

# Grant Action Award Unity Form

## GAAF Basic Info

GAAF ID:

**1298**

Department:

**SHERIFF**

Press the down arrow key to access the values available for this field or start typing to filter the values

Preparers Phone:

**734-730-3171**

Date of Request: (Automatic Fill)

**09/20/2023**

Prepared By: (Automatic Fill)

**LANCASTERK**

## DESCRIPTION OF DOCUMENT TO BE PROCESSED: COMPLETE THE FOLLOWING INFORMATION:

Grant Name:

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM**

Federal/State Program Name:

**BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

Organizational Unit:

**1450213501**

Grant Amount Awarded

**\$46,470.00**

### FUNDING SOURCE: SINGLE AUDIT REQUIRED INFORMATION:

This Grant is Federally Funded

Federal Agency:

**Bureau of Justice Assistance**

State Agency:

Catalog of Fed. Domestic Assist. No. (CFDA #):

**16.738**

## Resolution / Comments

**Resolution # can be found in the BOC minutes, here: [http://www.ewashtenaw.org/government/clerk\\_register/Minutes](http://www.ewashtenaw.org/government/clerk_register/Minutes). Search for the date that the resolution was adopted by the BOC.**

This document conforms with:  
Resolution #

**21-169**

Passed by the Board on:

**10/06/2021**

This document is a revision within 10% of the total Budget approved by:  
Resolution #

Passed by the Board on:

Comments/Remarks:

Department submitted hard copy of grant contract to Clerks Office on  
Contract Submit Date:

## Reviewed By:

Department Head

**KAREN LANCASTER**

Department Head Signed Date

**09/20/2023**

Finance Director / CFO:

**Tina Gavalier**

Finance Director: Sign Date:

County Administrator/Deputy:

**Andrew DeLeeuw**

Press the down arrow key to access the values available for this field or start typing to filter the values

County Administrator / Deputy Sign Date:

## For Finance Grants Use Only

Amount

**\$46,470.00**

Grant Accountant:

**Vickey Smith**

Press the down arrow key to access the values available for this field or start typing to filter the values

Date:

Business Analyst:

**Marie Pfeifer**

Press the down arrow key to access the values available for this field or start typing to filter the values

Date:

**02/07/2024**

Batch Number:

**184**

**The County Clerk, Finance Office, and Administration are hereby authorized to process this document in accordance with the provision(s) of the aforementioned resolution.**

Notes:

**Please Import the Following Documents Into OnBase and Click the Checkboxes When They are Imported**

**Authorizing Resolution - # can be found in the BOC minutes, here: [http://www.ewashtenaw.org/government/clerk\\_register/Minutes](http://www.ewashtenaw.org/government/clerk_register/Minutes). Search for the date that the resolution was adopted by the BOC.**

**Line Item Budget - A Line Item budget details the exact revenue and expenditure lines (not categories) that will be used for this grant.**

Authorizing Resolution

Line Item Budget

Grant Contract

Other Applicable Information

## **Hidden Section**

Grant Creator

**LANCASTERK@WASHTENAW.ORG**

Current User's Email Address

**pfeifer@washtenaw.org**

# Budget Detail - Year 1

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

## A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
N/A	Outreach Worker	\$10.50	hourly	988	100%	\$10,374
N/A	Outreach Worker	\$10.50	hourly	988	100%	\$10,374
N/A	Outreach Worker	\$10.50	hourly	988	100%	\$10,374
N/A	Outreach Worker	\$10.50	hourly	988	100%	\$10,374
<b>Total(s)</b>						<b>\$41,496</b>

### Narrative

Four Tier 1 level outreach workers will be hired, making the state minimum wage for 2021. As an Outreach Worker we serve as the bridge between the comm and we work in a number of different areas to do that. In general the duties of an Outreach Worker are as follows. Performs a variety of outreach and recruit interaction with residents and community stakeholders; Assists residents in developing goals and priorities, identifying areas of strengths and weaknesses, an implementing neighborhood improvement strategies; Understands, educates, and connects community residents with human service resources within the cc neighborhood watch meetings to provide citizens with relevant information, and establish ongoing relationships with residents; Assists in the development, i facilitation of various community based programs; Assists in the seeking out and training of future Outreach Workers; Shares their personal stories and exper others in navigating various life challenges; Helps to train law enforcement personnel.

Purpose Area #4

<b>B. Fringe Benefits</b>			
<b>Name</b> <i>List each grant-supported position receiving fringe benefits.</i>	<b>Computation</b> <i>Show the basis for computation.</i>		
	<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>
FICA	\$41,496.00	7.65%	\$3,175
Unemployment	\$98.00	400.00%	\$392
Worker's Comp	\$41,496.00	1.60%	\$664
<b>Total(s)</b>			<b>\$4,231</b>
<b>Narrative</b>			

FICA is a 7.65% and worker's comp 1.6% is applied to all wages. Unemployment is charged as a annual rate per employee.

Purpose Area #4

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

Purpose Area #4

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

Purpose Area #4

<b>E. Supplies</b>			
<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>		<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
		<b># of Items</b>	<b>Unit Cost</b>
Office supplies such as printed materials, pens, clipboards, etc		1	\$742.40
<b>Total(s)</b>			<b>\$743</b>
<b>Narrative</b>			
<p>The outreach workers will have a home base office location. It can be foreseen that some office supplies will be need in aid of their job tasks. Anticipating costs pens etc.</p>			



A RESOLUTION RATIFYING THE SIGNATURE OF THE COUNTY ADMINISTRATOR ON THE ELECTRONIC GRANT APPLICATION TO THE FEDERAL DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, OFFICE OF JUSTICE PROGRAMS FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FOR THE SHERIFF'S OFFICE FOR THE PERIOD OF OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2024 AND AUTHORIZING A BUDGET AMENDMENT IN THE AMOUNT OF \$46,470

WASHTENAW COUNTY BOARD OF COMMISSIONERS

October 6, 2021

*Prepared by: Derrick Jackson, Director of Community Engagement, Washtenaw County Sheriff's Office*

WHEREAS, the Washtenaw County Sheriff's Office and Washtenaw County have diligently maintained efforts to better serve the citizens of Washtenaw County; and

WHEREAS, the Sheriff's Office is committed to building strong communities by addressing root causes of criminal activity; and

WHEREAS, the Sheriff's Office sits in a unique position to engage community residents, influence community resources, and work with other components of the criminal justice system; and

WHEREAS, the Washtenaw County Sheriff's Office has submitted an electronic application for a grant award from the Bureau of Justice Assistance for funding in the amount of \$46,470 - made available through the Edward Byrne Memorial Justice Assistance Grant; and

WHEREAS, this funding, which requires no County matching funds, will be used to enhance our Community Outreach Program; and

WHEREAS, this matter has been reviewed by the Finance Department, Human Resources, Information Technology, Facilities Management, Racial Equity Office, Corporation Counsel, the County Administrator's Office, and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the County Administrator on the electronic application to the Bureau of Justice Assistance for grant funding in the amount of \$46,740 through the Justice Assistance Grant.

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the grant application:

1. Authorizing the Administrator to sign the Notice of Grant Award
2. Amending the budget as attached hereto and made a part hereof
3. Authorizing the Administrator to sign the delegate contracts in conformity with the application/award upon review of Corporation Counsel, to be filed with the County Clerk

Washtenaw County Sheriff's Office JAG Grant  
 10/1/2021 – 9/30/2024  
 1450213501

REVENUES

	Original Budget	Revised Budget	Variance
50 Federal Revenue	\$0	\$46,470	\$46,470
<b>TOTAL</b>	<b>\$0</b>	<b>\$46,470</b>	<b>\$46,470</b>

EXPENDITURES

	Original Budget	Revised Budget	Variance
70 Personal Services	\$0	\$45,728	\$45,728
75 Supplies	\$0	\$ 742	\$ 742
<b>TOTAL</b>	<b>\$0</b>	<b>\$46,470</b>	<b>\$46,470</b>

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Beeman	X			Maciejewski	X			Shink	X		
Hodge	X			Morgan	X						
Jefferson	X			Sanders	X						
LaBarre	X			Scott	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY ROLL CALL VOTE: 9 0 0

STATE OF MICHIGAN )  
  
COUNTY OF WASHTENAW)SS.

I, Lawrence Kestenbaum, Clerk/Register of said County of Washtenaw and Clerk of the Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on October 6, 2021, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 13<sup>th</sup> day of October 2021.

LAWRENCE KESTENBAUM, Clerk/Register

BY: \_\_\_\_\_  
Deputy Clerk

Res. No. 21-169
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## Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

**IMPORTANT NOTICE:** If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at [support@grants.gov](mailto:support@grants.gov), or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXX.

If you have questions please contact the Grants.gov Contact Center: [support@grants.gov](mailto:support@grants.gov)  
1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

<b>Grants.gov Tracking Number:</b>	GRANT13429959
<b>UEI:</b>	M5WKMFUV9GA4
<b>Submitter's Name:</b>	Derrick L Jackson
<b>CFDA Number:</b>	16.738
<b>CFDA Description:</b>	Edward Byrne Memorial Justice Assistance Grant Program
<b>Funding Opportunity Number:</b>	O-BJA-2021-35004
<b>Funding Opportunity Description:</b>	BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation
<b>Agency Name:</b>	Bureau of Justice Assistance
<b>Application Name of this Submission:</b>	Washtenaw County Sheriff's Office
<b>Date/Time of Receipt:</b>	Jul 23, 2021 09:11:08 AM EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

[https://apply07.grants.gov/apply/spoExit.jsp?p=web/grants/applicants/track-my-application.html&tracking\\_num=GRANT13429959](https://apply07.grants.gov/apply/spoExit.jsp?p=web/grants/applicants/track-my-application.html&tracking_num=GRANT13429959)

It is suggested you Save and/or Print this response for your records.