Grant Application

Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219 **Attachment 1**

Grant Program:	**Sexual Assault Services Program (SASP)**
Applicant:	**Your Agency Here** **SAMPLE APPLICATION**
Jurisdiction(s) Served:	**Counties of A, B, and C**
Program Title:	**Your Agency Here**
Grant Period	☒ **July 1, 2011 – June 30, 2012**
Anticipated Expenditure Period:	**July 1, 2011 through December 31, 2011**
Type of Application:	☒ New ☐ Continuation of grant # **Congressional District**: 2

	Project Director	**Project Administrator**	**Finance Officer**
Name:	**Person 1**	**Person 2**	**Person 3**
Title:	**Please provide all requested information**	**Please provide all requested information**	**Please provide all requested information**
Address:	**Address 1** **Address 2** **Address 3**	**Address 1** **Address 2** **Address 3**	**Address 1** **Address 2** **Address 3**
Phone:	**Etc.**	**Etc.**	**Etc.**
Fax:	**Etc.**	**Etc.**	**Etc.**
E-mail:	**Etc.**	**Etc.**	**Etc.**

Signature of Project Administrator: Administrator Signs Here

Brief Project Description:

EXAMPLE (Modify as appropriate): SASP funds will support 503.25 victim advocate staff hours. It is anticipated that between July 1 2011 and December 31, 2011 (or a different timeframe chosen by applicant) the funded victim advocate will provide direct services to 25 new adult victims of sexual assault. Services will include: crisis intervention, personal advocacy (medical and criminal justice), short term counseling, and information and referrals. SASP grant funds will be used to supplement existing funds and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of sexual assault. For example, SASP funds will result in an increase in the total number of staff hours devoted to the provision of services to victims of sexual assault by this agency.

Project Budget Summary	**DCJS Funds**		**Total**
	Federal 100%	**State 0%**	
Personnel	$7,812	$NA	$7,812
Consultants	$NA	$NA	$NA
Travel/Subsistence	$	$NA	$
Equipment	$ N/A	$NA	$NA
Indirect Costs	$NA	$NA	$NA
Supplies/Other Operating Expenses	$	$NA	$
Totals:	$	$NA	$
Grand Total: $7,812			

B. Budget Category Itemization

1. Personnel/Employees

a. Names of Employees	Position Titles	Annual Salary/ Hourly Rate	Hours Devoted	DCJS FUNDS FEDERAL 100%	STATE `0%	TOTAL
Kathleen Smith	Victim Advocate	30,000/ 14.42	503.25	7257	N/A	7257
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
			TOTAL:	7257	N/A	7257
b. Fringe Benefits						
FICA % =7.65				555	N/A	555
Retirement =					N/A	
Other (itemize) =					N/A	
			TOTAL:	555	N/A	555
			TOTAL PERSONNEL (a + b):	7812		7812

2. Consultants

a. Individual Consultants Type:	N/A	N/A	
Hours Devoted:	N/A	N/A	
TOTAL:	N/A	N/A	N/A
b. Organizations & Associations Type:	N/A	N/A	
Fee:	N/A	N/A	
Time Devoted:	N/A	N/A	
TOTAL:	N/A	N/A	N/A
c. Consultants' Subsistence and Travel Number of Days:	N/A	N/A	
Rate/Day:	N/A	N/A	
TOTAL:	N/A	N/A	N/A
TOTAL CONSULTANTS (a + b + c)	NA	NA	NA

3. Travel and Subsistence for Project Personnel

a. Local Mileage _____ X _____ per mile		N/A	
b. Non-local Miles _____ X _____ per mile		N/A	
c. Subsistence _____days X _____ per day		N/A	
d. Air or other fares _____		N/A	
TOTAL TRAVEL:		N/A	

4. Equipment				DCJS FUNDS		
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL 100%	STATE 0%	TOTAL
				N/A	N/A	
				N/A	N/A	
				N/A	N/A	
				N/A	N/A	
				N/A	N/A	
				N/A	N/A	
			TOTAL EQUIPMENT:	N/A	N/A	
5. Supplies and Other Expenses						
Type	Quantity	Price			N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
			TOTAL SUPPLIES AND OTHER:		N/A	
6. Indirect Costs				N/A	N/A	N/A
				N/A	N/A	N/A
			TOTAL INDIRECT COST:	N/A	N/A	N/A
GRAND TOTAL:				7812	N/A	7812
Cash funds from sources other than grant program supporting this project - (itemize). (Do not add to requested Project Budget Summary accounts.)						
			TOTAL:			

Sample Budget Narrative

Requested SASP funds will be used to provide wages and FICA for our Victim Advocate, Kathleen Smith. It is anticipated that SASP funds will cover wages for approximately 503.25 staff hours between July 1 and December 31, 2011. An itemization of grant funded personnel expenses appears below

Name	Title	Annual Salary
Kathleen Smith	Advocate	$30,000

Hourly rate: $30,000 ÷ 2,080 hours = $14.42 per hour

Grant funded hours requested: 503.25 hrs. x $14.42 hr. = $7,257

Fringe Benefits:

FICA @.0765 of wages - requested at $555

Total personnel request = $7,812

SAMPLE Project Description

A. Description of Activities
See Brief Project Summary.

B. Service Objectives Targets
See attached completed Sexual Assault Services Target Form.

C. Other Program Objectives
None.

D. Additional Requirements
Please see the attached completed and signed copies of the "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

Attachment 2

SASP Sexual Assault Service Objectives Targets Form

Number of victims to be served by program 7/1/2011 – 6/30/2012 ___25____

List the annual target number of victims to whom services will be provided next to each service objective.

2011 Annual Targets	Service Objectives
15	1. Crisis Intervention
	2. Personal Advocacy
10	A. Medical
5	B. Criminal Justice
	3. Short-term Support Services (e.g. counseling)
15	A. Individual
5	B. Group
25	4. Information and Referrals

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant gives assurances and certifies with respect to the grant for which it is applying that it will comply with the following requirements in the event that the grant is awarded:

1. The applicant will comply with all provisions of the federal Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, applicable to the Sexual Assault Services Program (SASP), the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition. Additionally, the applicant will comply with the Department of Criminal Justice Services' (DCJS) program guidelines and grant conditions.

2. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Criminal Justice Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.

3. REPORTS: The applicant agrees to submit such reports as the DCJS shall reasonably request. Financial reports shall be submitted to the DCJS on the 12th **state business** day following the close of each quarter, until a final financial report is filed. Progress reports shall be submitted semi-annually.

4. INSPECTION AND AUDIT: The applicant agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments." In conjunction with the beginning date of the award, the audit report period of the government entity to be audited under the single audit requirement is the start-date of the project through the end-date of the project as noted on the Statement of Grant Award/Acceptance. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report. A copy of all audits must be forwarded to the DCJS.

5. The applicant will comply, where applicable, with the following:

   - Civil Rights Compliance;
   - Confidentiality and Human Subjects Protections regulations;
   - Anti-Lobbying Act;
   - Financial and Government Audit Requirements;
   - National Environmental Policy Act (NEPA) compliance;

- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer Financial Guide;
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

6. POLITICAL ACTIVITY: The restrictions of the Hatch Act, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.

7. DISCRIMINATION PROHIBITED: No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or subgrant supported or benefiting from the grant. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 et. seq.. The applicant must further comply with Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulations; the Age Discrimination Act of 1973, as amended, and its implementing regulations and Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act (ADA)(1990); (42 USC. 12131-12134 & 28 CFR 35)

8. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM: The applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulation, no Equal Employment Opportunity Program is required.

An applicant organization having 50 or more employees and receiving amounts of $500,000 or more, or grants which in the aggregate exceed $500,000 or more, in any fiscal year must submit a copy of its Equal Employment Opportunity Plan (EEOP) to the DCJS for review. For continuation grant funding that exceeds this amount in any fiscal year, the applicant must submit a statistical update from the previous years plan.

9. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the DCJS.

10. RELEASE OF INFORMATION: All records, papers and other documents kept by recipients of DCJS funds, and their contractors, relating to the receipt and disposition of such funds, are required to be made available to the DCJS. These records and other documents submitted to DCJS and its applicants pursuant to other provisions of the Act, including plans and application for funds, are required to be made available to DCJS under the terms and conditions of the Federal Freedom of Information Act, 5 USC 552.

11. INFORMATION SYSTEMS. With respect to programs related to criminal justice information systems, the applicant agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of the integrity and accuracy of data collection. The applicant further agrees:

    a. That all computer programs (software) developed with funds provided by this grant will be made available to the DCJS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.

    b. To provide a complete copy of the computer programs and documentation, upon request, to the DCJS. The documentation will include but not be limited to system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.

    c. That whenever possible all application programs will be written in standardized programming languages (i.e., ANSI, COBOL, FORTRAN, BASIC, etc.) for use on general operating systems (e.g., DOS, CP/M, UNIX, etc.) that can be utilized on at least three different manufacturer's computers of similar size and configuration.

d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Department of Criminal Justice Services should be contacted to determine availability of software prior to any development effort.

12. CONFIDENTIALITY OF RESEARCH INFORMATION: Research information identifiable to an individual, which was obtained though a project funded wholly or in part with DCJS grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

13. CRIMINAL INTELLIGENCE SYSTEMS OPERATING POLICIES: The applicant agrees to be in compliance with all policies as expressed under the Code of Federal Regulations, 28 CFR 23, concerning the operation of criminal intelligence systems supported with grant funds.

14. COPYRIGHT: Except as otherwise provided in the conditions of the award, the author is free to arrange for copyright without approval when publication or similar materials are developed from work under a DCJS supported project. Any such copyright materials shall be subject to the DCJS's right to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so for government purposes. In addition, communications in primary scientific or professional journals publishing initial reports or research or other activities and supported in whole or in part by the DCJS project funds may be copyrighted by the journal with the understanding that individuals are authorized to make or have made by any means available to them, without regard to the copyright of the journal, and without royalty, a single copy of any such article for their own use. State employees who develop copyrights during work hours, or within the scope of their employment, or when using state-owned or state-controlled facilities, the copyrights vest in the Commonwealth.

15. PATENTS: If any discovery or invention arises or is developed in course of or as a result of work performed under this grant, the applicant shall refer the discovery or invention to DCJS. The applicant hereby agrees that determination of rights to inventions made under this grant shall be made by the DCJS or its duly authorized official representative, who shall have the sole and exclusive powers to determine whether or not and where patent application should be filed and to determine the disposition of all rights in such inventions, including title which may issue thereon. The determination of the DCJS, or its duly authorized representative shall be accepted as final. In addition, the applicant hereby agrees and otherwise recognizes that the DCJS shall acquire at least an irrevocable non-exclusive royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The grant shall include

provisions appropriate of effectuating the purpose of this condition in all contract of employment, consultant's agreements, or contracts.

16. The applicant assures that funds made available under this grant will be used to enhance or expand services and will not be used to supplant nonfederal funds that have been appropriated for the purpose of providing services to victims of sexual assault..

17. Confidential expenditures for services, evidence and/or information must comply with the requirements stated in the Administrative Guide and Application Procedures Manual, Chapter 5, entitled Confidential Funds.

18. BIO MEDICAL EXPERIMENTATION: The applicant assures that no grant funds will be used for any bio-medical or behavior control experimentation on individuals or any research involving such experimentation.

19. Any publications (written, visual or sound) whether published at the recipients or the governments expense shall contain the following statements:

    This project was supported by the Department of Criminal Justice Services (DCJS) award no. (DCJS grant no.) from funds made available to Virginia by the Office on Violence Against Women, U.S. Department of Justice.

    The opinions, findings, conclusions or recommendations expressed are those of the authors and do not necessarily reflect the views of DCJS or the U.S. Department of Justice.

20. The applicant currently receives DCJS funding supporting sexual assault services through the Sexual Assault Grant Program (SAGP) and is, or will be, a local non-profit non-governmental program prior to receiving these grant funds.

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, applicable to the Sexual Assault Services Program (SASP), and all other federal and state laws and guidelines that apply to this award.

_____

Authorized Official

_____ Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69. "New Restriction's on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grantor cooperative agreement over $100,000 as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions:

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements1 and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBIUTY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and Implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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

As required by the drug-Free Workplace Act of 1988, and implemented at 28 CFR Parts 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620---

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

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

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

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

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

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

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

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

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

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

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

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice. Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington. D.C. 20531. Notice shall include the identification number(s) of each affected grant;

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

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

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

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

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

_____

_____

_____

Check ☐ if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP form 4061/7.

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620---

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs. ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

_____

2. Application Number and/or Project Name

3. Grantee IRS/Vendor number

_____

4. Typed Name and Title of Authorized Representative

_____

5. Signature

6. Date

_____