



**LOUISIANA COMMISSION
ON LAW ENFORCEMENT
AND THE ADMINISTRATION OF
CRIMINAL JUSTICE**

APPLICATION FOR

CFDA 16.801
RECOVERY ACT
VOCA VICTIM
ASSISTANCE
FORMULA GRANT
PROGRAM

FOR LCLE USE ONLY:

PROJECT ID:

VOCA PURPOSE AREA:

1. SHORT TITLE OF PROJECT

2. LCLE USE ONLY:

3. PROJECT DURATION

Total Length: Months *(Not to exceed 12 Months)*

Desired Starting Date:

Desired Completion Date:

4. PROJECT FUNDS

Federal Funds:

In-Kind &/Or Total Cash Match:

Total Project: \$0

5. APPLICANT AGENCY

Authorized Official:

Agency Name:

Address:

City, State:

Zip Code: -

Telephone: () - FAX: () -

Email Address:

Federal Employer Tax Id #: -

DUNS #: -

Central Contractor Registration #:

6. IMPLEMENTING AGENCY

Agency Head:

Agency Name:

Address:

City, State:

Zip Code: -

Telephone: () - FAX: () -

Email Address:

7. PROJECT DIRECTOR

Name:

Address:

City, State:

Zip Code: -

Telephone: () - FAX: () -

Email Address:

8. FINANCIAL OFFICER

Name:

Address:

City, State:

Zip Code: -

Telephone: () - FAX: () -

Email Address:

9. CONGRESSIONAL DISTRICTS SERVED: 1 2 3 4 5 6 7

POPULATION SERVED:

10. BRIEF PROJECT DESCRIPTION:

VOCA PURPOSE AREAS

Check the VOCA Purpose Area(s) that this project will address. You will be required to report performance on each chosen purpose area. Applicants with a program whose principal mission is to offer comprehensive specialized services tailored to the special needs of one or more of the three priority categories should clearly identify what those specialized services are in the narrative section of the grant application.

- 1. Under the Victims of Crime Act, priority is given to eligible crime victim assistance programs that provide direct assistance to victims of **sexual assault**.
- 2. Under the Victims of Crime Act, priority is given to eligible crime victim assistance programs that provide direct assistance to victims of **domestic abuse**.
- 3. Under the Victims of Crime Act, priority is given to eligible crime victim assistance programs that provide direct assistance to victims of **child abuse**.
- 4. **Previously underserved victims** of crime may be identified by type of crime and also by demographic characteristics. Applicants may submit projects that are devoted **in total or in part** to offering specialized services tailored to meet the special needs of **one or more** categories of previously underserved victims of crime. In the narrative section of the grant application, applicants should clearly identify the types of previously underserved victims. The applicant should demonstrate a significant level of need for a particular type of victim, then clearly identify the specialized services that the project intends to provide and the percentage of the grant that will be devoted to these specialized services. The category of previously underserved victims of either adult or juvenile offenders may include, but are not limited to:
 - Victims of Intoxicated Drivers
 - Elder Abuse
 - Federal Crimes
 - Assault
 - Robbery
 - Gang Violence
 - Hate and Bias Crimes
 - Bank Robbery
 - Economic Exploitation and Fraud
 - Survivors of Homicide Victim
 - Adult Survivors of Incest
 - Non-English Speaking Residents
 - Disabled Persons
 - Members of Racial or Ethnic Minorities
 - Residents of Rural or Remote Areas or Inner Cities

DETAILED PROJECT BUDGET

CHECKLIST AND PROJECT BUDGET SUMMARY

INSTRUCTIONS: Complete this page **LAST**. The Checklist is self-explanatory. In Project Summary, insert applicable budget category totals from the Detailed Project Budget. Do not exceed spaces provided.

CHECKLIST:

	YES:	NO:
Are all budgeted items allowable per Program Guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
Were instructions followed to determine allowable personnel/contractual costs?	<input type="checkbox"/>	<input type="checkbox"/>
Are all line item computations correct?	<input type="checkbox"/>	<input type="checkbox"/>
Do line items add to category totals?	<input type="checkbox"/>	<input type="checkbox"/>
Have category totals been rounded to nearest dollar?	<input type="checkbox"/>	<input type="checkbox"/>

Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.

Name of Person Completing Budget Section: _____

Phone Number: () - Fax Number: () - E-Mail Address: _____

PROJECT BUDGET SUMMARY

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH*	TOTAL COST
100. PERSONNEL				\$0
200. FRINGE BENEFITS			N/A	\$0
300. TRAVEL				\$0
400. EQUIPMENT				\$0
500. SUPPLIES				\$0
600. CONTRACTUAL				\$0
800. OTHER DIRECT COSTS				\$0
TOTAL*:	\$0	\$0	\$0	\$0

***Note:** The value of In-Kind Match must run concurrently with the subgrant project period.)

Provide Source of Cash Match:

Provide Source of In-Kind Match:

100. PERSONNEL

Enter only the Title Position(s) and Individual Name(s) of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

POSITION TITLE	EMPLOYEE NAME	FULL-TIME EMPLOYEE	EMPLOYEE MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$0

POSITION TITLE	EMPLOYEE NAME	PART-TIME EMPLOYEE	EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
SUBTOTAL AMOUNT OF PART-TIME EMPLOYEES SALARIES:							\$0

VOLUNTEERS' DUTIES AND/OR SERVICES DONATED (IN-KIND MATCH)	NUMBER OF HOURS	VALUED RATE OF HOURLY PAY	AMOUNT
			\$0
			\$0
			\$0
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND MATCH:			\$0

100. PERSONNEL TOTAL (FT, PT, AND VOLUNTEERS): \$0

100. BRIEFLY EXPLAIN:

A) Need for each position shown above:

B) The basis for determining the salary of each position:

C) Project duties of each position requested:

D) Indicate if personnel will be new or existing personnel. If existing – indicate if position was backfilled. If this is a continuation application, indicate the personnel's original status. (PLEASE NOTE: Existing personnel are employees currently working for the agency in a different position, but will now be working on this grant's activities. If so, the position the employee is moved from must be filled with a new employee. If employee is the same from the previous grant, indicate when the employee was originally hired for that position.)

E) Are you using volunteers as match? YES NO If yes, describe the duties and functions to be performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). If volunteers are used as match, their duties must directly relate to the focus of this project and information entered on prior page.

200. FRINGE BENEFITS (Employer's Share Only)

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for ten (10) employees. For further information and direction, please refer to the application instructions.

Check: All Fringe Benefits Will Be Paid by Applicant Agency Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)						
SOCIAL SECURITY		RATE		SALARY	TOTAL	SOCIAL SECURITY		RATE		SALARY	TOTAL
1.		.062			\$0	6.		.062			\$0
2.		.062			\$0	7.		.062			\$0
3.		.062			\$0	8.		.062			\$0
4.		.062			\$0	9.		.062			\$0
5.		.062			\$0	10.		.062			\$0
MEDICARE		RATE		SALARY	TOTAL	MEDICARE		RATE		SALARY	TOTAL
1.		.0145			\$0	6.		.0145			\$0
2.		.0145			\$0	7.		.0145			\$0
3.		.0145			\$0	8.		.0145			\$0
4.		.0145			\$0	9.		.0145			\$0
5.		.0145			\$0	10.		.0145			\$0
HEALTH/LIFE INSURANCE Show monthly insurance rates		RATE	MONTHS		TOTAL	HEALTH/LIFE INSURANCE Show monthly insurance rates		RATE	MONTHS		TOTAL
1.					\$0	6.					\$0
2.					\$0	7.					\$0
3.					\$0	8.					\$0
4.					\$0	9.					\$0
5.					\$0	10.					\$0
WORKMAN'S COMPENSATION		RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION		RATE		SALARY	TOTAL
1.					\$0	6.					\$0
2.					\$0	7.					\$0
3.					\$0	8.					\$0
4.					\$0	9.					\$0
5.					\$0	10.					\$0
UNEMPLOYMENT TAX Based on first \$7,000 or Less		RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less		RATE	TYPE	SALARY	TOTAL
1.			CHECK		\$0	6.			CHECK		\$0
2.			TYPE(S):		\$0	7.			TYPE(S):		\$0
3.			<input type="checkbox"/> FUTA		\$0	8.			<input type="checkbox"/> FUTA		\$0
4.			<input type="checkbox"/> SUTA		\$0	9.			<input type="checkbox"/> SUTA		\$0
5.			<input type="checkbox"/> OTHER		\$0	10.			<input type="checkbox"/> OTHER		\$0
PUBLIC/PRIVATE RETIREMENT		RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT		RATE		SALARY	TOTAL
1.					\$0	6.					\$0
2.					\$0	7.					\$0
3.					\$0	8.					\$0
4.					\$0	9.					\$0
5.					\$0	10.					\$0
OTHER:		RATE		SALARY	TOTAL	OTHER:		RATE		SALARY	TOTAL
1.					\$0	6.					\$0
2.					\$0	7.					\$0
3.					\$0	8.					\$0
4.					\$0	9.					\$0
5.					\$0	10.					\$0
FRINGE BENEFITS TOTAL (A):					\$0	FRINGE BENEFITS TOTAL (B):					\$0

PLEASE NOTE: IF MORE THAN TEN (10) EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

200. Fringe Benefits Total (A+B): \$0

300. TRAVEL

Itemize travel expenses of project personnel. Mileage is unallowable in agency-owned vehicles. Charges not to exceed established agency travel rates, but in no case can travel expenses exceed current Louisiana Travel Guidelines. Only 50% of out-of-state travel is reimbursed and requires prior approval from LCLE.

LOCAL TRAVEL: WHO/POSITION/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST
NAME: TITLE:			\$0
SUBTOTAL FOR LOCAL TRAVEL COSTS:			\$0

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE REQUIRES PRIOR APPROVAL FROM LCLE): WHO/POSITION/PURPOSE OF TRAVEL	FROM	TO	MILEAGE RATE	TOTAL MILES	TOTAL COST
NAME: TITLE:					\$0
NAME: TITLE:					\$0
NAME: TITLE:					\$0
SUBTOTAL OF NON-LOCAL IN-STATE/OUT-OF-STATE MILEAGE COSTS:					\$0

WHO/POSITION/PURPOSE OF TRAVEL	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	CONFERENCE REGISTRATION & FEES	OTHER TRAVEL COSTS	TOTAL COSTS
NAME: TITLE:								\$0
NAME: TITLE:								\$0
NAME: TITLE:								\$0
SUBTOTAL OTHER TRAVEL COSTS:								\$0

300. TRAVEL CATEGORY TOTAL: \$0

400. EQUIPMENT

List each type separately with Unit Cost, Tax and Shipping, and Total Cost. Please do not use Brand Names. Sole source purchases require prior approval from LCLE. Submit a Sole Source justification, if applicable. Please refer to application instructions for direction.

TYPE OF EQUIPMENT	QUANTITY	UNIT PRICE	TAX/SHIPPING COSTS	TOTAL COST
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
SUBTOTAL OF PURCHASED EQUIPMENT:				\$0

TYPE OF DONATED EQUIPMENT (IN-KIND MATCH)	VALUE	QUANTITY	METHOD OF DETERMINING VALUE	TOTAL VALUE
				\$0
				\$0
				\$0
				\$0
SUBTOTAL OF DONATED EQUIPMENT:				\$0

BRIEFLY EXPLAIN:

A. Justify the need for each equipment item requested; [*NOTE: Computer equipment (hardware and/or software) requires a completed Computer Questionnaire.]

B. Indicate procurement method; and

C. Relationship to this project:

400. EQUIPMENT CATEGORY TOTAL: \$0

400. COMPUTER QUESTIONNAIRE

If a computer and/or computer software is requested, the following must be completed. Please do not exceed spaces provided.

1. How will the purchase of computer equipment and/or software enhance the program to be funded?

2. How will the computer(s) be integrated into and/or enhance your current system?

3. What is the cost of each of the following:

A. Installation?

B. Staff training to use the computer equipment?

C. The on-going operational costs, such as maintenance agreements, supplies, etc.?

4. How will additional costs be supported?

500. SUPPLIES

List items within this category by major type; e.g., office supplies (pens, paper, etc.), postage, blank cassette tapes, etc. Include tax and shipping costs in Unit Price. List titles of publications and films. If office supplies average \$50 per month or less, i.e., \$600 for a 12-month grant period, do not itemize items. List as "Basic Supply Allowance" under "Type" and the dollar amount under "Total Cost". Please refer to application instructions for direction.

TYPE OF SUPPLIES	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
SUBTOTAL OF PURCHASED SUPPLIES:				\$0

TYPE OF DONATED SUPPLIES (IN-KIND MATCH)	VALUE	QUANTITY	METHOD OF DETERMINING VALUE	TOTAL VALUE
				\$0
				\$0
				\$0
				\$0
SUBTOTAL OF DONATED SUPPLIES:				\$0

BRIEFLY EXPLAIN:

A) Need for and use of each major supply type requested:

B) Relationship to this project:

500. SUPPLIES CATEGORY TOTAL: \$0

600. CONTRACTUAL/CONSULTANT (Includes Travel, Lodging, and Meal Costs, if applicable.)

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Travel, lodging, and meals, if applicable, should be figured in addition to compensation. All expenses must be included in the contract.

INDIVIDUAL CONSULTANT	TYPE OF SERVICE OR TASK	HOURS DEVOTED	RATE PER HOUR	TOTAL COST
NAME: TITLE:				\$0
SUBTOTAL OF CONTRACTUAL/CONSULTANT COSTS:				\$0

CONSULTANT/CONTRACTOR TRAVEL EXPENDITURES	NUMBER OF DAYS	AIRFARE	OR MILEAGE COSTS	LODGING COSTS (INCLUDE TAX)	MEAL COSTS	OTHER TRAVEL COSTS	TOTAL COSTS
Origination: Destination:							\$0
Origination: Destination:							\$0
Origination: Destination:							\$0
Origination: Destination:							\$0
SUBTOTAL OF CONSULTANT/CONTRACTOR TRAVEL COSTS:							\$0

BRIEFLY EXPLAIN:

A) Purpose of each consultant or other contractual service requested:

B) Why the service requested is necessary and cost effective:

C) Method of procurement and basis for determining rate of pay:

600. CONTRACTUAL/CONSULTANT CATEGORY TOTAL: \$0

PROGRAM NARRATIVE

I. IDENTIFICATION OF NEED

Identify the nature and magnitude of the specific problem existing in your particular community that you wish to address through a proposed program. **Document the need, not the symptoms or solutions.** While you may use some broader statistics to begin, it is imperative that you document any statements with valid, local, updated statistical data. Give the source and date of your information. State the needs of the victims in your area as related to this problem and justify the need for the proposed project.

II. GOALS AND OBJECTIVES

The primary mission of all projects is to have a positive impact on the victims, not just to accumulate statistics on how many are served. Based on the problem identified, explain what the project hopes to accomplish. Do this by stating your goals. For each goal, provide measurable objectives, which state the results or conditions to be achieved in a specified time frame. If possible, limit your goals and objectives to two (2) objectives for each goal. NOTE: You will have to report on each of these objectives on a quarterly basis.

III. ECONOMIC STIMULUS

Describe how this project will provide a direct economic benefit to your community.

III. METHODS

Identify and describe how you will achieve each of your stated project objectives. Methods must relate back to the Goals and Objectives. Also, identify the timetable for achieving the various components of your project. Timetable must cover entire grant period.

IV. EVALUATION

Explain what information you are going to collect and what instruments you will use to collect data on your program. Describe how you will measure your progress. Be sure to relate back to the goals and objectives. If you do follow-up, please describe. REMEMBER: This is the information you will use in your progress reports.

IV. PERFORMANCE MEASURES

Refer to the instructions for complete details in completing this section.

V. DISSEMINATION

Indicate to whom and the manner in which project results will be reported. Give examples, i.e., Board of Directors, United Way, Louisiana Commission on Law Enforcement, etc., in the form of statistical data, quarterly reports, annual reports, etc.

VI. CONTINUATION

Do you plan to continue this project at the conclusion of federal support? YES NO. If you do plan to continue this project, what resources will be utilized for continued funding?

VII. RESOURCES

Describe the facilities available to the subgrantee for this project, such as amount of office space, clerical support, office machines, telephone and computer.

VIII. TRAINING

Provide a general description of the orientation and/or training that direct service staff and/or direct service volunteers will normally receive during the grant period. Provide titles of sessions, contents of sessions and number of training hours for each session.

CERTIFIED ASSURANCES

THE APPLICANT UNDERSTANDS, AND AGREES, THAT RECEIPT OF A SUBGRANT AS A RESULT OF THIS APPLICATION SUBJECTS THE APPLICANT TO THE FOLLOWING ASSURANCES:

1. **ACCOUNTABILITY AND TRANSPARENCY UNDER THE RECOVERY ACT** – SEPARATE TRACKING AND REPORTING OF RECOVERY ACT FUNDS AND OUTCOMES: Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting system of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

2. **ALLOWABLE COSTS**. The applicant certifies that any allowable costs incurred under any subgrant shall be determined in accordance with the general principles of allowable costs and standards for selected cost items set forth in Federal OMB Circular A-87 or A-122, as well as the current edition of the OJP Financial Guide, and LCLE Policies.
3. **AUDIT REQUIREMENTS**. The Applicant agrees to abide by the requirements of the OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations." The effective date of the new OMB Circular A-133 is July 1, 1996, and shall apply to audits for fiscal years beginning after June 30, 1996. The audit reports for June 1997 are the first to come under this Circular. The threshold for the single audit requirement is as follows:

If you have expended \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards, you are required to have a single or program specific (if certain criteria are met) audit conducted for that year in accordance with the provisions of the OMB Circular A-133.

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the following:

- a) The name and telephone number of the contact person responsible for the corrective action plan.
- b) Specific steps taken to comply with the recommendations.
- c) Timetable for performance and/or implementation dates for each recommendation.
- d) Descriptions of monitoring to be conducted to ensure implementation.

A copy of the resultant audit report, if applicable, management letter issued by the auditor, corrective action plan and any written responses to the aforementioned should be forwarded to the Louisiana Commission on Law Enforcement. The audit report with attachments should be sent within 30 days after the completion of the audit, but no later than 9 months after the end of the audited period.

4. **COMMINGLING OF FUND**. The applicant certifies and agrees there will be no commingling of funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another.
5. **COMPETITIVE PROCUREMENT**. The applicant certifies that procurement of contract services and equipment shall be on a competitive basis in accordance with applicable federal, state, or local procurement regulations, and consistent with policies established by LCLE. Non-competitive procurement (sole source) must receive prior approval from LCLE. Contractors that develop or draft specifications, requirements, statements of work, and/or Request for Proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. An exemption to this regulation requires the prior approval of LCLE and is only given in unusual circumstances, such as when a non-profit organization is acting as the agent of the state or local unit of government. Any request for exemption must be submitted in writing to LCLE.

Any state agency or agency of a political subdivision of the state which is using appropriated federal funds must comply with Section 6002 of RCRA. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA).

6. **COMPLIANCE WITH POLICY**. The applicant certifies that this subgrant shall be subject to the policies and regulations established by the Office of Justice Programs (OJP), the Office for Victims of Crime (OVC), the Louisiana Commission on Law Enforcement (LCLE), and the Victim Services Advisory Board.

The applicant assures compliance with the applicable guidelines, provisions, policies and requirements authorized by the Victims of Crime Act (Public Law [P.L.] 98-473), as amended. Assurance of compliance to this Act is inclusive of any amendment or replacement of the Act through reauthorization or new legislation.

The applicant also assures compliance with the provisions of the Office of Management and Budget (OMB) Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost Principles for Nonprofit Organizations; 28 CFR (Code of Federal Regulations) Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Units of Governments (also known as the Grants Management Common Rule for State and Local Units of Government); the current edition of the OJP Financial Guide; and any other Federal requirements which may apply.

7. **CONFIDENTIALITY AND PRIVACY RIGHTS**. The applicant certifies that policies have been adopted that prohibit the disclosure of a victim's name, address, telephone number, or any other identifying information without the prior voluntary written consent of the victim. These policies must be in compliance with the confidentiality and privacy rights and obligations created by any federal or state law, court rules, or rules of professional conduct applicable to the work performed by the applicant.
8. **CONTRACTOR AUDITS**. The applicant understands and agrees that every contract, agreement or understanding to make a study or prepare a report on behalf of a state agency official, by a private firm, consultant or individual who receives compensation thereof from state, federal, local or other public funds from whatever source, shall contain or be deemed to contain an authorization for the legislative auditor to audit the records of such firm, consultant or individual pertaining to such study or report.
9. **COPYRIGHTS**. The applicant assures that where activities supported by this subgrant produce original books, manuals, films, computer software, or other copyrightable material, the subgrantee may copyright such, but LCLE and OJP reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, and use such materials, and to authorize others to do so.
10. **DEBARMENT**. The applicant assures that neither he nor his principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This assurance is required by regulations implementing Executive Order 12549, 28 CFR Part 67, Section 67.510, Participants' Responsibilities.
11. **DISCRIMINATION FINDING**. The applicant assures that in the event that any federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, age, sexual orientation, or disability against a recipient of funds, the recipient will forward a copy of the findings to the Office of Civil Rights Compliance (OCRC), of the Office of Justice Programs.

12. **DUAL COMPENSATION.** The applicant assures that no contractor will receive dual compensation from his regular employer and the applicant for work performed during a single period of time and that adequate documentation will be maintained to verify such.
13. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.** The applicant assures that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. seq., Subpart E, compliance to the requirement will follow, and a current EEOP will be maintained on file according to applicable requirements.
14. **EQUIPMENT AND OTHER CAPITAL EXPENDITURES.** The applicant certifies that: a) no other equipment owned by the subgrantee is available for the project; b) subgrant funds will not be used to provide reimbursement for the purchase price of equipment already owned by the subgrantee except through permissible depreciation or use allowance actually charged to the subgrantee; c) if equipment is for purposes other than this project, the appropriate proration of costs to each activity involved will be affected; d) the amount of Federal funds applicable to the purchase or rent of equipment shall be reduced by any amount received or credited toward the trade-in or sale of older existing equipment which is being replaced as a result of this subgrant; e) funds provided by this subgrant will not be used to replace items of equipment purchased with LCLE subgrant funds except as provided for in current CVA guidance.
15. **EXPENSES NOT ALLOWABLE.** The applicant certifies that subgrant funds will not be expended for: a) items not part of the approved budget or separately approved by LCLE; b) the purchase of land, construction of buildings, or payment of real estate mortgages or taxes, unless specifically provided for in the subgrant agreement; c) entertainment, amusements, or social activities, and incidental costs related thereto; d) bonuses or commissions; e) purchase of automobiles or other automotive vehicles unless provided for in the subgrant agreement; f) indirect costs, where the subgrantee does not have a current, approved Indirect Cost Rate Plan from their Federal Cognizant Agency; g) political purposes or activities; h) compensation for travel, salary payments, consulting fees, or other remuneration of full-time federal employee; i) military-type equipment; j) direct or indirect use of funds at federal, state, or local levels relating to lobbying activities; k) dues to organizations or federations.
16. **INTEREST INCOME.** Applicant assures that all interest earned on advances will be accountable. Interest Income is not considered Program Income. Subgrant agencies should only request federal funds for immediate needs. Interest earned on federal funds up to a maximum of \$250 a year for all federal programs may be kept by the subgrantee. Amounts over \$250 must be submitted annually to the United States Department of Health and Human Services, Division of Payment Management Services, P. O. Box 6021, Rockville, MD 20852. A copy of any pertinent correspondence must be submitted to LCLE. Interest on Program Income may be used as match with prior approval from LCLE.
17. **FISCAL REGULATIONS.** Applicant certifies and agrees that fiscal administration of subgrants shall be subject to such further rules, regulations, and policies concerning accounting and records, payment of funds, cost allowance, submittal of financial reports, and any other applicable required documentation which may be prescribed by the organizations and/or publications named in #1 and #3.
18. **FLOOD DISASTER PROTECTION ACT OF 1973.** The applicant certifies that flood insurance will be purchased in communities where such insurance is available as a condition for the construction or acquisition purpose for use. {Flood Disaster Protection Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 87 Stat. 975, approved December 31, 1976)}
19. **FUTURE SUPPORT.** The applicant understands that the awarding of future funding is contingent upon the availability of future federal appropriations.
20. **IMMIGRATION AND NATURALIZATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION.** The applicant agrees to comply with, and keep on file as appropriate, the Immigration and Naturalization Services Employment Eligibility Verification form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.
21. **INDIGENT DEFENDERS.** The applicant certifies that no subgrant funds will be expended for any federal litigation by any indigent defender or any expenses including travel related thereto.
22. **INSPECTION AND AUDIT.** The applicant understands and agrees that OJP, OVC, LCLE, or any of their duly authorized representatives shall have access, for purposes of audit and examination, to any books, documents, papers, computer software, or records of the subgrantee, and to relevant books and records of contractors as provided under P. L. 98-473, as amended, and OMB Circular A-133, as applicable.
23. **INVENTORY CONTROL OVER EQUIPMENT.** The applicant certifies that any equipment purchased through the subgrant will be tagged, put in an inventory control system, and identified or distinguished as OJP purchased equipment. When equipment is willfully or negligently lost, stolen, damaged, or destroyed, the subgrantee is responsible for replacing or repairing the equipment. Stolen equipment must be reported to local police, and all resulting reports must be submitted to LCLE.
24. **LANGUAGE PROFICIENCY.** "Applicants must certify that Limited English Proficiency persons have meaningful access to the services under the program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. 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 Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov."
25. **LOBBYING.** The applicant understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP, such as, for establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections; for attempting to influence federal or state legislation or appropriation by any means or in any manner whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; for engaging in legislative liaison activities including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying; or for paying a publicity expert.

Applicant also assures they are aware that support of activities that are permissible under federal law and regulation does not make such costs allowable. The activity must also be within the scope of the purposes of the grant. If such objectives and activities have no direct applicability to the federal legislative process, then no costs related to federal congressional activity would be allowed.
26. **MAINTENANCE OF RECORDS.** The applicant certifies that all required records, with the exception of non-expendable property inventory records, shall be maintained in accordance with requirements set forth in 28 CFR Parts 66 and 70. All financial records, supporting documents, statistical records, and all other records pertinent to the award, shall be retained by each organization for AT LEAST THREE YEARS following closure of their most recent audit report. If any litigation claim, negotiation, audit, or other actions involving the records begin before the expiration of the three-year period, the records must be retained until completion of the action, or resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. Non-expendable personal property inventory records must be maintained until final disposition of the property is authorized by OJP/LCLE.
27. **MANDATORY REPORTING.** The applicant assures compliance with the provisions of Article 609 of the Louisiana Children's Code, which, in part, states that all suspected, or known instances of child abuse and/or neglect shall be reported. Reports can be made to the Office of Community Services (OCS), the Child Abuse Hot Line, or local law enforcement.
28. **MATCH.** Applicant certifies that the required match is available and dedicated to this project and is not derived from other Federal funds. Current employee positions transferred to the subgrant shall be replaced or backfilled with new employees.

The applicant assures that funds required to pay the non-federal portion (cash match) of the cost of each project for which a subgrant is made shall be in addition to funds that would otherwise be made available for law enforcement, or other criminal justice efforts by the recipients of the grant funds. Recipients and their subrecipients must maintain records which clearly show the source, the amount, and the timing of all matching contribution.

29. **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)**. The applicant will comply with the Federal regulations in regards to the implementation of a new program involving the use of chemicals other than chemicals used in household, office, recreational, or educational environments.
30. **NATIONAL HISTORIC PRESERVATION**. The applicant will comply with the Federal regulations regarding any minor renovations or remodeling of a property or structure fifty years or older. {National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593 and the Archeological and Historical Preservation Act of 1966 (16 USC 596a-1 et seq)}
31. **NEW PROGRAM RESOURCES**. The applicant, if it is a new program that has not yet demonstrated a record of providing services, certifies that at least 25% of its financial support is from non-federal sources.
32. **NON-DISCRIMINATION**. The applicant assures that he, and all his contractors, will comply with the non-discrimination requirements set forth in policies and regulations of the organizations and publications listed in # 1 and # 3; 42 USC (United States Code) 3789 (d) and 12131-12134; 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) of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulation, 28 CFR Parts 35, 39, and 42, Subparts C, D, E, and G; and Title I of the Omnibus Crime Control and Safe Streets Act of 1968, Public Law 90-351, and 42 USC 3789 (d).
33. **NON-SUPPLANTING**. The applicant assures that Federal Funds will not be used to supplant or replace State or local funds, but will be used to increase the amount of such funds that would otherwise, in the absence of Federal funds, have been made available for the program funded
34. **OBLIGATION OF SUBGRANT FUNDS**. The applicant certifies that subgrant funds may not, without advance written approval by LCLE, be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligation must be related to goods or services provided and utilized within the grant period. No additional obligations can be incurred after the end of the grant.
35. **OVERTIME**. The applicant assures that executives, such as President or Executive Director of an organization, will not be reimbursed for overtime or compensatory time under the grant or a respective cooperative agreement.
36. **PATENTS**. The applicant assures that if any subgrant produces patents, patent rights, processes or inventions, a report will be made to LCLE from which a determination will be made as to whether protection of such invention or discovery is necessary in accordance with President's Memorandum of August 23, 1971 (36 P.R. 16889).
37. **PEACE OFFICERS**. The applicant certifies that all peace officers hired for, or assigned work associated with their subgrant, while in an official capacity, will be POST certified or have been "grandfathered" in, as appropriate.
38. **PERSONNEL**. The applicant certifies that specific detailed time and attendance records, to include overtime, will be maintained on all grant personnel. Salaries and wages of employees chargeable to more than one grant program must be supported by appropriate time distribution records, which show equitable distribution of time and effort. The applicant further certifies that appropriate screening will be conducted, as well as background checks, for grant personnel who have contact with, or access to juveniles associated with the applicant's subgrant in accordance with the most current Louisiana Child Protection Act.
39. **PRESS RELEASES**. The applicant certifies that any statements or press releases describing projects, activities, or results shall name LCLE as the agency responsible for making federal funds available for such activity.
40. **PROGRAM INCOME**. The applicant certifies that all income earned as a direct result of grant-funded activity (sale of publications, registration fees, asset forfeitures, and/or any other activities that generate program income) will be accounted for and utilized only for allowable program costs and in accordance with the LCLE and OJP Program Income Guidelines. Program income must be reported on the Subgrant Expenditure Report.
41. **PUBLIC AVAILABILITY OF INFORMATION**. The applicant agrees to comply with all applicable federal regulations and state policies relating to the public availability of identifiable records or other documents that are pertinent to the receipt and expenditure of subgrant funds.
42. **PUBLICATIONS**. Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that where activities supported in whole, or in part, by this subgrant produce books, manuals, films, videos, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide as follows: a) Inclusion of the statement, "The opinions, findings, and conclusions or recommendations expressed in this book/manual/film/video/plan/publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or LCLE"; b) An acknowledgment of support shall be made through use of the following, or comparable, footnote: "This project was supported by Subgrant Number _____ awarded by the Louisiana Commission on Law Enforcement through the Office of Victims of Crime."; c) Submittal of a copy of any book/manual/film/video/plan/publication/computer software to LCLE, as well as a publication and distribution plan prior to publishing or distributing any of the aforementioned items developed under this subgrant.
43. **RECORDING AND DOCUMENTATION OF RECEIPTS AND EXPENDITURES**. The applicant certifies that accounting procedures will provide for accurate and timely recording of receipt of funds to include the source, expenditures made from such funds, and the unexpended balance. Controls must be established which are adequate to insure that expenditures charged to project activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate.
44. **RECOVERY ACT – BUY AMERICAN** – All applicants that propose to use grant funds to construct, alter, maintain, or repair a public building or public work should be aware that the Recovery Act (in section 1605) contains a "Buy American" provision that applies to iron, steel, and manufactured goods, subject to certain exceptions. The provision is to be applied in a manner consistent with United States obligations under international agreements. Government-wide guidance on this provision is not yet available, but is expected.
45. **RECOVERY ACT – WAGE REQUIREMENTS** – All applicants should be aware that the Recovery Act contains a provision on wage rate requirements that concerns projects funded or assisted by Recovery Act funds that employ laborers and mechanics. See section 1606 of the Recovery Act. Government-wide guidance on this provision is not yet available, but is expected.
46. **RECOVERY ACT – PREFERENCE FOR QUICK START ACTIVITIES** – Pursuant to section 1602 of the Recovery Act, recipient of funds under this solicitation for infrastructure investment are to give preference to activities that can be started and completed expeditiously, and also are expected to use grant funds in a manner that maximizes job creation and economic benefit.
47. **RECOVERY ACT - CONTRACTS** – Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OJP will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part. 70.
48. **RECOVERY ACT – LIMIT ON FUNDS** – The Recovery Act specifically provides that funds may not be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

49. **RECOVERY ACT – USE OF FUNDS IN CONJUNCTION WITH FUNDS FROM OTHER SOURCES** – Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See “Accountability and Transparency under the Recovery Act.”)
50. **RELIGIOUSLY AFFILIATED PROGRAMS**. The applicant certifies that, if the agency is affiliated with a religious program, services will be offered to all victims without regard to religious affiliations and that receipt of services is not contingent upon participation in a religious activity or event.
51. **RELOCATION ASSISTANCE**. The applicant assures that it will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, 84 Stat. 1894, (P. L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal or federally assisted programs.
52. **RENT**. The applicant certifies that: a) when rental charge is requested, the charge is consistent with the prevailing rate in the local area and documentation is maintained on file to support such a determination; b) the cost of space procured for program usage may not be charged to the program for periods of non-occupancy, without authorization from LCLE; c) rental cost of space cannot be paid if the building is owned by the subgrantee or if the subgrantee has a substantial financial interest in the property; d) depreciation or use allowance on idle or excess facilities is **NOT ALLOWABLE**, except when specifically authorized by LCLE; e) cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and alterations, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.
53. **REPORTS**. The applicant assures that it shall submit, at such times and in such form as may be prescribed, such reports as LCLE may require, including monthly or quarterly fiscal reports, quarterly progress reports, quarterly program income reports, final fiscal reports, and annual performance reports.
54. **SEATBELTS**. The applicant assures that it will adopt and enforce a seatbelt policy for employees who operate any vehicle (company -owned, rental, or personally owned) while on the job. Such policy will require that, if available, safety restraints shall be used by the driver and passengers of vehicles.
55. **SOFTWARE DEVELOPMENT**. The applicant certifies that any computer software developed under this grant shall be placed in the public domain and made available to OJP, OJP Grantees, and LCLE for transfer to authorized users in the criminal justice system without cost other than that directly associated with the transfer. Systems will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration of any manufacturer.
56. **SPECIAL CONDITIONS**. The applicant certifies that it will abide by and incorporate any additional special conditions and requirements placed on the applicant agency as a result of a subgrant award or subgrant adjustment.
57. **TERMINATION OF AID**. The applicant understands that the subgrant may be terminated, or fund payments discontinued by LCLE, if a substantial failure to comply with the provisions of the regulations and policies listed in #1 and #3 becomes known, or a failure to comply with the Subgrant Award Agreement is discovered.
58. **THIRD PARTY PARTICIPATION**. The applicant certifies that no contract or agreement may be entered into by the subgrantee for execution of project activities or provision of services to a subgrant project (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated into the approved proposal, or approved in advance by LCLE. Any such arrangement shall provide that the subgrantee will retain ultimate control and responsibility of the subgrant project and that the contractor shall be bound by applicable subgrant conditions and any other requirements applicable to the subgrantee in the conduct of the project.
59. **TRAVEL**. The applicant certifies that all travel will be in accordance with the current State Travel Regulations unless stricter regulations apply.
60. **UTILIZATION AND PAYMENT OF FUNDS**. The applicant assures that awarded funds are to be expended only for purposes and activities covered in the subgrantee's approved project plan and budget. Payments will be made on the basis of periodic requests or estimates of fund needs submitted by the subgrantee. Payments will be adjusted to correct previous overpayments, underpayment, or disallowances resulting from audit.
61. **VICTIM COMPENSATION**. The applicant certifies that it will refer victims to, provide brochures about, and assist victims with application to the Crime Victim Reparations Program.
62. **VOLUNTEERS**. The applicant certifies that it will incorporate the use of volunteers in its project. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the subgrantee for its employees.
63. **WRITTEN APPROVAL OF CHANGES**. The applicant certifies that all major project changes must have prior written approval from LCLE to include: a) changes of substance in project activities, designs, or research plans set forth in the approved application; b) changes in the project director or key professional personnel identified in the approved application; c) changes in the subgrant period; d) changes in the approved budget.

Requests for changes or extensions of the subgrant must be made in writing in advance of the subgrant expiration date. Expenditure of funds in excess of the submitted total cost estimated for any major budget category will be permitted only with LCLE's written approval. This will involve only those increases of more than 10 percent of the total category cost estimate.

CRIMINAL PENALTIES

1. Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant, contract or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.
2. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to this title, or in any records required to be maintained pursuant to this title, shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code.
3. Any law enforcement program or project underwritten, in whole or in part, by any grant, contract, or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

**CERTIFICATION
OF
CERTIFIED ASSURANCES
AND
CRIMINAL PENALTIES**

I have read and agree to comply with and abide by **CERTIFIED ASSURANCES** and the **CRIMINAL PENALTIES**, and I have kept a copy of each for my reference.

Signature of Authorized Official (Sign with **BLUE** ink.)

Authorized Official's Name (Print or Type)

Agency Name (Print or Type)

Project Title (Print or Type)

Date

**CERTIFICATION
OF
NON-SUPPLANTING**

I have read and agree to comply with and abide by **Certified Assurance #33 Non-Supplanting** - Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. I have reviewed the OJP Financial Guide (Part II, Chapter 3) and the additional information on the “OJP Recovery Act Additional Requirements” web page at www.ojp.usdoj.gov/recovery/solicitationrequirement.htm.

Signature of Authorized Official (Sign with **BLUE** ink.)

Authorized Official’s Name (Print or Type)

Agency Name (Print or Type)

Project Title (Print or Type)

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 certifications 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 60, "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 grant or 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 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 Part 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

SIGN WITH BLUE INK

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE FOR VICTIMS OF CRIME
SUBGRANT AWARD REPORT**

The purpose of this report is to collect basic information on subgrant recipients and their programs in a manner that is convenient to report and analyze. This report must be completed in full and submitted by the State agency (grantee) within ninety (90) days from the date of the award of a subgrant to a local victim assistance program. A Subgrant Award Report must be completed for each program receiving Victims of Crime Act funding. Send the original and one (1) copy to: Office for Victims of Crime, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

1. a. SUBGRANTEE AGENCY NAME AND ADDRESS (Including ZIP Code + 4):

2. FEDERAL GRANT NUMBER: LEAVE BLANK

b. AREA CODE AND TELEPHONE NUMBER:

3. PURPOSE OF VOCA SUBGRANT AWARD: (Check One)

- a. START UP A NEW VICTIM SERVICES PROJECT
- b. CONTINUE A VOCA FUNDED VICTIM PROJECT FUNDED IN A PREVIOUS YEAR
- c. EXPAND OR ENHANCE AN EXISTING PROJECT NOT FUNDED BY VOCA IN THE PREVIOUS YEAR
- d. START UP A NEW NATIVE AMERICAN VICTIM SERVICES PROJECT

4. a. CRIME VICTIM ASSISTANCE FUNDS AWARDED: LEAVE BLANK

5. SUBGRANT MATCH (Financial support from other sources):

- b. STATE AWARD NUMBER: _____
- c. PROJECT BEGIN DATE: _____
- d. PROJECT END DATE: _____

- a. VALUE OF IN-KIND MATCH: _____
- b. CASH MATCH: _____
- c. TOTAL MATCH: _____

6. THESE VOCA FUNDS WILL PRIMARILY BE USED TO: (Check one)

7. FOR THIS VICTIM SERVICES PROGRAM INDICATE:

- a. EXPAND SERVICES INTO A NEW GEOGRAPHIC AREA
- b. OFFER NEW TYPES OF SERVICES
- c. SERVICE ADDITIONAL VICTIM POPULATIONS
- d. CONTINUE EXISTING SERVICES TO CRIME VICTIMS
- e. OTHER

- a. NUMBER OF PAID STAFF (Full-time equivalents) _____
- b. HAS THE VICTIM SERVICES PROGRAM RECEIVED A VOLUNTEER WAIVER?
 - 1. YES NO
 - 2. IF NO WAIVER HAS BEEN GRANTED, INDICATE THE NUMBER OF VOLUNTEER STAFF:

8. IDENTIFY HOW MUCH OF THE VOCA GRANT THAT WILL BE USED TO MEET THE PRIORITY AND UNDERSERVED REQUIREMENTS. (FEDERAL FUNDS ONLY.)

9. TYPE OF IMPLEMENTING AGENCY (Check the appropriate boxes)

- a. CHILD ABUSE _____
- b. DOMESTIC VIOLENCE _____
- c. SEXUAL ASSAULT _____
- d. UNDERSERVED _____
 - 1. DUI/DWI CRASHES _____
 - 2. SURVIVORS OF HOMICIDE VICTIMS _____
 - 3. ASSAULT _____
 - 4. ADULTS MOLESTED AS CHILDREN _____
 - 5. ELDER ABUSE _____
 - 6. ROBBERY _____

- a. CRIMINAL JUSTICE – GOVERNMENT:
 - 1. LAW ENFORCEMENT
 - 2. PROSECUTION
 - 3. PROBATION
 - 4. COURT
 - 5. CORRECTIONS
 - 6. OTHER
 - b. NON-CRIMINAL JUSTICE – GOVERNMENT:
 - 1. SOCIAL SERVICES
 - 2. MENTAL HEALTH
 - 3. PUBLIC HOUSING
 - 4. HOSPITAL
 - 5. OTHER
 - c. PRIVATE NON-PROFIT:
 - 1. HOSPITAL
 - 2. RAPE CRISIS
 - 3. RELIGIOUS ORGANIZATION
 - 4. SHELTER
 - 5. MENTAL HEALTH
 - 6. OTHER
 - d. NATIVE AMERICAN TRIBE OR ORGANIZATION:
 - 1. ON RESERVATION
 - 2. OFF RESERVATION
 - e. OTHER
- SPECIFY: _____

10. PLEASE PROVIDE THE TOTAL AMOUNTS OF FUNDING ALLOCATED TO VICTIM SERVICES BASED ON THE SUBGRANTEE'S CURRENT FISCAL YEAR BUDGET.

FUNDING SOURCES	CURRENT YEAR
a. FEDERAL (Excluding VOCA)	
b. VOCA FUNDS	
c. STATE	
d. LOCAL	
e. OTHER	

11. IDENTIFY THE VICTIM(S) TO BE SERVED THROUGH THE VOCA-FUNDED PROJECT (VOCA grant plus Match) BY CHECKING THE TYPE OF CRIME(S):

a.	<input type="checkbox"/>	CHILD PHYSICAL ABUSE	h.	<input type="checkbox"/>	ADULTS MOLESTED AS CHILDREN
b.	<input type="checkbox"/>	CHILD SEXUAL ABUSE	i.	<input type="checkbox"/>	SURVIVORS OF HOMICIDE VICTIMS
c.	<input type="checkbox"/>	DUI/DWI CRASHES	l.	<input type="checkbox"/>	ROBBERY
d.	<input type="checkbox"/>	DOMESTIC VIOLENCE	k.	<input type="checkbox"/>	ASSAULT
f.	<input type="checkbox"/>	ADULT SEXUAL ASSAULT	l.	<input type="checkbox"/>	OTHER VIOLENT CRIMES
g.	<input type="checkbox"/>	ELDER ABUSE	m.	<input type="checkbox"/>	OTHER

12. CHECK THE SERVICES TO BE PROVIDED BY THIS VOCA-FUNDED PROJECT (VOCA grant plus Match)

a.	<input type="checkbox"/>	CRISIS COUNSELING	h.	<input type="checkbox"/>	CRIMINAL JUSTICE SUPPORT/ADVOCACY
b.	<input type="checkbox"/>	FOLLOW-UP CONTACT	i.	<input type="checkbox"/>	EMERGENCY FINANCIAL ASSISTANCE
c.	<input type="checkbox"/>	THERAPY	j.	<input type="checkbox"/>	EMERGENCY LEGAL ADVOCACY
d.	<input type="checkbox"/>	GROUP TREATMENT	k.	<input checked="" type="checkbox"/>	ASSISTANCE IN FILING COMPENSATION CLAIMS
e.	<input type="checkbox"/>	CRISIS HOTLINE COUNSELING	l.	<input type="checkbox"/>	PERSONAL ADVOCACY
f.	<input type="checkbox"/>	SHELTER/SAFE HOUSE	m.	<input type="checkbox"/>	TELEPHONE CONTACTS (Information and referral)
g.	<input type="checkbox"/>	INFORMATION AND REFERRAL (In-Person)	n.	<input type="checkbox"/>	OTHER

CHECKLIST

THE FOLLOWING ITEMS MUST BE RETURNED AS PART OF THE GRANT APPLICATION AND PLACED IN THE ORDER BELOW.

- APPLICATION FOR SUBGRANT
- VOCA PURPOSE AREAS
- CHECKLIST AND PROJECT BUDGET SUMMARY
- DETAILED PROJECT BUDGET
- PROGRAM NARRATIVE
- CERTIFIED ASSURANCES AND CRIMINAL PENALTIES (**MUST BE SIGNED AND DATED BY AUTHORIZED OFFICIAL IN BLUE INK**)
- CERTIFICATION OF NON-SUPPLANTING (**MUST BE SIGNED AND DATED BY AUTHORIZED OFFICIAL IN BLUE INK**)
- CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS (**MUST BE SIGNED AND DATED BY AUTHORIZED OFFICIAL IN BLUE INK**)
- CURRENT ORGANIZATIONAL CHART OF THE SUBGRANTEE AGENCY AND/OR IMPLEMENTING AGENCY
- JOB DESCRIPTIONS FOR EACH POSITION REQUESTED IN THE PROJECT
- RESUMES FOR POSITIONS
- LETTERS OF SUPPORT
- COOPERATIVE AGREEMENTS
- COPY OF FUNDING SOURCES FROM BUDGET (**NEW PROGRAMS ONLY**)
- SUBGRANT AWARD REPORT

RETURN THIS CHECKLIST WITH THE APPLICATION