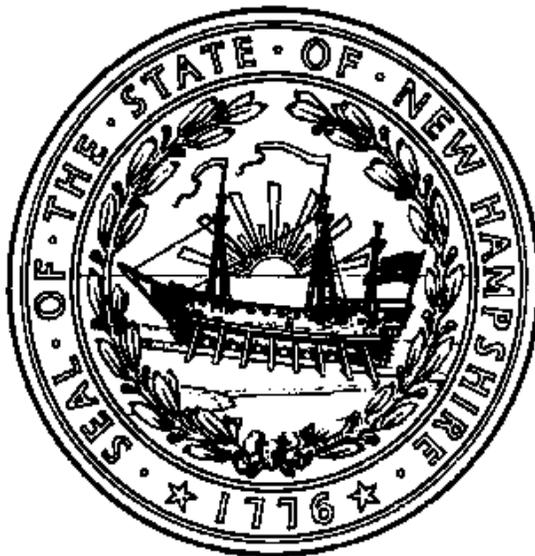


# STATE OF NEW HAMPSHIRE



## DEPARTMENT OF JUSTICE

**Joseph A. Foster**  
**Attorney General**

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

**Application Instructions and Solicitation**  
**Fiscal Year 2015**

## **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 pt.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 42 U.S.C. §3796gg(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**

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**

##### **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 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 ninety-days (90) of the Grant 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 grant 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 factual 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 (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.

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

### 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 to continue 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.

### 4. Program Management/Administrative Capabilities (5 Points)

This section should clearly describe the capabilities of the applicant agency in regards to their ability to management 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

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 grants 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 grant funds and must be expended within the grant period. 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:**

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

**$\$466,667 \times 25\% = \$116,667$  Required Match**

#### MATCH REQUIREMENT FOR STOP FORMULA GRANTS

In accordance with 42 U.S.C. § 13925 (b)(1) – 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 grant 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 amount 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 see the 2013 OVV Financial Grant Management Guide emailed to you with this application for further details.** Also available at <http://www.justice.gov/sites/default/files/ovv/legacy/2013/04/25/ovv-fgmg.pdf>

#### **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 VAWA 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](http://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 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: Applicant agencies requesting indirect costs must have an approved federal indirect cost rate, a copy of which must be submitted with this application.

#### 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

Budget Detail Totals:

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.

**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 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)**

VAWA Program Guidelines and Conditions are attached as Appendix A. If VAWA 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 completely and fully understand your responsibilities as they apply before signing. Applicant modifications to these documents will void any awards made.

**B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (due with award)**

The Debarment Certification form is attached as Appendix B. 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 government wide 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 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-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 grant 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 Award)**

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)**

Acknowledgement 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 (1/1/2015 to 12/31/2015). 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 February 10, 2016.

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.
- c) finally, please email your report to me by February 20, 2016. (No paper forms will be accepted).

Locate the form at

<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. 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 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.
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.

## **K. SUBMISSION**

Please submit your completed application electronically to me by **December 29, 2014**, 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 Susan Dearborn at 271-8091 or email: [susan.dearborn@doj.nh.gov](mailto:susan.dearborn@doj.nh.gov). For general grant information you may access our Webpage at [www.doj.nh.gov](http://www.doj.nh.gov). Thank you for your interest in providing services to women in NH who are victims of violent crimes.

# APPENDIX A

## PROGRAM GUIDELINES AND CONDITIONS

## VAWA 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 STOP Violence Against Women formula grant funds, 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 comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide available 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 ninety (90) days following the grant award date or provide a letter to this office outlining their reasons for delay. Grant programs not started within (90) days of the original grant award date are subject to automatic cancellation of their grant funding.
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 Violence Against Women Program grant funds will be expended only for purposes and activities covered within the subgrantees approved application.
5. The subgrantee agrees to provide information on the program supported with Violence Against Women 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 (paper or electronic) related to this Violence Against Women 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.
7. The subgrantee agrees to maintain detailed time and attendance records for personnel positions partially or fully funded with Violence Against Women grant program funding.

## **VAWA PROGRAM GUIDELINES AND CONDITIONS**

8. The subgrantee agrees that all Violence Against Women Program grant funds will be expended only 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 or budget changes or the subgrant start and/or ending dates, which were set forth in the subgrantee's application.

9. Equipment purchased with Violence Against Women Program grant funds shall be inventoried by the subgrantee. The inventory must include the item description, serial number, cost, location, and percentage of federal Violence Against Women Program grant funds expended on the item.

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

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

12. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Executive Order 13279 (Equal Protection of the laws for Faith-based and Community Organizations); Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39, and Department of Justice Equal Treatment Regulations, 28 CFR Part 38. Additional information available at <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>

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 7<sup>th</sup> 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](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.

## **VAWA PROGRAM GUIDELINES AND CONDITIONS**

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 7<sup>th</sup> 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](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](http://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.

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 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

## **VAWA PROGRAM GUIDELINES AND CONDITIONS**

21. All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by subgrant No. \_\_\_\_\_ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication, program or exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women.

22. 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.

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. State or local prosecution, law enforcement, and courts must have consulted with their local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

26. If your program charges for services, (e.g. visitation centers) the subgrantee agrees that there must be a sliding scale based on client income. Any and all program income generated may only be expended on grant allowable activities within the current grant funding cycle and subgrantee shall provided that information to the NH Department of Justice on a quarterly basis utilizing a program income statement.

27. The subgrantee agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence, and/or stalking curriculum for primary or secondary schools. The subgrantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

## **VAWA PROGRAM GUIDELINES AND CONDITIONS**

28. 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 have additional requirements to register with the NH Secretary of State's office dependent upon the structure of your organization. See <http://doj.nh.gov/site-map/charities.htm>

29. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OVW). The recipient also agrees to comply with applicable restrictions on sub-awards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office on Violence Against Women web site at <http://www.ovw.usdoj.gov/docs/sam-award-term.pdf> (Award Condition: Registration with the System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

30. 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 grantees 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.

31. 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.

32. The grantee 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.

**VAWA PROGRAM GUIDELINES AND CONDITIONS**

33. The grantee agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the grantee. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this Grant Program (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed or will complete training in connection with domestic violence, stalking or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a State, local, territorial, or tribal domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate State, local, territorial and tribal law enforcement officials; (3) any person or organization providing legal assistance through this Program has informed and will continue to inform State, local, territorial or tribal domestic violence, dating violence, stalking or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work; and (4) the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, stalking or child sexual abuse is an issue.

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Name and Title of Authorized Representative

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Signature

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Date

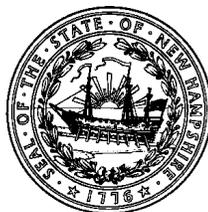
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Name and Address of Agency

# 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.

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Name and Title of Authorized Representative

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Signature

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Date

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Name and Address of Agency

# APPENDIX “C”

## CERTIFICATION OF COLLABORATION Due with Application

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 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: \_\_\_\_\_

# APPENDIX “D”

## SUBGRANT INFORMATION SHEET

PLEASE KEEP THIS INFORMATION IN YOUR  
FILE

## 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 grant funds must be expended or obligated (via purchase order, contract, etc.) by 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.

#### 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. 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.
- Documentation for expenses does not need to be submitted with you expenditure report, however you must maintain backup documentation for all expense which include 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. Annual Site Monitoring Visit

- Each federally funded project will receive a 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. Grantees 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 February 10, 2015. **PLEASE ENSURE THAT YOU ARE REPORTING ON WHAT IS ACCOMPLISHED BY THE GRANT FUNDED POSITION(S) ONLY AND NOT STATISTICS THAT REFLECT THE ACTIVITY OF YOUR FULL AGENCY OR DEPARTMENT.**

# APPENDIX “E”

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

**To be submitted if you are awarded funding. Please review at this time.**



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

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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, or 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's or guardian's consent, the minor or person with a guardian may release information without additional consent.

**(C) Release**

If 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 acknowledgement 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, 10<sup>th</sup> Floor, Washington, DC 20530.

# APPENDIX “F”

## APPLICATION CHECKLIST

## APPLICATION CHECKLIST

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

### Documents/Attachments due with the application:

- Cover Page
- Application Narrative (With Additional Sheets If Necessary)
- Budget Itemization
- Budget Narrative
- Audit Report and Management Letters (Electronic copy or web link)
  - Check if a paper copy is being mailed separately. (Electronic copy not available)
  - Check if Organization does not have an Audit.
- Agency Board Of Directors & IRS 990 Tax Form (Non-Profits Only)
- Program Income Collection and Reporting Plan (If Applicable)
- Effective Practice Form (If Applicable)
- DUNS Number and SAM Registration Completed
- Statement of Collaboration With Victim Service Agency
- Application Checklist

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

- Signed VAWA Program Guidelines and Conditions
- Signed Certification Regarding Debarment, Suspension Ineligibility, And Voluntary Exclusion
- IRS 501(C)(3) Determination Letter (Non-Profits Only)
- EEOC Certification Form Completed and Submitted
- Acknowledgement of Notice of Statutory Requirement (Confidentiality and Privacy).