

To All Ottawa County Commissioners:

*The Ottawa County Board of Commissioners will meet on **Tuesday, August 22, 2023 at 6:30 PM** for the regular August meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom and YouTube.*

The Agenda is as follows:

- 1. Call to Order by the Chairperson*
- 2. Prayer and Pledge of Allegiance*
- 3. Roll Call*
- 4. Correspondence*
- 5. Public Comment*
- 6. Approval of Agenda*
- 7. Consent Resolutions:*

From the County Clerk/Register

A. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the minutes of the [August 8, 2023](#) Board of Commissioners meeting

From Administration

- B. [Post-Execution Ratification of Contracts under Section IV\(D\)\(2\) of the Ottawa County Contracting Authorization and Form Policy](#)*

Suggested Motion:

To ratify all contracts for the period of July 1, 2023 to July 31, 2023 currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy.

8. *Public Hearings*

1. *FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program*

Suggested Motion:

- a. *To open the Public Hearing to receive comments on the use of funds from the FY 2023 Edward Byrne Memorial Justice Assistance Grant Program.*
- b. *To close the Public Hearing on the use of funds from the FY 2023 Edward Byrne Memorial Justice Assistance Grant Program.*

9. *Agenda and Action Requests:*

From Administration

A. *FY 2023 Edward Byrne Justice Assistance Grant Application*

Suggested Motion:

To approve and authorize the Board Chairperson to sign the FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) program application to utilize \$52,557 in funds to purchase a long deployment camera trailer.

From the Planning and Policy Committee

B. *2024 – 2029 Capital Improvement Plan*

Suggested Motion:

To approve the 2024 – 2029 Capital Improvement Plan.

From the Talent and Recruitment Committee

C. *Community Corrections Advisory Board – Workforce Investment Seat*

Suggested Motion:

*To approve the nomination of (*indicates recommendation from the Interview Subcommittee):*

**Brooke Karl*

Angie Barksdale

and to select one (1) to fill one (1) Community Corrections Advisory Board Workforce Investment seat vacancy beginning January 1, 2023 and ending December 31, 2024.

From the Board of Commissioners

D. [Resolution on Childhood Vaccine Waivers for School and Childcare](#)

Suggested Motion:

To approve a resolution on Childhood Vaccine Waivers for School and Childcare.

10. *Committee Reports*

11. *Public Comment*

12. *Additional Business*

From the County Administrator

A. *Report from the County Administrator*

From the County Commissioners

B. *Report on the Ottawa County Farm Bureau Agricultural Bus Tour*

C. *Report on the Cultivating Resilience 2023 Conference*

13. *Adjournment at Call of the Chairperson*

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
AUGUST SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, August 8, 2023, at 9:00 a.m. and was called to order by the Chairperson.

The prayer was pronounced by Pastor Andrew.

Chairperson Moss led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Gretchen Cosby, Lucy Ebel, Douglas Zylstra, Jacob Bonnema, Joe Moss, Kyle Terpstra, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema. (11)

Correspondence

None.

Public Comments

Public comments were made by the following:

1. Michael Kuras-Spring Lake Township
2. Christi Meppelink-Zeeland Township
3. Cindy Kornoelje-Tallmadge Township
4. Stephen Rockman-Grand Haven Township
5. Harvey Nikkel-Georgetown Township
6. Kendra Wenzel-Georgetown Township
7. Adrea Hill-Holland Township
8. Bob Spaman-Blendon Township
9. Karen Obits-Spring Lake Township
10. Sarah Streng-Grand Haven City
11. David Barnosky-Port Sheldon Township
12. Joe Spaulding-Holland Township
13. David Morren-Allendale Township
14. John-Unknown
15. Rebecca Patrick-Allendale Township

Approval of Agenda

B/C 23-137 Roger Bergman moved to approve the agenda of today.

The motion passed.

Consent Resolutions

B/C 23-138 moved to approve the following Consent Resolutions.

- A. To approve the minutes of the July 25, 2023, Board of Commissioners meeting.
- B. To receive for information the Correspondence Log.
- C. To approve the grant agreement from the Land and Water Conservation Fund for assistance to complete the Ottawa Sands day-use restroom project in the City of Ferrysburg.
- D. To approve the bid from First Peninsula Contractors in the amount of \$454,422 for renovation of the Kirk Park restroom.
- E. To approve the general claims in the amount of \$12,574,881.34 as presented by the summary report for July 3, 2023 through July 21, 2023.
- F. To approve the contract to provide Assessing Services for Blendon Township.
- G. To approve the contract for waste removal and recycling services.
- H. To approve a resolution pledging the county's full faith and credit to a drain note or bond.
- I. To set a public hearing on the 2024 Ottawa County Budget for September 12, 2023 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive at 9:00 am.
- J. To approve the 2023 budget adjustments per the attached schedule.

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Jacob Bonnema, Sylvia Rhodea, Douglas Zylstra, Kyle Terpstra, Allison Miedema, Lucy Ebel, Roger Bergman, Joe Moss. (11)

Public Hearings

None.

Agenda and Action Requests

None.

Committee Reports

- A. Update on Important Accomplishments-Administrator Gibbs gave an update on a couple of important accomplishments that have been put in place to increase transparency. He highlighted the new process for the FY2024 Budget and the new

approval process for the Capital Improvement Plan. Moving forward, he would like to add a new budgeting software to work alongside Munis.

- B. Overview of FY2024 – 2029 Capital Improvement Plan-Karen Karasinski gave an overview of the Capital Improvement Plan process.
- C. Overview of FY2024 County Budget- Karen Karasinski gave an overview of the proposed 2024 budget.

Public Comment

- 1. John-Unknown
- 2. David Morren-Allendale Township

Online Public Comments

- 1. Marla Walters-Unknown

Additional Business

- A. Administrator's Report-The County Administrator's report was presented.
- B. Report on the recent meeting with the Ottawa County Foster Parent Coalition-Commissioner Rhodea gave an update on the meeting that her and Commissioner Miedema were able to attend with the Ottawa County Foster Parent Coalition.
- C. Report on the Ottawa County Farm Bureau Summer Picnic-Commissioner Miedema, Commissioner Belknap, Commissioner Rhodea, and Commissioner Moss were able to attend the Ottawa County Farm Bureau Summer Picnic.

Adjournment at Call of the Chairperson

The Chairperson adjourned the meeting at 10:36 a.m.

JUSTIN F. ROEBUCK, Clerk/Register
Of the Board of Commissioners

JOE MOSS, Chairperson
Of the Board of Commissioners

Board Ratification Contracts

Report Date Range: 07/01/2023 - 07/31/2023

'Revenue' Total Amount: \$12,000.00

'Expense' Total Amount: \$29,675.00

CONTRACT	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	MULTI YEAR CONTRACT	REVENUE /EXPENSE	PURPOSE
1942	05/18/2023	07/18/2023	PUBLIC HEALTH	MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI)	\$2,000.00	NO	REVENUE	This a continuation of a pilot project to help refine and support MIHP's statewide rollout and evaluation of Adverse Childhood Experiences Prevention Plan of Care 2. See Sandra Lake for questions.
1975	07/03/2023	07/24/2023	FISCAL SERVICES	THE INTERLOCAL PURCHASING SYSTEM (TIPS)	\$0.00	YES	EXPENSE	This agreement i to become a member of The Interlocal Purchasing System (TIPS) cooperative that allows the County to piggyback on cooperative contracts that are competitively bid.
1971	06/26/2023	07/18/2023	PUBLIC HEALTH	DELTA DENTAL	\$10,000.00	NO	REVENUE	Grant funds received from the Delta Dental Foundation in the amount of \$10,000 would provide dental services to Ottawa County residents (mainly children) that are low-income uninsured (or at below 185% poverty level) who do not have Medicaid/Health Kids Dental.
1960	06/01/2023	07/24/2023	PARKS AND RECREATION	LANDTECHWMI LLC	\$29,675.00	NO	EXPENSE	Construct Park improvements at Rosy Mound
1981	07/18/2023	07/24/2023	FACILITIES MAINTENANCE	GALE PLUMBING AND HYDRONICS INC.	\$0.00	NO	EXPENSE	To provide scheduled and on-call plumbing and backflow services to County of Ottawa buildings.
0	07/06/2023	07/06/2023	COMMUNITY MENTAL HEALTH	AUTISM OF AMERICA		N/A	N/A	COMMON CONTRACT
0	07/06/2023	07/06/2023	COMMUNITY MENTAL HEALTH	ENRICHED LIVING		N/A	N/A	AMENDMENT
0	07/06/2023	07/06/2023	COMMUNITY MENTAL HEALTH	HARBOR HOUSE MINISTRIES		N/A	N/A	AMENDMENT
0	07/06/2023	07/06/2023	COMMUNITY MENTAL HEALTH	MOSAIC COUNSELING		N/A	N/A	GRANT AGREEMENT

0	07/06/2023	07/06/2023	COMMUNITY MENTAL HEALTH	PROFESSIONAL REHABILITATION SERVICES DBA REBOUND H		N/A	N/A	AMENDMENT
0	07/06/2023	07/06/2023	COMMUNITY MENTAL HEALTH	REVEL		N/A	N/A	AMENDMENT
0	07/13/2023	07/13/2023	COMMUNITY MENTAL HEALTH	ABA GOLDEN STEPS		N/A	N/A	COMMON CONTRACT
0	07/13/2023	07/13/2023	COMMUNITY MENTAL HEALTH	MERCY HEALTH LIFE COUNSELING		N/A	N/A	AMENDMENT
0	07/13/2023	07/13/2023	COMMUNITY MENTAL HEALTH	MERRITT HAWKINS		N/A	N/A	VENDOR AGREEMENT
0	07/13/2023	07/13/2023	COMMUNITY MENTAL HEALTH	REVEL		N/A	N/A	AMENDMENT

Action Request

Electronic Submission – Contract # 1996



Committee: BOARD OF COMMISSIONERS

Meeting Date: 8/22/2023

Vendor/3rd Party: DOJ

Requesting Department: SHERIFFS DEPARTMENT

Submitted By: STEVE KEMPKER

Agenda Item: FY 2023 EDWARD BYRNE MEMORIAL JAG PROGRAM

Suggested Motion:

To approve and authorize the Board Chairperson to sign the FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) program application to utilize \$52,557 in funds to purchase a long deployment camera trailer.

Summary of Request:

Please open for public comment for the Sheriff's Office to utilize \$52,557 for the FY2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds to purchase a long deployment camera trailer.

Financial Information:

Total Cost: \$52,557.00

General Fund Cost: \$0.00

Included in Budget: No

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: New Activity

Action is Related to Strategic Plan:

Goal 4: To Continually Improve the County's Organization and Services.

Administration:

Recommended by County Administrator:

8/10/2023 7:43:03 AM

Committee/Governing/Advisory Board Approval Date:

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2023 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant Unit of
Local Government

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant Unit of Local Government

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

OMB No. 1121-0329
Expires 12/31/2023



BJA FY 23 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

Assistance Listing Number # 16.738

Grants.gov Opportunity Number: O-BJA-2023-171790

Solicitation Release Date: June 30, 2023 12:00 PM ET

Application Grants.gov Deadline: August 24, 2023 8:59 PM ET

Application JustGrants Deadline: August 31, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the DOJ's mission by assisting state, local, and tribal jurisdictions' efforts to prevent or reduce crime and violence and to improve the fair administration of the justice system.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provisions in the "Financial Information" section of the [OJP Grant Application Resource Guide](#).

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00104-PROD	Category 1– Applicants with eligible allocation amounts of less than \$25,000	678	\$10,420,302	10/1/22 12:00 AM	24
C-BJA-2023-00105-PROD	Category 2–Applicants with eligible allocation amounts of \$25,000 or more	618	92,358,317	10/1/22 12:00 AM	48

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Special district governments

By law, for purposes of the JAG Program, the term “units of local government” includes a town, township, village, parish, city, county, borough, or other general-purpose political subdivision of a state; or it may be a federally recognized American Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff. The eligible allocations by state for the fiscal year (FY) 2023 JAG Program can be found at: <https://bja.ojp.gov/program/jag/fy-2023-allocations>.

Eligible allocations under the JAG Program are posted annually on the [JAG web page](#). See the Allocation Determination and Units of Local Government Requirements Regarding Use of JAG Funds section for more information. **Applicants with eligible allocation amounts of less than \$25,000 will apply to Category 1, and applicants with eligible allocation amounts of \$25,000 or more will apply to Category 2.**

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation

close date.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and an SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

OJP encourages applicants to review, the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, the Bureau of Justice Assistance (BJA) seeks to award Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds to eligible units of local government. (BJA will issue a separate solicitation for applications from states).

For more information on the JAG Program, please refer to the [JAG Fact Sheet](#) and/or [JAG Frequently Asked Questions \(FAQs\)](#).

Statutory Authority: The JAG Program is authorized by Title I of Public Law 90-351 (generally codified at [34 U.S.C. 10151-10726](#)), including subpart 1 of part E (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a).

Specific Information

Statutory Formula

JAG awards are based on a statutory formula that is fully described within the [JAG Technical Report](#). Once each fiscal year's overall JAG Program funding level is determined, BJA works with the Bureau of Justice Statistics to begin a four-step grant award calculation process, which, in general, consists of:

1. Computing an initial JAG allocation for each state, based on its share of violent crime and population (weighted equally).
2. Reviewing the initial JAG allocation amount to determine if the state allocation is less than the minimum award amount defined in the JAG legislation (0.25 percent of the total). If this is the case, the state is funded at the minimum level, and the funds required for this are deducted from the overall pool of JAG funds. Each of the remaining states receives the minimum award plus an additional amount based on its share of violent crime and population.
3. Dividing each state's final award amount (except for the territories and the District of Columbia) between the state and its units of local governments at rates of 60 and 40 percent, respectively.
4. Determining award allocations for the units of local government, which are based on their proportion of the state's 3-year violent crime average. If the "eligible award amount" for a particular unit of local government, as determined on this basis, is \$10,000 or more, then the unit of local government is eligible to apply directly to OJP (under the JAG Local Solicitation) for a JAG award. If the "eligible award

amount” for a particular unit of local government, as determined on this basis, is less than \$10,000, the funds are not made available for a direct award to that particular unit of local government, but instead are added to the amount that is awarded to the state.

Allocation Determination and Units of Local Government Requirements Regarding Use of JAG Funds

Eligible allocations under JAG are posted annually on the [JAG web page](#).

According to the JAG Program statute, a “disparity” may exist between the funding eligibility of a county and its associated municipalities. See [34 U.S.C. § 10156\(d\)\(4\)](#). Units of local government identified by BJA as disparate must select a fiscal agent that will submit an application for the allocation to include all disparate municipalities. A memorandum of understanding (MOU) that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by each participating jurisdiction’s authorized representative. Once an award is made, the fiscal agent will be responsible for distributing award funds to the other jurisdictions in the disparate group through subawards that include all appropriate award conditions. To verify eligibility, an applicant should visit the [JAG web page](#) and click on their respective state and note the following regarding the state’s allocation table:

1. Disparate units of local government are listed in shaded groups, in alphabetic order by county. Units of local government identified as disparate must select one unit of local government to submit an application on behalf of the disparate group.
2. Counties that have an asterisk (*) under the “Direct Allocation” column did not submit the level of violent crime data to qualify for a direct award from BJA but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required MOU.
3. Direct allocations are listed alphabetically below the shaded disparate groupings.

Please note that disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and documenting individual allocations in the MOU. See the [JAG FAQs](#) for more information. A [sample MOU](#) is also available.

Statutory Program Areas

In general, JAG funds awarded to a unit of local government under the FY 2023 program may be used to hire additional personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings, including for any one or more of the following program areas:

1. Law enforcement programs.

2. Prosecution and court programs.
3. Prevention and education programs.
4. Corrections and community corrections programs.
5. Drug treatment and enforcement programs.
6. Planning, evaluation, and technology improvement programs.
7. Crime victim and witness programs (other than compensation).
8. Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.
9. Implementation of state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, mental health courts, drug courts, veterans courts, and extreme risk protection order programs.

In connection with all of the above purposes, it should be noted that the statute defines “criminal justice” as “activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

BJA Areas of Emphasis

BJA recognizes that many state and local justice systems currently face challenging fiscal environments and an important, cost-effective way to relieve those pressures is to share or leverage resources through cooperation among federal, state, and local law enforcement. Key areas of priority for BJA include advancing justice system reform efforts, advancing racial equity and support for underserved communities, preventing and combating hate crimes, crime and violence reduction strategies, and community violence intervention (CVI) approaches. BJA encourages recipients of FY 2023 JAG funds to consider coordination with federal law enforcement agencies and other stakeholders, including communities most impacted by crime and violence, in addressing these challenges. Additional details on the BJA areas of emphasis can be found below:

Advancing Justice System Reform Efforts

The justice system serves an important role in protecting communities and seeking justice for victims. For the justice system to serve that role effectively, it must be fair, open, and equitable; utilize evidence-based approaches; and promote restorative practices and rehabilitation. For far too long, however, the justice system has not lived up to its promise. Racial bias and injustice and overly harsh sentences have swelled correctional populations which not only exacerbates distrust in the justice system, but also destabilizes the wellbeing of communities. To build strong, safe, and healthy communities, it is critical to address the underlying,

entrenched issues of inequity and disparity in the criminal justice system so that all persons receive equal treatment under the law. Jurisdictions must carefully review the ways in which the structures and incentives within their own systems are driving correctional populations and racial disparities and realign operations and target resources toward community solutions.

Consistent with President Biden's [Executive Order 14074](#), Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety, and the [Safer America Plan](#), DOJ is committed to advancing bold, effective justice reform solutions that deliver safety, equity, and justice for all. Justice system reform includes, but is not limited to, a wide range of investments in community safety and justice such as accountability of law enforcement to build community trust, alternatives to incarceration, community supervision reforms, support for mental health and substance use treatment services, community-driven programs and partnerships, and enhancing pretrial processes. Efforts to continue to address the backlog of court cases created during the pandemic would fall in this category. BJA encourages JAG recipients to utilize funding for projects that promote all aspects of justice system reform.

Advancing Racial Equity and Support for Underserved Communities

Consistent with the Presidential [Memorandum on Restoring the Department of Justice's Access-to-Justice Function and Reinvigorating the White House Legal Aid Interagency Roundtable](#) and [Executive Order 13985](#), Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, DOJ is committed to ensuring equal access to justice and identifying and reducing disparities that exist throughout the criminal and civil legal systems, and to remove barriers to ensure equal opportunity for people of color and for communities that have been historically underserved, marginalized, and adversely affected by inequality. This commitment is evidenced by the April 14, 2022, [Equity Action Plan](#) designed to increase equity, opportunity, and resources for the most vulnerable communities.

BJA encourages JAG recipients to utilize funds to support efforts at the state, territory, local, and tribal levels to institute more effective and equitable criminal justice policies and practices, foster public trust, and enhance public safety and security by increasing engagement with community members and building partnerships with community organizations to develop a shared vision and approach to addressing crime. This includes support for strategies to ensure the protection of defendants' and incarcerated individuals' constitutional rights and safety and efforts to address wrongful convictions and conviction integrity. This also includes supporting technological or personnel upgrades to provide more equitable access to justice, including language access resources, resources to better serve those with disabilities, and indigent defense services. Finally, this can include efforts to build partnerships between the criminal justice system and nonprofits to

provide support for collaborative, community-driven and informed efforts, such as community-based diversion programs outside of the criminal justice system, increasing access to resources to support the right to counsel, and developing community-driven and informed prevention programs or responses to violent crime.

Preventing and Combating Hate Crimes

Hate crimes (sometimes called bias-motivated crimes) are criminal offenses motivated by some form of bias toward victims based on their perceived or actual race, color, ethnicity, religion, national origin, sexual orientation, gender, gender identity, or disability. Hate crimes have a devastating effect beyond the harm inflicted on any one victim. They reverberate through families, communities, and the entire nation as others fear that they too may be threatened, attacked, or forced from their homes because of what they look like, who they are, where they worship, who they love, or whether they have a disability. As with most other crimes, hate crimes in the United States are primarily investigated under state law and prosecuted by local, state, and tribal authorities. However, reluctance from victims and witnesses to contact law enforcement about hate crime incidents may arise from perceptions of bias, distrust of law enforcement or the criminal justice system, or barriers such as language or concerns about immigration status. Hate crimes are chronically underreported to and under-identified by law enforcement. Tools such as the [U.S. Bureau of Justice Statistics' National Crime Victimization Survey \(NCVS\)](#) and the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) program shed some light on trends among those hate crimes reported to law enforcement or through NCVS. Although hate crimes are often underreported, in recent years, there have been alarming spikes in hate crimes and threats of violence across the country, often fueled by online hate forums. In 2021 and 2022, there were several attacks on houses of worship, threats against Historically Black Colleges and Universities, and increased attacks on Asian Americans. Though many jurisdictions are facing significant increases in hate crimes and hate incidents, [a recent research study and survey from the National Institute of Justice \(NIJ\)](#) indicates that many state and local law enforcement agencies do not have adequate tools to identify, investigate, and respond to hate crimes, and only 23 percent of law enforcement agencies that responded to the survey reported any hate crime investigations in 2018.

In September 2022, Attorney General Merrick Garland [announced that all 94 U.S. Attorneys' offices](#) would be implementing the United Against Hate Program and emphasized that eliminating hate and bias-motivated crimes is one of DOJ's top priorities, and combating hate crimes and promoting trust and accountability in law enforcement was one of the Department's priority goals for fiscal year 2023. BJA encourages JAG recipients to utilize funding to promote change and accountability by supporting state, local, and tribal efforts to prevent hate crimes, improve data collection and reporting of hate-related criminal offenses and incidents, and promote efforts to fully investigate and prosecute hate crimes when they do occur.

This includes ensuring those agencies that have not yet transitioned to the National Incident Based Reporting System (NIBRS) do so expeditiously to ensure that national hate crime statistics are as accurate as possible. More information on BJA's portfolio addressing hate crimes, including the [Emmett Till Cold Case Investigations](#) and [Matthew Shepard and James Byrd, Jr. Hate Crimes](#) programs, can be found at: [Hate Crime | Bureau of Justice Assistance \(ojp.gov\)](#).

Crime and Violence Reduction Strategies

The Biden–Harris Administration and DOJ have made crime and violence reduction a top priority. In May 2022, President Biden signed [Executive Order 14074](#), Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety, which states, “since early 2020, communities around the country have faced rising rates of violent crime, requiring law enforcement engagement at a time when law enforcement agencies are already confronting challenges of staffing shortages and low morale.” According to an analysis of 27 cities conducted by the Council on Criminal Justice, the number of homicides in 2022 declined 4 percent over 2021, yet the homicide rate remained 34 percent higher than 2019 levels. Also, preliminary data compiled by the [National Law Enforcement Officers Memorial Fund](#) indicate that as of December 31, 2022, 226 federal, state, tribal, and local law enforcement officers died in the line of duty in 2022. Line-of-duty-related deaths continue to be a top concern. Sixty-four law enforcement officers were killed feloniously by firearms in 2022, which is an increase over the historical number of deaths by gunfire seen in the prior decade (2010–2020 saw an average of 53).

BJA encourages JAG grantees to invest funds to tailor programs and responses to state and local crime issues through the use of data and analytics; coordinate with United States Attorneys and Project Safe Neighborhoods grantees in order to leverage funding for crime and violence reduction projects and coordinate their law enforcement activities with those of federal law enforcement agencies such as the FBI, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Drug Enforcement Administration, the United States Marshals Service, and the Department of Homeland Security; and form partnerships with federal, state, and local law enforcement and prosecutors to identify persons who use guns to commit a crime and who purchase or sell guns illegally. This includes ensuring that persons prohibited from purchasing firearms (see e.g., 18 U.S.C. § 922(g)) are deterred from doing so by enhancing complete, accurate, and timely access to the FBI's National Instant Criminal Background Check System (NICS) and the timely submission of all necessary records into the FBI databases, which will help prevent illegal transfers of firearms to those who are prohibited from owning firearms under current law. BJA also encourages JAG grantees to invest in implementing programs that provide training, assistance, and resources to law enforcement agencies to mitigate the current crisis in law enforcement recruitment and retention, bolster the security of at-risk places of worship such as synagogues, churches, and mosques, provide

security for prosecutors and elections, enhanced community policing and crime prevention, enforcement of commonsense gun laws, and upgrade systems and/or purchase technology that support agency strategies to reduce violent crime and enhance their capacity to better address crime.

Community Based Violence Intervention (CVI) Approaches

In April 2021, the [Biden–Harris Administration announced historic investments in CVI](#) efforts to combat the gun violence epidemic. CVI is an approach that uses evidence-informed strategies to reduce violence through tailored, community-centered initiatives. These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation and establish relationships between individuals and community assets to deliver services that save lives, address trauma, provide opportunity, and improve the physical, social, and economic conditions that drive violence. On February 16, 2023, Attorney General Garland [delivered remarks](#) at a convening of grantees under OJP's [Community Based Violence Intervention and Prevention Initiative](#). He emphasized that DOJ's approach to disrupting violent crime is: "centered on our partnerships – both with the communities harmed by violent crime and with the law enforcement agencies that protect those communities. Our approach is centered on building public trust. We know that we cannot do our jobs effectively without the trust of the communities we serve. Our department-wide anti-violent crime strategy leverages the resources of our federal prosecutors, agents, investigators, grant programs, and criminal justice experts towards those ends. We are working closely with local and state law enforcement agencies, with officials across government, and with the communities most affected by this violence, and with the community organizations on the front lines – all toward one goal: the goal of making our communities safer."

BJA encourages JAG recipients to invest JAG funds to tailor programs to build strong, sustained partnerships with community residents and organizations to support CVI work in communities most impacted by violent crime. CVI strategies typically focus on high-risk individuals and gang and gun violence as well as the historical and structural challenges that often contribute to community violence. CVI strategies should involve holistic, coordinated interventions attending to the multiple needs of individuals at high risk of gang and gun violence. For example, hospital-based violence intervention programs use credible messengers to connect with victims of gun violence while they are still in the hospital, and then wraparound services are typically provided to them such as behavioral health support, employment access, housing advocacy, and family support. More information on CVI strategies is available through [BJA's National Training and Technical Assistance Center \(NTTAC\)](#) and on BJA's website at: <https://bja.ojp.gov/program/community-violence-intervention/overview>. BJA encourages JAG recipients to partner with organizations with existing CVI strategies to support and enhance those programs, which may include organizations funded under OJP's Community Based Violence Intervention and Prevention Initiative (CVIPI). To identify and learn

more about existing CVIPI grantees, review [OJP's CVIPI web page](#) and FY 2022 CVIPI award information. In addition, jurisdictions looking to implement those strategies can request training and technical assistance (TTA) on the [NTTAC website](#).

Additional Uses of JAG Funds

JAG funds awarded under this FY 2023 solicitation may also be used to:

- Support reentry projects with the goal of improving outcomes for incarcerated individuals returning to the community from prison or jail.
- Support projects related to preventing, detecting, seizing, and/or stopping the presence and use of contraband cellphones within correctional facilities. This includes the purchasing of managed access systems and other mitigation technologies (as permitted by applicable law).
- Purchase fentanyl and methamphetamine detection equipment, including handheld instruments and training for law enforcement safety, as well as opioid reversal agents.
- Purchase drug-detection canines to combat the rise of drug trafficking, including that of methamphetamines.
- Support efforts to seal and expunge criminal history information in accordance with state laws and policies.
- Support efforts to attract and retain an all-inclusive, diverse, expert, and accountable law enforcement workforce, with a focus on gender and racial diversity.
- Support virtual reality de-escalation training.
- Purchase humane remote restraint devices that enable law enforcement to restrain an uncooperative subject without inflicting pain.
- Purchase gunfire detection technology.
- Promote data sharing and sex offender monitoring.

Additionally, JAG funds awarded under this FY 2023 solicitation may be used for any purpose indicated here: [Purposes for Which Funds Awarded Under the Edward Byrne Memorial Justice Assistance Grants \(JAG\) Program May Be Used \(ojp.gov\)](#).

Limitations on the Use of JAG funds

Administrative Costs — Up to 10 percent of a JAG award, including up to 10 percent of any earned interest, may be used for costs associated with administering the award, which can include indirect costs.

Supplanting — JAG funds may not be used to supplant state or local funds but must be used to increase the amount of such funds that would, in the absence of federal funds, be made available. See the [JAG FAQs](#) for examples of supplanting. Although supplanting is prohibited, BJA encourages the leveraging of federal funding.

Matching Funds — Absent specific federal statutory authority to do so, JAG award funds may not be used as a match for other federal awards.

Prohibited and Controlled Equipment and Associated Procedures under JAG — The JAG statute, at [34 U.S.C. § 10152\(d\)](#), specifically identifies a list of prohibited items. In addition, consistent with [Executive Order 14074](#), Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety of May 25, 2022, the use of OJP grant funds for the purchase or transfer of certain equipment has been designated as prohibited or controlled starting with FY 2023 OJP grant funds. Details and associated procedures for requesting prior approval, where applicable, can be found in the [JAG Prohibited and Controlled Equipment Guidance](#) and the [JAG FAQs](#).

Note: The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

Other Program Requirements

A unit of local government that applies for and receives an FY 2023 JAG award must note the following:

Trust Fund — Units of local government may draw down JAG funds either in advance or on a reimbursement basis. To draw down in advance, a trust fund must be established in which to deposit the funds. The trust fund must be in an interest-bearing account, unless one of the exceptions in 2 C.F.R. § 200.305(b)(8) apply. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit the funds. For additional information, see [2 C.F.R. § 200.305](#).

Minimum Requirements for Extreme Risk Protection Order Programs (ERPOs) — ERPOs must include, at a minimum—

1. Pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including, but not limited to, the Bill of Rights and the substantive or procedural due process rights guaranteed under the fifth and 14th amendments to the Constitution of the United States, as applied to the states and as interpreted by state courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses.
2. The right to be represented by counsel at no expense to the government.
3. Pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in

federal court or promulgated by the state's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including, but not limited to, the Bill of Rights and the substantive and procedural due process rights guaranteed under the fifth and 14th amendments to the Constitution of the United States, as applied to the states and as interpreted by state courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation.

4. Penalties for abuse of the program.

Certifications and Assurances by the Chief Executive of the Applicant Government (which incorporates the 30-day governing body review requirement) — A JAG application is not complete, and a unit of local government may not access award funds, unless the chief executive of the applicant unit of local government (e.g., the mayor) properly executes, and the unit of local government submits, the “Certifications and Assurances by the Chief Executive of the Applicant Government.” The most up-to-date version of this certification can be found at: [FY23 JAG - Certifications and Assurances by the Chief Executive of the Applicant Government](#). Please note that this certification contains assurances that the governing body notification and public comment requirements, which are required under the JAG statute (at 34 U.S.C. § 10153(a)(2)), have been satisfied.

OJP will not deny an application for an FY 2023 award for failure to submit these “Certifications and Assurances by the Chief Executive of the Applicant Government” by the application deadline, but a unit of local government will not be able to access award funds (and its award will include a condition that withholds funds) until it submits these certifications and assurances properly executed by its respective chief executive (e.g., the mayor).

Body-worn Cameras (BWCs) — A JAG award recipient that proposes to use FY 2023 funds to purchase BWC equipment or implement or enhance BWC programs must provide to OJP a certification(s) that each direct recipient receiving the equipment or implementing the program has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training. The certification form related to BWC policies and procedures can be found at: [JAG - Body-Worn Camera \(BWC\) Policy Certification](#).

A JAG award recipient that proposes to use funds for BWC-related expenses will have funds withheld until the required certification is submitted and approved by OJP. If the JAG award recipient proposes to change project activities to utilize JAG funds for BWC-related expenses after the award is accepted, the JAG award recipient must submit the signed certification to OJP at that time.

Further, before making any subaward for BWC-related expenses, the JAG award

recipient must collect a completed BWC certification from the proposed subrecipient. Any such certifications must be maintained by the JAG award recipient and made available to OJP upon request. The [BJA BWC Toolkit](#) provides model BWC policies and best practices to assist criminal justice departments in implementing BWC programs.

Apart from the JAG Program, BJA provides funds under the [Body-worn Camera Policy and Implementation Program](#) (BWCPPI). BWCPPI allows jurisdictions to develop and implement policies and practices required for effective program adoption, and to address program factors including the purchase, deployment, and maintenance of camera systems and equipment; data storage and access; and privacy considerations. Interested JAG award recipients may wish to refer to the [BWC Partnership Program web page](#) for more information. JAG award recipients that are also BWC award recipients may not use JAG funds for any part of the 50 percent match required by the BWC Program.

Body Armor — Body armor purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the following requirements are met: The body armor must have been tested and found to comply with the latest applicable National Institute of Justice ballistic or stab standards (<https://cjtcc.org/compliance-testing-program/compliant-product-lists/>). In addition, body armor purchased must be made in the United States.

Body armor purchased with JAG funds must be “uniquely fitted vests,” which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage through a combination of (1) correctly sized panels and carrier determined through appropriate measurement and (2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. Note that the requirement that body armor be “uniquely fitted” does not necessarily require body armor that is individually manufactured based on the measurements of an individual wearer. In support of OJP’s efforts to improve officer safety, the American Society for Testing and Materials (ASTM) International has made available the Standard Practice for Body Armor Wearer Measurement and Fitting of Armor ([Active Standard ASTM E3003](#)) at no cost. The [Personal Armor Fit Assessment Checklist](#) is excerpted from ASTM E3003.

A JAG award recipient that proposes to use FY 2023 award funds to purchase body armor must provide OJP with a certification(s) that each law enforcement agency receiving body armor has a written “mandatory wear” policy in effect (see [34 U.S.C. § 10202\(c\)](#)). The certification form related to mandatory wear can be found at: [JAG - Body Armor Mandatory Wear Policy Certification](#). Note: A JAG award recipient that proposes to use funds for the purchase of body armor will have funds withheld until the required certification is submitted and approved by OJP. If the JAG award recipient proposes to change project activities to utilize funds for the purchase of body armor after the award is accepted, the award recipient must submit the signed certification to OJP at that time.

Further, before making any subaward for the purchase of body armor, the JAG award recipient must collect a completed mandatory wear certification from the proposed

subrecipient. Any such certifications must be maintained by the JAG award recipient and made available to OJP upon request. A mandatory wear concept and issues paper and a model policy are available from the BVP Customer Support Center, which can be contacted at vests@usdoj.gov or toll free at 1-877-758-3787. Additional information and FAQs related to the mandatory wear policy and certifications can be found in the [JAG FAQs](#).

Apart from the JAG Program, BJA provides funds under the Patrick Leahy Bulletproof Vest Partnership (BVP) Program. The BVP Program provides funding to state and local law enforcement agencies for the purchase of ballistic-resistant and stab-resistant body armor. For more information on the BVP Program, including eligibility and an application, refer to the [BVP webpage](#). JAG award recipients should note, however, that funds may not be used for any part of the 50 percent match required by the BVP Program.

Death in Custody Reporting Act (DCRA) — The Death in Custody Reporting Act of 2013 (Public Law 113-242) requires states to report to the Attorney General information regarding the death of any person who is detained, under arrest, in the process of being arrested, en route to be incarcerated, or incarcerated at a municipal or county jail, state prison, state-run boot camp prison, boot camp prison that is contracted by the state, any state or local contract facility, or other local or state correctional facility (including any juvenile facility). To comply with DCRA, JAG State Administering Agencies (SAAs) are responsible for collecting data on a quarterly basis from local entities including local jails, law enforcement agencies, medical examiners, and other state agencies and submitting the data to BJA. Units of local government are strongly encouraged to cooperate with DCRA data collection efforts within their state.

Interoperable Communications — Units of local government (including any subrecipients) that are using FY 2023 JAG funds for emergency communications activities should comply with the SAFECOM Guidance for Emergency Communication Grants (SAFECOM Guidance), including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is an essential resource for entities applying for federal financial assistance for emergency communications projects. It provides general information on eligible activities, technical standards, and other terms and conditions that are common to most federal emergency communications programs. Specifically, the SAFECOM Guidance provides guidance to applicants on:

- Recommendations for planning, coordinating, and implementing projects.
- Emergency communications activities that can be funded through federal grants.
- Best practices, policies, and technical standards that help to improve interoperability.
- Resources to help grant recipients comply with technical standards and grant requirements.

SAFECOM Guidance is recognized as the primary guidance on emergency communications grants by the Administration, Office of Management and Budget, and federal grant program offices. The Cybersecurity & Infrastructure Security Agency (CISA) updates the document every year in close coordination with federal, state, local, tribal, and territorial stakeholders, and partners. SAFECOM Guidance is applicable to all federal grants funding emergency communications. The most recent version of the SAFECOM Guidance is available at: <https://www.cisa.gov/safecom/funding>.

Additionally, emergency communications projects funded with FY 2023 JAG funds should support the Statewide Communication Interoperability Plan (SCIP) and be coordinated with the full-time statewide interoperability coordinator (SWIC) in the state of the project. As the central coordination point for a state's interoperability effort, the SWIC plays a critical role and can serve as a valuable resource. SWICs are responsible for the implementation of SCIP through coordination and collaboration with the emergency response community. CISA maintains a list of SWICs for each state and territory. Contact ecd@cisa.dhs.gov for more information. All communications equipment purchased with FY 2023 JAG Program funding should be identified during the quarterly performance measurement reporting.

DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database — If JAG Program funds are to be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), the national DNA database operated by the FBI, by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other nongovernmental DNA database without prior written approval from BJA (exceptions include forensic genealogy). Additionally, award recipients utilizing JAG funds for forensic genealogy testing must adhere to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching available at: <https://www.justice.gov/olp/page/file/1204386/download>. For more information about DNA testing as it pertains to JAG, please refer to the [JAG FAQs](#).

Entry of Records into State Repositories — As appropriate and to the extent consistent with law, a special condition will be imposed that would require the following: Any program or activity that receives federal financial assistance under JAG that is likely to generate court dispositions or other records relevant to NICS determinations, including any dispositions or records that involve any noncitizen or migrant who is undocumented in the United States (18 U.S.C. § 922(g)(5)(A), must have a system in place to ensure that all such NICS-relevant dispositions or records are made available in a timely fashion.

National Incident-based Reporting System — In FY 2016, the FBI formally announced its intention to sunset the UCR program's traditional Summary Reporting System (SRS) and replace it with NIBRS by January 1, 2021. By statute, BJA JAG awards are calculated using summary part 1 violent crime data from the FBI's UCR program. Specifically, the formula allocations for JAG rely heavily on the ratio of "the average number of part 1

violent crimes of the UCR of the FBI reported by such State for the three most recent years reported by such State to the average annual number of such crimes reported by all States for such years” (34 U.S.C. 10156(a)(1)(B)). In preparation for the FBI’s 2021 NIBRS compliance deadline, BJA imposed an administrative requirement for JAG award recipients that are not NIBRS compliant to dedicate 3 percent of their JAG award toward coming into full compliance with the FBI’s NIBRS data submission requirement to both encourage and assist jurisdictions in working toward compliance and ensure they continue to have critical criminal justice funding available through JAG when SRS transitioned to NIBRS. A NIBRS set-aside is NOT required for FY 2023 awards; however, JAG recipients are encouraged to continue working toward and/or maintaining NIBRS compliance to ensure that JAG eligibility is not affected in future fiscal years. Local jurisdictions that are seeking NIBRS compliance certification should reach out directly to their respective state agency. Agencies with questions about the certification process may contact ucr-nibrs@fbi.gov. More information about NIBRS, including toolkits and updates from the FBI Criminal Justice Information Services team, can be found at: [NIBRS — FBI](#).

Goals, Objectives, and Deliverables

Goals

In general, the FY 2023 JAG Program is designed to provide units of local government with additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice and civil proceedings.

Objectives

The objectives are directly related to the JAG Program accountability measures described at: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-pmt-accountability-measures.pdf>.

A unit of local government that receives an FY 2023 JAG award will be required to produce various types of reports including quarterly performance reports in BJA’s Performance Measurement Tool (PMT), quarterly financial reports in JustGrants, and semi-annual progress reports in JustGrants.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work’s results, as discussed in the Application and Submission Information section.

Evidence-Based Programs

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

General Guidance for Federal Award

Anticipated number of awards BJA expects to make: 1296

Anticipated maximum dollar amount for each award: \$4,660,745

Period of performance start date: October 1, 2022

Period of performance duration: 24 - 48 months

Anticipated Total amount to be awarded under solicitation: \$102,778,619

Category 1 — Eligible Allocation Amounts of Less than \$25,000: Units of local government that are listed on the JAG web page as eligible for an allocation amount of less than \$25,000 should apply under Category 1. This includes direct and joint (disparate) allocations. Category 1 awards of less than \$25,000 are 2 years in length. Extensions of up to 2 years can be requested for these awards via JustGrants no fewer than 30 days prior to the project period end date and will be automatically granted upon request.

Category 2 — Eligible Allocation Amounts of \$25,000 or More: Units of local government that are listed on the JAG web page as eligible for an allocation amount of \$25,000 or more should apply under Category 2. This includes direct and joint (disparate) allocations. Category 2 awards of at least \$25,000 are 4 years in length. Extensions beyond this period may be made on a case-by-case basis at the discretion of BJA and must be requested via JustGrants no fewer than 30 days prior to the project period end date.

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00104-PROD	Category 1— Applicants with eligible allocation amounts of less than \$25,000	678	\$10,420,302	10/1/22 12:00 AM	24
	Category				

C-BJA-2023-00105-PROD	2–Applicants with eligible allocation amounts of \$25,000 or more	618	92,358,317	10/1/22 12:00 AM	48
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Awards, Amounts and Durations

Type of Award

BJA expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

This solicitation expressly modifies the [OJP Grant Application Resource Guide](#) by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provision in the “Financial Information” section of the [OJP Grant Application Resource Guide](#).

General requirement for federal authorization of any subaward; statutory authorization of subawards under the JAG Program statute. Generally, a recipient of an OJP award may not make subawards (“subgrants”) unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) particular subawards, a recipient must have authorization from OJP before it may make a subaward. However, JAG subawards that are required or specifically authorized by statute (see [34 U.S.C. § 10152\(a\)](#) and [34 U.S.C. § 10156](#)) do not require prior approval. For additional information regarding subawards and authorizations, please refer to the subaward section in the [OJP Grant Application Resource Guide](#).

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

The allocations by state for the FY23 JAG Program can be found at: <https://bja.ojp.gov/program/jag/fy-2023-allocations>.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or matching requirements, see the "Federal Award Information" section.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Application and Submission Information

Content of Application Submission

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) **is** subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State’s process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting “Program is subject to E.O. 12372 but has not been selected by the State for review.” the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting “Program is subject to E.O. 12372 but has not been selected by the State for review.”

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add: zip codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A brief Proposal Abstract (no more than 100 words), which concisely describes the intended use of JAG funds, must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. Examples of brief Proposal Abstracts are included below.

JAG Abstract Examples:

The city of _____ will use JAG funds for overtime for increased patrols to bolster the security of at-risk nonprofit organizations such as synagogues, churches, mosques, and other places of worship.

The county of _____ will use JAG funds to hire credible messengers as part of a community based violence intervention initiative.

Disparate JAG Abstract Example:

The disparate jurisdictions of _____ and _____ will use JAG funds for technology improvements and equipment. Specifically, the county of _____ will use JAG funds to replace its records management system in order to transition to NIBRS, and the city of _____ will use JAG funds to purchase body worn cameras to promote public trust, accountability, and transparency.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 10 numbered pages.

Category 1 — Eligible Allocation Amounts of Less than \$25,000

The proposal narrative for Category 1 applications must include a description of the project(s), including subawards, if applicable, to be funded with JAG funds over the 2-year grant period.

Category 2 — Eligible Allocation Amounts of \$25,000 or More

The proposal narrative for Category 2 applications should include:

a. Description of the Issue

Identify the unit of local government's strategy/funding priorities for the FY 2023 JAG funds, the subaward process (if applicable, including dispartes) and

timeline, any progress or challenges, and a description of the programs to be funded over the 4-year grant period.

b. Project Design and Implementation

Describe the unit of local government's process, if any, for engaging stakeholders from across the justice continuum and how that input informs priorities. This should include a description of how local communities are engaged in the planning process, how state and local planning efforts are coordinated, and the challenges faced in coordination. The applicant should identify the stakeholders representing each program area who are participating in the strategic planning process, the gaps in the state's needed resources for criminal justice purposes, plans to improve the administration of the criminal justice system, and how JAG funds will be coordinated with state and related justice funds.

c. Capabilities and Competencies

Describe any additional strategic planning/coordination efforts in which the units of local government participate with other criminal justice entities within the local jurisdiction and/or state. Please provide an overview of any evidence-informed programs that have been implemented successfully and how those programs might inform implementation of strategic plan priorities.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at: <https://bjapmt.ojp.gov/help/JAGDocs.html>. NOTE: BJA is in the process of reviewing and revising these performance measure questions. Any changes resulting from this

review will be communicated to award recipients.

BJA will require award recipients to submit quarterly performance measure data in BJA's PMT located at <https://bjapmt.ojp.gov> and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (attachment)

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

The budget narrative and budget worksheet (attachment) are critical elements, and applicants will be unable to successfully submit an application in JustGrants unless an attachment is uploaded in this section. If an applicant does not have a budget to submit at the time of application, an attachment must be uploaded noting as such, and BJA will add the appropriate special condition withholding funds for budget documentation. Please note that the budget narrative should include a full description of all costs, including administrative costs (if applicable).

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

This rule does not eliminate or alter the JAG-specific restriction in federal law that states charges for administrative costs may not exceed 10 percent of the award amount, regardless of the approved indirect cost rate.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Memorandum of Understanding (if applicable)

For disparate jurisdictions, an MOU that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by the authorized representative for each participating jurisdiction. See the Allocation Determination and Units of Local Government Requirements Regarding Use of JAG Funds section and the [JAG FAQs](#) for more information. A [sample MOU](#) is also available.

OJP will not deny an application for an FY 2023 award if the recipient does not submit a properly executed MOU by the application deadline, but the award recipient will not be able to access award funds (and its award will include a condition that withholds funds) until it submits the properly executed MOU.

Certifications and Assurances by the Chief Executive of the Applicant Government

A JAG application is not complete, and a unit of local government may not access award funds, unless the chief executive of the applicant unit of local government (e.g., the mayor) properly executes, and submits, the “Certifications and Assurances by the Chief Executive of the Applicant Government” attached in the section above entitled “Other Program Requirements.” The most up-to-date certification form can be found at: <https://bja.ojp.gov/doc/fy-23-local-jag-ce-certification.pdf>.

Disclosure and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step

process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8/24/2023 8:59 PM, ET.

The **full application** must be submitted in JustGrants by 8/31/2023 8:59 PM, ET.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient

time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider a request to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the

- error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports - Award recipients typically must submit quarterly financial reports, quarterly performance measurement reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Specific reporting requirements by category are listed below:

Category 1 — Eligible Allocation Amounts of Less than \$25,000

Recipients must submit:

- Quarterly Federal Financial Reports (and one final Federal Financial Report after all funds have been obligated and expended) through OJP's JustGrants system.
- Quarterly Performance Measurement Tool reports and a final Performance Measurement Tool report through BJA's PMT. Please note that as soon as all project activity has concluded, that report may be marked final.
- An annual performance report and final progress report through OJP's JustGrants. If all project activity has concluded at the time the first annual performance report is submitted, that report may be marked final.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

Category 2 — Eligible Allocation Amounts of \$25,000 or More

Recipients must submit:

- Quarterly Federal Financial Reports (and one final Federal Financial Report after all funds have been obligated and expended) through OJP's JustGrants system.
- Quarterly Performance Measurement Tool reports and a final Performance Measurement Tool report (at any time once all project activity has concluded) through BJA's PMT.
- Semi-annual performance reports and a final performance report (at any time once all project activity has concluded) through OJP's JustGrants.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), and contact information for Grants.gov and JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Application Checklist

BJA FY 23 Edward Byrne Memorial Justice Assistance Grant Formula Program - Local Solicitation

This application checklist has been created as an aid in developing an application. For more information, reference the [OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)” in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit. See <https://bja.ojp.gov/program/jag/fy-2023-allocations>.

Review Eligibility Requirement: Review the Eligibility section on the cover page and

Eligibility Information section in the solicitation.

Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable)

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Proposal Narrative

Budget and Associated Documentation

- Budget Worksheet and Narrative (attachment)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (see [OJP Grant Application](#)

- [Resource Guide](#))
- Memorandum of Understanding (if applicable)
- [FY23 JAG - Certifications and Assurances by the Chief Executive of the Applicant Government](#)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.


[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

Action Request

	Committee: Board of Commissioners
	Meeting Date: 08/22/2023
	Requesting Department: Administration, Fiscal Services, Facilities, IT, & Strategic Impact
	Submitted By: Karen Karasinski
	Agenda Item: 2024 - 2029 Capital Improvement Plan

Suggested Motion:

To approve the 2024-2029 Capital Improvement Plan.

Summary of Request:

Pursuant to the County's Capital Planning Policy, a CIP committee comprised of the Deputy County Administrator, Fiscal Services Director, Facilities Director, IT Director and Strategic Impact Director, have met on several occasions to review and prioritize the various departmental requests from capital projects over the next 5 fiscal years. For reference, capital projects are defined as acquisition, expansion, or major rehabilitation of County assets that generally exceed \$50,000 and will be capitalized and depreciated over their useful life.

Historically, capital projects have been submitted in a somewhat random manner, often in response to an emergency repair or newly-identified capital need for the county. This made budgeting unpredictable and resulted in a "reactive rather than proactive" model for asset management.

This year, the CIP committee is proposing to revamp the manner in which capital projects are submitted, evaluated, prioritized and funded. Specifically, the committee is recommending adopting a more holistic and comprehensive approach to capital planning that includes the following: (continued below)

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity


Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Planning and Policy Committee

08/08/2023

County of Ottawa
Capital Improvement Plan
Fiscal Years 2024-2029

Project Name	Project Description	Funding Source	Current Approved	Actuals Spent as of 06/21/23	Encumbrances as of 06/21/23	Unencumbered Balance as of 06/21/23	2024	2025	2026	2027	2028	2029 & Beyond
Facilities												
Capital Maintenance of Buildings - Exterior												
Building B Reclad	To correct safety issues caused by the block exterior of the building.	OCIA	1,600,000	1,559,171	32,859	7,971						
James St DHHS Exterior Paint	To repair & repaint the 34 year old EIFS system on the James St. D building.	401	75,000	-	-	75,000						
Building A Façade	To remedy leaks and repair insulation due to an aging metal façade on the building to eliminate air and insect infiltration into the building.	401	85,000	-	-	85,000						
Exterior Wall Maintenance - Grand Haven		401						71,180				
Exterior Caulk - Grand Haven		401						250,000				
Exterior Hardscape (Pavement, Sidewalks & Outdoor Structures)												
Pavement Upgrade - Grand Haven Courthouse	To resurface the Franklin Street lots.	401	726,000	-	-	726,000						
Pavement Upgrade - Fillmore Jail Phase 2	To repave the entire parking area on the back side of the jail.	401	200,000	-	-	200,000						
Pavement Upgrade - James Street		401						703,000				
Pavement Upgrade - Fillmore C-wing	To repave the B Driveway and C wing parking area once the Family Justice Center is completed.	401					350,000					
Countywide Parking Lot Maintenance		401						250,000				
Outdoor Space - Fillmore Admin		401						100,000				
Pavement Upgrade - Fillmore Admin & Jail		401									900,000	
Roofs												
James Street - Bldg. A Roof	To resurface the roof with a fluid applied membrane after repairs to the substrate.	401	560,000	134,279	425,721	-						
Fulton Street - Grand Haven CMH Roof	To resurface the roof with a fluid applied membrane after repairs to the substrate.	401	200,000	66,904	133,096	-						
Fillmore Admin Bldg. Roof	Phase 1 is to replace the 5 leaking skylights on the roof of the administration building. These will be replaced with OSHA approved safety skylights. Existing skylights are original to the building. Phase 2 will include new roof on entire building in FY29.	401					100,000					1,500,000
James Street - DHHS Bldg. Roof	To resurface the roof with a fluid applied membrane after repairs to the substrate.	401	350,000	104,223	95,777	150,000			174,000			
Holland District Court Roof		401								1,160,000		
James Street - Bldg. C Roof Replacement		401									580,000	
Signage												
Exterior Signage Update		401						170,000				
ADA Updates												
James Street - Bldg A ADA Updates	To address ADA updates including powered doors, parenting rooms, lighting & signage.	401					175,000					
James Street - Bldg B ADA Updates	To address ADA updates including powered doors, parenting rooms, lighting & signage.	401					175,000					
James Street - Bldg C ADA Updates	To address ADA updates including powered doors, parenting rooms, lighting & signage.	401					496,143					

**County of Ottawa
Capital Improvement Plan
Fiscal Years 2024-2029**

[illegible]

County of Ottawa
Capital Improvement Plan
Fiscal Years 2024-2029

Project Name	Project Description	Funding Source	Current Approved	Actuals Spent as of 06/21/23	Encumbrances as of 06/21/23	Unencumbered Balance as of 06/21/23	2024	2025	2026	2027	2028	2029 & Beyond
Systems - Safety & Security												
Storage Barn Fire Suppression	The Facilities storage barn does not have a fire suppression system installed inside the building. Critical items are stored inside along with vehicles.	401					375,000					
Jail Interior Door Scanners	To add in card access through the main corridor in the adult detention area to speed the process to react to emergency situations as they arise in the jail.	401					300,000					
Fire Systems & Panels	To replace outdated Fire Monitoring and Alarm Panels at Fulton Street, Grand Haven Courthouse, James Street D building, and the Jail.	401					255,000					
Remodeling (Wall Coverings, Floor Coverings & FFE)												
Fillmore Carpet Replacement	To replace the hallway flooring in the lower level and main lobby of the administration building.	401	150,000	-	142,496	7,504						
Sheriff's Record Area Remodel	To replace and reconfigure the records area of the department to accommodate for program needs.	401	170,000	-	-	170,000						
Hudsonville Restroom Renovations	To update and refinish the public restrooms in the back of the building.	401	79,000	-	-	79,000						
Building C Clinic Remodel	Close project to remodel and make complaint the clinic area of Public Health C building and reallocate to ADA Updates on the same building.	401	496,143	-	-	496,143	(496,143)					
Building A CMH Office Renovation	To update the administrative offices side of CMH at James Street to accommodate program needs.	401	363,500	329,604	5,783	28,113						
Countywide Remodeling Plan		401						600,000	600,000	600,000	600,000	600,000
Mental Health Pod	To add a mental health area with medical to the jail.	401	100,000	7,163	14,637	78,200						3,615,600
Space Management (Building Construction & Expansion)												
Family Justice Center	To combine the family court per a state statute.	Building Auth	32,000,000	14,432,610	13,300,915	4,266,475						
Storage Garage		401						52,000				
Detective Bureau Building Expansion		401							1,500,000			
Facilities Workshop		401							775,000			
Subtotal			36,874,643	15,074,783	14,118,425	7,849,405	3,460,000	3,196,180	4,501,925	3,560,000	3,079,950	5,715,600
CPTED												
Avigilon NVR Card Access System	To upgrade the County's card access system and add access points for increased security.	OCIA	1,017,500	757,818	167,172	92,510						
Courthouse Security Stations	To improve the courthouse security stations to reflect current and future needs for improved security screening and safety for building occupants and the public.	OCIA						603,000	414,000	805,000		
CPTED Committee Project Funding		OCIA	59,222	-	-	59,222	440,778					
Camera Project	Continued additions of cameras throughout the county to improve missing visual deficiencies on county properties for risk mitigation.	OCIA	190,321	169,304	-	21,017						
Radio Project	Added radio for command staff in Jail operations.	OCIA	10,000	2,530	-	7,470						
Facilities Duress Buttons	To add duress buttons for the facilities office area to allow for emergency notifications.	OCIA	8,000	3,255	4,000	744						
Security Camera Servers	Refresh (6) servers which are end-of-life (beyond 5-years) and currently supporting (509) surveillance cameras supporting Jail, Courts, and several County locations.	OCIA	296,250	3,068	269,738	23,444						
Subtotal			1,581,293	935,974	440,911	204,408	440,778	603,000	414,000	805,000	-	-

County of Ottawa
Capital Improvement Plan
Fiscal Years 2024-2029

Project Name	Project Description	Funding Source	Current Approved	Actuals Spent as of 06/21/23	Encumbrances as of 06/21/23	Unencumbered Balance as of 06/21/23	2024	2025	2026	2027	2028	2029 & Beyond
Information Technology												
Public Safety Digital Media	Capital cost of vehicle & body cameras.	OCIA	1,045,000	-	-	1,045,000						
Jail Tracker JMS (CMS)	Mandated replacement of the outdated AS400 Courtroom Management System & Jail Tracker.	401	464,835	328,362	-	136,473						
DC Probation AS400 Replacement (CMS)	Mandated replacement of the outdated AS400 Courtroom Management System.	401	545,750	75,125	470,625	-						
DC Probation Smartbench Integration (CMS)	Mandated replacement of the outdated AS400 Courtroom Management System.	401	50,000	-	-	50,000						
District Court Integration (CMS)	Mandated replacement of the outdated AS400 Courtroom Management System.	401	396,000	2,899	-	393,101						
Probate Court PSC to TCS integrations (CMS)	Mandated replacement of the outdated AS400 Courtroom Management System.	401	55,000	-	-	55,000						
Courtroom Presentation Software - Wolfvision (CMS)	Mandated replacement of the outdated AS400 Courtroom Management System.	401	100,322	82,838	3,576	13,908						
Prosecutor's Office Webtechs Scheduling Calendar	Mandated replacement of the outdated AS400 Courtroom Management System.	401	85,800	78,000	-	7,800						
Circuit Court AS400 replacement (CMS)		401	617,304	-	148,920	468,384						
Board Of Commissioners Electronic Roll Call	Technology that allows the Board to have electronic roll call, e-voting, and digital agendas. Some programs even allow for live streaming right through the program, so we would no longer have to stream on YouTube.	106	100,000	-	-	100,000						
AV - Fillmore Conference Rooms	Enhancement of Audio-Visual systems at Fillmore. Includes automated camera system for the Boardroom, and refresh of end-of-life (beyond 7-years) equipment.	Tech Reserves	75,000	-	-	75,000						
Prosecutor's office AS400 Replacement (CMS)	Mandated replacement of the outdated AS400 Courtroom Management System.	401	494,000	-	-	494,000						
GIS Oblique & Orthophoto Imagery/LIDAR Update	Continuous annual updates to GIS (Geographic Information System) oblique (aerial photography taken at an angle to provide side visualization) and digital orthophoto imagery (aerial photography looking straight down and corrected for accurate linear measurement).	401	754,043	751,564	-	2,478	112,200	112,200	112,200	112,200	112,200	142,200
Production Storage and Server	Refreshes end-of-life on premise central data storage and server farm. This includes countywide operational servers, servers supporting applications and relational database management, and all shared file storage on-premise for all county operations and employees.	401					1,276,476					
Time & Attendance Software	Replacement of the Executime Time & Attendance system in order to have a system that functions based on our grant and financial reporting needs, has less errors, and creates a better user experience for employees and managers.	401					150,000					
Network Switch Refresh		655	-	-	-	-		488,057				
Router & Voice Gateway Replacement		401						134,665				
Flock Camera's - Sheriff		401						173,000				
DC Courtroom Technology		401							300,000	200,000	200,000	
Disaster Recovery & Offsite Storage Refresh		401							62,170			
Internet Edge Refresh		401								155,300		
Wireless Controller Refresh		401								30,000		
Network Edge Switch Refresh		401									703,700	
Election Equipment		401									1,550,000	
Subtotal			4,783,054	1,318,787	623,121	2,841,145	1,538,676	907,922	474,370	497,500	2,565,900	142,200

County of Ottawa
Capital Improvement Plan
Fiscal Years 2024-2029

Project Name	Project Description	Funding Source	Current Approved	Actuals Spent as of 06/21/23	Encumbrances as of 06/21/23	Unencumbered Balance as of 06/21/23	2024	2025	2026	2027	2028	2029 & Beyond
Department of Strategic Impact												
Spoonville Trail - Phase II	This 1.76-mile trail segment connects Phase I of the Spoonville Trail to the North Bank Trail in Nunica, completing the north-side non-motorized connection to the M-231 Grand River bridge pathway. It includes several boardwalks through scenic ravine areas and includes the first trail located partially within a golf course.	Multiple	3,380,534	1,085,353	187,665	2,107,515						
Sustainable Water Landscaping & Education	For the development and promotion of water-friendly landscaping across the County. To showcase the natural and designed elements across the County that highlight our local groundwater conditions, or how to best mitigate them.	401	95,000	-	95,000	-						
Cell Tower Construction	Under the four-phase Digital Inclusion Strategy, it is anticipated that as part of phase 2 of this effort (Solutions Deployment Planning) that there will be a [continued] need for the County to construct additional towers in underserved areas where the private-sector does not intend to build. Construct a tower in Tallmadge Township.	401	200,000	-	-	200,000						
Subtotal			3,675,534	1,085,353	282,665	2,307,515	-	-	-	-	-	-
Parks & Recreation												
Paw Paw Park Renovations	Funds remaining from initial improvements to park when it was moved to OC Parks management. Currently designated for boardwalk construction in wet areas of trail system in areas to be determined.	408	29,501	535	-	28,966						
Bend Expansion Phase 3 Acquisition (GR Gravel)	Acquisition of 194 acre former gravel mining site for expansion of Bend Area Open Space in accordance with the park master plan.	Multiple	1,030,000	17,468	359,788	652,744						
Grand River Paving Reconstruction	Repairs and replacement of paving on park roads and parking areas at Grand River Park	408	110,000	-	-	110,000						
Idema Explorers Trail - Jenison Mill Segment	Design and construction of new one mile trail connecting existing regional trail to trail system in Kent County, including bituminous paving, extensive boardwalks, a 70 foot bridge over Rush Creek, and amenities.	Multiple	1,489,188	1,323,734	-	165,454						
Pigeon Creek Lodge Renovations	Improvements to the Pigeon Creek lodge including kitchen renovations, mechanical improvements, and new outdoor fire pit and seating area.	408	38,023	15,986	-	22,037						
Kirk Park Reconstruction	Renovation and expansion of 50 year old restroom facility with modern amenities and new septic field, Project also includes replacement and relocation of 30 year old playground.	Multiple	524,000	31,256	8,898	483,846						
Tunnel Deck & Stairway Reconstruction	Repair and replacement of 30 year old wood decks and stairs as needed at Tunnel Park	Multiple	112,000	-	-	112,000						
Riverside Renovations	Repair and reconstruction of 30 year old wood fishing deck and other improvements.	408	64,000	16,391	-	47,609						
Idema Explorers Trail - GH Segment	Implementation of wayfinding sign system and other amenities connecting the Idema Explorers Trail to the Grand Haven waterfront and across the bridge to Ferrysburg and Spring Lake.	Multiple	200,000	-	-	200,000						

County of Ottawa
Capital Improvement Plan
Fiscal Years 2024-2029

Project Name	Project Description	Funding Source	Current Approved	Actuals Spent as of 06/21/23	Encumbrances as of 06/21/23	Unencumbered Balance as of 06/21/23	2024	2025	2026	2027	2028	2029 & Beyond
Parks & Recreation - continued												
Idema Explorers Trail - Ravines Connector	Design and construction of 1.5 mile segment of the Idema explorers trail including boardwalks and paved connector to park day use area.	Multiple	1,454,600	1,113,836	174,763	166,001						
Idema Explorers Trail - Stearns Connector	Design and construction of over 2 miles of paved trail, 400 feet of boardwalk, and widening of existing 400' long vehicular bridge over Stearns Bayou.	Multiple	5,717,251	136,979	266,099	5,314,173						
Grant Ravines Treehouse	Construction of 400 square foot raised "treehouse" overlook including 60 ft of raised boardwalk, barrier free connecting walk, and miscellaneous improvements.	Donations	341,834	338,679	-	3,155						
Grose Park Maintenance Building Rebuild	Reconstruction of 1000 square foot maintenance garage destroyed by arson.	Insurance	110,000	101,889	150	7,961						
Ottawa Sands Phase 1 Improvements	Design and construction of first phase of park improvements including Idema Idema Explorers Camp with yurts, treehouses, restroom/shower building, entrance drive and parking, kayak launch, and utilities in accordance with the park master plan	Donations	7,580,000	1,008,931	4,510,809	2,060,260						
Ottawa Sands Restroom	Design and construction of modern restroom and new septic field at the Ottawa Sands day use area.	Multiple	485,000	-	35,168	449,832						
Ottawa Sands Lake Loop	Construction of 40 car parking area and 1.6 mile paved loop around park lake.	Multiple	741,844	-	-	741,844						
Rosy Mound Expansion	Acquisition of 127 acre dune parcel adjacent to current Rosy Mound Natural Area.	Multiple	4,702,700	-	4,900	4,697,800						
Adams Street Landing Linkage (40 Acres)	Acquisition of property or easements of up to 40 acres of land between Adams Street Landing and Paw Paw Park for conservation and recreation trail purposes.	408	100,000	-	-	100,000						
Ottawa Sands Wetland Restoration	Project to modify approx. 0.75 miles shoreline to improve lake health and habitat, and excavate approximately 6 acres of new wetland. Project includes extensive new native plantings and installation of habitat structures.	Multiple	450,000	22,105	420,868	7,027						
Middle Macatawa Improvements	Collaborative project with Holland Charter Township and the ODC Network to construct a new trailhead and connecting trail along the Macatawa River. Project includes new parking and restroom building, bridge over the Macatawa River, clearing a new trail route and various amenities.	106	906,000	390	250	905,360						
Avigilon NVR Card Access System	Project to retrofit all park buildings with new programmable door lock hardware.	OCIA	319,000	169,800	61,201	88,000						
Idema Explorers Trail - Bass River West Ph 2	This item adds funding to the existing CIP project for non-motorized trail through the Bass River State Recreation in accordance with the Parks long-range capital budget.	Multiple	1,804,883	22,582	57,855	1,724,446	955,931					
Grose Park Playground Renovation		408						107,000				
Kirk Park Dune Stairs and Overlook		Multiple						140,000				
Paw Paw Macatawa Greenway Trail		Multiple						1,000,000				
Idema Explorers Trail - Bass River Central		Multiple						2,202,092				
Idema Explorers Trail - Eastmanville Connector		Multiple	50,000	18,081	12,916	19,003		1,463,198				
Idema Explorers Trail - Allendale Segment		Multiple	50,000	-	250	49,750		1,887,052				
Bend Area Phase 4 Acquisition (Huizenga)		Multiple						597,800				
Idema Explorers Trail - Bend Phase 1		Multiple						484,932				
Idema Explorers Trail - Bend Phase 2		Multiple							822,188			
HOB Cottage Area Improvements		408							339,000			

County of Ottawa
Capital Improvement Plan
Fiscal Years 2024-2029

Project Name	Project Description	Funding Source	Current Approved	Actuals Spent as of 06/21/23	Encumbrances as of 06/21/23	Unencumbered Balance as of 06/21/23	2024	2025	2026	2027	2028	2029 & Beyond
Parks & Recreation - continued												
Kirk Park Pavement Reconstruction		408							490,000			
Idema Explorers Trail - Amenities		Multiple								310,000		
Idema Explorers Trail - Bend Phase 3		Multiple								596,730		
Idema Explorers Trail - Bass River East		Multiple								1,193,942		
Parks Maintenance Projects	Minor projects (less than \$50,000 each) to maintain, improve, or renovate existing land or capital facilities. Some of these projects receive yearly allocations. Others are planned based on the age of the facility or based on findings of inspections or observations.	408	471,264	111,290	19,514	340,461	207,500					
Subtotal			28,881,088	4,449,931	5,933,428	18,497,729	1,163,431	7,882,074	1,651,188	2,100,672	-	-
Grand Total			75,795,611	22,864,829	21,398,550	31,700,202	6,602,885	12,589,176	7,041,483	6,963,172	5,645,850	5,857,800

Project Funding Sources

(655) Telecommunications Fund	-	488,057	-	-	-	-
Parks Millage	207,500	1,499,432	835,500	-	-	-
Parks Capital Project Donations	605,931	3,688,986	815,688	906,730	-	-
Parks Capital Project Federal Grants	-	1,153,656	-	-	-	-
Parks Capital Project State Grants	350,000	1,540,000	-	1,193,942	-	-
(401) Capital Project Fund	4,998,676	3,616,045	4,976,295	4,057,500	5,645,850	5,857,800
(OCIA) Insurance Authority	440,778	603,000	414,000	805,000	-	-
Total Funding	6,602,885	12,589,176	7,041,483	6,963,172	5,645,850	5,857,800

Action Request



Committee: Board of Commissioners

Meeting Date: 08/22/2023

Requesting Department: Administration

Submitted By: John Gibbs

Agenda Item: Ottawa County Community Corrections Advisory Board - Workforce Investment

Suggested Motion:

To approve the nomination of (*indicates recommendation from the Interview Subcommittee):

*Brooke Karl
Angie Barksdale

and to select one (1) to fill one (1) Community Corrections Advisory Board Workforce Investment seat vacancy beginning January 1, 2023 and ending December 31, 2024.

Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.


Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: ☒ Recommended ☐ Not Recommended ☐ Without Recommendation
County Administrator: 

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment Committee 08/15/2022

Summary of Request Continued:

Pursuant to County policy, the Board of Commissioners has constitutional and statutory responsibility for making appointments to a variety of boards and commissions. The Board of Commissioners assigns the task of reviewing the applications to the Talent and Recruitment Committee, which has an established subcommittee to review and interview applicants and make recommendations on appointments. The names of all applicants and Talent and Recruitment Committee recommendations, if any, shall be submitted to the Board of Commissioners, which shall make the appointments.

Brooke Karl

Committee: Ottawa County Community Corrections Advisory Board

Seat: Workforce Investment Board Member

Education

School:

Michigan State University

Degree:

Master of Business Administration

School 2:

Northern Michigan University

Degree 2:

Bachelor of Science (Accounting)

Employment

Current Employer:

R.A. Miller Industries, Inc.

Position:

Director of Finance & HR (Treasurer)

Responsibilities:

See attached resume

Previous Employer:

Gordon Food Service

Position:

Accounting Manager

Responsibilities:

See attached resume

Eligibility & Other Considerations

Residency Length:

6 Years

Family members employed at Ottawa County or other govt:

false

Experience:

I'm currently serving as the Treasurer for the West Michigan Academy of Arts and Academics

Attendance Policy:

true

Why do you want to be considered for this appointment?

See attached cover letter

Angie Barksdale

Committee: Ottawa County Community Corrections Advisory Board

Seat: Workforce Investment Board Member

Education

School:

Western Michigan University

Degree:

Masters of Arts in Family & Consumer Science

School 2:

Grand Valley State University

Degree 2:

Bachelors in Psychology

Employment

Current Employer:

ACSET/West Michigan Works!

Position:

COO

Responsibilities:

In coordination with CEO, plan, coordinate, and supervise the development and implementation of region-wide workforce programs in order to meet the talent needs of local businesses. Assist CEO in recruiting and managing regional Workforce Development Board and Governing Board. Responsible for merging four separate Michigan Works! Agencies into one, West Michigan Works!. Including the transition of 150+ staff into the new organization, updating internal policies & procedures, and ensuring services to customers were uninterrupted. Directly supervisor Regional Director of Business Solutions, Regional Talent Solutions Director,

IT Manager, Facilities Manager and Retention Solutions Manager. Maintain positive relationships with Community Based Organizations, Federal, State and County officials. Represent West Michigan Works! in a variety of Federal, State and local collaborative partnerships and organizations.

Previous Employer:

County of Ottawa - Michigan Works!

Position:

Deputy Director

Responsibilities:

In coordination with Executive Director, plan, coordinate, and supervise the development and implementation of county-wide workforce programs in order to meet the demands of local businesses. Responsible for transitioning organization from a sub-contracted service delivery model to directly hiring, employing and managing all front-line staff. Directly supervise Business Services Team, Procurement/Contract Coordinator, Quality Assurance Coordinator, Career Development Team Supervisor and Employment Readiness Team Supervisor. Oversee the management of 20+ staff implementing TANF, WIA and TAA programs. Assist Executive Director in recruiting the Workforce Development Board.

Eligibility & Other Considerations

Residency Length:

21 Years

Family members employed at Ottawa County or other govt:

false

Experience:

Ottawa County Community Corrections Advisory Board - 2017 - Dec. 2022 Allendale Chamber of Commerce President 2014 Board Member 2010 ? 2016 Holland Noon Rotary President 2014-2015 President Elect 2013-2014 Board Member 2008-2016 Member 2007-2016 Allendale Community Foundation Board Member 2010-2016

Attendance Policy:

true

Why do you want to be considered for this appointment?

As a leader in our regional workforce development system and an Ottawa County resident, I want to ensure we are leveraging all resources and partnerships to ensure the best success for our residents. An important strategy to making this happen, includes ensuring our systems are connected.

Action Request



Committee: Board of Commissioners

Meeting Date: 08/22/2023

Requesting Department: Board of Commissioners

Submitted By: Joe Moss

Agenda Item: Resolution on Childhood Vaccine Waivers for School and Childcare

Suggested Motion:

To approve a resolution on Childhood Vaccine Waivers for School and Childcare.

Summary of Request:

This resolution affirms the right of parents to direct the medical care of their children.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☐ Mandated ☐ Non-Mandated ☐ New Activity


Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 3, Objective 2: Maximize communication with citizens.

Administration: County Administrator:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 22nd day of August, 2023 at 6:30 PM local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners ("Board") swore an oath to uphold the Constitutions of the United States and the State of Michigan, which protect the natural, God-given rights to life, liberty, and the pursuit of happiness. These Constitutions not only guarantee these freedoms, they also protect and guard against government infringing on these rights; and

WHEREAS, the Due Process Clause of the Fourteenth Amendment protects the rights of parents to make decisions concerning the care of their children and the right to make medical decisions on behalf of their children; and

WHEREAS, Michigan Revised School Code, MCL 380.10, affirms, "It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children;" and

WHEREAS, constitutional freedoms are not suspended in times of crisis or everyday life, at the whim of elected officials, unelected health officials, or for the benefit of government bureaucracy or private institutions; and

WHEREAS, Michigan law provides exemptions to childhood vaccine requirements for school and licensed childcare programs for medical, religious, or other reasons, as follows:

MCL 333.9215 Exemptions.

(1) A child is exempt from the requirements of this part as to a specific immunization for any period of time as to which a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.

(2) A child is exempt from this part if a parent, guardian, or person in loco parentis of the child presents a written statement to the administrator of the child's school or operator of the group program to the effect that the requirements of this part cannot be met because of religious convictions or other objection to immunization; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) enacted Administrative Rule 325.176 (12) on January 1, 2015, requiring parents or guardians who want a religious or philosophical exemption from one or more vaccines for their child(ren), to attend a vaccine education session at their local health department and obtain a state-issued certified waiver; and

WHEREAS, the Ottawa County Department of Public Health provides waiver appointments as established by MDHHS Administrative Rule; and

WHEREAS, the Board respects the right of parents to choose to vaccinate or to exempt their child from one or more vaccines, and acknowledges differing conclusions and practices exist within the medical community regarding the risk-benefit assessment of vaccines and communicable diseases; and

WHEREAS, the Board acknowledges individual genetic risks and contraindications exist regarding vaccines and medical interventions, and respects the right of parents and individuals to make personal medical decisions free of pressure and coercion; and

WHEREAS, the Board values the ethical standard of fully informed consent regarding both the risks and benefits of vaccines, to include full disclosure of ingredients, as well as the adverse effects of vaccines as reported to VAERS, the Vaccine Adverse Event Reporting System, established as the national safety surveillance program; and

WHEREAS, the Board respects the religious, moral, and ethical considerations of vaccines developed or manufactured using fetal cells from aborted infants, such as vaccines for chickenpox, rubella, hepatitis A, measles, mumps, rubella, and certain Covid-19 vaccines.

NOW THEREFORE BE IT RESOLVED, the Ottawa County Board of Commissioners respects the individual freedoms and parental rights of the people of Ottawa County to make choices regarding childhood vaccines; and

BE IT FURTHER RESOLVED, the Board recommends that Ottawa County promotion of vaccines for school and licensed childcare programs include full and accurate information regarding available exemptions and waivers from vaccine requirements; and

BE IT FURTHER RESOLVED, the Board recommends that vaccine waiver sessions include information on both the risks and the benefits of vaccines, a copy of vaccine package inserts, vaccine ingredients, and a link to VAERS data; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be sent to Senators Mark Huizenga, Roger Victory, and Rick Outman, Representatives Nancy DeBoer, Luke Meerman, Brad Slagh, Rachelle Smit, and Greg VanWoerkom, and the Clerk of each county in the State of Michigan.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk/Register