

February 21, 2023

Dr. Shelly Steadman
Sedgwick County Regional Forensic Science Center
1109 N. Minneapolis
Wichita, KS 67202

Dear Dr. Steadman:

I am pleased to inform you the agency's grant award for the Federal Paul Coverdell National Forensic Sciences Improvement Act in the amount of \$95,700 has been approved for the Sedgwick County Regional Forensic Science Center. The grant project period for this grant award is February 20, 2023, to June 30, 2024.

In order to process the grant award, follow the instructions in the email message for accessing and submitting the proper grant award documents. Please do not hesitate to contact the Kansas Governor's Grants Program staff if you have any questions. Thank you for the agency's committed work toward the quality processing of criminal cases in Kansas crime laboratories.

Sincerely,



Juliene Maska, Administrator
Kansas Governor's Grants Program

KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL
Federal Paul Coverdell National Forensic Sciences Improvement Act
Grant Assurances for Fiscal Year 2023

The subgrant award listed below is available for expenditure in accordance with the agency's approved application under the Federal Paul Coverdell National Forensic Sciences Improvement Act (NFSIA) as established by the Federal Omnibus Crime Control and Safe Streets Act of 1968, Title I, §1001, as amended, P.L.s 90-351 and 106-561, codified as amended at 34 U.S.C. §10561-10566 and 28 U.S.C. §530C, and awarded to the State of Kansas through Federal Award Number 15PBJA-22-GG-01968-COVE on September 27, 2022, by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

The funds distributed to the Subgrantee by the State of Kansas will be administered by the Kansas Criminal Justice Coordinating Council (KCJCC). The Kansas Governor's Grants Program (KGGP) serves as staff to the KCJCC for NFSIA administration and monitoring. The funds distributed shall be used for the implementation of forensic science improvement as allowed by 34 U.S.C. §10561-10566 and 28 U.S.C. §530C. The distribution of grant funds is contingent upon receipt of adequate funds and appropriations to the KGGP. All terms of the grant award are non-negotiable by the Subgrantee.

The Catalog of Federal Domestic Assistance, or CFDA, number for the Federal Paul Coverdell National Forensic Sciences Improvement Act is 16.742. This document contains information specific to this federal grant program.

The subgrant project awarded to **Sedgwick County Regional Forensic Science Center** (hereinafter "Subgrantee"), Unique Entity Identifier: **U78SNHE76SE3**, is for the total amount of **\$95,700**.

The grant project number for this subgrant award is **23-NFSIA-02**. As stated in the Subgrantee application, the approved project description is:

To purchase a gas chromatography-nitrogen phosphorus detection system; install a proximity card reader to upgrade accessibility to secured areas of evidence and file storage; and purchase Laboratory Information Management System (LIMS) annual service and maintenance agreement with the supplemental AuthXAccess Module.

With acceptance of this grant award, the Subgrantee assures to the following:

1. **AWARD PERIOD:** This grant award is for the period February 20, 2023, to June 30, 2024. The Subgrantee shall not allocate any expense made or incurred prior to February 20, 2023, or after June 30, 2024, to this grant award. The Subgrantee shall not allocate any expenditure for any activity, event, or conference that will occur outside the grant award period. All grant award expenses properly obligated on or before June 30, 2024, must be paid within 30 days following the end of the grant award period.
2. **APPROVED PURPOSES AND LIMITATIONS:** Grant project funds shall only be expended for the program described in 34 U.S.C. §10561-10566 and 28 U.S.C. §530C; for

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the purpose approved by the KCJCC; in accordance with any terms and conditions the KCJCC or KGGP attaches to the grant award; and for approved NFSIA activities, attributable to the NFSIA approved project.

The Subgrantee shall not be approved to use grant funds as follows:

- To supplant federal, state, or local funds that would otherwise be available for forensic science improvement;
- For any general law enforcement or non-forensic investigatory function;
- For unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles, or for any accompanying accessories to support UAS;
- For research, statistical, or fundraising projects or activities, either directly or indirectly;
- For construction or renovation and/or purchase of land;
- To lease, construct, expand, acquire, remodel, renovate, repair, furnish, or make improvements to buildings or similar facilities or for other capital outlay or equipment not expressly authorized; or
- To pay debts or support other agency programs, initiatives, or expenses incurred by other activities beyond the scope of the approved NFSIA project.

3. SOLICITATION: The Subgrantee shall be in compliance with the specifications outlined in the solicitation under which the submitted application was approved. The terms and conditions of the NFSIA solicitation are hereby incorporated by reference into this award.

4. LAWS AND REGULATIONS: The Subgrantee shall comply with all applicable state and federal laws and regulations that include, among other relevant authorities, the following:

- Federal Program Guidelines for NFSIA;
- Federal Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §§10228(c) and 10221(a);
- The provisions of 28 C.F.R applicable to grants (including Parts 18, 22, 23, 30, 35, 38, 42, 54, 61 and 63) and the award term in 2 C.F.R. §175.15(b);
- The Drug-Free Workplace Act of 1988, implemented at 28 C.F.R. Part 67, Subpart F, for grantees, as defined at 28 C.F.R. §67.615 and 28 C.F.R. §67.620;
- The requirements of the U.S. Department of Justice [March 2022 DOJ Grants Financial Guide](#); and
- The NFSIA Program Guidelines and Reporting Requirements as established by the KCJCC and the KGGP.

The Subgrantee shall comply with all applicable restrictions on the use of these federal NFSIA grant project funds set out in federal appropriations statutes and refer to pertinent restrictions and general provisions set out for [Federal FY 2022](#).

In addition, a Subgrantee that enters into any contractual or mutual agreement in which a specific role or responsibility of the approved NFSIA project is assumed by the partnering/contractual entity, will be responsible for assuring compliance with requirements in the Grant Assurance document is met by the partnering/contractual entity.

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5. **BREACH OF PERSONALLY IDENTIFIABLE INFORMATION:** The Subgrantee has written procedures in place to respond in the event of an actual or imminent breach, as defined in OMB M-17-12, if the Subgrantee 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII), as defined in 2 C.F.R. 200.1, within the scope of a NFSIA-funded program or activity, or 2) uses or operates a Federal information system, as defined in OMB Circular A-130. Such procedures must include a requirement to report actual or imminent breach of PII to the KGGP no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.
6. **REPORTING REQUIREMENTS:** The Subgrantee shall comply with any evaluative, statistical, or financial reporting requirements of the Federal NFSIA or those set by the KCJCC or the KGGP. Additionally, the Subgrantee shall establish written procedures describing how the evaluative, statistical, and financial reporting requirements will be met, including staff involved, information and data collected and analyzed, and timelines for completion of tasks. Any grant requirement deadline not met in which there was not prior approval for an extension will result in consideration by the KCJCC or the KGGP to suspend, decrease, or terminate the grant award. This requirement includes, but is not limited to, signed Grant Assurances, Special Conditions, financial reports, programmatic reports, and grant project compliance review requirements.
7. **SAM REGISTRATION AND UNIQUE ENTITY IDENTIFIER:** The Subgrantee shall maintain an active registration status in the [U.S. System for Award Management \(SAM\)](#) for the duration of the grant award period. The Subgrantee shall acquire and provide the KGGP with its unique entity identifier as required for SAM registration.
8. **INTEGRITY AND PERFORMANCE MATTERS:** The Subgrantee shall comply with all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with this NFSIA award or any other grant, cooperative agreement, or procurement contract from the federal government. Details of reporting obligations are posted at <https://ojp.gov/funding/FAPIIS.htm>.
9. **TRAINING AND TECHNICAL ASSISTANCE:** The Subgrantee shall participate in KGGP- and/or KCJCC-sponsored training or technical assistance events as required by the KGGP or KCJCC.
10. **PERSONNEL INFORMATION:** Job descriptions, résumés, and compensation, including salary/wages and bonuses, for all grant-funded staff shall be maintained by the Subgrantee and available for review by the KGGP. These grant project funds shall be utilized for the provision of approved services only and the job descriptions must reflect this requirement.

Employment Eligibility Verification: As part of the hiring process for any position that is or will be funded in whole or in part with NFSIA funds, the Subgrantee has properly verified the employment eligibility of the individual being hired, consistent with the provisions of 8 U.S.C. §1324a(a)(1) and (2). It is the responsibility of the Subgrantee to

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notify all persons involved in grant project activities and/or the hiring process of this requirement, provide training necessary to ensure compliance with this requirement, and maintain records to verify employment eligibility pertinent to compliance with this condition in accordance with Form I-9 record retention requirements and the aforementioned notification and training. To satisfy this requirement, the Subgrantee may participate in and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subgrantee uses E-Verify to confirm employment eligibility for each hiring for a position this is or will be funded with grant project funds. Nothing in this condition shall be understood to authorize or require any Subgrantee, person or other entity to violate any federal law, including any applicable civil rights or nondiscrimination law.

11. **INTERACTION WITH PARTICIPATING MINORS:** The Subgrantee has or will, for any NFSIA-funded activity benefitting a set of individuals under 18 years of age, make determinations of suitability before certain individuals may interact with participating minors, regardless of an individual's employment status. The Subgrantee shall refer to <https://ojp.gov/funding/Explore/Interact-Minors.htm> for details of this requirement. The KGGP will verify a current (less than one year old) copy of the Subgrantee's policy is on file. A [Suitability to Interact with Minors Policy Checklist](#) guide is available on the KGGP website.

12. **TIME AND ACTIVITY:** The Subgrantee shall keep daily time and activity records for all staff funded by this grant project that document the services and grant projects that the staff person worked on and the time spent providing the services or programs. Such time and activity records must account for 100 percent of staff time regardless of the percentage funded by this grant award and shall reflect actual activities performed and the actual time spent on such activities, by each employee. Activity records that are "recycled" week to week are not allowable. The Subgrantee shall use the time and activity records to distribute actual payroll and related fringe benefits costs to each funding source for each pay cycle accordingly. Time and activity records shall be signed by the staff member and supervisor and shall be kept and compiled in the subgrantee's administrative files and available for review. By signing the records, the employee and supervisor are certifying the records are true, complete, and accurate.

These requirements extend to outside employees and persons who will perform contractual work. Subgrantees shall keep time and activity documentation in hourly increments for contractors providing direct client services, training, or consulting funded by this grant project. For agency contracts entered into for operating costs including, but not limited to, janitorial services, website services, technology services, and maintenance, the Subgrantee shall retain copies of contracts and/or invoices but is not required to maintain detailed time and activity records.

13. **PROCUREMENT PRACTICES:** The Subgrantee shall comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently \$250,000). The Subgrantee shall contact the KGGP for guidance in meeting the necessary requirements for prior approval.

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The Subgrantee should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Documentation of research for such products must be maintained by the Subgrantee.

- 14. ACCOUNTING:** Grant fund accounting, auditing, and monitoring procedures necessary to maintain records as the KCJCC and KGGP prescribe shall be employed to ensure fiscal control, proper management, and proper expenditure of grant project funds. The Subgrantee shall maintain books, records, documents, and other evidence to identify the costs directly associated with the delivery of services, specific outcomes, and benefits outlined in the approved grant application. This means at a minimum:
- (a) The Subgrantee shall keep records that segregate these grant project federal funds from all other funds received by the Subgrantee, keep its accounting for this grant project separate from the accounting of other funds, and spend and report in accordance with the approved grant project budget by program and budget line items;
 - (b) The Subgrantee shall keep supporting documentation for all costs charged to this grant project. This includes payroll reports, time and activity records, requisitions, purchase orders, invoices, travel authorizations, and other financial documentation for all paid expenses; the portion of the grant project supported by other sources of revenue; contracts for services; and other records that facilitate an effective compliance review;
 - (c) The Subgrantee shall establish and maintain written accounting policies and procedures to ensure adequate accounting records, documentation, reports, and internal controls are in place and properly managed; and
 - (d) The Subgrantee shall adhere to the applicable financial and administrative rules as referenced in the U.S. Department of Justice [March 2022 DOJ Grants Financial Guide](#), and the applicable requirements set forth in the Federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (hereinafter “Uniform Guidance”), [2 C.F.R. Part 200](#), as adopted and supplemented by the U.S. Department of Justice in [2 C.F.R. Part 2800](#).
- 15. ALLOWABLE COSTS:** All costs allocated to the NFSIA grant project shall be consistent with the principles set out in the Federal OMB Uniform Guidance, [2 C.F.R. Part 200](#), Subpart E, and those permitted by the grant program’s authorizing legislation. Costs must be reasonable, allocable, and necessary to the grant project’s success.
- 16. INDIRECT COSTS:** Any indirect cost rate applied to the NFSIA grant project will be approved by the KGGP prior to the application of such indirect costs against grant project expenditures. Further, the Subgrantee assures compliance with Section 200.414 of the Federal OMB Uniform Guidance, [2 C.F.R. Part 200](#), Subpart E, and applicable appendices.

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- 17. PROGRAM INCOME:** Revenues from fees charged for forensic science or medical examiner services as a direct result of this grant award constitutes program income (in whole or in part). Any and all program income generated as a direct result of this grant award shall be used to supplement the grant project, shall be utilized prior to the request for grant funds, and must be accounted for and used for the purposes under the conditions applicable for the use of this grant project. This includes following the applicable federal requirements, the U.S. Department of Justice [March 2022 DOJ Grants Financial Guide](#), and the Federal OMB Uniform Guidance, [2 C.F.R. Part 200](#), Subpart D. Further, the receipt and expenditure of program income must be reported to the KGGP quarterly on a Program Income/Expenditure Report. The Subgrantee shall notify the KGGP with 10 business days of change if, at any time, the Subgrantee either starts or stops charging fees for forensic science or medical examiner services, or if it revised its method of allocating fees received for such services to program income.
- 18. AUDIT REQUIREMENTS:** The Subgrantee shall undergo a financial statement audit conducted by an independent certified public accountant for the applicable agency fiscal period(s) under which these grant funds are expended. Such audit must comply with the applicable Federal OMB Uniform Guidance, [2 C.F.R. Part 200](#), Subpart F, organizational audit requirements and the Single Audit requirements. The financial statements are or will be accessible by the public. Governmental subgrantees shall provide the KGGP specific instructions for accessing the entity's audit report(s), including Single Audit if one is completed, related to the period(s) of expenditure of these NFSIA funds.
- 19. RECORDS:** All records shall be subject at all reasonable times to inspection, review, or audit by State personnel and other personnel duly authorized by the KGGP or the KCJCC, as well as Federal personnel. All financial records, supporting documentation, statistical records, and all other records pertinent to the grant award shall be retained by the Subgrantee for at least five years following the closeout of the grant award.
- The Subgrantee shall cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of activities within this project.
- 20. EQUIPMENT:** The Subgrantee shall submit reports detailing the purchase of equipment within 30 days of the payment date. The Subgrantee assures that equipment purchased through this grant project will continue to be used for the purpose it was purchased for as long as needed, whether or not the agency continues to be supported by NFSIA.
- 21. FOOD AND/OR BEVERAGE:** The Subgrantee shall not use any portion of these funds, either directly or indirectly, to purchase food and/or beverage for any meeting, conference, training, or other event. This restriction does not apply to direct payments of per diem amounts to Subgrantee staff in a travel status under the Subgrantee's travel policy and approved in the NFSIA grant project budget.
- 22. PUBLICATIONS AND MATERIALS:** All issued statements, publicity releases, or other documents (written, web-based, audio-visual, or any other format) describing the

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funded grant project, as well as all materials developed or published with funds from this grant award, shall contain an acknowledgment of support comparable to the following:

“This grant project is supported by subgrant number 23-NFSIA-02 awarded by the Kansas Criminal Justice Coordinating Council for the Bureau of Justice Assistance as administered by the Kansas Governor’s Grants Program. The Bureau of Justice Assistance is a component of the Department of Justice’s Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author(s) and do not necessarily represent the official position or policies of the Kansas Criminal Justice Coordinating Council, Kansas Office of the Governor, or the U.S. Department of Justice.”

This condition also extends to NFSIA grant project-funded website services, which must contain the above acknowledgement. However, the Subgrantee assures that any NFSIA grant project-funded website services will also meet the “Approved Purposes and Limitations” Grant Assurance and not contain fundraising or solicitation information.

One copy, electronic or paper, of all materials published or posted with grant project funds from this grant award shall be submitted to the KGGP at least 30 days prior to publication.

23. **TRAINING AND TRAINING MATERIAL:** The Subgrantee assures that any training or training materials developed or delivered with grant project funds, if approved in the NFSIA award and project budget, will adhere to the [OJP Training Guiding Principles](#) in the development and/or delivery of training and training materials. Further, all training materials published with funds from this grant award shall contain an acknowledgement of support as described in the “Publications and Materials” Grant Assurance.
24. **COPYRIGHT:** The Office of Justice Programs reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal purposes:
 - (a) any work that is subject to copyright and was developed under this award, contract, or subcontract pursuant to this award; and
 - (b) any rights of copyright for which ownership was purchased by the Subgrantee or a contractor with support under this award.

In addition, the Subgrantee must obtain advance written approval from the KGGP and the Office of Justice Programs and must comply with all conditions specified by the KGGP and the Office of Justice Programs in connection with that approval before: 1) using award funds to purchase ownership of or a license to use a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

25. **CIVIL RIGHTS AND NONDISCRIMINATION:** The Subgrantee assures that all grant projects provided by the Subgrantee shall comply with all applicable nondiscrimination requirements including, but not limited to, the Omnibus Crime Control and Safe Streets

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Act of 1968, as amended, 34 U.S.C. §§10228(c) and 10221(a); Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000(d) *et seq.*; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794; Subtitle A, Title II of the Americans with Disabilities Act (ADA) of 1990, as amended, 42 U.S.C. §12131 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination Act of 1975, 42 U.S.C. §6101 *et seq.*; Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C, D, E, and G; Department of Justice regulations on disability discrimination, 28 C.F.R. Part 35 and Part 39; Department of Justice regulations on nondiscrimination in certain education programs, 28 C.F.R. Part 54; and 28 C.F.R. Part 46 and all U.S. Department of Justice, Office of Justice Programs policies and procedures regarding the protection of human research subjects.

Subgrantees shall refer to the U.S. Department of Justice Guidance, [Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 \(June 2013\)](#) and be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination.

Kansas Executive Order (EO) 19-02: Pursuant to [EO 19-02](#), the Subgrantee shall expressly require all hiring must be on the basis of individual merit and qualifications and expressly prohibit discrimination based on race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position.

Kansas EO 18-04: Pursuant to [EO 18-04](#), the Subgrantee:

- Shall comply with all state and federal employment discrimination laws prohibiting sexual harassment and retaliation in the workplace;
- Shall establish agency policies regarding sexual harassment, discrimination, retaliation, confidentiality and anonymous reporting, applicability to intern positions, and training of the policy; and
- Shall conduct annual mandatory training seminars for all staff, employees, and interns in regard to the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.

Civil Rights Contact: The name of the person who has lead responsibility for ensuring that all applicable civil rights requirements are met has been provided to the KGGP. This person shall act as a liaison for civil rights issues with the U.S. Department of Justice, Office of Justice Programs, OCR.

Civil Rights Finding: In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, age, or disability against the Subgrantee, the Subgrantee shall forward a copy

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of the findings to the KGGP and the U.S. Department of Justice, Office of Justice Programs, OCR.

Civil Rights Policies and Procedures: The Subgrantee is required to have written policies and procedures in place to assure compliance with applicable civil rights laws, regulations, and policies.

Training: The Subgrantee assures all agency staff participate in annual training of its civil rights policies and procedures.

Civil Rights Compliance Form: The Subgrantee is required to complete the [Civil Rights Compliance Form](#) and submit the required documents. The KGGP will verify a current (less than one year old) completed form is on file before the grant award will be considered open.

- 26. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:** If required by federal (28 C.F.R. Part 42, Subpart E) and state law, the Subgrantee has formulated an equal employment opportunity (EEO) program.

The Subgrantee assures they have provided the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR) with a current Federal Office for Civil Rights EEO certification form and, if required, have created and submitted an EEO Utilization Report. Submissions must be made through the [Equal Employment Opportunity Program Reporting Tool](#). Documentation of this submission must be maintained by the Subgrantee and available to the KGGP for review upon request. For assistance in setting up a new account, please refer to the [OCR EEO Reporting Tool Job Aid](#). The Subgrantee acknowledges that failure to submit an acceptable EEOP or applicable certification may result in suspension or termination of funding, until such time as the Subgrantee is in compliance. Technical assistance is available from the OCR at (202) 307-0690.

- 27. EQUAL TREATMENT FOR FAITH-BASED AND OTHER NEIGHBORHOOD ORGANIZATIONS:** All grant projects provided by the Subgrantee shall comply with the Equal Treatment for Faith-Based Organizations Regulation, 28 C.F.R. Part 38 and amendments thereto. The Subgrantee shall not discriminate against prospective program beneficiaries on the basis of religion. The Subgrantee shall not use grant funds for inherently religious activities, such as worship, religious instruction, or proselytization. Subrecipients of grants may still engage in inherently religious activities, but such activities must be completely separate in time or place from the grant-funded program and participation in such activities by individuals receiving services from the Subgrantee must be voluntary. Further, the Subgrantee shall not discriminate in the provision of services on the basis of a beneficiary's religion, religious belief, refusal to hold a religious belief, or refusal to attend or participate in a religious practice.

- 28. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS:** As required by Executive Order 12549, Debarment and Suspension, and implemented at 28

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C.F.R. Part 67, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §67.510, the Subgrantee certifies that it and its principles:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) above; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

29. POLITICAL ACTIVITY: The Subgrantee shall comply with all applicable federal and state statutes and regulations applicable to political activity restrictions and requirements, including, but not limited to, The Hatch Act, 5 U.S.C. §7321-7326, as amended; 5 C.F.R. Part 733 and 5 C.F.R. Part 734 subparts A-G; K.S.A. 75-2953; K.S.A. 25-4169a; and K.S.A. 75-2949f. Frequently asked questions regarding The Hatch Act can be found at <https://osc.gov/Pages/HatchAct-FAQs.aspx>.

30. LIMITATION ON LOBBYING ACTIVITIES: The Subgrantee shall not use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of government without the express prior written approval of the Federal Office of Justice Programs and the KGGP, in order to avoid violation of 18 U.S.C. §1913.

As required by 31 U.S.C. §1352 and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Subgrantee certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

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- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant, the Subgrantee shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions; and
- (c) The Subgrantee shall include the language of this certification in the award documents for all contracts entered into and shall certify and disclose accordingly.

31. LIMITED ENGLISH PROFICIENCY: Procedures are in place to ensure meaningful access by persons with limited English proficiency (LEP) that are eligible for assistance or services from any Subgrantee program assisted under NFSIA. The Subgrantee is required to complete the [Civil Rights Compliance Form](#). The KGGP will verify on an annual basis the Subgrantee has a LEP policy meeting federal criterion. The Subgrantee assures its LEP policies and procedures are reviewed annually and assures all agency staff will participate in annual training of its LEP policies and procedures.

For additional guidance in complying with the LEP assurance, please refer to the U.S. Department of Justice *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Person* at 67 C.F.R. 41455 (June 18, 2002) or www.lep.gov.

32. COMPUTER NETWORKS: The Subgrantee assures that (a) NFSIA funds will not be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography and (b) nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

33. TEXT MESSAGING: The Subgrantee is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, pursuant to Executive Order 13513, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers. Kansas law prohibits texting while driving (K.S.A. 8-15,111).

34. HISTORIC PRESERVATION: The Subgrantee is in compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. §306108; Executive Order 11593; the Archeological and Historic Preservation Act of 1974, 54 U.S.C. §312501-312508; the National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. §4321-4335; and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands). The Subgrantee shall comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

35. CATEGORICAL EXCLUSIONS: The Subgrantee understands that the following activities will not be conducted either under the Office of Justice Programs Federal action or a related third-party action:

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- (a) New Construction;
 - (b) Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain;
 - (c) A renovation which will change the basic prior use of a facility or significantly change its size;
 - (d) Research and technology whose anticipated and future application could be expected to have an effect on the environment; and
 - (e) Implementation of a program involving the use of chemicals.
- 36. GENERALLY ACCEPTED LABORATORY PRACTICES:** The Subgrantee shall use generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies. The Subgrantee ensures the requirements associated with 34 U.S.C. §10562(4) are satisfied.
- 37. EXTERNAL INVESTIGATIONS:** The Subgrantee shall comply with all provisions of 34 U.S.C. §10562(4) and amendments thereto, including, but not limited to, External Investigations requirements. Further, the Subgrantee shall make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations. The Subgrantee shall report to the KGGP on an annual basis 1) the number and nature of any such allegations; 2) information on the referrals of such allegations; 3) the outcome of such referrals; and 4) if any such allegations were not referred, the reason(s) for the non-referral.
- 38. ACCREDITATION:** The Subgrantee assures it will continue to demonstrate proper accreditation as a condition of receiving or using these NFSIA funds and agrees to promptly notify the KGGP upon any change in the accreditation status.
- 39. ENVIRONMENTAL ASSESSMENT:** The Subgrantee agrees and understands that funded activities may require the preparation of an Environmental Assessment (EA) as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 C.F.R. Part 1500. Any EA completed for activities to be funded by this project must be forwarded to the KGGP within 10 days of its completion.
- 40. PROHIBITED CONDUCT RELATED TO TRAFFICKING IN PERSONS:** The Subgrantee shall comply with all applicable requirements pertaining to prohibited conduct related to the trafficking of persons. Details related to this prohibited conduct related to trafficking in persons condition are posted at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> and are incorporated by reference in this assurance.
- 41. DISCLAIMER OF LIABILITY:** Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any Subgrantee beyond that liability incurred under the

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Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*) and shall not be held liable for the payment of damages resulting from the performance of installing, maintaining, or providing grant-funded services.

42. **INSURANCE:** Neither the KCJCC nor the KGGP shall purchase any insurance against loss or damage to any personal property purchased with grant project funds. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), the Subgrantee shall bear the risk of any loss or damage to any personal property purchased with grant project funds.
43. **ADDITIONAL REQUIREMENTS:** Additional requirements may be imposed during the grant performance period if the KGGP and/or KCJCC determine it is warranted.
44. **MISUSE OF GRANT FUNDS:** Misuse of grant funds may result in a range of penalties, including suspension of current and future grant funds, suspension or debarment from state and/or federal grants, recoupment of monies provided under the grant award, and civil and/or criminal penalties.
45. **FRAUD, WASTE, AND ABUSE:** The Subgrantee shall promptly refer to the U.S. Department of Justice, Office of the Inspector General and the KGGP any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted a false claim for NFSIA funds under the False Claims Act or committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving NFSIA funds. Additional information can be found at <https://oig.justice.gov/hotline>. Potential fraud, waste, abuse, or misconduct shall be reported to:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
ATTN: Grantee Reporting
950 Pennsylvania Ave, N.W.
Washington, DC 20530
Hotline Fax: 202-616-9881
Online Submission: <https://oig.justice.gov/hotline/contact-grants.htm>

AND

Kansas Governor's Grants Program
Landon State Office Bldg, Room 304 North
900 SW Jackson Street
Topeka, KS 66612-1220
Phone: 785-291-3205

46. **NON-DISCLOSURE AGREEMENTS AND PROHIBITIONS ON REPRISAL:** The Subgrantee shall not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. This requirement is not intended to contravene requirements applicable to Standard Form 312 (relating to classified information), Form 4414 (relating to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

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The Subgrantee shall comply with 41 U.S.C. §4712 and shall not discriminate against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The Subgrantee shall inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. §4712.

47. **UNUSED FUNDS:** The Subgrantee shall return to the KGGP any unused grant funds on hand within 10 business days after the final Financial Status Report is due.
48. **FAILURE TO COMMENCE GRANT PROJECT:** If the activities described in the grant application have not commenced within 60 days after acceptance of the grant award, the Subgrantee shall report in writing the steps taken to initiate the grant project, the reasons for delay, and the expected starting date. If the activities have not commenced within the next 30 days of receipt of the above correspondence, a further statement in writing regarding the delay shall be submitted to the KGGP. Upon receipt of the second correspondence, the KCJCC may terminate the grant and all unused grant funds shall be returned together with a complete accounting of all expenditures.
49. **RIGHT TO TERMINATE:** The KCJCC and/or the KGGP reserve the right to terminate any grant award and cease payment to the Subgrantee for failure to comply with applicable laws, regulations, and/or terms and conditions of the grant assurances. Further, the KCJCC and/or the KGGP may seek reimbursement of any or all grant funds and may reclaim any equipment, durable goods, and other property purchased with these grant funds if the Subgrantee fails to perform in accordance with the terms of the grant assurances and reporting requirements.
50. **CORRESPONDENCE AND REPORTS:** Grant Assurances shall be signed, scanned, and emailed to kggp@ks.gov or mailed to the **Kansas Governor's Grants Program, Landon State Office Building, Room 304 North, 900 SW Jackson Street, Topeka, Kansas 66612-1220**. All other correspondence, reports, and documentation required by this grant shall also be submitted by email to kggp@ks.gov, by fax at 785-291-3204, or by mail to the KGGP address above.
51. **SPECIAL CONDITION(S):**
 - (a) The Subgrantee is required to complete the [Civil Rights Compliance Form](#) and return the Form and applicable documentation, with the signed Grant Assurances, by email to kggp@ks.gov, no later than March 3, 2023. Upon submission, the KGGP will conduct a civil rights compliance review and will contact the Subgrantee if there are any questions or additional information required.
 - (b) The Subgrantee is required to submit a copy of the agency's Suitability to Interact with Minors policy by email to kggp@ks.gov, no later than March 3,

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2023. Upon submission, the KGGP will conduct a policy review and will contact the Subgrantee if there are any questions or additional information required. A [Suitability to Interact with Minors Policy Checklist](#) guide is available on the KGGP website. If the Subgrantee's NFSIA-funded activities will not benefit any individuals under the age of 18, the Subgrantee shall certify to this fact on agency letterhead and submit the certification by email to kggp@ks.gov, no later than March 3, 2023.

- (c) The Subgrantee shall submit all supporting financial documentation by email to kggp@ks.gov with each month's Financial Status Report. The required documentation shall include receipts, purchase orders, invoices, payment vouchers, contracts, employee expense reports, etc. Failure to submit the supporting documentation could result in the interruption or suspension of the grant award.

52. **REQUIRED SIGNATURE:**

As the Authorized Certifying Official, I have read and fully understand this Grant Assurances document. By signing, I accept the conditions stated in this document.

Signature of Authorized Certifying Official Date

Type or Print Name of Authorized Certifying Official

Title

Address (Street, City, State, Zip Code)

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