

Exhibit 1

**Edward Byrne Memorial Justice Assistance Grant (JAG) Program
FY 2009 Local Solicitation**



The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance is pleased to announce that it is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2009 Local Solicitation

Eligibility

Applicants are limited to units of local government appearing on the FY 2009 JAG Allocations List. To view this list, go to www.ojp.usdoj.gov/BJA/grant/09jagallocations.html.
(See "Eligibility," page 1)

Deadline

Registration with OJP's Grants Management System is required prior to application submission.
All applications are due by 8:00 p.m. e.t. on July 9, 2009.
(See "Deadline: Applications," page1)

Contact Information

For assistance with the requirements of this solicitation, contact your State Policy Advisor:
www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.pdf.

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3. The GMS Help Desk hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

Release date: May 22, 2009

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Edward Byrne Memorial Justice Assistance Grant Program CFDA #16.738

Overview of the JAG Program

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Deadline: Registration

Applicants must register with the Office of Justice Programs' (OJP) Grants Management System (GMS) prior to applying.

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on July 9, 2009.

Eligibility

Applicants are limited to units of local government appearing on the FY 2009 JAG Allocations List. To view this list, go to www.ojp.usdoj.gov/BJA/grant/09jagallocations.html. For JAG program purposes, a unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe or Alaskan Native organization that performs law enforcement functions as determined by the Secretary of the Interior. Otherwise a unit of local government may be any law enforcement district or judicial enforcement district established under state law with authority to independently establish a budget and impose taxes. In Louisiana, a unit of local government means the office of a district attorney or a parish sheriff. In the District of Columbia or any United States Trust Territory, a unit of local government is any agency of the District of Columbia or Federal government performing law enforcement functions for the District of Columbia or Trust Territories of the United States. For a listing of eligible units of local government, go to www.ojp.usdoj.gov/BJA/grant/09jagallocations.html.

JAG Program—Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne

Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Formula

The Bureau of Justice Statistics (BJS) calculates, for each *state and territory*, a minimum base allocation which, based on the statutory JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government.

States also have a variable percentage of the allocation that is required to "pass through" to units of local government. This amount, also calculated by BJS, is based on each state's crime expenditures. In addition, the formula calculates direct allocations for local governments within each state, based on their share of the total violent crime reported within the state. Local governments that are entitled to at least \$10,000 awards may apply directly to BJA for local JAG funds.

Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, information systems for criminal justice, and criminal justice related research and evaluation activities that will improve or enhance:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

Responsibilities

The Chief Executive Officer (CEO) of an eligible unit of local government or a local agency designated by the CEO must submit the application for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including: distributing the funds; monitoring the award; submitting reports including performance measures and program assessment data; and providing ongoing oversight and assistance to any subrecipients of the funds.

Administrative Funds

A unit of local government may use up to 10 percent of the award, plus any interest accrued, for costs associated with administering JAG funds.

Disparate Certification

A disparate allocation occurs when a city or municipality is scheduled to receive one-and-one-half times (150 percent) more than the county, while the county bears more than 50 percent of the costs associated with prosecution or incarceration of the municipality's Part 1 violent crime. Multiple disparate allocations occur when multiple cities or municipalities are collectively eligible to receive four times (400 percent) more than the county.

- ★ Jurisdictions certified as disparate must identify a fiscal agent that will submit a **joint application** for the total eligible allocation. The joint application must specify the award distribution to each unit of local government and the purposes for which the funds will be used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds, must be completed, and signed by the Authorized Representative for each participating jurisdiction. The signed MOU should be attached to the application. For a sample MOU, go to www.ojp.usdoj.gov/BJA/grant/jag09/09JAGMOU.pdf.

Governing Body Review

The applicant agency (fiscal agent) must make the grant application available for review by the governing body (or to the organization designated by the governing body) not fewer than 30 days before the application is submitted to BJA.

Public Comment

The Local JAG application must include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.

Supplanting

Federal funds may be used to supplement appropriated funds, in an effort to augment program activities. However, federal funds cannot replace or supplant nonfederal funds that have been appropriated for the grant's purpose.

Award Amount

The FY 2009 JAG Allocations List indicates the amount for which each unit of local government is eligible to apply. For a listing of eligible units of local government and eligible amounts, go to www.ojp.usdoj.gov/BJA/grant/09jagallocations.html.

Length of Awards

Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 years. Extensions may be granted at the discretion of the BJA Director and must be requested via GMS **no less than 30 days prior to the grant's end date**.

Trust Fund

Each unit of local government may draw down any and all JAG funds after acceptance of the award. To do so, a trust fund must be established in which to deposit the funds. The trust fund may or may not be an interest-bearing account. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit funds.

Prohibited Uses

No JAG funds may be expended outside of JAG purpose areas. Even within these purpose areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.

- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar matters.

Reporting Requirements

- Once an award is accepted, quarterly financial status reports (SF-269s), quarterly performance metrics reports, and an annual progress report must be submitted to BJA.
- For more detailed information on reporting and other JAG requirements, refer to the JAG [FAQs](#).

Match Requirement

While match is not required with the JAG Program, match is an effective strategy for states and units of local government to expand justice funds and build buy-in for local criminal justice initiatives.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. New performance measures have been developed by BJA with input from criminal justice members in the field (including SAAs). Performance measures for the JAG Program can be found at: www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf.

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. e.t.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc), Microsoft Excel files (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format.

In addition, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program."

A DUNS number is required: The Office of Management and Budget requires that all applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities worldwide, including those receiving federal funds. The identifier is used for tracking purposes, to assist federal agencies with transparency of federal funding, and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

Applicants must submit a program narrative that generally describes the proposed program activities for the 4-year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the funding distribution to each disparate unit of local government and the purposes for which the funds will be used.

Budget and Budget Narrative (Attachment 2)

Applicants must submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. A sample budget form may be found at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Review Narrative (Attachment 3)

Applicants must include in this attachment documentation regarding the following requirements:

- Include the date that the JAG application was made available for review by the governing body. This governing body notification must occur no less than 30 days before submission to BJA.
- Include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.
- If the applicant is part of a disparate jurisdiction, include the Memorandum of Understanding (MOU), which has been executed and signed by each jurisdiction's Authorized Representative, outlining each jurisdiction's allocation and indicating which jurisdiction is serving as the applicant/fiscal agent for the joint funds.

Abstract (Attachment 4)

Applicants must provide an abstract that includes the applicant's name, title of the project, goals of the project, and a description of the strategies to be used. The abstract must not exceed a half-page, or 400-500 words.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Chief Financial Officer *Financial Guide*
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

Exhibit 2

**Office of Justice Programs
Policy Statement**



U.S. Department of Justice

Office of Justice Programs

Office of the Comptroller

Office of the Comptroller

Washington, D.C. 20531

Policy Statement

OCPS 7130.1

Subject: Use of Federal funds by grantees, contractors, and OJP Bureaus and Offices to provide food and beverages at specific events.

1. Purpose. This statement provides guidance to OJP Bureaus, Offices, grantees and contractors (not including subrecipients) that desire to provide food and/or beverages at an event. 1/ Where this policy allows for the provision of food and/or beverages, it does not require that a Bureau, Office, grantee or contractor provide food and/or beverages at these events.

2. Scope. The procedures included in this policy statement are to be followed by all grantees, contractors, and OJP Bureaus and Offices. Subrecipient requests may be reviewed and approved by the awarding agency or recipient if required by the awarding agency as defined in Chapter 3, Glossary of Terms, effective edition of the OJP Financial Guide. 1/

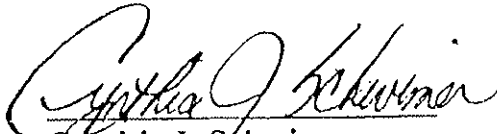
3. Policy. In accordance with the provisions of the Food and Beverage Policy, a grantee or contractor may use Federal funds for food and/or beverages when associated with a training session, meeting, or conference. Bureaus and Offices may use Federal funds for food and/or beverages when associated with a training session, meeting, conference, award ceremony, or retreat. Note: Food and beverage costs for events within events may be unallowable (see OJP Financial Guide, Food and Beverage Appendix, June 1999) 2/

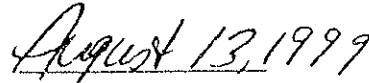
1/ Revised from previous edition dated 5/5/98. Requests for approval of food and beverage costs by subrecipients are not subject to review and approval by OJP.

2/ Mandatory attendance of all participants at related events is required for allowability of food and beverage costs at all events.

4. Procedures. Effective June 1999, OJP Bureaus, Offices, grantees and contractors do not need prior approval in accordance with the Food and Beverage Policy for Grantees and Contractors, but must comply with the requirements of the Policy Statement on the Use of Funds to Provide Food and Beverages (Attachment 1).

OJP grantees/contractors should maintain adequate documentation that supports use of food or beverage purchases using Federal funds.


Cynthia J. Schwimer
Comptroller


Date

Attachments:

Attachment 1 - Policy statement on the use of funds to provide food and beverages

Policy Statement on Federal Grantees, Contractors, & OJP Bureaus and Offices Use of Funds to Provide Food and Beverages

EXECUTIVE SUMMARY

Expenses for food and beverages incurred by Federal grantees and contractors¹ may be charged to Federal funds pursuant to program guidelines provided that three tests are satisfied:

- Test 1 - The food and beverages provided are incidental to a work-related event; and
- Test 2 - The costs of the food and beverages are considered reasonable; and
- Test 3 - Food and beverages are not directly related to amusement and/or social events.

A Federal agency's ability to use Federal funds to provide food or beverages is more limited. Exceptions to the general prohibition on using Federal funds for this purpose exist when:

- Funds for the food or beverages are specifically appropriated; or,
- Food or beverages are for training expenses; or,
- Food or beverages are for meeting or conference expenses; or
- Food or beverages are expenses associated with a retreat outside the employees' official duty station; or
- Food or beverages are expenses of a Federal employee award ceremony.

Food and beverage costs incurred by a Federal agency for Federal employees and others may be allowable when the following tests are satisfied:

Trainings:

Test 1 - The training is for the purpose of providing a program or course of instruction or education in a field which will improve individual job related performance and organizational performance and assist in achieving the agency's mission and performance goals as defined by the Government Employees Training Act at 5 U.S.C. § 4101(4); and

Test 2 - The agency determines that providing meals is necessary to achieve the objectives of the training program, that is, that the food is necessary in order for the employees to obtain the full benefit of the training. See 5 U.S.C. § 4109 (1994).

Meetings, Conferences:

Test 1 - The food or beverage is part of a formal meeting or conference that is concerned with the functions or activities for which the appropriation is made or that will contribute to improved conduct, supervision, or management of the agency's functions or activities. See 5 U.S.C. § 4110

¹ Federal grantees are governed by cost principles set out in the Office of Management and Budget Circulars. Federal contractors are subject to the Federal Acquisition Regulations which have similar rules to those found in the OMB Circulars. Food and beverages must not be directly related to amusement and/or social events, and the beverages cannot include alcohol.

(1994). (An OJP meeting that focuses on day to day operations does not qualify under 5 U.S.C. 4110); and

Test 2 - The food or beverages provided are incidental to the meeting or conference; and

Test 3 - The food and beverages must be necessary to the Federal employee's full participation in the meeting or conference; and

Test 4 - The employee is not free to take his or her meals elsewhere without being absent from essential discussions, lectures, or speeches concerning the purpose of the meeting or conference.

Award ceremonies:

Test 1 - Recognition for an award is given to an employee who meets general criteria specified in the Government Employees' Incentive Awards Act, 5 U.S.C. §§ 4501-4503; and

Test 2 - The recognition is given at a formal, ceremonial function which is OJP-wide; and

Test 3 - Food and beverages will materially enhance the effectiveness of the ceremony and the cost of such food and beverages is considered reasonable.

Retreats:

Test 1 - The retreat must be held outside the official duty station as defined by this Policy, i.e., the employee(s) is outside his or her official duty station as defined under the Federal Travel Regulations, chapter 301-7, and is entitled to per diem at a temporary duty station.

NOTE: Anyone under federal per diem allowances or reimbursements who is attending any of these events at which food and beverages are provided must deduct the cost of any full meals (ie. lunch, dinner) provided from his or her per diem allowances.

1.0 Purpose

The purpose of the Policy is to provide guidance to a contractor, grantee, and OJP Bureaus and Offices that desire to provide food and/or beverages at an event. Even if this Policy allows the provision of food and beverages, it does not require that an OJP Bureau, office, contractor or grantee provide food and/or beverages at training sessions, meetings, or conferences.

Furthermore, while this Policy provides guidance, the examples contained in this Policy statement are not to be viewed as definitive, but rather as illustrations. Guidance should be applied within the context of each individual fact situation.

2.0 Definitions

For the purposes of applying the applicable rules covering the use of funds for food or beverages, the following terms are defined:

"Award ceremony" is a ceremony where the head of an agency may pay a cash award to, and incur necessary expense for, the honorary recognition of a Federal employee who, by his suggestion, invention, superior accomplishment, or other personal effort, contributed to the efficiency, economy, or other improvement of Government operations or achieved a significant

reduction in paperwork, or performed a special act or service in the public interest relating to his official employment. See 5 U.S.C. § 4503 (1994).

"**Breaks**" are short pauses in an ongoing informational program at trainings, meetings, conferences, or retreats. Typically, an all day event may include one break during a morning session, and one break during an afternoon session. Examples of foods items which may be served at breaks include foods such as, cookies, soda, fruit, etc.

"**Conference**" or "**meeting**" is a formal event involving topical matters of general interest, (*i.e.*, matters that will contribute to improved conduct, supervision, or management of the agency's functions or activities), to Federal agency and non-Federal agency participants, rather than a routine business meeting primarily involving day-to-day agency operations and concerns. "Meeting" includes other designations, such as a conference, congress, convention, forum, seminar, symposium, training for grantees or contractors, and workshop. See 5 U.S.C. § 4110 (1994).

"**Continental Breakfast**," means a light breakfast that may include a selection of coffees, teas, juices, fruits, and assorted pastries. It is allowable provided several hours of substantive material directly follows the continental breakfast. Grant recipients are reminded that the least expensive of the available selections should be chosen.

"**Federal agency**" means an Executive department, an independent establishment, a Government corporation, the Library of Congress, the Government Printing Office, and the Government of the District of Columbia. See 5 U.S.C. § 4101 (1994).

"**Federal contractor**" is a person or entity that contracts with the Federal Government to provide supplies, services, or experimental, developmental, or research work. Entities may include commercial organizations, educational institutions, construction and architect-engineer companies, State and local governments, and non-profit organizations. See 48 C.F.R. §§ 31.103-105, 31.107-108 (1995).

"**Federal employees**" are those persons employed in or under an agency of the United States Federal Government or the District of Columbia. See 5 U.S.C. § 4101 (1994).

"**Federal grantee**" means the component of a State, local, or federally-recognized Indian tribal government, educational institution, hospital, or a for-profit or non-profit organization which is responsible for the performance or administration of all or some part of a federal award. See OMB Circular No. A-87, Attachment A; OMB Circular No. A-110, Attachment A.

"**Focus group**," for purposes of this Policy, means a gathering of Federal government employees to discuss results and improvements of programs in the field. The focus group should follow a prepared agenda, be lead by an expert(s) in the subject matter, and serve to educate the Federal employees.

"**Food**" and/or "**beverages**" retain their common meanings. Food or beverages are considered in the context of formal meals and in the context of refreshments served at short, intermittent breaks during an activity. Beverages do not include alcoholic beverages.

"Formal agenda," provides a list of all activities that shall occur during the event, using an hour by hour time line. It must specifically include the times during the event when food and beverages will be provided.

"Incidental," for purposes of this Policy, means relating to a formal event where full participation by participants mandates the provision of food and beverages.

"Reasonable," as it applies to cost of food or beverages means those costs which a prudent person would have incurred under the circumstances prevailing at the time the decision to incur the cost was made. Costs to consider when making judgements about reasonableness include the cost of food and beverage, total cost of the event and costs incurred relative to costs in the geographical area.

"Reception," as it applies to this Policy, means an informal gathering which is not mandatory for all event participants to obtain necessary information. Indicators of a reception include a cash bar, inadequate seating for the entire group, food items from a reception menu (such as finger foods) and a longer break (than utilized throughout the day) between the substantive meetings and the reception. Receptions are expressly prohibited and are considered to be an unallowable cost with Federal funds.

"Working dinner," as it relates to this Policy means a formal and mandatory dinner necessary for all participants to have full participation in the conference or event. A working dinner must include a formal agenda including a program or speakers that will impart necessary information important for full understanding of the subject matter of the conference. There should be several hours of informative sessions providing substantive information scheduled both before and after a working dinner. Indicators of a working dinner include seating for all participants. A cash bar is expressly prohibited.

"Working lunch," for purposes of this Policy is a formal and mandatory lunch necessary for all participants to have full participation in the conference or event. A working lunch must include a formal agenda including a program or speakers that will impart necessary information important for full understanding of the subject matter of the conference. There should be several hours of informative sessions providing substantive information scheduled both before and after a working lunch (exhibits are not included). Indicators of a working lunch include seating for all participants. A cash bar is expressly prohibited.

3.0 DETERMINING ALLOWABLE COSTS OF FOOD AND BEVERAGES

There are two steps that must be taken to determine allowable costs associated with food and beverages.

Step 1: Three questions must be addressed when determining whether Federal funds can be used to provide food or beverages:

1. Who is the entity that seeks to provide the food and/or beverages?
 - Federal grantee

- Federal contractor
 - Non-federal entity
2. To whom will the food and/or beverages be provided?
 - Federal agency (OJP) employees only
 - Employees of the Federal grantee or contractor
 - General public or employees of other Federal agencies
 - A mixed group consisting of OJP employees and Federal grantees, OJP employees and Federal contractors, or OJP employees and employees of other Federal agencies or the general public
 3. Under what conditions will the food and beverages be provided?

Step 2: Apply the appropriate test to the situation in which funds are used to provide food and beverages:

A. Federal Grantee or Contractor

A Federal grantee or a contractor may provide food and beverages pursuant to program guidelines as long as:

1. The food and beverages provided are incidental to a work-related event; and
2. The costs of the food and beverages are considered reasonable; and
3. Food and beverages are not directly related to amusement and/or social events.

NOTES: Food and beverage costs for events within events may be unallowable. For example:

UNALLOWABLE

Event A includes 200 participants and food and beverages are requested for event B, which directly relates to event A, but includes only a subset of the 200 participants. Food and beverage costs at event B are unallowable since attendance at the event is not mandatory for all participants (200).

ALLOWABLE

If the purpose of event B is to discuss or work on topics unrelated to event A, food and beverage costs may be allowable for event B as a separate and independent event. A grantee or contractor should maintain separate documentation relating to event B.

B. Federal Agency

B.1 *For a Federal agency to provide food or beverages at a Federal*

employee training session,² a Federal agency must meet the following requirements:

1. The training must be a training program under 5 U.S.C. § 4109 as defined by the Government Employees Training Act at 5 U.S.C. § 4101(4); and
2. The agency determines that providing meals is necessary to achieve the objectives of the training program, that is, that the food is necessary in order for the employees to obtain the full benefit of the training.

B.2 *For a Federal agency to provide food or beverages at a Federal meeting or conference, a Federal agency must meet the following requirements:*

1. The food or beverage is part of a formal meeting or conference under 5 U.S.C. § 4110; and
2. The food and beverages provided are incidental to the meeting or conference; and
3. The food and beverages must be necessary to the Federal employee's full participation in the meeting or conference; and
4. The employee is not free to take his or her meals elsewhere without being absent from essential discussions, lectures, or speeches concerning the purpose of the meeting or conference.

B.3 *For a Federal agency to provide food or beverages at a Federal employee awards ceremony, a Federal agency must meet the following requirements:*

1. Recognition for the award is to an employee who meets general criteria specified in the Government Employees' Incentive Awards Act; and
2. The recognition is at some type of ceremonial function; and
3. The food and beverages will materially enhance the effectiveness of the ceremony and the cost of such items is considered reasonable.

B.4 *For a Federal agency to provide food or beverages at a Federal employee retreat, a Federal agency must meet the following requirement:*

The employee is in travel status, i.e., the employee is outside his or her official duty station and is entitled to per diem. The costs of full meals should be deducted from the per diem.

² For training of grantees or contractors, please refer to the test for meetings or conferences.

4.0 Use of Funds for Food or Beverages

4.1 Federal Agency's Use of Funds for Food or Beverages

As a general rule, Federal agencies may not use Federal funds to provide food or beverages to Federal employees at their official duty stations. Such expenses are considered personal expenses. An employee is expected to bear these expenses from his or her salary; such expenses are not allowed under 5 U.S.C. § 5536, which prohibits an employee from receiving pay or allowances in addition to that fixed by law.

4.2 Exceptions to Federal Agency Use of Funds for Food or Beverages

A. Specifically Appropriated Funds

An agency may use funds to cover the costs of food or beverages for employees when Congress has appropriated funds specifically for such purposes. A common example of such funds is "official reception and representation" (OR&R) funds. In addition to including a specific amount of funds for OR&R in certain appropriations accounts, Congress has provided the Justice Department with general authority to use a specific amount from any of its various appropriation accounts for official reception and representation expenses. See Departments of Justice and Related Agencies Appropriation Act of 1994, Pub. L. No. 103-121, § 101, 107 Stat. 1163 (1993). Decisions to use these funds must be made by the head of the agency.

B. Statutory Exceptions

Congress has provided agencies the statutory authority to use funds not specifically appropriated for food to cover the cost of food or beverages in the following limited circumstances:

1. Training Expenses

Under the Federal Employees Training Act, 5 U.S.C. § 4109, OJP may pay for, or reimburse an employee for, food and beverages that are necessary to the achievement of the training objectives. Food and beverages may be provided to both Federal employees and non-Federal speakers who appear at the training session. See 48 Comp. Gen. 185 (1986).

There are two factors in determining whether Federal funds may be used for food or beverages under 5 U.S.C. § 4109. First, the event, meeting, seminar, symposium, etc. at which the food or beverages are offered must satisfy the definition of "training" in 5 U.S.C. § 4101(4) and as set out in this Policy, 2.0 Definitions. The fact that a Federal agency characterizes a meeting as "training" does not authorize the payment of related expenses where the event is really no more than an internal management meeting or staff working session.

Second, the Federal agency must show that the food or beverages were a necessary part of achieving the training objectives. "Necessary" food or beverages are those that the participants must be provided to further the goals of the training, such as food or beverages offered at lunches or dinners with speakers, or at breaks that are necessary to enable participants to be in attendance during all presentations of essential information. Food or beverages provided for the "pleasure" of those attending the training session are not legitimate training expenses.³

2. *Meeting or Conference Expenses*

Federal agencies may pay for food or beverages where Federal employees are attending meetings or conferences pursuant to 5 U.S.C. § 4110. The threshold test for determining whether an event is a "meeting or conference" is whether the food was provided at a formal event involving topical matters of general interest to Federal agency and non-Federal agency participants, rather than at a routine business meeting involving only internal management or day-to-day business concerns of the Federal agency.

When food and beverages are offered, the food or beverages must not only be ancillary to the functions or events carried on during the meal or break, but also ancillary to substantial functions taking place at the meeting or conference. These criteria are

³ For example, in a case involving the Pension Benefit Guaranty Corp. (PBGC), the Comptroller General found that although the PBGC was conducting a legitimate "training" session, the refreshments provided were not necessary for the employees to obtain the full benefit of the training, but rather were to maximize the time of the busy executives, to get the participants acquainted with each other, and to improve the on time attendance of the training participants. Therefore, the refreshments provided by the PBGC in conjunction with the training session were not permitted as training expenses. See Op. Comp. Gen. B-270199 (Aug. 6, 1996), 1996 WL 442084 (C.G.).

more easily met for externally organized or sponsored formal meetings or conferences than for agency sponsored meetings or conferences, where it may be difficult to distinguish between regular government matters and topical matters of general interest to non-governmental and governmental participants alike.

If the above tests are satisfied, the food and beverage expenses must also be necessary to the meeting or conference. In this context, "necessary" food or beverages are those that the participants must be provided to further the goals of the meeting or conference, as such food or beverages offered at lunches or dinners with speakers, or at breaks that are necessary to enable participants to attend all presentations of essential information. In any case, in order to use Federal funds, the food or beverages must be incidental to the meeting or conference, not vice versa.

3. *Award Ceremony Expenses*

Federal agencies may pay for food and beverages relating to Federal employee award ceremonies. Such food and beverages are considered "necessary expenses" that enhance the statutorily authorized honorary recognition of a Federal employee under the Government Employees' Incentive Awards Act, 5 U.S.C. §§ 4501-4503. If an agency determines that a reception with refreshments would materially enhance the effectiveness of its award ceremony, the cost of refreshments may be paid with Federal funds.

The basis for this exception is the statutory objective of encouraging employees to excel, and to this end, publicly recognizing their accomplishments. Therefore, food and non-alcoholic beverages that may be inappropriate in other contexts are considered appropriate as part of a ceremonial recognition of OJP employees who have qualified for awards under the criteria set out in 5 U.S.C. § 4503.

4. *Federal Agency Employee Retreat Expenses*

The Assistant Attorney General or an authorized agency official may determine that OJP employees should get away from the distractions and interruptions of their normal duty station environment to focus attention on management or programmatic issues. In such cases, food and beverages may be provided with Federal funds as long as (1) the retreat is held in a geographical location outside the employees' official duty station, and (2) the

participants' per diem allowances are reduced for the meals and incidental expenses in accordance with applicable regulations. See Op. Comp. Gen. No. B-244473 (January 13, 1992).

Retreats involve only Federal agency employees gathering for the purpose of discussing management or program issues of the agency. Because of its limited focus, a Federal agency employee retreat is not the same as a meeting or conference under 5 U.S.C. § 4110, nor is it a training as defined under 5 U.S.C. § 4101(4) and § 4109. Since a "retreat," by definition, takes place away from the official duty station, the authority to use agency appropriations for food and beverages stems from the travel statutes and the implementing Federal Travel Regulations. Therefore, the Federal agency cannot provide food or beverages to its employees during retreats within their official duty station.

5.0 Federal Grantee's Use of Funds for Food or Beverages

Once funds are in the grantee's hand, the restrictions on their use are governed by the "cost principles" of the Office of Management and Budget (OMB). Cost principles are the Federal rules that determine the reimbursability of grantee expenses. Generally, allowable costs include reasonable costs incurred in activities designed to improve working conditions, improve employer-employee relations, improve employee morale, and improve employee performance. Costs that are not allowed by the cost principles are those directly related to the purchase of alcohol, or to entertainment, including amusement, diversions, or social activities.

Different classes of Federal grantees have different types of costs and follow different cost rules set out by the OMB. Specifically, State and local governments and their subgrantees are covered by the cost principles of OMB Circular A-87, non-profit organizations are covered by OMB Circular No. A-122, colleges and universities are covered by OMB Circular No. A-21, for-profit organizations are covered by OMB Circular No. A-110, and hospitals are covered by OMB Circular A-110 and 45 C.F.R. Part 74, App. E (1996).

The standard under which costs are considered "allowable costs" under the OMB cost principles is a "reasonable person" standard, specifically, those costs which a prudent person would have incurred under the circumstances prevailing at the time the decision to incur the cost was made. Also, considered in determining "reasonableness" is the extent to which the actions taken with respect to incurring the cost are consistent with established policies of the grantee and practices applicable to the grantee's work.

6.0 Federal Contractor's Use of Contract Funds for Food or Beverages

Federal contractors follow rules under the Federal Acquisition Regulation (FAR), 48 C.F.R. §§ 31.000-31.703 (1995), that are analogous to those set out by the OMB for grantees. Commercial contractors are given discretion in their use of funds by being allowed to charge as

"costs," reasonable aggregate costs incurred in activities designed to improve working conditions, improve employer-employee relations, improve employee morale, and improve employee performance. Costs that are not allowed by the regulations are those directly related to the purchase of alcohol, or to entertainment, including amusement, diversions, or social activities.

NOTES:

Anyone under per diem allowances or reimbursements who is attending events at which food and beverages are provided must deduct the cost of any full meals (ie. lunch, dinner) provided from his or her per diem allowances.

Grant recipients are encouraged to accept reduced room rates from conference facilities instead of food, i.e. reception, foods, etc .

If you have any questions regarding how to interpret or apply this Policy, please contact the Office of the Comptroller Customer Service Center at 1-800-458-0786, or send inquiries via e-mail to "askoc@ojp.usdoj.gov".

Attachment A

Examples of Whether Funds May be Used to Provide Food and Beverages

CONFERENCES AND MEETINGS:

Example #1 OJP sponsors an all-day event at the L'Enfant Plaza Hotel that includes a luncheon and breaks at which food and beverages are offered. Federal agency employees as well as non-agency persons are invited, and various policy topics are discussed.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal agency

Q = To whom will the food and beverages be provided?
A = Mixed group of Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?
A = Conference or meeting

Step 2: Apply the test for a Federal agency providing food or beverages at a conference or meeting.

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are the food and beverages part of a formal meeting or conference that is concerned with the functions or activities for which the appropriation is made or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?
A = Yes

Q = Are the food and beverages incidental to the conference or meeting and necessary to the employees' full participation in the conference or meeting?
A = Yes

Q = If an employee does not participate in the food or beverages, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the conference or meeting?
A = Yes - where a speaker provides essential information during the luncheon, and the food and beverages offered during the breaks are

necessary to enable participants to be in attendance during all presentations of essential information.

This scenario qualifies under the conference or meeting exception because the event is a formal conference or meeting consisting of several functions. Therefore, food and beverages may be provided with Federal funds.

Example #2 OJP sponsors an event for 3 hours between 11:00 a.m. and 2:00 p.m. in the OJP Ballroom during which a 30-minute working lunch is provided. The time between 11:00 a.m. and 2:00 p.m. is the only convenient meeting time for the participants. Non-Federal experts present expert opinions for the purpose of educating Federal agency employees about the ongoing successes and failures of agency programs. A formal agenda is distributed to all participants prior to the event, and participation by the Federal agency employees is required.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal agency

Q = To whom will the food and beverages be provided?
A = Mixed group of Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?
A = Conference or meeting

Step 2: Apply the test for a Federal agency providing food or beverages at a conference or meeting.

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are the food and beverages part of a formal meeting or conference that is concerned with the functions or activities for which the appropriation is made, or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?
A = Yes - the lunch is incident to an event at which Federal agency employees are instructed by an expert on how to improve ongoing agency programs.

Q = Are the food and beverages incidental to the conference or meeting and necessary to the employees' full participation in the conference or

meeting?

A = Yes

Q = If an employee does not participate in the meal, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the conference or meeting?

A = Yes

This scenario qualifies under the conference or meeting exception where the event consists of a program of education and where the luncheon is incidental and necessary to the objectives of the event. Therefore, food and beverages may be provided with Federal funds.

Example #3 OJP sponsors an event for 1 hour between 12:00 p.m. and 1:00 p.m. at the L'Enfant Plaza Hotel during which a working lunch is provided. The hour between 12:00 p.m. and 1:00 p.m. is the only convenient time for the participants. Federal agency employees, as well as non-agency persons are invited, and various policy topics are discussed over lunch. An agenda is distributed to the participants prior to the event. There is no discussion before the lunch, and at the conclusion of the meal, the group disburses.

Step 1: Q = Who is the entity providing the food and beverage?

A = Federal agency

Q = To whom will the food and beverages be provided?

A = Mixed group of Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?

A = Conference or meeting

Step 2: Apply the test for a Federal agency providing food or beverages at a conference or meeting.

Q = Are the costs of the food and beverages reasonable?

A = We will assume the costs are reasonable

Q = Are the food and beverages part of a formal meeting or conference that is concerned with the functions or activities for which the appropriation is made or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?

A = Yes

Q = Are the food and beverages incidental to the conference or meeting and necessary to the employees' full participation in the conference or meeting?

A = No - there is no other substantial function at this event aside from the luncheon. The employees are free to take their lunch before or after the hour long event.

Q = If an employee does not participate in the food or beverages, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the conference or meeting?

A = Yes - where a speaker provides essential information during the luncheon

This scenario does not qualify under the conference or meeting exception because the meeting is essentially a "working lunch" with no additional functions, before or after the meal, at which necessary information is provided. Therefore, food and beverages cannot be provided with Federal funds.

Example #4 A Federal grantee/contractor sponsors an event at the L'Enfant Plaza Hotel to discuss policy topics. The event includes a working lunch with a speaker and breaks at which food and beverages are offered. Federal agency employees, as well as employees of the Federal grantee/contractor and non-agency persons are invited.

Step 1: Q = Who is the entity providing the food and beverage?

A = Federal grantee/contractor

Q = To whom will the food and beverages be provided?

A = Federal agency employees, Federal grantee/contractor employees, and others

Q = Under what conditions will the food and beverages be provided?

A = Conference or meeting

Step 2: Apply the test for a Federal grantee/contractor providing food or beverages at a conference or meeting.

Q = Are the food and beverages provided incident to a work-related event?

A = Yes

Q = Are the costs of the food and beverages reasonable?

A = We will assume the costs are reasonable

Q = Are the food and beverages incidental to the conference or meeting and not directly related to amusement and/or social events?

A = Yes

This scenario meets all components of the test; therefore, food and beverages may be provided with Federal grantee/contractor funds.

Example #5 A Federal grantee/contractor offers a "hospitality suite" the night before its conference at the L'Enfant Plaza Hotel. Federal agency employees, as well as employees of the Federal grantee/contractor and non-agency persons are invited.

Step 1: Q = Who is the entity providing the food and beverage?

A = Federal grantee/contractor

Q = To whom will the food and beverages be provided?

A = Federal agency employees, Federal grantee/contractor employees, and others

Q = Under what conditions will the food and beverages be provided?

A = Conference or meeting

Step 2: Apply the test for a Federal grantee/contractor providing food or beverages at a conference or meeting.

Q = Are the food and beverages provided incident to a work-related event?

A = Yes

Q = Are the costs of the food and beverages reasonable?

A = We will assume the costs are reasonable

Q = Are the food and beverages incidental to the conference or meeting and not directly related to amusement and/or social events?

A = No

This scenario fails the test because food and beverages must not be directly related to amusement or social events. Although the conference is work-related, the hospitality suite is purely a "social event." Therefore, food and beverages may not be provided with Federal grantee/contractor funds.

Example #6 OJP sponsors an all-day event at the L'Enfant Plaza Hotel. Federal agency employees as well as non-agency persons are invited, and various policy topics are discussed. Time is allotted at the end of the day for a networking reception during which food and beverages are offered.

Step 1: Q = Who is the entity providing the food and beverage?

A = Federal agency

Q = To whom will the food and beverages be provided?

A = Mixed group of Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?

A = Conference or meeting

Step 2: Apply the test for a Federal agency providing food or beverages at a conference or meeting.

Q = Are the costs of the food and beverages reasonable?

A = We will assume the costs are reasonable

Q = Are food and beverages incidental to part of a formal meeting or conference that is concerned with the functions or activities for which the appropriation is made or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?

A = Yes

Q = Are the food and beverages incidental to the conference or meeting and necessary to the employees' full participation in the conference or meeting?

A = No

Q = If an employee does not participate in the food or beverages, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the conference or meeting?

A = No. Although essential information is being offered during the day, it is not being offered during the networking reception. If an employee misses the networking reception, he or she will not miss information that was essential to the conference or meeting.

This scenario does not qualify under the conference or meeting exception

because the employee will not miss essential information if he or she does not participate in the networking reception. Therefore, the food and beverages cannot be provided with Federal funds. NOTE: Food and beverages may be provided at other times during the conference or meeting if the proper tests are met. Please refer to Example #1.

Example #7 Federal grantee/contractor sponsors an all-day event at the L'Enfant Plaza Hotel. Federal agency employees as well as Federal grantee/contractor employees and non-agency persons are invited, and various policy topics are discussed. Time is allotted at the end of the day for a networking reception during which food and beverages are offered.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal grantee/contractor

Q = To whom will the food and beverages be provided?
A = Mixed group of Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?
A = Conference or meeting

Step 2: Apply the test for a Federal grantee/contractor providing food or beverages at a conference or meeting.

Q = Are food and beverages incidental to a work-related event?
A = Yes

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are the food and beverages incidental to the conference or meeting and not directly related to amusement and/or social events?
A = No. Although essential information is being offered during the day, it is not being offered during the networking reception. The networking reception operates as a social function rather than a necessary work-related event.

This scenario does not qualify under the Federal grantee/contractor conference or meeting exception because the networking reception is essentially a social event. Therefore, the food and beverages may not be provided with Federal grantee/contractor funds, i.e., the refreshment expenses cannot be passed

through to the Federal grantee/contractor. The Federal grantee/contractor, however, may pay for food and beverages at the networking opportunity from its own profits. The food and beverages, in this case, raise ethical questions regarding the receipt by Federal employees of "gifts" from outside sources. Please consult your ethics manual in these situations.

Example #8 OJP sponsors a three-day event at the L'Enfant Plaza Hotel. Federal agency employees as well as non-agency persons are invited, and various policy topics are discussed. Registration is held on the first morning of the event at which food and beverages provided.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal agency

Q = To whom will the food and beverages be provided?
A = Mixed group of Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?
A = Conference or meeting

Step 2: Apply the test for a Federal agency providing food or beverages at a conference or meeting.

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are food and beverages incidental to part of a formal meeting or conference that is concerned with the functions or activities for which the appropriation is made or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?
A = Yes

Q = Are the food and beverages incidental to the conference or meeting and necessary to the employees' full participation in the conference or meeting?
A = No

Q = If an employee does not participate in the food or beverages, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the conference or meeting?
A = No

This scenario does not qualify under the conference or meeting exception, because the employee will not miss essential information if he or she does not participate in the food and beverages provided at registration. Therefore, the food and beverages cannot be provided with Federal funds. [Please also refer to Example #8]

Example #9 A Federal grantee/contractor sponsors a three-day event at the L'Enfant Plaza Hotel. Federal agency employees as well as government contractor employees and non-agency persons are invited, and various policy topics are discussed. Registration is held on the first morning of the event at which food and beverages are provided.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal grantee/contractor

Q = To whom will the food and beverages be provided?
A = Mixed group of Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?
A = Conference or meeting

Step 2: Apply the test for a Federal grantee/contractor providing food or beverages at a conference or meeting.

Q = Are food and beverages incidental to a work-related event?
A = Yes

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are the food and beverages incidental to the conference or meeting and not directly related to amusement and/or social events?
A = Yes

This scenario qualifies under the Federal grantee/contractor conference or meeting exception, because the costs are reasonable and the food and beverages are offered in conjunction with registration, which is a work-related event. Therefore, the food and beverages may be provided with Federal grantee/contractor funds.

Example #10 OJP sponsors a three-day event at the L'Enfant Plaza Hotel.

Federal agency employees as well as non-agency persons are invited, and various policy topics are discussed. A mid-morning break with coffee and danishes is offered each morning after the conference sessions have begun.

Step 1: Q = Who is the entity providing the food and beverage?

A = Federal agency

Q = To whom will the food and beverages be provided?

A = Mixed group of Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?

A = Conference or meeting

Step 2: Apply the test for a Federal agency providing food or beverages at a conference or meeting.

Q = Are the costs of the food and beverages reasonable?

A = We will assume the costs are reasonable

Q = Are food and beverages incidental to part of a formal meeting or conference that is concerned with the functions or activities for which the appropriation is made or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?

A = Yes

Q = Are the food and beverages incidental to the conference or meeting and necessary to the employees' full participation in the conference or meeting?

A = Yes

Q = If an employee does not participate in the food or beverages, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the conference or meeting?

A = Yes

This scenario qualifies under the conference or meeting exception, because the employee will miss essential information if he or she does not participate in the short morning breaks, but rather leaves the conference area to obtain food or beverages. Therefore, the morning breaks may be provided with Federal funds.

RETREATS:

Example #11 OJP sponsors an all-day event at the Rockwood Manner in Potomac, Maryland that includes a working lunch and breaks at which food and beverages are offered. Only OJP employees are invited, and the topic of discussion is agency strategic planning and management.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal agency

Q = To whom will the food and beverages be provided?
A = Federal agency employees, exclusively

Q = Under what conditions will the food and beverages be provided?
A = Federal employee retreat within the official duty station of the employees. This event is not a conference or meeting because only Federal agency (OJP) employees are participating and because the topic involves policy and management issues of the agency.

Step 2: Apply the test for a Federal agency providing food or beverages at a Federal employee retreat.

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are food and beverages incidental to part of a formal retreat that is concerned with the functions or activities for which the appropriation is made or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?
A = Yes

Q = Are the food and beverages incidental to the retreat and necessary to the employees' full participation in the retreat?
A = Yes

Q = If an employee does not participate in the food or beverages, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the retreat?
A = Yes - where a speaker provides essential information during the luncheon, and the food and beverages offered during the breaks are necessary to enable participants to be in attendance during all presentations of essential information.

Q = Is the retreat outside the employees' official duty station?
A = No - the Rockwood Manner is within the District of Columbia official duty station.

This retreat is held in Montgomery County, which is within the employees' official duty station. Therefore, food and beverages cannot be provided with Federal funds.

Example #12 OJP sponsors an all-day event at a location in Annapolis, Maryland. The event includes a working lunch and breaks at which food and beverages are offered. Only OJP employees are invited, and the topic of discussion is agency strategic planning and management.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal agency

Q = To whom will the food and beverages be provided?
A = Federal agency employees, exclusively

Q = Under what conditions will the food and beverages be provided?
A = Federal employee retreat within the official duty station of the employees. This event is not a conference or meeting because only Federal agency (OJP) employees are participating and because the topic involves policy and management issues of the agency.

Step 2: Apply the test for a Federal agency providing food or beverages at a Federal employee retreat.

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are food and beverages incidental to part of a formal retreat that is concerned with the functions or activities for which the appropriation is made or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?
A = Yes

Q = Are the food and beverages incidental to the retreat and necessary to the employees' full participation in the retreat?
A = Yes

Q = If an employee does not participate in the food or beverages, will

he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the retreat?

A = Yes - where a speaker provides essential information during the luncheon, and the food and beverages offered during the breaks are necessary to enable participants to be in attendance during all presentations of essential information.

Q = Is the retreat outside the employees' official duty station?

A = Yes - the Annapolis area is not within the District of Columbia official duty station.

Because this retreat is held in Annapolis, which is not within the employees' official duty station, food and beverages may be provided with Federal funds. Anyone receiving per diem allowance or reimbursement, however, must deduct the cost of the lunch from his or her per diem allowance or reimbursement.

TRAINING

Example #13 OJP sponsors a training session to train OJP employees at the L'Enfant Plaza Hotel. The full day training session includes a working lunch and breaks at which food and beverages are offered.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal agency

Q = To whom will the food and beverages be provided?
A = Federal agency employees, exclusively

Q = Under what conditions will the food and beverages be provided?
A = Training session

Step 2: Apply the test for a Federal agency providing food or beverages at a Federal employee training session.

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are the food and beverages part of a formal training session that is concerned with the functions or activities for which the appropriations is made, or that is for the purpose of providing education in a field that will improve individual and organizational performance and assist in achieving the agency's mission and performance goals?
A = Yes

Q = Are the food and beverages necessary to achieving the objectives of the training program, i.e., is the food necessary in order for the employees to obtain the full benefit of the training the employees' full participation in the training session?

A = Yes

Q = If an employee does not participate in the meal or break session, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the training?

A = Yes - where a speaker provides essential information during the luncheon, and the food and beverages offered during the breaks are necessary to enable participants to be in attendance during all presentations of essential information.

This scenario meets all prongs of the test, therefore, food and beverages may be provided with Federal funds. Note: when an activity can be classified as a training session rather than a retreat, the inquiry concerning "official duty station" is not necessary.

Example #14 OJP sponsors an all-day event to train OJP employees and Federal grantee/contractor employees at the L'Enfant Plaza Hotel. The event includes a working lunch and breaks at which food and beverages are offered.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal agency

Q = To whom will the food and beverages be provided?
A = Federal agency employees and non-agency employees

Q = Under what conditions will the food and beverages be provided?
A = Meeting or conference. Note that this event is not a "training" session as defined under 5 U.S.C. § 4101. Because this is a formal event of interest to OJP and non-OJP participants, it qualifies as a meeting or conference. The meeting or conference test may be applied.

Step 2: Apply the test for a Federal agency providing food or beverages at a conference or meeting.

Q = Are the costs of the food and beverages reasonable?
A = We will assume the costs are reasonable

Q = Are the food and beverages incidental to part of a formal meeting

or conference that is concerned with the functions or activities for which the appropriation is made, or that will contribute to improved conduct, supervision, or management of the agency's functions or activities?

A = Yes

Q = Are the food and beverages incidental to the conference or meeting and necessary to the employees' full participation in the conference or meeting?

A = Yes

Q = If an employee does not participate in the food or beverages, will he or she be absent from essential discussions, lectures, or speeches concerning the purpose of the conference or meeting?

A = Yes - where a speaker provides essential information during the luncheon, and the food and beverages offered during the breaks are necessary to enable participants to be in attendance during all presentations of essential information.

This scenario meets all prongs of the test, therefore, food and beverages may be provided with Federal funds.

Example #15 A Federal grantee/contractor sponsors a training session for its own employees, Federal agency employees and non-agency participants at the L'Enfant Plaza Hotel. The training session includes a working lunch and breaks at which food and beverages are offered.

Step 1: Q = Who is the entity providing the food and beverage?
A = Federal grantee/contractor

Q = To whom will the food and beverages be provided?
A = Mixed group of grantee/contractor employees, Federal agency employees and non-agency participants

Q = Under what conditions will the food and beverages be provided?
A = Training session

Step 2: Apply the test for a Federal grantee/contractor providing food or beverages at a training session.

Q = Are the food and beverages provided incident to a work-related event?
A = Yes

Q = Are the costs of the food and beverages reasonable?

A = We will assume the costs are reasonable

Q = The food and beverages incidental to the training and not directly related to amusement and/or social events?

A = Yes

This scenario meets all components of the test, therefore, food and beverages may be provided with Federal grantee/contractor funds. Note: If some Federal agency employees are invited to attend this training, the presence of Federal employees does not prevent the Federal grantee/contractor from providing food and beverages under it's three-part test.

Exhibit 3

**Allocation of Funds and Portions of the Allocations to Be Credited
as Recognized Contributions Towards the Cost of the SCOPE/WVS Project**

Exhibit 3 – Allocation of Funds and

Portions of the Allocations to Be Credited as Recognized Contributions

Towards the Cost of the SCOPE/WVS Project

ALLOCATION OF FUNDS:

	Year 1	Year 2	Year 3	Total
Clark County 8th Judicial District Court	\$101,465.67	\$97,487.25	\$2,120.00	\$201,072.92
Clark County DA	\$207,257.48	\$0.00	\$0.00	\$207,257.48
Clark County DFS	\$37,499.66	\$51,132.98	\$51,132.98	\$139,765.63
Clark County IT	\$808,377.67	\$0.00	\$0.00	\$808,377.67
CLV City Attorney	\$82,042.67	\$78,670.84	\$80,446.31	\$241,159.82
CLV Municipal Court	\$92,208.27	\$0.00	\$0.00	\$92,208.27
CLV Neighborhood Services	\$109,999.94	\$0.00	\$0.00	\$109,999.94
CLV OAS	\$7,564.00	\$7,564.00	\$7,564.00	\$22,692.00

PORTION OF THE ALLOCATIONS TO BE CREDITED TO JURISDICTIONS FOR THE COST OF THE SCOPE/WVS PROJECT:

	Eligible Allocation	Amount Jurisdiction is to be Credited as Recognized Contribution towards SCOPE/WVS costs
CLV	\$1,546,676.00	\$463,501.67
Henderson	\$69,018.00	\$69,018.00
NLV	\$206,840.00	\$206,840.00
Mesquite		\$69,018.00
Clark County	\$0.00	
	\$1,822,534.00	\$808,377.67

Exhibit 4

Code of Federal Regulations (CFR)

must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function or activity.

(b) *Nonconstruction performance reports.* The Federal agency may, if it decides that performance information available from subsequent applications contains sufficient information to meet its programmatic needs, require the grantee to submit a performance report only upon expiration or termination of grant support. Unless waived by the Federal agency this report will be due on the same date as the final Financial Status Report.

(1) Grantees shall submit annual performance reports unless the awarding agency requires quarterly or semi-annual reports. However, performance reports will not be required more frequently than quarterly. Annual reports shall be due 90 days after the grant year, quarterly or semi-annual reports shall be due 30 days after the reporting period. The final performance report will be due 90 days after the expiration or termination of grant support. If a justified request is submitted by a grantee, the Federal agency may extend the due date for any performance report. Additionally, requirements for unnecessary performance reports may be waived by the Federal agency.

(2) Performance reports will contain, for each grant, brief information on the following:

(i) A comparison of actual accomplishments to the objectives established for the period. Where the output of the project can be quantified, a computation of the cost per unit of output may be required if that information will be useful.

(ii) The reasons for slippage if established objectives were not met.

(iii) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

(3) Grantees will not be required to submit more than the original and two copies of performance reports.

(4) Grantees will adhere to the standards in this section in prescribing per-

formance reporting requirements for subgrantees.

(c) *Construction performance reports.* For the most part, on-site technical inspections and certified percentage-of-completion data are relied on heavily by Federal agencies to monitor progress under construction grants and subgrants. The Federal agency will require additional formal performance reports only when considered necessary, and never more frequently than quarterly.

(d) *Significant developments.* Events may occur between the scheduled performance reporting dates which have significant impact upon the grant or subgrant supported activity. In such cases, the grantee must inform the Federal agency as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

(2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more beneficial results than originally planned.

(e) Federal agencies may make site visits as warranted by program needs.

(f) *Waivers, extensions.* (1) Federal agencies may waive any performance report required by this part if not needed.

(2) The grantee may waive any performance report from a subgrantee when not needed. The grantee may extend the due date for any performance report from a subgrantee if the grantee will still be able to meet its performance reporting obligations to the Federal agency.

§66.41 Financial reporting.

(a) *General.* (1) Except as provided in paragraphs (a) (2) and (5) of this section, grantees will use only the forms specified in paragraphs (a) through (e) of this section, and such supplementary or other forms as may from time to time be authorized by OMB, for:

(i) Submitting financial reports to Federal agencies, or

(ii) Requesting advances or reimbursements when letters of credit are not used.

(2) Grantees need not apply the forms prescribed in this section in dealing with their subgrantees. However, grantees shall not impose more burdensome requirements on subgrantees.

(3) Grantees shall follow all applicable standard and supplemental Federal agency instructions approved by OMB to the extent required under the Paperwork Reduction Act of 1980 for use in connection with forms specified in paragraphs (b) through (e) of this section. Federal agencies may issue substantive supplementary instructions only with the approval of OMB. Federal agencies may shade out or instruct the grantee to disregard any line item that the Federal agency finds unnecessary for its decisionmaking purposes.

(4) Grantees will not be required to submit more than the original and two copies of forms required under this part.

(5) Federal agencies may provide computer outputs to grantees to expedite or contribute to the accuracy of reporting. Federal agencies may accept the required information from grantees in machine usable format or computer printouts instead of prescribed forms.

(6) Federal agencies may waive any report required by this section if not needed.

(7) Federal agencies may extend the due date of any financial report upon receiving a justified request from a grantee.

(b) *Financial Status Report*—(1) *Form*. Grantees will use Standard Form 269 or 269A, Financial Status Report, to report the status of funds for all non-construction grants and for construction grants when required in accordance with §66.41(e)(2)(iii).

(2) *Accounting basis*. Each grantee will report program outlays and program income on a cash or accrual basis as prescribed by the awarding agency. If the Federal agency requires accrual information and the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system but shall develop such accrual information through and analysis of the documentation on hand.

(3) *Frequency*. The Federal agency may prescribe the frequency of the report for each project or program. However, the report will not be required more frequently than quarterly. If the Federal agency does not specify the frequency of the report, it will be submitted annually. A final report will be required upon expiration or termination of grant support.

(4) *Due date*. When reports are required on a quarterly or semiannual basis, they will be due 30 days after the reporting period. When required on an annual basis, they will be due 90 days after the grant year. Final reports will be due 90 days after the expiration or termination of grant support.

(c) *Federal Cash Transactions Report*—

(1) *Form*. (i) For grants paid by letter or credit, Treasury check advances or electronic transfer of funds, the grantee will submit the Standard Form 272, Federal Cash Transactions Report, and when necessary, its continuation sheet, Standard Form 272a, unless the terms of the award exempt the grantee from this requirement.

(ii) These reports will be used by the Federal agency to monitor cash advanced to grantees and to obtain disbursement or outlay information for each grant from grantees. The format of the report may be adapted as appropriate when reporting is to be accomplished with the assistance of automatic data processing equipment provided that the information to be submitted is not changed in substance.

(2) *Forecasts of Federal cash requirements*. Forecasts of Federal cash requirements may be required in the "Remarks" section of the report.

(3) *Cash in hands of subgrantees*. When considered necessary and feasible by the Federal agency, grantees may be required to report the amount of cash advances in excess of three days' needs in the hands of their subgrantees or contractors and to provide short narrative explanations of actions taken by the grantee to reduce the excess balances.

(4) *Frequency and due date*. Grantees must submit the report no later than 15 working days following the end of each quarter. However, where an advance either by letter of credit or electronic transfer of funds is authorized at an

annualized rate of one million dollars or more, the Federal agency may require the report to be submitted within 15 working days following the end of each month.

(d) *Request for advance or reimbursement*—(1) *Advance payments*. Requests for Treasury check advance payments will be submitted on Standard Form 270, Request for Advance or Reimbursement. (This form will not be used for drawdowns under a letter of credit, electronic funds transfer or when Treasury check advance payments are made to the grantee automatically on a predetermined basis.)

(2) *Reimbursements*. Requests for reimbursement under nonconstruction grants will also be submitted on Standard Form 270. (For reimbursement requests under construction grants, see paragraph (e)(1) of this section.)

(3) The frequency for submitting payment requests is treated in § 66.41(b)(3).

(e) *Outlay report and request for reimbursement for construction programs*—(1) *Grants that support construction activities paid by reimbursement method*. (i) Requests for reimbursement under construction grants will be submitted on Standard Form 271, Outlay Report and Request for Reimbursement for Construction Programs. Federal agencies may, however, prescribe the Request for Advance or Reimbursement form, specified in § 66.41(d), instead of this form.

(ii) The frequency for submitting reimbursement requests is treated in § 66.41(b)(3).

(2) *Grants that support construction activities paid by letter of credit, electronic funds transfer or Treasury check advance*. (i) When a construction grant is paid by letter of credit, electronic funds transfer or Treasury check advances, the grantee will report its outlays to the Federal agency using Standard Form 271, Outlay Report and Request for Reimbursement for Construction Programs. The Federal agency will provide any necessary special instruction. However, frequency and due date shall be governed by § 66.41(b)(3) and (4).

(ii) When a construction grant is paid by Treasury check advances based on periodic requests from the grantee, the

advances will be requested on the form specified in § 66.41(d).

(iii) The Federal agency may substitute the Financial Status Report specified in § 66.41(b) for the Outlay Report and Request for Reimbursement for Construction Programs.

(3) *Accounting basis*. The accounting basis for the Outlay Report and Request for Reimbursement for Construction Programs shall be governed by § 66.41(b)(2).

§ 66.42 Retention and access requirements for records.

(a) *Applicability*. (1) This section applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees which are:

(i) Required to be maintained by the terms of this part, program regulations or the grant agreement, or

(ii) Otherwise reasonably considered as pertinent to program regulations or the grant agreement.

(2) This section does not apply to records maintained by contractors or subcontractors. For a requirement to place a provision concerning records in certain kinds of contracts, see § 66.36(i)(10).

(b) *Length of retention period*. (1) Except as otherwise provided, records must be retained for three years from the starting date specified in paragraph (c) of this section.

(2) If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.

(3) To avoid duplicate recordkeeping, awarding agencies may make special arrangements with grantees and subgrantees to retain any records which are continuously needed for joint use. The awarding agency will request transfer of records to its custody when it determines that the records possess long-term retention value. When the records are transferred to or maintained by the Federal agency, the 3-year retention requirement is not applicable to the grantee or subgrantee.

Exhibit 5

Federal Financial Report Form

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page 1 of pages		
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☐ Accrual		
8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year)				9. Reporting Period End Date (Month, Day, Year)			
10. Transactions					Cumulative		
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)		
b. Signature of Authorized Certifying Official					d. Email address		
					e. Date Report Submitted (Month, Day, Year)		
14. Agency use only:							

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

Exhibit 6

Signed Grant Award Documents



Department of Justice
Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

August 26, 2009

Ms. Elizabeth Fretwell
City of Las Vegas
400 East Stewart Avenue
Las Vegas, NV 89101-2913

Dear Ms. Fretwell:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation in the amount of \$1,822,534 for City of Las Vegas.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Kathy Mason, Program Manager at (202) 514-8692; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature of James H. Burch II in black ink.

James H. Burch II
Acting Director

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 26, 2009

Ms. Elizabeth Fretwell
City of Las Vegas
400 East Stewart Avenue
Las Vegas, NV 89101-2913

Dear Ms. Fretwell:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(e), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO Plan), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEO Plan Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO Plan reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO Plan and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO Plan, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO Plan specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO Plan, but it does not have to submit the EEO Plan to OCR for review. Instead, your organization has to maintain the EEO Plan on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO Plan requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO Plan, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

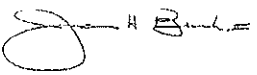
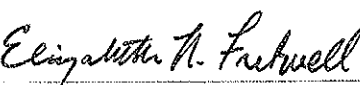
cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 5

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Las Vegas 400 East Stewart Avenue Las Vegas, NV 89101-2913		4. AWARD NUMBER: 2009-DJ-BX-0466	
		5. PROJECT PERIOD: FROM 10/01/2008 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2008 TO 09/30/2012	
		6. AWARD DATE 08/26/2009	7. ACTION Initial
1A. GRANTEE IRS/VENDOR NO. 886000198		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY 2009 Justice Assistance Grant Program		10. AMOUNT OF THIS AWARD \$ 1,822,534	
		11. TOTAL AWARD \$ 1,822,534	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 3751(a) (B/A - JAG Formula)			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL James H. Burch II Acting Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Elizabeth Fretwell City Manager	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 8/27/09
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DJ 80 00 00 1822534		21. IDJUGT3974	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 5

PROJECT NUMBER 2009-IJJ-BX-0466

AWARD DATE 08/26/2009

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 3 OF 5

PROJECT NUMBER 2009-DJ-BX-0466

AWARD DATE 08/26/2009

SPECIAL CONDITIONS

6. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- New construction;
- Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

- To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
- To support public safety and justice information sharing, OJP requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this special condition, visit <http://www.niem.gov/implementationguide.php>.
- The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate and expend the grant funds in the trust fund (including any interest earned) during the period of the grant. Grant funds (including any interest earned) not expended by the end of the grant period must be returned to the Bureau of Justice Assistance no later than 90 days after the end of the grant period, along with the final submission of the Financial Status Report (SF-269).



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

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PROJECT NUMBER 2009-DJ-BX-0466

AWARD DATE 08/26/2009

SPECIAL CONDITIONS

10. The grantee agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by law and detailed by the BJA in program guidance for the Justice Assistance Grant (JAG) Program. Compliance with these requirements will be monitored by BJA.
11. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
12. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
13. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.
14. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.
15. Grantee agrees 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.
16. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
17. The recipient agrees that funds received under this award will not be used to supplant State or 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.



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**AWARD CONTINUATION
SHEET
Grant**

PAGE 5 OF 5

PROJECT NUMBER 2009-DJ-BX-0466

AWARD DATE 08/26/2009

SPECIAL CONDITIONS

18. The grantee agrees that within 120 days of award, for any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete required online (internet-based) task force training to be provided free of charge through BJA's Center for Task Force Integrity and Leadership. This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).
19. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the signed Memorandum of Understanding (MOU) between the disparate jurisdictions and has issued a Grant Adjustment Notice (GAN) releasing this special condition.
20. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received documentation demonstrating that the state or local governing body review and/or community notification requirements have been met and has issued a Grant Adjustment Notice (GAN) releasing this special condition.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: M. A. Berry, Environmental Coordinator

Subject: Incorporates NEPA Compliance in Further Developmental Stages for City of Las Vegas

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER

2009-DJ-BX-0466

PAGE 1 OF 1

This project is supported under 42 U.S.C. 3751(a) (BJA - JAG Formula)

1. STAFF CONTACT (Name & telephone number)

Kathy Mason
(202) 514-8692

2. PROJECT DIRECTOR (Name, address & telephone number)

Becky Spray
Management Analyst II
400 Stewart Avenue
City Hall
Las Vegas, NV 89101-2913
(702) 229-4172

3a. TITLE OF THE PROGRAM

BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation

**3b. FOMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

FY 2009 Justice Assistance Grant Program

5. NAME & ADDRESS OF GRANTEE

City of Las Vegas
400 East Stewart Avenue
Las Vegas, NV 89101-2913

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2008 TO: 09/30/2012

8. BUDGET PERIOD

FROM: 10/01/2008 TO: 09/30/2012

9. AMOUNT OF AWARD

\$ 1,822,534

10. DATE OF AWARD

08/26/2009

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local governments, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following purpose areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs, and 7) crime victim and witness programs (other than compensation).

The disparate jurisdictions consisting of Clark County and the cities of Las Vegas, Henderson, and North Las Vegas will use their Fiscal Year 2009 JAG award in the amount of \$1,822,534 to support personnel, equipment purchases, and multi-agency information technology programs across the county. The city of Las Vegas,

acting as the fiscal agent, will use its portion to hire a Court Compliance Officer, restore a full-time bilingual victim witness advocate to provide timely and accurate criminal justice information and assistance to victims of crimes, and support a Neighborhood Services Inmate Discharge Planning Initiative. This initiative will assist with employment placement and employment retention of 80 formally incarcerated or court involved individuals on an annual basis. Clark County will use its portion of the grant within the Clark County District Attorney's Office, Eighth Judicial District Court, and Department of Family Services. Specifically, the county will fund two gang attorneys, a Specialty Court Specialist to improve retention and graduation rates of Adult Drug Court participants, and hire a program and office assistant to offer new, more intensive services to families in the child welfare system using the Triple P Positive Parenting Program. This program will also offer a parent support hotline to encourage the maintenance of newly learned parenting skills and explore the feasibility of implementing an online registration process for parents and caregivers in the community. The cities of Henderson and North Las Vegas have agreed to use their shares for the Clark County Shared Computer Operations for Protection and Enforcement and Wanted Vehicles System (SCOPE/WVS) project. This project is administered by the Clark County Department of Information Technologies (IT) and is the primary database used by the regional law enforcement agencies, including the Henderson and North Las Vegas Police Departments. Through a competitive process, Clark County IT will implement Phase 1A of the SCOPE/WVS project, which includes installing and configuring the development system's hardware and base software and to perform system testing to verify that the base system functions.

NCA/NCF