



State of New Jersey

CHRIS CHRISTIE
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
PO Box 085
TRENTON, NJ 08625-0085
TELEPHONE: (609) 984-6500

CHRISTOPHER S. PORRINO
Attorney General

KIM GUADAGNO
Lieutenant Governor

ELIE HONIG
Director

January 9, 2017

Rodney J. Sawyer, Chief
Mantua Township Police Department
405 Main Street
Mantua, New Jersey 08501

RE: Attorney General 2016 Body-Worn Camera (BWC)
Assistance Program Award Notification - JAG BWC11-16

Dear Chief Sawyer:

We are pleased to advise you that your application for assistance under the Office of Attorney General 2016 BWC Assistance Program has been accepted. The Attorney General has authorized the use of Edward Byrne Memorial Justice Assistance Grant ("JAG") Program funds to assist counties and municipalities with the purchase of BWCs and related equipment. Your law enforcement agency has a total approved project budget of \$12,500 to purchase 25 BWCs. You have one (1) year from the date of this letter to complete your purchases. Your grant period is scheduled from January 9, 2017 through January 8, 2018.

Your Award Package is attached and includes instructions, required certifications and conditions to be signed and returned, your approved project budget, and an expenditure report. The project budget also shows your law enforcement agency's total award amount and the number of BWCs that have been approved for purchase. Each law enforcement agency must complete and return all of the required award documents by **March 3, 2017**.

Please feel free to contact your analyst Tom Brennan at (609) 292-1463 with any questions or comments.

Sincerely,

Phoenix Smith, Chief
Program Development/Grants Section

c: Gayle Tschoop, CFO, Twp. of Mantua
Thomas Brennan, DCJ Analyst



STATE OF NEW JERSEY

**2016 BODY-WORN CAMERA (BWC)
ASSISTANCE PROGRAM**



**AWARD INSTRUCTIONS AND
REQUIREMENTS**



December 2016

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
2016 BODY-WORN CAMERA (BWC) ASSISTANCE PROGRAM

AWARD INSTRUCTIONS

Thank you for your participation in the 2016 BWC Assistance Program. This Program is supported by Edward Byrne Memorial Justice Assistance Grant (JAG) Program funding (CFDA NO. 16.738) from the United States Department of Justice (DOJ), Office of Justice Programs (OJP). These award instructions and the enclosed documents constitute your "award package." Please read these instructions carefully and complete all required forms.

All completed award packages (with original signatures) must be submitted to the Office of the Attorney General (OAG), Division of Criminal Justice (DCJ) and **postmarked no later than 4:00 P.M., Friday, March 3, 2017**. Award packages and all inquiries concerning the award process should be sent to the following address:

Thomas Brennan
Grants Analyst
Division of Criminal Justice
25 Market Street, 5th Floor Reception
P.O. Box 085
Trenton, New Jersey 08625-0085
(609) 292-6766

Reimbursements will not be approved until all required documents have been completed and returned to DCJ. DCJ administers this Program, monitors all JAG awards, and provides technical assistance to subrecipients during the implementation of the Program.

Documents to be Signed, Completed, and Returned by the Subrecipient

Your award package contains the following documents which must be completed, signed, and returned to DCJ:

1. Subaward Contract Page

Please review and have an authorized official sign and return.

2. State and Federal Award Conditions (20 pages)

Please review and have an authorized official sign and return.

3. Federal Single Audit Requirements and Certification

A Subrecipient that expends \$750,000 or more in Federal awards during its fiscal year must have a single or program-specific audit conducted for that year. Please review and have your CFO or designee complete, sign, and return.

- You must also attach proof of compliance with single audit requirements from the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/> if your jurisdiction was subject to the single audit requirements for any fiscal year starting after January 1, 2015. Please see the attached directions.

4. DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

These certifications ensure subrecipient compliance with federal anti-lobbying, debarment and suspension, and drug-free workplace requirements. Please review and have an authorized official sign and return.

- You must also attach proof of eligibility to receive federal funds from www.sam.gov. On the SAM website, you can search your jurisdiction by name or DUNs number. At www.sam.gov, please print out the webpage showing your jurisdiction/agency with an “active” registration status or no active exclusions.

5. DOJ Civil Rights Compliance Checklist

This checklist determines subrecipient compliance with DOJ civil rights requirements and may need to be completed by a representative in your Human Resources Department. Please complete the checklist and return.

6. DOJ Equal Employment Opportunity Plan (EEOP) Certification Form

Subrecipients of DOJ funding may be subject to EEOP requirements. Please have an authorized official complete this form, send it to EEOPForms@usdoj.gov, and return a copy.

7. JAG Body-Worn Camera (BWC) Policy Certification

Subrecipients using JAG funds to purchase BWCs must certify that they have policies and procedures in place related to equipment usage, data storage, privacy, victims, access, disclosure, training, etc. Please have an authorized official sign and return.

8. The Federal Financial Accountability and Transparency Act (FFATA) Information Form (if applicable)

Pursuant to the Federal Funding Accountability and Transparency Act of 2006, the Department of Law and Public Safety is required to report information on subawards and executive total compensation. Please have an authorized official complete, sign, and return this form if your award is equal to or greater than \$25,000. This form is **NOT** required if your award is less than \$25,000.

NOTE: Unless a document indicates otherwise, all award documents must be signed by an AUTHORIZED OFFICIAL of the municipality or head of the applicant local unit of government (e.g. Mayor, Administrator, Chief Executive, Freeholder, etc.).

Additional Documents the Subrecipient Must Provide

In addition to documents listed above, Subrecipients must provide the following to DCJ:

1. Subrecipient Policy Regarding the Use of BWCs

Subrecipients who **did not** provide to DCJ Standard Operating Procedures, a directive, or an order on the use of BWCs in accordance with the Attorney General Law Enforcement Directive 2015-1 with their application must do so by the award package due date: **March 3, 2017**. Failure to comply with this requirement may result in suspension or termination of funding until such time as the Subrecipient is in compliance, or termination of the subaward.

2. A Governing Body Resolution and Certification (indicating the federal award amount)

The Governing Body of your jurisdiction must submit a resolution and certification approving your acceptance of federal funds and your participation in the JAG funded 2016 BWC Assistance Program. Resolutions **must** specify the total award amount and be accompanied by a certification signed and dated by a Clerk, Recording Officer, or other authorized certifying officer. Please see the attached "Department of Law and Public Safety Required Resolution and Certification" checklist for guidance and provide a copy to your Governing Body, if necessary.

3. Department of Law and Public Safety, Subrecipient Civil Rights Compliance Training, Certificate of Completion (original), located at:

<http://www.nj.gov/lps/grants/lps-subrecipient-civil-rights-compliance.pdf>

Subrecipients of DOJ funding have an obligation to adhere to applicable federal civil rights laws and must complete the Department of Law and Public Safety's Civil Rights Compliance Training. Please have an authorized official complete the required training, print and fill out the final slide (the Certificate of Completion), and return it to DCJ.

REIMBURSEMENT INSTRUCTIONS

Funding under this 2016 BWC Assistance Program will be disbursed to subrecipients on a reimbursement basis only after the purchase of BWCs or bundled camera “packages” that include the purchase of a BWC. No reimbursements will be made solely for ancillary equipment. Subrecipients will be reimbursed up to \$500 per each BWC or camera package, or the exact cost of each BWC package, whichever is lower. The total reimbursement amount may not exceed the subrecipient’s total award amount. Cost overages are the sole responsibility of the subrecipient.

For reimbursement, Subrecipients must submit:

- 1. One certified Expenditure Report after all purchases have been made (an Expenditure Report is provided with this award package); and**
- 2. Adequate source documentation showing proof of purchase and payment (i.e. purchase orders, receiving documents, invoices, paid vouchers).**

Funding provided under this 2016 BWC Assistance Program is for new BWCs purchased on or after the date of award (i.e. funding cannot be used to supplant the cost of existing BWC purchases). Therefore, Subrecipients will not be reimbursed for BWCs purchased prior to receiving their official award notification letter. Subrecipients have one (1) year from the date of their official award notification letter to make their authorized BWC purchases. BWC purchases made more than one (1) year after the Subrecipient’s date of award will not be reimbursed.

Subrecipients must certify in writing to DCJ that all approved BWCs or camera packages were purchased pursuant to 2016 BWC Assistance Program requirements. This certification is provided on the Expenditure Report.

MINIMUM BWC TECHNICAL REQUIREMENTS

Subrecipients are reminded that all BWCs purchased must conform to the following requirements:

- ☒ Recording Format: BWC utilizes a standard, open, non-proprietary format that permits recording and exporting to a commercially available software program without processing or conversion.
- ☒ Video Resolution: BWC has a resolution of at least VGA 640x480.
- ☒ Recording Speed: BWC has a recording speed of at least 30 frames per second.
- ☒ Field of View: BWC field of view is at least 45 degrees.
- ☒ Time/Date Stamping: BWC provides a time and date stamp.
- ☒ Night Time/Low Light Functionality: BWC is capable of recording video in night time and low light conditions.
- ☒ Battery Life: BWC battery can record a full shift (between 8-12 hours) on a single charge or has the ability to be recharged in the field to record a full shift.
- ☒ Audio Quality: BWC is capable of capturing conversational speech at a distance of 3 feet without excessive wind or background noise.
- ☒ Data Exporting: BWC is capable of exporting all recorded footage to a data archiving or management system in its original file format and without the loss of quality or associated metadata.
- ☒ Synchronization and Metadata: BWC is capable of recording audio and video simultaneously and time synchronized. BWC has a clock synchronized to an external universal clock when the device is activated that provides accurate time and date.
- ☒ Tamper Resistance: BWC prohibits recordings from being edited or deleted and does not permit overwriting data before transfer. BWC has an encryption system.
- ☒ Environment Testing: BWC has undergone industry standard environment testing to ensure functionality in a variety of weather conditions and use under pressure.

**NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL
SUBAWARD**

PROJECT TITLE 2016 Body-Worn Camera Assistance Program (FFY16 JAG)	SUBAWARD AMOUNT Federal \$ 12,500 Match \$ 0.00 Total \$ 12,500
SUBRECIPIENT Mantua Township Police Department DUNS NO. 014767982	Subrecipient Indirect Cost Rate (ICR): N/A
	CFDA NO. 16.738 – Edward Byrne Memorial Justice Assistance Grant Program CFDA AMOUNT FY16 est \$376,000,000
FEDERAL AWARD IDENTIFICATION NO. 2016-DJ-BX-0318 FEDERAL AWARDOING AGENCY Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice	FEDERAL AWARD DATE 9/13/2016 FEDERAL AWARD AMOUNT \$4,270,957.00 L&PS ICR 2.49%
STATE ACCOUNT NO. 16-100-066-1020-364	DATE OF AWARD January 9, 2017

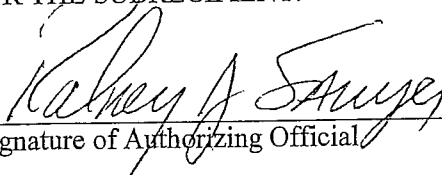
In accordance with the provisions of 42 U.S.C. 3750, et seq., as amended, the Department of Law and Public Safety hereby awards to the above named Subrecipient a subaward in the amount specified for the purposes set forth in the approved application. The Subrecipient is receiving a fixed-amount award to purchase Body-Worn Cameras.

This subaward is subject to the requirements set forth in the appropriate Federal Regulations, the General Conditions for subawards promulgated by the Department of Law and Public Safety, all applicable Statutes of the State of New Jersey and the requirements of the State of New Jersey for State and local financial accounting including the filing of single audits as required under 2 C.F.R. Part 200, Subpart F, Audit Requirements (2 C.F.R. §200.500, et seq.) and/or State Circular Letters 15-08-OMB and 07-05-OMB (if applicable). It is subject also to any general conditions and assurances, approved budget, application authorization, certifications, and special conditions attached to this program.

This subaward incorporates all conditions and representations contained or made in the application and notice of award (if applicable).

FOR THE SUBRECIPIENT:

FOR THE STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY:



Signature of Authorizing Official

Attorney General or Designee

Chief of Police

Typed Name of Authorizing Official and Title

Date

02/08/2017

Date

Subaward Number: JAG BWC11-16

Subaward Period: 1/9/17 to 1/8/18

Subrecipient Fiscal Year Start Date: January

Contact:
Phoenix Smith, Chief
State Office of Victim Witness Advocacy
Division of Criminal Justice
(609) 292-6766
DCJgrants@njdcj.org

**THE STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
2016 BODY-WORN CAMERA (BWC) ASSISTANCE PROGRAM**

GENERAL and SPECIAL CONDITIONS

Subrecipient: Mantua Township Police Department

Project Title: 2016 BWC Assistance Program

Subaward Number: JAG BWC11-16

Project Duration: 1/9/16 to 1/8/18

2016 BWC ASSISTANCE PROGRAM SPECIAL CONDITIONS

1. **Allowable Costs:** Subaward funds must be used solely for the purchase of BWCs and related equipment. The Attorney General has authorized subawards of up to \$500 per each BWC or camera “package” purchased under this program (*\$500 or the exact cost of each BWC package, whichever is lower*). A “package” includes the purchase of a BWC and ancillary equipment (e.g., software, license, computer server space). No funding will be provided solely for ancillary equipment.
2. **Method of Reimbursement:** Funding will be disbursed to Subrecipients on a reimbursement basis only after purchase of BWCs or bundled camera “packages” that include the purchase of a BWC. Subrecipients will only be reimbursed up to \$500 per each BWC or camera package, or the exact cost of each BWC package, whichever is lower. The total reimbursement amount may not exceed the Subrecipient’s total award amount. Cost overages are the sole responsibility of the Subrecipient.
 - a. To be eligible for reimbursement, Subrecipients must submit one certified Expenditure Report once all purchases have been made. The Expenditure Report must be accompanied by adequate source documentation indicating proof of purchase and payment (*i.e.* purchase orders, receiving documents, invoices, paid vouchers).
 - b. Subaward funding is for new BWCs purchased on or after the date of award (*i.e.* funding cannot be used to supplant the cost of existing BWC purchases). Therefore, Subrecipients will not be reimbursed for BWCs purchased prior to receiving an official award notification letter.
3. **Subrecipient Monitoring:** The Subrecipient agrees to have this JAG subaward monitored by the Department of Law and Public Safety (L&PS) for compliance with all applicable statutes, regulations, OMB circulars, and guidelines, including the DOJ Financial Guide. L&PS will oversee the subrecipient’s spending and monitoring of specific outcomes and benefits attributable to the use of JAG funds.

4. **Required Fixed-Amount Award Certification:** Subrecipients are required to certify in writing to L&PS that all approved BWCs or camera packages were purchased pursuant to 2016 BWC Assistance Program requirements when the project is completed. A certification has been provided on the Expenditure Report.
5. **BWC Technical Requirements:** To be eligible for reimbursement, each BWC purchase must meet the following minimum technical requirements:
 - a. **Recording Format:** The video and audio must be recorded and able to be exported in a standard, open, non-proprietary format such that each can be played back on commercially available software without processing or conversion.
 - b. **Video Resolution:** Video resolution must be a minimum of VGA 640 x 480.
 - c. **Recording Speed:** The frame rate must not be slower than 30 frames per second.
 - d. **Field of View:** The field of view must be at least 45 degrees.
 - e. **Time/Date Stamping:** The device must be capable of providing a time and date stamp.
 - f. **Night Time/Low Light Functionality:** The device must have the capability of recording video in night time and low light situations.
 - g. **Battery Life:** The BWC battery must be able to record a full shift on a single charge (i.e., 8-12 hours) or permit recharging in the field during a shift such that the officer does not need to return to the station for a replacement battery.
 - h. **Audio Quality:** The BWC must be capable of capturing conversational speech at a distance of 3 feet without wind or excessive background noise.
 - i. **Data exporting:** The BWC must be capable of exporting all recorded footage to a data archiving or management system in its original file format and without loss of quality or associated metadata.
 - j. **Synchronization and Metadata:** The BWC must be capable of recording video and audio simultaneously and time synchronized. The BWC must have a device clock that is synchronized with an external universal clock when the unit is active for absolute time of day accuracy.
 - k. **Tamper Resistance:** The BWC prohibits recordings from being edited or deleted and does not permit the overwriting of existing data before transfer. The BWC has a standard encryption system as part of its operating system to reduce the risk of tampering.
 - l. **Environment Testing:** The BWC model being purchased must have undergone an industry standard testing to ensure environmental functionality in a variety of weather conditions and use under constant pressure (e.g., repetitive use, drop testing, etc.).
6. **Resolution Required:** The Subrecipient (with the exception of State Agencies) are required to submit a resolution authorizing the acceptance of the Federal share of the grant as well as the county and/or local match, if applicable.
7. **Required Submission of BWC Standard Operating Procedures:** The Subrecipient must provide either Standard Operating Procedures, a directive, or order on the use of BWCs in accordance with the Attorney General Law Enforcement Directive 2015-1. Failure to comply with this requirement may result in suspension or termination of funding until such time as the Subrecipient is in compliance, or termination of the subaward.

STATE GENERAL CONDITIONS

1. **Compliance with State Laws:** The Subrecipient agrees to comply with all requirements imposed by the New Jersey Department of Law and Public Safety (L&PS) and the Division of Criminal Justice (DCJ) concerning all federal, state, and municipal laws, rules, regulations, policies, guidelines, directives, and requirements (including licenses, permits, and background checks) that are generally applicable to the activities in which the Subrecipient is engaged in the performance of this grant. Failure to comply with these laws, rules, regulations, and State Department of Treasury, circulars letters (State Circular) will be grounds for termination of this subaward.
2. **Corruption of Public Resources Act:** The Subrecipient understands and agrees that, in compliance with the Corruption of Public Resources Act, N.J.S.A. 2C:27-12, it cannot knowingly misuse state grant funds for an unauthorized purpose. Violations under this act could result in a prison term of up to 20 years and a fine of up to \$500,000, pursuant to N.J.S.A. 2C:30-8.
3. **Legal Authority for Application:** The Subrecipient assures that it possesses legal authority to apply for the grant; that, if applicable, a resolution or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. The Subrecipient assures that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
4. **Grant Fund Availability:** The Subrecipient shall recognize and agree that both the initial provision of funding and the continuation of funding under this agreement are expressly dependent upon the availability of funds appropriated to L&PS by the State Legislature from state and/or federal revenue streams and other applicable funding sources. In addition, if the Attorney General deems a subrecipient's program a priority, it may affect your funding. A failure of L&PS to make any payment under this agreement or to observe and perform any condition on its part to be performed under the agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the agreement by L&PS or an event of default under the agreement and L&PS shall not be held liable for any breach of the agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from L&PS beyond the duration of the award period set forth in the grant agreement. In no event shall the agreement be construed as a commitment by L&PS to expend funds beyond the termination date set forth in the grant agreement.
5. **Anti-Discrimination/Affirmative Action:** The Subrecipient assures that it will comply, and all of its contractors will comply, with the requirements of the state's anti-discrimination and affirmative action laws and regulations, including N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5-1, et al., as amended, and all implementing regulations and state circulars as amended or superseded. Failure to comply with these laws, rules, regulations, and state circulars will be grounds for termination of this subaward.
6. **Civil Rights Training:** The Subrecipient shall adopt procedures to respond to discrimination complaints, including those filed directly with the Subrecipient, from its employees and clients, customers, and program participants. These procedures shall be in accordance with the Department of Law and Public Safety's Federal Civil Rights Compliance Policy for Addressing

Civil Rights Complaints. The Policy is available via the Internet at <http://www.nj.gov/lps/grants/lps-fed-discim-policy-grants.pdf>. **The Subrecipient also certifies that an Authorized Official, Project Director, or designee has completed the Department's Subrecipient Civil Rights Compliance Training, online at <http://www.nj.gov/lps/grants/lps-subrecipient-civil-rights-compliance.pdf>, has provided L&PS with the original Certificate of Completion** as part of its subaward package, and maintains a copy in its official Subrecipient file.

7. **Performance Period:** The Subrecipient agrees that the work will be performed within the subaward period. The Subrecipient may charge to the subaward only those costs incurred during the subaward period.
8. **No State Employee Status:** The Subrecipient understands and agrees that non-State employees or other persons performing services in connection with a subaward shall not be considered employees of the State of New Jersey for any purpose, including but not limited to, defense and indemnification for liability claims, workers compensation or unemployment.
9. **Indemnification:** The Subrecipient agrees that it shall be solely responsible for and shall defend, indemnify, keep, save, and hold the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Subrecipient's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Subrecipient's services that results from any acts or omissions, including negligence or malpractice of any of its officers, directors, employees, agents, servants or independent contractors, or from the Subrecipient's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of the Subrecipient. The Subrecipient's responsibility shall also include all legal fees and costs that may arise from these actions. The Subrecipient's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense, or damage resulting from acts occurring prior to termination.
10. **Financial Management System:** The Subrecipient agrees to maintain an adequate financial management system in accordance with generally accepted principles of accounting, and will immediately notify L&PS when it cannot comply with the requirements established in this Section. The Subrecipient's financial management system shall provide for, but should not be limited to:
 - a. The accurate, current, and complete disclosure of the financial results of this subaward in an Expenditure Report and in conformity with generally accepted principles of accounting;
 - b. Accounting records that adequately identify the source and application of funds for grant supported activities. These records must contain information pertaining to subawards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income;
 - c. Effective internal and accounting controls over all funds, property, and other assets. The Subrecipient shall adequately safeguard all such assets and assure that they are used solely for authorized purposes;
 - d. The comparison of actual expenditures/outlays with budgeted amounts for each subaward, and the relationship of the financial information with performance or productivity data including the development of unit cost information required by L&PS;
 - e. Procedures for determining reasonableness, allowability, and allocability of costs consistent with Federal and State requirements;
 - f. Accounting and financial records that are supported by source documentation; and

- g. When applicable, procedures to minimize the time elapsing between the advance of funds from the L&PS and the disbursement by the Subrecipient.
- 11. Accounting Records:** The Subrecipient agrees to enter, maintain, and record all grant funds received by the State for this program in accounting records separate from all other fund accounts, including funds derived from other grant awards. Subrecipient shall disburse grant funds in accordance with the provisions of the subaward throughout the project period and in accordance with conditions L&PS may require.
- 12. Data and Reporting Requirements:** The Subrecipient agrees that it will maintain data and information and submit timely reports, including programmatic progress and financial reports, as L&PS may require. If reports are not submitted as required, then L&PS may, at its discretion, suspend payments on this subaward. The State of New Jersey may, at its discretion, take such action to withhold payments to the Subrecipient on this or any grant with other state agencies until the required reports have been submitted.
- 13. Records Retention:** Unless otherwise directed by LP&S, state or federal statute, all grant records shall be retained for a period of seven years. This period is extended until otherwise directed if there is any litigation, claim, negotiation, action, or audit in progress and/or audit finding involving grant records started before the end of the seven year period.
- 14. Budget Revisions/Grant Extensions:** The Subrecipient agrees to report any Budget Revisions or Grant Extensions as follows:
- a. Deviations in excess of one (1) percent from the approved budget or extensions in the grant period require prior approval via L&PS Grant Adjustment Request Form (GARF). Subrecipient should be aware that approved budget revisions may result in the imposition of additional special conditions.
 - b. L&PS may request changes in the scope of services of the Subrecipient to be performed under this agreement. Such changes, which are mutually agreed upon by and between L&PS and the Subrecipient, must be incorporated in written amendments to this grant.
 - c. If the Subrecipient is making program expenditures or providing grant services at a rate which, in the judgment of L&PS, will result in substantial failure to expend the grant amount or provide grant services, L&PS may so notify the Subrecipient. If, after consultation, the Subrecipient is unable to develop to the satisfaction of L&PS a plan to rectify its low level of program expenditures or grant services, L&PS may upon thirty (30) days' notice to the Subrecipient, reduce the grant amount by a sum that more fairly projects program expenditures over the grant period. This reduction shall take into account the Subrecipient's fixed costs and shall establish the committed level of services for each program element of grant services at the reduced grant amount. If such a determination is made by L&PS subsequent to the awarding and receipt of the funds by the Subrecipient, the reduced amount will be remitted to L&PS.
 - d. If the revision requested will result in a change to the Subrecipient's approved project, which requires federal prior approval, L&PS will obtain the federal agency's approval before approving the Subrecipient's request.
- 15. Compliance with Performance Goals:** The Subrecipient must assure compliance with applicable Federal requirements and that performance goals are being achieved. Subrecipient monitoring must cover each program, function, or activity to monitor performance under grant supported activities to assure time schedules and objectives are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved as applicable.

- a. The Subrecipient shall inform L&PS of the following types of conditions which affect program objectives and performance as soon as they become known:
 - i. Problems, delays, or adverse conditions which will materially impair the ability to attain program objectives, prevent meeting time schedules and goals, or preclude the attainment of project work units or established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any assistance by L&PS required to resolve the situation.
 - ii. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated, at a lower than anticipated cost, or produces a greater benefit than originally planned.
- b. L&PS may, at its discretion, make site visits to:
 - i. Review program accomplishments and management control systems.
 - ii. Provide such technical assistance as may be required.
 - iii. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.
 - iv. Ensure compliance with all pertinent civil rights laws and regulations.

16. Failure to Comply with Award Conditions: If the Subrecipient materially fails to comply with the terms of an award, whether stated in a state or federal statute, regulation, assurance, general condition, special condition, state plan/application, notice of award, or elsewhere, the Subrecipient agrees that L&PS may take one or more of the following actions, as appropriate:

- a. Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient or take more severe enforcement action;
- b. Disallow all or part of the cost of the activity or action not in compliance;
- c. Wholly or partly suspend or terminate the current award for the Subrecipient's program;
- d. Withhold further awards for the program;
- e. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement; or
- f. Take other remedies that may be legally available.

17. Grant Termination: When the Subrecipient has failed to comply with grant award requirements, stipulations, standards, or conditions, the Subrecipient agrees that L&PS may suspend the grant and withhold further payments; prohibit the Subrecipient from incurring additional obligations of grant funds pending corrective action by the Subrecipient; decide to terminate the grant in accordance with the below paragraph. L&PS shall allow all necessary and proper costs, which the Subrecipient could not reasonably avoid during the period of suspension, provided they meet federal and state requirements.

18. L&PS Termination of the Grant: The Subrecipient agrees that L&PS may terminate the grant in whole or in part whenever it is determined that the Subrecipient has failed to comply with the conditions of the grant. L&PS shall notify the Subrecipient in writing of the determination and the reasons for the termination together with an effective date. Payments made to the Subrecipient or recoveries by L&PS under the grant terminated for cause shall be in accordance with the legal right and liability of the parties.

19. Grant Termination for Convenience: L&PS may terminate this grant for convenience, upon 60 days written advance notice to the Subrecipient, for any reason whatsoever, including lack of funding available to the L&PS. Upon receipt of a notice of termination for convenience, the Subrecipient shall cease incurring additional obligations of subaward funds. However, the L&PS shall allow the Subrecipient to incur all necessary and proper costs which the Subrecipient cannot

reasonably avoid during the termination process, as long as these costs comply with all program requirements.

20. Mutual Termination of the Grant: L&PS and the Subrecipient may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Subrecipient shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.

21. Grant Termination - Notification and Due Process: If the Subaward is terminated for the Subrecipient's failure to comply with Federal statutes, regulations, or terms and conditions of the Subaward, L&PS will provide notification to the Subrecipient, including information that the decision may be considered in evaluating future applications.

In taking an enforcement action, L&PS may provide the Subrecipient an opportunity for such hearing, appeal, or other administrative proceeding to which the Subrecipient is entitled under any statute or regulation applicable to the action involved.

22. High Risk Subrecipients: In addition to the federal rules governing High Risk status, located at 2 CFR §§ 200.205 and 200.207, the Subrecipient also agrees to comply with the High Risk status requirements below:

- a. If L&PS determines that a Subrecipient:
 - i. Has a history of unsatisfactory performance;
 - ii. Is not financially stable;
 - iii. Has a financial management system that does not appear adequate according to the General Conditions or does not meet the standards set forth in Section VIII of State Circular 07-05-OMB, Grant Agreements - Agency Contracts;
 - iv. Has not conformed to terms and conditions of previous awards; or
 - v. Is otherwise not responsible, but L&PS determines that an award will be made, then special conditions and/or restrictions shall correspond to the high risk status and shall be included in the award.
- b. If a Subrecipient is considered "High Risk," then L&PS may impose additional Special Conditions or restrictions on the Subrecipient at any time including:
 - i. Payment on a reimbursement basis;
 - ii. Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period;
 - iii. Requiring additional, more detailed financial reports;
 - iv. Requiring additional project monitoring;
 - v. Requiring the subrecipient to obtain technical or management assistance; or
 - vi. Establishing additional prior approvals.
- c. If L&PS decides to impose such special conditions, L&PS will notify the Subrecipient as soon as possible, in writing, of:
 - i. The nature of the special conditions/restrictions;
 - ii. The reason(s) for imposing the special conditions;
 - iii. The corrective actions that must be taken before the special conditions will be removed by L&PS and the time allowed for completing the corrective actions; and
 - iv. The method of requesting reconsideration of the conditions/restrictions imposed.

- 23. Subcontracts and Assignments:** The Subrecipient shall not subcontract any of the work or services covered by this subaward, nor shall any interest be assigned or transferred except as may be provided for in this subaward or with the express written approval of L&PS. No rights or obligations of the Subrecipient under this subaward, in whole or part, may be assigned or subcontracted to another entity for any reason without the prior written approval of L&PS. The Subrecipient may not transfer any rights or obligations under this subaward pursuant to an acquisition, affiliation, consolidation, merger or other synergy with another entity.
- 24. Contracts with Subcontractors/Vendors:** The Subrecipient shall include in its official grant file copies of any contract with subcontractors/vendors regarding this grant program. L&PS reserves the right to give final written approval of subcontract/vendor budgets reimbursed with subaward funds. The Subrecipient agrees to include in any contract with a subcontractor/vendor and make binding on both the Subrecipient and any of its subcontractors/vendors the following conditions:
- a. A timekeeping system requirement,
 - b. The hourly rate for certified providers will be based on experience and comparable rates for the field of service. All rates must be pre-approved by L&PS.
 - c. The subcontractor/vendor must develop and/or maintain written, internal policy and procedures for participant service purchases (i.e., transportation, food and other emergency aid) with appropriate monitoring, oversight, and authority.
 - d. Types and amounts of purchases per project participant paid for with subaward funds must be pre-approved by L&PS.
- 25. Public Works Contractor Registration:** The Subrecipient's subcontractors, instructors, and consultants must maintain Public Works Contractor Registration with the Department of Labor and Workforce Development, as required by N.J.S.A. 34:11-56.48 et seq.
- 26. Purchase of Equipment Consumable Supplies, and Services:** The Subrecipient agrees that all equipment or consumable supplies purchased or leased with grant funds, or services purchased with grant funds will be acquired by following standard county and local bidding/ procurement procedures, including P.L. 2004, c. 19 (N.J.S.A. 19:44A-20.4 and N.J.S.A. 19:44A-20.5) or state bidding/procurement procedures, including P.L. 2005, c. 51 (N.J.S.A. 19:44A-20.13), when applicable. The Subrecipient agrees to maintain an inventory list on all consumable supplies purchased with grant funds in the official grant file.
- 27. Purchase of Services by State Agencies:** For purchase of services by State Agencies, Independent State Agencies or Legislature, the Subrecipient agrees to comply with N.J.S.A. 52:34-13.2, and that all services performed under a contract or through any subcontract shall be performed in the United States, unless the appropriate officer provides a certification, which is approved by the appropriate authority, which states that a required service cannot be provided by a contractor or subcontractor within the United States.
- 28. Property:** The Subrecipient agrees that property furnished by L&PS, acquired in whole or in part with federal or L&PS funds, or whose cost was charged to a project supported by federal or L&PS funds, shall be utilized and disposed of in a manner generally consistent with applicable state and federal requirements.
- 29. Access to Records:** The Subrecipient agrees to give the United States General Accountability Office, the Department of Justice, and its agencies, Office of the Chief Financial Officer, and L&PS, through any authorized representative, access to and the right to examine all paper and electronic records, books, papers, and documents related to the grant including pertinent

accounting records, books, documents, and papers as may be necessary to monitor and audit the Subrecipient's operations. L&PS reserves the right to have access to all work papers produced in connection with audits made by the Subrecipient or independent certified public accountants, registered municipal accountants, or licensed public accountants hired by the Subrecipient to perform such audits. All visitations, inspections and audit, including visits and requests for documentation in discharge of L&PS's responsibilities, shall as a general rule provide for prior notice when reasonable and practical to do so. However, the Department retains the right to make unannounced visitations, inspections, and audits as necessary.

30. **Audits:** The Subrecipient shall return any subaward funds that are not supported by an audit or other Federal or State review of documentation maintained by the Subrecipient.
31. **Bonding and Insurance:** Bonding and insurance, as applicable, shall be provided by the Subrecipient and proof of bonding and insurance must be retained on file by the Subrecipient.
32. **Grant Closeout:** The Subrecipient shall submit the Expenditure Report with all required source documentation and certifications as prescribed by L&PS and in the timeframes set forth in the subaward agreement upon completion of the subaward period or termination of the subaward. L&PS may permit extensions when requested in writing by the Subrecipient.

The Subrecipient will, together with the submission of the Expenditure Report, refund to L&PS any unexpended funds or unobligated (unencumbered) cash advanced, except such sums that have been otherwise authorized in writing by L&PS to be retained. In the event a final audit has not been performed prior to the closeout of the grant, the Department retains the right to recover any appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

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FEDERAL GENERAL CONDITIONS

1. **Non-Supplanting Requirement:** The Subrecipient agrees that federal funds made available under this program will be used to supplement but not supplant state or local government funds.
2. **Compliance with Federal Laws:** The Subrecipient agrees to comply with, and assure the compliance of its contractors, with all requirements imposed by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP) and the Bureau of Justice Assistance (BJA) concerning all federal laws, rules, regulations, policies, guidelines, directives, and requirements (including licenses, permits and background checks) that are generally applicable to the activities in which the Subrecipient is engaged in the performance of this grant. Failure to comply with these laws, rules, and regulations will be grounds for termination of this subaward.
3. **OMB Uniform Guidance (2 C.F.R. Part 200 et seq.):** The subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements").
4. **Compliance with Program Guidelines:** The Subrecipient agrees that all allocations and use of funds under this grant will be in accordance the most current edition of the DOJ Grants Financial Guide, the JAG FAQs, as well as the Department of Law and Public Safety (L&PS) program guidelines, notice of funding, and application package.
5. **Hatch Act/Political Activity Limitations:** The Subrecipient agrees to comply with provisions of the Hatch Act, the federal law which limits certain political activities of employees of a state or local unit of government whose principal employment is in connection with an activity financed in whole or in part by federal grants. 5 U.S.C. §1501-08 and §7324-26.
6. **Debarment and Suspension:** The Subrecipient understands and agrees to comply with the federal Executive Order No. 12549 on Debarment and Suspension, 2 C.F.R. Part 2867 and 2 C.F.R. Part 180, and State Executive Order No. 34 (Byrne, March 17, 1976), and State Circular regarding Debarments, Suspensions & Disqualifications, OMB 93-13-GSA. Subrecipient and its subcontractors will not conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.
7. **Minimum Wage/Maximum Hours:** The Subrecipient agrees to comply with the minimum wage and maximum hours provision of the Federal Fair Labor Standards Act, 29 U.S.C. § 201 et seq., and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq.
8. **Conflicts of Interest:** The Subrecipient must disclose in writing any potential conflict of interest to L&PS in accordance with DOJ policy pursuant to 2 C.F.R. § 200.112. The Subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
9. **Recipient Integrity and Performance Matters:** The Subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such

proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system (currently "FAPIS"). Details of Subrecipient obligations regarding the required reporting and updating of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (FAPIS) within SAM are posted on the OJP website at <http://ojp.gov/funding/FAPIS.htm> (Award Condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIS), and are incorporated by reference here.

- 10. Program Income:** The Subrecipient agrees that all income earned by the Subrecipient from grant-supported activities is deemed program income. The Subrecipient agrees to comply with the program income requirements of 2 C.F.R. § 200.307 and the most current edition of the DOJ Financial Guide - Program Income, on the use, disposition, accounting and reporting of program income. Program income earnings and expenditures must be shown on Expenditure Report.

State Circular Standard Grant Agreement Form, 07-05-OMB, defines program income to include any interest earned of \$250 or more in a fiscal year on advances of grant funds.

- 11. Audit Requirements:** As required under the federal Single Audit Act of 1984, Pub. L. 98-502, as amended, the Subrecipient agrees to comply with the organizational audit requirements of 2 CFR § 200.500, et seq., the most current edition of the DOJ Financial Guide - Audit Requirements, the Government Accountability Office's Government Auditing Standards (Yellow Book), and the State Circular, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid Payments, 15-08-OMB.

The Subrecipient understands and agrees that L&PS may withhold funds, or may impose other related requirements, if the Subrecipient does not satisfactorily and promptly address outstanding issues (if any) from audits required by the 2 C.F.R. Part 200, or by the terms of this award, or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

- 12. Trafficking Victims Protection Act:** The Subrecipient understands that DOJ and its agencies reserve the right to unilaterally terminate this award, without penalty for a violation of the Trafficking Victims Protection Act 2000, 22 U.S.C. §7104(g), as amended. The Award Terms in 2 C.F.R. §175.15(b) are incorporated herein, and state the federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient or its employees engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of this award. The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP website at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award Condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons), and are also incorporated by referencing here.

- 13. Non-Discrimination Requirements:** The Subrecipient agrees to comply, and assure the compliance of its contractors, with any applicable statutorily imposed non-discrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c); the Victims of Crime Act, 42 U.S.C. §10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. §5672; the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000d et seq.; the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794, the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §12131-34; the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; the Age Discrimination Act of 1975, 42 U.S.C.

§6101-07; the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 21 U.S.C. §1101 et seq.; as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, 42 U.S.C. §12114 et seq. as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; the Public Health Service Act, 42 U.S.C. §290dd-2, as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968, 42 U.S.C. §3601 et seq., as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, the requirements of any other nondiscrimination statute(s) which may apply to the application, and the Department of Justice Non-discrimination Regulations, 28 C.F.R. Part 42, Subparts, C, D, E, and G; the Department of Justice regulations on disability discrimination, 28 C.F.R. Part 35, Part 36, Part 39; and the Department of Justice, Policy Guidance Document, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 F.R. 41455 (June 18, 2002); see Ex. Order 13279 (equal protection of the laws for faith-based and community organization).

Exception: If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, Subrecipients may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming.

14. **Retaliatory Actions:** In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by the laws referenced above.
15. **Equal Treatment for Faith Based Organizations:** The Subrecipient agrees to comply with all applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulations entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. 28 C.F.R. Part 38 provides in part that DOJ grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Subrecipients may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from the grantee or a subrecipient must be voluntary. 28 C.F.R. Part 38 also makes clear that organizations participating in programs directly funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion, religious belief, refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Notwithstanding any other special condition of this award, faithbased organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm. **Please note that Part 38 was amended, effective May 4, 2016.**
16. **Limited English Proficiency Standards:** The Subrecipient certifies that Limited English Proficiency (LEP) persons have meaningful access to the services under this program. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI and the Safe Streets Act, Subrecipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written

translation when necessary. The U.S. Department of Justice has issued guidance for Subrecipients to help comply with Title VI requirements. The guidance document can be accessed on the Internet at <http://www.lep.gov>.

17. **Reporting and Data Collection Requirements:** The Subrecipient agrees to comply with all reporting, data collection, and evaluation requirements, as prescribed by the U.S. DOJ, L&PS, and DCJ.
18. **Lobbying Prohibition:** The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval from and OJP, through L&PS.
19. **Texting and Driving Prohibition:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
20. **General Appropriations-law Restrictions:** The Subrecipient must comply with all applicable restrictions on the use of federal fund set out in the relevant fiscal year federal appropriations statutes. Should a question arise as to whether a particular use of federal funds by the Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact L&PS for guidance, and may not proceed without express prior written approval of L&PS. Pertinent restrictions in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.
21. **Licensing and Publishing:** The Subrecipient agrees that DOJ, and its agencies, L&PS, and DCJ reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use: the copyright in any work developed from activities supported by this grant, and any rights of copyright to which a Subrecipient purchases ownership with support. The Subrecipient agrees that L&PS reserves the right to require the Subrecipient not to publish any work, which right shall not be exercised unreasonably. The Subrecipient assures that any publication by the Subrecipient shall include, on the title page, a standard disclaimer of responsibility by L&PS for any opinions or conclusions contained therein.
22. **Made in America:** Only unmanufactured articles, materials, and supplies that have been mined or produced in the United States, and only manufactured articles, materials, and supplies that have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured in the United States, shall be acquired for public use, unless the head of the department or independent establishment concerned determines their acquisition to be inconsistent with the public interest or their cost to be unreasonable (41 USCS §8302).
23. **INS Employment Eligibility Form (I-9):** Organizations funded under this federal grant program must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the recipient of Federal Funds to verify that persons employed by the recipient are eligible to work in the United States.

- 24. Equipment:** Equipment must be used, maintained, and disposed of in a manner consistent with the standards outlined in 2 C.F.R. Part 200, Subpart D, Subtitle 3, Equipment (2 C.F.R. 200.313, supplemented by 2 C.F.R. 2800.313), which includes, but is not limited to, the following requirements: title to equipment acquired under a Federal award will vest upon acquisition in the non-Federal entity subject to the obligations and conditions set forth in 2 C.F.R. 200.313, supplemented by 2 C.F.R. 2800.313; property may not be encumbered without approval of the Federal awarding agency or pass-through entity; property must be used, managed, and disposed of in accordance with paragraphs (b) through (e) of 2 C.F.R. 200.313, supplemented by 2 C.F.R. 2800.313; equipment must be used for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project; property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- 25. Drug-Free Workplace:** Subrecipient must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. These regulations are codified at 28 C.F.R. Part 83.
- 26. FFATA, DUNS, and SAM Requirements:** The Subrecipient agrees to comply with applicable requirements of the Federal Funding Accountability and Transparency Act (FFATA) and its associated regulations, obtain a Data Universal Numbering System (DUNS) number, and must register with and maintain the currency of information in the System of Award Management (unless exempted under 2 C.F.R. 25.100) in order to receive funds provided through this Subaward.
- 27. Procurement:** The Subrecipient agrees that all procurement transactions under this subaward shall be accomplished pursuant to their own documented procurement procedures that reflect applicable state and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in federal regulations 2 C.F.R. Part 200, Subpart D, Subtitle 3, Procurement Standards (2 C.F.R. 200.317 - 200.326). The Subrecipient agrees to conduct every procurement transaction in an open, free, and fair competition.

Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Subrecipient of the contractual responsibilities arising under its procurement. The Subrecipient is the responsible authority, without recourse to L&PS, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

- 28. Sole Source Procurement:** All noncompetitive (e.g., sole source) procurements by grant and cooperative agreement Subrecipients in excess of \$150,000.00, which is currently the Simplified Acquisition Threshold stated in the Federal Acquisition Regulations, must receive prior approval from L&PS and DOJ. (The simplified acquisition threshold is set by Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908). The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP website at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-

award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

- 29. Equal Employment Opportunity Plan:** The Subrecipient 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 these conditions, and may result in suspension or termination of funding until such time as the Subrecipient is in compliance, or termination of the award.
- 30. Reporting Waste, Fraud & Abuse:** The Subrecipient must promptly refer first to L&PS, and then to the DOJ OIG, any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has –
- (1) submitted a claim for award funds that violates the False Claims Act; or
 - (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds.

Potential fraud, waste, abuse, or misconduct should be reported to the OIG:

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

via e-mail: oig.hotline@usdoj.gov

via hotline: 1-800-869-4499 (contact information in English and Spanish)

via hotline fax 1-202-616-9881

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

- 31. Prohibition on Reprisal:** The Subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specific circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

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

- 32. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters:** No Subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- a. In accepting this award, the Subrecipient–

- i. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- b. If the Subrecipient does or is authorized to make subawards or contracts under this award-
 - i. it represents that –
 - 1. it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - 2. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - ii. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

33. Duplication of Benefits: The Subrecipient agrees that if it currently has other active awards of federal funds, or receives any other award of federal funds during the period of performance for this subaward, the Subrecipient promptly must determine whether funds from an of those other federal awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are provided under this award. If so, the Subrecipient will promptly notify L&PS in writing of the potential duplication, and if so requested, seek a budget-modification or change-of-project-scope grant adjustment notice to eliminate any duplication of funding.

34. Data Collection and the Government Performance and Results Act: The Subrecipient must collect, maintain, and provide to OJP, through L&PS, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

35. Grant Monitoring: The Subrecipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or

site visits. The Subrecipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the Subrecipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the Subrecipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the Subrecipient as a DOJ High Risk grantee; or termination of an award(s).

- 36. Information Sharing and Interoperability:** To promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the Subrecipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. The Subrecipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: http://www.it.ojp.gov/gsp_grantcondition. The Subrecipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.
- 37. Privacy and Confidentiality Requirements:** The Subrecipient 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. The Subrecipient 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.

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FFY 2016 JAG FEDERAL SPECIAL CONDITIONS

1. **Sanctuary Cities:** County and local governmental entities with “sanctuary policies” (i.e., policies that either prevent law enforcement from releasing persons without lawful immigration status into Federal custody for deportation, or that prevent state or local law enforcement from sharing certain information with Department of Homeland Security (DHS) officials), are in violation of 8 U.S.C. section 1373. The Subrecipient understands that if L&PS and/or OJP receive information that indicates it may be in violation of 8 U.S.C. section 1373 (or any other applicable federal law) that Subrecipient may be referred to the DOJ Office of Inspector General for investigation. If the Subrecipient is found to be in violation of an applicable federal law by the OIG, the Subrecipient may be subject to criminal and civil penalties, in addition to relevant programmatic penalties, including suspension or termination of funds, inclusion on the high risk list, repayment of funds, or suspension and debarment.
2. **Existing Network Duplication:** 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 jurisdictions, 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.
3. **BJA Training Requests:** The Subrecipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.
4. **Task Force Training:** The Subrecipient agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses 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. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).
5. **Compliance with Criminal Intelligence Systems Operating Policies (if applicable):** The Subrecipient 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 Subrecipient may be fined as per 42 U.S.C. 3789g(c)-(d). The Subrecipient may not satisfy such a fine with federal funds.
6. **National Environmental Policy Act (NEPA)/National Historic Preservation Act:** The Subrecipient 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. 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 Subrecipient 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 Subrecipient 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:

- a. New construction;
- b. 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;
- 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.

The Subrecipient 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 Subrecipient 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.

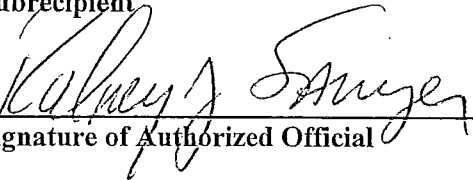
For any of the Subrecipient's existing programs or activities that will be funded by these grant funds, the subrecipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

7. **JAG Success Stories:** BJA strongly encourages the Subrecipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <https://www.bja.gov/Login.aspx> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <https://www.bja.gov/profile.aspx>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <https://www.bja.gov/SuccessStoryList.aspx>.
8. **Quarterly Accountability Metrics:** Any law enforcement agency receiving subawarded JAG funding must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.

CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the 2016 Body-Worn Camera Assistance Program that all the information presented is correct, and that my agency will comply with these conditions, the JAG Program requirements, and all other applicable federal and state laws, regulations, and guidelines.

Mantua Township Police Department
Subrecipient


Signature of Authorized Official

Rodney J. Sawyer
Printed Name of Authorized Official

JAG BWC11-16
Subaward Number

Chief of Police
Title (e.g. Executive Director, Agency Head,
President, Chairperson of the Board)

02/08/2017
Date

FEDERAL SINGLE AUDIT REQUIREMENTS & CERTIFICATION

Applicant/Subrecipient: Township of Mantua

State Vendor Identification Number or EIN: 21-6000825

Total amount of funds received from all entities (including the Department of Law & Public Safety) during your last fiscal year: Federal Amount: \$ _____ State Amount: \$ 328,732.99

Applicant/Subrecipient fiscal year end date December 31st, 2016

The State of New Jersey, Department of Law and Public Safety, Consolidated Grants Management Office requires that all Subrecipients complete this Federal Single Audit Requirement Certification and, if subject to the federal single or program-specific audit requirements, submit proof of compliance from the Federal Audit Clearinghouse ("FAC") website. Please have your Chief Financial Officer or designee complete this form.

A Subrecipient that expends \$750,000 or more in Federal awards (from all sources including pass-through subawards) during its fiscal year must have a single or program-specific audit conducted for that year: See 2 C.F.R. Part 200, Subpart F, Audit Requirements.

Directions: Please check the applicable box below and sign the certification. If your organization or jurisdiction was subject to the federal single audit requirements for any fiscal year starting after January 1, 2015,¹ **you must attach** proof of submission² of your audit reporting package to the FAC website. The FAC website can be found at: <https://harvester.census.gov/facweb/>.

I understand and acknowledge the above federal audit requirements and:

- ☐ My organization or jurisdiction was subject to the federal single or program-specific audit requirements for any fiscal year starting after January 1, 2015. Proof of compliance from the FAC website is attached.
- ☐ My organization or jurisdiction was not subject to the federal single or program-specific audit requirements for any fiscal year starting after January 1, 2015; or
- ☐ My organization is a New Jersey State Agency that is audited during the State of New Jersey's annual single audit.

Printed Name of CFO or designee: Gayle Tschopp

Title: C.F.O.

Signature: Gayle Tschopp

Date: 02/08/2017

¹ Audit reports are due 30 days after receipt from the auditor or 9 months after the end of the fiscal year, whichever is sooner. For example, for fiscal years ending 12/31/2015, audits were due no later than 9/30/2016. For fiscal years ending 6/30/2015, audits were due no later than 3/31/2016.

² See attached directions.



NEW JERSEY STATE AUDIT REQUIREMENTS

In addition to the Federal requirements on the preceding page, Subrecipients must comply with the following State audit requirements outlined in OMB Circular 15-08-OMB (*available at* http://www.state.nj.us/infobank/circular/cir1508_omb.pdf):

- A Subrecipient that expends \$750,000 or more in federal financial assistance or \$750,000 or more in state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year.
- A Subrecipient that expends less than \$750,000 in federal or state financial assistance during its fiscal year, but expends \$100,000 or more in state and/or federal financial assistance (combined amount) during its fiscal year, must have either a financial statement audit conducted in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit conducted for that year.



[Instruction Manual](#) [Federal Program Contacts](#) [FAC Home Page](#)

Search Results for Single Audits

YOUR SEARCH FOUND 0 RECORD(S)

1 SEARCH CRITERIA:

- FISCAL YEAR : ALL YEARS
- FAC RELEASE DATE :
- AUDITEE EIN : 216000825
- EIN RELATIONSHIP : EITHER
- AUDITEE NAME :
- AUDITEE STATE : NJ
- FEDERAL AGENCIES WITH CURRENT OR PRIOR YEAR AUDIT FINDINGS ON DIRECT AWARDS :
- CFDA NUMBERS :
- PASSTHROUGH :
- DIRECT AWARD :
- MAJOR PROGRAM :
- TYPE OF AUDIT FOR MAJOR PROGRAMS :
- FEDERAL AWARD FINDINGS :
- COGNIZANT OR OVERSIGHT AGENCY (FAC CALCULATED) :
- NAME OF FEDERAL COGNIZANT/OVERSIGHT AGENCY :
- FEDERAL AWARD FINDINGS DETAILS (2013 AND BEYOND) :

[Modify Search](#)[Return to IMS Home](#)

The Uniform Guidance (2 CFR 200.512) requires the FAC to make the reporting packages publicly available on a Web site. A senior level representative of the auditee (e.g., state controller, director of finance, chief executive officer, or chief financial officer) has signed a statement that the Form SF-SAC and reporting package does not include protected personally identifiable information (protected PII) or business identifiable information (BII), or if it does, the FAC is authorized to publicly post all information contained in the Form SF-SAC and the reporting package (audit report).

The Uniform Guidance (2 CFR 200.512 (b)(2)) allows auditees who qualify as an Indian Tribe or Tribal Organization (as defined in the Indian Self-Determination, Education and Assistance Act (ISDEAA), 25 U.S.C 450b(f)) to opt out of making their reporting packages publicly available on this site. If this option is exercised, the auditee becomes responsible for submitting the reporting package directly to any pass-through entities through which it has received a Federal award. The auditee would also be responsible for submitting the reporting package directly to any pass-through entities for which the summary schedule of prior audit findings reported the status of any findings related to Federal awards that the pass-through entity provided. Unless restricted by Federal statute or regulation, if the auditee opts not to authorize publication, it must make copies of the reporting package available for public inspection.

If you would like to report a problem, please contact the Federal Audit Clearinghouse at FAC@hhs.gov or call 1-800-250-0890.

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
2016 BODY-WORN CAMERA (BWC) ASSISTANCE PROGRAM

Certification Regarding Debarment, Suspensions and Other Responsibility Matters

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, the applicant certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony conviction has been disclosed in writing to the Office of Justice Programs (OJP) at ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.
- D. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (B) above; and
- E. Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Proof of eligibility for federal funds must be attached to this certification. You may access and search your agency through the Federal System For Award Management (SAM) website at: <https://www.sam.gov/>.

Certification Regarding Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies, to the best of its knowledge and belief, that:



- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency; a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subawards, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

Certification Regarding a Drug- Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988 (41 USC 8102 et seq.), and implemented at 28 CFR Part 83, Subpart F, the applicant certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an on-going drug-free awareness program to inform employees about
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:

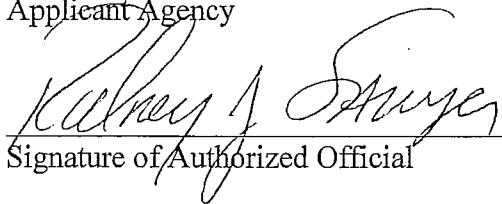
- 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction;
- E. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (D) (2) from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title.
- F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
- 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

Certification

As the duly authorized representative of the Applicant, I hereby certify that the Applicant will comply with the above-referenced requirements in accordance with the 2016 BWC Assistance Program.

Mantua Township Police Department
Applicant Agency

JAG BWC11-16
Subaward Number (if known)


Signature of Authorized Official

Chief of Police
Title of Authorized Official

Rodney J. Sawyer
Printed Name of Authorized Official

02/08/2017
Date

NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

DEPARTMENT OF LAW & PUBLIC SAFETY
CIVIL RIGHTS COMPLIANCE CHECKLIST

(to be completed by subrecipients of U.S. Department of Justice Grants only)

Subrecipient: Township of Mantua

Subaward Number: JAG BWC11-16

1. If the subrecipient is required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-.308, does the subrecipient have an EEOP on file for review?

Yes ☐ No ☐ N/A ☒

If yes, on what date did the subrecipient prepare the EEOP?

2. If the subrecipient is required to submit an EEOP Utilization Report to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) in accordance with 28 C.F.R. §§ 42.301-.308, has the subrecipient done so?

Yes ☐ No ☐ N/A ☒

If yes, on what date did the subrecipient submit the EEOP Utilization Report?

3. Has the subrecipient submitted a Certification Form to the OCR certifying compliance with the EEOP requirements?

Yes ☐ No ☒

If yes, on what date did the subrecipient submit the Certification Form?

4. How does the subrecipient notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, and, if a recipient of funding authorized by the Violence Against Women Act of 1994 (VAWA) or its subsequent enactments, sexual orientation and gender identity, in the delivery of services (e.g., posters, inclusion in brochures or other program materials)?

The EEOP language and anti discrimination / AWDA is included in our personnel policies handbook, and referenced all bid specs, contracts and employment listings

Comments:



NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

5. How does the subrecipient notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and, if a VAWA recipient, sexual orientation and gender identity, in employment practices (e.g., posters, dissemination of relevant orders or policies, inclusion in recruitment materials)?

The EEOP language and anti discrimination / AWDA is included in our personnel policies handbook, and referenced all bid specs, contracts and employment listings.

Comments:

6. Does the subrecipient have written policies or procedures in place for notifying employees how to file complaints alleging discrimination by the subrecipient?

Yes ☒ No ☐

If yes, give an explanation of these policies and procedures:

See Page 6 Mantua Township personnel policies

7. Does the subrecipient have written policies or procedures in place for notifying program participants and beneficiaries how to file complaints alleging discrimination by the subrecipient, including how to file complaints with the Department of Law & Public Safety (Department) and the OCR?

Yes ☒ No ☐

If yes, give an explanation of these policies and procedures:

MTPD SOP's Vol 3, Chapt 13 (Recruitment)

8. If the subrecipient has 50 or more employees and receives DOJ funding of \$25,000 or more, has the subrecipient taken the following actions:

a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of disability in employment practices and the delivery of services.

Yes ☐ No ☐ N/A ☒

*NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL*

b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G.

Yes ☐ No ☐ N/A ☒

c. Notified program participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability.

Yes No N/A ☒

Comments:

9. If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:

a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex.

Yes No N/A ☒

b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54.

Yes No N/A ☒

c. Notified applicants for admission and employment, employees, students, parents, and others that the subrecipient does not discriminate on the basis of sex in its education programs or activities.

Yes No N/A ☒

Comments:

10. Has the subrecipient complied with the requirement to submit to the Department and OCR any findings of discrimination against the subrecipient issued by a federal or state court or a federal or state administrative agency on the grounds of race, color, religion, national origin, or sex?

Yes No N/A: No Findings ☒

Comments:

*NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL*

11. What steps has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

None

Comments, including an indication of whether the subrecipient has developed a written policy on providing language access services to LEP persons:

12. Does the subrecipient conduct any training for its employees on the requirements under federal civil rights laws?

☒ Yes

No

Comments:

13. If the subrecipient conducts religious activities as part of its programs or services, does the subrecipient do the following:

- a. Provide services to everyone regardless of religion or religious belief.

Yes

No

N/A



- b. Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities.

Yes

No

N/A



- c. Ensure that participation in religious activities is voluntary for beneficiaries of federally-funded programs.

Yes

No

N/A



Comments:

NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

14. If the subrecipient receives VAWA funds, does it serve male victims of domestic violence, dating violence, sexual assault, and stalking?

Yes

No

N/A

☐

Comments:

15. If the subrecipient receives VAWA funds, does the subrecipient provide sex-segregated or sex-specific services?

Yes

No

N/A

☐

If yes, describe how services are sex-segregated or sex-specific:

If yes, has the subrecipient determined that providing services that are sex-segregated or sex-specific is necessary to the essential operation of the program?

Yes

No

N/A

☐

If yes, describe how the subrecipient determined that providing sex-segregated or sex-specific services is necessary to the essential operation of the program:

Form Completed By:

Rodney J. Sawyer

Name

Signature

Chief of Police

Title

2/8/2017

Date

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Mantua Township Police Department

Address: 405 Main street, Mantua NJ 08051

Is agency a; ☐ Direct or ☒ Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? ☒ Yes ☐ No

DUNS Number: 014767982

Vendor Number (only if direct recipient)

Name and Title of Contact Person: Chief Rodney J. Sawyer

Telephone Number: 856-468-1920

E-Mail Address: rjsawyer@mantuatownship.com

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

☒ Less than fifty employees.

☐ Indian Tribe

☐ Medical Institution.

☐ Nonprofit Organization

☐ Educational Institution

☒ Receiving a single award(s) less than \$25,000.

I, Rodney J. Sawyer [responsible official], certify that the Mantua Township Police Department [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that The Mantua Township Police Department [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Chief Rodney J. Sawyer

02/08/2017

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section D—Declaration Stating that Recipient Subawards a Single Award Over \$500,000

If a recipient agency, subawards a single award of \$500,000 or more then the granting agency should provide a list; including, name, address and DUNS # of each such sub-recipient.

[illegible]

If additional space is necessary, please duplicate this page.

INSTRUCTIONS

Completing the Certification Form

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three. If recipient completes Section A *or* C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D

Recipients that (1) receive a single award over \$500,000; *and* (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
2016 BODY-WORN CAMERA (BWC) ASSISTANCE PROGRAM

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

BWC Policy Certification

Subrecipients who wish to use JAG funds to purchase BWC equipment, or to implement or enhance BWC programs, must certify that they or the law enforcement agency receiving the BWC funding have policies and procedures in place related to equipment usage, data storage, privacy, victims, access, disclosure, training, etc.

Any subrecipients using JAG funds for BWC-related expenses who do not have BWC policies and procedures in place will have funds withheld until a certification is submitted and approved by the New Jersey Department of Law and Public Safety.

On behalf of the applicant entity named below, I certify the following:

I certify that our agency has developed or reviewed and updated our agency BWC policy. BWC policy and practices at a minimum must reinforce appropriate agency Use of Force policies and training and address technology usage, evidence acquisition, data storage and retention, as well as privacy issues, accountability and discipline.

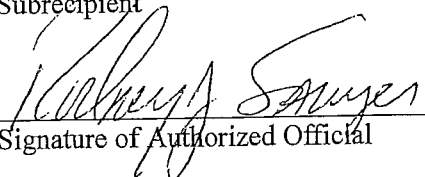
I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program (OJP) grants, including certifications provided in connection with such grants, are subject to review by the OJP and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity.

Fiscal Year of JAG Award: 2016

Mantua Township Police Department
Subrecipient

JAG BWC11-16
Subaward Number (if known)


Signature of Authorized Official

Chief of Police
Title of Authorized Official

Rodney J. Sawyer
Printed Name of Authorized Official

02/08/2017
Date

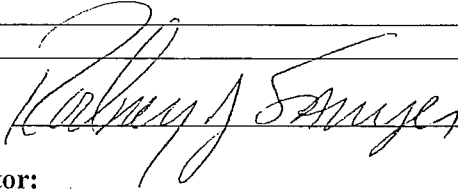


FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT FORM

To be completed by Subrecipient:

1. Agency Name: Mantua Township Police Department
2. City: Mantua 3. State: NJ 4. Zip + 4: 08051 -
5. Congressional District: 2
6. DUNS number: 014767982 (<http://www.dnb.com/us/>)
7. Parent DUNS Number, if a subsidiary or controlled by a Parent organization:
8. Location of Primary Place of Performance of Project (if different than above):
City: State: Zip +4: -
Congressional District:
9. The names and total compensation of the five most highly compensated officers of the entity (and parent if owned by another entity) if:
(i) the entity in the preceding fiscal year received—
(a) 80 percent or more of its annual gross revenues in Federal awards; and
(b) \$25,000,000 or more in annual gross revenues from Federal awards; and
(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.

<u>Officer Name</u>	<u>Total Compensation</u>
#1	
#2	
#3	
#4	
#5	

10. Signature of Agency Representative: 

To be completed by Division/SubGrantor:

1. Amount of Award:
2. Federal: 3. Match or State Share:
4. Award Title: 5. Award Number:
6. Transaction Type:
7. CFDA Number:
8. Program Source:
9. Descriptive Title of Project:
- Date of Award (OAG use only):

