


## STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia

<b>CESF Non-Profit Organizations</b>		
Subgrantee: The Genieve Shelter DUNS Number: 111587148                      DCJS Grant Number: 20-A5228CE20 Grant Start Date: 01/20/2020                      Grant End Date: 09/30/2021		
Federal Grant Number: 2020-VD-BX-0141 Federal Awardee: OJP Federal Catalog Number: 16.034 Project Description: To support a broad range of activities to prevent, prepare for, and respond to the coronavirus. Federal Start Date: 1/20/2020		
Federal Funds: <b>\$50,000</b> State General Funds: \$ State Special Funds: \$ Agency Match: \$ _____  Total Budget: <b>\$50,000</b>		
Project Director	Project Administrator	Finance Officer
Ms. Marleisa Montgomery Executive Director The Genieve Shelter 2480 Pruden Boulevard, Ste. A Suffolk, VA 23434 (757) 925-4365 genievemm@earthlink.net	Ms. Nora Butler Board President The Genieve Shelter 2480 Pruden Boulevard, Ste. A Suffolk, VA 23434 (757) 925-4365 genieve88@earthlink.net	Ms. Vicky Davis Finance Officer The Genieve Shelter 2480 Pruden Boulevard, Ste. A Suffolk, VA 23434 (757) 925-4365 genieve88@earthlink.net

**\*Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature:   
 Authorized Official (Project Administrator)

Title: President of Board

Date: September 14, 2020

**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 Restrictions 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 agreements and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY 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.

I. Grantee Name and Address: The Genieve Shelter  
2480 Pruden Blvd, Suite A, B  
Suffolk, VA. 23434

The Genieve Shelter – Domestic Violence Prevention and Services  
20A5228CE20

54-1463053

2. Application Number and/or Project Name

3. Grantee IRS/Vendor number

Nora Butler, Board of Directors President

4. Typed Name and Title of Authorized Representative

5. Signature 

6. Date 



## Virginia Department of Criminal Justice Services

### Sub-Grantee Questionnaire

Locality Name: The Genieve Shelter

Grant Number: 20-A5228CE20

	Applicant's Response
1. Did your organization expend more than \$750,000 in Federal awards during your latest fiscal year?	No
1b IF YES, did your organization have a Single Audit conducted in accordance with 2 CFR 200 Subpart F – Audit Requirements for that fiscal year?	No
1c Date Single Audit was uploaded to Federal Clearing House	
2. If your organization did not meet the threshold for a Single Audit, was there an independent financial statement audit performed during the prior two years?	YES
2a Date of last audit	5/2018 , Current audit is pending completion.
3. Does your organization have an accounting/financial management system in place that meets the standard of accurately recording and tracking the receipt and expenditure of awarded funds (including any required match).	Yes
4. Does your organization have previous Federal grant management experience in the past 5 years?	Yes
4a IF YES, which federal grants did your organization receive?	DCJ's - V-Stop Grant & VOCA/ VSGP DHCD- Rapid Housing Grant EFSP- FEMA funding VHSP funding
5. In the past 12 months, has there been any new turnover or vacancies of the three positions listed on the Face Sheet of the Grant (Project Administrator, Project Director, or Finance Officer)?	NO
5a IF YES, list positions and dates.	
6. Has your Agency/Locality registered in the Federal System for Award Management (SAM)?	Yes

## THE GENIEVE SHELTER

### Revised BUDGET NARRATIVE CESF 2020-2021

#### Personnel

##### **Salaries & Benefits \$34,706**

We are requesting \$34,706.00 to hire a new, part-time Residential Assistant and Community Educator to provide a variety of supportive services, shelter options and supplies which will reduce the exposure and risk of COVID-19 to domestic violence survivors. The \$34,706 represents the current salaries and benefits for two positions.

Approximately 160 hours of will be devoted to providing these services to the survivors. We will pursue additional funding for the position to increase it to a full-time position.

##### **Travel & Subsistence \$1908.00**

**Local mileage** reimbursement is projected at an average of 250 miles per month at 54 cents per mile for during the grant cycle. This mileage is projected to accompany out of town travel for training purposes and outreach travels to disseminate materials to DV/SV survivors living in the rural underserve areas that we serve.

**Subsistence** reimbursement is projected for a total of 6 days at a projected daily cost of \$48 per day. This subsistence expense will occur as a result of local and out of town trainings for meal reimbursement for a total expense of \$288.

### **Supplies and Other Expenses \$1500**

To disseminate educational materials and resources on the precautions to prevent COVID-19, the agency will update our DV/SA educational brochures to include (COVID-19 educational information and practice drills for families to practice social distancing and hand washing drills. We will purchase 10,000 brochures @ \$569.00 and we will print COVID flyers to give out to victims and survivors that we serve in shelters, motels, and during community outreach events. We will purchase 10 cases of paper to print over 25,0000 flyers @ \$329.90 and other educational materials. Also, we purchase 6 ink cartilages for the printer@ \$601.00

### **Supplies \$886.00**

We will purchase COVID-19 PPE's supplies and cleaning supplies to promote sanitize clean environment at the emergency shelter, children's center and the resource center.

**Training Education Events \$1500** During community outreach, the Community Educator will promote healthy safe tips and prevention educational materials on COVID pandemic. In recent weeks, there has been a surge in COVID positives cases. The numbers have increased by 10% in the rural areas that we serve. Our agency did not realize how many households were lacking internet access in the rural communities that we serve, until the children needed virtual learning for home schooling. Therefore, we discovered they're without information such as the CDC's COVID health reports and links to free resources in the rural communities. By

providing the printed COVID resources and information to give away to the families, will hopefully, provide households some with knowledge of ways to stay safe and healthy during the COVID pandemic. In the trainings we will disseminate COVID education materials which will include testing sites and dates, masks, small bottles of hand sanitizer, and thermometers. The prepared kits will cost about \$8 per kit. We will purchase 167 kits with the CESF funding and will continue to purchase more when additional funding is available.

**Professional Janitorial Services \$9500** The health and safety of our clients and staff is vital, we have strictly adhered to the recommendations on sanitation put forth by the CDC. We have had to increase our janitorial services to include routine deep cleaning with a special focus on high-touch surface areas at our administrative office, emergency shelter and community center.

**Total expenses \$13,386**