



Grant Application

Grant Program:	Sexual Assault Services Program (SASP)	Congressional District(s)	7 th District
Applicant:	Hanover Safe Place	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	31-1415701	Best Practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served and Zip Codes:	Hanover Co and Town of Ashland. Includes 23005, 23111, 23116, 23069, 23015, 23059, 23192, 23197, 23047, 23146. Secondary service area is Greater Richmond Region		
Program Title:	Sexual Assault Services	Certified Crime Prevention Community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Period:	Calendar Years 2017, 2018, 2019 (1/1/17-12/31/19)	DUNS NUMBER:	01-173-5628
Type of Application:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of SASP Grant Number: <u>16-G2212SP15</u>		<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban

	Project Director	Project Administrator	Finance Officer
Name:	Stacie Francis	Kristy Porterfield	Sheree Hedrick
Title:	Development & Communications Coordinator	Board President	Executive Director
Address including Zip+4:	629A N. Washington Highway Ashland, VA 23005-1326	8112 Mill Pond Road Mechanicsville, VA 23111-6464	629A N. Washington Highway Ashland, VA 23005-1326
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Signature of Project Administrator:

Brief Project Description:

The SASP funds will support 416 victim advocate staff hours. It is anticipated that between January 1, 2017 and December 31, 2017 the funded victim advocate will provide direct services to 30 new adult/adolescent victims of sexual assault. Services will include: crisis intervention, personal advocacy (medical) and information and referrals. SASP grant funds will be used to supplement existing funds and will not supplant funds that have been appropriated for the purpose of providing services to victims of sexual assault. The 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. From January 1, 2016 through June 30, 2016, HSP served 13 victims.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel				11,638
Consultants				
Travel				0
Equipment				
Supplies/Other				0
Indirect Costs				0
TOTAL Requested				11,638

Sexual Assault Services Program CY2017 Budget

Budget Category Itemization				Attachment 2
1. Personnel/Employees				
a. Names of Employees	Annual Salary Rate	Hourly Salary Rate	Hours Devoted	Amount Requested
Patty Hall	49,000	0	416	9800.00
	0	0	0	0.00
	0	0	0	0.00
	0	0	0	0.00
Total section a:				9800.00
b. Fringe Benefits		Percentage/Rate	Total	
FICA = 7.65%		7.65%	749.7	749.70
Other (Itemize) = 16% of total yearly Health Insurance		0	0	1088.30
Other (Itemize) =		0	0	0.00
Other (Itemize) =		0	0	0.00
Total section b:				1838.00
TOTAL PERSONNEL (a+b):				11638.00
2. Consultants: Not funded for this grant program				
3. Travel and Subsistence for Project Personnel				
a. Local Mileage _____ x _____ per mile =			0	0.00
b. Non-local Mileage _____ x _____ per mile =			0	0.00
c. Subsistence (lodging, meals) _____ days x _____ per day =			0	0.00
d. Other travel costs (itemize): _____ =			0	0.00
TOTAL TRAVEL:				0.00
4. Equipment: Not funded for this grant program				
5. Supplies and Other Expenses				
Type	Quantity	Price		
	0	0		0.00
	0	0		0.00
	0	0		0.00
TOTAL SUPPLIES & OTHER EXPENSES:				0.00
6. Administrative / Indirect Costs				
	Indirect Cost Rate	Total Project Budget		
	0	0		0.00
TOTAL INDIRECT COSTS:				0.00
GRAND TOTAL:				11638.00
<i>Cash/In-Kind Support (Do not add to requested Project Budget Summary accounts.)</i>				
				0.00
Total Cash/In-Kind Support:				0.00

**Sexual Assault Services Program
CY2017-2019
CY2017 Budget Narrative**

Personnel	\$11,638.00
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Requested SASP funds will be used to provide wages, FICA and health insurance for our Community Engagement and Volunteer Services Coordinator Patty Hall.

Community Engagement and Volunteer Services– Patty Hall

- Annual Salary: 49,000
- Hourly Rate: $49,000/2,080 = \$23.56$ per hour
- Grant Funded hours requested: $416 \times \$23.56$ per hour = 9,800
- Total Fringe Request: FICA @ 7.65% = 749.70 and 16% of yearly Health Insurance Costs = \$1,088.30 for a total fringe of \$1,568.00

Salary	\$9,800
Fringe	\$1,568
	\$11,638

Patty Hall will execute the responsibilities of providing support to the R-HART (Regional Hospital Accompaniment Response Team) Program. Currently 20% or 416 hours of the Community Engagement and Volunteer Services (CEVS) position are dedicated to support the Sexual Assault Program by training and supervising hospital accompaniment volunteers who are our Front-Line for oncall to 6 hospitals in the Richmond region who provide services to survivors of sexual assault

The Community Engagement and Volunteer Services staff member works alongside of the staff in answering the 24-hour hotline, assisting with service delivery to victims of sexual assault and the provision of educational presentations. Additionally the CEVS is one of two staff members responsible for the planning, implementation, maintenance, and evaluation of Hanover Safe Place's part in our regional hospital response program R-HART.

Travel/Subsistence	\$0
Supplies/Other Operating Expenses	\$0
Total	\$11,638

Sexual Assault Services Program (SASP) Project Description Form Calendar Years 2017, 2018, 2019

1. Project Purpose Areas

Check all purpose areas below that apply to activities to be supported with SASP grant funds during the grant period (1/1/2017–12/31/2019).

Check ALL that apply	Purpose Areas
<input checked="" type="checkbox"/>	24-hour hotline services providing crisis intervention and referral
<input checked="" type="checkbox"/>	Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings
<input checked="" type="checkbox"/>	Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members
<input checked="" type="checkbox"/>	Information and referral to assist the sexual assault victim and family or household members
<input type="checkbox"/>	Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities
<input type="checkbox"/>	The development and distribution of materials on issues related to the services described above (<i>complete Question 2 below</i>)

2. Informational Materials

If you checked the last purpose area above ("The development and distribution of materials on issues related to the services described above"), you must complete the following:

	Yes	No
Will SASP grant funds be used to develop or substantially revise informational materials (e.g., outreach materials, promotional products, website content) during the grant period?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will SASP grant funds be used to distribute informational materials (e.g., outreach materials, promotional products, website content) during the grant period?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Briefly describe the informational materials to be developed, substantially revised, or distributed:

3. Victims to be Served

List the total number of victims to be served using SASP grant funds during each calendar year.

Calendar Year 2017: 30
 Calendar Year 2018: 33
 Calendar Year 2019: 36

4. Victims Services

List the number of victims to be served using SASP grant funds for each service below. Note that all services may not apply to your specific SASP-funded project.

Type of Service	Number of victims CY17	Number of victims CY18	Number of victims CY19
Civil legal advocacy/court accompaniment (Assisting a victim/survivor with civil legal issues including preparing paperwork for a protection order, accompanying victim/survivor to a protection order hearing, or other civil court proceeding. Does not include advocacy by attorneys and/or paralegals.)	0	0	0
Counseling services/support group (Short-term individual or group counseling or support.)	0	0	0
Criminal justice advocacy/court accompaniment (Assisting a victim/survivor with criminal legal issues; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.)	0	0	0
Crisis intervention (A process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, include crisis intervention that occurs in person and/or over the telephone.)	30	33	36
Employment counseling (Actions designed to assist a victim/survivor in obtaining employment, e.g., skills training, job searches, resume-writing, job interviews, and preservation of employment.)	0	0	0
Financial counseling (Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, filing tax returns, etc.)	0	0	0
Hospital/clinic/other medical response (Accompanying a victim/survivor to, or meeting a victim/survivor at a hospital, clinic, or medical office.)	30	33	36
Job training (Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.)	0	0	0
Language services (Interpretation, translation)	0	0	0
Material assistance (Providing victims/survivors with clothing, food, personal items, etc.)	0	0	0
Transportation (Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation.)	0	0	0
Victim/survivor advocacy (Actions designed to help the victim/survivor obtain needed support, resources, or services including employment, housing, shelter services, health care, victims' compensation, school/education, etc.)	30	33	0
Other (specify):			

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal funds administered by DCJS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. 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.
2. **REPORTS:** Each applicant shall submit such reports as the DCJS shall reasonably request. Financial and progress reports shall be submitted to the DCJS on the **12th working day** following the close of each quarter unless otherwise informed.
3. **GRANT CLOSEOUT:** The last quarterly report of a project using federal funds must indicate any unpaid obligations, which exist at the expiration of the grant. The applicant has 90 days to liquidate any unpaid obligations and submit a final financial report.
4. **UNUSED FUNDS:** Any funds that have been requested, but unexpended at the end of the grant period will be refunded by check made payable to the **Treasurer, Commonwealth of Virginia**, and will accompany the final financial report when it is submitted to DCJS. (Most state agencies must use DPB form 27 and an IAT to return unused grant funds.) The check should be mailed to the attention of the Finance Department, Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA, 23219.
5. **INSPECTION AND AUDIT:** The applicant agrees to comply with the organizational audit requirements of OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Institutions." In conjunction with the beginning date of the award, the audit report period of the local 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 Finance Department, Department of Criminal Justice Services.
6. The applicant will comply, where applicable, with the following:
 - National Environment Policy Act of 1969 (42 U.S.C. § 4321);
 - Flood Plain Management and Wetland Protection Procedures (28 CFR 63);
 - National Historic Preservation Act (16 USC 470);
 - Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. (42 U.S.C. § 4601 et seq.);
 - Clean Air Act, P. L. 88-206, 42 USC 1857, et seq;
 - Safe Drinking Water Act, P. L. 93-523, 42 USC 3001, et seq;
 - Endangered Species Act of 1973, P. L. 93-205, 16 USC 1531, et seq;

- Wild and Scenic Rivers Act, P. L. 90-542, 16 USC 1271, et seq;
 - Fish and Wildlife Coordination Act, P. L. 85-624, 16 USC 661, et seq;
 - Historical and Archaeological Data Preservation Act, P. L. 93-291, 16 USC 2469, et seq;
 - Coastal Zone Management Act of 1979, P. L. 92-583, 16 USC 1451, et seq. and the Coastal Barrier Resources Act of 1982 (P.L. 97-348);
 - Animal Welfare Act of 1970, P. L. 91-579, 7 USC 2131, et seq;
 - Impoundment Control Act of 1974, P. L. 93-344, 31 USC 1401, et seq; and
 - The Fair Labor Standards Act, if applicable.
7. **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.
8. **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 11 of the Americans with Disabilities Act (ADA)(1990); (42 USC. 12131-12134 & 28 CFR 35).
9. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:** Each applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms to the provisions of 28 CFR Section 42.302 or that in conformity with the foregoing regulation; no Equal Employment Opportunity Program is required.
- The applicant organization having 50 or more employees who would receive 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 their Equal Employment Opportunity Plan (EEO Plan) to the DCJS for review. For continuation grant funding that exceed these amounts in any fiscal year the applicant must submit a statistical update from the previous year's plan.
10. 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.

11. **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.
12. **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:
 - 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.
 - 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.
 - 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 manufacturers computers of similar size and configuration.
 - 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.
13. **CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained through 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).
14. **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 funded with DCJS funds.
15. **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

16. **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 contracts of employment, consultant's agreements, or contracts.
17. The applicant assures that funds made available under this grant will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for drug law enforcement activities.
18. Confidential expenditures for services, evidence and/or information must comply with the requirements stated in the Administrative Guide and Application Procedures Manual.
19. **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.
20. The applicant agrees to complete a **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**, prior to finalizing any financial agreements pursuant to 28 CFR 67.510 (Code of Federal Regulations). This includes consultants under any award.
21. The applicant must state the percentage of the total cost of this program supported by federal funds and the dollar amount of federal funds for this program. This statement shall be on all press releases, requests for proposals; bid solicitation and other documents describing the program whether funded in-whole or in-part with federal funds.
22. The grantee agrees that any publication (written, visual, or sound, but excluding press releases newsletters, and issue analyses) issued by the grantee or by any Applicant describing programs or projects funded in-whole or in-part with Federal Funds, shall contain the following statement:

This project was supported by the Department of Criminal Justice Services (DCJS) grant # _____, with funds made available to the Commonwealth of Virginia from the Office of _____, U.S. Department of Justice.

Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Virginia Department of Criminal Justice Services or the United States Department of Justice.

The applicant also agrees that one copy of any such publication will be submitted to the DCJS to be placed on file and distributed as appropriate to other potential applicants or

interested parties. DCJS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

23. Applicants with federal grants that procure goods or services that have an aggregate value of \$500,000 or more must specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) a) the amount of Federal funds that will be used to finance the acquisition; and b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition. This complies with Public Law 102-141, section 623 (formally the Stevens Amendment).

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 all other federal and state laws and rules and regulations that apply to this award.


Authorized Official (Project Administrator)

9.26.16
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 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)

629A N Washington Hwy
Ashland, VA 23005

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:

Hanover Safe Place 629A N Washington Hwy Ashland, VA 23005

2. Application Number and/or Project Name

3. Grantee IRS/Vendor number

Sexual Assault Services

31-1415701

4. Typed Name and Title of Authorized Representative

Kristy Porterfield, Board President

5. Signature

6. Date



9.26.16