, Concord NH (Vendor #177878-B001, Purchase Order Number 1063168 ) from the Bureau of Justice Statistics, Office of Justice Programs entitled National Criminal History Improvement Program (NCHIP), approved by the Governor and Executive Council on July 11, 2018, item #48, by extending the contract end date from September 30, 2018 to September 30, 2020, effective upon approval of the Governor and Executive Council. No additional funds are involved in this time extension.

**EXPLANATION**

This item request is **retroactive** because the full and correct amended contract was not received by this office from the subgrantee for timely consideration by Governor and Council prior to September 30, 2018.

The Department of Justice (DOJ) is requesting authorization to extend the end date of an existing subgrant, from the National Criminal History Improvement Program (NCHIP) grant, to the Department of Safety (DOS) to be used to purchase replacement fingerprinting machines. Many of the 42 fingerprinting devices currently in use throughout the State have exceeded the intended shelf life. This funding will be utilized to replace fingerprinting machines, for which replacement parts are no longer manufactured. DOS will also use the funds to purchase one portable digital fingerprinting machine.

In accordance with the Interstate Identification Index (III), the DOS, Division of State Police, Criminal Records Unit is the State's sole submitting agency of fingerprint images to the

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
February 1, 2019  
Page 2 of 2

FBI. The fingerprinting devices enable New Hampshire law enforcement agencies to provide tenprint fingerprint data to State Police for submittal to the FBI.

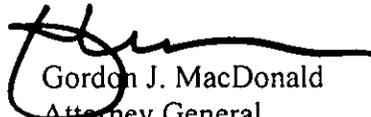
Upon initial receipt of this NCHIP subgrant, DOS spent many months researching the most cost-effective method of replacing out of date fingerprinting machines. While this research was in progress, another annual discretionary grant opportunity for NCHIP funds became available. DOS decided to wait for that award and combine these NCHIP funds with future NCHIP funds in order to replace more machines.

DOJ did apply and was awarded additional funds for NCHIP, in the amount of \$240,408, which was approved by the Fiscal Committee of the General Court on January 4, 2019 (FIS 19-010) and will go before the Governor and Council for approval on the same agenda as this NCHIP subgrant extension request. DOJ plans to subgrant the additional funds to DOS and DOS will then combine this extended subgrant with the new subgrant to purchase more machines.

In the event that federal funds become no longer available, general funds will not be requested to support these programs.

Please let me know if you have any questions. Your consideration of this request is greatly appreciated.

Respectfully submitted,

  
Gordon J. MacDonald  
Attorney General

#2276945

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF JUSTICE AND DEPARTMENT OF SAFETY  
FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING

This amendment (Amendment) is by and between the Department of Justice (DOJ) and the Department of Safety (DOS).

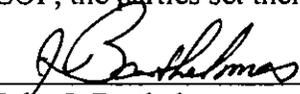
WHEREAS, pursuant to an Agreement (Contract), the sum limitation of \$281,121 for the subgrant required upon the terms and conditions specified in the Contract, and in consideration of payment by the DOJ of certain sums specified therein;

WHEREAS, pursuant to the provisions of paragraph 5; the Contract may be amended by an instrument in writing signed by both parties.

WHEREAS, the DOS and the DOJ have agreed to amend the Contract in certain aspects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Contract, and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Contract
  - a. Remove paragraph 4 in its entirety and replace therein as follows: The Memorandum of Understanding is effective until September 30, 2020.
2. Effective Date of Amendment
  - a. This Amendment shall take effect upon approval of the Governor and Executive Council.
3. Continuance of Agreement
  - a. Except as specifically amended and modified by the terms and conditions of this Amendment, the Contract and the obligations of the parties hereunder, shall remain in full force and effect with the terms and conditions set forth herein. IN WITNESS WHEREOF, the parties set their hand as of the day and year first above written.

  
\_\_\_\_\_  
John J. Barthelmes  
Commissioner

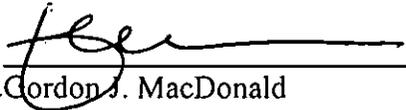
12/10/18  
\_\_\_\_\_  
Date

Notary Public or Justice of the Peace Acknowledgement:

State of New Hampshire County of Merrimack On 12-10, 2018, before the undersigned officer, personally appeared the person identified as the Contractor, or satisfactorily proven to be the person whose name is associated with the Contractor and acknowledged that s/he executed this document in the capacity indicated.

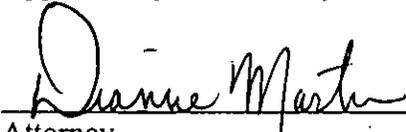
  
\_\_\_\_\_  
Signature of Notary Public or Justice of the Peace

NANCY L. CASSIDY  
\_\_\_\_\_  
Name and Title of Notary Public or Justice of the Peace

  
\_\_\_\_\_  
Gordon J. MacDonald  
Attorney General

12/12/16  
Date

Approved by the Attorney General (Form, Substance and Execution)

  
\_\_\_\_\_  
Attorney

1/17/19  
Date

past item approved  
7/11/18 G+C

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48 jam

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**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL

ANN M. RICE  
DEPUTY ATTORNEY GENERAL



June 21, 2018

His Excellency Governor, Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Justice to enter into a subgrant with the New Hampshire Department of Safety, Concord NH (Vendor #177878-B001) in an amount not to exceed \$281,121 from the Bureau of Justice Statistics, Office of Justice Programs entitled National Criminal History Improvement Program (NCHIP) upon Governor and Executive Council approval through September 30, 2018. 100% Federal Funds.

Funding is available as follows:

02-20-20-201510-3426	<u>FY 2019</u>
NCHIP	
072-500576 Grants Federal	\$281,121

**EXPLANATION**

The Department of Justice (DOJ) is requesting authorization to subgrant funds from the National Criminal History Improvement Program (NCHIP) grant to the Department of Safety (DOS) to be used to purchase replacement fingerprinting machines. Many of the 42 fingerprinting devices currently in use throughout the State have exceeded the intended shelf life. This funding will be utilized to replace the 12 oldest machines, for which replacement parts are no longer manufactured. DOS will also use the funds to purchase one portable digital fingerprinting machine.

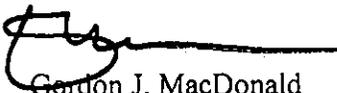
His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 2

In accordance with the Interstate Identification Index (III), the DOS, Division of State Police, Criminal Records Unit is the State's sole submitting agency of fingerprint images to the FBI. The fingerprinting devices enable New Hampshire law enforcement agencies to provide tenprint fingerprint data to State Police for submittal to the FBI.

In the event federal funds are no longer available, general funds will not be requested to support this program.

Please let me know if you have any questions. Your consideration of this request is greatly appreciated.

Respectfully submitted,



Gordon J. MacDonald  
Attorney General

# State of New Hampshire

## Interagency Memorandum of Understanding

Whereas, the New Hampshire Department of Justice ("Agency 1") is a duly constituted agency of the State of New Hampshire;

Whereas, the New Hampshire Department of Safety ("Agency 2") is a duly constituted agency of the State of New Hampshire;

Whereas, Agency 1 is responsible for administering funding through the National Criminal History Improvement Program (NCHIP) Cooperative Agreement to fund projects to enhance the collection and reporting of criminal history data;

Whereas, Agency 1 desires to enter into a subgrant with Agency 2 for a term from Governor and Council approval through September 30, 2018 in an amount to not exceed \$281,121;

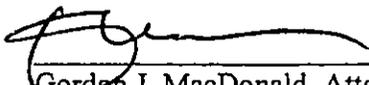
Whereas, Agency 2 desires to purchase twelve (12) Livescan fingerprinting machines with printers and one (1) portable Livescan machine, to replace existing Livescan machines that are beyond approved shelf life throughout the state.

NOW THEREFORE, the parties enter into this Memorandum of Understanding to their mutual benefit, the benefit of the State and in furtherance of constitutional or statutory authority and objectives.

1. Agency 1 agrees to pay Agency 2 the amount of \$281,121 for the services described in the attached MOU Exhibit A, which is hereby incorporated by reference. Payment shall be provided from 020-20-20-201510-3426072-500576
2. The method of payment and payment amount for the above-referenced services, if any is required, is described in the attached MOU Exhibit B, such exhibit being hereby incorporated by reference.
3. All obligations hereunder are contingent upon the availability and continued appropriation of funds. The agencies shall not be required to transfer funds from any other account in the event that funds are reduced or unavailable.
4. The Memorandum of Understanding is effective until September 30, 2018.
5. This memorandum of Understanding may be amended by an instrument in writing signed by both parties. Either party may terminate this agreement by providing written notice to the other party at least 30 days prior to termination.

6. The parties agree that the obligations, agreements and promises made under this Memorandum of Understanding are not intended to be legally binding on the parties and are not legally enforceable.
7. Disputes arising under this Memorandum of Understanding which cannot be resolved between the agencies shall be referred to the Department of Justice, Civil Bureau, for review and resolution.
8. This agreement shall be construed in accordance with the laws of the State of New Hampshire.
9. The parties hereto do not intend to benefit any third parties and this Memorandum of Understanding shall not be construed to confer any such benefit.
10. In the event any of the provisions of this Memorandum of Understanding are held to be contrary to any state or federal law, the remaining provisions of this Memorandum of Understanding will remain in full force and effect.
11. This Memorandum of Understanding, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Memorandum of Understanding and understandings between the parties, and supersedes all prior Memoranda of Understanding and understandings related hereto.
12. Nothing herein shall be construed as a waiver of sovereign immunity, such immunity being hereby specifically preserved.

13. **FOR AGENCY 1 Department of Justice:**

  
\_\_\_\_\_  
Gordon J. MacDonald, Attorney General

Date: 6/1/18

14. **FOR AGENCY 2 Department of Safety**

  
\_\_\_\_\_  
John J. Barthelmes, Commissioner

Date: 6/5/18

## Exhibit A

### Statement of the Problem- Background and Identification of Needs

Fingerprinting of arrestees is a well-established method of positive identification, and has been used in the criminal justice system for upwards of 80 years. The Federal Bureau of Investigation has long used this method of identification and courts across the US accept it as a positive means of identification.

The State of New Hampshire, at present, utilizes an Automated Fingerprint Identification System (AFIS) that electronically receives arrest and applicant fingerprint impressions and demographic data from forty-two (42) Livescan stations located across the state.

In accordance to the 1983 Interstate Identification Index compliance granted by the Federal Bureau of Investigation, the New Hampshire State Police, specifically the Criminal Records Unit, is the sole submitting agency for all criminal ten-print impressions to the FBI. All ten-print impressions, submitted via inked or electronically, by the state, county, local law enforcement agencies, and every correctional facility, are forwarded to the state police Criminal Records Unit for processing and submission to the FBI. In addition, fingerprinting is also used as an identification technique for job applicants, particularly in those circumstances where identification is critical, and/or where a determination of criminal history (or more precisely, a lack of same) is needed.

The state of New Hampshire has benefitted from Livescan technology since 1997, with the then state-of-the-art Livescan capability put in use throughout the state in our correctional facilities and our larger municipal law enforcement agencies. In 2004, the original Livescan stations were incrementally replaced with newer version Livescans. Additional replacements occurred in 2005, 2007, 2009, and 2012. Twelve (12) Livescans predate 2005. The standard

industry “shelf life” for a Livescan machine is seven (7) years. Replacement parts for our oldest Livescans are no longer manufactured, and any available parts are cannibalized from replaced Livescans.

### **Project Design and Implementation**

The New Hampshire Department of Justice (NH DOJ) is the State Administering Agency (SAA) for U.S DOJ grant funding, and currently manages nearly \$40 million in federal awards and approximately 100 sub-recipients.

The New Hampshire Department of Safety and NH DOJ have a long relationship collaborating on a multitude of grant funded projects. The New Hampshire Department of Safety, Division of State Police, Criminal Records Unit, is the state’s sole submitting agency of fingerprint images to the FBI, in accordance with, and compliance to, the Interstate Identification Index (III). Federal grant funding enables the state to provide our law enforcement agencies the tools and technology to better facilitate the exchange of fingerprint data from those agencies to the FBI and respond back to the state police.

### **Capabilities and Competencies**

In 2016, 47,385 criminal and applicant Livescan fingerprint images were processed by the state police Criminal Records Unit. The FBI requires electronic fingerprint submission, and the use of Livescans is critical in complying with the FBI’s directive. Below shows the location and usage for Livescan machines operated by the New Hampshire State Police for the last five

years:

		2012		2013		2014		2015		2016		Avg/Yr
Claremont	Livescan - LSS-R	Criminal - 583	Applicant - 238	Criminal - 509	Applicant - 256	Criminal - 538	Applicant - 184	Criminal - 529	Applicant - 215	Criminal - 432	Applicant - 233	840
Conway	Livescan - LSS-R	Criminal - 720	Applicant - 199	Criminal - 763	Applicant - 216	Criminal - 677	Applicant - 184	Criminal - 651	Applicant - 207	Criminal - 644	Applicant - 115	876
W Stewartstown	Livescan - LSS-R	Criminal - 237	Applicant - 6	Criminal - 166	Applicant - 138	Criminal - 215	Applicant - 4	Criminal - 220	Applicant - 9	Criminal - 122	Applicant - 4	224
Derry	Livescan - LSS-R	Criminal - 994	Applicant - 58	Criminal - 910	Applicant - 27	Criminal - 1036	Applicant - 52	Criminal - 725	Applicant - 30	Criminal - 663	Applicant - 57	950
North Haverhill	Livescan - LSS-R	Criminal - 622	Applicant - 52	Criminal - 467	Applicant - 115	Criminal - 623	Applicant - 82	Criminal - 327	Applicant - 60	Criminal - 191	Applicant - 73	522
Judson	Livescan - LSS-R	Criminal - 616	Applicant - 102	Criminal - 714	Applicant - 75	Criminal - 616	Applicant - 59	Criminal - 640	Applicant - 69	Criminal - 676	Applicant - 10	823
Londonderry	Livescan - LSS-R	Criminal - 585	Applicant - 36	Criminal - 577	Applicant - 2	Criminal - 679	Applicant - 3	Criminal - 666	Applicant - 5	Criminal - 593	Applicant - 57	641
W Merrimack	Livescan - LSS-R	Criminal - 512	Applicant - 214	Criminal - 504	Applicant - 195	Criminal - 412	Applicant - 208	Criminal - 418	Applicant - 202	Criminal - 377	Applicant - 24	657
Concord	Livescan - LSS-R	Criminal - 714	Applicant - 22	Criminal - 623	Applicant - 185	Criminal - 623	Applicant - 142	Criminal - 613	Applicant - 72	Criminal - 562	Applicant - 42	760
Goffstown	Livescan - LSS-R	Criminal - 153	Applicant - 12	Criminal - 114	Applicant - 31	Criminal - 185	Applicant - 102	Criminal - 162	Applicant - 112	Criminal - 170	Applicant - 73	223
Rochester	Livescan - LSS-R	Criminal - 963	Applicant - 138	Criminal - 1229	Applicant - 112	Criminal - 1466	Applicant - 120	Criminal - 1414	Applicant - 188	Criminal - 1372	Applicant - 122	1413
Seabrook	Livescan - LSS-R	Criminal - 307	Applicant - 32	Criminal - 272	Applicant - 31	Criminal - 308	Applicant - 80	Criminal - 229	Applicant - 71	Criminal - 276	Applicant - 130	347

In 2016 the Criminal Records Unit processed 19,221 Livescanned applicant fingerprint images for licensing and employment purposes. Timeliness of these submissions is critical to employing individuals in environments sensitive to the safety, health, and well-being to the vulnerable population in our state. At the present time, a scheduling backlog is up to six weeks for an applicant to be fingerprinted. To that reasoning, a portable Livescan machine, with printer, at a quoted cost of \$19,925, is valuable in providing a more convenient and timely fingerprinting process to our residents.

The quoted cost of a ruggedized Livescan station, with printer, is \$21,825. To replace our 12 outdated Livescans, the cost is \$261,900.00. The added cost of one portable Livescan machine at \$19,221 brings the total cost to: **\$281,121.**

### **Plan for Collecting Performance Measurement Data**

The New Hampshire Department of Safety has a tabulating process in place to measure the amount of 10-point records submitted to the FBI's NGI, along with other performance measurements as required.

The New Hampshire Department of Justice is well versed in completing required PMT reports and does so consistently with multiple other U.S DOJ awards received by this office. The NH DOJ will work closely with the Department of Safety in order to ensure timely and accurate submission of all performance measurements as required by the grant.

## **EXHIBIT B**

### **-SCHEDULE/TERMS OF PAYMENT-**

1. The Subrecipient shall receive reimbursement in exchange for approved expenditure reports as described in EXHIBIT A.
2. The Subrecipient shall be reimbursed within thirty (30) days following the DOJ's approval of expenditures. Said payment shall be made to the Subrecipient's account receivables address per the Financial System of the State of New Hampshire.
3. The State's obligation to compensate the Subrecipient under this Agreement shall not exceed the price limitation set forth in the Interagency Memorandum of Understanding.

Copy of item  
appearing on  
same agenda

FIS 19-010  
1-4-19

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL

JANE E. YOUNG  
DEPUTY ATTORNEY GENERAL



December 21, 2018

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

His Excellency Governor, Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant in the amount of \$240,408 from the Bureau of Justice Statistics, Office of Justice Programs entitled National Criminal History Improvement Program (NCHIP) in order to purchase outdated fingerprinting machines for use by law enforcement agencies around the state upon Fiscal Committee of the General Court and Governor and Executive Council approvals through June 30, 2019. 100% Federal Funds.

Funds are to be budgeted in account #02-20-20-201510-3426, Department of Justice, Grants Administration entitled NCHIP as follows:

<u>Class/ Expense</u>	<u>Class Title</u>	<u>Current SFY19 Budget</u>	<u>Increase Amount</u>	<u>Revised SFY19 Budget</u>
040-500800	Indirect Costs Audit Fund Set	\$45	\$0	\$45
041-500801	Aside	\$284	\$0	\$284
072-500576	Grants Federal	\$282,612	\$240,408	\$523,020
		<u>\$282,941</u>	<u>\$240,408</u>	<u>\$523,349</u>
<b><u>Source of Funds</u></b>				
000-400338	Federal Funds	<u>\$282,941</u>	<u>\$240,408</u>	<u>\$523,349</u>

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council

December 21, 2018  
Page 2 of 2

### EXPLANATION

The New Hampshire Department of Justice (DOJ) is seeking approval to accept and expend the FFY 2018 National Criminal History Improvement Program (NCHIP) grant. These funds were not previously budgeted because the grant was awarded on a competitive basis with no guarantee that New Hampshire would receive an award.

Upon approval, DOJ will subgrant these funds to the New Hampshire Department of Safety (DOS) to purchase replacement fingerprinting machines. Many of the 42 fingerprinting devices have exceeded the intended shelf life. This funding, combined with the FFY17 award, will be utilized to replace approximately 22 of the oldest machines because required repair/maintenance parts are no longer manufactured. DOS will also utilize the funds to purchase one portable digital fingerprinting machine.

In accordance with, and in compliance to, the Interstate Identification Index (III), the DOS, Division of State Police, Criminal Records Unit is the State's sole submitting agency of fingerprint images to the FBI. The fingerprinting devices give various New Hampshire law enforcement agencies the tools and technology to provide tenprint fingerprint data to the FBI and State Police.

Federal award funds are budgeted to support grant activities as follows:

040-500800-Indirect Costs

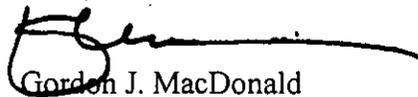
041-500801-Audit Fund Set-Aside

072-500576-Federal Grant to be subgranted to the Department of Safety to support the replacement of outdated fingerprint devices.

In the event federal funds become no longer available, general funds will not be requested to support this program.

Please let me know if you have any questions. Your consideration of this request is greatly appreciated.

Respectfully submitted,



Gordon J. MacDonald  
Attorney General



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 2 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

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

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

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 recipient 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 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

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

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2018 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2018 award.

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

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

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



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

AWARD CONTINUATION  
SHEET  
Cooperative Agreement

PAGE 3 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

3. Compliance with DOJ Grants Financial Guide

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

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

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

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

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

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after: (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

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

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

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

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

22



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 4 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

**SPECIAL CONDITIONS**

**7. Requirement to report potentially duplicative funding**

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

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

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

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

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

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

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

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

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

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

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

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U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 5 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

**SPECIAL CONDITIONS**

11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). 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 \$150,000)), and are incorporated by reference here.

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

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

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

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

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

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

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

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

15. OJP Training Guiding Principles

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



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 6 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

16. Effect of failure to address audit issues

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

17. Potential imposition of additional requirements

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

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

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

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

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

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

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

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 recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 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.



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 7 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

21. Restrictions on "lobbying"

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

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

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

22. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

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

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

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



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 8 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

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

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

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

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise 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 recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise 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.



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 9 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

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

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

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

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

26. Encouragement of policies to ban text messaging while driving

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

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

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

28. Recipient agrees that AFIS (Automated Fingerprint Identification System) equipment purchased under this award will conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information" (ANSI/NIST-ITL 1-2007 PART 1) and other reporting standards of the FBI.

29. Recipient is or will be following a comprehensive strategy for information sharing systems to improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole. Further, the strategy must be developed in consultation with State and local officials with emphasis on the recommendation of officials whose duty it is to oversee, plan, and implement integrated information technology systems, and contain-- (a) a definition and analysis of integration in the State and localities developing integrated information sharing systems; (b) an assessment of the criminal justice resources being devoted to information technology; (c) State and local resource needs; (d) Federal, State, regional, and local information technology coordination requirements; and (e) statewide priorities for planning and implementation of information technology systems.

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U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 10 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

30. This NCHIP/NARIP related project is to be funded as a cooperative agreement. The basis for using a cooperative agreement is the substantial involvement of the Bureau of Justice Statistics (BJS) in providing information, guidance, and direction relative to criminal history records improvements within the states. BJS will exercise general approval over the entire project. In addition, the substantial involvement of BJS will include, but not be limited to:
  - a. Determining the types of criminal history record information that will be useful to Federal, state, and local agencies.
  - b. Identifying Federal information reporting standards and guidelines and making them available to the recipient or providing access to them.
  - c. Providing technical assistance to the recipient to enhance state criminal history records, identify convicted felons, and improve the quality and timeliness of criminal history information.
  - d. Informing the recipient of the status of Federal program requirements, specifications, and funding levels.
  - e. Requesting and obtaining statistical data as needed to monitor and assess performance with respect to criminal records improvement goals.
31. Recipient agrees that activities supported under this award will be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks, as appropriate.
32. In order to ensure that the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are realizing the objectives in the most productive manner, the recipient agrees to participate in a comprehensive evaluation effort. It is anticipated that the evaluation will take place during the course of the program and will likely involve each participating state. It is expected that the evaluation will have a minimal impact on state program personnel and resources.
33. Recipient agrees that criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds will be compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
34. Recipient has or intends to establish a program that enters into the National Crime Information Center (NCIC) records of: (a) Protection orders for the protection of persons from stalking or domestic violence; (b) Warrants for the arrest of persons violating protection orders intended to protect victims from stalking or domestic violence; and (c) Arrests or convictions of persons violating protection orders intended to protect victims from stalking or domestic violence.
35. Recipient agrees that activities funded under this award will be closely coordinated with related activities supported with OJP, State, local, or tribal funds.
36. Protective order systems developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protective Order file maintained by the FBI.



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 11 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

37. Within 45 calendar days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

Further instructions regarding the submission of this data, and how to determine costs, are available in the OJP Financial Guide Conference Cost Chapter.

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U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 12 OF 12

PROJECT NUMBER 2018-RU-BX-K021

AWARD DATE 09/27/2018

*SPECIAL CONDITIONS*

38. Justification of consultant rate

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

39. FFATA reporting: Subawards and executive compensation

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

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

40. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <https://it.ojp.gov/technology-contacts>.
41. The recipient agrees that federal funds under this award will be used to supplement but not supplant state or local government funds.
42. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
43. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov/>) using the SF 425 Federal Financial Report form (available for viewing at <https://www.gsa.gov/forms-library/federal-financial-report>), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
44. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
45. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.