



Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics

Office of Justice Programs

Washington, D.C. 20531

September 22, 2015

Mr. Darrell Fisher  
Nebraska Commission on Law Enforcement and Criminal Justice  
P.O. Box 94946  
301 Centennial Mall South  
Lincoln, NE 68509

Dear Mr. Fisher:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the BJS FY 15 2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase 1 Support for State Programs: BJS FY 15 2015 NCS-X Implementation in the amount of \$400,000 for Nebraska Commission on Law Enforcement and Criminal Justice.

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

If you have questions regarding this award, please contact:

- Program Questions, Alexia D. Cooper, Program Manager at (202) 307-0582; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

William J. Sabol, Ph.D.  
Director

Enclosures



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs

Department of Justice

810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690

TTY: (202) 307-2027

E-mail: [askOCR@usdoj.gov](mailto:askOCR@usdoj.gov)

Website: [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

September 22, 2015

Darrell Fisher  
Task Force Commission on Law Enforcement and Criminal Justice  
Box 94946  
Centennial Mall South  
Lincoln, NE 68509

Dear Mr. Fisher:

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

### Ensuring Access to Federally Assisted Programs

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### Enforcing Civil Rights Laws

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

## **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

## **Providing Equal Treatment for Faith-Based Organizations**

DOJ regulation, *Equal Treatment for Faith-Based Organizations*, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

State and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified in U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these discrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

## **Guidance on Arrest and Conviction Records in Making Employment Decisions**

OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See *Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964* (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

## **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two conditions: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. B) and (2) abiding by the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), 42.205(c)(5)).

## Meeting the EEOP Requirement

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 690-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

## Meeting the Requirement to Submit Findings of Discrimination

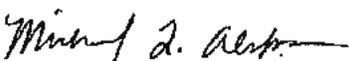
For the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, sex, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

## Ensuring the Compliance of Subrecipients

SAAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

Grant Manager  
Financial Analyst



PIENT NAME AND ADDRESS (Including Zip Code) aska Commission on Law Enforcement and Criminal Justice Box 94946 301 Centennial Mall South ohn, NE 68509	4. AWARD NUMBER: 2015-VF-GX-K154	
	5. PROJECT PERIOD: FROM 01/01/2016 TO 12/31/2016 BUDGET PERIOD: FROM 01/01/2016 TO 12/31/2016	
ANTEE IRS/VENDOR NO. 91233	6. AWARD DATE 09/22/2015	7. ACTION Initial
	8. SUPPLEMENT NUMBER 00	
ANTEE DUNS NO. 73980	9. PREVIOUS AWARD AMOUNT \$ 0	
ECT TITLE aska NIBRS Update and Expansion	10. AMOUNT OF THIS AWARD \$ 400,000	
	11. TOTAL AWARD \$ 400,000	

ICIAL CONDITIONS  
 . ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH  
 THE ATTACHED PAGE(S).

TUTORY AUTHORITY FOR GRANT  
 project is supported under 42 U.S.C. 3732 (BJS - general)

TALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)  
 34 - Special Data Collections and Statistical Studies

ETHOD OF PAYMENT  
 S

AGENCY APPROVAL		GRANTEE ACCEPTANCE	
TYPED NAME AND TITLE OF APPROVING OFFICIAL  iam J. Sabol, Ph.D. ctor		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL  Darrell Fisher Executive Director	
NATURE OF APPROVING OFFICIAL  		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE

AGENCY USE ONLY							
COUNTING CLASSIFICATION CODES						21. PV3RGT0087	
JL	FUND	BUD.	DIV.				
R	CODE	ACT.	OFC.	REG.	SUB.	POMS	AMOUNT
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IM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

IM 4000/2 (REV. 4-88)



ECT NUMBER 2015-VF-GX-K154

AWARD DATE 09/22/2015

*SPECIAL CONDITIONS*

1. Applicability of Part 200 Uniform Requirements

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") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award.

Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326).

For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide").
3. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights is a violation of the Standard Assurances executed by the recipient, and may result in suspension of funding until such time as the recipient is in compliance, or termination of the award.
4. The recipient understands and agrees that OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.
5. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
6. The recipient and any subrecipients must promptly refer 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 by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov) hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig)



PROJECT NUMBER 2015-VF-GX-K154

AWARD DATE 09/22/2015

*SPECIAL CONDITIONS*

7. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or 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.

1. In accepting this award, the recipient --

- a. 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
- b. 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.

2. If the recipient does or is authorized to make subawards or contracts under this award --

a. 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

b. 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.

8. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

9. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Cooperative Agreement

ECT NUMBER 2015-VF-GX-K154

AWARD DATE 09/22/2015

*SPECIAL CONDITIONS*

10. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
11. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients 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.
12. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").
13. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
14. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds 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 being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
15. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
16. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
17. A recipient that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).
18. The recipient must collect, maintain, and provide to OJP, 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.



Cooperative Agreement

PROJECT NUMBER 2015-VF-GX-R154

AWARD DATE 09/22/2015

*SPECIAL CONDITIONS*

19. Recipient agrees that criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds will be compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
20. The recipient agrees to provide performance-related data, as outlined in the program announcement, to be used to measure the results of the project.
21. The recipient shall provide the project manager with a copy of all interim and final reports and proposed publications (including those prepared for conferences and other presentation) resulting from this agreement. Any publications, excluding press releases and newsletters, whether published at the recipient's or government's expense shall contain the following statement: This project was supported by Grant No. \_\_\_\_\_ awarded by the Bureau of Justice Statistics, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of Justice. BJS defines publications as any planned, written, visual or sound material substantively based on the project, formally prepared by the recipient for dissemination to the public.
22. Recipient agrees that activities funded under this award will be closely coordinated with related activities supported with OJP, State, local, or tribal funds.
23. Grant funds may be used only for the purposes in the recipient's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OJP grant funds, without prior written approval from OJP.
24. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
25. No federal funds shall be used to pay for any part of air travel that includes business or first class seating except as authorized for government travel (as described in OMB Circular A-122) and authorized by the grant manager prior to booking such tickets.



PROJECT NUMBER 2015-VF-GX-K154

AWARD DATE 09/22/2015

*SPECIAL CONDITIONS*

26. Within 45 calendar days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

Further instructions regarding the submission of this data, and how to determine costs, are available in the OJP Financial Guide Conference Cost Chapter.



Cooperative Agreement

ECT NUMBER 2015-VF-GX-K154

AWARD DATE 09/22/2015

*SPECIAL CONDITIONS*

27. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
28. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
29. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons. Successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. OJP will not unreasonably withhold approval. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.
30. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently \$150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the OJP Financial Guide.
31. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
32. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov/>) using the SF 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ff\\_report.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf)), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
33. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
34. This project is funded as a cooperative agreement. The basis for using a cooperative agreement is the substantial involvement of the Bureau of Justice Statistics (BJS) in providing information, guidance, and direction relative to special data collections and the development of statistical studies. BJS will exercise general approval over the entire project.



AWARD NUMBER 2015-VF-GX-K154

AWARD DATE 09/22/2015

*SPECIAL CONDITIONS*

35. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
36. No federal funds under this or any other award may be used to pay compensation to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

For purposes of this condition, the term 'compensation'--

- (i) includes salary, bonuses, periodic payments, severance pay, the value of a compensatory or paid leave benefit not excluded by clause (ii), and the fair market value of any employee perquisite or benefit not excluded by clause (ii); and
- (ii) excludes any award recipient expenditure for health, medical, or life insurance, or disability or retirement pay, including pensions benefits.



Department of Justice  
Office of Justice Programs  
*Bureau of Justice Statistics*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Gerald F. Ramker, Mr.

**Subject:** Categorical Exclusion for Nebraska Commission on Law Enforcement and Criminal Justice

Some of the following activities will be conducted either under the OJP Federal action or a related third party action: 1) New construction; 2) Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year floodplain; 3) A renovation which will change the basic prior use of a facility or significantly change its size; 4) Research and technology development whose anticipated and future application could be expected to have an effect on the environment; and 5) Implementation of a program involving the use of chemicals. Consequently, the subject Federal action meets OJP's criteria for a categorical exclusion as contained in paragraph 4.(b) of Appendix D to Part 61 of the Code of Federal Regulations. Additionally, the proposed action is neither a phase nor a segment of a project which when viewed in entirety would not meet the criteria for a categorical exclusion.



Cooperative Agreement

PROJECT NUMBER  
2015-VF-GX-K154

PAGE 1 OF 1

This project is supported under 42 U.S.C. 3732 (BJS - general)

1. STAFF CONTACT (Name & telephone number)  
  
Alexia D. Cooper  
(202) 307-0582

2. PROJECT DIRECTOR (Name, address & telephone number)  
  
[REDACTED]  
Chief Information Services Division  
PO Box 94946  
Lincoln, NE 68509  
(402) 471-3992

3a. TITLE OF THE PROGRAM  
  
BJS FY 15 2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase 1 .  
Support for State Programs: BJS FY 15 2015 NCS-X Implementation

3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)

4. TITLE OF PROJECT  
  
Nebraska NIBRS Update and Expansion

5. NAME & ADDRESS OF GRANTEE  
  
Nebraska Commission on Law Enforcement and Criminal Justice  
P.O. Box 94946 301 Centennial Mall South  
Lincoln, NE 68509

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD  
  
FROM: 01/01/2016 TO: 12/31/2016

8. BUDGET PERIOD  
  
FROM: 01/01/2016 TO: 12/31/2016

9. AMOUNT OF AWARD  
  
\$ 400,000

10. DATE OF AWARD  
  
09/22/2015

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)  
  
The National Crime Statistics Exchange (NCS-X) is an effort to expand the FBI's National Incident-Based Reporting System (NIBRS) into a nationally representative system of incident-based crime statistics. BJS and the FBI are implementing NCS-X with the support of other Department of Justice agencies, including the Office for Victims of Crime. The goal of NCS-X is to enroll a sample of 400 scientifically selected law enforcement agencies to submit data to NIBRS; when these 400 new NIBRS-reporting agencies are combined with the more than 6,300 agencies that reported to NIBRS as of 2013, the nation will have a nationally representative system of incident-based crime statistics drawn from the operational data systems of local police departments. These incident-based data will draw upon the attributes and circumstances of criminal incidents and allow for more detailed and transparent descriptions of crime in communities.

The current mechanism by which local law enforcement (LE) agencies report data to the FBI's NIBRS, in general, is for local LE agencies to submit data to their state UCR reporting program, and then for the state UCR program to report those data to the FBI. While the FBI does accept NIBRS data directly from a small

number of law enforcement agencies, the highly preferred route of reporting is through the state UCR program.

Funding from 2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program will help states expand their current capacity to report incident-based crime data to the FBI's National Incident-Based Reporting System (NIBRS). The plan to transition local agencies to NIBRS reporting requires enhancing the "state pipeline" in order to ensure that each state's Uniform Crime Reporting program is capable of receiving and processing local incident-based crime data.

Specifically, funds will be used to purchase a new repository, with NIBRS compatible RMS system. These funds allow Nebraska to update their reporting to be consistent with the most current NIBRS standards (recording human trafficking, animal cruelty, etc.), as well as the NE-specific IBR requirements, to ensure continuity with the elements collected in the existing system. Funds will also be used to provide training on the new RMS functionality for small agencies and for agencies that decide to migrate to NIBRS during this time.

Note: This project contains a research and/or development component, as defined in applicable law. (CA/NCF)

**2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance  
Program: Phase 1 – Support for State Programs**

**Category 2: Implementation**

The Nebraska Crime Commission is pleased to be able to make application for funds through this Bureau of Justice Statistics initiative. Not only is the program worthy and essential to meet national goals but it provides a timely opportunity for the Nebraska Crime Commission to update its NIBRS program as well as address adding new law enforcement agencies to the list contributing NIBRS data, including agencies in the targeted pool of agencies for the national sample of crime statistics.

**STATEMENT OF THE PROBLEM**

The Nebraska Commission on Law Enforcement and Crime Justice (Nebraska Crime Commission), through its Information Services Division and the Statistical Analysis Center (SAC), administers the UCR/NIBRS Program for the state. Since its inception approximately 43 years ago the program has seen many changes and adjustments, both programmatically as well as with technology. We are now at a crossroads where we can make significant improvements to the program and work to meet the federal goals.

As with most states, Nebraska started collecting crime data through the Uniform Crime Reporting (UCR) program. About 43 years later we operate a program that collects both UCR and NIBRS from law enforcement. While we have a few agencies contributing standard summary data monthly we also have agencies reporting record level data that does not meet NIBRS level of data checks. We started collecting NIBRS in about 2001 and became certified. To

try and provide utility of NIBRS data and encourage agencies to report NIBRS we developed NIBRS+, utilizing extensions of the standard NIBRS records to collect things such as names, addresses, etc. This data could then be posted for operational use on NCJIS (Nebraska Criminal Justice Information System, a searchable data portal for criminal justice agencies) and, once N-DEx was operational, allowed us to provide this data to the FBI for national sharing. Leveraging and merging goals of statistical reporting with operational needs has allowed us to continue down a path of close interaction with agencies and even vendors.

To collect, maintain and submit NIBRS data to the FBI we initially acquired a commercial NIBRS repository. The vendor was later bought by Motorola who has been providing support and maintenance. This has been somewhat problematic as Motorola has not always seemed to be corporately invested in the NIBRS repository or being sure it fit with FBI program changes. It played out when, in September of 2014, we were notified that Motorola would be dropping the product in August of 2018. While they had earlier indicated to us there may be changes (sale of the product, for instance) this obviously set us on a path to have to look at replacing the repository. While Motorola indicated they would possibly make the code available to us (and other users) it is outdated code and we do not see any viable way to try and maintain and update the repository code. Instead, we know we must replace the repository, including bringing it and our program, up to all of the current FBI standards and data reporting components. We also need to keep the things such as NIBRS+ that add to the robustness of data usage in Nebraska.

This grant application focuses on updating the NIBRS repository, bringing our program to the point of currency with NIBRS components, facilitating adding agencies by including a basic records management system (RMS) within the repository to bring on more small agencies who cannot support a full RMS, and allow us to be able to accept NIBRS data from Nebraska agencies listed in the NCS-X target group. The NIBRS repository is obviously the centerpiece to this strategy that we will build upon.

#### **PROJECT DESIGN AND IMPLEMENTATION**

When we were aware that Motorola may drop its product we reached out to vendors. We had tried starting the discussion at the ASUCRP meeting in 2014, identifying potential replacement products. In looking at currently available repositories we found features that could help us, including vendors getting away from narrowly scoped products. Subsequent to the meeting we reached out to the vendors for potential pricing and details on features. Two vendors were will to give us information and that is what is the basis for cost figures as well as other things discussed in the grant application. While we did not have official word on Motorola's decision when we submitted our biennial budget in early September of 2015 we made the budget office aware of the potential need for change. Replacement funding was not included in the agency's budget.

The following would be the key components of the NIBRS repository solicited through a competitive RFP.

1. Fully functioning NIBRS repository at a minimum capable of
  - a. Electronically importing Nebraska compliant files
    - i. NOTE: Nebraska has minor additions to the FBI NIBRS specification
    - ii. All current FBI NIBRS requirements and specifications (e.g. human trafficking) would be required.
    - iii. NCJIS strips NIBRS+ elements from the file after agencies electronically upload via NCJIS
  - b. Generating error reports on all submitted files for return to the agency for correction and resubmission
  - c. Generating FBI compliant files for electronic submission to the FBI
  - d. Testing NIBRS files from new agencies and vendors for compliance without automatically inserting the files into the repository database.
  - e. Generating an output file meeting UCR criteria that could then be merged with our other UCR data, resulting in our Crime in Nebraska report and online data posting.
    - i. We have developed a process that pulls together UCR electronically submitted data, UCR data entered data, and UCR data derived from NIBRS reporting for our statewide crime reporting base file.
  - f. Importing historical data for reporting and comparison
2. The repository will have to already be operational and certified in another jurisdiction, preferably more than one.
  - a. A condition of full payment will be certification for Nebraska.

3. Reporting functionality

- a. Statewide
- b. By agency

4. Agency level data entry of NIBRS data

- a. Preferably a basic RMS for the small agencies
- b. NOTE: This would likely be hosted securely behind NCJIS

Selection of the repository and overall project staffing will include the following.

- [REDACTED]
  - Chief, Information Services Division
  - Director, Statistical Analysis Center
  - MS, Mathematics, University of Nebraska - Lincoln
  - Involved with the Crime Commission and UCR/NIBRS for 29 years.
  - He has extensive experience with grants, RFPs, project management, software acquisition and implementation as well as statistical reporting. He will be the project lead and oversee the project and all required reporting.
- [REDACTED]
  - Manager, UCR/NIBRS Reporting Program
- [REDACTED]
  - UCR/NIBRS Program staff
  - She will actually be leaving the agency and replaced by the time of the project.
- [REDACTED]

- IT Support and Programmer

- We anticipate including law enforcement agency representatives in the selection process to provide input on the RMS component. This will include agencies currently automated as well as potential candidates for automation.
- The Nebraska Crime Commission has extensive experience with grants, as a grantee and as the SAA, and can comply with fiscal and other reporting requirements within its existing structure.

Reporting varies in the state as we do not have a statutory mandate for NIBRS. Nebraska is classified as having both SRS and NIBRS. Also, we receive NIBRS data from about 60 agencies, less than 80% of our law enforcement agencies. Many of our small agencies do not have the technical infrastructure or budget to independently support a standalone, commercial NIBRS-based RMS. Through the efforts of our CHIS Advisory Committee in the late 1990's, we issued an RFP and used grant funds to obtain licenses for Sleuth, a commercial RMS, that we provided to about 75 local agencies. This included NIBRS reporting and many agencies are still using Sleuth and reporting. After an upgrade to the software we found many small agencies could not fiscally or technically support having to run a SQL-based system and/or network. The Crime Commission is instead hosting a web-based application of Sleuth for several agencies but this is not a good long-term solution. When we looked at repository products we were told that they had the capability for this RMS/entry option. At the time our focus was on avoiding a gap in having a functioning repository but this capability will fit in well with the grant solicitation's goal of adding agencies. We would encourage agencies to move to this platform, assuming good functionality, and being able to bring on various of our small agencies.

We had been contacted earlier about Nebraska agencies selected to be in the NCS-X sample. They are the Cuming County Sheriff Office, the Omaha Police Department, The Grand Island Police Department, the Nebraska State Patrol (Polk County), and the Omaha Tribal Police Department. We have reached out to most and have some information on the agencies' current status and plans. Cuming County previously submitted NIBRS data but have not the last five years; we would hope to be able to encourage and get their participation. Grand Island PD has expressed interest in NIBRS and we plan to go over it with them but staffing changes have limited our ability to do so yet. The State Patrol is in the process of implementing a new RMS but have stated they intend to move to NIBRS. The Omaha PD is also going through an RMS change and indicate that they do not anticipate moving to NIBRS at this time; they will actually be moving from a purely manual system to automating UCR reporting. While the Omaha Tribal PD does not report crime statistics to the state we would certainly be willing to discuss receiving their data and forwarding it to the FBI if they were to also contribute NIBRS+ to be shared. We do not feel that adding any of these agencies would provide a technical problem for a modern repository nor should the additional volume become a burden on our limited staff. This is also in anticipation of procuring a modern repository with automated features.

Throughout the scope of this project we will maintain open communications with the NCS-X Team as well as Nebraska agencies. It is assumed that communication with the NCS-X Team will be electronic and any formal reports will either be in a standard form or narrative. The Crime Commission has many paths to communicate with the law enforcement community. In addition to ongoing participation at monthly and quarterly meetings of the NE Sheriffs Association and the Police Chiefs Association of Nebraska, we are regularly scheduled for updates at

association's annual meetings and have ongoing work meeting with the State Patrol. We also regularly use NCJIS as a way to reach out to agencies. While we can contact the state's targeted agencies it is suggested that an overview and some outreach from the NCS-X Team or others would be useful. Our understanding is that the Omaha PD has been contacted but there may need to be outreach to get them onboard.

## **COSTS**

The Nebraska Crime Commission is only requesting funds directly related to acquisition and implementation of the repository and RMS for NIBRS input/collection. These costs are based upon figures presented by vendors who were willing to discuss potential repository costs as well as our own projections for training. We received two estimates for the repository and have used the higher.

Base Repository Cost	\$300,000
Nebraska Specific Modifications	\$50,000
Agency RMS Training and possible Data Migration	\$50,000
<b>TOTAL</b>	<b>\$400,000</b>

- These costs assume that the repository has adequate RMS functionality.
- These costs assume that the two repositories looked at can meet Nebraska's needs. If we had to go to another vendor the costs could vary.
- These costs assume the prices provided will still be relevant and available.

- This assumes that the repository vendor will be providing all services related to the acquisition.
- If not all of these grant funds were needed for acquisition then we would request putting the grant funds to maintenance, training, housing and related needs.
- The software is planned to be installed within the State's virtual network. We will be billed by the State for this but will not need to acquire hardware.
- We will do all internal programming necessary if changes are required to NCJIS or our UCR workflow with agency resources.
- We plan to train agencies on NIBRS with existing staff. However, we will look forward to any training made available by the FBI or others as we have had staffing turnover within the last year.

#### **PROJECTED TIMELINE**

The following assumes an award date in late 2015 with a project start date of January, 2016.

Our preferred plan is to operate the new and current repositories in parallel through 2017 so we can compare outcomes and files. This may be slightly complicated because the new repository will be able to accept some items (such as cargo theft) that we do not have in the current repository. We will probably need to target certain agencies to make changes for testing.

<b>Date/Quarter</b>	<b>Task</b>	<b>Responsible Party</b>
January, 2016	KickOff Call	NCC/ [REDACTED], NCS-X Team,

		FBI
ONGOING	Coordination with NCS-X Team	NCC, NCS-X Team
1 <sup>st</sup> Qtr, 2016	Develop RFP	NCC
1 <sup>st</sup> Qtr, 2015	Reach out to potential RMS users	NCC
April, 2016	Issue RFP	State of NE Purchasing
May, 2016	Vendor's Conference/Questions	NCC, State of NE Purchasing
July, 2016	Bids Due	
3 <sup>rd</sup> Qtr, 2016	Review Bids	NCC
3 <sup>rd</sup> Qtr, 2016	Product Demonstrations	State of NE Purchasing, NCC
September, 2016	Contract Award	State of NE Purchasing, NCC
4 <sup>th</sup> Qtr, 2016	Work with vendor on required changes; test changes (as feasible)	NCC
4 <sup>th</sup> Qtr, 2016 – 1 <sup>st</sup> Qtr, 2017	Develop updated NIBRS specifications for vendor submission	NCC
January, 2017	Installation of repository at NCC	Vendor, NCC

2017	concurrent operations of both repositories; testing; vendor modifications as necessary; importing of historical data	NCC, selected LE agencies, vendor
1 <sup>st</sup> -2 <sup>nd</sup> Qtr, 2017	Notify RMS vendors in NE of the updating of NIBRS submission specs	NCC
3 <sup>rd</sup> -4 <sup>th</sup> Qtr, 2017	Onboard and train agencies to use and test the RMS component of the repository	NCC
3 <sup>rd</sup> -4 <sup>th</sup> Qtr, 2017 - ?	Onboard/update agencies able to submit with the new NIBRS specifications	NCC
3 <sup>rd</sup> -4 <sup>th</sup> Qtr, 2017	Test with the FBI for NIBRS certification	NCC
January, 2018	Have all agencies reporting to the new repository	NCC
August, 2018	Archive the Motorola repository	NCC

W

sdfasdf

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

06/30/2015

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Nebraska Commission on Law Enforcement and Criminal Justice

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

**\* c. Organizational DUNS:**

**d. Address:**

**\* Street1:**

**Street2:**

**\* City:**

**County/Parish:**

**\* State:**

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

**\* First Name:**

**Middle Name:**

**\* Last Name:**

**Suffix:**

**Title:** Chief, Information Services Division

**Organizational Affiliation:**

Nebraska Crime Commission

**\* Telephone Number:**

**Fax Number:**

**\* Email:**

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

Bureau of Justice Statistics

**11. Catalog of Federal Domestic Assistance Number:**

16.734

**CFDA Title:**

Special Data Collections and Statistical Studies

**\* 12. Funding Opportunity Number:**

BJS-2015-4247

**\* Title:**

2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase I - Support for State Programs

**13. Competition Identification Number:**

BJS-2015-4254

**Title:**

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Nebraska NIBRS Update and Expansion

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	400,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	400,000.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

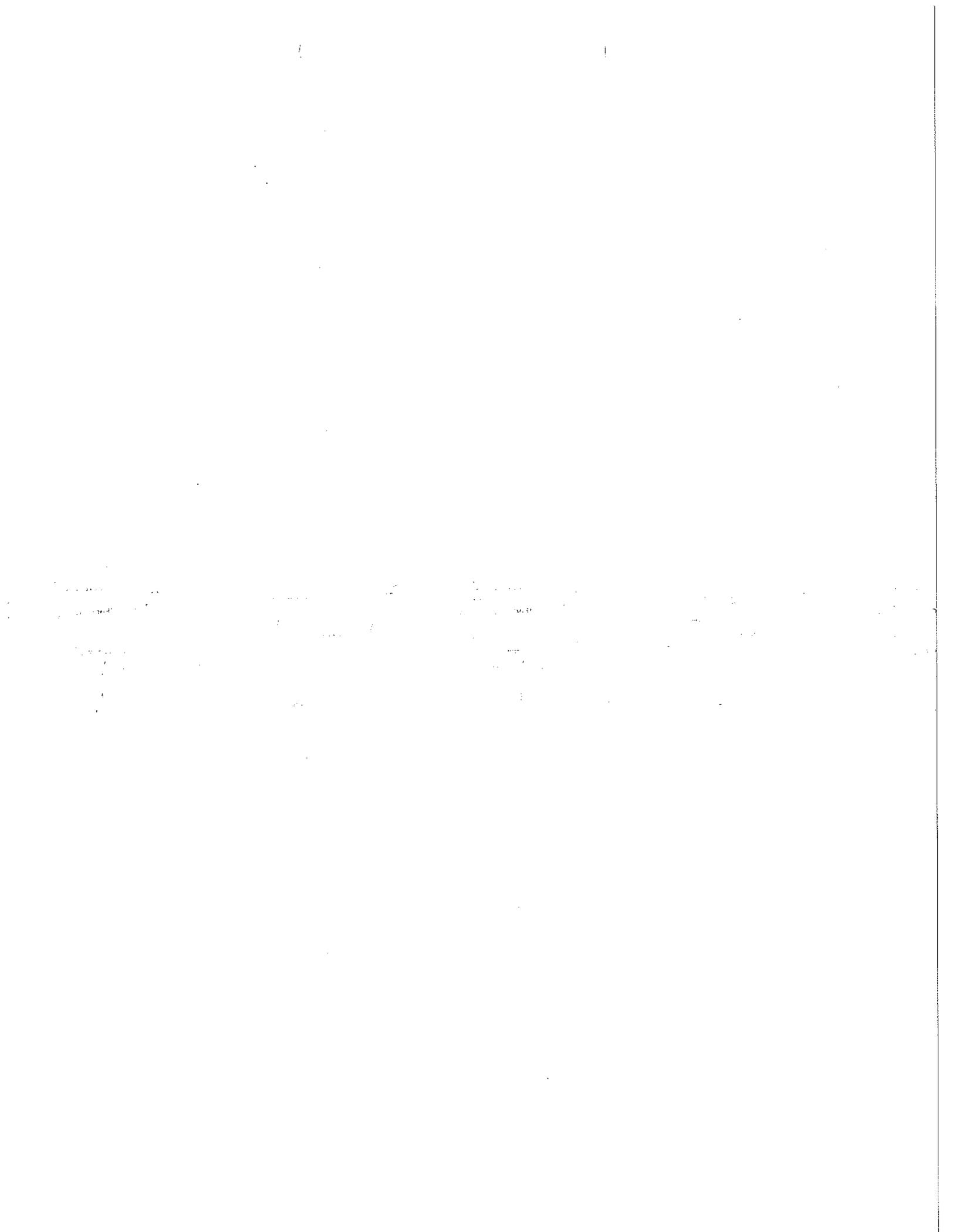
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 06/30/2014

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. 2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase I - Support for State Programs	16.734	\$ <input type="text"/>	\$ <input type="text"/>	\$ 400,000.00	\$ <input type="text"/>	\$ 400,000.00
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ <input type="text"/>	\$ <input type="text"/>	\$ 400,000.00	\$ <input type="text"/>	\$ 400,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase I - Support for State Programs				
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	400,000.00				400,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	400,000.00				400,000.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	400,000.00				400,000.00
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

**SECTION C - NON-FEDERAL RESOURCES**

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.		\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$	\$

**SECTION D - FORECASTED CASH NEEDS**

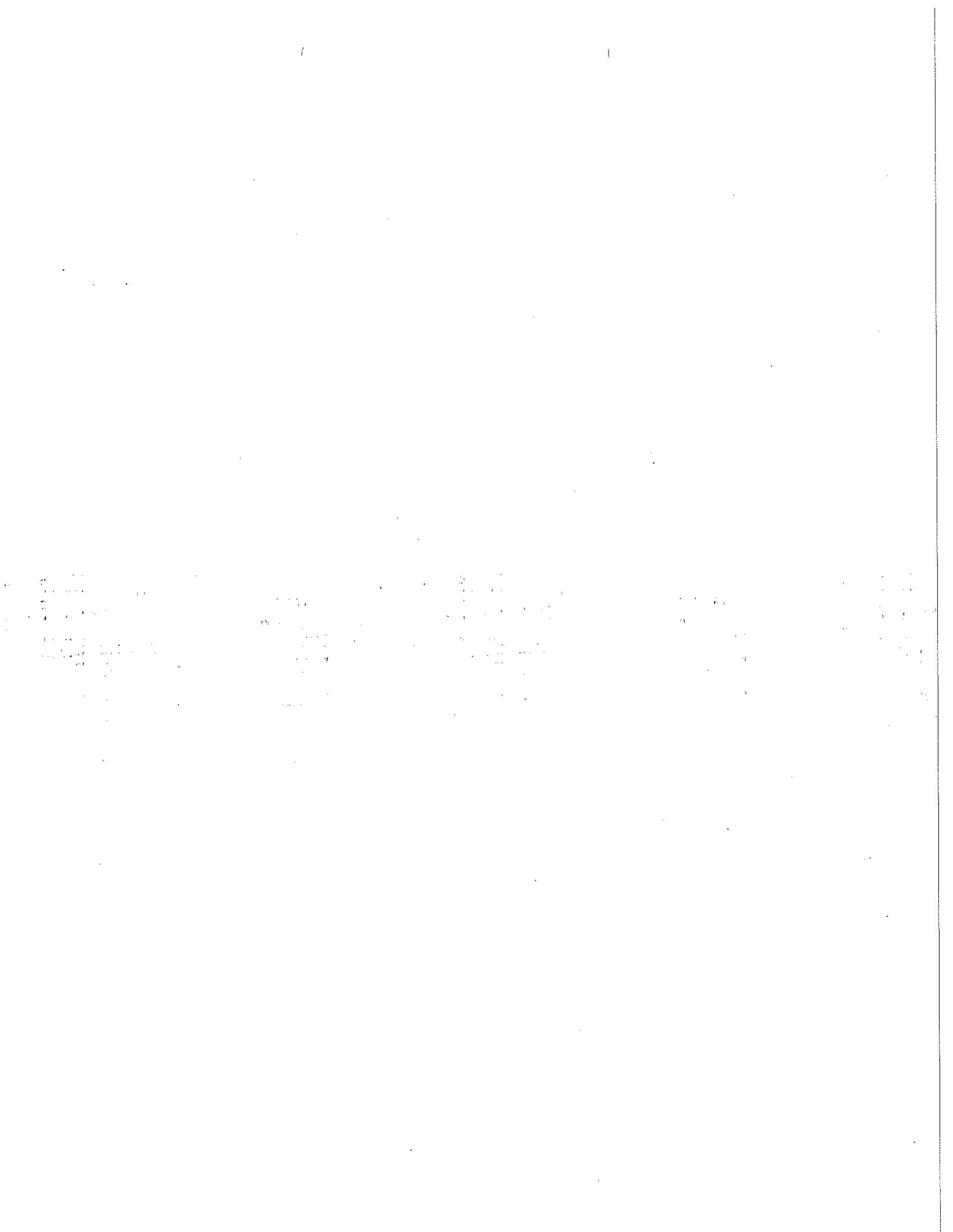
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

	(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			





[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329  
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking ([To View an Example, Click Here](#)) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in 28 CFR Parts 66 and 70, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

A. **Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

**PERSONNEL (FEDERAL)**

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
FEDERAL TOTAL						\$0

**PERSONNEL NARRATIVE (FEDERAL)**

**PERSONNEL (NON-FEDERAL)**

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

**PERSONNEL NARRATIVE (NON-FEDERAL)**

TOTAL PERSONNEL	\$0
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**B. Fringe Benefits** -- Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

**FRINGE BENEFITS (FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
<b>FEDERAL TOTAL</b>			<b>\$0</b>

**FRINGE BENEFITS NARRATIVE (FEDERAL)**

**FRINGE BENEFITS (NON-FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

**FRINGE BENEFITS NARRATIVE (NON-FEDERAL)**

TOTAL FRINGE BENEFITS	\$0
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C. **Travel**—Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the "Contractual/Consultant" category. [To View an Example. Click Here](#)

**TRAVEL (FEDERAL)**

Purpose of Travel	Location	Computation							Cost
		Item	Cost/Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
<b>FEDERAL TOTAL</b>									<b>\$0</b>

**TRAVEL NARRATIVE (FEDERAL)**

**TRAVEL (NON-FEDERAL)**

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
NON-FEDERAL TOTAL									\$0

**TRAVEL NARRATIVE (NON-FEDERAL)**

<b>TOTAL TRAVEL</b>	<b>\$0</b>
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D. **Equipment** – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

**EQUIPMENT (FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
			\$0
<b>FEDERAL TOTAL</b>			<b>\$0</b>

**EQUIPMENT NARRATIVE (FEDERAL)**

**EQUIPMENT (NON-FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

**EQUIPMENT NARRATIVE (NON-FEDERAL)**

TOTAL EQUIPMENT	\$0

E. **Supplies** – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example. Click Here

**SUPPLIES (FEDERAL)**

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
		FEDERAL TOTAL	\$0

**SUPPLIES NARRATIVE (FEDERAL)**

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**SUPPLIES (NON-FEDERAL)**

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

**SUPPLIES NARRATIVE (NON-FEDERAL)**

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TOTAL SUPPLIES	\$0
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F. **Construction** – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. To View an Example, Click Here

**CONSTRUCTION (FEDERAL)**

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

**CONSTRUCTION NARRATIVE (FEDERAL)**

**CONSTRUCTION (NON-FEDERAL)**

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

**CONSTRUCTION NARRATIVE (NON-FEDERAL)**

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TOTAL CONSTRUCTION		\$0
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G. **Consultants/Contracts** – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.  
**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP. To View an Example, Click Here

**CONSULTANT FEES (FEDERAL)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

**CONSULTANT FEES NARRATIVE (FEDERAL)**

**CONSULTANT FEES (NON-FEDERAL)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

**CONSULTANT FEES NARRATIVE (NON-FEDERAL)**

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Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

**CONSULTANT EXPENSES (FEDERAL)**

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:						
				Round-trip				\$0.00
		Local Travel:						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
								\$0
<b>SUBTOTAL</b>								\$0
<b>FEDERAL TOTAL</b>								\$0

**CONSULTANT EXPENSES NARRATIVE (FEDERAL)**

**CONSULTANT EXPENSES (NON-FEDERAL)**

Purpose of Travel	Location	Computation						Cost
		Item	Cost/Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:						
				Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
<b>SUBTOTAL</b>								\$0
<b>NON-FEDERAL TOTAL</b>								\$0

**CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)**

**TOTAL CONSULTANTS** \$0

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

**CONTRACTS (FEDERAL)**

Item	Cost
NIBRS Repository (Vendor TBD by competitive RFP)	\$400,000
FEDERAL TOTAL	\$400,000

**CONTRACTS NARRATIVE (FEDERAL)**

To update our current NIBRS repository we plan to issue a competitive RFP. The costs have been estimated based upon initial amounts provided by two vendors. Areas to be included are NIBRS repository software licensing, software modifications to meet Nebraska specifications and training on the software.

**CONTRACTS (NON-FEDERAL)**

Item	Cost
NON-FEDERAL TOTAL	\$0

**CONTRACTS NARRATIVE (NON-FEDERAL)**

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TOTAL CONTRACTS	\$400,000
TOTAL CONSULTANTS/CONTRACTS	\$400,000

H. **Other Costs** – List items (e.g., rent ( arms-length transaction only ), reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

**OTHER COSTS (FEDERAL)**

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
FEDERAL TOTAL					\$0

**OTHER COSTS NARRATIVE (FEDERAL)**

**OTHER COSTS (NON-FEDERAL)**

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

**OTHER COSTS NARRATIVE (NON-FEDERAL)**

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TOTAL OTHER COSTS					\$0
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**I. Indirect Costs** – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement ), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency , which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example. Click Here](#)

**INDIRECT COSTS (FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
<b>FEDERAL TOTAL</b>			<b>\$0</b>

**INDIRECT COSTS NARRATIVE (FEDERAL)**

**INDIRECT COSTS (NON-FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

**INDIRECT COSTS NARRATIVE (NON-FEDERAL)**

TOTAL INDIRECT COSTS	\$0
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**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$400,000	\$0	\$400,000
H. Other	\$0	\$0	\$0
Total Direct Costs	\$400,000	\$0	\$400,000
I. Indirect Costs	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$400,000</b>

<b>Federal Request</b>	<b>\$400,000</b>
<b>Non-Federal Amount</b>	<b>\$0</b>
<b>Total Project Cost</b>	<b>\$400,000</b>

*Public Reporting Burden*

*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 average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.*

## **2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program**

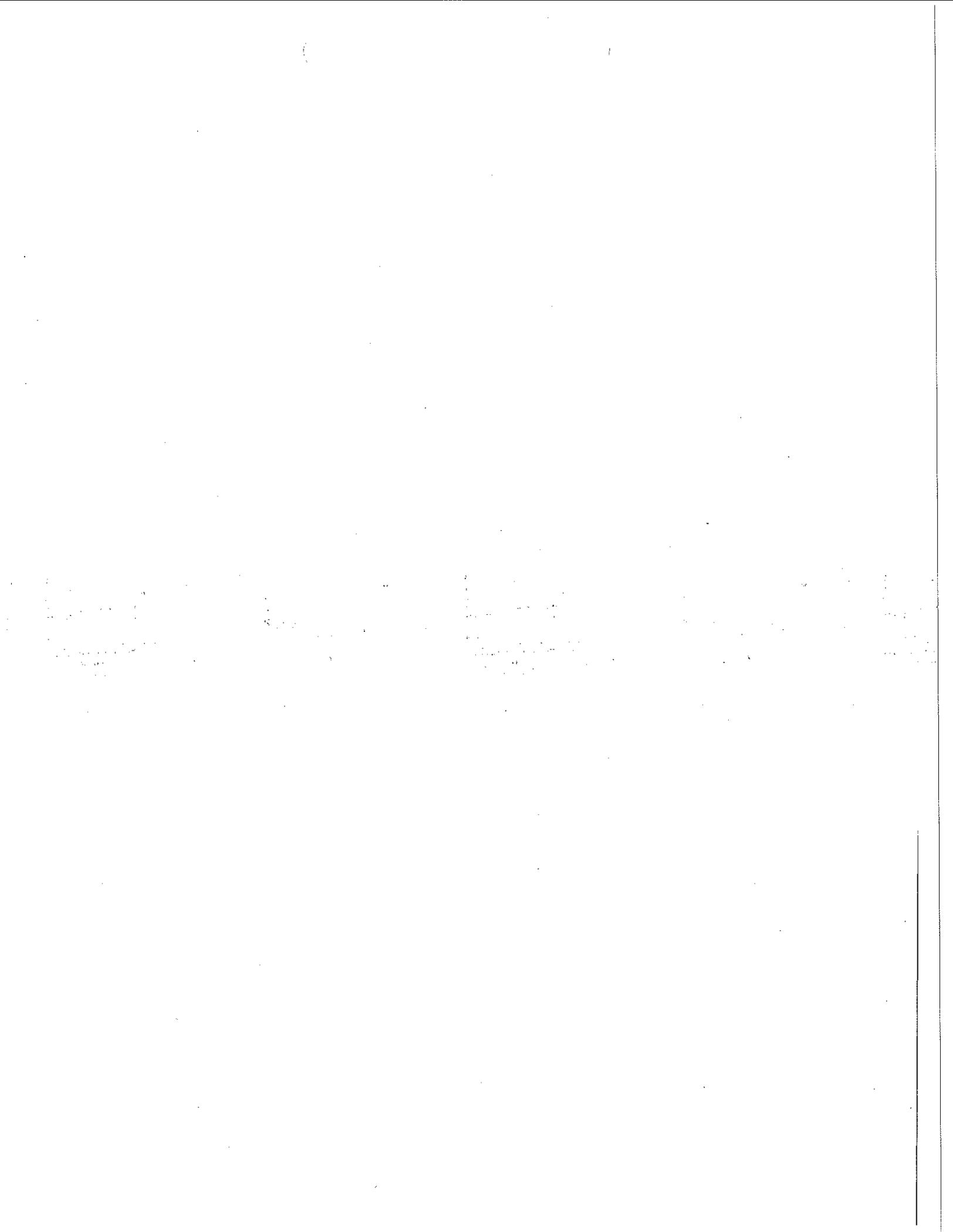
### **Nebraska Crime Commission**

The Nebraska Commission on Law Enforcement and Crime Justice (Nebraska Crime Commission), through its Information Services Division and the Statistical Analysis Center (SAC), administers the UCR/NIBRS Program for the state. Since its inception approximately 43 years ago the program has seen many changes and adjustments, both programmatically as well as with technology. We are now at a crossroads where we can make significant improvements to the program and work to meet the federal goals.

To collect, maintain and submit NIBRS data to the FBI we initially acquired a commercial NIBRS repository. We have used this product for many years including through the sale of the product to a different company. The current vendor has advised us that they will be dropping all support of the program in 2018. This would leave Nebraska with no way to collect NIBRS data at the state level nor to submit it to the FBI.

This grant application focuses on updating the NIBRS repository, bringing our program to the point of currency with NIBRS components, facilitating adding agencies by including a basic records management system (RMS) within the repository to bring on more small agencies who cannot support a full RMS, and allow us to be able to accept NIBRS data from Nebraska agencies listed in the NCS-X target group. The NIBRS repository is obviously the centerpiece to this strategy that we will build upon.

While being able to continue receiving data from currently reporting agencies we also look forward to expanding the program, including with agencies targeted for NCS-X sampling. One component will be looking at a solution that can assist small agencies, of which Nebraska has many. This will not exclude or forget larger agencies. We also plan to augment reporting back to local agencies to encourage participation.



**Nebraska Crime Commission**

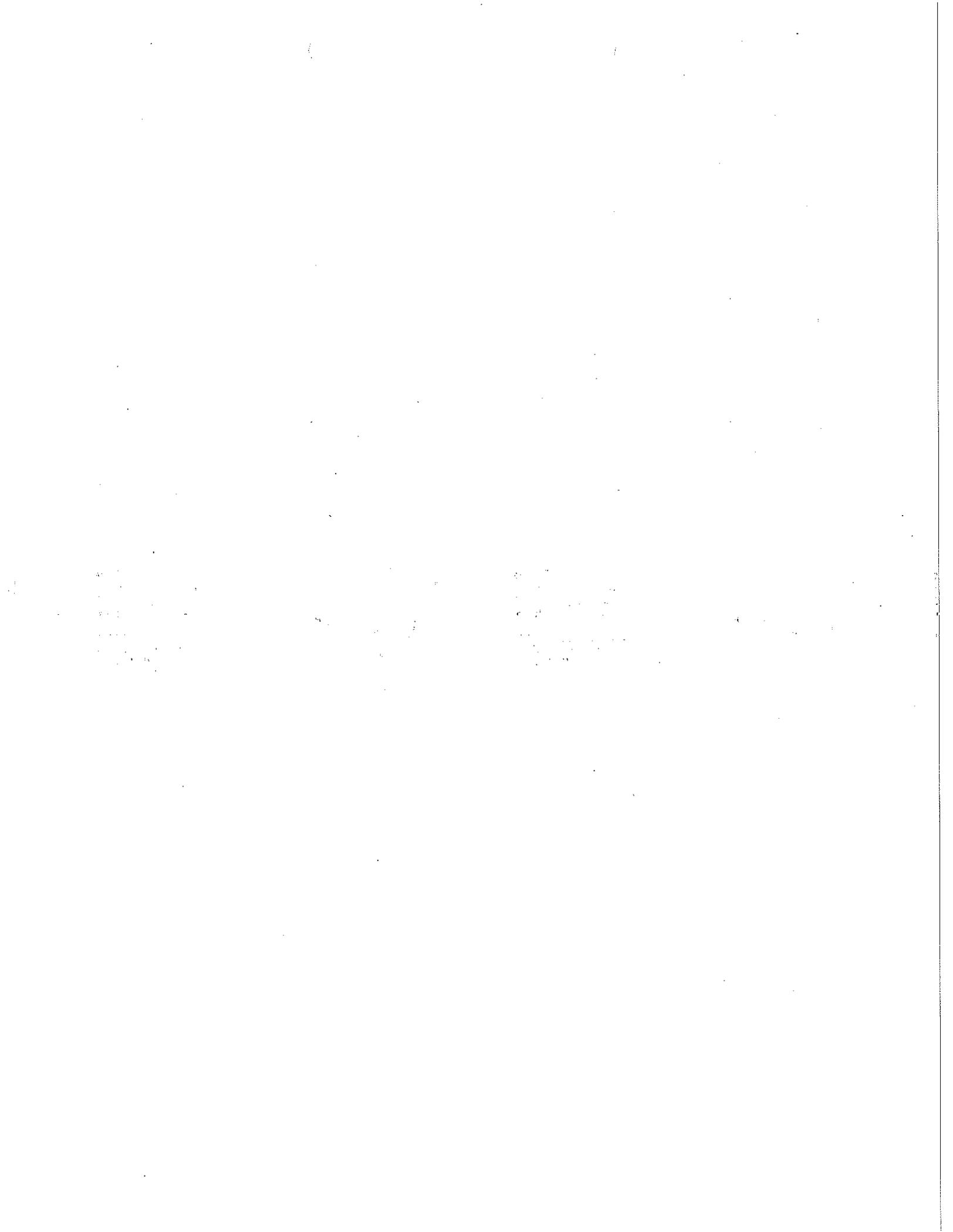
**Budget Narrative**

To update the Nebraska NIBRS repository we had to look at a variety of factors and components. While there are issues with hosting an application, training and other things we are only requesting funds to acquire NIBRS repository software (or licensing), funds to modify the base software to meet Nebraska's state specific requirements and training for agencies that will use the anticipated RMS component of the repository (thereby increasing our participation in NIBRS reporting). This would all be reflected in the CONTRACTS budget category as we would be receiving these services all from a single provider.

We received input from two potential vendors of a NIBRS repository that were willing to provide base funding. As we were unable to do a full review of software viability we have used the higher base cost and estimated the other items.

Base Repository Cost	\$300,000
Nebraska Specific Modifications	\$50,000
Agency RMS Training and possible Data Migration	\$50,000
TOTAL	\$400,000

The BASE REPOSITORY COST is the off-the-shelf software, with no configurations other than FBI requirements. Nebraska has long collected certain items and codes and will need to continue those for historical comparisons. This accounts for NEBRASKA SPECIFIC MODIFICATIONS. To expand reporting we are soliciting a product with a simple RMS, allowing agencies who cannot



maintain a computer system or network to use this and therefore do NIBRS reporting. This accounts for the AGENCY RMS TRAINING AND POSSIBLE DATA MIGRATION.

- These costs assume that the repository has adequate RMS functionality.
- These costs assume that the two repositories looked at can meet Nebraska's needs. If we had to go to another vendor the costs could vary.
- If not all of these grant funds were needed for acquisition then we would request putting the grant funds to maintenance, training, housing and related needs.
- The software is planned to be installed within the State's virtual network. We will be billed by the State for this but will not need to acquire hardware.
- We will do all internal programming necessary if changes are required to NCJIS or our UCR workflow with agency resources.
- We plan to train agencies on NIBRS with existing staff. However, we will look forward to any training made available by the FBI or others as we have had staffing turnover within the last year.

