

RESOLUTION \_\_\_\_\_

**ENTITLED: "A RESOLUTION APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF JUSTICE FOR A 2019 JUSTICE ASSISTANCE GRANT IN THE AMOUNT OF \$45,419.00."**

**THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING RESOLVES**

To submit a joint grant application to the United States Department of Justice, Bureau of Justice Assistance for Justice Assistance Grant (Byrne Grant) funding in the amount of \$45,419.00 for the following purposes: Overtime costs associated with community policing efforts for foot and bicycle patrol operations at the City of Cheyenne Police Department and NIBRS software in the amount of \$32,919.00; and to provide the Laramie County Sheriff Department with funding for de-escalation training and NIBRS software in the amount of \$12,500.00; and

To appoint and authorize Sandra Newland, or her successor in the position of Laramie County Grants Manager, as agent and representative of the Laramie County Board of Commissioners to execute and submit applications, binding assurances, certifications, agreements and reports on its behalf which may be necessary for this grant application.

**PRESENTED, READ AND ADOPTED THIS 20<sup>th</sup> DAY OF AUGUST, 2019.**


\_\_\_\_\_  
Linda Heath, Chairman

ATTEST:

\_\_\_\_\_  
Debra Lee, Laramie County Clerk

\_\_\_\_\_  
Date

Received and Approved as to Form Only by:

  
\_\_\_\_\_  
Mark Voss  
County Attorney

  
\_\_\_\_\_  
Date



BJA FY 19 Edward Byrne Memorial Justice Assistance  
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Status	Requirement
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<b>Complete</b>	Budget and Program Attachments
<b>Complete</b>	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace
<b>Incomplete</b>	<input type="button" value="Submit Application"/>

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**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

**Edward Byrne Justice Assistance Grant Program FY 2019 Local Solicitation**

**Certifications and Assurances by the Chief Executive of the Applicant Government**

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2019 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

\_\_\_\_\_  
Signature of Chief Executive of the Applicant Unit of  
Local Government

Linda Heath

\_\_\_\_\_  
Printed Name of Chief Executive

Laramie County, Wyoming

\_\_\_\_\_  
Name of Applicant Unit of Local Government

\_\_\_\_\_  
Date of Certification

Chairman

\_\_\_\_\_  
Title of Chief Executive





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<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	<b>2. DATE SUBMITTED</b>	<b>Applicant Identifier</b>
<b>1. TYPE OF SUBMISSION</b> Application Non-Construction	<b>3. DATE RECEIVED BY STATE</b>	<b>State Application Identifier</b>
	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>		
<b>Legal Name</b> LARAMIE COUNTY		<b>Organizational Unit</b> COMMISSION
<b>Address</b> 310 WEST 19TH STREET SUITE 300 CHEYENNE, Wyoming 82001-4452		<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Newland, Sandra (307) 633-4201
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 83-6000111		<b>7. TYPE OF APPLICANT</b> County
<b>8. TYPE OF APPLICATION</b> New		<b>9. NAME OF FEDERAL AGENCY</b> Bureau of Justice Assistance
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b>  NUMBER: 16.738 CFDA Edward Byrne Memorial Justice Assistance TITLE: Grant Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b>  Byrne JAG 2019 Laramie County Sheriff's Department and the City of Cheyenne Police Department.
<b>12. AREAS AFFECTED BY PROJECT</b>  Laramie County, Wyoming to include the City of Cheyenne and the smaller jurisdictions of Albin, Burns and Pine Bluffs.		
<b>13. PROPOSED PROJECT</b> Start Date: October 01, 2018 End Date: September 30, 2022		<b>14. CONGRESSIONAL DISTRICTS OF</b>  a. Applicant b. Project WY00
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>  Program is not covered by E.O. 12372
Federal	\$45,419	
Applicant	\$0	
State	\$0	

Local	\$0	
Other	\$0	
Program Income	\$0	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
TOTAL	\$45,419	
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.</b>		

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This handbook allows you to complete the application process for applying to the BJA FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

*Type of Submission	<input type="radio"/> Application Construction <input checked="" type="radio"/> Application Non-Construction <input type="radio"/> Preapplication Construction <input type="radio"/> Preapplication Non-Construction	
*Type of Application	If Revision, select appropriate option If Other, specify	<input type="text" value="New"/> ▼ <input type="text" value="Type of Revision"/> ▼ <input type="text"/>
*Is application subject to review by state executive order 12372 process?	<input type="radio"/> Yes This preapplication/application was made available to the state executive order 12372 process for review on <input type="text"/> ▼ <input type="text"/> ▼ <input type="text"/> ▼ <input checked="" type="radio"/> No Program is not covered by E.O. 12372 <input type="radio"/> N/A Program has not been selected by state for review	

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Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.

\* - Indicates required field

*Is the applicant delinquent on any federal debt? (If Yes is selected, please upload an explanation)	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Employer Identification Number (EIN)	<input type="text" value="83"/> - <input type="text" value="6000111"/>
*Type of Applicant	<input type="text" value="County"/>
Type of Applicant (Other):	<input type="text"/>
*Organizational Unit	<input type="text" value="COMMISSION"/>
*Legal Name (Legal Jurisdiction Name)	<input type="text" value="LARAMIE COUNTY"/>
*Vendor Address 1	<input type="text" value="310 WEST 19TH STRE"/>
Vendor Address 2	<input type="text" value="SUITE 300"/>
*Vendor City	<input type="text" value="CHEYENNE"/>
Vendor County/Parish	<input type="text" value="LARAMIE"/>
*Vendor State	<input type="text" value="Wyoming"/>
*Vendor ZIP	<input type="text" value="82001"/> - <input type="text" value="4452"/> <a href="#">Zip+4 Lookup</a>
<b>Please provide Point of Contact Information for matters involving this application</b>	
*Contact Prefix:	<input type="text" value="Ms."/>
Contact Prefix (Other):	<input type="text"/>
*Contact First Name:	<input type="text" value="Sandra"/>
Contact Middle Initial:	<input type="text"/>
*Contact Last Name:	<input type="text" value="Newland"/>
Contact Suffix:	<input type="text" value="Select a Suffix"/>
Contact Suffix (Other) :	<input type="text"/>
*Contact Title:	<input type="text" value="GRANTS MANAGER"/>
*	<input type="text" value="310 WEST 19TH STREET"/>



Contact Address Line 1:	
Contact Address Line 2:	SUITE 140
*Contact City	CHEYENNE
Contact County:	LARAMIE
*Contact State:	Wyoming ▼
*Contact Zip Code:	82001 - 4452 <a href="#">Zip+4 Lookup</a>
*Contact Phone Number:	307 633 4201 Ext:
Contact Fax Number:	
*Contact E-mail Address:	snewland@LARAMIECOUNTY.C <a href="#">Email Help</a>

Save and Continue





# BJA FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

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### \*Descriptive Title of Applicant's Project

Byrne JAG 2019 Laramie County Sheriff's Department and the City of Cheyenne Police Department.

### \*Areas Affected by Project

Laramie County, Wyoming to include the City of Cheyenne and the smaller jurisdictions of Albin, Burns and Pine Bluffs.

### Proposed Project

	*Start Date	October	01	2018
	*End Date	September	30	2022

### \*Congressional Districts of

	Project	Congressional District 00, WY Congressional District At-Large, WY
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### \*Estimated Funding

Federal	\$ 45419 .00
Applicant	\$ 0 .00
State	\$ 0 .00
Local	\$ 0 .00
Other	\$ 0 .00
Program Income	\$ 0 .00
TOTAL	\$ 45419 .00



# BJA FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

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**Application Handbook** This page allows you to upload the Budget Detail Worksheet, Financial Management and System of Internal Controls Questionnaire (FCQ) form, Program Narrative, and other Program attachments. Click the attach button to continue.

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## FCQ Attachment

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In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, all applicants are to download, complete, and submit the Financial Management and System of Internal Controls Questionnaire.

You can download the current [FCQ form here](#).

[FinancialCapability.pdf](#)[Submit Application](#)

Your FCQ form has been successfully attached, but the application has not been submitted to OJP. Please continue with your application.

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## Budget and other Program Attachments

<a href="#">Budget Worksheet.xlsm</a>	<input type="button" value="Delete"/>
<a href="#">19 Byrne Grant Abstract.doc</a>	<input type="button" value="Delete"/>
<a href="#">Cheyenne Police Narrative &amp; Budget 19.docx</a>	<input type="button" value="Delete"/>
<a href="#">Sheriff Narartive Budget FY19.docx</a>	<input type="button" value="Delete"/>
<a href="#">19 Byrne Applicant Disclosure.doc</a>	<input type="button" value="Delete"/>
<a href="#">19 Byrne Grant Review Narrative.doc</a>	<input type="button" value="Delete"/>
<a href="#">PUBLIC NOTICE-Byrne 2019.doc</a>	<input type="button" value="Delete"/>
<a href="#">DHS &amp; ICE Communication Info.docx</a>	<input type="button" value="Delete"/>
Click on the Attach Button to upload an attachment	<input type="button" value="Attach"/>

Your file has been successfully attached, but the application has not been submitted to OJP. Please continue with your application.

Please download the latest version of [Adobe Acrobat Reader®](#).





### Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

#### 1. Name of Organization and Address:

Organization Name: Laramie County, Wyoming

Street1: 310 W. 19th, Suite 300

Street2:

City: Cheyenne

State: WYOMING

Zip Code: 82001

#### 2. Authorized Representative's Name and Title:

Prefix: First Name: Linda

Middle Name:

Last Name: Heath

Suffix:

Title: Chairman

3. Phone: (307) 633-4260

4. Fax:

5. Email: commissioners@laramiecounty.com

6. Year Established:

1890

7. Employer Identification Number (EIN):

836000111

8. DUNS Number:

197732709

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



### AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☐ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: McGee, Hearne & Paiz 314 W. 18th Street, Cheyenne, WY 82001

### AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$ 0

Were material weaknesses noted in the report or opinion?

☐ Yes ☒ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☒ Automated ☐ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure





17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>TRAVEL POLICY</b>	
24. Does the applicant entity: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure  <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure  
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure  
☐ N/A - Applicant does not make subawards under any OJP awards

#### DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

#### CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Linda Heath

Date: 2019-08-06

Title: ☐ Executive Director ☐ Chief Financial Officer ☒ Chairman  
☐ Other: [Redacted]

Phone: (307) 633-4260

## **Abstract-Byrne JAG 19**

**Applicant:** Laramie County Sheriff's Department and the Cheyenne Police Department

**Project Title:** Laramie County Community Law Enforcement

**Geographic Overview:** Laramie County and the City of Cheyenne are located in the Southeast corner of the State of Wyoming. We have a population of 98,976 residents per the 2018 consensus estimates. We are the two primary law enforcement agencies in our rural community.

### **Goals: Activity # 1**

1. The City of Cheyenne Police Department intends to utilize grant funding for overtime costs associated with community policing efforts both foot and bicycle patrol.
2. The City of Cheyenne Police Department will be utilizing 3% of its award towards NIBRS compliance with the purchase of software.

### **Goals: Activity # 2**

1. The Laramie County Sheriff's Department intends to utilize their grant funding for instructors and courses necessary to develop a training program for patrol officers.
2. The Laramie County Sheriff's Department will utilize 3% of its award towards NIBRS compliance with the purchase of software.

### **Strategies to be used:**

For Activity #1, the City of Cheyenne Police Department will use best practices of community policing to purchase NIBRS compliance Software. The City of Cheyenne has entered into a Subrecipient agreement with Laramie County and will follow all federal rules and regulations in the purchasing of software. Patrol efforts will focus on high volume areas such as downtown, parks and the Greenway. The City of Cheyenne Police Department will use best practices of community policing to conduct its foot and bicycle patrols.

For activity # 2, Laramie County will use best practices of community policing to purchase NIBRS compliance software. Training programs will be on site and will be focused on de-escalation to include (self-control, effective communication, scene assessment and management, force options, time, gaining voluntary compliance, defusing, mitigating unintended consequences, officer and public safety, police legitimacy, gather information and intelligence, assess threat/risk and develop a strategy, consider powers and policy, identify options and contingencies and take action and review what happened.) All purchases made with grant funding will be monitored by the Laramie County Grants Office to ensure full compliance. The Laramie County Sheriff's Department will comply with the Global Standards Package and all constituent elements, where applicable for our project.

**Project Identifiers:**

**Activity #1:** The City of Cheyenne Police Department through its community policing efforts under the overtime request is focusing on community policing and crime prevention. Under the NIBRS component they are focusing on Justice Information Sharing, Data Sharing and linkage through computer software.

**Activity #2:** The Laramie County Sheriff's Department is primarily focusing on De-escalation training, conflict resolution and utilizing evidence based trainings and Justice Information Sharing under NIBRS compliance.

**Expected Outcomes:**

The City of Cheyenne will utilize their grant funds towards increasing community policing enforcement and progress towards NIBRS compliance.

The Laramie County Sheriff's Department will utilize their funds towards providing their patrol force with De-escalation training and working towards NIBRS compliance.



# **Cheyenne Police Department**

## ***Equipment***

Overtime Costs (Salary)	\$27,141.72
Overtime Costs (Benefits)	\$4,789.71
NIBRS (3%) Compliance/Software Update	\$987.57
TOTAL	<u>\$32,919.00</u>

## ***Description of the Issues***

Grant funds are being requested to obtain funding for software necessary to comply with federally mandated NIBRS compliance and to allow officers overtime to implement community policing efforts in public spaces by foot and bicycle patrol.

This grant will be used to fund 100% of costs up to the amount of the grant, with any remaining costs to be paid by the Cheyenne Police Department. Any software that is purchased for NIBRS activity will be retained at the end of the grant period and used for the same purpose.

## ***Project Design and Implementation***

The software update would allow our computer system to link with the state while providing us with the ability to meet the NIBRS compliance.

The salary and benefits estimates were determined by taking the median wage information from our police force. Our department estimates that this will provide over 580 hours of overtime for the community policing patrol. The overtime and benefit costs listed above directly coordinates and with our activity goals and project identifiers as outline in the Project Abstract. The use of foot and bicycle patrol officers is critical to meeting the needs of the public. We have areas in our community that are not readily accessible by vehicle and we would like to patrol these areas for enhanced community policing efforts.

The local community is involved in the planning process of the Cheyenne Police Department and we coordinate our efforts with City Council.

## ***Capabilities and Competencies***

In conjunction with the Laramie County IT Department, the City of Cheyenne IT department will be able to upgrade the NIBRS software through our New World Program. The City of Cheyenne Police Department is currently utilizing Byrne JAG 2017 funds for this same purpose and we feel that community policing through patrol is critical to the protection of the community.

Our plan is to work with the partners listed above to procure the equipment most suitable for the City of Cheyenne's Police Department.

***Plan for Collecting Required Data***

The Cheyenne Police Department will collect data and will provide this to the Laramie County Grants Manager quarterly for the completion of quarterly reports. All performance measures will be monitored and recorded for maximum grant efficiency.

## ACTIVITY 2 Laramie County Sheriff's Department

### A. *Equipment*

Training Programs	\$ 12,125.00
NIBRS Compliance (3%)	\$ 375.00
TOTAL_____	<u>\$12,500.00</u>

Amount requested from grant \$12,500.00

### *Description of the Issues*

Grant funds are being requested to obtain funding for De-escalation training for our patrol officers for instructors and courses, necessary to develop a training program. We plan to bring in instructors for on-site training.

This grant will be used to fund 100% of costs up to the amount of the grant, with any remaining costs to be paid by the Laramie County Sheriff's Office. Any software that is purchased for NIBRS activity will be retained at the end of the grant period and used for the same purpose.

The costs listed above directly coordinate with our activity goals and project identifiers as outlined in the Project Abstract. The function of the training program is directly correlated with the success of community policing. With this additional training our deputies can serve the community in a positive and efficient manner.

### *Statement of Problem*

With the current climate surrounding law enforcement and community relations, we will supplement our training with updated community policing techniques and best practices to improve community relations and partnering with our stakeholders to build trust and reduce crime. De-escalation training would be used by our patrol officers when facing such crimes as property destruction and drug related offenses and can be utilized in all situations.

### *Project Design and Implementation*

Our plan is to access and use the latest models associated with community policing to include, directed patrol, de-escalation techniques and other related topics. It is our hope to be able to open up this training to other local law enforcement agencies in our area.

One area of focus for our training will be centered around problem-oriented policing—directed patrol involves gathering information on crime-generating problems that led to the area being a hot spot. Information-gathering methods can include officers talking to residents to learn about crime threats and problems, as well as officers simply observing and recording environmental features that might contribute to crime.

De-escalation training is to provide police officers with an organized way of making decisions about how they will act in any situation, including situations that may involve uses of force. De-escalation training will emphasize:

- Self-Control

- Effective Communication
- Scene Assessment and Management
- Force Options
- Time
- Gaining Voluntary Compliance
- Defusing
- Mitigating Unintended Consequences
- Officer and Public Safety
- Police Legitimacy
- Gather Information and Intelligence
- Assess Threat/Risk and Develop a Strategy
- Consider Powers and Policy
- Identify Options and Contingencies
- Take Action and Review What Happened

### ***Capabilities and Competency***

Our plan is to work with the partners from national and regional professional law enforcement associations, like the DOJ, National Sheriff's Association and Western States Sheriff's Association to obtain the latest models and training regarding community policing specifically around the areas noted above. In conjunction with the City of Cheyenne we will be able to upgrade the NIBRS software through our New World Program.

### ***Plan for Data***

The Laramie County Sheriff's Department will collect data and will provide this to the Laramie County Grants Manager quarterly for the completion of quarterly reports. All performance measures will be monitored and recorded for maximum grant efficiency.



## **Byrne JAG 19 Applicant Disclosure of Pending Applications**

This is a joint application between the Laramie County Sheriff's Department and the City of Cheyenne Police Department.

**Laramie County** has no federally pending applications and no indirect funding applications to request funding to support the same project being proposed under this solicitation.

**The City of Cheyenne Police Department** has no federally pending applications and no indirect funding applications to request funding to support the same project that is being proposed under this solicitation.

## **Review Narrative**

This joint application has been made available to our governing bodies, The Laramie County Commissioners and the City of Cheyenne Council, which approved the application for these funds and appointed a responsible official by resolution.

A public notice appeared in the Cheyenne Tribune Eagle prior to application deadline and a public meeting was held at the Laramie County Commissioner's Board Meeting on August 6, 2019 to solicit public opinion.

The Cheyenne Police Department will post its portion of the grant application on the department's website, with information about whom to contact for public input.

The Laramie County Sheriff's Department will post the entire application on its departmental website, with information about whom to contact for public input.

The Agreement between Laramie County Board of Commissioners and the City of Cheyenne has been signed and is attached with our documentation.

## **PUBLIC NOTICE**

The Laramie County Commissioners and the Mayor of Cheyenne, Wyoming are seeking public input and public comments on a United States Department of Justice 2019 Justice Assistance grant application. The City of Cheyenne Police Department and The Laramie County Sheriff's Department are exploring grant options for the best fit of the grant funds. The grant request contemplated will not exceed \$45,419.00

Possible Justice Assistance applications may be considered provided they support at least one of the Objectives:

1. Law enforcement programs
2. Prosecution and court programs
3. Prevention and education programs
4. Corrections and community correction programs
5. Drug treatment and enforcement programs
6. Planning, evaluation, and technology improvement programs
7. Crime victim and witness programs (other than compensation)

The United States Department of Justice administers the Justice Assistance Program and lists the available funding with the program rules on their website at [www.bja.gov](http://www.bja.gov).

A Public Hearing to take public testimony and solicit public opinion on this matter will be held on Tuesday, August 6, 2019 at 3:30pm, or as soon thereafter as possible, in the County Commissioners Board Room at 310 W. 19<sup>th</sup> Street in Cheyenne, Wyoming. Accommodations will be made for handicapped and non-English speaking minority individuals who wish to attend the Public Hearing.

All written comments must be received no later than 12:00 p.m. on Tuesday, August 6, 2019. Laramie County and the City of Cheyenne will take all comments made at the public hearing and written comments submitted on or before the deadline into consideration before considering a resolution in support of submitting an application for a United States Department of Justice 2019 Justice Assistance grant. Citizens please submit written comments to:

Sandra Newland  
Laramie County Grant Manager  
Laramie County  
310 West 19<sup>th</sup> Street, Suite 140  
Cheyenne, Wyoming 82001

**Publish: (Tuesday August 6<sup>th</sup> 2019)**

**Information regarding Communication with the Department of Homeland Security (DHS)  
and/or Immigration and Customs Enforcement (ICE)**

**Cheyenne Police Department**

**Compliance with 8 U. S. Code § 1373**

There are no state statutes which restrict the Cheyenne Police Department from communicating with either Homeland Security or ICE regarding immigration matters. There is no restriction by our Mayor or Council. We do not have a policy, procedure or orders which would restrict communications with either agency and only have a policy regarding Consular Notification (attached).

As for notification and detainers when arrested, that is controlled by the Laramie County Sheriff's Department, as they operate the jail.

**Laramie County Sheriff's Dept.**

**Compliance with 8 U. S. Code § 1373**

There are no state statutes which restrict the Laramie County Sheriff's Department from communicating with either Homeland Security or ICE regarding immigration matters. There is no restriction by our county commissioners. We do not have a policy, procedure or orders which would restrict communications with either agency. We follow the guidelines sent to us by ICE, dated May 1, 2009, which outlines notification procedures (see attached).



*Office of Operations and Records Operations*

U.S. Department of Homeland Security  
308 W. 21<sup>st</sup> Street, Suite 110  
Cheyenne, Wyoming 82001



**U.S. Immigration  
and Customs  
Enforcement**

May 1, 2009

Captain William (Bill) Long  
Laramie County Sheriff's Dept.  
1910 Monnet Avenue  
Cheyenne, Wyoming 82001

Re: ICE/DRO CHEYENNE NOTIFICATION PROCEDURES

Dear Capt. Long:

**DETAINER'S**

To notify ICE/DRO that you wish to have an individual interviewed to determine alienage/legal status; please contact the Cheyenne office from 8am to 4pm Monday through Friday at (307) 772-2040 ext 111. If someone does not return your call within an hour, please call (303) 651-6323. If no response from this number, please call the Denver Duty Desk at the following number.

For holidays, weekends, after hours, or you receive no response locally please contact the Denver Duty Desk at (303) 371-6803, ext 308

Medical issues- if there are any significant medical issues and or pregnancy, please inform the interviewing agent at that time.


**READY FOR RELEASE/ I-203 ORDER TO DETAIN**

To notify ICE/DRO that an individual who already has an ICE Detainer is ready for release please contact the Cheyenne office from 8am-4pm Monday through Friday at (307) 772-2040 ext 111 and fax a copy of the releasing document & ICE Detainer to (307) 837-8667. Please request from ICE/DRO that ICE generate and fax you a copy of an I-203 (Order to Detain.) If someone does not return your call within an hour, please call (303) 651-6323.

For holidays, weekends, after hours, or you receive no response locally please contact the Denver Duty Desk at (303) 371-6803, ext 308 and fax a copy of the releasing document & ICE Detainer to (303) 381-0483. Please request from ICE/DRO that ICE generate and fax you a copy of an I-203 (Order to Detain.)

Medical issues- if there are any significant medical issues and or pregnancy, please inform the interviewing agent at that time.

Sincerely,

  
Donald T. Rubillard  
Supervisory Detention & Deportation Officer

[www.ice.gov](http://www.ice.gov)

# CHEYENNE POLICE DEPARTMENT FIELD MANUAL

## CONSULAR NOTIFICATION

FLD442 – 2.15

**Purpose:** To remain compliant with International treaties of the United States.

**Policy:** In compliance with the Vienna Convention on Consular Relations (VCCR), the Department will ensure the timely notification of designated foreign consular officials following the arrest or detainment of their foreign nationals (non-US citizens). This policy does not affect any diplomatic immunity rights or policies.

**Scope:** Officers

**Procedure:**

- Citizens of other nations who reside in or are visiting Wyoming are subject to Wyoming law and except as indicated below, foreign nationals who are arrested will be treated in the same manner as U.S. citizens.
- A foreign national who is arrested (taken into custody) will be informed they have a right to have their country's embassy or nearest consulate notified of his or her arrest and detention.
  - For the purposes of this section, "arrest" refers to a custodial arrest and detention and does not include a release on citation.
  - Unless the accused is a national from a mandatory notification country, do not notify the embassy/consulate unless the accused requests they be notified.
  - By law, if a citizen of a country listed on the State Department website that requires notification is arrested, the on-duty Sergeant or their designee will notify the nearest consulate or the embassy of the arrest.
  - Notification of the consulate will be made at the time the accused is booked.
  - It should be documented in the police report that the person arrested was advised of their right and whether or not the accused requested that the embassy/consulate be contacted.
    - Document the date, time and the name of the person who received the call at the embassy or consulate in the police report.
- If a foreign national is arrested for a felony the Department of Homeland Security will be notified at the same time as the Consular.
- Mandatory Notification Countries
  - Listed on the Consular Notification and Access Reference Card issued to all officers, and on file at the County Jail
  - This list is subject to amendment without notice from the Federal Government. List and contacts may be verified via website:
    - <http://www.travel.state.gov/consularnotification>
- Diplomatic and consular officers have the legal right to consult with their citizens who are detained by federal, state or local authorities. The right of consular access and communication are generally subject to jail regulations concerning prisoner visitations.



# BJA FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

DJ

[Application](#)[Correspondence](#)Application:  **Application Handbook****Assurances and Certifications**[Overview](#)**The following problems were found:**

- You need to sign your application by checking the box below.

[Applicant](#)[Information](#)[Project Information](#)[Budget and](#)[Program](#)[Attachments](#)[Assurances and](#)[Certifications](#)[Review SF 424](#)[Submit Application](#)[Help/Frequently Asked Questions](#)[GMS Home](#)[Log Off](#)

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

- [Assurances](#)
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

\* - Indicates required field

*Prefix:	Mrs.
Prefix (Other):	<input type="text"/>
*First Name:	VALERIE
Middle Initial:	K
*Last Name:	MILLER
Suffix	Suffix:
Suffix (Other):	<input type="text"/>
*Title:	Executive Assistant
*Address Line 1:	310 WEST 19TH STREET
Address Line 2:	SUITE 300
*City:	CHEYENNE
County:	LARAMIE
*State:	Wyoming

*Zip Code:	82001	-	4452	<a href="#">Zip+4 Lookup</a>			
*Phone:	307	-	633	-	4260	Ext :	
Fax:		-		-			
*E-mail:	COMMISSION@LARA					<a href="#">Email Help</a>	
<p>* <input type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.</p>							

Save and Continue



OMB APPROVAL  
NUMBER 1121-0140

EXPIRES 05/31/2019

## U.S. DEPARTMENT OF JUSTICE

### CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
  - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
  - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
  - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
  - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
  - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
  - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
  - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination)



the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self-Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(10) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Close Window

**U.S. DEPARTMENT OF JUSTICE****CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction", as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

- (a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;
- (c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or
- (d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

**B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.**

### **3. FEDERAL TAXES**

**A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).**

**B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.**

### **4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

**As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:**

**A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--**

**(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;**

**(b) Establishing an on-going drug-free awareness program to inform employees about--**

**(1) The dangers of drug abuse in the workplace;**

**(2) The Applicant's policy of maintaining a drug-free workplace;**

**(3) Any available drug counseling, rehabilitation, and employee assistance programs; and**

**(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**

**(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);**

**(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--**

**(1) Abide by the terms of the statement; and**

**(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**

**(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:**

**For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;**

**For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.**

**Notice shall include the identification number(s) of each affected award;**

**(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:**

**(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**

**(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and**

**(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).**

#### **5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS**

**As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382 (c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.**

**I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.**

Close Window