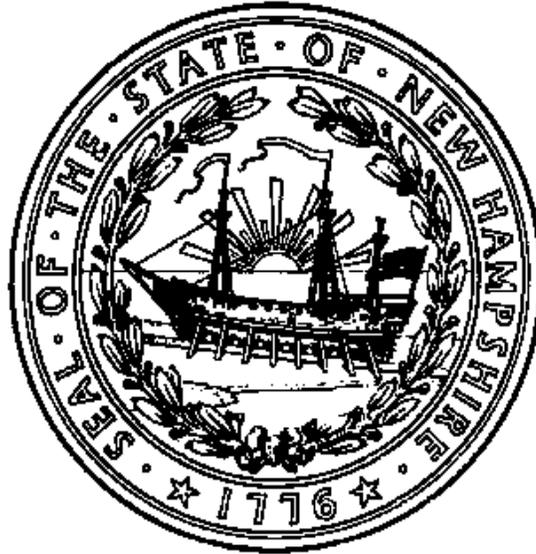


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

**Joseph A. Foster
Attorney General**

**Sexual Assault Services
Formula Grant Program**

**Subgrant
Application Instructions And Solicitation
Fiscal Year 2015**

INTRODUCTION

Program Description And Solicitation

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault. The SASP Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. **Under the SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews).**

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. Funds provided through the SASP Formula Grant Program are designed to supplement other funding sources directed at addressing sexual assault on the State and Territorial level. Rape crisis centers and other nonprofit organizations such as dual programs providing both domestic violence and sexual violence intervention services play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems. In order to provide comprehensive services to victims of sexual assault, the SASP Formula Grant Program will assist States and Territories in supporting rape crisis centers and other nonprofit organizations in the provision of direct intervention and related assistance.

Eligible applicants are limited to the NH Coalition Against Domestic and Sexual Violence and their member agencies.

Program Purpose Areas

- Support rape crisis centers in providing direct intervention and related assistance.
- Support dual programs that provide sexual assault and domestic violence services to enhance their provision of direct intervention and related assistance tailored for victims of sexual assault.
- Retain core services for victims of sexual assault.
- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American,

tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

Allowable Grant Program Areas

Grant 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.

Subgrant Application Instructions

SECTION I: NH DOJ Subgrant Application Forms

Subgrant Application Instructions

SECTION I: NH DOJ SUBGRANT APPLICATION FORMS

A. COVER PAGE – 1 page

Please complete the cover page, provided in the Subgrant Application Kit 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 grants on behalf of the unit of government, public department or agency. The Grant Starting Date should be the expected start date of the grant award and the Program Implementation Date should be the expected start date of the grant program. Programs should be implemented within sixty-days (60) of the Grant Starting Date.

B. APPLICATION NARRATIVE – 4 sections

Your narrative located in the Subgrant Application Kit, should be sufficiently detailed and contain current and relevant information that address the items listed below.

1. Problem Statement (25 Points)

The Application Narrative should be sufficiently detailed to address the items listed below, but concise enough to present this information within a format of 10 pages or less. In evaluating each request, the application narrative will be weighted at 70 points and the budget sections the remaining 30. Applicant narratives may be submitted using the narrative boxes in the application or, if more space is required, narratives may be submitted using a standard word processor document, such as MS Word, arranged in the format of the application.

2. Program Description (35 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 grant 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 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 'blue print' or 'best practice' programs and to provide suitable supporting documentation of the efficacy of those model programs where available.

3. Sustainability and Evaluation Plan (5 Points)

As federal funding is generally considered 'seed money', successful applicants should include a description of how they intend on continuing efforts initiated through this request

at the conclusion of the grant 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 grant related data can be gathered and reported to the New Hampshire Department of Justice. Evaluation of your program is made by your required submission of an annual performance report to this office.

4. Program Management/Administrative Capabilities (5 Points)

This section of the application narrative 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 grant 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 grant 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 – 2 parts

Applicants must use the budget format (i.e. Budget categories) found in the Subgrant Application Kit. If additional space is required, applicants may attach an additional spreadsheet or word processor document to the application. Federal Funds for Sexual Assault Services programs must be used to supplement, not supplant, existing subgrantee programs and services. This means that if an entity is currently paying for a specific service 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. The original service must remain locally funded. Budget sections are to include only those federal funds being requested. The budget section of each application is rated at 30 points for purposes of grant application review.

BUDGET DETAIL (20 Points):

1. Personnel: List all job titles 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 grant 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 Byrne grant funds for personnel positions are required to maintain detailed time and attendance records for every personnel position funded under this grant program. Records must specify the dates of service, types of services performed, and applicability to a specific grant 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.

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, 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.
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: (NOT ALLOWABLE UNDER THE SASP) Construction is not an allowable activity under NH Department of Justice sub awards, unless specifically allowed by the federal program office. Any applicant considering the inclusion of construction costs MUST contact the NH Department of Justice grant program manager for this program prior to submitting a request.
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: Applicant agencies requesting indirect costs must have an approved federal indirect cost rate, a copy of which must be submitted with this application. For purposes of subgrant maintenance, the NH Department of Justice will, if an award is made, include indirect costs in the 'other' reimbursement expenditure line, however for application purposes, those two categories must be reported separately.

Budget Detail Totals:

Each sub section 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 summary sheet to provide an overall project total.

BUDGET NARRATIVE (10 Points)

The grant budget narrative form is included in the application kit. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For all budget categories, please explain whether it is a new expense or an increase to an existing expense. For example, for the Personnel category, list the personnel, their program job functions, whether it is a new or expanded position, etc. Also for personnel positions, a description of individual fringe benefits costs and an explanation of why they are being charged. For overtime costs, a justification of how the agency arrived at their proposed overtime cost rate and a statement that this cost is applied uniformly across their agency and was not derived as a result of this grant application.

SECTION II: APPENDICES

A. PROGRAM GUIDELINES AND CONDITIONS (Due with Award)

The Sexual Assault Services (SASP) grant Program Guidelines and Conditions are attached as **Appendix A**. If SASP grant funds are awarded for the program described in this application package, adherence to the program guidelines and conditions listed in this form will be required during the administration of the grant. 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 grants 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 carefully and completely. Applicant modifications to these documents will void any awards made. These documents will be included for signature with a grant award package should an award be made.

B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION (Due with Award)

A Debarment Certification form is attached as **Appendix B**. A person or entity may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person or entity that 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 government wide effect. For purposes of this certification, “prospective lower tier participant” shall refer to the subgrantee. These documents will be included for signature with a grant award package should an award be made.

Instructions for Debarment 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 No procurement List.
8. Nothing contained in the foregoing shall be construed to require 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 is 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 voluntarily 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 grant 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 NON-PROFIT, NON-GOVERNMENTAL 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. 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 grant award. Contact the granting agency for details on how and where to submit those forms.

E. ADDITIONAL FEDERAL REQUIREMENTS

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. Obtaining a DUNS number is a free, simple one-time activity. Obtain a number by calling 1-866-705-5711 or by applying on line at <http://fedgov.dnb.com/webform> or <http://www.dnb.com/us>.

- b. To 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. Applicants 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 gathered 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. Applicants should indicate in their application if their program generates program income and provide a plan for expending it in compliance with federal regulations.
3. **Equal Employment Opportunity Plan (EEOP)** - Every applicant must complete an EEOP certification for each grant 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 – non-profits only(due if 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 non-profit organization at 1-877-829-5500 to request a new copy.

G. ANNUAL PERFORMANCE REPORT - APR

An annual progress report is required of all SASP Program subgrantee projects and will reflect your grant activities for the coming year (1/1/2015 to 12/31/2015). Please review this report to ensure you are collecting all relevant information the report is requesting. Your APR will be due in this office by March 1, 2016.

Please follow the below instructions:

- 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.
- c) finally, please email your APR to susan.dearborn@doj.nh.gov by March 1, 2016. (No paper forms will be accepted)

Please locate the reporting form at www.muskie.usm.maine.edu/vawamei. Go to the progress reporting forms and find the Sexual Assault Services Progress Reporting form, then scroll down and select the reporting form and instructions

H. SUBMISSION of APPLICATION

Please submit your completed application by email on or before December 29, 2014 to

Susan.Dearborn@doj.nh.gov

If you have any questions regarding this application kit or the application process, please feel free to contact Susan Dearborn at 271-8091 or E-mail: susan.dearborn@doj.nh.gov.

I. SUBGRANT ADMINISTRATION/REPORTING REQUIREMENTS

A Subgrant Information Sheet has been attached as **Appendix D**. This sheet briefly explains the subgrant requirements to successful applicants who receive subgrant awards.

APPENDIX “A”

PROGRAM GUIDELINES AND CONDITIONS

SEXUAL ASSAULT SERVICES PROGRAM GUIDELINES AND CONDITIONS

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by Sexual Assault Services program, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, U.S.C. 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW’s implementing regulations at 28 C.F.R. Part90.

2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office on Violence Against Women Financial Grants Management Guide. The Guide is available on line at <http://www.justice.gov/sites/default/files/ovw/legacy/2013/04/25/ovw-fgmg.pdf>

3. The subgrantee agrees to implement this project within sixty (60) days following the grant award date or provide a letter outlining reasons for the delay. Grant programs not started within (90) days of the original grant award date must provide a reason for the delay and are subject to automatic cancellation of the grant.

4. The subgrantee assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose. The subgrantee further assures that the Sexual Assault Services grant program funds will be expended only for purposes and activities covered by the subgrantees approved application.

5. The subgrantee agrees to provide information on the program supported with Sexual Assault Services Program grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit and to retain grant-related documentation for a period of at least three (3) years after the close of the federal grant award period.

6. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to this Sexual Assault Services Program. Further, the subgrantee agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.

SASP PROGRAM GUIDELINES AND CONDITIONS

7. The subgrantee agrees to maintain detailed time and attendance records for personnel positions partially funded with Sexual Assault Services Program or other grant funds. The subgrantee agrees to maintain payroll records and to complete semi-annual certifications, in a form approved by the NH Department of Justice, for any personnel positions fully funded with Sexual Assault Services Program grant funds.

8. The subgrantee agrees that all Sexual Assault Services Program grant funds will be expended on program allowable activities. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in program activities, designs, budget plans or the grant start and ending dates, which were set forth in the subgrantee's application.

9. Equipment purchased with Sexual Assault Services Program grant funds shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, location, and percentage of federal Sexual Assault Services Program grant funds expended on the item.

10. The subgrantee agrees that the title to any equipment purchased with Sexual Assault Services Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for its intended purposes for which it was acquired.

11. The subgrantee agrees to provide for an annual audit of the Sexual Assault Services funded program if required under OMB Circular No. A-133. Sexual Assault Services Program funds will only pay its prorated share of the audit if required under OMB Circular No. A-133. This prorated share is the percentage of the Sexual Assault Services Program grant award compared to the total agency budget. The audit shall be conducted in accordance with OMB Circular No. A-133. A copy of the completed audit report and management letters shall be sent to the New Hampshire Department of Justice, Grants Management Unit, annually. If the subgrantee is not required to perform an audit under the revised version of OMB Circular No. A-133, but an audit is still performed, the subgrantee agrees to provide a copy of said audit and management letters to the New Hampshire Department of Justice, Grants Management Unit.

12. The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all OVW grants issued in FY 2014 or after. This provision prohibits OVW subgrantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. The grantee acknowledges that it will comply with this provision.

SASP PROGRAM GUIDELINES AND CONDITIONS

13. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the subgrantee on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at http://doj.nh.gov/grants/civil_rights.html and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

14. If required, within 30 days from the date of the award, the subgrantee will submit for approval, an acceptable Equal Employment Opportunity Plan (EEO) as required by 28 CFR 42.301 et seq. or a Certification Form to both the NH DOJ and the Office of Civil Rights, Office of Justice Programs, US DOJ at 810 7th Street, NW, Washington, DC 20531. Failure to submit an approved EEO or Certification is a violation of the Program Guidelines and Conditions and may result in suspension or termination of funding, until such time as the subgrantee is in compliance. Additional information on EEO requirements may be found here: http://doj.nh.gov/grants/civil_rights.html.

15. The subgrantee must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at www.lep.gov.

16. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the U.S.

17. The subgrantee assures that 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. 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 or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

SASP PROGRAM GUIDELINES AND CONDITIONS

18. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

19. Repayment of this grant may be required if the subgrantee receives a state or federal forfeiture, which exceeds the amount of the grant award.

20. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

21. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. (see award document) awarded by the Office on Violence Against Women, Office of Justice Programs and administered through the New Hampshire Department of Justice."

22. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by Grant No. (see award document) awarded by the Office on Sexual Assault Services, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

23. The subgrantee agency agrees that, should they employ a former member of the NH Department of Justice (NHDOJ), that employee or their relative shall not be perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the NHDOJ for the life of the subgrant without the express approval of the NH Department of Justice.

24. The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies that work in connection with programs financed in whole or part by federal loans or grants. The Hatch Act prohibits a grant-funded person from becoming a candidate for public office in a partisan election. For further information please refer to U.S.C. Title 5 Sections 1501-1508 and Title 5 of the Code of Federal Regulations part 151.

25. The subgrantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties. Grant funds may be used only for the purposes in the subgrantees approved application. The subgrantee shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OVW grant funds.

SASP PROGRAM GUIDELINES AND CONDITIONS

26. The subgrantee agrees to comply with the provisions of 42 U.S.C. 13925(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information

27. The subgrantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

28. The subgrantee agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and outreach to victims about available services.

29. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be submitted to and approved by the Office on Violence Against Women prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, grantees are required to maintain documentation to support all daily or hourly rates.

30. The grantee acknowledges that funds may only be used for the provision of direct intervention and related assistance to victims of sexual violence, including 24-hour crisis line services, medical and criminal justice/civil legal accompaniment, advocacy, and short term individual and group support counseling. Funds cannot be used towards prevention education efforts, projects focused on training allied professionals and/or communities, or the establishment or maintenance of Sexual Assault Response Teams.

31. All 501(c)(3) organization (except churches) doing business in New Hampshire MUST be registered with the NH Charitable Trust Unit at the NH Department of Justice and may also need to register with the NH Secretary of State's office dependent upon the structure of your organization.

Name and Title of Authorized Representative

Signature

Date

Name and Address of Agency

APPENDIX “B”

CERTIFICATION REGARDING DEBARMENT, SUPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION

DEPARTMENT OF JUSTICE
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

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

Name and Title of Authorized Representative

Signature

Date

Name and Address of Agency

APPENDIX “C”

APPLICATION CHECKLIST

APPLICATION CHECKLIST

Please be sure that the following sections are completed and returned with your SASP grant application. Please include a completed copy of this checklist in your application.

Documents/Attachments due with the application

- Cover Page
- Application Narrative
- Budget Itemization
- Budget Narrative
- Audit Report with Management letter (Electronic copy or web link)
- Check if a paper copy is being mailed separately. (Electronic copy not available.)
- Check if Organization does not have a recent Audit.
- Agency Board of Directors and IRS 990 Tax Form (If Applicable)
- DUNS Number And SAM Registration Completed
- Application Checklist

Documents that must be reviewed prior to making an award, but that are NOT due with the application (They will need to be submitted if an award is made)

- SASP Program Guidelines And Conditions
- Signed Certification Regarding Debarment, Suspension Ineligibility, And Voluntary Exclusion
- EEOP Certification Form Completed And Submitted
- IRS 501(C)(3) Determination Letter (Non-Profits Only)

APPENDIX "D"

SUBGRANTEE INFORMATION SHEET

Financial Issues

A. Cost Allowability

- Only those program activities stated in the approved application are allowable as Federal expenses against the grant
- All grant funds must be expended or obligated (via purchase order, contract, etc.) no later than the Grant End Date. Grant funds that have been obligated but not expended by the Grant End Date must be expended by the agency and reimbursed by our office no later than 45 days after the Grant End Date.
- Supplanting (replacing local funds with Federal funds) is not allowable.
- Grant funds must represent new, additional funding beyond your agency's budget for the additional grant-funded project activities you are proposing.

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.
- The preferred method is the use of an MS Excel based Summary of Expenditures report document.
- Quarterly Filing (by calendar quarters) is REQUIRED. Monthly filing is allowed.
- Quarterly Filing is due by 15th of the month following the end of the quarter. If you don't file within 30 days your grant 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.
- Federal and match (if applicable) expenditures must be documented in your files.
- Documentation for expenses does not need to be included with filing, however all documentation must be retained for a period of at least three years from the final end date of the grant.
- Program income if generated must be included on each expenditure report, showing both earned and expended program income.

D. Annual Audit

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

II. Programmatic Issues

A. On or Off Site Monitoring

- Each grant-funded project will receive either an on or off-site monitoring visit every other year, for most programs, which will be scheduled for a mutually convenient date and time. That site monitoring visit may be conducted either on-site or using an off-site monitoring document.

B. Annual Performance Report

- Annual Progress Reporting is required.