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**APPLICATION KIT**

Due Date:

Friday, June 3, 2005

Fiscal  
Year  
2004

Oregon Office of Homeland Security  
Criminal Justice Services Division  
4760 Portland Road NE  
Salem, OR 97305

# Application Checklist

## *Have You:*

- ◆ Submitted any outstanding Progress or Financial Status Reports required to close out the FY 2003 grant in good-standing? **No award will be made to jurisdictions that have not closed out their FY 2003 grant.**
- ◆ Verified the award amount on pages 3-7?

## *Have you included:*

- ◆ A completed and signed Local Law Enforcement Block Grant (LLEBG) Application Form (page 21), signed by the authorized official for the applicant agency? **Note:** In accordance with federal law, the applicant agency must be a general unit of local government, NOT a law enforcement agency. This means that all signatures contained on the application forms must be from the official of the general purpose unit of local government, NOT the Chief or Sheriff.
- ◆ A Program Purpose and Budget Narrative that fully describes the use of LLEBG funds?
- ◆ A one-page Budget (page 23)?
- ◆ A signed Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (page 25 & 26)?
- ◆ A signed Assurances Certification (page 27)?
- ◆ A signed Trust Fund Certification (page 29)?

**Submit the original application and one copy containing each of the above elements to:**

Oregon Office of Homeland Security  
Criminal Justice Services Division  
4760 Portland Road NE  
Salem, OR 97305  
Phone: 503.378.4145

Applications will be accepted from **general purpose units of local government** any time between now and **Friday, June 3, 2005 at 5PM**. Faxes will not be accepted. CJSD staff is available to explain application requirements.

# Overview of the Local Law Enforcement Block Grant (LLEBG) Program

For fiscal year (FY) 2004, Congress has appropriated \$115 million for the continuation of the Local Law Enforcement Block Grant (LLEBG) Program, to be administered by the Bureau of Justice Assistance (BJA), U.S. Department of Justice. The purpose of the LLEBG Program is to provide general purpose units of local government with funds to underwrite programs to reduce crime and improve public safety. These programs must be funded in accordance with the seven purpose areas described in this document beginning on page 8.

**Please note, this will be the final year of funding for the LLEBG Program. The Edward Byrne Memorial Justice Assistance Grant (JAG) Program will replace the LLEBG and Byrne Formula programs into a single funding mechanism. In addition to combining the programs, Oregon's allocation will be reduced significantly from approximately \$6.1 million to \$3.5 million. For more information about the new JAG program, please refer to: <http://www.ojp.usdoj.gov/BJA/grant/jag.html>**

The Criminal Justice Services Division (CJSD) of the Oregon Office of Homeland Security is responsible for administering and disbursing LLEBG funds for the state of Oregon. These funds are available

only to those general purpose units of local government who did not receive a direct award from BJA under this program. The total amount of money to be distributed is \$218,179.

The Criminal Justice Services Division, will allocate the \$218,179 in the following manner:

- Five percent will be allocated to the Oregon State Police.
- Three percent will be allocated for program administration.
- The remaining funds will be allocated to those jurisdictions not receiving a direct award from BJA. The allocations are based on the percent of Part 1 violent crime arrests and population of the jurisdiction in relation to the total for all jurisdictions eligible for an award.<sup>1</sup> A minimum of \$500 will be awarded to a jurisdiction with the balance determined by the formula previously cited. A listing of all eligible jurisdictions and their respective award is outlined in this document beginning on page 3.

It was the intent of Congress to award these dollars directly to local jurisdictions so they may decide how best to spend the funds. This does

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<sup>1</sup> *Crime and population data is derived from each law enforcement agency's reporting to Law Enforcement Data System for the years 2001, 2002 and 2003.*

not preclude several jurisdictions from deciding to spend the money together on the same program. Rather, it allows every jurisdiction to decide on their own. Even though this flexibility is provided, each jurisdiction must apply separately for their allocation. A list of prohibited uses of funds may be found on page 11.

**Under federal rules for this program, the primary recipient of an award is the local unit of government, not law enforcement agencies such as police departments or sheriffs' offices.**

Although these organizations may ultimately be the implementing agency(ies), the grantee under this program is the general purpose unit of local government. However, because the funding is for law enforcement-related programs, the applications are being sent to units of law enforcement in order for them to coordinate the application for these funds with their unit of local government.

**Deadline for Application Submission –  
Friday, June 3, 2005  
5:00 PM**

## Eligible Jurisdictions and Award Amount

County	County Award	City Award	Amt. Elig.
<b>OSP</b>			\$ 10,909
<b>Baker</b>			
	Baker		\$ 587
		Baker City	\$ 1,384
<b>Benton</b>			
	Benton		\$ 2,292
		Corvallis	\$ 6,138
<b>Clackamas</b>			
		Canby	\$ 1,835
		Estacada	\$ 500
		Gladstone	\$ 1,177
		Lake Oswego	\$ 2,903
		Milwaukie	\$ 2,099
		Molalla	\$ 925
		Oregon City	\$ 2,751
		Sandy	\$ 1,000
		West Linn	\$ 2,116
		Wilsonville	\$ 1,391
<b>Clatsop</b>			
	Clatsop		\$ 1,163
		Astoria	\$ 1,301
		Cannon Beach	\$ 500
		Seaside	\$ 1,150
		Warrenton	\$ 754
<b>Columbia</b>			
		Columbia City	\$ 500
		Scappoose	\$ 577
		St. Helens	\$ 1,638
		Vernonia	\$ 500
<b>Coos</b>			
		Coos Bay	\$ 2,559
		Coquille	\$ 500
		Myrtle Point	\$ 500
		North Bend	\$ 1,188
<b>Crook</b>			
		Prineville	\$ 1,662

## Eligible Jurisdictions and Award Amount

County	County Award	City Award	Amt. Elig.
<b>Curry</b>			
	Curry		\$ 1,261
		Gold Beach	\$ 500
<b>Deschutes</b>			
		Redmond	\$ 2,876
<b>Douglas</b>			
	Douglas		\$ 6,736
		Myrtle Creek	\$ 548
		Reedsport	\$ 648
		Roseburg	\$ 4,559
		Sutherlin	\$ 1,099
		Winston	\$ 653
<b>Gilliam</b>			
	Gilliam		\$ 500
		Condon	\$ 500
<b>Grant</b>			
	Grant		\$ 500
		John Day	\$ 500
		Prairie City	\$ 500
<b>Harney</b>			
	Harney		\$ 500
		Burns	\$ 500
<b>Hood River</b>			
		Hood River	\$ 939
<b>Jackson</b>			
		Ashland	\$ 2,828
		Central Point	\$ 1,950
		Phoenix	\$ 786
		Shady Cove	\$ 500
		Talent	\$ 563
<b>Jefferson</b>			
	Jefferson		\$ 1,470
		Culver	\$ 500
		Madras	\$ 1,119

## Eligible Jurisdictions and Award Amount

County	County Award	City Award	Amt. Elig.
<b>Josephine</b>			
	Josephine		\$ 4,440
		Grants Pass	\$ 4,263
<b>Klamath</b>			
	Klamath		\$ 3,895
		Klamath Falls	\$ 3,825
<b>Lake</b>			
		Lakeview	\$ 500
<b>Lane</b>			
		Coburg	\$ 500
		Cottage Grove	\$ 1,648
		Creswell	\$ 501
		Florence	\$ 1,305
		Junction City	\$ 856
		Oakridge	\$ 500
		Springfield	\$ 12,045
		Veneta	\$ 586
<b>Lincoln</b>			
	Lincoln		\$ 2,326
		Lincoln City	\$ 1,617
		Newport	\$ 2,463
		Toledo	\$ 502
<b>Linn</b>			
	Linn		\$ 4,057
		Albany	\$ 6,707
		Lebanon	\$ 2,851
		Sweet Home	\$ 1,367
<b>Malheur</b>			
	Malheur		\$ 1,350
		Nyssa	\$ 500
		Ontario	\$ 2,445
<b>Marion</b>			
		Aumsville	\$ 500
		Aurora	\$ 500
		Gervais	\$ 500
		Hubbard	\$ 500
		Keizer	\$ 3,780

## Eligible Jurisdictions and Award Amount

County	County Award	City Award	Amt. Elig.
<b>Continued</b>			
		Mt. Angel	\$ 500
		Silverton	\$ 938
		Stayton	\$ 1,246
		Turner	\$ 500
		Woodburn	\$ 2,948
<b>Morrow</b>			
	Morrow		\$ 939
		Boardman	\$ 500
<b>Multnomah</b>			
		Troutdale	\$ 1,739
<b>Polk</b>			
	Polk		\$ 1,511
		Dallas	\$ 1,520
		Independence	\$ 962
		Monmouth	\$ 815
<b>Tillamook</b>			
	Tillamook		\$ 1,573
		Manzanita	\$ 500
		Tillamook	\$ 684
<b>Umatilla</b>			
	Umatilla		\$ 1,663
		Hermiston	\$ 2,749
		Milton-Freewater	\$ 853
		Pendleton	\$ 2,540
		Pilot Rock	\$ 500
		Umatilla	\$ 539
<b>Union</b>			
	Union		\$ 843
		LaGrande	\$ 1,581
<b>Wallowa</b>			
	Wallowa		\$ 500
		Enterprise	\$ 500
<b>Wasco</b>			
	Wasco		\$ 1,126
		The Dalles	\$ 1,959



## Eligible Jurisdictions and Award Amount

County	County Award	City Award	Amt. Elig.
<b>Washington</b>			
		Cornelius	\$ 1,383
		Forest Grove	\$ 2,235
		King City	\$ 500
		North Plains	\$ 500
		Sherwood	\$ 1,170
		Tigard	\$ 8,048
		Tualatin	\$ 2,880
<b>Yamhill</b>			
	Yamhill		\$ 3,146
		Carlton	\$ 500
		Dundee	\$ 500
		McMinnville	\$ 3,410
		Newberg	\$ 2,273
		Yamhill	\$ 500
<b>TOTAL ALLOCATIONS</b>			<b>\$ 211,634</b>

# Program Requirements

## Program Purpose Areas

Local Law Enforcement Block Grant funds may be used for one or more of the following seven purpose areas:

### ❖ Purpose Area 1: Law enforcement support for:

- **Hiring, training, and employing on a continuing basis new, additional law enforcement officers and necessary support personnel.** (For the purposes of this program, a law enforcement officer is defined as any individual involved in crime and juvenile delinquency control or reduction or criminal law enforcement, including but not limited to police, corrections, probation, parole, and judicial officers.) **Hiring:** If funds are used to hire law enforcement officers, there must be a net gain above the department's currently appropriated number of law enforcement officers who perform nonadministrative public safety service. The net gain must be above the number of nonadministrative law enforcement positions appropriated as of the start of the program period. **Training:** Training should cover training of new employees to perform basic law enforcement functions. This training should not include in-service training requirements.
- **Paying overtime to employed law enforcement officers and necessary support personnel**

**for the purposes of increasing the number of hours worked by such personnel.** (Funds used under this purpose area may be used for overtime salary, which includes all appropriate federal and state taxes, and related expenses.)

Assess which programmatic activity the use of overtime is intended to support, then select the appropriate Purpose Area. If the overtime will provide additional regular patrols or other basic law enforcement functions, select Purpose Area 1. If the overtime is for crime prevention program support, select Purpose Area 6.

- **Procuring equipment, computer technology, and other materials directly related to basic law enforcement functions.** Equipment and computer technology purchased under this purpose area must support basic law enforcement functions. Allowable types of equipment are, but are not limited to, service revolvers and other weapons, main frame computers, lap-top computers, printers, computer cartridges, and other basic law enforcement equipment. The purchase of computer technology to support basic law enforcement, such as that used to enhance a 911 system or to institute a jurisdiction wide criminal record information system, is also acceptable. Installation and

maintenance are also included as part of the equipment or computer technology purchase.

❖ **Purpose Area 2: Enhancing security measures in and around schools or other facilities or locations that the unit of local government considers to be at risk for incidents of crime.**

Program funds may be used to hire or pay overtime to personnel directly involved in activities such as school-related security. Program funds may also be used to purchase equipment necessary to secure an "at-risk" facility location.

**Program legislation requires grantees intending to spend award funds to enhance security in and around schools to complete and submit to BJA an annual written assessment of the programs funded. Grantees must include a brief statement regarding security enhancement outcomes with the final progress report.**

❖ **Purpose Area 3: Establishing or supporting drug courts.** A drug court program established or supported with LLEBG Program funds must include continuing judicial supervision over non-violent offenders with substance abuse problems, and the integrated administration of other sanctions and services including:

- for each participant, mandatory periodic testing for the use of controlled substances or other addictive substances during any

period of supervised release or probation;

- substance abuse treatment for each participant;
- probation or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirement or unsatisfactory progress; and
- programmatic, offender management, and aftercare services such as relapse prevention, vocational job training, and job and housing placement.

Substance abuse treatment is allowed only as a component of a drug court program. Furthermore, the hiring of drug court support personnel is allowed only if they enhance the adjudication process of cases processed in drug court.

❖ **Purpose Area 4: Enhancing the adjudication process of cases involving violent offenders, including the adjudication of cases involving violent juvenile offenders.**

For the purposes of the LLEBG Program, a violent offender is defined as a person charged with committing a Part I violent crime under the Uniform Crime Reports (UCR). Part I violent crimes include murder, rape, robbery, and aggravated assault.

❖ **Purpose Area 5: Establishing a multijurisdictional task force, particularly in rural areas, composed of law enforcement officials representing units of**

**local government. These task forces must work with Federal law enforcement officials to prevent and control crime.**

BJA encourages law enforcement agencies from all levels of government to participate in operational partnership. While the participation of both Federal and local law enforcement agencies is required for funding under this purpose area, BJA strongly encourages the participation of State law enforcement officials with the task forces.

Activities funded under this purpose area may include the use of grant monies as confidential funds.

*Confidential funds are monies allocated for the purchase of services, evidence, and informant-provided information.* The use of grant monies as confidential funds is subject to prior approval by BJA and the Office of the Comptroller.

Task force activities may result in the generation of program income.

*(Program income is defined as "all income generated as a direct result of an agency funded project".)*

Program income must be used in accordance with the seven specified purpose areas and under the conditions applicable to the award of LLEBG funds.

**❖ Purpose Area 6: Establishing cooperative crime prevention programs between community residents and law enforcement personnel to control, detect, or investigate crime or to prosecute criminals.**

**Enabling legislation requires grantees using award funds to establish crime prevention programs to submit to BJA an annual written assessment of the programs funded. This must be included with the final progress report.**

Programs funded under this purpose area must meet the following criteria.

- Programs must include the active involvement of law enforcement personnel.
- Program goals must include the control, detection, investigation of crime, and/or the prosecution of criminals.

**❖ Purpose Area 7: Defraying the cost of indemnification insurance for law enforcement officers.**

Indemnification insurance for law enforcement officers covers damages from willful acts of officers in lawfully carrying out their duties. Criminal liability is not covered by this insurance. Because law enforcement officers acquire their unique authority from the governmental entity by which they are sworn, only that entity may purchase indemnification insurance. Individual law enforcement indemnity insurance policies do not exist.

Thus, BJA interprets the language of the legislation, "indemnification insurance for law enforcement officers," to mean indemnification insurance policies that can be purchased by government entities to cover the lawful acts of law enforcement personnel in the discharge of their official duties. Indemnification insurance policy

refers to a policy issued by a licensed insurance carrier and does not include funds appropriated by a self-insured jurisdiction to cover potential liabilities or to pay individual judgements.

As with all other LLEBG purpose areas, funds cannot be used to supplant locally appropriate funds currently used for this purpose. In other words, BJA funds should not be used to take the place of existing local funds set aside for any of the seven purpose areas.

### **Prohibition on Use of Funds**

Units of local government may not expend funds provided under the Local Law Enforcement Block Grant Program to purchase, lease, rent or acquire any of the following:

- Tanks or armored vehicles.
- Fixed-wing aircraft.
- Limousines.
- Real estate.
- Yachts.
- Vehicles not primarily used for law enforcement.
- Construction.
- Use or retain individual consultants.

In addition, federal funds cannot be used to supplant state or local funds, but instead must be used to increase the amount of funds that would otherwise be available from state and local sources.

### **Award Process**

In order to comply with federal law, it is mandated that when CJSD makes awards to general purpose units of local government, a one-time lump sum payment is to be deposited to the grantee's trust fund. This is different from the reimbursement process utilized by CJSD to administer other federal grant programs. It is the intent of Congress that recipients of grant funds under the LLEBG Program receive the full award and have the opportunity to earn interest on their award.

### **Trust Fund**

Each general purpose unit of local government must establish a trust fund to deposit all federal payments received under the Local Law Enforcement Block Grant Program, including local matching requirements.

**It is no longer a requirement that the LLEBG funds be deposited into an *interest-bearing* trust fund account. It is, however, still permissible to deposit the funds into an interest-bearing account if it is so desired by the local unit of government.**

Only allowable program expenses may be paid from this account. This fund may *not* be utilized to pay debts incurred by other activities beyond the scope of the LLEBG Program.

**The trust fund should be established by the local unit of government, NOT the implementing agency.**

For example, for a city award, the city manager or mayor's office should establish the trust fund, not the police department.

In order to be in compliance with the trust fund requirement, a recipient's account must include the following three features:

1. The recipient must be able to account for the federal award amount.
2. The recipient must be able to account for the local match amount.
3. If the recipient chooses to deposit the grant funds into an *interest-bearing* trust fund account, they must be able to account for any interest earned.

**If these requirements can be met within the recipient's current financial management system, there is no need to establish a separate account.**

The local unit of government must include in their application a signed Trust Fund Certification attesting that they will be fully compliant with the federal requirement of establishing the trust fund. The form is included in this application kit. In addition, the unit of local government must include verification with each quarterly Financial Status Report as to the existence and activity of this account. This verification may be in the form of a bank statement showing account activity.

## Matching Funds Requirement

Grant funds may be used to pay up to 90 percent of the total cost of the program. At least 10 percent of the funding for the program must come from the applicant as a match contribution.

**The applicant's matching share must be in the form of cash and can be deposited in the same account as previously outlined.**

The amount of the required match may be computed by calculating one-ninth of the federal grant portion of program costs. For example, if your jurisdiction has been allocated \$9,000 of federal grant funds, this amount multiplied by 1/9 (also accomplished by dividing the federal award by 9) requires a local entity to match it with \$1,000. The grant amount (\$9,000) plus the match (\$1,000) equals the total program cost.

<b>Grant Amount</b>	<b>Match</b>
\$9,000 ÷ 9 =	\$1,000
<b>Total Program Cost</b>	
\$9,000 + \$1,000 =	\$10,000

The match requirement is only applicable to the amount of the federal award, not to interest or income derived therefrom. Specifically, any interest earned from the trust fund cannot be used to match the federal award. All interest and program income must be spent on program-related activities within the grant period.

The unit of local government is responsible for ensuring that a source for the matching funds is available prior to the acceptance of the grant. The subrecipients must certify that the funds required to pay the non-federal portion of the cost of each program proposal will be made available for expenditure during the award period. This certification is made by including the total match amount on the application form and signing the Certified Assurances document. Regardless of the source of match, it must be expended during the grant period.

All subrecipients must maintain records that clearly show the source and amount of all matching contributions.

**There is no waiver provision for the match.**

Allowable sources of match contribution include funds from the following:

- States and units of local government.
- Housing and Community Development Act of 1974.
- Appalachian Regional Development Act.
- Equitable Sharing Program (Federal asset forfeiture distribution program to state and local officials).
- Private funds.

## **Supplanting**

An assurance that LLEBG funds will not be used to supplant local funding must be included in the application submitted to CJSD. This certification attests that federal grant funds will be used to supplement existing funds for program activities, not replace funds already appropriated for the same purpose. Potential supplanting will be the subject of postaward monitoring and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Signing the Assurances commits the applicant to compliance with the coordination and nonsupplanting requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended. Violations may result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, and recoupment of monies provided under this grant in addition to possible civil and/or criminal penalties.

## **Audit Report**

Non-federal entities that **expend** \$500,000 or more in federal funds (from all sources) in the organizational fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133. Copies of all audits must be submitted to CJSD within 30 days of

completion. Non-federal entities that expend less than \$500,000 a year in federal funds are exempt from federal audit requirements for that year. Records must be available for review or audit by appropriate officials including the federal agency, pass through entity, and General Accounting Office (GAO).

Audit costs for audits not required in accordance with OMB Circular A-133 are unallowable. If the grantee did not expend \$500,000 or more in federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, these costs may not be charged to the grant.

### **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace**

Applicants must review and sign the Certification form included in this application kit. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restriction on Lobbying," and 28 CFR Part 67, "Government-Wide Debarment and Suspension (nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certification will be treated as a material representation of the fact upon which reliance will be placed by CJSD in awarding grants.

### **Assurances**

Applicants must review the Assurances form included in this application kit. By signing the Assurances form, the jurisdiction is committing itself to compliance with all federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-110, A-122, A-128, A-87 and A-133; and Uniform Administrative Requirements for Grants and Cooperative Agreements (28 CFR Part 66, Common Rule) that govern the application for and acceptance and use of federal funds. These Assurances will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in awarding grants.

### **Suspension or Termination of Funding**

CJSD may suspend, in whole or in part, terminate funding for, or impose another sanction on a grantee for any of the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, LLEBG Program guidelines issued thereunder, or other provision of federal law.
- Failure to adhere to the requirements, standard conditions, or special conditions.
- Proposing or implementing substantial program changes to the extent that, if originally



submitted, the application would not have been approved for funding.

- Failure to submit reports or filing false reports or certifications in this application or other report or document.
- Other good cause shown.

Before imposing sanctions, the Criminal Justice Services Division will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally.

# Application Requirements

The application process being implemented in the award of Local Law Enforcement Block Grant Funds to local jurisdictions is reflective of the streamlined process implemented by BJA to those jurisdictions not receiving a direct award.

The complete application consists of the following:

- Application form.
- Program purpose statement explaining the need and intended use of LLEBG funds.
- Budget and budget narrative. The budget should provide the basis for the computation of all program-related costs. The budget narrative should provide a brief description of the budgeted item.
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- Certified Assurances.
- Trust Fund Certification.

## Due Date and Delivery Instructions for Application Submission

The required original documents and one complete copy must be **received** no later than 5:00 PM on **Friday, June 3, 2005**. Applications should be mailed or delivered to:

Oregon Office of Homeland Security  
Criminal Justice Services Division  
4760 Portland Road NE  
Salem, Oregon 97305

Faxes will not be accepted.

## Award Period

The unit of local government must obligate and expend LLEBG funds and local match funds, as well as any interest derived therefrom, within the grant period. LLEBG funds or interest that have not been obligated or expended at the end of the grant period must be returned to BJA within 90 days of the end of the grant period. **This date cannot be extended under any circumstance.**

**For FY 2004, the grant period will begin from the date of the award and end June 30, 2006. Please note, this will be the final year for LLEBG funds.**

# Grant Agreement and Conditions

## Grant Agreement

Grants are awarded subject to completing an agreement (Grant Award Conditions and Certifications) between CJSD and the grantee. The Grant Award Conditions and Certifications and application constitute an agreement between the grantee and the state of Oregon. The grantee agrees to operate the program, work toward the objectives, and spend funds in accordance with the approved budget. Grantees may not deviate from the approved application or budget without prior approval from CJSD.

**Failure to submit any outstanding Progress or Financial Status Reports required to close-out the FY 2003 LLEBG award in good-standing, will affect receipt of FY 2004 LLEBG funds.**

## Progress Reports

Grantees must submit quarterly progress reports to CJSD. Progress Reports have the following purposes:

- To determine if the grantee is operating the program as agreed.
- To determine if the grantee is making progress towards meeting its objectives.
- To provide information for the CJSD Annual Report on implementation of the Local Law Enforcement Block Grant Program in Oregon.

- To help other agencies which might undertake a similar program.
- To present information to the Governor, the Legislature, the U.S. Department of Justice, and Congress.
- To justify continued funding of the Local Law Enforcement Block Grant program.

Progress Reports must be cumulative so that the final report covers the entire grant period. Progress Reports must include data and narrative showing the activities initiated and progress achieved in meeting the objectives of the program for the reporting period.

**Grantees are required to submit quarterly Progress and Financial Reports even if no funds have been expended during the reporting period.**

A Progress Report must be submitted for every quarter the award is active. Once all grant and match funds are expended from the trust account, the grant is considered to have ended. At this time the final report is due and will fulfill all progress reporting requirements for the grant.

A brief written assessment of the funded programs must be submitted with the final report if grantees expended funds under Purpose Area 2 or 6.

## Financial Status Reports

Required Financial Status Reports are due quarterly on the 30th day following the end of each calendar quarter. A report must be submitted for every quarter the award is open. A copy of this form will be provided in the LLEBG Management Handbook. In addition, the grantee must submit documentation of any interest earned for the quarter.

**If there were expenditures in the quarter, the appropriate documentation (e.g., invoices, payrolls, etc.) must also be submitted with the Financial Status Report.**

Once all grant and match funds are expended from the trust account, the grant is considered to have ended. At this time the final Financial Status Report is due and will fulfill all financial reporting requirements for the grant.

## Reporting Due Dates

Progress Reports and Financial Status Reports are due on the following dates:

<b>Quarter</b>	<b>Date Due</b>
July 1–September 30	October 31
October 1–December 31	January 31
January 1–March 31	April 30
April 1–June 30	July 31

## Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements of

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq. (prohibiting discrimination in programs or activities on the basis of race, color, and national origin); Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c)(1) (prohibiting discrimination in employment practices or in programs and activities on the basis of race, color, religion, national origin, and gender); Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 et seq. (prohibiting discrimination in employment practices or in programs and activities on the basis of disability); Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131 (prohibiting discrimination in services, programs, and activities on the basis of disability); The Age Discrimination Act of 1975, 42 U.S.C. § 6101-07 (prohibiting discrimination in programs and activities on the basis of age); and Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 et seq. (prohibiting discrimination in educational programs or activities on the basis of gender).

If required to formulate an Equal Employment Opportunity Program (EEOP), the grantee must maintain a current copy on file which meets the applicable requirements.

## Services to Limited English Proficient Persons

National origin discrimination includes discrimination on the basis of Limited English Proficient Persons

(LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients 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, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed at [www.lep.gov](http://www.lep.gov) or by contacting the Office of Justice Program's (OJP) Office for Civil Rights at 202.307.0690.

In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of OJP.

### **Eligibility for Employment in the United States**

Organizations funded under the LLEBG 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.

### **Employment Preference for Former Members of the Armed Forces**

The unit of local government must demonstrate, if LLEBG funds are used for the hiring and employing of new, additional law enforcement officers and support personnel, that the recipients or units of local government will establish procedures to give suitable preference to members of the Armed Forces who have been involuntarily separated or retired due to reductions in the Department of Defense. BJA defines "suitable preference" as having in place a mechanism to ensure that veterans are given consideration in the hiring process. Units of local government should determine what that process entails.

# Application Forms

# LOCAL LAW ENFORCEMENT BLOCK GRANT APPLICATION FORM

Local unit of government (city or county name): \_\_\_\_\_

City or county mailing address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

City or county administrator (name): Mr./Ms. \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Administrator address if different: \_\_\_\_\_

## **Program Contact**

Name: Mr./Ms. \_\_\_\_\_ Title: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Agency: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_ E-mail address: \_\_\_\_\_

## **Fiscal Contact**

Name: Mr./Ms. \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Federal funds allocated: \$ \_\_\_\_\_ Match funds: \$ \_\_\_\_\_

Indicate award amount per Purpose Area (refer to pages 7-8):

PA 1: \$ \_\_\_\_\_ PA 2: \$ \_\_\_\_\_ PA 3: \$ \_\_\_\_\_ PA 4: \$ \_\_\_\_\_

PA 5: \$ \_\_\_\_\_ PA 6: \$ \_\_\_\_\_ PA 7: \$ \_\_\_\_\_

Administering agency federal tax identification number: \_\_\_\_\_

Authorized city or county official for the applicant agency: \_\_\_\_\_

Signature of authorized city or county official: \_\_\_\_\_











## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. 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, as defined at 28 CFR Part 69, the applicant certifies 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 of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, 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 subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. 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) 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 (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. 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.

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. 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 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 of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(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 drugfree workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and 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.
2. It 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.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); 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(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date















Oregon Office of Homeland Security  
Criminal Justice Services Division  
4760 Portland Road NE  
Salem, OR 97305