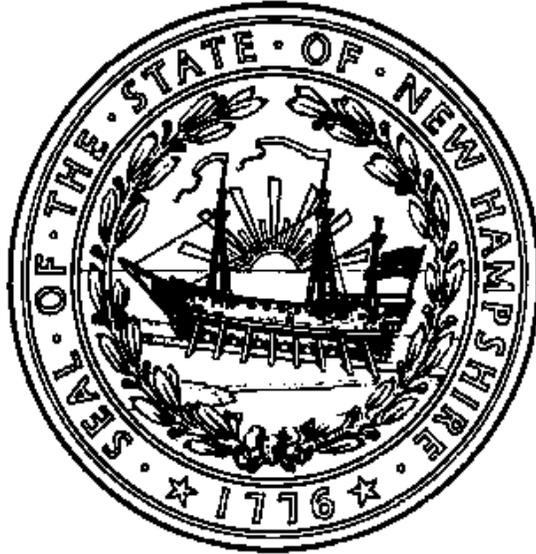


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

Gordon J. MacDonald
Attorney General

S*T*O*P (Services*Training*Officers*Prosecutors)
Violence Against Women Formula Grant Program

Application Instructions and Solicitation
Fiscal Year 2020

SUB-GRANT APPLICATION INSTRUCTIONS

Program Description and Solicitation

The S*T*O*P Violence Against Women Formula Grant Program hereinafter referred to the VAWA Program, is designed to encourage States to develop and implement coordinated, multidisciplinary approaches to addressing domestic violence, sexual assault, dating violence, and stalking.

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and work to hold offenders accountable for their crimes. Applicants should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations. By looking beyond the norm and encourage communities to reach beyond traditional resources and to look to new partners, which might include faith-based and/or community organizations. Only through collaborative partnerships can we respond more vigorously to domestic violence, sexual assault, dating violence, and stalking crimes.

Eligible applicants are limited to units of local government, state agencies, non-profit and non-governmental victim services organization public or private entities, community-based organizations, and faith-based organizations as provided under 28 CFR Part 38.

Program Purpose Areas

STOP formula grants and subgrants are intended for use by States and Territories; state, local, and tribal courts; Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs. Grants and subgrants supported through this program must meet one or more of the following statutory program purpose areas in accordance with 28 CFR Part 90 Subpart B.

- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
- Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and

convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;

- Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;
- Developing, enlarging, or strengthening programs addressing stalking;
- Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
- Providing assistance to victims of domestic violence and sexual assault in immigration matters;
- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

Allowable Grant Program Areas

Subgrant applications may be submitted for any activity described in the above program purpose areas. Eligible entities include government organizations, non-governmental organizations, faith-based organizations, and not-for-profit organizations.

(For the purpose of this RFP see Part 2 “Allowable Activities”)

Subgrant Application Instructions

SECTION I: NH DOJ Subgrant Application Forms

A. COVER PAGE

Please complete the cover page with the appropriate information. The names listed on this cover page and the signatures provided on these application package forms should be that of the head of the unit of government, director of the public department or agency, or other person legally authorized to submit and accept subgrants on behalf of the unit of government, public department, or agency.

The Subgrant Starting Date should be the expected start date of the subgrant award and the Program Implementation Date should be the expected start date of the subgrant program. Programs should be implemented within sixty-days (60) of the Subgrant Starting Date.

B. APPLICATION NARRATIVE

The Application Narrative should be sufficiently detailed to address the items listed below, but concise enough to present this information succinctly. In evaluating each request, the application narrative will be weighted at 70 points and the budget sections the remaining 30.

1. Problem Statement (25 Points)

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The purpose of this section of the Application Narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using subgrant funds. This section also should describe approaches taken thus far to address the problem, to include any other grant or non-grant funded projects undertaken within the target area aimed at addressing the stated need. The description of the problem should be supported by an analysis of statistical information and/or other information or relevant literature. The sources or methods used for assessing the problem also should be listed and described. The problem statement should also contain a clear description of any other resources the applicant is aware of in the target area that may be or will be leveraged in support of their proposed project.

2. Project/Program Design and Implementation (30 Points)

This section should provide a detailed description of the proposed solution to the problem. It should discuss both the scope and intent of the program and its relationship to the priorities and goals of your strategy, which are also included in this section.

Goals and Objectives outlined in this section should be clearly defined and quantifiable. Each goal should be fully described along with its' accompanying objectives, activities, and performance measures. Goals should represent general statements of the desired results or

outcomes of the program. They should address the problem identified in the problem statement. The goals should be both realistic and achievable.

The objectives are specific approaches to achieving each of the goals. Objectives focus on the methods that will be used to address the problem; they should be clearly stated, realistic, and measurable. The accomplishment of objectives should result in the achievement of the goals they support.

The activities are performed to accomplish the objectives; they are the key operational elements of the program and must be specific and measurable.

Performance measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments, measure the degree to which the objective has been accomplished.

Within the Application Narrative, each goal should be presented with all of its accompanying objectives and key activities. Each objective must also be linked to one or more corresponding performance measures, which must be clearly identified, results-oriented and reasonably attainable within the subgrant period.

The project/program design and implementation section should clearly describe the structure and operation of the proposed program. The roles and responsibilities of key player should be clearly outlined, with supporting job descriptions attached as necessary. Regionalized and collaborative approaches are strongly encouraged where applicable and, where those methods are employed, applicants should include a Memorandum of Understanding (MOU) documents or letters of support.

Successfully programs are generally those based on previously researched and evaluated programs, and so, where available, applicants should attempt to model their programs on available model 'blueprint' or 'best practice' programs and to provide suitable supporting documentation of the efficacy of those model programs where available.

Please ensure your program is within the parameters set by the special conditions.

3. Sustainability and Evaluation Plan (10 Points)

As federal funding is generally considered 'seed money', successful applicants should include a description of how they intend to continue efforts initiated through this request at the conclusion of the subgrant period. Applicants should also develop a plan for evaluating their programs to determine success or failure. Finally, applicants must describe a process through which required subgrant-related data can be gathered and reported to the New Hampshire Department of Justice.

4. Program Management/Administrative Capabilities (5 Points)

This section should clearly describe the capabilities of the applicant agency in regards to their ability to manage both the project being implemented and the specific grant requirements that go with a subgrant award. The applicant should describe how their organization is equipped to successfully implement the subgrant program being requested. They should further describe how their organization is equipped to manage the administrative and financial oversight and reporting requirements that accompany a subgrant award. Staffing and resources available to the applicant should be described in detail, as should the financial accounting system used by the applicant.

C. **BUDGET**

A VAWA Budget form is provided for your use. Federal Funds for VAWA programs must be used to **supplement, not supplant, existing subgrantee programs, and services.** VAWA funds may only be used to support allowable VAWA activities. **The VAWA subgrants require a matching CASH and/or IN-KIND contribution of 25%** of the Total Budget (Total Budget equals the Federal amount requested plus the match amount). All funds designated as match are restricted to the same uses as the subgrant funds and must be expended within the subgrant period. The match must be identified in a manner that guarantees its accountability during an audit. NOTE: Funds from other Federal sources may not be used to meet the match requirement.

The formula for calculating the required match is
Award Amount / 75% Federal Share = Adjusted Project Costs
Adjusted Project Costs x 25% Recipient's Share = Required Match

For a Federal award amount of \$350,000, required match would be calculated as follows:

\$350,000 / 75% = \$466,667

\$466,667 x 25% = \$116,667 Required Match

MATCH REQUIREMENT FOR STOP FORMULA SUBGRANTS

No matching funds shall be required from any subgrant program made to a victim service provider.

However, voluntary match by victim services providers is always appreciated.

Match Requirement

By statute, a subgrant made under the STOP Formula Grant Program may not cover more than 75% of the total costs of the project(s) funded. State governments may satisfy this match requirement with either cash or in-kind services and may require subgrantees to provide all or part of the match.

The purpose of matching funds is to augment the number of resources available to the project and to foster the dedication of state, local, and community resources to the purposes of the project.

The costs of activities counted as match must be directly related to the project goals and objectives and must meet the same allowability and documentation requirements as federal funds. These requirements apply to in-kind match as well as cash match.

Source of Match

Your match may come from either CASH or In-Kind Match. Please reference the US Department of Justice Grants Financial Guide

http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf

BUDGET DETAIL (20 Points):

1. **Personnel:** List all job titles and name of person holding that position for which funds are being requested, showing the total annual salary for the position, the percentage of time for the position that will be spent on subgrant allowable activities, the amount of salary to be devoted to this program (annual salary x percent time), and the amount of federal funds requested for the position for this program. Recipients of VAWA subgrant funds for personnel positions are required to maintain detailed time and attendance records for every personnel position funded under this subgrant program. Records must specify the dates of service, types of services performed, and applicability to a specific subgrant or activity type and the number of hours worked performing these services. The records must also differentiate allowable vs. non-allowable services. These records will be subject to review by the New Hampshire Department of Justice during regular monitoring visits.
REMINDER-no elected official may receive federal grant funding for their position.
2. **Fringe Benefits:** Itemize fringe benefits (medical coverage, FICA, etc.) and show the total cost for the program and the amounts to be contributed by the federal funds and matching contributions. Individual fringe benefit types and their percent of the total must be clearly spelled out.
3. **Travel:** List projected in state and out-of-state mileage, the rate of reimbursement (no greater than the current state-approved rate), total mileage cost, and amounts to be contributed by the federal dollars and other sources. For conference or training related travel, itemize the individual travel costs expenses, such as hotel, mileage, airfare, ground transportation, meals, and incidentals. Meals and incidental rates may be obtained from the GSA website. (www.gsa.gov). Approved mileage rates may be obtained from the Grants Management Unit at the New Hampshire Department of Justice using the contact information supplied with this application.
4. **Equipment Purchases:** List any equipment to be purchased. Itemize each piece of equipment with an individual cost, then calculate and display the total equipment cost. Per federal guidelines, equipment is defined as non-expendable items having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. For purposes of subgrant maintenance, the NH Department of Justice will, if an award is made, include both equipment and supplies on the same reimbursement expenditure line, however, for application purposes, those two categories must be reported separately.

5. Supplies: List items by type. Generally, supplies include any materials that are expendable or consumed during the course of the project and that have an acquisition cost of less than \$5,000.
6. Construction: Construction is **not an allowable** activity under the NH Department of Justice sub-awards unless specifically allowed by the federal program office.
7. Consultant/Contractual Services: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate and the total cost.
8. Other Costs: This may include items such as postage, telephone, printing, and office supplies. List each item separately, except that individual supplies need not be itemized.
9. Indirect Costs: see below.

Budget Detail Totals:

Each subsection of the federal application must be individually totaled for both federal and matching if required funds. Those totals are then listed on the budget detail sheet. Total each of the three columns. Each of the columns should equal the sum of the Subtotals for the nine budget categories in that column. "Total Budget" column must equal the sum of the "Federal Funds" and "Matching Contribution" columns.

Administration/Indirect Costs: Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Administrative costs do not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR Part 200.

For the purposes of this grant, Sub-grantees may be permitted an allocation for administrative costs under one of the following:

Scenario A: Administrative Costs: If the Applicant does not have a federally approved indirect cost rate, the Applicant may include an allocation for administrative costs for up to 10% of the total direct funds requested.

Provide a list of the Applicant's requested administrative costs items and the corresponding cost of each item. Also, include a copy of the written allocation policy for these costs.

Scenario B: Federally Approved Indirect Costs: If the Applicant has a federally approved indirect cost rate agreement in place, the Applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.

Indirect costs are costs of an organization that is not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

BUDGET NARRATIVE (10 points)

Budget Narrative worksheet is also provided. Federal funds from the VAWA program must be used to supplement, not supplant, existing subgrantee programs, and services. This means that if an entity is currently paying for specific services with local funding, they cannot request federal funds to pay for that same service. They may request funding to pay for an enhancement to that service, however, only the enhancement will be eligible for funding, and the original services must remain locally funded. The budget narrative should provide the justification for the expenses itemized in the budget. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For example, for the Personnel category, list the personnel, their program job functions, and any pertinent explanatory information. Include a breakdown of the source (whether the value of In-Kind or Cash) and the amount of your proposed matching funds and an explanation of the In-Kind Match and how its cash value was calculated. In-Kind Match is donated services, which the agency does not pay for.

SECTION II: APPENDICES

A. VAWA PROGRAM GUIDELINES AND CONDITIONS (due with award)

If VAWA grant funds are awarded for the program described in this application package, adherence to the program guidelines and conditions will be required during the administration of the subgrant. Signatures provided on these forms should be that of the head of the unit of government, director of the public department or agency, or another person legally authorized to submit and accept subgrants on behalf of the unit of government, public department, or agency. These guidelines are revised each year to ensure compliance with any changing Federal requirements, please read them completely and fully understand your responsibilities as they apply before signing. Applicant modifications to these documents will void any awards made.

B. CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS (due with award)

A person may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one Federal agency shall have governmentwide effect. For purposes of this certification, “prospective lower tier participant” shall refer to the subgrantee.

Instructions for Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification as set out.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

C. AUDIT (Due with Application)

If one was completed all applicants **MUST** provide a copy of the agency's most recent financial audit (including any management letters) as part of their application package. Electronic copies of the audit should be submitted with the subgrant application. A link to a website containing the organization audit is acceptable. If an agency is not able to provide a copy of the audit electronically, a paper copy, mailed separately, is acceptable.

D. FOR NEW NON-PROFITS OR FAITH-BASED ORGANIZATION AGENCY APPLICANTS ONLY (Due with application)

If the applicant is a non-profit or Faith-Based, non-governmental organization, it must be either an IRS 501(c) (3) agency or able to document the equivalency of that status through other means and in good standing with the registration requirements of the Charitable Trusts Division of the NH Department of Justice or if incorporated with the NH Secretary of State's Office. The non-profit or Faith-Based Organization must provide a list of the Board of Directors and the most recently filed IRS 990-tax form, if applicable, with the application forms. Non-Governmental applicants must be registered State Vendors in order to receive payment from the State. Those not currently holding a vendor number must complete the process to become a vendor prior to receiving a subgrant award. Contact the granting agency for details on how and where to submit those forms.

E. STATEMENT OF COLLABORATION – All non-victim services applicants. (Due with Application)

Please ensure that your agency has consulted with your local victim services program during the course of developing this proposal in order to ensure that the proposed activities and/or equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. See Appendix C.

F. SUBGRANTEE PROGRAM INFORMATION – all applicants

Important information that will assist you to manage your program(s) is provided, (please retain) as Appendix D.

G. VICTIM CONFIDENTIALITY REQUIREMENT - all applicants (Due with Award)

Acknowledgment of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended. See Appendix E. To be submitted if you are awarded funding.

H. APPLICATION CHECKLIST – all applicants (Due with Application)

Please complete and return the application checklist, attached as Appendix E, with the application package to ensure that all necessary items have been submitted.

I. ANNUAL PERFORMANCE REPORT – all applicants

This report information is required of all VAWA Program subgrant projects and will reflect your grant activities for the coming year. Please review this report to ensure you are collecting all relevant information the report is requesting.

Your report will require three steps:

- a) download the computerized smart form, save it, and enter your information directly into the form;
- b) on the final page of the report, you are required to validate your report (this step will point out any errors you have may have made and help you to correct them) un-validated reports will not be accepted by this office.

Locate the format

<http://muskie.usm.maine.edu/vawamei/attachments/forms/STOPSubgranteeFormGMS.pdf>. Please ensure you save the form to your computer and are able to save your entered information on the form before you complete the entire report, just as a caution. Thank you.

STOP Subgrantee Online Self-Paced Tutorial

Please take a few minutes to utilize the new self-paced tutorial on collecting and reporting data for the STOP annual progress reporting form. This resource uses voice, PowerPoint slides, and text, including numerous examples and polling questions, and addresses all sections and questions on the form. Users can navigate within the tutorial and can choose which sections to study.

<http://muskie.usm.maine.edu/vawamei/stopformulatrain.htm#online>

Users go through a very simple, one-time only registration process to access the training.

J. ADDITIONAL FEDERAL REQUIREMENTS – all applicants

1. **DUNS Number and SAM Registration**- Any recipient of federal funds, whether as a direct award or a sub-award must register with the System for Award Management (SAM) (formerly the Central Contractor Registry (CCR)) and must also obtain a DUNS number.

- a. **O b t a i n i n g** a DUNS number is a free, simple one-time activity. Obtain a number by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform> or <http://www.dnb.com/us>.
- b. **T o** register with SAM, go to this website <http://www.sam.gov/> and follow the on-screen instructions for starting a new registration. Registration with SAM may take several weeks to complete, so applicants should begin the process as soon as possible.
- c. **A p p l i c a n t s** need not have either the DUNS number or SAM registration process completed prior to applying for funding but must have both completed prior to being issued an award.

2. **Program Income-** Applicants with programs that generate program income must track and report the receipt and expenditure of that program income. Program income is defined as revenue earned by a program that is generated as a direct result of grant-funded program activities. An example would be a registration fee for clients of a grant-funded program or donations to a grant-funded program. **(All Program income must be prior approved)**
3. **Equal Employment Opportunity Plan (EEOP) -** Every applicant must complete an EEOP certification for each subgrant award they receive as either a direct federal recipient or as a pass-through recipient from this agency. EEOP information will be sent with your award letter.

The instructions for completing the certification are available on our website:
<http://www.doj.nh.gov/grants-management/civil-rights.htm>

The certification form is also available on our website:
<http://ojp.gov/about/ocr/pdfs/cert.pdf>

4. **IRS 501(c) (3) Determination Letter – for NEW non-profits only (due if the award is made)**

Beginning with Fiscal Year 2014, the Office on Violence Against Women has implemented a new mandate that requires each non-profit organization that receives federal funding to submit a copy of their IRS 501(c) (3) Determination Letter. If you have misplaced your copy of your organization's 501(c) (3) Determination Letter, you should call the IRS Customer Service for a non-profit organization at 1-877-829-5500 to request a new copy. If you have submitted this information in the past, there is no need to submit a copy.

K. SUBMISSION

Please submit your completed application electronically to me by March 01, 2021, at the latest, to:

**VAWA Grant Manager
Grants Management Unit
New Hampshire Department of Justice
33 Capitol Street
Concord, NH 03301**

If you have any questions regarding this application kit or the application process, please feel free to contact Travis Teeboom at (603) 513-9928 or email: Travis.N.Teeboom@doj.nh.gov. For general grant information, you may access our Webpage at www.doj.nh.gov. Thank you for your interest in providing services to women in NH who are victims of violent crimes.

NEW HAMPSHIRE DEPARTMENT OF JUSTICE



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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice (“Department”) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant’s request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, “Disclosure of Lobbying Activities” in accordance with its (and any DOJ awarding agency’s) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on non-procurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to

prospective participants in a primary tier “covered transaction,” as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is 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) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals’) present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

If you are unable to sign this certification, you must attach an explanation to this certification.

Name and Title of Head of Agency

Signature

Date

Name and Address of Agency

STOP VIOLENCE AGAINST WOMEN
FORMULA GRANT PROGRAM

CERTIFICATE OF COLLABORATION

THIS SECTION TO BE COMPLETED BY APPLICANT AGENCY:

Applicant Agency: _____

In satisfaction of this grant program requirement, this agency certifies that it has consulted with their local victim services program during the course of developing this proposal in order to ensure that the proposed activities and/or equipment Acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please provide a brief description of the consultation with and/or collaborative the relationship established between the applicant and the local victim services organization identified below.

Date

Authorized Signature of Applicant Agency

THIS SECTION TO BE COMPLETED BY LOCAL VICTIM SERVICES ORGANIZATION. THE INDIVIDUAL SIGNING THIS SECTION MAY NOT BE FROM THE ABOVE APPLICANT AGENCY [unless this grant is being made to the victim service organization]

As a designated representative of _____
a recognized local victim services organization, I certify that the above statement is an accurate description of the consultation with and/or collaborative relationship established between this agency and the applicant agency identified above.

Name of Organization: _____

Name & Title of Signing Authority: _____

Signature: _____

Date: _____

VIOLENCE AGAINST WOMEN FORMULA GRANT SUBGRANT INFORMATION SHEET

I. Financial Issues

A. Cost Allowability

- Only those program activities stated in your approved application are allowable as Federal expenses against the grant.
- All subgrant funds must be expended or obligated (via purchase order, contract, etc.) by the Subgrant End Date. Subgrant funds that have been obligated but not expended by the Subgrant End Date must be expended by the agency and reimbursed by our office no later than 45 days after the Subgrant End Date.
- Supplanting (replacing local funds with Federal funds) is not allowable.

B. Grant Adjustments

- Any budgetary or goals/objectives changes to the program as outlined in the approved application must have prior written approval via a Grant Adjustment. Requests for grant adjustments may be made via letter or e-mail to your program manager. Please be specific about the proposed changes.

C. Summary of Expenditures Report

- Grant payment is done on a reimbursement basis only via the Summary of Expenditures Report.
- Quarterly Filing (by calendar quarters) is REQUIRED. The monthly filing is allowed.
- Quarterly Filing is due by 15th of the month following the end of the quarter. If you do not file within 30 days, your subgrant is considered out of compliance.
- You must file even if you are claiming zero expenses.
- Two signatures are required on the Summary of Expenditures Form.
- Documentation for expenses does not need to be submitted with your expenditure report; however, you must maintain backup documentation for all expense which includes both federal expenses and your match dollars.
- Match dollars must be spent on program allowable activities.

D. Annual Audit

- Your city/town/organization is required to submit to this office a copy of any yearly audits complete along with any management letters.

II. Programmatic Issues

A. Site Monitoring Visit

- Each federally funded project will receive an on or off site-monitoring evaluation every other year, for most programs, which will be scheduled for a mutually convenient date and time.

B. Annual Performance Report

- The subgrantee agrees to provide NHDOJ with specific information regarding their program activities in an annual progress report. Subgrantees are required to submit this report after the end of each calendar year but no later than February 10 of each year. Please review this report to ensure you are collecting all relevant information the report is requesting. This report must be completed and be returned to this office by March 1, 2021. **PLEASE ENSURE THAT YOU ARE REPORTING ON WHAT IS ACCOMPLISHED BY THE SUBGRANT FUNDED POSITION(S) ONLY AND NOT STATISTICS THAT REFLECT THE ACTIVITY OF YOUR FULL AGENCY OR DEPARTMENT.**



Acknowledgment of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b) (2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, alternatively, territorial grant program, except that consent for release, may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If the release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice of that if awarded funding they will comply with the above statutory requirements. This acknowledgment shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Typed Name of Authorized Representative _____ Title _____

Telephone Number _____

Signature of Authorized Representative _____ Date Signed _____

Agency Name _____

Public Reporting Burden Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, 10th Floor, Washington, DC 20530.