

LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: February 5, 2013

2. AGENDA ITEM: Appointments Bids/Purchases Claims
 Contracts/agreements/leases **Grants** Land Use: Variances/Board App/Plats
 Proclamations Public Hearings/Rules & Reg's Reports & Public Petitions
 Resolutions Other

3. DEPARTMENT: Grants

APPLICANT: Sandra Newland

AGENT: Sandra Newland

4. DESCRIPTION: Consideration of a sub award agreement with the Volunteers of America Northern Rockies for Office of Juvenile Justice and Delinquency Prevention grant funds to support Juvenile Compliance and Diversion Officer Services in Laramie County.

Term: October 1, 2012 through September 30, 2013

Amount: \$37,578 with no match.

RECEIVED AND APPROVED AS
TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY



5. DOCUMENTATION: 2 originals and (4) four copies

<u>Commissioner</u>	<u>Clerks Use Only.</u>
Ash _____	<u>Signatures</u>
Hasenauer _____	
Holmes _____	
Humphrey _____	Co Attny _____
Thompson _____	Assist Co Attny _____
Action _____	Grants Manager _____
Postponed/Tabled _____	Outside Agency _____

2010 SUBAWARD AGREEMENT

BETWEEN VOLUNTEERS OF AMERICA NORTHERN ROCKIES AND LARAMIE COUNTY

This agreement made and entered into this _____ day of _____, 2013 by and between Volunteers of America Northern Rockies, a non-profit organization, hereinafter referred to as Subgrantor, and Laramie County, hereinafter referred to as Recipient;

Whereas, Volunteers of America Northern Rockies has entered into a Cooperative Agreement from Office of Juvenile Justice and Delinquency Prevention, Award Number: 2010-JF-FX-K003, for the period of October 1, 2012, to September 30, 2013 (hereinafter the "agreement period"); and

Whereas, the primary objective is to Attain and Maintain Compliance with the Core Requirements of the Federal Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP A).

Now, therefore, in consideration of the mutual benefits contained herein the Subgrantor and the Recipient do agree as follows:

1. **Contract Documents:** Contract documents shall consist of this agreement and three (3) attachments, which are incorporated by reference into this agreement. Attachment I is the "Quarterly Report." Attachment II is the "Reimbursement Request," and Attachment III is the "Guidelines for Financial Management of JJDP Funded Activities."
2. **Services:** The Recipient agrees to perform those services as outlined.
3. **Contract Amount:** The Subgrantor agrees to make available \$37,578 for use by the Recipient for the agreement period.
4. **Financial Responsibility:** Recipient is responsible for the receipt and disbursement of these federal funds, and identify as pass through funds from Volunteers of America Northern Rockies, under CFDA#16-540.
5. **Alterations:** Any alterations in the work program or the budget shall be submitted to and approved in writing by the Subgrantor.
6. **Quarterly Reports:** The Recipient agrees to submit quarterly progress and financial reports/reimbursement requests for each of the Phases (with accompanying deadlines) noted below:
Phase 1: October 1, 2012 – December 31, 2012 (Report due by February 15, 2013)
Phase 2: January 1, 2013 – March 31, 2013 (Report due by April 15, 2013)
Phase 3: April 1, 2013 – June 30, 2013 (Report due by July 15, 2013)
Phase 4: July 1, 2013 – September 30, 2013 (Report due by October 15, 2013)
The Recipient will submit the reports to Volunteers of America Northern Rockies. All reimbursement requests should also include copies of the receipts/invoices/paystubs of each expense and the amount requested should be clearly identified in the documents.
7. **Payments:** Payments under this agreement will be made quarterly, upon receipt and approval of the quarterly reports.
8. **Monitoring:** The Subgrantor will schedule monitoring visits with the Recipient to evaluate the progress and performance of the program and provide technical assistance.
9. **Subcontract:** No part of this agreement may be assigned or subcontracted.
10. **Termination of Agreement for Cause:** If the Recipient shall fail to fulfill its obligations under the contract, or if the Recipient shall violate any of the stipulations of this agreement, the Subgrantor

shall have the right to terminate this agreement by giving written notice to the Recipient of such termination and specifying the effective date thereof, at least 30 days prior to the effective date of termination. The Recipient will be paid an amount representative of the allowable costs the Recipient has actually performed under this agreement.

11. **Equal Employment Opportunities:** The Recipient shall comply with equal employment opportunities as stated in Executive Order 11246, entitled "Equal Employment Opportunity" as amended by the Executive Order 11375, and as supplemented in Department of Labor regulations.
12. **Federal Audit Requirements:** The Recipient agrees that if it expends an aggregate amount of \$500,000.00 or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. The Recipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and OBM circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. A copy of this audit report should be submitted to the Subgrantor within 6 months of the end of the Fiscal Year.
13. **Examination of Records:**
 - a. The Recipient agrees to make available original records, documents and other evidence pertaining to expenses and performance of this agreement, as requested by Subgrantor. The Recipient shall preserve its records until expiration of three years after final payment under this agreement.
 - b. The Recipient further agrees to make same records available to the Auditor of the Office of Juvenile Justice and Delinquency Prevention, for a period of three years beyond the final payment under this agreement.

Volunteers of America Northern Rockies

Laramie County

Jeffrey M. Holsinger, President & CEO

Signature & Title

Date

Date

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TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY





1876 S. Sheridan Avenue
Sheridan, WY 82801
307-672-0475
www.voanr.org

January 14, 2013

Sandra Newland
Laramie County
310 West 19th Street, Room 300
Cheyenne, WY 82001

Dear Sandra:

This letter is to inform you that Laramie County has been selected to receive a 2010 Nonparticipating State Award Subgrant made possible by a Cooperative Agreement (Award Number: 2010-JF-FX-K003) between Volunteers of America Northern Rockies (VOANR) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The primary objective and scope of work is to Attain and Maintain Compliance with the Core Requirements of the Federal Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP). Be advised that this is federal funding under CFDA#16-540.

While counties submitted a total of \$493,650 in funding requests, VOANR could only disperse \$251,000, an average of \$17,929 per county. VOANR did not allocate monies based on this average, instead working with the State Advisory Council on Juvenile Justice (SACJJ) to make decisions based on the amount of money available, on county requests, on county needs, and on the effectiveness of compliance efforts.

After review of your application, VOANR and the SACJJ have awarded Laramie County the amount of \$37,578. Laramie County's application ranked thirteenth out of fourteen applications, and the SACJJ's Grants Committee did not identify any concerns regarding Laramie County's application. Even though the contract will be dated and fully executed in 2013, the contract period began on October 1, 2012 and ends on September 30, 2013. As long as expenses were incurred within the contract period, VOANR can reimburse retroactively for expenses starting on October 1, 2012.

We appreciated your application, and your county is clearly working hard to attain compliance with the JJDP. We have identified, however, the following Special Conditions:

- Laramie County will need to submit a revised budget, as VOANR could not award monies at the level requested.

Enclosed you will find two original Subaward Agreements. Please have the authorized signatory sign both originals and return both signed copies to VOANR. We will send one of the original documents to you when fully executed. Please review the agreement and attachments carefully as they outline reporting requirements and draw down information. If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Craig I. Fisgus".

Craig Fisgus
Project Director

REVISED BUDGET FORM

County: LARAMIE COUNTY, WYOMING

Name of Grant: OJJDP NON-PARTICIPATING STATE GRANT APPLICATION

Funding Period: October 1, 2012 through September 30, 2013

Date of Request: February 5, 2013

Provide, by Budget Category, the costs to be charged to this grant. **ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR.**

A. PERSONNEL	(1) Annual Full- time Salary	(2) Annual Fringe Benefit Cost	(3) Sub-Total	(4) % to be paid by grant funds	TOTAL
Officer Greg Smith	\$60,515	\$22,101	= \$82,616	X 44.46 %	\$ 36,731
	\$ +\$		= \$	X %	\$
	\$ +\$		= \$	X %	\$
A. TOTAL PERSONNEL COST to be charged to this grant					\$ 36,731
B. SUPPLIES AND OPERATING					
Cell Phone					\$367
Air Card					\$480
					\$
B. TOTAL SUPPLIES AND OPERATING COST to be charged to this grant					\$ 847
C. TRAVEL (Designate specifically in-state and out-of-state travel)					
					\$
					\$
					\$
C. TOTAL TRAVEL COST to be charged to this grant					\$
D. EQUIPMENT (Items costing \$5,000 or more – contact VOA)					
					\$
					\$
D. TOTAL EQUIPMENT COST to be charged to this grant					\$
E. CONTRACTED, CONSULTANT AND PROFESSIONAL SERVICES					
					\$
					\$
E. TOTAL CONTRACTED CONSULTANT AND PROFESSIONAL SERVICES COST					\$
F. TOTAL OF ALL PROJECT COSTS (A through E)					\$ 37,578

Attachment I

**Volunteers of America Northern Rockies (VOANR)/
Office of Juvenile Justice and Delinquency Prevention (OJJDP)
2010 Nonparticipating State Award Subgrant
Quarterly Report
CFDA # 16.540**

The information provided will be used by the grantor agency to monitor grantee cash flow to ensure proper use of Federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed with VOANR.

1. Report Date: _____
2. County: _____
3. Project Phase: _____ Dates: _____
4. Project Coordinator: _____
5. Project Coordinator's Phone #: _____
Cell #: _____
Email: _____
Fax #: _____
6. Grant Fund Number: _____
7. Grant Amount: _____
8. Amount Expended Since Last Report: _____

Brief Project Description: _____

Grant Approval – Initial Start-Up Phase:

What's working well in your project?:

Where are the gaps in your project?:

What help do you need to accomplish your goals?:

**Mail To: VOANR/OJJDP Project Director
1876 S. Sheridan Ave.; Sheridan, WY 82801**

Number of Youth Served:

		# Juveniles – Status Offenders				# Juveniles - Delinquents			
Court: M=Municipal, C=Circuit, D/J=District/Juvenile, D=Drug		M	C	D/J	D	M	C	D/J	D
Diversion Programs (pre-court)	48-hour Hold*								
	Community service								
	Supervised probation								
	Electronic Monitoring								
	Other:								
Alternatives to Jail (post-court)	48-hour Hold*								
	Community service								
	Supervised probation								
	Electronic Monitoring								
	Home Detention								
	Nonsecure Group Home/Crisis Center*								
	Other: Foster Res. Treatment								
Securely Detained Juveniles	County Adult Jail								
	Municipal Adult Lockup								
	Juvenile Detention Center*								
	Other: WGS/WBS								

Please star (*) those areas that are financially supported – in part or fully -- by OJJDP funds.

(+) Denotes no court involvement

To Be Completed by VOANR/OJJDP Project Director

Monthly juvenile jail rosters for this county have been completed:	Yes	No
Signature:	Date:	

Attachment II

**Volunteers of America Northern Rockies (VOANR)/
Office of Juvenile Justice and Delinquency Prevention (OJJDP)
2010 Nonparticipating State Award Subgrant
Reimbursement Request
CFDA # 16.540**

County: _____

Authorized Person Making Request: _____

Dates of Reimbursement Request Expenditure: From: _____
To: _____

Amount Requested: _____

Date: _____

Authorized Signature (County Commissioner)

Must provide a detailed list of these expenditures and provide invoices:

VOANR/OJJDP 2010 Nonparticipating State Award Subgrant				
EXPENSE	BUDGET	QUARTER EXPENSE	PERIOD TO DATE EXPENSE	BUDGET REMAINING
Personnel				
Supplies & Operating				
Travel				
Equipment				
Contracted, Consultant, & Professional Services				
TOTAL				

OFFICE USE ONLY:	
Date Request received: _____	Date of Approval: _____
Approved: _____, Craig Fiskus, Project Director	
Payment issued on: _____	Check # _____

**Mail To: VOANR/OJJDP Project Director
1876 S. Sheridan Ave.; Sheridan, WY 82801**

Attachment III

Guidelines for Financial Management of OJJDP Funded Activities

To comply with federal regulations, Recipients must have a financial management system that provides accurate, current and complete disclosure of the financial status of the activity. This means that the financial system must be capable of generating regular financial status reports which indicate the dollar amount allocated for each activity (including any revisions), amount obligated and amounts expended. The system must permit the comparison of actual expenditures and revenues against budgeted amounts. In review of the quarterly fiscal reporting information provided by the Recipient, the Subgrantor must be able to isolate all Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds received.

The Recipient must support accounting records with source documentation. The Recipient must also secure and retain invoices, purchase vouchers, payrolls and the like for three years beyond the final payment under this agreement.

All employees paid in whole or in part from OJJDP funds should prepare a time sheet indicating the hours worked on OJJDP projects for each pay period. Based on these time sheets and hourly payroll costs for each employee, the Recipient must maintain appropriate documentation in the files.

Payment to Recipients will be on a reimbursement basis and will be presented on the quarterly fiscal reports. Special advances may be available upon special request. Such requests should be in writing and submitted to:

Volunteers of America Northern Rockies, Attn: OJJDP Project Director
1876 S. Sheridan Ave.
Sheridan, WY 82801