



LANCASTER COUNTY BOARD OF COMMISSIONERS
STAFF MEETING
THURSDAY, MAY 7, 2020
ZOOM MEETING
VIEWING AVAILABLE VIA YOUTUBE AT <https://youtu.be/-bIATEZh2E8>
8:30 A.M.

Location Announcement of the Nebraska Open Meetings Act: A copy of the Nebraska Open Meetings Act is located on the wall at the back of Room 112 and Room 113. The meeting will also be broadcast in Room 113 for those wishing to view it in person. Additionally, a copy of all written material to be discussed at today's meeting is available in Room 113. These materials can also be viewed on the County's website at lancaster.ne.gov. People wishing to reach the County Board can do so by going to the County website and filling out the "Contact Us" Form.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR APRIL 30, 2020

Documents:

[4.30.20 Staff Meeting Minutes.pdf](#)

2. 8:30 A.M. - LEGISLATIVE UPDATE

Joe Kohout and Brennen Miller, Kissel, Kohout, ES Associates LLC

3. 8:45 A.M. - CONTRACT EXTENSION WITH JONES AUTOMOTIVE FOR INSTALLATION OF SHERIFF CRUISER EQUIPMENT

Bob Walla, Purchasing Agent; Todd Duncan, Chief Deputy Sheriff; Jen Holloway, Deputy County Attorney; and Lori Irons, Assistant Purchasing Agent

4. 9:00 A.M. - BOARD OF EQUALIZATION

Dan Nolte, County Clerk; Cori Beattie, Chief Deputy County Clerk; Cody Gerdes and Jason Pickerel, Great Plains Appraisal; and Dan Zieg, Deputy County Attorney

Documents:

[Protest Form.pdf](#)
[Resolution - DRAFT.pdf](#)
[Letters.pdf](#)

- A. **2020 Policies and Procedures**
- B. **Referee Hearings**
- C. **Hearing Venue / Rental Agreement**
- D. **Referee Contracts**
- E. **Protest Form Revisions**
- F. **Letters (TERC Pending, Waived, Hearing, Final Value)**
- G. **Resolution**
- H. **Timeline (Final Action Date)**

5. 9:30 A.M. - EXECUTIVE SESSION (LEGAL ADVICE AND POTENTIAL LITIGATION)

Doug Cyr, Chief Deputy County Attorney; David Derbin, Deputy County Attorney; and Jen Holloway, Deputy County Attorney

6. 10:00 A.M. - BREAK

7. 10:15 A.M. CHIEF ADMINISTRATIVE OFFICER JOB DESCRIPTION

Chad Thies, President, Zelle Human Resources Solutions; and Doug McDaniel, Human Resources Director

Documents:

[Updated Job Description 2020.05.01.pdf](#)
[ps7191 REV_8_2019.pdf](#)

8. 10:45 A.M. - DEPARTMENT BUDGET HEARINGS

Dennis Meyer, Budget and Fiscal Officer

Link to Open Gov: <https://lancaster.opengov.com/>

A. Adult Probation

Jeff Curry, Chief Probation Officer

Documents:

[Computer_Request - Adult Probation.pdf](#)
[Cost_Savings_for_Jail_PSI_Officer_2020.pdf](#)

B. Juvenile Probation

Lori Griggs, Chief Probation Officer

Documents:

[Computer Request - Juvenile Probation.pdf](#)

C. Records and Information

Brian Pillard, Records Coordinator

Documents:

D. Weed Control

Brent Meyer, Weed Control Superintendent

Documents:

[Conferences_and_Travel - Weed Control.pdf](#)

9. 11:45 A.M. - COVID-19 UPDATE AND RESPONSE

A. Grants for COVID-19 Related Expenses

Sara Hoyle, Human Services Director

1. \$58,008 from Department of Justice-Bureau of Justice assistance; and

Documents:

[BJA - Covid.pdf](#)
[Budget Detail WorksheetNarrative.pdf](#)

2. \$130,549 from Department of Justice-Bureau of Justice Assistance

Documents:

[Debarment and Suspension Notice.pdf](#)
[Drug Free Workplace Policy.pdf](#)
[NE CESF Certified Assurances.pdf](#)
[2020 CESF Application \(002\).pdf](#)
[DOJ - Crime Commission Covid.pdf](#)

B. FMLA Discussion

C. Mask Usage for Staff

D. Temperature Taking Policy

E. Crisis Center Reimbursement under CARES Act

Documents:

[20200430112356054.pdf](#)

10. ACTION ITEM

A. Authorize Remote Online Notarization and Alternative Forms for Evidence of Death for Participant Transactions with Prudential Retirement

Documents:

[20200505113909800.pdf](#)

11. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Southeast Nebraska Development District (SEND) Membership**

12. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Lancaster County 2020 Priorities**

Documents:

[2020 Priorities.pdf](#)

13. SCHEDULE OF BOARD MEMBER MEETINGS

- A. ISPC Meeting via Zoom**

Thursday, May 7, 2020 @ 1:30 p.m.
Yoakum

- B. Lancaster County Fairgrounds Joint Public Agency (JPA) Zoom Meeting**

Thursday, May 7, 2020 @ 7:30 p.m.
Amundson / Vest

- C. Realtors Association Government Affairs Committee**

Friday, May 8, 2020 @ 9:00 a.m.
Amundson / Yoakum

- D. Region V Behavioral Health Advisory Committee Meeting**

Monday, May 11, 2020 @ 10:00 a.m.
Yoakum

- E. Region V Governing Board Meeting**

Monday, May 11, 2020 @ 10:30 a.m.
Yoakum

- F. Public Building Commission**

Tuesday, May 12, 2020 @ 1:30 p.m.
Amundson / Flowerday

- G. Lincoln - Lancaster County Board of Health**

Tuesday, May 12, 2020 @ 5:00 p.m.
Flowerday

- H. Lancaster County Mental Health Crisis Center Advisory Committee**

Wednesday, May 13, 2020 @ 12:00 p.m.
Yoakum

14. EMERGENCY ITEMS

15. ADJOURNMENT

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
ZOOM MEETING
THURSDAY, APRIL 30, 2020
VIEWING AVAILABLE VIA YOUTUBE
8:30 A.M.**

Commissioners Present: Sean Flowerday, Chair; Rick Vest, Vice Chair; Roma Amundson, Deb Schorr and Christa Yoakum

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and Leslie Brestel, County Clerk

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on April 29, 2020.

The Chair called the meeting to order at 8:32 a.m. and announced the Open Meetings Act is available at Neb. Rev. Stat. § 84-1401-1414.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR APRIL 23, 2020

MOTION: Amundson moved and Vest seconded approval of the April 23, 2020 Staff Meeting minutes. Schorr, Amundson, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

2. LEGISLATIVE UPDATE – Joe Kohout and Brennen Miller, Kissel, Kohout, ES Associates LLC

Kohout and Miller reviewed the weekly legislative update (Exhibit 1).

Regarding the impact of the COVID 19 pandemic and its effect on the economy, Kohout stated data should be available in late-July, including sales tax certification numbers and income tax delays. He added the Appropriations Committee will want to know as much as possible to make good budget decisions.

Additionally, the CARES Act dollars and guidance have been provided and there were briefings for senators about the Act.

Kohout clarified the Board of Equalization in-person hearings for property valuation protests are required for counties with a population over 150,000, which currently includes Douglas and Lancaster counties. Both counties are concerned about the health and safety of all involved in the protest process.

Beattie confirmed the IBEW building (1409 Old Farm Road, Lincoln, Nebraska) will be used for in person property protest hearings.

3. COUNTY CLERK CENTRALIZED PAYROLL STAFFING NEEDS – Cori Beattie, Chief Deputy County Clerk; Kevin Nelson, Accounting Operations Manager; and Dennis Meyer, Budget and Fiscal Officer

Dan Nolte, County Clerk, requested the Board's approval to hire three new payroll positions within the Clerk's Office to coincide with the new centralized payroll system. These positions would be phased in, with one position beginning in July with the other two in August or September.

MOTION: Amundson moved and Schorr seconded to authorize the County Clerk's Office to move forward with the hiring process.

Schorr asked if there was physical space for the employees. Nolte answered there is space for one employee, with the intent of using temporary space for the others while the Clerk's office is remodeled.

Meyer stated with the centralization of payroll, there needs to be more help in the Clerk's office prior to the October release date of the new payroll system. The monetary savings of three employees will not be seen up front; however, with the centralization of payroll, there will be savings of employee time and duties within the other departments.

Schorr stated she felt with the move to a centralized payroll system, the question of savings on full-time equivalents (FTEs) should be asked to each of the departments during budget discussions.

Amundson stated this could eliminate some inconsistencies with how various procedures are performed. Meyer added the new system will place more responsibilities on the employees and supervisors.

Vest said the point of efficiencies is to make processes easier to be accomplished, less time consuming and less costly. At this point, the modernization of the payroll system is leading to an increase in employee costs. Nolte stated, while that is true, these new employees will be experienced and trained specifically in payroll duties as opposed to payroll being a small portion of their existing duties.

Schorr asked if all three employees were necessary. Nolte and Kevin Nelson, Accounting Operations Manager, answered all three positions are necessary to ensure payroll deadlines are met.

Amundson inquired about the initial investment of the new payroll system. Meyer said the implementation has been going across multiple years and has cost approximately \$1,000,000. He noted the City is also moving to the same system.

Amundson called the question.

ROLL CALL: Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Salary Request for New Bailiff for Judge Elise White (\$66,904 for Sarah Aksamit)

Eagan reviewed the salary request (see agenda packet).

It was the consensus of the Board to move this item to a Tuesday agenda.

DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

Schorr said under the Mutual Aid Committee priority, responders are required to have a certain number of training hours per month and will be using the City-County Zoom license to help meet the requirement.

Regarding the annual report, the OpenGov software has that capability built in. The Board was supportive of using that technology this year.

Flowerday stated solar regulations will be presented to the Planning Commission on June 10th and will come to the Board in mid-June.

DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Visitors Promotion Advisory Committee – Amundson

Amundson said the extension of two committee member terms and hotel attendance were discussed. Additionally, Visitor Improvement Fund grants will be suspended through 2020.

The National High School Rodeo Finals and National Quarter Horse show will be continuing as planned. The Family Motor coach event has been cancelled. The Lancaster Event Center is a payroll protection loan recipient.

4. (A) ADDITIONAL APPROPRIATIONS LETTER; AND (B) MOTOCROSS FINANCIALS – Dennis Meyer, Budget and Fiscal Officer

(A) ADDITIONAL APPROPRIATIONS LETTER

Meyer reviewed the additional appropriations memo (see agenda packet). He highlighted Resolution R-20-0015, the approximately \$2,000,000 set aside for the Election Commissioner, General Assistance and General Fund County Court budgets, whereby he anticipates more of the \$2,000,000 being used this year than in previous years.

Additionally, Meyer noted he is compiling budget numbers for the Nebraska Association of County Officials (NACO).

It was the consensus of the Board for Meyer to distribute the memo by email.

(B) MOTOCROSS FINANCIALS

Meyer reviewed the Motocross financials (see agenda packet).

When asked how many operating days there should be, Meyer stated the grant requires the facility to be open to the public, though he felt an economical number of operating days would be around 100.

BREAK

The meeting was recessed at 9:28 a.m. and reconvened at 9:46 a.m.

5. INFORMATION SERVICES COST ALLOCATION AND BUDGET – David Young, Chief Information Officer; and Dennis Meyer, Budget and Fiscal Officer

Young shared his presentation (Exhibit 2). The new firewall will be installed tonight or tomorrow night. He noted his team has met with almost every County department to discuss the changes in budget modeling and has received supportive comments. The driver for the budget is the number of employees.

When asked about the timeframe for the Microsoft 365 licensing, Young said the goal is for every employee to have a Microsoft 365 license within 6 months of the signed agreement with Microsoft. He added Microsoft is offering 6 months of free virtual training on Microsoft Teams for all employees who have more than just an email account.

6. BREAK

Moved forward in the meeting.

7. DEPARTMENT BUDGET HEARINGS – Dennis Meyer, Budget and Fiscal Officer

Meyer stated the County is using OpenGov for the budget discussions. The transparency portal is open to the public. He noted the salary and benefit numbers are based on the input from the OpenGov workforce module. This next fiscal year there are four union contracts in effect through 2021. There will be a report available which will include cost of living numbers. Some departments will have various increases and decreases to their Information Services budgets. It should help departments review their equipment and see what changes they may want to consider to be better financial stewards.

The implementation of the payroll system does make a difference to department budgets. The Human Resources time tracking module goes into effect mid-June. Electronic-based trainings will take place prior to the module going live. Additionally, as other modules go live, there will be training available. A completed tracking system for employees is being investigated.

Vest suggested including a frequently asked questions (FAQ) link to training videos.

Meyer demonstrated how to use the Financial Transparency Portal on the County's website.

A. Budget and Fiscal

Meyer stated the expenses are increasing 8.34% and revenues are increasing 12.44% (see agenda packet and Exhibit 3). He added the majority of the expense increase is due to health insurance increases.

Meyer said he will ask each department if COVID-19 is driving their budget, and if so, is it driving the budget requests?

Regarding future upgrades, JDE will need to be updated in the future. Meyer noted he is in conversations with Oracle to determine the next move.

B. County Board

Meyer stated the expenses are strictly for salaries and benefits, and they are increasing 4.26% (see agenda packet and Exhibit 4).

C. Veterans Services – Rick Ringlein, Veterans Service Officer

Meyer stated the budgets are the same because he is waiting to see the fiscal year-end fund balance (see agenda packet and Exhibit 5). Current expenditures from this fund are approximately \$3,500 because there are various other primary fund sources for veterans. He added he is planning on transferring \$5,000 instead of \$10,000 from the General Fund to the Veterans' Aid fund.

Ringlein said COVID-19 is not affecting the funds at all as there are other funding sources available for people, and, unless something drastically changes at the State or federal level, he anticipates no changes. He added different support groups have supplied gift cards for veterans. He did note he is requesting approximately \$4,800 in additional appropriations for both salaries and veterans' grave emblems.

Regarding the Vet Service (8030) budget, the expenses are increasing 7.16% (see agenda packet and Exhibit 6). He is anticipating an employee resignation at the end of the fiscal year and also a retirement at the end of the calendar year. Additionally, the Information Services charges have increased from the previous fiscal year.

Ringlein noted many paper files have been digitalized and he will have surplus cabinets.

ACTION ITEM

- A. Contract with Kubert Appraisal Group, in the amount of \$6,400 for appraisal services at N. 14th & Arbor Rd. And N. 14th & McKelvie Rd. (County Culvert Project 19-09 F-78 & F-82).**

MOTION: Schorr moved and Amundson seconded to move forward with the appraisal agreement.

Pam Dingman, County Engineer, stated these appraisals will be the beginning of the eminent domain process for various pieces of land that the County has had difficulty acquiring.

ROLL CALL: Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

- 8. LANCASTER COUNTY VISITORS IMPROVEMENT COMMITTEE (VPC) RECOMMENDATIONS –** Becky Perret, VPC Chair; and Jeff Maul, Convention & Visitors Bureau Executive Director

- A. Extend Terms of Becky Perret and Roland Morgan through December 31, 2020 (Requires waiver of VPC Guidelines)**

Maul stated the intent in recommending a continuation of terms for Becky Perret and Roland Morgan is to create some consistency during this challenging time. He noted the request to the Board is to waive the VPC bylaws and keep Perrett and Morgan on the committee.

It was the consensus of the Board to roll the item to a Tuesday agenda.

- B. Additional Four-Year Term for Jeff Cunningham**

Perret said the VPC voted to renew Jeff Cunningham for a second term on the committee through May 2024 (see agenda packet). Eagan added this would also roll to a Tuesday.

C. Suspend Improvement Fund Grant Program until December 31, 2020

Perret said the VPC proposed to suspend any new improvement fund grants through December 31, 2020. Eagan specified there are outstanding loans previously approved that would need to be paid and suggested drafting a resolution for the suspension decision.

Maul stated one grant application was considered during this cycle, and that applicant will seek other funding sources. He supported freezing the funds for the time being as it is in the best interest of all parties to be able to keep tourism moving forward. He noted he anticipated significant cuts to the VPC budget request to be presented to the Board in June.

Schorr asked Maul if he has had conversations with any of the temporarily closed hotels regarding plans for reopening. Maul said the Cornhusker, the Graduate and the Kindler have all temporarily closed. Some hotels have applied for CARES Act funding. He added he has been informed of occupancy rates between 10-55%. The construction industry, air travel staff and rail staff have contributed to the overnight occupancy rates.

9. TRAFFIC DEVICES ASSOCIATED WITH SOUTH BELTWAY – Pam Dingman, County Engineer

Larry Legg, Assistant County Engineer, was available for the discussion.

Legg reviewed the traffic engineering study, closure plans and detour for South 68th Street (Exhibits 3-5). The closure is estimated to be from May to December, 2020. He added there are some businesses and farmland that would be affected by the detour.

Terry Wagner, County Sheriff, expressed concern about construction signage for westbound traffic on Saltillo Road. Legg stated the speed limit was lowered to 50 mph. Amundson suggested adding a Stop Ahead sign at the crest of the hill. Dingman stated the Engineering Department would consider additional safety measures.

10. COVID-19 UPDATE AND RESPONSE

A. Temperature Checks

Ames stated the City and various County divisions have implemented temperature checks as a safety measure for employees and the public.

Wagner said an infrared temperature camera is being considered for the Hall of Justice when people enter the building. He felt it would be a good way to avoid personal contact while taking measures to maintain a safe business environment. Jerry Witte, Deputy Sheriff Captain, explained how infrared technology works, and how the machine would connect with the City-County network. The machines being considered would cost \$16,000 for the Hall of Justice and \$10,000 for the City-County building.

When asked how accurate the temperature readings are, Witte answered it is plus or minus one degree, though, it is usually less than .5 of a degree.

Amundson requested a warranty check on the machines.

Flowerday inquired about the legal implications of this technology use. Witte said it can be used in screening processes. There is some concern about the possibility of violating HIPAA. Additionally, the Nebraska Supreme Court has issued orders on how to reschedule court appearances due to COVID-19 symptoms.

Schorr thought this technology should be focused on all County-owned buildings. Witte stated he was focusing on locations that he is mandated to provide security or if there is an interlocal agreement. Wagner added, while other buildings are taking additional measures with employees taking temperatures, the volume of people entering those buildings is far less than the amount of people in the Hall of Justice.

Ames noted any temperature check technology would need to go through the Public Building Commission.

COVID-19 UPDATE AND RESPONSE

Pat Lopez, Interim Lancaster County Health Director, said guidelines for best practices on reopening the community are available on the Health Department's website and they are asking for public input.

There are currently 230 COVID-19 cases in the County and they are expected to increase. The community is receiving 150 tests per day, which allows for a higher volume of testing than previous weeks. Currently, the medical capacity for those ill is sufficient. Additionally, face coverings and gowns are being received from various community organizations and decontamination sites are being used.

RETURNING TO TEMPERATURE CHECKS

It was the consensus of the Board for the Sheriff's Office to research the temperature technology costs and make a recommendation to the Board.

B. Purchase of Counter Screens / Plexiglass Dividers

Ames reviewed information on plexiglass dividers to be used in County offices to promote public and employee safety. Kerin Petersen, Facilities and Properties Director, stated her department is willing to help with the installation of any materials. Cori Beattie, Deputy County Clerk, clarified the price for the plexiglass dividers is \$57.40 each per dozen ordered.

The Board directed Ames to connect with the departments to see how many dividers would need to be ordered.

C. FMLA Discussion

Ames said the initial understanding of the County's Emergency Medical Leave is that it was separate from FMLA leave; however, the federal guidelines indicate that this leave will be counted as part of FMLA hours.

Ames said the discussion needs to be reframed with directors.

It was the consensus of the Board to have further conversations at a Tuesday meeting.

11. ACTION ITEM

- A. Contract with Kubert Appraisal Group, in the amount of \$6,400 for appraisal services at N. 14th & Arbor Rd. And N. 14th & McKelvie Rd. (County Culvert Project 19-09 F-78 & F-82).**

12. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Salary Request for New Bailiff for Judge Elise White (\$66,904 for Sarah Aksamit)**

13. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Lancaster County 2020 Priorities**

14. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

- A. Visitors Promotion Advisory Committee – Amundson**

Items 11-14 moved forward on agenda.

15. EMERGENCY ITEMS

There were no emergency items.

16. NOON TO 1:00 P.M. - RECESS

The meeting was recessed at 12:09 p.m. and reconvened at 1:12 p.m.

17. CHIEF ADMINISTRATIVE OFFICER INTERVIEWS

Chad Thies, Zelle Human Resources Solutions President, was available for the interviews.

Thies distributed questions each of the candidates would be asked (Exhibit 6).

The questions were distributed as follows:

- Amundson – “In considering your management style, do you find it most effective to have one style and approach that you apply to each person? Or do you adjust your approach based on the individual?” and “Provide details to us on a time where you led a strategic planning session or a SWOT analysis” and “Tell me how you would delegate authority and what changes you would immediately make within the County. Do you find it easy or difficult to delegate?”
- Schorr -“What is the most challenging personnel issue you’ve had to deal with and how did you handle it?” and “What steps would you take to be sure the employees of Lancaster County and its residents know who you are?” and “What experience have you had creating buy-in? How would you go about creating buy-in amongst the board and the people you will serve?” and “What’s the last thing you do when you leave work?”
- Flowerday – “When managing people, do you focus more on trying to help maximize their strengths or coach to their weaknesses?” and “What value do you put on relationships” How do you develop trust?” and How do you analyze and work-through complex problems?” and “As you read the CAO job description, tell us one thing you specifically liked about this opportunity. Tell us one thing you were apprehensive about.”
- Vest - “How do you deal with conflict?” and “Explain to us how you accomplish a goal” and “As the CAO you will represent the board in relationships with a number of department heads, some elected and some appointed. If you were asked to deal with a department head who was not complying with the expectations of the board, how would you handle the difference in perspective? Is there a situation in your past that is similar? What happened?”
- Yoakum – “What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment and how would you see yourself demonstrating that in the Chief Administrative Officer role?” and “Would you bend the truth to make a decision go in your favor?” and “Is it easy for you to manage a lot of things at one time?”

Interviews for the Chief Administrative Officers began at 1:14 p.m.

Silas Clarke’s interview commenced at 1:14 p.m. The panel fielded questions from the candidate.

Amundson exited the meeting at 2:00 p.m. and returned at 2:02 p.m.

Ann Ames’ interview commenced at 2:02 p.m. The panel fielded questions from the candidate.

Flowerday and Vest exited the meeting at 2:39 p.m.

Yoakum and Amundson exited at 2:41 p.m.

Amundson and Vest returned at 2:49 p.m.

Vest and Flowerday returned at 2:51 p.m. and 2:53 p.m., respectively.

Carl Eskridge's interview commenced at 2:55 p.m. The panel fielded questions from the candidate.

Vest and Amundson exited the meeting at 3:56 p.m. and returned at 4:00 p.m.

David Derbin's interview commenced at 4:01 p.m. The panel fielded questions from the candidate.

The panel reviewed strengths and concerns of each candidate.

MOTION: Amundson moved and Yoakum seconded to authorize Zelle to extend the CAO position to David Derbin.

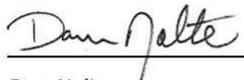
It was the consensus of the Board for a salary of \$125,000 be the starting point for negotiations.

ROLL CALL: Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

Schorr expressed her appreciation to the Board for their support in continuing the CAO search process longer than expected.

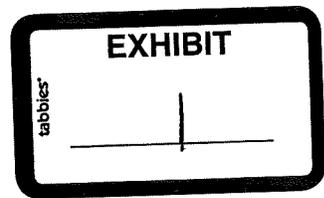
18. ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn the meeting at 5:23 p.m. Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





**Kissel, Kohout,
ES Associates LLC**

301 South 13th Street Suite 400
Lincoln, Nebraska 68508
kisselkohoutes.com
Phone: 402-476-1188
Fax: 402-476-6167

LEGISLATIVE MEMORANDUM

TO: Lancaster County Board of Commissioners

FROM: Joseph D. Kohout
Brennen L. Miller

DATE: April 30, 2020

RE: Weekly Report

Good Morning. Please accept this as your weekly report for the 2020 session of the Legislature for the date noted above. Since the last report on April 23, 2020, the Legislature has remained in recess due to COVID-19 concerns. There has been no definitive timetable offered as to when the Legislature will reconvene.

During the meeting two weeks ago, we became aware of a request made by Douglas County to the Governor to suspend Neb. Rev. Stat. 77-1502. Since that meeting, we have worked with Douglas County's lobbyists, Chairman Flowerday and Clerk Nolte to make a similar request to the Governor's office. That request was submitted last Wednesday and we received a near immediate response from the Governor's office indicating that they were reviewing that request.

On Tuesday of this week, Dustin Antenello in Governor Ricketts' policy research office. You may recall that formerly worked for LIBA.

He called in response to our request for waiver of in-person meetings for protests for the Board of Equalization. He advised that they are working with the Property Tax Administrators' office and the Department of Revenue to provide for more guidance to counties on the issue of what qualifies as in-person for purposes of these hearings. They are more likely to provide some flexibility for video conferencing with the idea that a person may still come in for the protest. When I asked some questions about the possibility of limiting the protests to telephonic conferences, there seemed to be some reluctance to that idea. We agreed to continue to keep the dialogue open. We subsequently advised Douglas County's lobbyist Mr. Sean Kelley who as of yesterday morning had not received any follow up information from the Governor's office.

Too, on this note, we worked with Clerk Nolte, Chief Deputy Cori Beattie, and Mr. Kelley to align answers to specific questions that may be helpful to the Governor's office. That draft document is attached.

We have mentioned in previous reports that we should pull together ideas for interim studies. Here is what has been received:

1. 24/7 Sobriety;
2. Review of fees and fines;
3. LR183 follow up;
4. Move the cost of housing HHS Offices back to the state; and
5. Minimizing barriers for individuals being released from the County Jail to obtain a state ID

One thing we will need to be cognizant of is how much time we have post-adjudgment to do interim studies.

This concludes our report for this week.

Could we provide Lauren with the “operational plan” of the meetings if we were not required to hold the meetings in person?

Our plan would call for in a referee ~~to calling~~ contact a person who has filed a protest at a pre-scheduled time to ~~go over~~ discuss their protest. All supporting documentation would still be allowed ~~as well as adding~~ and would be added to the protestor’s file and ~~forwarding~~ it to the referee for their review.

In Lancaster County, about 15% of filers choose to waive their hearings. The current process of reviewing information by the referee just as if the person had been present would continue. The County Clerk’s office anticipates that ~~with having offering~~ phone hearings, rather than in-person hearings, we could actually ~~see a decrease in~~ the number of protestors who waive their hearings and no-shows (protestors who chose to not come in and appear at their scheduled time) ~~and as these people may now opt for the phone hearings instead.~~ It is ~~in~~ the intent of Lancaster County to provide the best service possible and ~~with the conducting~~ phone hearings, that could actually increase the number of hearings held.

It should be noted that the “in person” provision of this statute only applies to counties with 150,000 and so, if this were to be granted, both Lancaster and Douglas Counties would be conducting operations in the same way as the other counties across Nebraska. It could be said that this is the “better safe than sorry” scenario – so that we do not have a bunch of at risk individuals showing up at a large facility where social distancing would be difficult.

Further, Lancaster County would expect in person hearings to take more days as we anticipate ~~the social distancing requirements to some degree to still be in place throughout the summer.~~ It is the County’s preference ~~is that~~ protest hearings be held by phone only in 2020. Protest filing begins in just over four weeks and having a dual system (phone and in person hearings) will be extremely challenging to coordinate in that short amount of time. Phone hearings will still afford citizens the ability to have an in depth conversation about their property valuation with a real estate professional while maintaining a safe and efficient process for all involved.

If we could provide the typical operation (how many referees in a room, how many appointments a day, how long the appointments last, how many protesters representatives in a room, etc.) to provide context to the volume and large undertaking of the protest process that would be helpful.

Lancaster County contracts with individuals (referees) to assist the Board of Equalization with hearings related to the filing of property valuation protests. In a typical year, there are 6-10 referees simultaneously conducting hearings in one large, open room. The primary reason for having all referee stations visible at the same time is for enhanced security. Stations are strategically placed around the circumference and center of the room to maximize visibility and minimize noise from adjacent hearings. Referees sit at a table across from property owners and/or appellants. Typically, a total of 2-4 people (including the referee) participate in a single hearing. For over the last decade, hearings have been held at the Lancaster Event Center.

In addition to multiple referees, there is a Referee Coordinator present as well as staff from the Referee Coordinator’s and County Clerk’s Offices. One security person is also onsite. The Clerk’s staff assists citizens with the registration process and monitors the waiting room which, at times, may contain 40-50 people. This number is contingent on such things as the volume of filings, number of people attending individual hearings, early/late arrivals, etc.

The hearing length depends on property type. Residential hearings usually take 15 minutes or less. Hearings on agricultural property can last up to 30 minutes on average and hearings on commercial property can require one or more hours depending on the complexity of the protest. Depending on the volume of protests filed, Lancaster County usually conducts referee hearings from mid- to late-June to mid-July. In busier years, hearings can be scheduled daily and the number of hearings per day can exceed 400. In smaller volume years, fewer hearings dates are needed. Lancaster County also offers some evening and Saturday appointments. For many years, Lancaster County has afforded people the opportunity to waive an in person hearing whereby referees review protest documents in absentia. Over the last five years, the annual waived rate averaged 29%

If this plan could demonstrate why in-person meetings cannot be done while following current social distancing guidelines that will be persuasive.

If in person hearings are required this year, to accommodate current directed health measures related to COVID 19, Lancaster County would need to reduce the number of referees performing hearings at the same time in order to comply with social distancing guidelines. This change would require more days of hearings. Additional costs would be incurred for such things as room rental and security due to the increased number of hearing days.

Paper documents are oftentimes transferred between the referees and property owners/appellants during an in person hearing. An increasing number of people are also now displaying digital images to referees on mobile devices (phones, tablets, etc.). In order to maintain a complete and accurate public record, referees and/or staff at the hearings take additional copies of documents and images provided, which may involve handling protesters' personal devices. This year, in order to provide a safe environment for all involved in the process, additional costs would be needed for, but not limited to, gloves, masks, hand sanitizer, disinfectant wipes/spray, plexiglass dividers, etc. Many of these items are currently available in limited supply or they are out of stock.

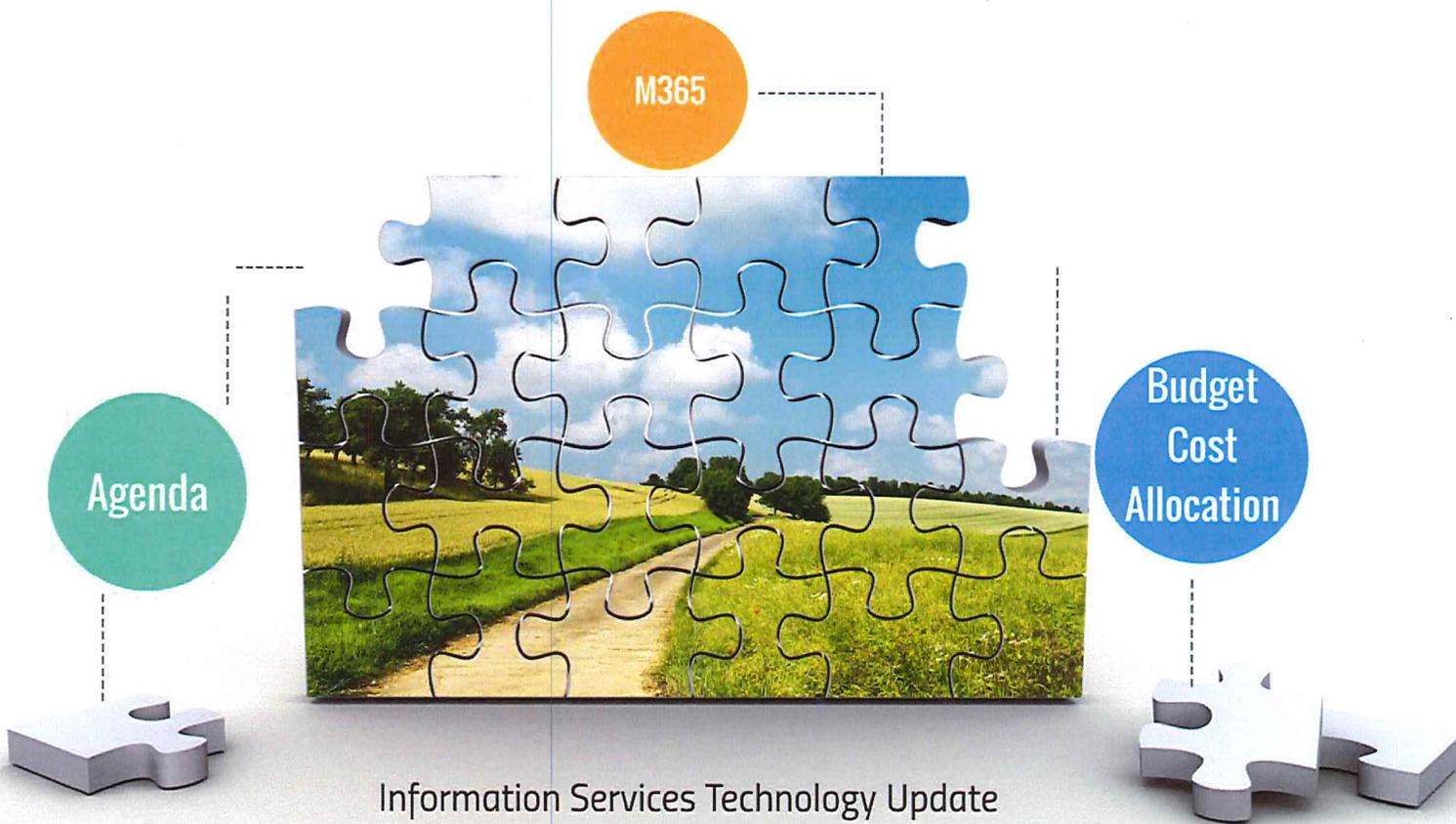
An additional concern related to the COVID pandemic is facility rental. Due to a previously scheduled event, Lancaster County will have to change hearing venues this year. To date, our first choice is still available but that could change depending on the circumstances surrounding the pandemic. Should this facility choose to close and not allow public access, finding another hearing location which meets our needs with little notice would be very difficult.



* M365

* Work From Home

* IS Cost Allocation Model



Information Services Technology Update
Lancaster County Staff Meeting April 30, 2020

M365 Estimated Costs

Product	Quantity	\$/Mo/User	\$/Yr/User	Total
M365 E3	1900	24.08	288.96	549,024
M365 F1	1400	11.56	138.72	194,208
Total	3300			743,232

Software/Hardware savings w/M365 175,000.00

Total 5 Year Cost \$ 2,841,160

* \$24.08 per user per month is a one time offer for M365 E3

M365 Estimates for County Users

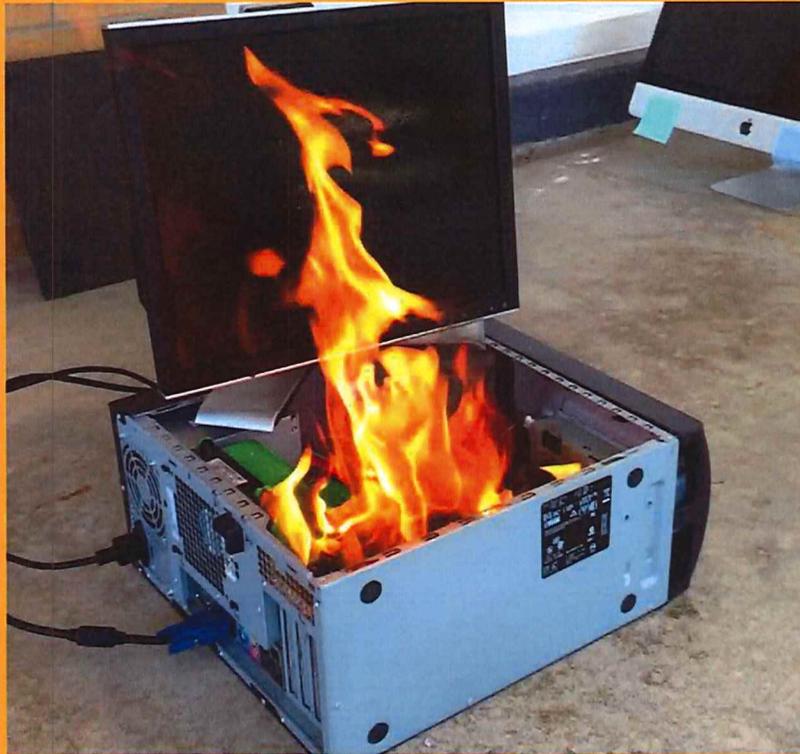
M365 E3 : 712 Estimated Users
: \$206,252 Annually

M365 F1 : 317 Estimated Users
: \$55,386 Annually

Exchange Only Email Accounts : \$6 per user per month **

** There will be some users that do not need Windows 10 Enterprise licensing, nor ability to logon and access files and records stored in Microsoft Online Cloud Storage. Email only accounts will make sense for those exceptions.

Excitement



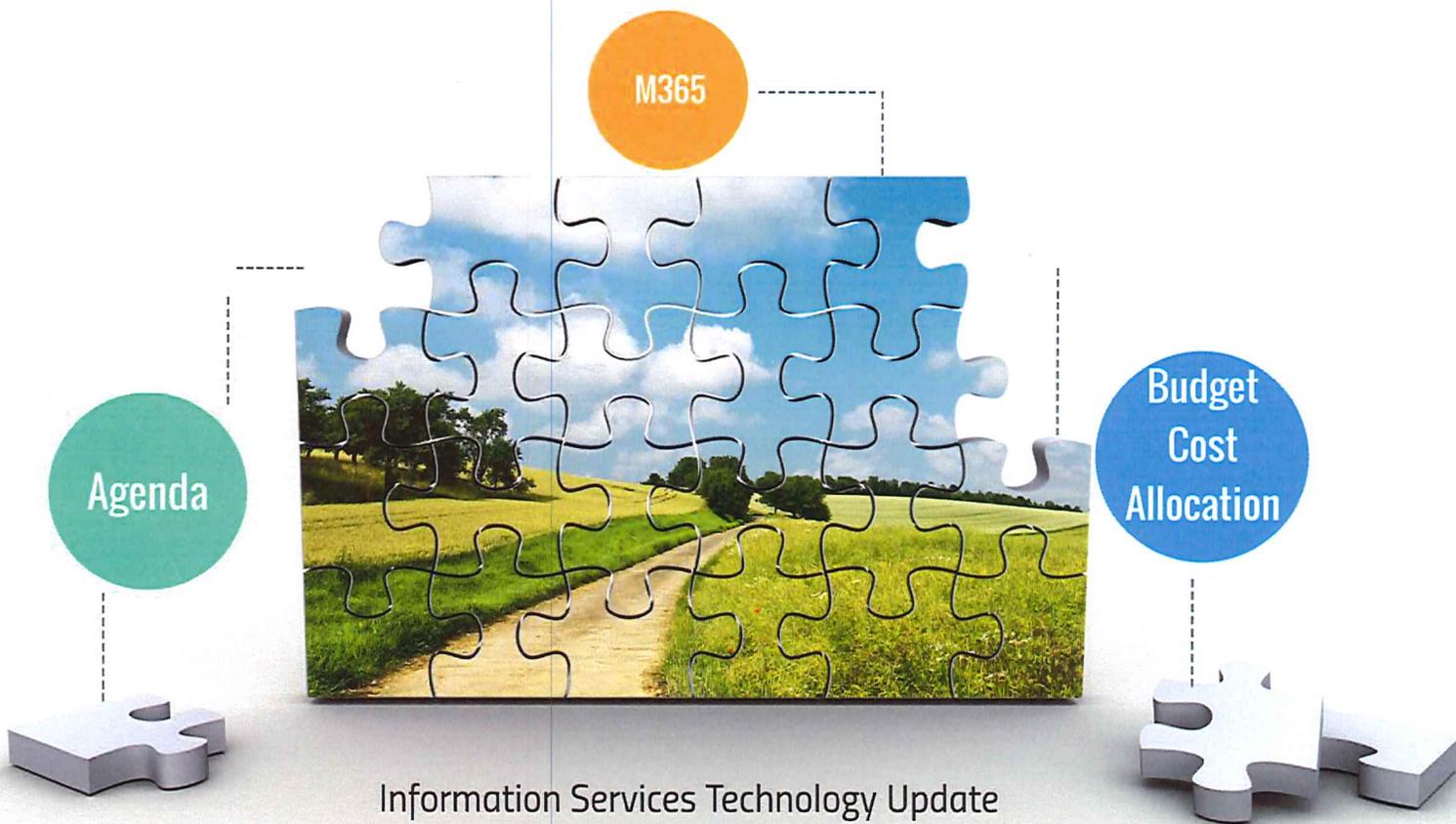
Work From Home

Secure EndPoints to protect the City/County Enterprise Network

Cloud Storage allows data to be accessed without VPN access inside the Enterprise Network

Office Productivity Licenses (Office 365 User Based) can be used from home or office

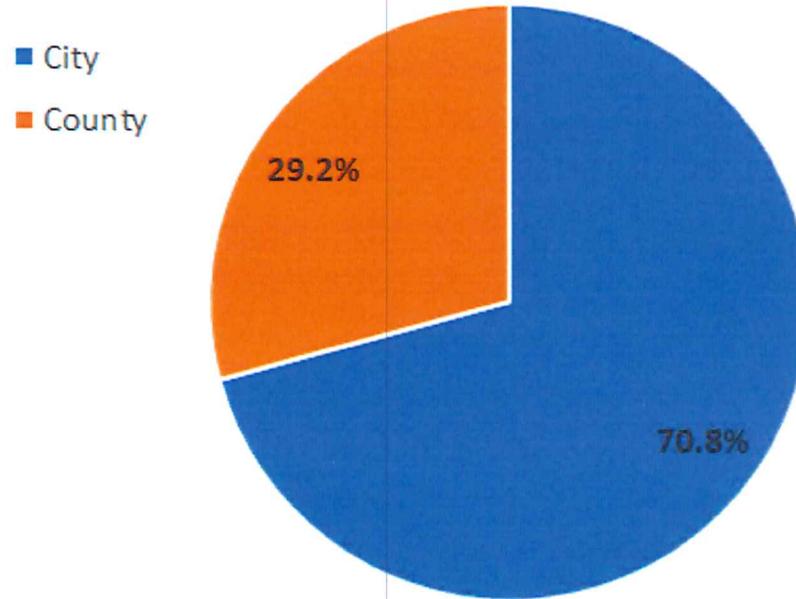
Sharing Documents and Collaboration is more robust



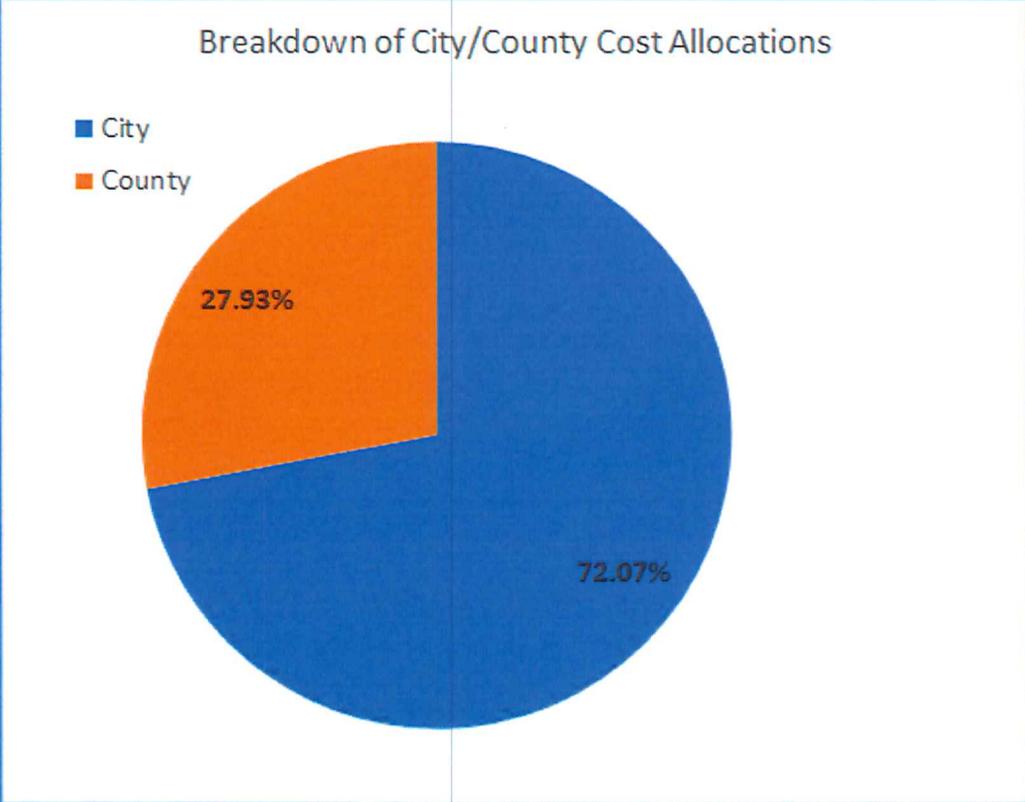
Information Services Technology Update
Lancaster County Staff Meeting April 30, 2020

IS Cost Allocation FY 2019-2020

FY2019-2020 Breakdown of City/County Cost Allocations

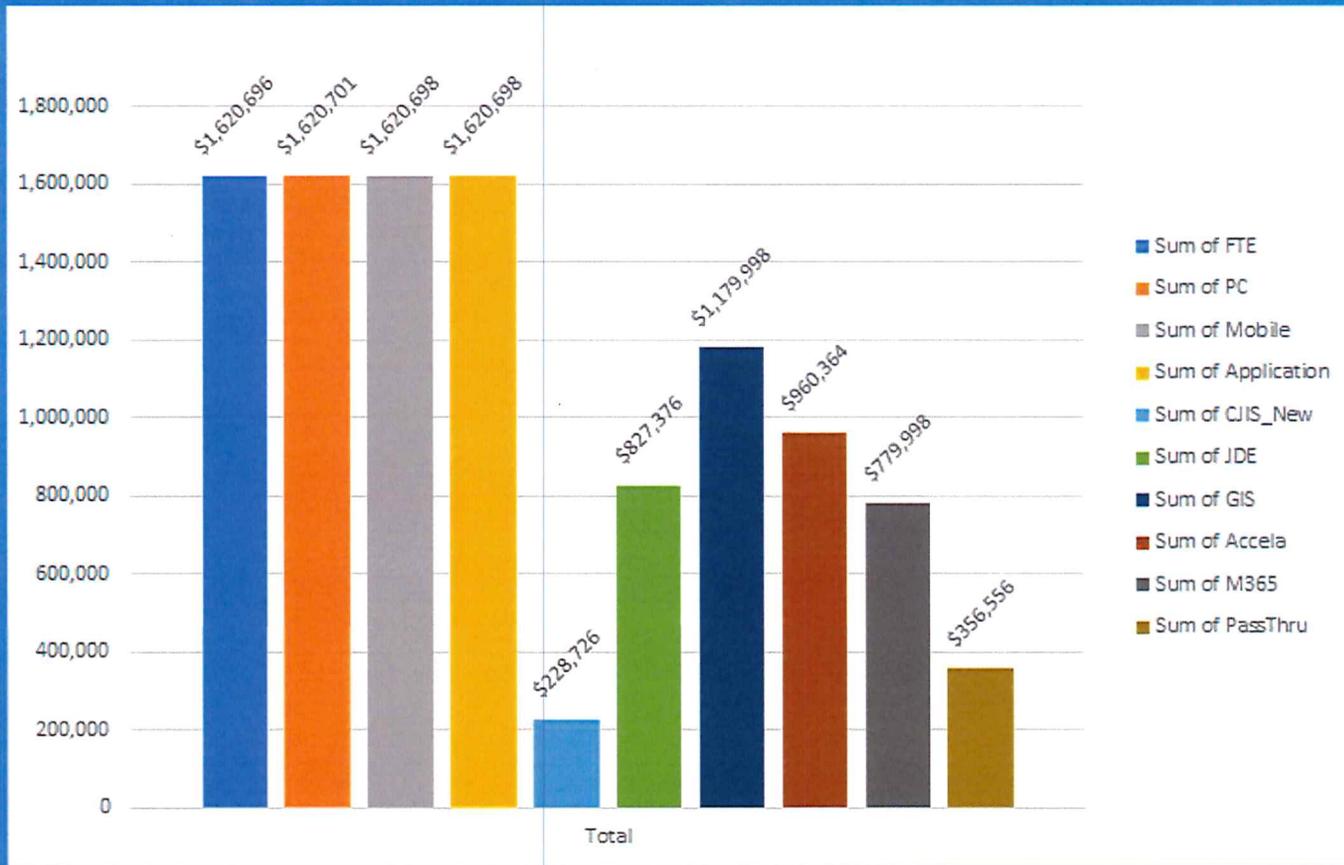


IS Cost Allocation FY 2020-2021



1.27%
Allocation Shift
to City from
FY 2019

Cost Allocation Pools from Model



Questions?





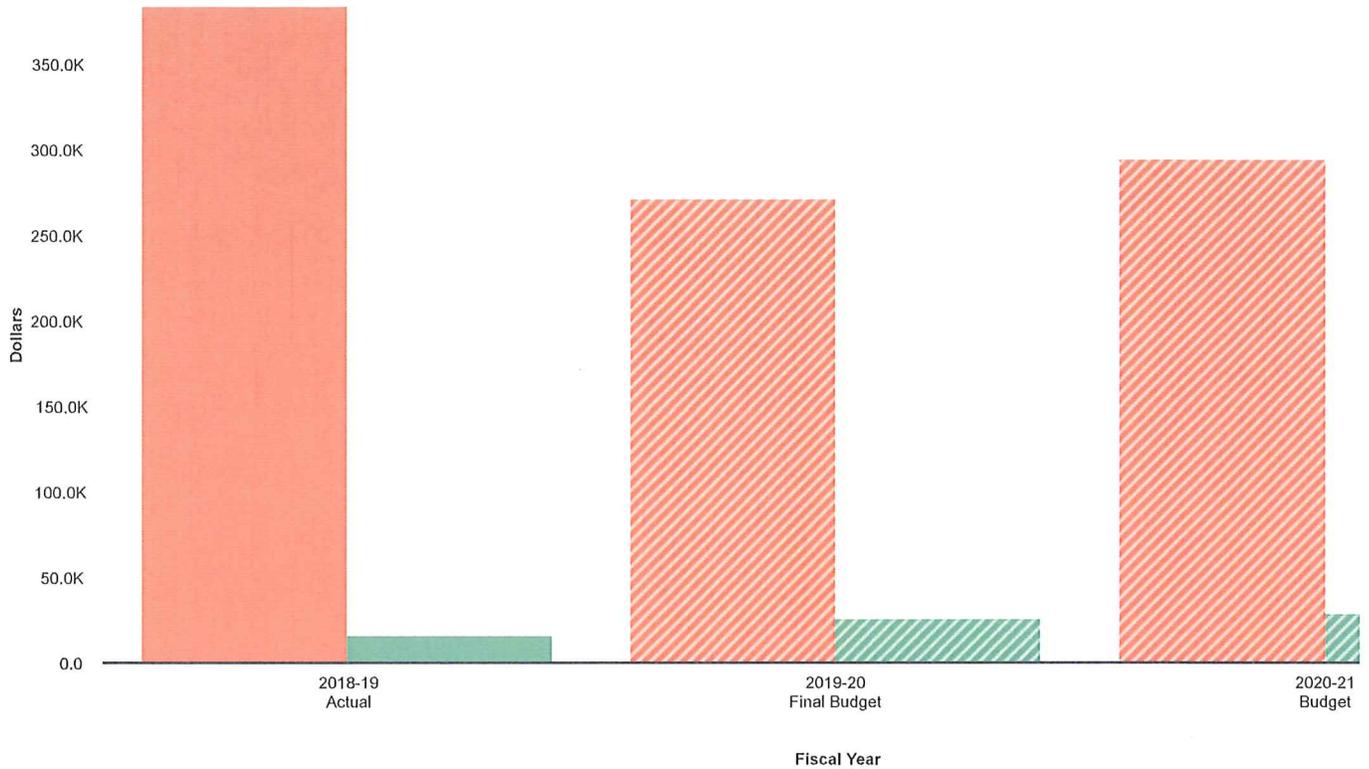
Information Services Technology Update
Lancaster County Staff Meeting April 30, 2020



April 30, 2020 Department Budget Hearings

Budget & Fiscal

Visualization



Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
▼ REVENUES	\$ 16,088	\$ 26,245	\$ 29,510
▼ CHARGES FOR SERVICES & FEES	16,088	26,245	29,510
▼ FEES	16,088	26,245	29,510
(55495) Other Miscellaneous Fees	16,088	26,245	29,510
▼ EXPENSES	384,010	272,146	294,853
▼ PERSONAL SERVICES	374,359	262,466	285,603
▼ SALARIES & WAGES	253,240	199,439	218,850
(61110) Official's Salary	109,415	111,646	116,851
(61210) Regular Salary	141,413	72,793	76,999
(61250) Temporary Salary	2,412	15,000	25,000
▼ EMPLOYEE BENEFITS	121,120	63,027	66,753
(61530) Group Health Insurance	43,159	30,153	31,208
(61510) FICA Contributions	18,600	15,257	16,743
(61520) Retirement Contributions	17,293	14,532	15,508
(61660) Post-Employment Health Program	39,659	1,250	1,300
(61540) Group Dental Insurance	1,718	1,245	1,374
(61650) Long-Term Disability	690	590	620
▼ OTHER CHARGES & SERVICES	9,285	9,080	8,750
▼ RENTALS	8,163	6,750	6,750
(66520) Building Rent	8,163	6,750	6,750
▼ MISC FEES & SERVICES	0	1,000	1,500
(65670) Enrollment Fees & Tuition	0	500	1,200

Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
(65665) Books & Subscriptions	0	500	300
▼ PRINTING & ADVERTISING	520	700	500
(64910) Printing	287	300	300
(64915) Photocopying	234	400	200
▼ OTHER CONTRACTED SERVICES	600	600	0
(64286) VOIP Information Services	600	600	0
▼ POSTAGE, COURIER & FREIGHT	1	30	0
(64855) Postage	1	30	0
▼ CAPITAL OUTLAY	366	600	500
▼ EQUIPMENT	366	600	500
(67465) Furniture & Fixtures	366	600	500
Revenues Less Expenses	\$ -367,922	\$ -245,901	\$ -265,343

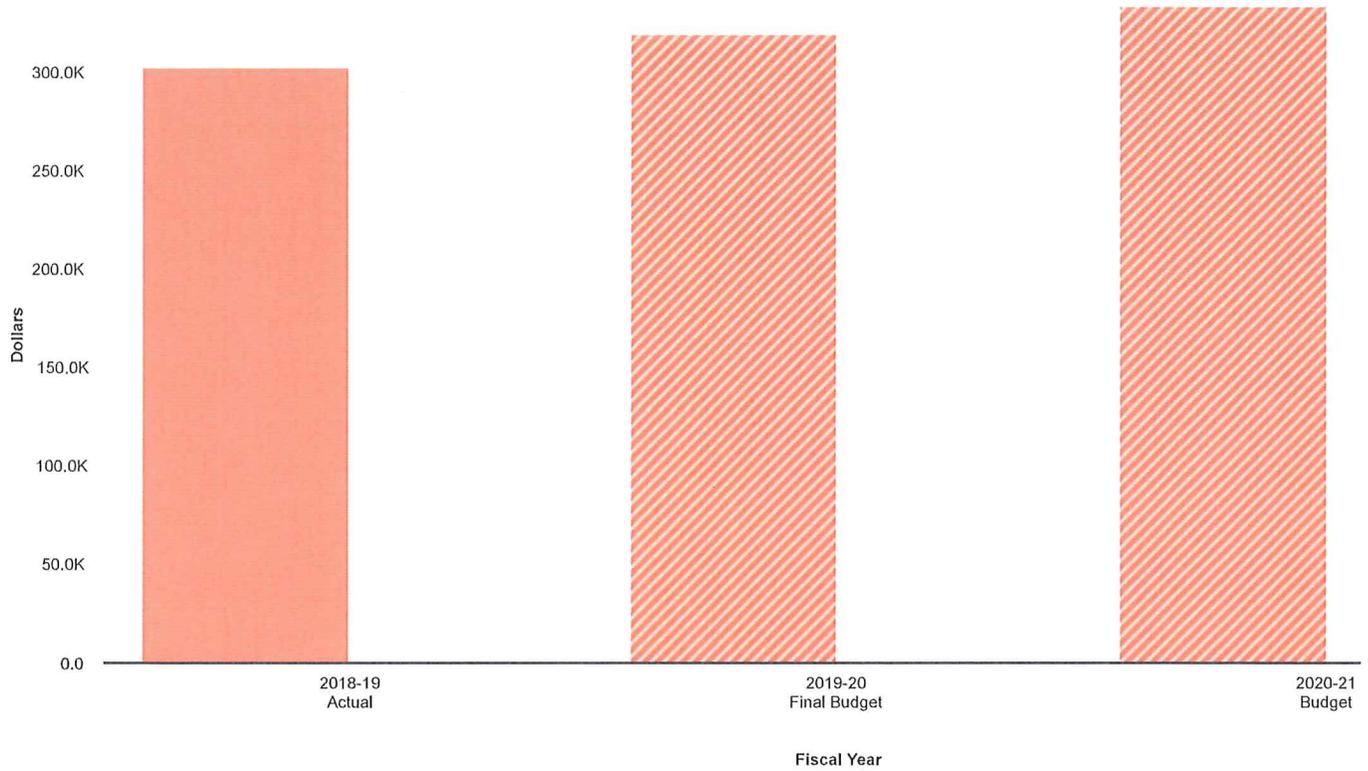
Data filtered by Types, Budget & Fiscal Division and exported on April 28, 2020. Created with OpenGov



April 30, 2020 Department Budget Hearings

County Commissioners

Visualization



Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
REVENUES	\$ 0	\$ 0	\$ 0
EXPENSES	302,627	319,653	333,276
PERSONAL SERVICES	302,627	319,653	333,276
SALARIES & WAGES	224,677	235,335	238,210
(61110) Official's Salary	224,677	235,335	238,210
EMPLOYEE BENEFITS	77,949	84,318	95,066
(61530) Group Health Insurance	40,062	41,436	51,295
(61520) Retirement Contributions	15,996	18,733	18,866
(61510) FICA Contributions	16,623	18,003	18,223
(61660) Post-Employment Health Program	2,473	3,250	3,250
(61540) Group Dental Insurance	2,072	2,143	2,670
(61650) Long-Term Disability	723	753	762
Revenues Less Expenses	\$ -302,627	\$ -319,653	\$ -333,276

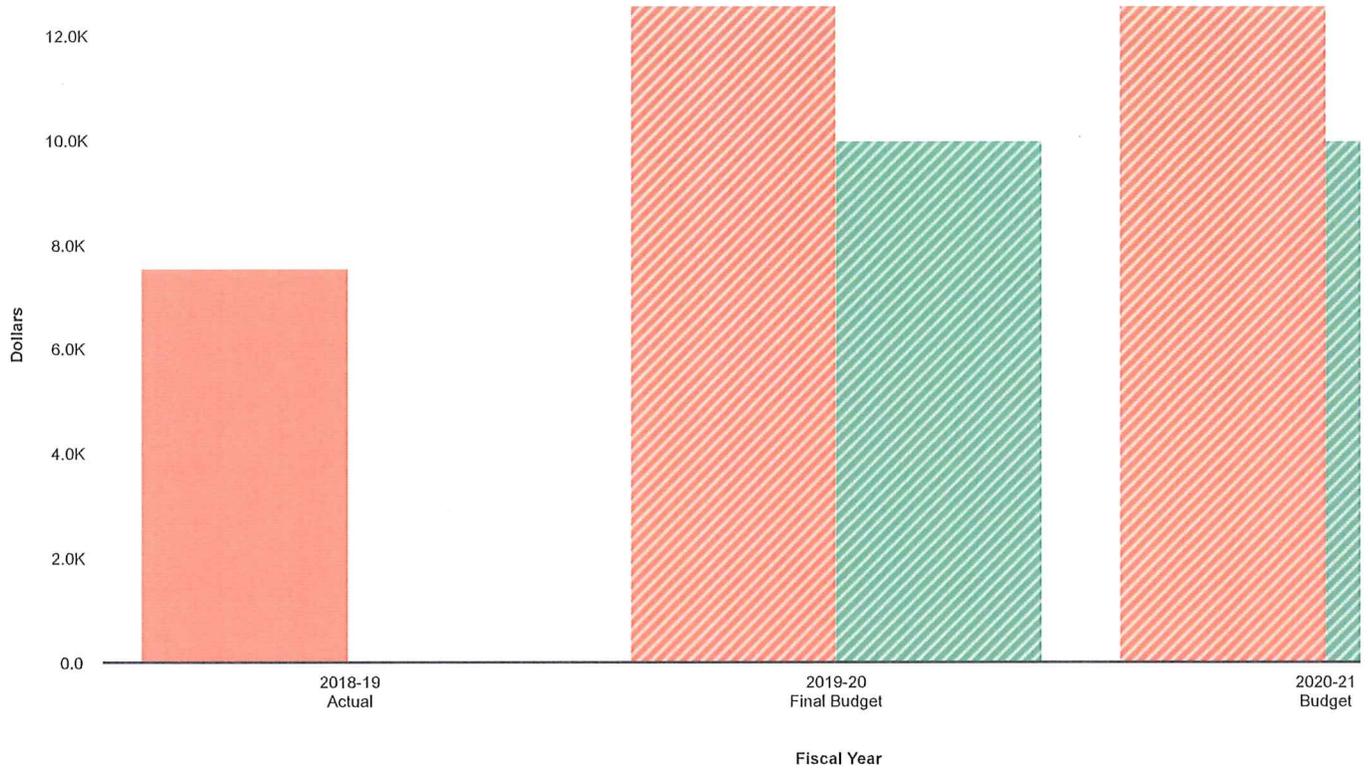
Data filtered by Types, Board of Commissioners and exported on April 28, 2020. Created with OpenGov



April 30, 2020 Department Budget Hearings

Veterans Aid Fund 26

Visualization



Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
▼ REVENUES	\$ 0	\$ 10,000	\$ 10,000
▼ TRANSFERS	0	10,000	10,000
▼ FUND TRANSFERS	0	10,000	10,000
(59110) General Fund Transfers	0	10,000	10,000
▼ EXPENSES	7,570	12,577	12,577
▼ OTHER CHARGES & SERVICES	7,570	12,577	12,577
▼ OTHER CLIENT SERVICES	7,570	12,577	12,577
(65230) Client Rent	5,387	6,177	6,177
(65240) Client Burial Expense	0	3,000	3,000
(65225) Client Electricity	1,925	1,200	1,200
(65210) Client Heat	60	1,200	1,200
(65295) Other Client Services	198	1,000	1,000
Revenues Less Expenses	\$ -7,570	\$ -2,577	\$ -2,577

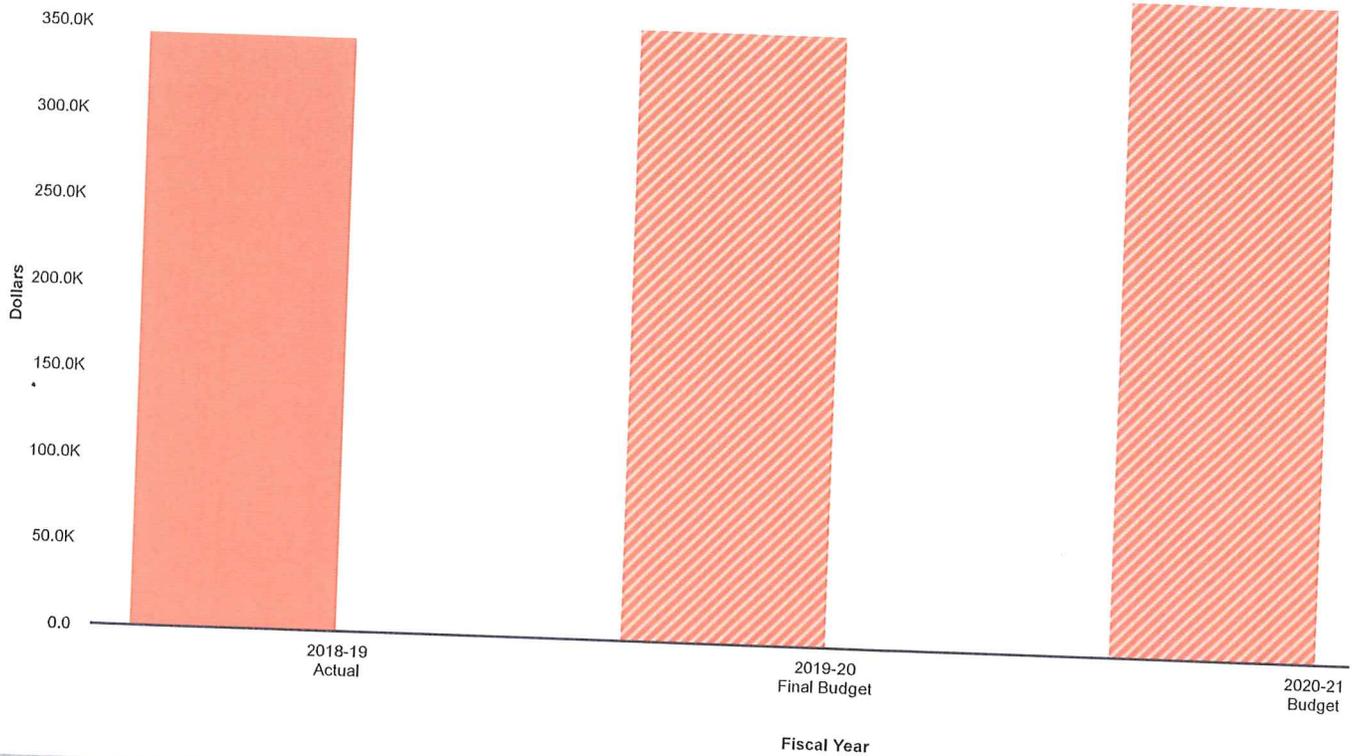
Data filtered by Types, Veterans Aid and exported on April 28, 2020. Created with OpenGov



April 30, 2020 Department Budget Hearings

Veterans Service Administration

Visualization



	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
Collapse All			
REVENUES	\$ 0	\$ 0	\$ 0
EXPENSES	345,298	355,462	380,929
PERSONAL SERVICES	304,706	311,187	335,036
SALARIES & WAGES	227,653	232,524	241,658
(61210) Regular Salary	153,304	156,659	164,193
(61110) Official's Salary	74,349	75,865	77,465
EMPLOYEE BENEFITS	77,054	78,663	93,378
(61530) Group Health Insurance	38,423	38,424	34,105
(61520) Retirement Contributions	17,519	18,236	18,862
(61510) FICA Contributions	16,928	17,788	18,395
(61660) Post-Employment Health Program	1,950	1,950	19,950
(61540) Group Dental Insurance	1,507	1,521	1,296
(61650) Long-Term Disability	727	744	769
OTHER CHARGES & SERVICES	39,376	42,025	43,093
RENTALS	30,640	30,640	30,640
(66520) Building Rent	30,640	30,640	30,640
OTHER CONTRACTED SERVICES	5,711	5,900	6,838
(64285) City Information Services	3,116	3,000	4,838
(64175) Comput Softwr Maint/License	1,796	2,000	2,000
(64286) VOIP Information Services	800	900	0
TRANS, TRAVEL & SUBSISTANCE	1,165	1,500	1,500
(64725) Mileage	616	600	600

Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
(64715) Lodging	280	600	600
(64710) Meals	269	300	300
▼ INSURANCE & SURETY BONDS	540	1,500	1,400
(65950) Officials' Bonds	540	1,500	1,400
▼ MISC FEES & SERVICES	430	730	860
(65660) Memberships & Dues	300	330	330
(65845) Other Misc Fees & Services	21	250	250
(65665) Books & Subscriptions	84	100	100
(65670) Enrollment Fees & Tuition	25	50	180
▼ PRINTING & ADVERTISING	379	630	730
(64915) Photocopying	339	480	480
(64910) Printing	40	150	250
▼ COMMUNICATIONS	154	650	650
(64810) Telephone - Local	154	600	600
(64815) Telephone - Long Distance	0	50	50
▼ POSTAGE, COURIER & FREIGHT	356	475	475
(64855) Postage	356	400	400
(64860) Freight & Express Charges	0	75	75
▼ SUPPLIES	1,215	2,250	2,800
▼ OFFICE SUPPLIES	637	1,400	1,400
(63110) Office Supplies	637	1,400	1,400
▼ OPERATING SUPPLIES	578	850	1,400
(63295) Veterans Grave Emblems	578	850	1,400
Revenues Less Expenses	\$ -345,298	\$ -355,462	\$ -380,929

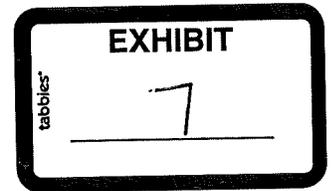
Data filtered by Types, Veterans Administration and exported on April 26, 2020. Created with OpenGov



Pamela L. Dingman, P.E.
County Engineer

Kenneth D. Schroeder, R.L.S.
Deputy County Surveyor

444 Cherry Creek Road, Bldg. C
Lincoln, Nebraska 68528
Phone: 402-441-7681 Fax: 402-441-8692
Email: coeng@lancaster.ne.gov



Traffic Engineering Study 54th Street & Saltillo Road

Introduction

The Lincoln South Beltway project is proposed as an 11-mile segment of freeway located along the southern perimeter of Lincoln, Nebraska. Specifically, the project will be constructed south of Saltillo Road between US Highway-77 and Nebraska Highway-2. With the construction of the Lincoln South Beltway project, existing roadways will experience planned closures and existing traffic patterns will experience planned detour routes.

The purpose of this study is to identify existing traffic characteristics and potential project traffic related impacts to the local street system, as well as to develop mitigation measures required for identified impacts. The following intersection was incorporated into this traffic study:

- 54th Street and Saltillo Road

Existing and Future Study Area

The area surrounding the study site primarily consists of residential and agricultural land uses along with some vacant land. 54th Street is a local county roadway that provides one through lane in each direction, northbound and southbound, and has a posted speed limit of 55 miles per hour (mph). Currently, 54th Street has an existing average daily traffic volume of approximately 2,000 vehicles per day at Saltillo Road.

Saltillo Road provides one through lane in each direction, eastbound and westbound, has a posted speed limit of 55 mph, is classified nationally as a major collector, and is classified at the state level as an arterial roadway. Currently, Saltillo Roadway has an average daily traffic volume of approximately 7,200 vehicles per day at 54th Street. The T-intersection of 54th Street and Saltillo Road is currently unsignalized with stop control on the northbound 54th Street minor approach. All three approaches provide a single lane for shared movements.

As a part of the planned construction phasing for the Lincoln South Beltway project, 68th Street is anticipated to have segments of the roadway closed during project construction. Specifically, 68th Street is anticipated to be closed from Bennet Road to Saltillo Road beginning in May of 2020. When 68th Street is closed, existing traffic is anticipated to reroute along both 54th Street and Roca Road in order to access Saltillo Road and the City of Lincoln. Additionally, as a part of the planned construction phasing for the Lincoln South Beltway project, Saltillo Road is anticipated to have segments of Saltillo Road closed during project construction. Specifically, Saltillo Road is anticipated to be closed from 68th Street to 70th Street beginning in May 2020 and from 98th Street to 120th Street beginning later in January of 2023. Existing traffic is anticipated to reroute to utilize both the intersections of 54th Street/Saltillo Road and 56th Street/Saltillo Road. As a result of this detour route, a significant increase in traffic is anticipated at the intersection of 54th Street and Saltillo Road as well as along 54th Street.



Pamela L. Dingman, P.E.
County Engineer

Kenneth D. Schroeder, R.L.S.
Deputy County Surveyor

444 Cherry Creek Road, Bldg. C
Lincoln, Nebraska 68528
Phone: 402-441-7681 Fax: 402-441-8692
Email: coeng@lancaster.ne.gov

Currently, at the intersection of 54th Street and Saltillo Road, morning peak hour traffic is primarily northbound in direction and afternoon peak hour traffic is primarily southbound in direction. Left turn conflicts exist along westbound Saltillo Road going southbound on 54th Street as well as along northbound 54th Street going westbound on Saltillo Roadway.

Existing Traffic Volumes

Existing traffic volumes were conducted by the City of Lincoln in 2012 at the key study intersection of 54th Street and Saltillo Road. The existing volumes showed 507 vehicles along the Saltillo Road major approaches (total of both approaches) during the afternoon peak hour and 177 vehicles along the 54th Street approach during the same afternoon peak hour. It should be noted that these traffic volumes are likely conservative since they were conducted more than two years ago. The current traffic volumes are likely higher.

All-Way Stop Control Design Parameters

According to the Manual on Uniform Traffic Control Devices (MUTCD), Section 2B.07, the design of Multi-Way Stop Applications should be based on the following guidelines:

1. The vehicle volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
2. The vehicle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 vehicles per hour for the same 8 hours, with an average delay to minor-street vehicle traffic of at least 30 seconds per vehicle during the highest hour; but
3. If the 85th percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in items 1 and 2

Other criteria that may be considered in an engineering study include the need to control left-turn conflicts, limited intersection sight distance, or if there has been a significant amount of correctable crashes within the previous 1-2 years.

Recommendations and Conclusions

Since both 54th Street and Saltillo Road have speed limits greater than 40 mph (55 mph) a 70 percent reduction factor was applied to the peak hourly volumes. Based on this, the existing traffic volumes warrant this intersection to be controlled as an All-Way stop controlled intersection (AWSC). Additionally, as mentioned previously, the existing traffic volumes are likely conservative since they more than two years old. As project construction occurs and traffic detour routes are put into place, the traffic volumes at this intersection are anticipated to increase.



Pamela L. Dingman, P.E.
County Engineer

Kenneth D. Schroeder, R.L.S.
Deputy County Surveyor

444 Cherry Creek Road, Bldg. C
Lincoln, Nebraska 68528
Phone: 402-441-7681 Fax: 402-441-8692
Email: coeng@lancaster.ne.gov

Finally, significant left turn conflicts exist at this intersection at the westbound left and northbound left turning movements. AWSC controlled intersections can reduce the number of severe crashes at an intersection further improving overall safety.

Therefore, based on these factors, it is recommended that the intersection of 54th Street and Saltillo Road be converted to an All-Way stop controlled (AWSC) intersection only during the duration of project construction and during when this route is being served as a detour. As such, a R1-1 "STOP" sign should be installed on the eastbound and westbound Saltillo Road approaches. Additionally, it is recommended that all approaches to this intersection have an R1-3P "ALL WAY" plaque installed under the stop sign. When project construction is completed, it is recommended that this intersection be converted back to a two-way stop-controlled intersection with stop control on the northbound 54th Street approach.

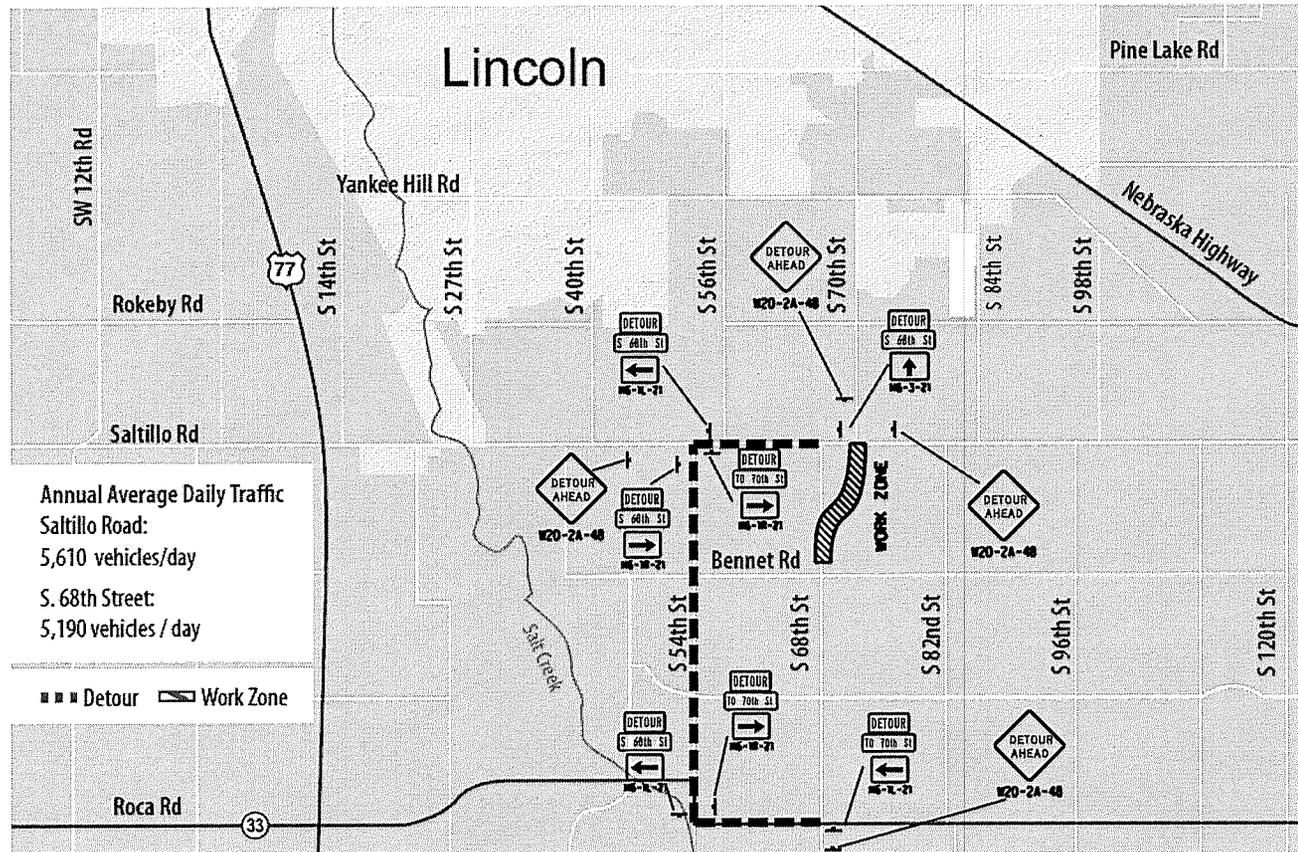
If you have any further questions, please do not hesitate to contact me at 402-441-1852.

Traffic Control Plan DETOUR ROUTE SALTILLO OPEN @ 68th

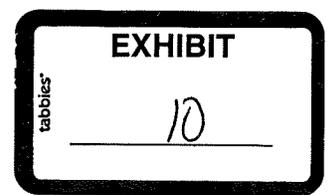
SALTILLO ROAD DETOUR | Out of Direction Travel: 4 Miles
S. 68TH STREET DETOUR | Out of Direction Travel: 2 Miles

Detour Route will be signed 

NOTES
TO BE USED IN
CONJUNCTION WITH
TYPICAL PLAN FOR PAVED AND
NON-PAVED ROAD CLOSURES



TRAFFIC ENGINEERING DIVISION
COMPUTER
DATE
DOD/PC



CAO Interview Questions:

1. (Roma) In considering your management style, do you find it most effective to have one style and approach that you apply to each person? Or do you adjust your approach based on the individual?
2. (Deb) What is the most challenging personnel issue you've had to deal with and how did you handle it?
3. (Sean) When managing people, do you focus more on trying to help maximize their strengths or coach to their weaknesses?
4. (Rick) How do you deal with conflict?
5. (Christa) What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment and how would you see yourself demonstrating that in the Chief Administrative Officer role?
6. (Deb) What steps would you take to be sure the employees of Lancaster County and its residents know who you are?
7. (Roma) Provide details to us on a time where you led a strategic planning session or a SWOT analysis.
8. (Rick) Explain to us how you accomplish a goal.
9. (Sean) What value do you put on relationships? How do you develop trust?

10. (Deb) What experience have you had creating buy-in? How would you go about creating buy-in amongst the board and the people you will serve?
11. (Sean) How do you analyze and work-through complex problems?
12. (Christa) Would you bend the truth to make a decision go in your favor?
13. (Sean) As you read the CAO job description, tell us one thing you specifically liked about this opportunity. Tell us one thing you were apprehensive about.
14. (Rick) As the CAO you will represent the board in relationships with a number of department heads, some elected and some appointed. If you were asked to deal with a department head who was not complying with the expectations of the board, how would you handle the difference in perspective? Is there a situation in your past that is similar? What happened?
15. (Roma) Tell me how you would delegate authority and what changes you would immediately make within the County. Do you find it easy or difficult to delegate?
16. (Christa) Is it easy for you to manage a lot of things at one time?
17. (Deb) What's the last thing you do when you leave work?

Hearing Date/Time (Office Use Only): _____

Date Received (Office Use Only) _____

Lancaster County, Nebraska Property Valuation Protest Form 422

SUBMIT TO:
Lancaster County Clerk
555 S. 10th Street, Room 108
Lincoln, NE 68508
Email: protest@lancaster.ne.gov

IMPORTANT REMINDERS: Forms received prior to June 1 or postmarked after June 30 cannot be accepted as timely filed. The property description, reason for the protest and signature must all be included. Protest documents are public records - please redact sensitive information on any pages submitted with this form.
A separate form is required to be filed for each parcel.

NAME OF PERSON FILING PROTEST (Please Print)		PROTEST NUMBER (Office use only)	
STREET OR OTHER MAILING ADDRESS			
CITY		STATE	ZIP CODE
The person filing this protest is the owner of the property or authorized to protest on behalf of the owner. If the protest is being filed on behalf of the owner, authorization to do so must be provided with the protest. <input type="checkbox"/> Yes <input type="checkbox"/> No	COUNTY VALUATION \$		REQUESTED VALUATION \$
PROPERTY/PARCEL IDENTIFICATION NUMBER (Example: 12-34-567-890-000)			
PHONE NUMBER		EMAIL ADDRESS	
REAL PROPERTY DESCRIPTION/LEGAL DESCRIPTION (Include Lot, Block, Addition, Location Address, Section, Township, Range and County)			
REASONS FOR REQUESTED VALUATION CHANGE:			
<input type="checkbox"/> Pending or Recent Sale of Property or Appraisal <input type="checkbox"/> Selected sales or assessment data of similar properties <input type="checkbox"/> Condition, size, quality, etc. contrary to Assessor record		<input type="checkbox"/> Income, vacancy and expense data relating to the property <input type="checkbox"/> Cost of construction for addition to property, or of repairs needed <input type="checkbox"/> Other (see comments below)	
ADDITIONAL COMMENTS (Attach additional pages if needed.)			
Sign Here		_____	
Signature of Person Filing Protest		Date	
Print Name Here		_____	

File with the
County Clerk
(See Instructions)

Property Valuation Protest

and Report of County Board of Equalization Action

County Name

Name and Mailing Address of Person Filing Protest		Protest Number	Filed _____, 20____
Name		Protested Valuation 20____	Requested Valuation
The person filing this protest is the owner of the property or authorized to protest on behalf of the owner. If the protest is being filed on behalf of the owner, authorization to do so must be provided with the protest. <input type="checkbox"/> Yes <input type="checkbox"/> No		Land	Land
Street or Other Mailing Address		\$	\$
Buildings		\$	\$
City, Town, or Post Office	State	Zip Code	Total Land and Buildings
		\$	\$
Property Identification Number	Phone Number	Personal Property	Personal Property
		\$	\$
Email Address		Reasons for requested valuation change (Attach additional pages if needed.)	
Real Property Description (Include Lot, Block, Addition, Location Address, Section, Township, Range, and County) and/or Personal Property Description			

sign here ▶

Signature of Person Filing Protest _____

_____ Date

County Assessor's Recommendation	Referee's Recommendation (If applicable)

Decision of County Board of Equalization for Assessment Year 20____

Basis for Action Taken (County Board of Equalization Chairperson)	Land
	\$
	Buildings
	\$
	Total Land and Buildings
	\$
	Personal Property
	\$

Check One:

The county assessor has certified to the county board of equalization that a copy of that portion of the property record file which substantiates the calculation of the protested value is maintained in the county assessor's office in electronic or paper form. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

Attached is a copy of that portion of the property record file which substantiates the calculation of the protested value. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

▶ Signature of County Board of Equalization Chairperson _____

_____ Date

County Clerk Certification

Date the Protest was Heard	Date of the Decision	Date Notice of Decision was Mailed to Protestor

The undersigned certifies that a copy of this protest and report of the action of the county board of equalization, which has been accepted by the assessor, has been mailed to the protestor at the above-shown address on _____, 20____.

▶ Signature of County Clerk _____

_____ Date

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

RESOLUTION IN THE MATTER OF)
EXTENDING THE DEADLINE FOR HEARING)
PROTESTS REGARDING REAL PROPERTY IN) RESOLUTION NO. _____
LANCASTER COUNTY FROM JULY 25, 2020,)
TO AUGUST 10, 2020)

WHEREAS, Neb. Rev. Stat. § 77-1502(1) provides that the county board of equalization shall meet for the purpose of reviewing and deciding written protests filed pursuant to Section 77-1502 beginning on or after June 1 and ending on or before July 25 of each year;

WHEREAS, Neb. Rev. Stat. § 77-1502(1) further provides that the county board in a county with a population of more than one hundred thousand inhabitants may adopt a resolution to extend the deadline for hearing protests regarding real property from July 25 to August 10 of each year;

WHEREAS, such resolution must be adopted before July 25 of each year and will affect the time for hearing protests for that year only;

WHEREAS, the Lancaster County Board of County Commissioners desires to extend the deadline for hearing protests in Lancaster County from July 25, 2020, to August 10, 2020, for those protests filed in 2020;

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Lancaster County, Nebraska, that the deadline for hearing protests regarding real property in Lancaster County shall be extended from July 25, 2020, to August 10, 2020, for those protests filed in 2020;

AND BE IT FURTHER RESOLVED, that, pursuant to Neb. Rev. Stat § 77-1502(6), the County Clerk's Office shall mail to any protester written notice of the County Board of Equalization's decision on or before August 18, 2020.

DATED this ____ day of _____, 2020, in the County-City Building, Lincoln, Lancaster County, Nebraska.

BY THE BOARD OF COUNTY
COMMISSIONERS OF
LANCASTER COUNTY, NEBRASKA

APPROVED AS TO FORM
this ____ day of
_____, 2020.

Sean Flowerday, Chair

Deputy County Attorney
for PATRICK CONDON
Lancaster County Attorney



LANCASTER COUNTY BOARD OF EQUALIZATION

Roma Amundson Sean Flowerday Deb Schorr Rick Vest Christa Yoakum

OWNER
ADDRESS
ADDRESS
CITY/STATE/ZIP

May 30, ~~2019~~2020

Re: Property Valuation Protest/TERC Appeal
Parcel ID:
Legal Description:
TERC Case #:

Dear Property Owner/Appellant:

Our records indicate that you filed a property valuation appeal with the Nebraska Tax Equalization and Review Commission (TERC) for the above-named property and the decision may still be pending. Please be advised that any adjustment you might receive for a previous appeal will not apply to the current year's assessment unless a separate protest is filed. If you believe your ~~2019~~2020 value is in error, you may want to file a protest with the Lancaster County Clerk's Office.

Your 20~~2019~~ value can be found at lancaster.ne.gov/assessor/index.htm or you can contact the County Assessor/Register of Deeds Office at 402-441-7463.

Beginning June 1st, you may file protests electronically at lancaster.ne.gov (keyword: **protest**) or by mail. Forms will also be available on this website or by calling the Lancaster County Clerk's Office at 402-441-8724. Protests must be filed on or before ~~July 1, 2019~~June 30, 2020.

If you have any questions regarding this letter, please contact the County Clerk's Office at 402-441-8724.

Sincerely,

~~Roma Amundson~~, ~~Sean Flowerday~~ Chair
Lancaster County Board of Equalization



LANCASTER COUNTY BOARD OF EQUALIZATION

Roma Amundson Sean Flowerday Deb Schorr Rick Vest Christa Yoakum

NAME
ADDRESS
ADDRESS
CITY/STATE/ZIP

DATE

Dear Property Owner/Appellant:

Our records show that a property valuation protest was filed on the following property:

Parcel ID:
Situs Address:
Legal Description:
Protest Number:
Appellant:

The Lancaster County Board of Commissioners, acting as the Board of Equalization, has contracted with qualified individuals, known as referees, to assist with reviewing valuation protests. A referee will meet with you to review your protest and the reasons supporting your opinion of value. At this meeting you may also present additional supporting documentation such as a recent appraisal or sales agreement, estimates of repair costs, photographs, etc. For more document examples, please visit the County Clerk's website at lancaster.ne.gov (keyword: **protest**). Your referee hearing has been scheduled for:

Date:
Time:

Hearings will be held at [the Lincoln Electrical JATC IBEW 265 building \(1409 Old Farm Rd, Lincoln, NE 68512\), Lincoln, Nebraska](#). **To allow for appropriate social distancing and associated health safety measures, please arrive no more than 5 minutes before your scheduled hearing time.** ~~the Lancaster Event Center, Pavilion 3, 4100 N. 84th Street (84th and Havelock Streets), Lincoln, Nebraska.~~ **Due to construction in the area, the main point of entry/exit will be through Gate 1 off 84th Street.** If you do not plan to attend the hearing or if you need to reschedule, please contact the County Clerk's Office at 402-441-8724 or protest@lancaster.ne.gov. The deadline to reschedule a hearing is July ~~12~~¹⁰. Absent a hearing, the referee will take into consideration all documentation provided and review the protest in absentia.

Value recommendations will be ~~emailed to those who provided an address. These recommendations will also be~~ posted on the County's website at lancaster.ne.gov (keyword: **value**) ~~as soon as they become available~~. You will need your protest number and Parcel ID (both provided above) to view this information. Additionally, you may contact the County Clerk's Office at protest@lancaster.ne.gov or 402-441-8724 to inquire about your value recommendation. Please keep in mind that it may take several weeks from the date of your hearing for the referee to complete their review.

The Board of Equalization will take final action on all value recommendations at its meeting on ~~Thursday, August 8, 2019~~ [Friday, August 7, 2020](#) at ~~1:00 p.m.~~ [9:00 a.m.](#), in Room 112 of the County-City Building. You will be notified by mail of the Board's decision. Final values will also be posted on the County's website on or before August ~~18~~¹⁴, 20~~19~~²⁰.

Feel free to contact the County Clerk's Office at 402-441-8724 or protest@lancaster.ne.gov if you have any questions regarding this letter.

Sincerely,

Dan Nolte
County Clerk

[Roma Amundson](#), [Sean Flowerday](#), Chair
Lancaster County Board of Equalization



LANCASTER COUNTY BOARD OF EQUALIZATION

Roma Amundson Sean Flowerday Deb Schorr Rick Vest Christa Yoakum

NAME
ADDRESS
ADDRESS
CITY/STATE/ZIP

DATE

Dear Property Owner/Appellant:

Our records show that a property valuation protest was filed on the following property:

Parcel ID:
Situs Address:
Legal Description:
Protest Number:
Appellant:

The Lancaster County Board of Commissioners, acting as the Board of Equalization, has contracted with qualified individuals, known as referees, to assist with reviewing valuation protests. You have selected to have a telephonic hearing. A referee will meet with contact you to review your protest and the reasons supporting your opinion of value. At this meeting you may also present additional supporting documentation such as a recent appraisal or sales agreement, estimates of repair costs, photographs, etc. ~~For more document examples, please visit the County Clerk's website at lancaster.ne.gov (keyword: **protest**).~~ Your referee hearing has been scheduled for:

Date:
Time:

~~Hearings will be held at the Lincoln Electrical JATC IBEW 265 building (1409 Old Farm Rd, Lincoln, NE 68512), Lincoln, Nebraska.~~ Due to time constraints, if you are not available when the referee contacts you, you will be asked to reschedule your hearing. If you do not plan to attend-participate in the telephonic hearing or if you need to reschedule, please contact the County Clerk's Office at 402-441-8724 or protest@lancaster.ne.gov. The deadline to reschedule a hearing is July ~~12~~10. Absent a hearing, the referee will take into consideration all documentation provided and review the protest in absentia.

Value recommendations will be posted on the County's website at lancaster.ne.gov (keyword: **value**). You will need your protest number and Parcel ID (both provided above) to view this information as soon as they become available. Additionally, you may contact the County Clerk's Office at protest@lancaster.ne.gov or 402-441-8724 to inquire about your value recommendation. Please keep in mind that it may take several weeks from the date of your hearing for the referee to complete their review.

The Board of Equalization will take final action on all value recommendations at its meeting on Thursday, August 6, 2019 at 1:00 p.m., Friday, August 7, 2020 at 9:00 a.m., in Room 112 of the County-City Building. You will be notified by mail of the Board's decision. Final values will also be posted on the County's website on or before August ~~14~~14, 2020.

Feel free to contact the County Clerk's Office at 402-441-8724 or protest@lancaster.ne.gov if you have any questions regarding this letter.

Sincerely,

Dan Nolte
County Clerk

~~Roma Amundson, Sean Flowerday~~, Chair
Lancaster County Board of Equalization



LANCASTER COUNTY BOARD OF EQUALIZATION

Roma Amundson Sean Flowerday Deb Schorr Rick Vest Christa Yoakum

NAME
ADDRESS
ADDRESS
CITY/STATE/ZIP

DATE

Dear Property Owner/Appellant:

Our records show that a property valuation protest was filed on the following property and attendance at a review hearing was waived:

Parcel ID:
Situs Address:
Legal Description:
Protest Number:
Appellant:

The Lancaster County Board of Commissioners, acting as the Board of Equalization, has contracted with qualified individuals, known as referees, to assist with reviewing valuation protests. Please keep in mind that it may take several weeks for the referee to complete their review. ~~Value recommendations will be emailed to those who provided an address. These~~ ~~R~~ recommendations will ~~also~~ be posted on the County's website at lancaster.ne.gov (keyword: value) as soon as they become available. You will need your protest number and Parcel ID (both provided above) to view this information. Additionally, you may contact the County Clerk's Office at 402-441-8724 or protest@lancaster.ne.gov to inquire about your value recommendation.

The Board of Equalization will take final action on all value recommendations at its meeting on ~~Thursday, August 8, 2019~~ Friday, August 7, 2020 at ~~1:00 p.m.~~ 9:00 a.m., in Room 112 of the County-City Building. You will be notified by mail of the Board's decision. Final values will also be posted on the County's website on or before ~~August 16, 2019~~ August 14, 2020.

If you would like to schedule a referee hearing, please contact the County Clerk's Office at 402-441-8724 or protest@lancaster.ne.gov no later than ~~July 12, 2019~~ July 10, 2020.

Sincerely,

Dan Nolte
County Clerk

~~Roma Amundson~~ Sean Flowerday, Chair
Lancaster County Board of Equalization



LANCASTER COUNTY BOARD OF EQUALIZATION

Roma Amundson Sean Flowerday Deb Schorr Rick Vest Christa Yoakum

NAME
ADDRESS
ADDRESS
CITY/STATE/ZIP

DATE

Parcel ID:
Situs Address:
Legal:
Protest Number:
Appellant:

Dear Property Owner/Appellant:

On August ~~8, 2019~~ 7, 2020 the Lancaster County Board of Equalization made a final value determination regarding your property valuation protest:

Assessor's Proposed Value: \$
Board of Equalization's Final Value: \$
Difference: \$

This concludes the review of your ~~2019-2020~~ valuation by the Board of Equalization. The report required by Neb.Rev.Stat. 77-1502, which includes the Board's decision and all documentation related to this protest, is available for review at the Lancaster County Clerk's Office during normal business hours (Monday-Friday; 7:30 a.m. to 4:30 p.m.).

You may appeal the Board of Equalization's decision to the Nebraska Tax Equalization and Review Commission (TERC) on or before September 10, ~~2019~~2020. A copy of this letter and the appropriate filing fee must accompany the appeal form. For more information or to obtain an appeal form, please contact terc.nebraska.gov or 402-471-2842.

Please note, if you have a case pending at TERC from a previous year, any adjustment you might receive related to that appeal will not apply to the current year (~~2019~~2020) unless a separate TERC appeal is filed.

If you have any questions regarding this letter, please contact the County Clerk's Office at protest@lancaster.ne.gov or 402-441-8724.

Sincerely,

Dan Nolte
County Clerk

~~Roma Amundson~~ Sean Flowerday, Chair
Lancaster County Board of Equalization

Lancaster County Chief Administrative Officer



Nature of Work

Under the direction of the County Board of Commissioners, the Chief Administrative Officer will perform highly responsible administrative work in coordination and management of internal and/or external County Board functions and serve as the department head of the County Administrative Services.

Essential Functions

Functions with the County Board of Commissioners

- Furnishing legal counsel to the County and County Board, drafting legal documents and pleadings on behalf of the County and the County Board, and interpreting and giving advice regarding the law to the County and County Board.
- Exercises professional judgment involving a wide variety of public, intergovernmental, and interdepartmental contact.
- Responsible for researching and reviewing projects assigned by the County Board and coordinates projects with county departments, civic organizations, and the general public.
- Advise the County Board on matters of policy/administration.
- Direct the preparation of information for the use of the County Board in making programmatic/policy decisions.
- Brief the County Board on issues requiring County Board action.
- Attend County Board meetings, take part in discussions/recommend measures for adoption.
- Direct preparation of meeting agendas, inform the County Board of pertinent items on the agenda which require particular attention and/or concern.
- Develop, interpret, and administer policies as directed by the County Board.
- Assist the County Board in executing a strategic business plan that presents the opportunities, needs, and problems facing the county, and which sets goal-oriented solutions.
- Assist the County Board in establishing and maintaining effective relationships with elected officials, external agencies, governmental agencies, and community organizations.
- Act as the principal liaison between the County Board and all departments, boards, commissions, and agencies under the County Board's span of control.
- Represent the County Board on various committees, as assigned.
- Work in collaboration with the County Board and other appropriate departments on hiring and termination of County Department Directors.
- For Elected Officials' offices, assist the County Board in various liaison functions and provide centralized administrative services and other support functions.
- Serve as the County Board's representative for the Lancaster County Employees' Retirement Plan.
- Facilitate and coordinate the County Board weekly staff meeting and bi-monthly Management Team meeting.
- Represent the County Board at business and civic meetings.
- Brief the County Board on the concerns and needs of citizens and citizen groups.
- Act as County Board liaison to the Emergency Operation Center during emergency activations.
- All other duties as assigned.

Additional Functions

- Research administrative/municipal issues pertaining to County government.

- Identify problems, needs, and opportunities for the county and develop appropriate program planning/development efforts.
- Analyze the impact that political, programmatic and policy changes will have on County operations.
- Monitor state/federal legislative activity to assess the potential impact on the county.
- Monitor/evaluate the efficiency, effectiveness, and cost effectiveness of the county's service delivery and governance with emphasis on the departments/functions (under the authority of the County Board).
- Provide ongoing analysis/review of county programs.
- Deliver necessary metrics and data analytics to provide valuable information and assist in decision making, while analyzing impact and need.
- Oversee review of the strategic business plan at regular intervals to determine long range funding for current and future needs.
- Ensure appointed department heads develop strategic business plans.
- Analyze policies, procedures, and legislative issues that impact the effective execution of the strategic plan.
- In collaboration with the County Board, update the strategic business plan to meet changing environments.
- Serve as the key contact between County Legislative Consultants, County Board, Elected Officials, and Department Directors.
- Prepare annual legislative objectives, review and draft legislative bills.
- Prepare written/oral testimony, as needed.
- For appointed departments, oversee and provide administrative direction for operations, programs, and personnel.
- Facilitate and coordinate the Lancaster County Pension Review Committee.
- Write speeches, press releases, and ceremonies for formal meetings, as required.
- Serve as the department head for the Administrative Services Department including all related management functions of assigned subordinates.
- Prepare annual department budget.
- Assist the Emergency Services Coordinator, as needed.
- All other duties as assigned.

Work is performed under general policy direction of the County Board with the employees held accountable for results obtained. Supervision may be exercised over subordinate staff. Direct reports include County Directors, the Assistant Chief Administrative Officer and any other support staff within County Administrative Services.

This is an unclassified position.

Preferred Talents

- Integrity, honesty, and trustworthiness
- Effective, efficient communication; verbal and written
- Active listening skills
- Political neutrality
- Thorough knowledge of operations, functions, policies, and procedures in municipal government and their interrelationship with effective county administrative processes and operational structures.
- Considerable knowledge of County Board policy.
- Knowledge of computer applications as they relate to public budgeting and management activities.
- Knowledge of general legal provisions and statutes affecting the operations of county departments.
- Ability to analyze and interpret technical and legal information.
- Ability to provide effective leadership, decision-making, and coordination in developing solutions to complex staff and organizational issues.
- Ability to establish and maintain effective working relationships with governmental officials, representatives from the community, County Board personnel, and the general public.
- Ability to handle difficult and emotionally charged situations diplomatically.

Qualifications

Graduate from an accredited College of Law plus six years of experience in governmental administration at the division or department head level or any equivalent combination of training and experience that provides the desirable knowledge and talents.

This Job requires the full time practice of law, and therefore a license to practice law from the Nebraska State Bar Association is required. Mandatory Continuing Legal Education and annual licensure renewal assessments will be paid for by the County.

Member of ICMA required; may join within six (6) months of employment and membership dues will be paid for by the County. Must obtain ICMA Credentialed Manager designation; may obtain within eighteen (18) months of start date, paid for by the County.

Working Environment:

Employee Acknowledgment

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____

LANCASTER COUNTY
CHIEF ADMINISTRATIVE OFFICER

NATURE OF WORK

Under the direction of the County Board of Commissioners the Chief Administrative Officer will perform highly responsible administrative work in the coordination and management of internal and/or external County Board functions and serving as the department head of County Administrative Services.

Work involves responsibility for exercising professional judgment involving a wide variety of public, intergovernmental and interdepartmental contact. The individual within this classification will have responsibility for researching and reviewing projects assigned by the County Board and coordinating projects with county departments, civic organizations and the general public. Work is performed under general policy direction of the County Board with the employee held accountable for results obtained. Supervision may be exercised over subordinate staff. Direct reports include County Directors, the Assistant Chief Administrative Officer and any other support staff within County Administrative Services. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Advise the County Board on matters of policy/administration; direct the preparation of information for the use of the County Board in making programmatic/policy decisions; brief the County Board on issues requiring County Board action; attend County Board meetings, take part in discussions/recommends measures for adoption; direct preparation of meeting agendas, inform the County Board of pertinent items on the agenda which require particular attention and/or concern.

Research administrative/municipal issues pertaining to County government; identify problems, needs, and opportunities for the county and develops appropriate program planning/development efforts; analyze the impact that political, programmatic and policy changes will have on County operations; monitor State/Federal legislative activity to assess the potential impact on the county.

Develop, interpret, and administer policies as directed by the County Board; monitor/evaluate the efficiency, effectiveness, and cost effectiveness of the county's service delivery and governance with emphasis on the departments/functions under the authority of the County Board; provide on-going analysis/review of county programs; deliver necessary metrics and data analytics in order to provide valuable information and assist in decision making while analyzing impact and need.

Assist the County Board in executing a strategic business plan that presents the opportunities, needs and problems facing the county and which sets goal-oriented solutions; oversees review of the strategic business plan at regular intervals to determine long range funding for current and future needs; ensure appointed department heads develop strategic business plans; analyze policies, procedures, and legislative issues that impact the effective execution of the strategic plan; in collaboration with the County Board, update the strategic business plan to meet changing environments.

Serve as the key contact between County Legislative Consultants, County Board, Elected Officials and Department Directors; prepare annual legislative objectives, review and draft legislative bills; prepare written/oral testimony as needed.

Assist the County Board in establishing and maintaining effective relationships with elected officials, external agencies, governmental agencies, and community organizations; act as the principal liaison between the County Board and all departments, boards, commissions, and agencies under the County Board's span of control; represent the County Board on various committees as assigned.

Administer, direct and coordinate the operations and execute line of authority over County Departments, including performance evaluation and management responsibilities of County Department Directors; work in collaboration with the County Board and other appropriate departments on hiring and termination of County Department Directors.

For appointed departments, oversee and provide administrative direction for operations, programs and personnel.

For Elected Officials' offices, assist the County Board in various liaison functions and provides centralized administrative services and other support functions.

Serve as the County Board's representative for the Lancaster County Employees' Retirement Plan; facilitate and coordinate the Lancaster County Pension Review Committee.

Facilitate and coordinate the County Board weekly staff meetings and bi-monthly Management Team meetings.

Represent the County Board at business and civic meetings; brief the County Board on the concerns and needs of citizens and citizen groups; write speeches, press releases, and ceremonies or formal meetings as required.

Serve as the department head for the Administrative Services Department including all related management functions of assigned subordinates; prepare annual department budget.

Act as County Board liaison to the Emergency Operation Center during emergency activations; provide assistance to Emergency Services Coordinator as needed.

Perform other duties as may be necessary for the administration and management of county affairs.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the operations, functions, policies, and procedures in municipal government and their interrelationship with effective county administrative processes and operational structures.

Considerable knowledge of County Board policy.

Knowledge of computer applications as they relate to public budgeting and management activities.

Knowledge of general legal provisions and statutes affecting the operations of county departments.

Knowledge of legislative processes involved in local government.

Ability to analyze and interpret technical and legal information and submit oral and written reports.

Ability to communicate effectively both orally and in writing.

Ability to provide effective leadership, decision-making, and coordination in developing solutions to complex staff and organizational issues.

Ability to establish and maintain effective working relationships with governmental officials, representatives from the community, County Board personnel and the general public.

Ability to establish program objectives and performance goals and assess progress towards their achievement.

Ability to handle difficult and emotionally charged situations diplomatically.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Master's Degree in public or business administration, management or related field or graduation from an accredited College of Law plus six years of experience in governmental administration at the division or department head level; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Revised 8/2019

PS7191

03/27/2020

Microcomputer Estimate

Adult Probation	
Control #	188923

Funding Source	
Acronym:	JAP
Special Funding Source:	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
x HP ProDesk 600 G5 Desktop Mini, i5-9500T 3.7GHz, 16 GB, 256GB SSD, W10P64, STD Stock	7PE01UT#ABA	\$759.00	8	\$2.00	\$6,088.00
x HP EliteBook 850 G6, 4.8GHz i7-8665U, 16GB, 512GB SSD, BT, W10P, 15.6" 1920x1080, 3/3/0	7KK20UT#ABA	1,379.00	6	\$2.00	\$8,286.00
HP 9x5 NBD on-site w/ Off site Accidental Damage Protection 3 Yr Warranty for Notebooks	UC279E	107.00	6		\$642.00
x HP USB-C/A Universal Dock G2, 100 Watt	5TW13UT#ABA	181.00	6		\$1,086.00
x HP LJ Pro M404n 40PPM Network, 80000 ppmmonth duty cycle	W1A52A#BGJ	\$189.00	3	\$3.30	\$576.90
Fujitsu ScanSnap iX1500, WiFi, USB 3.1	PA03770-B005	\$413.07	3	\$2.27	\$1,246.02
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Hardware Cost		\$3,028.07			\$17,924.92

Software	PART #	Purchase Cost	Qty
NO SOFTWARE			
Total Software Cost:		\$0.00	\$0.00

Total Hardware/Software Cost	\$17,924.92
-------------------------------------	--------------------

Estimated Installation Costs:	\$0.00
--------------------------------------	---------------

Total System Cost:	\$17,924.92
---------------------------	--------------------

MONTH/YEAR	AVERAGE DAYS TO COMPLETION FOR DEFENDANTS "IN CUSTODY"	AVERAGE DAYS TO COMPLETION FOR DEFENDANTS "NOT IN CUSTODY"	DIFFERENCE [DAYS]	NUMBER OF PRESENTENCES DONE ON DEFENDANTS IN JAIL	COST SAVINGS
May-19	36.31	59.7	23.39	29	\$67,831.00
June-19	37.76	58.99	21.23	33	\$70,059.00
July-19	35.47	63.83	28.36	38	\$107,768.00
August-19	37.31	60.86	23.55	39	\$91,845.00
September-19	39.34	56.8	17.46	35	\$61,110.00
October-19	37.65	66.95	29.3	47	\$137,710.00
November-19	38	60.61	22.61	22	\$49,742.00
December-19	40.56	56.5	15.94	25	\$39,850.00
January-20	32.83	62.2	29.37	59	\$173,283.00
February-20	36.5	63.74	27.24	27	\$73,548.00
March-20	39.09	67.14	28.05	23	\$64,515.00
			0		\$0.00
TOTAL COST SAVINGS:					\$937,261.00
* FORMULA = Number of Days Difference x # of Defendants x \$100.00/day jail cost = Cost Savings					

From: [Macke, Cassandra](#)
To: [PCRequest](#)
Subject: Budget Request Estimate
Date: Monday, April 6, 2020 11:44:58 AM

Could I get an estimate for the below to submit as a microcomputer request with our 2020-21 budget request? I am new to submitting a request like this, so please let me know if there is anything else you need or if anything is incorrect in my request below. Thank you for your assistance!

11 – HP ProDesk 600 G5 Tower i5-9500, 4.4GHZ, 16GB, 256GB, SSD, Win10P, DVD+/-RW, Wireless keyboard/mouse

11 - HP E223 21.5-inch Widescreen LED Backlit Monitor

Cassie Macke | Office Manager | Juvenile Probation

District 3J Probation Office | 605 South 10th Street Room B302 | Lincoln NE 68508

P 402.441.5978 | F 402.441.6052

cassandra.macke@nebraska.gov | www.supremecourt.ne.gov



04/09/2020

Microcomputer Estimate

Juvenile Probation	
Control #	188990

Funding Source	
Acronym:	JJP
Special Funding Source:	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
HP ProDesk 600 G5 Tower Desktop i5-9500 4.4GHZ, 16Gb, 256GB SSD, DVD+/-RW, Win10P, Wireless Kyb/Mouse	RTI-6DC50AV	\$770.50	11	\$10.00	\$8,585.50
* HP E223 21.5-inch Widescreen LED backlit LCD Monitor	1FH45AA#ABA	\$130.00	11	\$3.00	\$1,463.00
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Hardware Cost		\$900.50			\$10,048.50

Software	PART #	Purchase Cost	Qty
NO SOFTWARE			
Total Software Cost:		\$0.00	\$0.00

Total Hardware/Software Cost	\$10,048.50
-------------------------------------	--------------------

Estimated Installation Costs:	\$0.00
--------------------------------------	---------------

Total System Cost:	\$10,048.50
---------------------------	--------------------

04/30/2020

Microcomputer Estimate

County Record Management	
Control #	189068

Funding Source	
Acronym:	CRM
Special Funding Source:	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
x HP ProDesk 600 G5 Desktop Mini, i5-9500T 3.7GHz, 16 GB, 256GB SSD, W10P64, STD Stock	7PE01UT#ABA	\$759.00	3	\$2.00	\$2,283.00
x USB External DVDRW Drive	GP65NB60	24.99	1		\$24.99
x HP E223 21.5-inch Widescreen LED backlit LCD Monitor	1FH45AA#ABA	\$130.00	2	\$3.00	\$266.00
Canon imageFORMULA DR-G2090 USB 3.1	3151C002	\$3,928.66	2	\$17.00	\$7,891.32
Shipping and Handling	S&H	\$0.00	1		\$0.00
NO HARDWARE					
Total Hardware Cost		\$4,842.65			\$10,465.31

Software	PART #	Purchase Cost	Qty
NO SOFTWARE			

Total Software Cost:	\$0.00	\$0.00
Total Hardware/Software Cost		\$10,465.31
Estimated Installation Costs:		\$0.00
Total System Cost:		\$10,465.31

**Lancaster County
Conferences, Training and Travel Expenses
2020-21 Budget**

Business Unit Name Weed Control Authority

Business Unit # 7330

Conference/Training Session	Object Code		AMOUNT
	Name	#	
Brent Meyer			
NWCA - Annual Conference, Fall Training, Spring Training, Leafy Spurge Task Force Conference, NACO Conference, Lower Platte Weed Management Area Meetings, SE District NACO	Enrollment	65670	580
	Meals	64710	400
	Mileage	64725	0
	Lodging	64715	980
North American Invasive Species Management Association Conference - Whitefish, Montana	Enrollment	65670	340
	Meals	64710	150
	Airfare/Rental	64725	600
	Lodging	64715	720
Patrick Dugan, Chief Noxious Weed Inspector			
NWCA - Spring and Fall Trainings in Kearney	Enrollment	65670	250
	Meals	64710	100
	Lodging	64715	320

LANCASTER COUNTY GRANT FORM

Submitted by: Sara Hoyle Today's date: May 7, 2020

(On behalf of: Lancaster County)

- 1. Funding source: Department of Justice – Bureau of Justice Assistance
- 2. Grant due date: May 29, 2020
- 3. Amount requested: \$58,008
- 4. Other sources of funding anticipated:

Funding Source	In-kind	Cash	Committed	Pending
a. None				
b.				
c.				
d.				

- 5. Project Contact: Sara Hoyle
Phone Number: (402) 441-6868
- 6. Number of years grant will run if funded: 1
- 7. This grant is: X New Continuation
- 8. General purpose for grant: (2-3 sentences)

Grant funds will provide funding to assist local units of governments in preventing, preparing for, and responding to the coronavirus.

*See Attached for Budget

Budget Detail Worksheet

OMB Approval NO.: 1121-0329

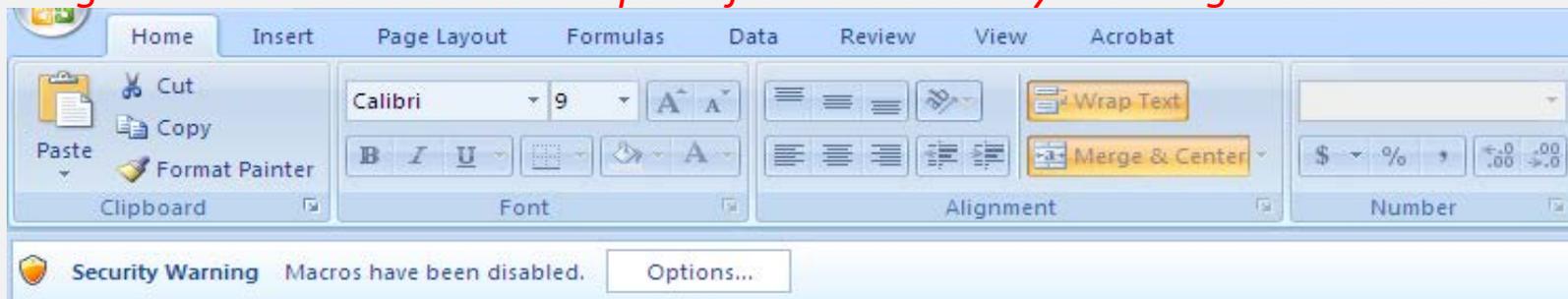
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

<https://oip.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,

Budget Sheet Instructions



please close the document and reopen it with macros enabled.

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.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in 2 CFR Part 200.333, 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 U.S.C. 55.2.

Budget Point of Contact Information:

Contact Name:	Last:		First:		Middle:	
Contact Phone:		Contact Fax:		Contact Email:		

Budget Sheet Instructions

Worksheet Index:	
Tab	
Budget Detail - Year 1	
Budget Detail - Year 2	
Budget Detail - Year 3	
Budget Detail - Year 4	
Budget Detail - Year 5	
Budget Summary	
Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
<i>Personnel</i>	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. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Fringe Benefits</i>	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 the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Travel</i>	Itemize travel expenses of staff personnel (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 whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
<i>Equipment</i>	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> 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 "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy 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. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the "Other" category. OJP does not currently fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Subawards (Subgrants), Procurement Contracts, & Consultant Fees</i>	<p>Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label "(subaward)" with each subaward entry.</p> <p>Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).</p> <p>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 the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<i>Other Costs</i>	List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by 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. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

<i>Indirect Costs</i>	<p>Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. 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. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.</p>
-----------------------	---

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
					Total(s)	\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>		
	Base	Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
			N/A					\$0
Total(s)								\$0
Narrative								

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
		Total(s)	\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items	Computation		
<i>Provide a list of the types of items to be purchased with grant funds.</i>	<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>		
	# of Items	Unit Cost	Total Cost
Lysol Disinfectant wipes (cases) - Adult Probation	2	\$38.00	\$76
Hand Santizer (case) Adult Probation	1	\$120.65	\$121
Clorox Disinfecting Wipes (case) Adult Probation	1	\$182.70	\$183
Clorox Wipes (1 case) - Human Services	1	\$49.00	\$49
Hand Sanitizer 32 oz Public Defender	13	\$3.20	\$42
Disinfectant wipes (800 ct) (4 cases) - Public Defender	4	\$39.99	\$160
Lysol Disinfectant wipes (5 cases) - Jail	5	\$108.20	\$541
Hand Sanitizer - Jail	2	\$26.00	\$52
Clorox Disinfecting Wipes (5 cases) - jail	5	\$32.20	\$161
Purell hand santizer gel 2L (4 cases) - Jail	7	\$107.25	\$751
Purrel Hand Sanitizer gel (2 cases) - Jail	2	\$111.00	\$222
Purell bulk gel pump - jail	4	\$107.25	\$429
Clorox Wipes (95ct/3cs) - YSC	46	\$42.80	\$1,969
Hand Santiizer Purell - YSC	3	\$33.23	\$100
Purell Hand Sanitizer - YSC	3	\$49.09	\$148

Purpose Area #4

Safety Goggles - LSO	14	\$1.00	\$14
Clorox Wipes 6 pk - LSO	3	\$7.44	\$23
4 pk hand sanitizer - LSO	3	\$123.51	\$371
Hand Sanitizer - LSO	1	\$120.19	\$121
Thermometer - Jail	5	\$11.80	\$59
Thermometerr - Public Defender	12	\$57.90	\$695
Hand Sanitizer - Jail	2	\$26.00	\$52
Cloth masks (pkg)- LCC	1	\$400.00	\$400
Exam Gloves - LSO	100	\$24.93	\$2,493
Exam Gloves - LSO	29	\$24.93	\$723
N95 Masks - LSO	500	\$1.00	\$500
Face Shields - LSO	50	\$1.00	\$50
Universal Gowns - LSO	100	\$4.45	\$445
N95 Masks - LSO	100	\$1.00	\$100
Face Shields - LSO	24	\$1.00	\$24
universal gowns - LSO	20	\$4.45	\$89
Surgical masks w/out shields - LSO	4500	\$1.00	\$4,500
KN95 Masks - LSO	500	\$3.00	\$1,500

Purpose Area #4

XL Gloves - LSO	2	\$100.65	\$202
M Gloves - LSO	1	\$77.79	\$78
L Gloves - LSO	3	\$7.79	\$24
100/Box Nitrile Glove - LSO	1	\$132.81	\$133
cloth masks - LSO	100	\$10.00	\$1,000
20>safety goggle - LSO	20	\$3.16	\$64
Safety Glasses - LSO	36	\$2.49	\$90
9>Safety Goggle - LSO	9	\$8.95	\$81
1>Safety Goggle - LSO	1	\$9.95	\$10
1000 Nitrile Gloves - LSO	1	\$81.97	\$82
Exam Gloves (various sizes - 1000/ea) - youth detention	100	\$24.93	\$2,493
Exam Gloves (various sizes - 1000/ea) - youth detention	29	\$24.93	\$723
Safety Goggles - youth detention	14	\$1.00	\$14
N95 Masks (ea) - youth detention	500	\$1.00	\$500
Face Shields (ea) - youth detention	50	\$1.00	\$50
Universal Gowns (ea) - youth detention	100	\$4.45	\$445
N95 Masks (ea) - youth detention	100	\$1.00	\$100
Face Shields (ea) - youth detention	24	\$1.00	\$24

Purpose Area #4

Universal Gowns (ea) - youth detention	20	\$4.45	\$89
Surgical masks w/out shields - youth detention	4500	\$1.00	\$4,500
Cleaning supplies and plexi glass	1	\$12,908.00	\$12,908
Gloves - jail	19	\$11.70	\$223
Fabric, Sewing Machines, Thread - Jail	1	\$2,206.00	\$2,206
Iron, Pins, sissors - Jail	1	\$48.00	\$48
Thread - Jail	1	\$175.00	\$175
Gloves (case) - jail	14	\$39.00	\$546
Slip on sideshields/glasses - jail	50	\$9.52	\$476
Toilet Paper - jail	100	\$28.08	\$2,808
Cotton Twill 720 yard - jail	1	\$50.00	\$50
1/4 cotton twill tape - ribbon - jail	1	\$52.00	\$52
Mandala flat elastic - jail	20	\$13.20	\$264
Personal Protection Kits - Jail	100	\$8.11	\$811
N9f5 Masks (1 case/60 pieces) - Jail	1	\$998.00	\$998
Goggles/glasses/face protection - Jail	300	\$0.23	\$69
Protective Suites (case)- Jail	3	\$246.00	\$738
Elastic Cord - Jail	16	\$12.99	\$208

Purpose Area #4

Exam Gloves (M,L,XL) (cases) - Jail	114	\$39.00	\$4,446
Exam Gloves (XXL) (3 cases) - Jail	3	\$54.00	\$162
Booking capes - jail	20	\$8.26	\$166
Elastic Cord (10 spools) - jail	10	\$2.20	\$22
Sky Blue Masks - jail	3	\$14.33	\$43
KN95 Masks (Pkg) Adult Probation	1	\$103.98	\$104
Total(s)			\$55,388

Narrative

Items listed above assisted the Lancaster County Jail, Probation, Human Services (juvenile justice), Public Defender, Youth Services Center and Lancaster County in preventing, preparing for, and responding to the coronavirus.

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)				
Description	Purpose		Consultant?	
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	
			Total Cost	
			Total(s)	
			\$0	
Consultant Travel (if necessary)				
Purpose of Travel	Location	Type of Expense	Computation	
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the</i>	
			Cost	Duration or Distance
			# of Staff	Total Cost
			Total	
			\$0	
Narrative				

Purpose Area #4

H. Procurement Contracts								
Description		Purpose			Consultant?			
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
							Total Cost	
Total(s)							\$0	
Consultant Travel (if necessary)								
Purpose of Travel		Location	Type of Expense		Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the</i>			
					Cost	Duration or Distance	# of Staff	Total Cost
								\$0
Total							\$0	
Narrative								

Purpose Area #4

I. Other Costs					
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost
					\$0
Total(s)					\$0
Narrative					



Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
General Indirect	\$55,388.00	0.0473	\$2,620
Total(s)			\$2,620
Narrative			

Purpose Area #4

n.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>r of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
\$0		\$0	

Purpose Area #4

<i>based X the cost per item.</i>	
Non-Federal Contribution	Federal Request
	\$76
	\$121
	\$183
	\$49
	\$42
	\$160
	\$541
	\$52
	\$161
	\$751
	\$222
	\$429
	\$1,969
	\$100
	\$148

Purpose Area #4

	\$14
	\$23
	\$371
	\$121
	\$59
	\$695
	\$52
	\$400
	\$2,493
	\$723
	\$500
	\$50
	\$445
	\$100
	\$24
	\$89
	\$4,500
	\$1,500

Purpose Area #4

	\$202
	\$78
	\$24
	\$133
	\$1,000
	\$64
	\$90
	\$81
	\$10
	\$82
	\$2,493
	\$723
	\$14
	\$500
	\$50
	\$445
	\$100
	\$24

Purpose Area #4

	\$89
	\$4,500
	\$12,908
	\$223
	\$2,206
	\$48
	\$175
	\$546
	\$476
	\$2,808
	\$50
	\$52
	\$264
	\$811
	\$998
	\$69
	\$738
	\$208

Purpose Area #4

	\$4,446
	\$162
	\$166
	\$22
	\$43
	\$104
\$0	\$55,388

ty Sheriff's office in

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

--	--

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

--	--

number of people traveling.

Non-Federal Contribution	Federal Request
\$0	\$0

--	--

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0



Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$2,620
\$0		\$2,620	

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
					Total(s)	\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
		Base	Rate
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
			N/A					\$0
							Total(s)	\$0
Narrative								

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items		Computation	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)						
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>			Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	
					Total Cost	
					Total(s)	
					\$0	
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the</i>	
					Cost	Duration or Distance
					# of Staff	Total Cost
						\$0
					Total	
					\$0	
Narrative						

Purpose Area #4

H. Procurement Contracts

Description	Purpose	Consultant?	
<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>	<p><i>Describe the purpose of the contract</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
<p><i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i></p>	<p><i>Indicate the travel destination.</i></p>	<p><i>Hotel, airfare, per diem</i></p>	<p><i>Compute the cost of each type of expense X the</i></p>			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0

Narrative

I. Other Costs

Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost
					\$0
Total(s)					\$0

Narrative



Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

<i>No</i>	
<i>n.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>r of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>based X the cost per item.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
<i>number of people traveling.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>

Purpose Area #4

	\$0
\$0	\$0
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0



Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0		\$0	

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
					Total(s)	\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
		Base	Rate
			Total Cost
			\$0
			Total(s)
			\$0
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
			N/A					\$0
Total(s)								\$0
Narrative								

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items		Computation	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)						
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>			Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	
					Total Cost	
					Total(s)	
					\$0	
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the</i>	
					Cost	Duration or Distance
					# of Staff	Total Cost
						\$0
					Total	
					\$0	
Narrative						

Purpose Area #4

H. Procurement Contracts

Description	Purpose	Consultant?	
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the</i>			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0

Narrative

I. Other Costs

Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost
					\$0
Total(s)					\$0

Narrative



Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

n.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>r of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>based X the cost per item.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
<i>number of people traveling.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>

Purpose Area #4

	\$0
\$0	\$0
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0



Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0		\$0	

Budget Detail - Year 4

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
Total(s)						\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
		Base	Rate
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
			N/A					\$0
Total(s)								\$0
Narrative								

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items		Computation	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)						
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
						Total Cost
Total(s)						\$0
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the</i>	
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
Total						\$0
Narrative						

Purpose Area #4

H. Procurement Contracts

Description	Purpose	Consultant?	
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the</i>			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0

Narrative

I. Other Costs

Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost
					\$0
Total(s)					\$0

Narrative



Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

n.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>r of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>based X the cost per item.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
<i>number of people traveling.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>



Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0		\$0	

Budget Detail - Year 5

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
Total(s)						\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
		Base	Rate
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
			N/A					\$0
Total(s)								\$0
Narrative								

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items		Computation	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)						
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
						Total Cost
Total(s)						\$0
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the</i>	
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
Total						\$0
Narrative						

Purpose Area #4

H. Procurement Contracts

Description	Purpose	Consultant?	
<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>	<p><i>Describe the purpose of the contract</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
<p><i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i></p>	<p><i>Indicate the travel destination.</i></p>	<p><i>Hotel, airfare, per diem</i></p>	<p><i>Compute the cost of each type of expense X the</i></p>			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0

Narrative

I. Other Costs

Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost
					\$0
Total(s)					\$0

Narrative



Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

n.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>r of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>based X the cost per item.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>er item)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
<i>number of people traveling.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>



Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0		\$0	

Budget Summary

Budget Summary											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$55,388	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,388
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$55,388	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,388
J. Indirect Costs	\$2,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,620
Total Project Costs	\$58,008	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,008
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

Budget Detail

EXAMPLE

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
John Smith	Executive Director	\$140,000	yearly	1	5%	\$7,000
Jane Doe	Project Manager	\$90,000	yearly	1	75%	\$67,500
Alex Jones	Program Assistant	\$22	hourly	1,040	100%	\$22,880
Total(s)						\$97,380

Narrative

John Smith, Executive Director, will provide oversight on the entire award providing 5% of this time to the project.
 Jane Doe, Project Manager, will manage the project, complete reports, and submit deliverables spending 75% of her time on the project.
 Alex Jones, Program Assistant, will provide the project manager assistance where needed spending 1,040 hours on the project.

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>		
	Base	Rate	Total Cost
John Smith	\$7,000	25.00%	\$1,750
Jane Doe	\$67,500	25.00%	\$16,875
Alex Jones	\$22,880	25.00%	\$5,720
Total(s)			\$24,345
Narrative			
<p>Our fringe benefits rate is 25% and covers the following items: FICA (7.65%), Worker's comp (1.35%), Health Insurance (11%), Retirement (5%)</p>			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
Project Manager Training	Reno, NV	Other	N/A	\$50.00	1	1	1	\$50
Project Manager Training	Reno, NV	Local Travel	N/A	\$50.00	1	1	1	\$50
Project Manager Training	Reno, NV	Transportation	Round-trip	\$600.00	1	1	1	\$600
Project Manager Training	Reno, NV	Mileage	Mile	\$0.51	100	1	1	\$51
Project Manager Training	Reno, NV	Meals	Day	\$51.00	5.5	1	1	\$281
Project Manager Training	Reno, NV	Lodging	Night	\$94.00	5	1	1	\$470
Project Manager Field Travel	Various	Mileage	Mile	\$0.51	250	1	20	\$2,550
Mandatory Orientation Training	Washington, DC	Local Travel	N/A	\$25.00	1	3	1	\$75
Mandatory Orientation Training	Washington, DC	Other	N/A	\$50.00	1	3	1	\$150

Purpose Area #4

Mandatory Orientation Training	Washington, DC	Transportation	Round-trip	\$500.00	1	3	1	\$1,500
Mandatory Orientation Training	Washington, DC	Mileage	Mile	\$0.51	100	1	1	\$51
Mandatory Orientation Training	Washington, DC	Meals	Day	\$71.00	3.5	3	1	\$746
Mandatory Orientation Training	Washington, DC	Lodging	Night	\$224.00	3	3	1	\$2,016
Total(s)								\$8,590

Narrative

Per award guidelines, key members must attend orientation training in Washington, DC. We are following our own written travel policy. Lodging is for 3 nights and days as the two travel days are computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also baggage fees of \$50 is \$2

The project manager will attend training in Reno, NV. We are following our own written travel policy. Lodging is for 5 nights and meals are budgeted at 5.5 days as computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also, baggage fees of \$50 is for \$25 each way.

The project manager will use her own vehicle to travel to complete field work with the average trip around 250 miles and an anticipated 20 trips.

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Cost	Total Cost
Dell Laptop Computer	1	\$2,547	\$2,547
Total(s)			\$2,547
Narrative			

The project manager will need a laptop computer while out in the field and while away at training. We are following our agency's capitalization policy.

Purpose Area #4

E. Supplies			
Supply Items	Computation		
<i>Provide a list of the types of items to be purchased with grant funds.</i>	<i>Describe the item and the compute the costs. Computation: The number of each item to be purchase</i>		
	# of Items	Cost	Total Cost
Printer	1	\$500.00	\$500
Locking file cabinet	2	\$1,000.00	\$2,000
Flatbed scanner	1	\$400.00	\$400
General office supplies	12	\$150.00	\$1,800
Total(s)			\$4,700

Narrative	
------------------	--

The project manager will need a printer to print reports. A locking file cabinet is needed to keep client information secure. A flatbed scanner is needed to scan various documents in the field. General office supplies will be used by all personnel on this project and include: pens, pencils, paper, binder clips, and other basic supplies. The office supplies cost \$150 per month. This amount was determined based upon other projects of this size that we have completed in the past.

Purpose Area #4

F. Construction				
<i>As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this category.</i>				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)			
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>	Purpose <i>Describe the purpose of the subaward (subgrant)</i>	Consultant <i>Is the subaward for a consultant?</i>	
			Total Cost
Conduct field activities in a remote area	Provide services and conduct field work in a remote area included in the project	No	\$25,000
			Total(s) \$25,000

Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
						Total \$0

Narrative

The agency will make a subaward to provide services and conduct field work in a remote area. The \$25,000 was calculated based upon a similar size project complete

Purpose Area #4

H. Procurement Contracts			
Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	Purpose <i>Describe the purpose of the contract</i>	Consultant <i>Is the contract for a consultant?</i>	
			Total Cost
William Penn, CPA	Accounting Assistance	Yes	\$9,400
ABC Company	Survey creation and data entry services from submitted surveys.	No	\$40,000
Total(s)			\$49,400
Consultant Travel (if necessary)			
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the</i>
			Total Cost
			\$0
Total			\$0
Narrative			

Purpose Area #4

ABC Company will put together online an online survey at the direction of the project manager to reach out to the various sites to determine the needs. In addition be available for thos unable to use the online survey. ABC Company will key in the hard copy surveys. Once the surveys are completed, ABC Company will compile manager.

William Penn will assist in completing financial reports as well as tracking award expenditures. Mr. Penn's rate is \$47 per hour, and we estimate that Mr. Penn will services.

Purpose Area #4

I. Other Costs					
Description	Computation				
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost
Rent	500	sq feet	2.51	12	\$15,060
Telephone	1	monthly rate	50	12	\$600
Reproduction	500	per copy	0.05	12	\$300
Postage	1000	quarterly newsletter	0.5	4	\$2,000
Total(s)					\$17,960

Narrative

Rent is charged at \$2.51 per square foot per month.
 Telephone is based upon \$50 per month for 12 months.
 Reproduction is based on 500 copies per month for 12 months.
 Postage for mailing a quarterly newsletter for 1,000 recipients.

Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such co</i>	
	Base	Indirect Cost Rate	Total Cost
Indirect Costs	\$121,725	12.54%	\$15,265
Total(s)			\$15,265
Narrative			
<p>Indirect costs are based on Federally approved rate of 12.54% on Total Direct Labor (Personnel + Fringe).</p>			

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$7,000
\$0	\$67,500
\$0	\$22,880
\$0	\$97,380

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$1,750
\$0	\$16,875
\$0	\$5,720
\$0	\$24,345

Purpose Area #4

<i>er of people traveling.</i>	
Non-Federal Contribution	Federal Request
\$0	\$50
\$0	\$50
\$0	\$600
\$0	\$51
\$0	\$281
\$0	\$470
\$0	\$2,550
\$0	\$75
\$0	\$150

Purpose Area #4

\$0	\$1,500
\$0	\$51
\$0	\$746
\$0	\$2,016
\$0	\$8,590

Mid meals are budgeted at 3.5
\$25 each way.

The two travel days are

Purpose Area #4

<i>em)</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$2,547
\$0	\$2,547

Purpose Area #4

<i>ed X the cost per item.</i>	
Non-Federal Contribution	Federal Request
\$0	\$500
\$0	\$2,000
\$0	\$400
\$0	\$1,800
\$0	\$4,700

ous documents collected in
plies are based on 12

Purpose Area #4

Category.	
em)	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$25,000
\$0	\$25,000

number of people traveling.

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

eted in the same area.

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$9,400
\$0	\$40,000
\$0	\$49,400
<i>number of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

a hard copy survey will also
the data for the project

provide 200 hours of

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$15,060
\$0	\$600
\$0	\$300
\$0	\$2,000
\$0	\$17,960

Purpose Area #4

sts.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$15,265
\$0	\$15,265

Definitions

Additional information can be found in [DOJ Financial Guide](#)

Term

Match

Approved Negotiated Rate

Expendable

Non-Expendable

Renovations

Federal Acquisition Regulations

Sole Source

Arm-Length Transaction

Confidential Funds

Fully Executed Negotiated
Agreement

Cognizant Federal Agency

Definition

Match is the recipient share of the project costs. Match may either be “in-kind” or “cash.” In-kind match includes the value of donated services. Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched. (Example: Match on administrative costs should be other administrative costs, not other matching on program costs).

Sample Non-Federal Match Calculation:

Match Calculation: If the match is 25%, the calculation is as follows:

Federal Request: **\$350,000**

Divided by .75 or 75%: **\$466,667**

Multiplied by match amount .25 or 25%

equal required match amount: **\$116,667**

Approved Negotiated Rate is any current fringe benefits rate approved for the grant recipient by their cognizant Federal agency.

An expendable item is any materials that are consumed during the course of the project such as office supplies, program supplies etc. Expendable items are usually considered to be consumed when issued and are not recorded as returnable inventory.

A non-expendable item is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000).

Costs incurred for ordinary rearrangements, alterations and restoration of facilities are considered allowable. Special arrangement and alteration costs incurred specifically for the project are allowable with the prior approval of the awarding agency.

The Federal Acquisition Regulations are established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR.

Procurement by noncompetitive proposals is procurement through the solicitation from only one source, or after solicitation of a number of sources, competition is determined inadequate.

Grant recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:

1. *The item of service is available only from a single source.*
2. *The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.*
3. *After solicitation of a number of sources, competitions is considered inadequate.*

A transaction in which the buyers and sellers of a product act independently and have no relationship to each other. The concept of an arm's length transaction is to ensure that both parties in the deal are acting in their own self interest and are not subject to any pressure or duress from the other party.

Generally, costs of renting facilities are not allowable where one party to the rental agreement is able to control or substantially influence the actions of the other (e.g. organizations under common control through common officers. Directors or members).

Confidential funds are those monies allocated to:

Purchase of Services (P/S).

This category includes travel or transportation of a non- Federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits.

Purchase of Evidence (P/E).

This category is for P/E and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, and so forth, required to determine the existence of a crime or to establish the identity of a participant in a crime.

Purchase of Specific Information (P/I).

This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.

Fully Executed Negotiated Agreement is a signed, approved indirect cost rate agreement which reflects an understanding reached between the grant recipient and the cognizant Federal agency.

The cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizant agency assignments for the largest cities and counties are published in the Federal Register.

NEBRASKA

Good Life. Great Service.

COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE



Pete Ricketts, Governor

Organization Name: _____

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

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) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case. (d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (e) 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.

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.

Authorized Official Signature: _____

Date: _____

Don Arp Jr., Executive Director

Nebraska Commission on Law Enforcement and Criminal Justice

P.O. Box 94946
301 Centennial Mall South
Lincoln, Nebraska 68509

OFFICE 402-471-2194 FAX 402-471-2837
NCC.Webmaster@Nebraska.gov

ncc.nebraska.gov





Pete Ricketts, Governor

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;
- C. Notifying the employee in the statement that the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction of a criminal drug statute occurring in the workplace no later than five calendar days after such convictions;

The subgrantee shall notify the Crime Commission in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

The subgrantee certifies that it will take one or more of the following actions within 30 calendar days of receiving notice of the conviction:

- A. 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
- B. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State or local health, law enforcement, or other appropriate agency;

The subgrantee certifies that it will make a good faith effort to continue to maintain a drug-free workplace.

Organization Name: _____

Organization Address: _____

Authorized Official Name: _____

Signature: _____ Date: _____

Don Arp, Jr. Executive Director

Nebraska Commission on Law Enforcement and Criminal Justice

P.O. Box 94946

OFFICE 402-471-2194 FAX 402-471-2837

301 Centennial Mall South
Lincoln, Nebraska 68509

NCC.Webmaster@Nebraska.gov

ncc.nebraska.gov



CESF CERTIFIED ASSURANCES

These certified assurances are for Nebraska Coronavirus Emergency Supplemental Funding (CESF) Subgrants funded in whole under 2020-VD- BX-0031 effective 1/20/2020. Hyperlinks to important federal laws can be found throughout this document. Click on the blue links to open the hyperlink and read the corresponding federal law and/or grant requirements pertaining to each of the certified assurances. This document should be signed by the Authorizing Official, Project Director and Fiscal Point of Contact listed on the CESF Grant. In addition, this document should be shared with CESF grant-funded staff.

1. Compliance with the DOJ Grants Financial Guide

The subrecipient agrees to comply with the [DOJ Grants Financial Guide](#) as posted on the OJP website (currently, the “[2017 DOJ Grants Financial Guide](#)” including any updated version that may be posted during the period of performance, and all financial and administrative guidance provided by FG&P during the period of performance.

2. Requirements of the award, remedies for non-compliance or for materially false statements

The certified assurances of this award are material requirements of the award. Compliance with any certified assurances submitted by the subrecipient that relates to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these certified assurances – whether a certified assurance set out in full below, a condition incorporated by reference below, or a certified assurance related to conduct during the award period – may result in the Federal Grants and Programs Division (“FG&P”) and/or the Office of Justice Programs (“OJP”) taking appropriate action with respect to the subrecipient and the award. Among other things, the FG&P and/or OJP may withhold award funds, disallow costs, suspend, or terminate the award. The Department of Justice (“DOJ”), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government or the FG&P related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under [18 U.S.C. 1001](#) and/or [1621](#), and/or [34 U.S.C. 10272](#)), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under [31 U.S.C. 3729-3730](#) and [3801-3812](#)).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this award.

3. 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 DOJ in [2 C.F.R. Part 2800](#) (together, the “[Part 200 Uniform Requirements](#)”) apply to this SFY 2020 award from OJP.

For more information and resources on the [Part 200 Uniform Requirements](#) as they relate to OJP awards and subawards (“subgrants”), see the OJP website:
<https://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event 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 FG&P promptly for clarification.

4. Requirements related to “de minimis” indirect cost rate

A subrecipient that is eligible under the [Part 200 Uniform Requirements](#) and other applicable law 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, should do so in writing, by making this election on the Indirect Cost Page located in the online CESF Grant Application kit. When electing to use the “de minimis” indirect cost rate, the subrecipient organization agrees it is eligible for this rate. In addition, the subrecipient agrees to comply with all associated requirements in [Part 200 Uniform Requirements](#). The “de minimis” rate may be applied only to modified total direct costs (MTDC) as defined by the [Part 200 Uniform Requirements](#).

5. Compliance with civil rights and nondiscrimination regulations – 28 C.F.R. Part 42

The subrecipient must comply with all applicable requirements of [28 C.F.R. Part 42](#), specifically including any applicable requirements in [Subpart E of 28 C.F.R. Part 42](#) that relates to an equal employment opportunity program. In addition, the subrecipient must comply with all applicable requirements of [28 C.F.R. Part 54](#), which relates to nondiscrimination on the basis of sex in certain “education programs.”

The subrecipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if required pursuant to [28 C.F.R. Section 42.302](#)), that is accepted by the Office of Civil Rights, is a violation of these Certified Assurances and may result in grant suspension or termination of funding until such time as the recipient is in compliance. The EEOP

Certification, or election that a plan is not required, should be done online at: [Office of Civil Rights, Office of Justice Programs \(OCR\)](#).

The subrecipient must comply with all applicable requirements of [28 C.F.R. Part 38](#), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. [Part 38 of 28 C.F.R.](#), a DOJ regulation, was amended effective May 4, 2016.

Among other things, [28 C.F.R. Part 38](#) includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.

The subrecipient assures that in the event that a Federal or State Court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a subrecipient of CESF funds, the subrecipient will forward a copy of the findings to FG&P and to the [Office of Civil Rights, OJP](#).

6. Audit Requirements

For fiscal years beginning on or after December 26, 2014, subrecipients who expended \$750,000 or more in Federal funds (from all sources) in your organization's fiscal year (12-month turnaround reporting period), then you are required to arrange for a single organization-wide audit conducted in accordance with the provisions of [2 C.F.R. Part 200, Subpart F, Section 200.501](#).

7. Restriction on "lobbying"

In general, as a matter of federal law, this federal award may not be used, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See [18 U.S.C. 1913](#). There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.

Another federal law generally prohibits this federal award from being used by the subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with

respect to actions such as renewing, extending, or modifying any such award. See [31 U.S.C. 1352](#). Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any questions arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of these prohibitions; the subrecipient is to contact FG&P for guidance. The subrecipient may not proceed without the express prior written approval of FG&P.

8. Compliance with general appropriations-law restrictions on the use of federal funds (FFY 2018)

The subrecipient must comply with all applicable restrictions on the use of federal funds set out in the Consolidated Appropriations Act, 2020. Below are restrictions applicable to all federal funds awarded by OJP in FY 2020. Should a question arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of an appropriations-law restriction, the subrecipient is to contact FG&P for guidance, and may not proceed without the express prior written approval of FG&P.

Restrictions applicable to ALL federal funds awarded by OJP in FY 2020 Federal funds are not legally available, and may not be used (whether directly or indirectly, including by private contractors), for: 1) publicity or propaganda purposes not authorized by the Congress; and 2) any employee training that does not meet: a) identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties; b) contains elements likely to induce high levels of emotional response or psychological stress in some participants; c) does not require prior employee notification of the content and methods to be used in the training and written end-of-course evaluation; d) contains any methods or content associated with religious or quasi-religious belief systems or “new age” belief systems as defined in Equal Employment Opportunity Commission Notice N-915.022, dated September 2, 1988; or e) is offensive to, or designed to change, participants’ personal values or lifestyle outside the workplace.

Nothing in this provision prohibits, restricts, or otherwise precludes a subrecipient from conducting training bearing directly upon the performance of official duties.

Nondisclosure policies, forms, and agreements. Federal funds are not legally available, and may not be used, to implement or enforce any nondisclosure policy, form, or agreement; if such policy form, or agreement does not contain the following provision:

"These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing [federal] statute or Executive order relating to: (1) classified information; (2) communications to Congress; (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and

specific danger to public health or safety; or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and [federal] statutory provisions are incorporated into this agreement and are controlling."

Notwithstanding the above provision, a nondisclosure policy, form, or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity, unless specifically authorized to do so by the United States Government. Such nondisclosure forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the United States Department of Justice, that are essential to reporting a substantial violation of law.

Certain exceptions. Under certain circumstances, a nondisclosure agreement that does not contain the provisions set out above nevertheless may continue to be implemented and enforced. Should a question arise as to whether an exception to the general rule may be available for a particular nondisclosure agreement, the recipient is to contact FG&P for guidance, and the recipient may not use federal funds to implement, continue to implement, or enforce the nondisclosure agreement without the express prior written approval of OJP.

ACORN and related organizations. Absent express prior written approval from OJP, federal funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations, or successors.

Restrictions applicable only to certain federal funds under OJP awards made in FY 2020. Federal funds are not legally available, and may not be used: 1) in programs involving students 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 those of their parents or legal guardians; 2) to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography (nothing in this provision 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, adjudication, or other law enforcement- or victim assistance-related activity); 3) to pay award or incentive fees for contractor performance that has been judged to be below satisfactory performance or for performance that does not meet the basic requirements of a contract; 4) to pay for an abortion, except where the life of the mother would be endangered if the fetus were carried to term, or in the case of rape or incest; or to require any person to perform, or facilitate in any way the performance of, any abortion.

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

No subrecipient under this award, or entity that receives a procurement 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 FG&P, to contravene requirements applicable to [Standard Form 312](#) (which relates to classified information), [Form 4414](#) (which relates to sensitive compartmental information), or any other form issued by a federal department or agency governing nondisclosure of classified information.

In accepting this award, the subrecipient: 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 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 FG&P, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by FG&P.

10. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient must comply with, and is subject to, all applicable provisions of [41 U.S.C. 4712](#), including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The subrecipient must also inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under [41 U.S.C. 4712](#). Should a question arise as to the applicability of the provisions of [41 U.S.C. 4712](#) to this subaward, the subrecipient is to contact FG&P for guidance.

11. Reporting potential fraud, waste, abuse, and similar misconduct

The subrecipient must promptly refer to FG&P, or the Department of Justice (DOJ), [Office of the Inspector General \(OIG\)](#), any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award - 1) submitted a claim 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.

Mail:

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

Email: oig.hotline@usdoj.gov

Hotline: (English and Spanish) 800-869-4499

Fax: 202-616-9881

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

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.00.

The subrecipient must comply with all applicable requirements to obtain specific advance approval from the FG&P to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000.00).

The details of the requirements for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the [OJP web site](#).

13. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award).

The subrecipient must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of the subrecipient, or individuals defined (for purposes of this condition) as “employees” of the subrecipient.

The details of the subrecipient obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>

14. Requirements related to System for Award Management and Universal Identifier Requirements

The subrecipient agrees to comply with applicable requirements regarding annual registration with the [System for Award Management \(SAM\)](#) and agrees to provide a [Data Universal Numbering System \(DUNS\)](#) number. SAM registration must be updated annually, with documentation of current status submitted with the grant application. Grants may not be approved or funds expended to programs that do not have a current SAM registration.

15. Encouragement of policies to ban text messaging while driving.

The subrecipient will encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees and contractors when operating agency-owned, rented, or personally owned vehicles, pursuant to [23 U.S.C. §§ 402 and 403](#), and [29 U.S.C. § 668](#).

Pursuant to [Executive Order 13513](#), "Federal Leadership on Reducing Text Messaging While Driving," [74 Fed. Reg. 51225](#), the subrecipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by the grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.

The subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval, and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as the term is defined by DOJ), including the provision of food and/or beverages at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the [DOJ Grants Financial Guide](#).

17. Requirement for data on performance and effectiveness under the award

The recipient is required to collect and maintain data that measures the performance and effectiveness of work under this CESF award. The data must be provided to FG&P in a manner (including within the timeframes) specified by FG&P.

18. OJP Training Guiding Principles

Any training or training materials the subrecipient develops or delivers with CESF funds must adhere to the [OJP Training Guiding Principles for Grantees and Subgrantees](#).

19. Non-supplanting requirement

Pursuant to [OJP Standards for Financial Management Systems](#), CESF grant funds will not be used to supplant State and local funds that would otherwise be available for coronavirus response.

20. Subrecipient authorization to examine records.

The subrecipient authorizes the Victim Assistance Division (FG&P), the Bureau of Justice Assistance (BJA) and/or the Office of the Chief Financial Officer (OCFO) and its representatives, access to and the right to examine all records, books, paper, or documents related to the CESF grant.

21. National Environmental Policy Act compliance

The subrecipient understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, [42 U.S.C. section 43121 et seq.](#)) and other related Federal laws (including the National Historic Preservation Act), if applicable. The subrecipient agrees to assist FG&P in carrying out its responsibilities under NEPA and related laws, if the subrecipient plans to use CESF funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. [See 28 C.F.R. Part 61, App. D.](#) The subrecipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

22. Other Subrecipient Assurances

- a) The subrecipient will provide services, at no charge, through the CESF-funded project. Any deviation from this provision requires prior approval from FG&P.
- b) The subrecipient assures that, in accordance with DOJ, 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).

With my/our signature(s) below, I/we acknowledge acceptance of these certified assurances and certify compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements of the CESF award.

_____		_____	
Grant Authorizing Official	Date	Project Point of Contact	Date

Financial Point of Contact	Date		

FY 2020 Coronavirus Emergency Supplemental Funding (CESF) Program Application



Applicant Information

Entity/Organization Name:	
Federal Employer ID#:	
Applicant DUNs#:	
Physical Address:	
ZIP Code <i>must</i> include	
4-Digit ZIP Code Extension	
Type of Entity:	Select Applicant's Entity Type from the Drop-down Menu Below:
	If Selected "Other," Identify the Entity Type Below:

Project Point of Contact (PPOC)

Name:	
Title:	
E-Mail Address:	
Work Phone:	
Postal Mail Address:	

Financial Point of Contact (FPOC)

Name:	
Title:	
E-Mail Address:	
Work Phone:	
Postal Mail Address:	

Entity Authorized Certifying Official

Name:	
Title:	
E-Mail Address:	
Work Phone:	
Postal Mail Address:	

Proposed Project Period:

	From:	To:
--	-------	-----

CESF Proposed Project/Activity Summary:

Utilize the narrative text box below to clearly and concisely describe the specific coronavirus prevention, preparation, and/or response efforts that will be addressed with this funding.

Project or Activity Narrative Below: (100 words or Less)

CESF Proposed Project/Activity Description: (Limit up to 3-pages. Attach Separately)

- Expand your CESF Proposed Project/Activity Summary to describe the specific coronavirus prevention, preparation, and/or response efforts that will be addressed with this funding.
- Include the types of services or items that will be funded, the costs of these services/items, and the reasons for the costs being requested.
- As applicable, explain how individuals come into contact with the service or item and what occurs once the individuals comes into contact with the service/item.
- Address the role and responsibilities of each position involved in the proposed coronavirus prevention, preparation, and/or response effort.
- Address the estimated number of jobs to be created or retained by the proposed project or activity.
- Identify other agencies directly or indirectly involved in the project, their roles, responsibilities and how coordination is achieved.
- Include a Time-task plan that will indicate what activities will occur, the projected time frame (month, year) and person responsible.

Agency Budget and Funding Sources for Coronavirus Response:

- All CESF applicants must complete and submit with their application the NCC Budget Template in Excel format. Word or PDF conversions of the template will not be accepted.
- To download the NCC Budget Template, [click the link here](#). Template is located in the FY2020 Coronavirus Emergency Supplemental Funding Announcement.
- Request for Personnel Positions, answer the below questions relevant to the funding request:

Funding Request for Personnel Positions	
ONLY REPORT ON POSITIONS REQUESTED FOR FUNDING	
Number of Jobs created:	
Number of Jobs retained:	

- Make note that awarded funds cannot be used to supplant - or replace - existing state or local funds already appropriated/allocated for the same purpose. Also, awarded funds cannot be used for the duplication of costs. Duplication of costs occurs when a subrecipient uses grant funds to pay for costs already covered by other sources.

Did your Entity receive a federally-guaranteed loan under the Paycheck Protection Program (PPP) or under the Families First Coronavirus Response Act (FCRA) to cover workforce employment costs or paid leave related to the Coronavirus crisis?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES , disclose the amount of your total budget and what the award is being used for in disclosure chart below.
Is your Entity eligible for direct funding from the federal CESF Program?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES , visit CESF federal funding sites to apply for funds allocated specifically for your entity by May 29, 2020 11:59 pm EST. https://bja.ojp.gov/funding/opportunities/bja-2020-18553
Does your Entity receive or is eligible to receive FEMA funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES , contact NEMA to apply for funding. If awarded FEMA funding, disclose the amount of your total budget and what the award is being used for in the disclosure chart below.

- In the chart below, disclose the funding source, and the Amount Awarded or Requested (not yet awarded) for all marked “**YES**” above. Include any other funding sources allocated in response to coronavirus beyond the above mentioned sources.

Disclosure of Awarded Funds & Pending Applications for Coronavirus Response

OTHER FEDERAL (list below)

Funding Source:		
Amount of Awarded or Pending Request:	Awarded: \$	Requested: \$
What the award will be used for:		

Funding Source:		
Amount of Awarded or Pending Request:	Awarded: \$	Requested: \$
What the award will be used for:		

STATE (list below)

Funding Source:		
Amount of Awarded or Pending Request:	Awarded: \$	Requested: \$
What the award will be used for:		

LOCAL (list below)

Funding Source:		
Amount of Awarded or Pending Request:	Awarded: \$	Requested: \$
What the award will be used for:		

Funding Source:		
Amount of Awarded or Pending Request:	Awarded: \$	Requested: \$
What the award will be used for:		

OTHER (list below)

Funding Source:		
Amount of Awarded or Pending Request:	Awarded: \$	Requested: \$
What the award will be used for:		

Applicant Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that it is the Nebraska Crime Commission's expectation that the Entity subawarded by the Coronavirus Emergency Fund will utilize funding toward the preparation for, response to, and/or prevention of the coronavirus. In addition, if your Entity is accepted as a subgrantee, any false statements, omissions, or other misrepresentations made by the Entity on this application may result in failure to receive funding, or revocation/reclamation of funding.

Authorized Certifying Official Name (typed)	
Signature of Authorized Certifying Official	
Date of Signature	

FY20 CESF Application Required Forms Chart

DATE COMPLETED	SECTION NAME & ORDER	PAGE LIMITS
	Grant Applicant & POC Information	Pages as provided. See Application Form.
	CESF Propose Project/Activity Description	Maximum of 3-pages.
	Budget Template to include narratives	N/A – Provided Excel document.
	Funding Request for Personnel Positions	Chart as provided.
	Applicant Disclosure of Awarded Funds and Pending Applications	Chart as provided.
DATE COMPLETED	ADDITIONAL ATTACHMENTS	
	Signed & Dated Debarment and Drug-Free Workplace Forms	Forms provided
	Signed & Dated Certified Assurances	Form provided
	SAM Registration	PDF of SAM Registration
	Indirect Cost Rate Verification, if applicable	Copy of federally approved indirect cost rate agreement (separate PDF)
	De Minimus Certification	If applicable, form provided
	Non-profit Status Verification, if applicable	Copy of 501(c)(3) designation letter or other verification (separate PDF)
	Most recent 990 if Non-profit	Copy of most recent filed IRS form 990
	Most recent Single Audit or Audit Waiver	If agency expended more than \$750,000 in the most recent completed agency fiscal year, a copy of the Single Audit is required. If the agency did not expend more than \$750,000 a letter of Waiver must be submitted on agency letter head, signed by the Authorized official with the agency fiscal year included
	Organizational Questionnaire	PDF form provided to be completed on all direct applicants and any associated sub-applicants.
	Emergency/Coronavirus Response Plan	PDF attachment of the Entity's existing Emergency Response Plan or Coronavirus Response Plan.

LANCASTER COUNTY GRANT FORM

Submitted by: Sara Hoyle Today's date: May 7, 2020

(On behalf of: Lancaster County)

- 1. Funding source: Department of Justice – Crime Commission
- 2. Grant due date: Open
- 3. Amount requested: \$130,549
- 4. Other sources of funding anticipated:

Funding Source	In-kind	Cash	Committed	Pending
a. None				
b.				
c.				
d.				

- 5. Project Contact: Sara Hoyle
Phone Number: (402) 441-6868
- 6. Number of years grant will run if funded: 1
- 7. This grant is: X New Continuation
- 8. General purpose for grant: (2-3 sentences)

Grant funds will provide funding to assist local units of governments in preventing, preparing for, and responding to the coronavirus. Priority is given to projects that are criminal justice related.

*See Attached

	Requested Funds	Cash Match Funds	Inkind Funds	Total
A. Personnel	\$11,240	\$0	\$0	\$11,240
B. Fringe Benefits	\$804	\$0	\$0	\$804
C. Travel	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0
E. Supplies	\$107,498	\$0	\$0	\$107,498
F. Construction	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$5,110	\$0	\$0	\$5,110
I. Other	\$0	\$0	\$0	\$0
J. Indirect Costs	\$5,897	\$0	\$0	\$5,897
Total Project Costs	\$130,549	\$0	\$0	\$130,549

Health Resources and Service Administration
Processed by United Health Group/Optum Rx
P.O. Box 31376 Salt Lake City UT 84131-0376
HCH-LTR



111ADHOCPRC1Proj0141990039001-33341-01
County Of Lancaster
825 J ST
LINCOLN NE 68508-2958

Date: April 17, 2020

TIN (Last 3 digits): 482

Dear Valued Provider:

Thank you for your tireless efforts during this critical time. President Trump is providing support to healthcare providers fighting the COVID-19 pandemic. The President signed the bipartisan CARES legislation that provides \$100 billion in relief funds to hospitals and other healthcare providers on the front lines of the coronavirus response. Recognizing the importance of delivering funds in a fast and transparent manner, the Department of Health and Human Services (HHS) is distributing \$30 billion of the relief funds immediately. **These are payments to healthcare providers, not loans, and will not need to be repaid.**

Who is eligible for funds from the initial \$30 billion?

Billing entities who received Medicare fee-for-service (FFS) reimbursements in 2019 are eligible for this initial rapid distribution. **Your organization qualifies and you will automatically receive payment soon.**

How are payment amounts determined?

Providers will receive a portion of the initial \$30 billion distribution based on their share of total Medicare FFS reimbursements in 2019. Providers can obtain their 2019 Medicare FFS billings from their organization's revenue management system.

How will payments be distributed?

HHS is partnering with UnitedHealth Group to deliver funds. You will receive payment within two weeks via Automated Clearing House (ACH) to the Medicare routing number and account number you have on file with HHS. The automatic payments will come via Optum Bank with "HHSPAYMENT" as the payment description. Payments to practices that are part of larger medical groups will be sent to the group's central billing office. All relief payments are made to provider billing organizations based on their Taxpayer Identification Numbers (TINs).

What action should I take?

Within 30 days of receiving the payment, you must sign an attestation confirming receipt of the funds and agreeing to the terms and conditions of payment. Terms and conditions can be found on hhs.gov/providerrelief. Should you choose to reject the funds, you must also complete the attestation to indicate this. The CARES Act Provider Relief Fund Payment Attestation Portal, available through hhs.gov/providerrelief, will guide you through the attestation process to accept or reject the funds. Not returning the payment within 30 days of receipt will be viewed as acceptance of the Terms and Conditions.

Whom can I contact for more information?

For additional information, please visit hhs.gov/providerrelief or call the CARES Provider Relief line at (866) 569-3522.

Thank you for all you are doing to support and protect the American people during this difficult time.

Eric D. Hargan
Deputy Secretary
United States Department of Health and Human Services

Remote Online Notarization and Alternative Forms for Evidence of Death

Governmental orders related to the COVID-19 pandemic are in effect over much of the United States, requiring citizens to stay at home and shutting down business and government activities. In these circumstances, participants in many retirement plans have told Prudential that it is unsafe or impossible to obtain traditional notarizations (requiring physical presence before a notary) for their signatures and the consents of their spouses in connection with plan distributions and loans. Participants and beneficiaries also have told Prudential of their difficulties in obtaining death certificates that are necessary for their eligibility to receive distributions that are contingent upon death.

Streamlined Processing Options

We are writing to seek your consent for Prudential's offering two options during the COVID-19 crisis (until December 31, 2020) to your plan participants and beneficiaries to assist them in streamlining the processing of participant transactions. Described below are details regarding Remote Online Notarization and alternative forms for evidence of death. We believe these options will help Prudential to respond to the needs of your plan participants and beneficiaries.

Your Consent Requested

As described further and under the terms below, Prudential seeks your consent by reply email to accept both "remote online" notarizations and alternative forms of evidence of death from your participants and beneficiaries. Note that with respect to alternative forms of evidence of death, Prudential will assume your consent if we don't hear from you within five business days.

Remote Online Notarization (RON):

As you know, federal benefits law requires the written consent of participants and their spouses for certain transactions (e.g., forms of distribution, beneficiary designations, hardship distributions and loans). Consent must be witnessed by a plan sponsor representative or notary. The validity of a notarization depends on state law. The IRS, in a 2006 regulation, said that a consent must be witnessed in the "physical presence" of the notary. The IRS recently has received requests for relief from the "physical presence" requirement, including requests to permit "remote online notarization." The IRS has not yet issued new guidance on notarization. Although it appears likely that the IRS will issue guidance, the content and timing of any guidance is not known.

"Remote Online Notarization" or "RON" refers to online notarization by means of audio-video technology wherein a signer located anywhere can "appear" online before a duly commissioned notary public. The RON notary produces a document with a notary seal for the state where the notary is physically present (e.g., Virginia), which may or may not be the state where the notary's customer is physically present.

Prudential is aware that many states (currently 45) permit remote online notarization (RON), through a combination of state laws, regulations and emergency orders. The state laws vary as to procedural requirements for RON notarizations, including record retention. Some states explicitly recognize the validity of notarizations done for their residents by notaries in other states, and others do not. Regardless of whether a state explicitly recognizes notarizations done in other states, some observers believe that the Full Faith and Credit Clause of the U.S. Constitution requires states to do so. Prudential has identified two RON notaries, NotaryCam and Notarize, that currently appear to provide notarizations with an e-seal in Virginia (NotaryCam and Notarize) and Texas, Nevada and Florida (Notarize).

Prudential does not provide legal advice and recommends that you discuss with your own legal counsel the appropriateness of Prudential accepting RON notarizations from your participants. The permissibility of RON notarizations for federal benefits and state law purposes is not free from doubt, for the reasons noted above.

Your Consent to RON

Prudential seeks your affirmative consent by reply email to accept RON notarizations from your participants for transactions up to \$100,000 (limit applicable to Defined Contribution Plans only). If we do not hear from you, Prudential will not assume your consent to remote online notarizations. If you consent, Prudential will accept RON notarizations on the following terms:

- If your participant contacts Prudential and informs us that he/she cannot get a traditional “physical presence” notarization due to the current pandemic, Prudential will inform him/her that that Prudential will accept a RON notarization (in good order) from a notary engaged by the participant who is physically located in the participant’s state of residence. (Prudential will mention, without endorsing, that NotaryCam and Notarize apparently notarize documents and generate seals for Virginia, Texas, Nevada and Florida.) If a participant tells us that he/she cannot locate such a RON notary, then Prudential will accept a notarization from NotaryCam or Notarize if Prudential reasonably can determine that the participant’s state of residence does not prohibit notarizations by RON notaries located in other states.
- If the validity of a RON notarization is later challenged (e.g., by the IRS or a participant’s spouse who seeks to revoke an earlier RON notarization), Prudential will assume that you will cooperate with Prudential in resolving any dispute in accordance with the IRS’ Employee Plans Compliance Resolution System (Rev. Proc. 2019-19 or its successor), including the financial cost thereof.
- If the IRS issues guidance on notarization that addresses RON notarizations, Prudential will change its procedures to reflect that guidance.

Alternative Forms for Evidence of Death and Your Consent

Again, due to the current coronavirus pandemic, it may be difficult for a beneficiary to obtain a death certificate. While obtaining a death certificate is preferred, the circumstances created by COVID-19 have caused Prudential to consider possible alternatives to requiring a death certificate for death claims.

Prudential seeks your affirmative consent by reply email to accept alternative forms for evidence of death from your participants. If we do not hear from you within five business days, however, Prudential will assume your consent to the following:

- Under the new process, should a participant or beneficiary indicate that a death certificate is not available as a result of COVID-19, Prudential will attempt to validate the death via two sources of alternative proof.
- An outbound call or return fax to the funeral home confirming the participant’s death, OR
- Obtaining the participant’s obituary and the death is confirmed via an additional source (e.g. Lexis Nexis or Social Security Death Match).
- These alternative documents for evidence of death will be allowed for death benefits payable under \$1,000,000 (limit applicable to Defined Contribution Plans only). Death benefits payable above that threshold will require a death certificate.

Thank you for your consideration. If you have any questions, please contact your Prudential Representative.



Plan Sponsor Authorization

Please complete the following elections for your plan.

Accept Remote Online Notarization

Yes

No (default if no response)

Accept alternative forms for evidence of death

Yes (default if no response)

No

Plan Name: (A) Lancaster County Employees Retirement Plan; and (B) Deferred Compensation Plan
Plan Number: (A) 006371 and (B) 006372
Plan Sponsor: Lancaster County, Nebraska
Date: May 7, 2020
Signed/Typed:
Print name: (A) Sean Flowerday (B) Kerry P. Eagan
Title: (A) Chair, Lancaster County Board of Commissioners; and (B) Chief Administrative Officer

Please return via email to: CAREsactSelection@prudential.com.



	Staff Lead	Sean Flowerday	Christa Yoakum	Deb Schorr	Roma Amundson	Rick Vest
Fiscal Accountability Priorities						
Increase County Cash Reserves	D. Meyer	X				
Expand County Fleet Program	R. Walla				X	
Miscellaneous Expenses Policy	???				X	
Increase Usage of Enterprise Rental Car Program	R. Walla				X	
Establish Retirement Committee as Standing Committee	K. Eagan	X				
County Infrastructure Priorities						
Facility Study for County Engineering Buildings	P. Dingman			X	X	
Fund for Roads and Bridges Crisis	???	X			X	
Good Governance Priorities						
Draft and Implement County-wide Strategic Plan	New CAO	X			X	
Write County Task Force SOP's	D. Cary	X				
Create a County Central Code	K. Eagan	X				
Fee and Fine Reform Grant	A. Ames	X				
Annual Report (Rolling Report?)	A. Ames					
Monthly Updates from Planning and IS Depts	K. Eagan					
On-board new CAO	K. Eagan	X		X		
Leadership Academy	A. Ames			X		
Establish New Employee Onboarding Program	D. Schorr			X		
Establish Realtor Association Legislative Committee as Standing Committee	R. Amundson				X	
Technology Upgrades/Improvement Priorities						
CJIS Construction and Implementation	T. Duncan	X				
County-wide Implementation of Pay Roll Software	D. Meyer	X				
Legislative Priorities						
24/7 Drug Testing	Kissel Kohout	X				
Mental Health Shared Information	Kissel Kohout	X				
Bridge Bonding	Kissel Kohout	X				
Mental Health Advance Directives	Kissel Kohout	X				
Funding for Adult Criminal Justice Reform and Bond Reform	Kissel Kohout	X				
Funding for Juvenile Justice Reform	Kissel Kohout	X				
Property Tax Relief	Kissel Kohout	X				
Criminal Justice Reform Priorities						
Examine Internal Lower Incarceration Efforts	S. Flowerday	X				
Examine Internal Lower Incarceration Efforts for Females	D. Schorr			X		
SAMHSA Learning Collaborative	D. Schorr			X		
Stepping Up Summit	D. Schorr	X		X		
Sherriff Body Camera Program	T. Duncan	X				
Inclusive Community Priorities						
Work with City of Lincoln to secure Welcoming Community certification	C. Yoakum			X		
Reinstating the Lincoln/Lancaster Women's Commission	C. Yoakum	X				
Adding Additional VBM Drop Boxes	S. Flowerday	X		X		
Successful 2020 Census Promotions	S. Flowerday	X				
My City Academy - Ready to Run Initiative	C. Yoakum			X		
County Inclusive Benefits Policy	S. Flowerday	X				
Safe Community Priorities						
Norris School EMS Coverage	D. Schorr	X		X		
Establish Mutual-Aid Meeting as Standing Committee	R. Amundson			X	X	
Human Service Priorities						
Increase Human Service JBC Funding	S. Flowerday	X				
Explore Expanded Home Visiting Program to Combat Childhood Trauma	S. Flowerday	X				
County Employee Priorities						
County Employee Prescription Drug Initiative	D. Schorr	X		X		