

# SUBGRANT AWARD

SUBGRANTEE AGENCY: **City of Columbus**

PROJECT PERIOD: **06/01/15 – 8/31/15**

SUBGRANT NUMBER: **13-JAG-13INT**

CFDA #: **16.738**

PROJECT TITLE: **EOC Printer**

In accordance with the provisions of the Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)), and on the basis of the approved application, the Franklin County Office of Homeland Security & Justice Programs, as the duly authorized County Agency, hereby approves the project application submitted as complying with Fiscal Year 2013 requirements of the Agency and awards to the foregoing Subgrantee an action Subgrant as follows:


Source of Funds	Amount	Percentage
Federal Fund – Award Amount	\$450.00	100.00%
Local Cash or Inkind Match	\$0.00	0.00%
Project Total	\$450.00	100.00%

This Subgrant award is for the project as set forth in the final application submitted which is hereby incorporated by reference herein and which project is within a program specified in the Bureau of Justice Assistance directives and within the purposes and categories authorized by the Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)).

This Subgrant is subject to the statements as set forth in the Project Budget and Project Narrative and revisions thereto and the Subgrantee's final application which is hereby included by reference herein and to the certifications, Subgrant Conditions, Standard Federal Subgrant Conditions, and Special Conditions to this Subgrant, which are attached hereto and hereby included by reference herein.

This Subgrant shall become effective as of the award date, for the period indicated, upon return to the Agency of the award copy and Certificate of Non-Supplanting, executed on behalf of the Subgrantee in the spaces provided.

FRANKLIN COUNTY  
HOMELAND SECURITY & JUSTICE PROGRAMS

  
Kathy Crandall, Director

I hereby certify that the Subgrantee has set aside the local match in the amount of \$0.00 cash as the matching share for the approved application, and accept this Subgrant on behalf of the Subgrantee.

Michael B. Coleman, Mayor

Signature of Authorized Official

Name and Title of Official

# CERTIFICATE OF NON-SUPPLANTING

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**SUBGRANTEE AGENCY: City of Columbus**

**AWARD DATE: June 1, 2015**

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**SUBGRANT NUMBER: 13-JAG-13INT**

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**AWARD AMOUNT-FEDERAL FUNDS: \$450.00**

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In order to fulfill the requirements of M 7100 and Standard Federal Subgrant Conditions concerning non-supplanting of funds, this non-supplanting certificate form is enclosed for signature. This form must be signed and returned to the Office of Homeland Security & Justice Programs/MCCJSA before funds will be released to the Subgrantee.

I hereby certify that this organization/agency has complied with non-supplanting.

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Signature of Authorized Official

Michael B. Coleman, Mayor  
Typed Name and Title of Official

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Date of Signature

## SPECIAL CONDITIONS

### JAG

1. Subgrantee and Implementing Agency are advised that Metropolitan County Criminal Justice Services Agency (MCCJSA)/Franklin County Office of Homeland Security & Justice Programs policies do not allow for the indefinite funding of programs. Therefore, the Subgrantee and Implementing Agency must look to other funding sources for future funding of this program. Approval of this subgrant in no way assures funding of this program in future years.
2. Subgrantee Agency shall provide any project information, documents, or files that may be reasonably required for monitoring, evaluation, and audit purposes, to the MCCJSA (Office of Homeland Security & Justice Programs), Franklin County, or Bureau of Justice Assistance on request. Applicants shall also comply with all reporting as required by the Justice Assistance Grant program.
3. For reporting purposes, the program start date will be the first day of the month in which program expenses are incurred. If a project is not operational within 60 days of the original start date of the subgrant period, the implementing agency must report by letter to the Office of Homeland Security & Justice Programs the steps taken to initiate the project, the reasons for delay and the expected start date. A project is considered operational if staff has been hired and funds obligated. If a project is not operational within 90 days of the original start date of the subgrant period, the implementing agency must submit a second statement to the Office of Homeland Security & Justice Programs explaining the implementation delay. Upon receipt of the 90 day letter, the Office of Homeland Security & Justice Programs may cancel the project and redistribute the funds. The Office of Homeland Security & Justice Programs may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90 day period. When this occurs, the appropriate subgrant files and records must so note the extension.
4. Subgrantee Agency is responsible for promptly notifying the MCCJSA/Office of Homeland Security & Justice Programs of any changes in program or fiscal personnel, project budget, program activities, or objectives. Modifications to program activities, objectives, or the project budget require prior authorization by the MCCJSA/Office of Homeland Security & Justice Programs. Budget modifications may be made without prior MCCJSA authorization if the modification is less than a ten percent (10%) increase or decrease of an approved line item and the modification does not involve equipment or indirect costs. No funds may be reallocated to a line item that is not included in the approved project budget without prior Office of Homeland Security & Justice Programs Unit approval.
5. Subgrantee Agency shall maintain documentation of all program expenses and activities, including the specific outcomes and benefits to JAG grant funds. Documentation of expenses shall include, but not be limited to, employee time records (including signature of employee and supervisor), travel reports, invoices, contracts, inventory reports, receipts, bills, and corresponding canceled checks or warrants. Documentation of program activities shall include, but not be limited to, intake forms, progress reports, staff notes, referral forms, and other written materials relevant to program activities.
6. The Office of Homeland Security & Justice Programs may suspend funding or place on probationary status any project that the Office of Homeland Security & Justice Programs determines is not in compliance with any Federal Standard Subgrant Condition, or Special Condition of this Subgrant award, or not in compliance with any condition of the contract for services. *Standard Federal Subgrant Conditions* may be downloaded from the internet utilizing the following site: <http://www.ojp.usdoj.gov/financialguide/index.htm> or by contacting the Office of Homeland Security & Justice Programs for a copy. *Standard Federal Subgrant Conditions* are updated periodically and it is the responsibility of the Implementing Agency to adhere to the most recent standards. The Office of Homeland Security & Justice Programs shall promptly notify the Implementing

Agency of any suspension or probation in writing. Implementing Agency shall implement corrective action recommended by the Office of Homeland Security & Justice Programs after receiving notice or face cancellation of the subgrant. The Office of Homeland Security & Justice Programs also reserves the right not to reimburse the Subgrantee for inadequately documented or unauthorized budget expenses.

7. Subgrantee Agency agrees to participate in a program evaluation process, which will be established by the Office of Homeland Security & Justice Programs, and to provide information and data necessary to measure program outcomes.
8. The Office of Homeland Security & Justice Programs staff may conduct periodic visits to the locations where services are provided by the Subgrantee Agency and to the administrative offices of the Subgrantee Agency. As part of the monitoring process, the Subgrantee Agency shall allow the Office of Homeland Security & Justice Programs staff to have access to clients participating in the program as well as staff being paid under the grant.
9. Subgrant certified assurances (i.e. Non-Supplanting, Security and Privacy, Fidelity Bonding and National Environmental Policy Act) and the approved subgrant application are attached and are incorporated as part of this subgrant award.
10. Subgrantee Agency shall submit quarterly reports of subgrant expenditures to the Office of Homeland Security & Justice Programs. Specifically, **recipients of JAG funding will be required to submit financial and programmatic reports within twenty five (25) days after each calendar quarter.** The reporting format shall be prescribed by the Office of Homeland Security & Justice Programs.
11. No records associated with this subgrant may be disposed of without the prior written authorization of the Office of Homeland Security & Justice Programs and the Franklin County Records Commission.
12. The Office of Homeland Security & Justice Programs, at its discretion, may withhold subgrant payments to the Subgrantee where the Implementing Agency is not fully complying with any reporting, audit, or other requirement of another subgrant administered by the Office of Homeland Security & Justice Programs.
13. The Subgrantee Agency agrees to provide the services described in the approved subgrant application and to make all reasonable efforts to achieve the stated objectives of the application. The Office of Homeland Security & Justice Programs may suspend payments, place on probation, or terminate funding to any project that is not providing the level of service or substantially achieving the objectives that are described in the approved subgrant application.
14. This subgrant shall be absolutely terminated on December 31, 2014, unless the subgrant period is changed and authorized by a Subgrant Adjustment Notice. Any request for an extension of the subgrant period must be made by the Subgrantee Agency in writing to the Office of Homeland Security & Justice Programs at least sixty (60) days prior to the scheduled termination date.
15. In the event that an authorized government entity, or its agent, having responsibility for conducting an audit of the subgrant disallows certain costs and requires that a refund be issued, the Subgrantee shall be responsible for providing the refund amount in full.
16. If a private non-profit organization incorporated under the laws of the State of Ohio, the Subgrantee's governing body (e.g. Board of Directors) has ultimate fiscal, policy, and administrative responsibility for the Implementing Agency's programs and staff actions. In all cases, the Office of Homeland Security & Justice Programs and Franklin County will view the governing body as the ultimate authority and responsible party.

17. The Subgrantee and Implementing Agency shall comply with all applicable provisions, standards, and requirements of the Edward Byrne Memorial Justice Assistance Grant Funding Directives.
18. Any published materials relevant to the activities of this program shall recognize the Franklin County Commissioners Office as grantor. Suggested language to meet this criteria is as follows:
  - i. "This (brochure, report, conference, etc.) was made possible through Grant Number \_\_\_\_\_ (fill in grant number) authorized by the Franklin County Commissioner's Office and funded through the Bureau of Justice Assistance, Office of Justice Programs.
  - ii. "The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Franklin County Commissioners or the Bureau of Justice Assistance"
19. Subgrantee Agency shall assure that, except as authorized by law, program records containing the identity of individuals gathered for purposes pursuant to the Anti-Drug Abuse Act of 1988, as may be amended, may not be disclosed except with the consent of the service recipient or legally authorized representative of the recipient. Under no circumstances may project reports or findings available for public dissemination contain the names of individual service recipients.
20. Subgrantee must comply with the audit requirements of OMB Circular A-133 (Audits of Non-Profit Organizations). Agencies receiving \$500,000.00 or more in federal assistance (from all sources) must have an audit of federal grant funds received conducted which complies with the provisions of this circular. Subgrantee shall provide a copy of such audit to the Office of Homeland Security & Justice Programs within 90 days of the issuing of the final audit report. In addition, the Subgrantee and Implementing Agency shall comply with any additional audit requirements that may be implemented by the Office of Homeland Security & Justice Programs or Franklin County.
21. Subgrantee and Implementing Agency are required to maintain records that clearly show the source, the amount and timing of all matching contributions, and any other funds, in excess of the required match, which are utilized by the project. In addition, each funding source utilized in program implementation must be accounted for separately, and provide a clear audit trail by source.
22. State or local appropriations or budgets, which have been supporting an existing program, cannot be used as match against Justice Assistance Grant funds.
23. Subgrantee and Implementing Agency will be required to produce and maintain certifiable documentation of new funds which will be committed to the program, showing the rates and extent of the time committed for each match cost line item in the approved budget. Following documentation of commitment, formal accounting records of expenditures and disbursements for match must be kept which clearly show the timing and source of the match funds.
24. The Subgrantee is reminded that it will be required to certify and document that Federal funds made available to Franklin County will be used to increase and not to replace State or Local funds otherwise available for criminal justice programs. Certification can be achieved by completing the Certificate of Non-Supplanting (attached).
25. Subgrantee and Implementing Agency are also required to maintain time records in support of the financial

records. Especially in cases where staff persons are to be assigned part-time to project activities, Implementing Agency must be able to clearly document the amount of time that each staff person spends exclusively on approved project activities (i.e. separate time records).

26. Pursuant to 23 USC 402,403 and 29 USC 668, each recipient agency, of Federal contracts, subcontracts and grants shall encourage adoption and enforcement of on the job seat belt policies and programs for their employees, contractors and sub recipients when operating company-owned, rented or personally owner vehicles.
27. The policy of the Office of Homeland Security & Justice Programs is not to make new awards to applicants who are not in compliance with the audit requirements.
28. Subgrantee and Implementing Agency must have an effective system for property and equipment management and must tag said property or equipment upon acquisition to identify the origin of funds used for its purchase.
29. Subgrantee and Implementing agency must comply with Title VI of the Civil Rights Act of 1964, 42, U.S.C. 2000d ensuring meaningful access to their programs and activities by persons with limited English proficiency. The Subgrantee and Implementing Agency shall certify that the following compliance documentation is maintained: statistical data on the number or proportion of LEP persons served. For detailed information on this Act, please refer to [www.lep.gov](http://www.lep.gov).
  - a) Agencies that meet or exceed the threshold for the necessity of providing written translation must provide verification to the Office of Homeland Security & Justice Programs that all written materials are translated into the specific language of that LEP population.
  - b) Pursuant to 42 U.S.C. 2000d, each recipient agency, of Federal contracts, subcontracts and grants through the Department of Justice shall encourage the adoption of standard written policies and procedures that detail their response to serving persons of LEP. The policies and procedures should include methods of staff training and a schedule of periodic review for validity.
30. Subgrantee and Implementing Agency agree to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
31. Recipient agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. Recipient further agrees not to subaward funds to local jails which operate "pay-to-stay" programs.
32. This special condition facilitates compliance with the provisions of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories (hereinafter, "meth lab operations"). No monies from m this award may be obligated to support meth lab operations unless the grantee implements this special condition. The Office of Justice Programs (OJP), in consultation with the Bureau of Justice Assistance, the Drug Enforcement Administration, and the Office for Community Oriented Policing Services, prepared a Program-level Environmental Assessment (Assessment) governing meth lab operations. The Assessment describes the adverse environmental, health, and safety impacts likely to be encountered by law enforcement agencies as they implement specific actions under the methamphetamine laboratory operations. Consistent with the Assessment, the following terms and conditions shall apply to the grantee for any OJP funded methlab operation:
33. The grantee shall ensure compliance by OJP funded sub-grantees with federal, state, and local environmental health, and safety laws and regulations applicable to meth lab operations, to include the disposal of the

- chemicals, equipment, and wastes resulting for those operations
34. The grantee shall have a Mitigation Plan in place that identifies and documents the processes and points of accountability within its state. This plan will be used to ensure that the adverse environmental, health, and safety impacts delineated in the Assessment are mitigated in a manner consistent with the requirements of this condition.
35. The grantee shall monitor OJP funded meth lab operations to ensure that they comply with the following nine mitigation measures identified in the Assessment and whose implementation is addressed in the grantee's Mitigation Plan. These mitigation measures must be included as special conditions in all subgrants:
- a) Provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories;
  - b) Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to either the seizure or closure of clandestine methamphetamine enforcement officials and all other personnel assigned to either the seizure or closure of clandestine methamphetamine laboratories;
  - c) As determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment;
  - d) Assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory;
  - e) Utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory;
  - f) Dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at property licensed recycling facilities;
  - g) Monitor the transport, disposal, and recycling components of subparagraphs numbered 5 and 6 immediately above in order to ensure proper compliance;
  - h) Have in place and implement a written agreement with the responsible state environmental agency. This agreement must provide that the responsible state environmental agency agrees to (i) timely evaluate the environmental condition at and around the site of a closed clandestine laboratory and (ii) coordinate with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if determined necessary by the state environmental agency and in accordance with existing state and federal requirements; and
  - i) Have in place and implement a written agreement with the responsible state or local service agencies to properly respond to any minor, as defined by state law, at this site. This agreement must ensure immediate response by qualified personnel who can (i) respond to the potential health needs to any minor at the site; (ii) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; (iii) ensure immediate medical testing for methamphetamine toxicity; and (iv) arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.
36. The Subgrantee Agency agrees to comply with all reporting data collection and evaluation requirements, as prescribed by the BJA in the program guidance for the Justice Assistance Grant (JAG). Compliance with these requirements will be monitored by BJA and OHS&JP.

**U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller**

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**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published in Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, PLEASE REVIEW EXECUTIVE ORDER 12549)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Michael B. Coleman, Mayor

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Name and Title of Authorized Representative

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Signature

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Date