



State of Georgia

Services*Training*Officers*Prosecution (STOP) Violence Against Women Act (VAWA)& Sexual Assault Services Program (SASP) Subgrantee Grant Administration Manual

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Introduction

How to Use this Manual

CJCC Staff created this manual to help subgrantees navigate some of the complexities associated with their STOP VAWA and/or SASP grants. This manual is **not comprehensive** and you may still encounter issues or questions related to managing your grant that are not covered in here. **This manual does not replace the requirements in your special conditions.** These conditions still govern your use of STOP VAWA and/or SASP funds. This manual should help you implement and abide by those special conditions more effectively.

This manual is meant to guide the administration of your STOP VAWA and/or SASP subgrant. What follows is a detailed, though not exhaustive, description of the programmatic and financial guidelines you must follow to administer your grant funds successfully. The information contained in this manual is based on several sources including, but not limited to the [STOP VAWA Program FAQ's](#), the [2013 OJP Financial Guide](#), and the [SASP Program FAQ's](#).

CJCC encourages subgrantees to download this manual to their computers and refer to it as often as they need to when they encounter questions or concerns related to their STOP VAWA and/or SASP grant.

Please note that CJCC may also update this manual from time to time as legislation changes, new policies or guidance comes from the Office for Victims of Crime, new reimbursement or grant management policies are instituted here at CJCC, or to address emerging issues subgrantees face. Staff will do their best to alert subgrantees about changes in this manual. Please ensure you are subscribed to [MailChimp](#) to receive these updates via the monthly Victim Assistance e-newsletter. You will know which version of the manual is the most recent by looking in the footer of each page.

We have also tried to make this manual as user-friendly as possible. All of the text that is hyperlinked in this manual is fully functional – to go to the webpage containing the information that is referred to in the text, simply click on the hyperlinked text.

If you feel staff has not covered a certain topic thoroughly enough, or you see a gap in the topics covered in this manual, please give your feedback to one of the staff listed on the cover page.

Thank you for all the work you do on behalf of victims of crime in the state of Georgia. We at CJCC appreciate your service and dedication.

Overview of CJCC, STOP VAWA, and SASP

The Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is the state planning and grants agency for criminal justice and victims' assistance programs that the Governor of Georgia has designated as the State Administering Agency. CJCC's enabling statute (O.C.G.A. § 35-6A-2) ensures its members represent all components of the criminal justice system. CJCC builds knowledge and partnerships among state, local, and non-governmental organizations to enhance the effectiveness of Georgia's criminal justice system and to develop and sustain results-driven programs, services and activities.

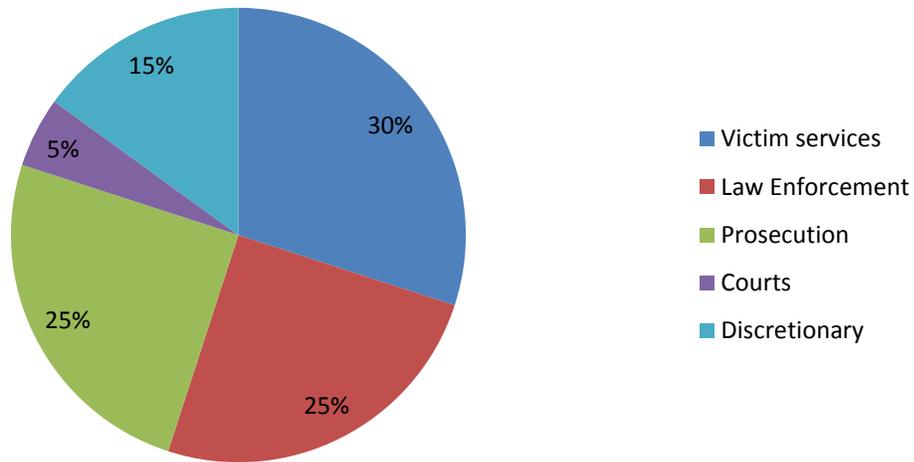
CJCC manages and subgrants federal formula funds allocated to the State of Georgia under the Services*Training*Officers*Prosecution program created by the Violence Against Women Act, 42 U.S.C.A. § 3796gg(b) and the Sexual Assault Services Program (SASP), 42 U.S.C. §14043g. In addition to managing these formula grants, CJCC also applies for competitive funding in partnership with subgrantee and local agencies through the Office on Violence Against Women (OVW) and provides subgrantees with information and technical regarding upcoming funding opportunities. In the past, CJCC has applied for OVW's Rural Grants programs, Grants to Encourage Arrest, and Safe Havens program.

Services*Training*Officers*Prosecution (STOP) Formula Grants

The STOP program is meant to strengthen and coordinate the criminal justice and service provider response to violent crimes against women. By law, the state must allocate the annual STOP award as follows:

- 30% is reserved for victim services, of which 10% must be for culturally specific programs;
- 25% is reserved for programs that benefit law enforcement;
- 25% is reserved for programs that benefit prosecution;
- 5% is reserved for programs that benefit the courts;
- 15% is discretionary.

Federal VAWA Allocation Requirements



Sexual Assault Services Program (SASP)

SASP is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance to victims of sexual assault. The law's purpose is to provide intervention, advocacy, victim accompaniment (e.g. to court, medical facilities, police departments etc.), support services, and related assistance for adult, youth, and child sexual assault victims. SASP-funded agencies may also provide services to victims' family and household members and to those whom the sexual assault collaterally affects.

Subgrantee Eligibility, Funding Cycles, and Priority Areas

Eligibility and Funding Cycles

The **STOP VAWA** program is open to offices and agencies of State government, local government, Indian tribal government, as well as to nonprofit/nongovernment victim services programs.

SASP directs grant dollars to support rape crisis centers and other nonprofit/nongovernment organizations, including faith-based and other community organizations that provide core services, direct intervention and related assistance to sexual assault victims. Eligible recipients include rape crisis centers and other nonprofit organizations such as dual programs that serve domestic violence and sexual assault victims, and child advocacy centers.

CJCC generally makes competitive grants under the STOP VAWA or SASP program every four years. Continuation funding is awarded to organizations that receive funding during a competitive cycle for the following three years **depending on** the subgrantee's compliance with programmatic and financial reporting requirements. If a program changes scope, or loses staff, CJCC reserves the right to decrease a subgrantee's award upon grant continuation. As a general rule, CJCC does not increase grant awards from one year to the next during a continuation cycle.

STOP VAWA Priority Areas

The STOP program section of the Violence Against Women Act contains 14 purpose areas under which state administering agencies, such as CJCC, are allowed to make subgrants. Briefly, these purpose areas are:

1. Training for law enforcement officers, judges, court personnel, and prosecutors about how to effectively identify and respond to violent crimes against women;
2. Developing, training, or expanding units of law enforcement, judges, court personnel, and prosecutors to specifically target violent crimes against women;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders and services to prevent, identify, and respond to violence against women – including sexual assault and domestic violence;
4. Developing, installing or expanding data collection and communication systems to identify and track arrests, protection orders, protection order violations, prosecution and the conviction of offenders who commit violent crimes against women;
5. Developing, expanding or strengthening victim services programs – including those that address stalking;
6. Developing formal and informal statewide, multidisciplinary efforts to coordinate community response to violence against women;
7. Training sexual assault forensic medical examiner personnel to collect and preserve evidence;
8. Developing, expanding, or strengthening victim service programs to address the

- needs and circumstances of older and disabled women who are violence victims;
9. Providing assistance to victims of domestic violence or sexual assault in immigration matters;
 10. To develop or expand programs to respond to the needs and circumstances of women victims of violence in Indian tribes;
 11. To develop or expand programs that assist law enforcement, prosecutors, judges or other court personnel in responding to the needs of elderly or disabled women victims of violence;
 12. To maintain core victim services while exploring innovative initiatives;
 13. To support the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies to improve the enforcement of protection orders; and
 14. To provide funding for law enforcement agencies and victim service providers for training, protocol implementation, and services for female victims of violence that is perpetrated by law enforcement agents (Crystal Judson Domestic Violence Protocol Program).

CJCC reserves the right to focus on any one of these priority areas in its requests for proposals, depending on the needs subgrantees and other stakeholders observe. In the past, CJCC has focused on programs that meet the first nine of the 14 priority areas, however, as needs and state demographics change, so may priority focus.

Sexual Assault Services Program Priorities

The **SASP** program is much narrower than STOP VAWA. The program is aimed at providing funding for direct services to male, female, adult and child victims of sexual violence. CJCC considers the following factors in the decision to distribute funds to eligible applicants:

- Sexual assault or rape crisis centers must currently receive funding from and be certified by the Georgia Department of Human Services¹;
- Rape crisis/sexual assault centers or programs must provide direct intervention and related assistance services;
- Dual programs that provide sexual assault and domestic violence services in currently underserved areas so they may enhance their sexual assault related direct interventions and assistance; and,
- Dual programs that provide sexual assault and child advocacy services in currently underserved areas so they may enhance their sexual assault related direct intervention and assistance.
- Giving priority to areas of varying geographic size with the greatest showing of need and considering the geographic area's population;
- Equitably distributing monies on a geographic basis, including both non-urban and

¹For DHS guidelines for sexual assault and rape crisis centers see: Georgia Department of Human Services, Division of Family and Children Services, *Sexual Assault Centers: Site Visit Report*

- rural areas of various geographic sizes;
- Ensuring that the needs of previously underserved populations (as defined in, 42 U.S.C. §13925(a)(33)) are met;
- Expanding existing services into underserved geographic areas;
- Expanding the array of services offered or the types of victims served within existing geographic service areas to include underserved victims; and,
- Ensuring geographic access to services within a reasonable traveling distance while avoiding duplicating services within the same county.

Programmatic Requirements and Technical Assistance

Statistical Reporting

CJCC requires **one of two** different types of statistical reports for STOP VAWA Subgrantees, depending upon the type of project they are completing. SASP subgrantees should only use the [Victim Services Statistical Report](#) (VSSR) for quarterly reports. If a subgrantee is completing a STOP VAWA project that is primarily direct victim services then they should complete the **VSSR**. These reports must be submitted on a **quarterly** basis. If a subgrantee is completing a project that primarily benefits law enforcement, prosecution, the courts, probation/parole, or primarily involves training or fatality review, they should complete the [Criminal Justice System Services Report](#) (CJSSR). These reports are due on a **semi-annual** basis.

Reports should be completed via the web-based platforms hyperlinked above. Subgrantees will need their **current** grant number and password to access the reporting site. The Planning & Policy Development Specialist will email the VSSR link and login credentials (User ID or your grant number(s) and your agency’s password(s)) to Project Directors a month prior to each reporting deadline. It is **very important** that you complete a Subgrant Adjustment Request to update the Project Director’s name and/or their contact information to ensure timely receipt of VSSR or CJSSR information. CJCC will **not** send reporting information to anyone other than the Project Director.

All STOP VAWA and SASP subgrantees must also submit the [STOP VAWA](#) and/or [SASP Annual Reporting Form](#), which can be found at the Muskie School of Public Service’s website. These forms will be updated on an annual basis since the federal Office on Violence Against Women (OVW) creates these forms for the state subgrantees.

Dates for submitting VAWA and/or SASP **VSSR Quarterly Reports** are as follows (and are available on the Google Calendar on CJCC’s website, so please be sure to add these to your agency’s calendar):

Quarter 1:	January 1-March 31	Due: April 30
Quarter 2:	April 1 – June 30	Due: July 30
Quarter 3:	July 1 – September 30	Due: October 30
Quarter 4:	October 1 – December 31	Due: January 30

Dates for submitting STOP VAWA **CJSSR Semi-Annual Reports** are as follows (and are available on the Google Calendar on CJCC's Website, so please be sure to add these to your agency's calendar:

Period 1:	January 1-June 30	Due: July 30
Period 2:	June 30-December 31	Due: January 30

The due date for the **Annual** report may vary depending upon when CJCC receives the form from OVW. Generally, this report is **due around mid-February**. Subgrantees should check their email for a notice that this report has been released and a due date.

(1) Reminders for Completing Your VSSR or CJSSR

You should **only** report data that reflects the use of VAWA or SASP funds. In the fourth quarter report due October 30, subgrantees must also complete the section of narrative questions. As a courtesy, CJCC has provided a [guide](#) for subgrantees.

The web-based tool has built-in validation capabilities. Subgrantees should be sure that their demographic data aligns with the number of victims they report serving in each category. Additionally, subgrantees should also ensure that the number of services they report are equal to if not greater to the number of victims they report serving. Incorrect or inaccurate data will not be accepted in the web-based system and the subgrantee **will not be able to submit** their VSSR or CJSSR on this platform until all the data is correct.

Below are common mistakes and reminders for successfully submitting your statistical reports:

- Be sure to have your correct grant number – refer to your most recent award package for this information;
- Keep in mind that you should be serving at least **one** new victim each quarter. If CJCC staff notice no new victims on your report, you may receive a technical assistance call;
- Be sure that the number **new victims** served in each crime category is equal to the number of victims reported in each demographic section for that crime:
 - Example: If you report serving 12 new domestic violence victims in IIA; the numbers reported in the Age, Race, Gender, and Disability Categories for “Domestic Violence” victims in IIB should add up to 12.
 - If you are not sure about the demographic information for a victim, please include them under the “unknown” category for each demographic.
- Be sure that the number of services you report is **greater than or equal to** the number of new victims you report;
- Be sure the number of services you report in is **greater than or equal to** the total number of victims you report.

(2) Subgrantees Who Receive Both SASP and/or VAWA and VOCA Victim Services Funds

If your agency receives funding to provide direct victim services through VOCA and VAWA and/or SASP, you **must report your statistics for each program separately**. Please be sure that whichever data collection method you use (a Client Management Information Systems such as ALICE, paper tallies, Excel worksheets, Time and Activity Reports) is able to track the clients you serve with either your VOCA or VAWA/SASP grant **separately**.

Examples:

- a. Suzy Advocate is funded through your agency's VOCA grant at 80% of her time and through your VAWA grant for 20% of her time. Suzy served 40 victims this quarter. You should report the following:

$40 \text{ victims} * 0.8$ (proportion of time Suzy is on VOCA Grant) = 32 victims served with VOCA Funds

$40 * 0.2$ (proportion of time Suzy is on VAWA Grant) = 8 victims served with VAWA funds.

NOTE: If your agency receives VAWA funds but you serve victims of all kinds of crime (e.g. if you are a Sheriff's or Prosecutor's VWAP), you should only report victims of dating violence, sexual assault, domestic violence, stalking, or child victims of domestic violence and co-victims of sexual assault that you served on your **VAWA** and/or **SASPVSSR**. You **should not** be reporting burglary, larceny or any other type of victim.

- b. Suzy Advocate is funded through your agency's VOCA grant at 50% and Norene Counselor is funded through your VAWA grant at 75%. Suzy Advocate served 50 victims and Norene Counselor treated 30 victims. You should report the following.

$50 * 0.5$ (proportion of Suzy's time paid for with VOCA funds) = 25 victims served with VOCA funds

$30 * 0.75$ (proportion of Norene's time paid for with VAWA funds) = 22.5 (round to 23) victims served with VAWA funds.

The restriction on the kinds of victims that should be reported on your VAWA and/or SASP VSSR applies here as well.

- c. **If you cannot track statistics by the advocate serving the victim...** An alternative method to reporting statistics based on the advocate to whom the case is assigned, may be to report your agency's statistics based on the **proportion of your total budget that each grant represents**. In other words, if you cannot separate the services you provide either by the advocate who provides them or by the grant under which they are funded, you can take all of

the statistics per quarter in your agency and multiple them by the proportion of your total agency budget that a grant represents.

Example:

Your agency's budget breakdown is the following:

- VOCA Grant – 35%
- SASP Grant – 5%
- UnitedWay – 15%
- Private Donations – 10%
- Community Foundation Grants – 10%
- Major Events – 15%
- 5% Funding – 10%

In the first quarter of your VOCA Grant (October 1-December 31) your agency served 25 child sexual abuse victims and 10 sexual assault victims. You would report:

$$0.35 * 25 = 9 \text{ child sexual abuse victims}$$
$$0.35 * 10 = 4 \text{ adult sexual assault victims}$$

NOTE: Whatever your cutoff, you must report services and demographic data for those victims as well.

For more information about reporting your victim services statistics, you may listen to the webinar posted on [CJCC's YouTube Page](#).

Outcome Performance Measures

Subgrantees funded to provide **direct victim services** with STOP VAWA funds and **all SASP** subgrantees must also collect outcome performance measure data from their clients. CJCC has provided survey instruments for subgrantees to distribute to clients who have **substantially completed services**. These surveys are available at CJCC's website under Grants>>Forms & Publications>>Outcome Performance Reporting Tools. They are also available at the [VAWA](#) and [SASP](#) reporting pages. Here you will find the survey tools and Excel spreadsheets to help you tally your data.

Outcome performance measures are reported through the Performance Vista's web tool. Links for this tool are located the STOP VAWA or SASP grant specific pages on CJCC's website. To navigate to these web pages go to Grant Programs>>(SASP or VAWA)>>Reporting. This tool **will be open only for a limited amount of time** during reporting periods (April 1-30, and October 1-30). Below are reporting due dates (these are also available on CJCC's Google Calendar):

Semi-Annual:	November 1 – April 30	Due: May 30
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Annual:	May 1 – October 31	Due: November 30
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For more information or technical assistance about collecting or reporting your outcome measure statistics, you may listen to the various webinars posted on [CJCC's YouTube Page](#).

Tardy Programmatic Reports or Continuation Applications

Delays in programmatic reports can cause CJCC to be late in its reporting requirements to our federal partners. Therefore, CJCC takes timeliness in programmatic reports **very seriously**. Please refer to the CJCC's [CJCC's subgrantee compliance policy](#) for the progressive sanctions imposed for chronic tardiness in programmatic or fiscal reports. You can find this policy under: Grant Programs>>VAWA>>Resources. A copy of the policy was included in your award packet as well.

If you are late with your programmatic or expenditure reports, you must submit a [Waiver Request](#) within **10 days** after the reporting deadline has expired. Please submit waiver requests for SERs to your Grants Auditor or Specialists. Waiver requests for OPMS, VSSRs and CJSSRs may be sent to the Planning & Policy Development Specialist. Your request will be considered and CJCC may grant the waiver **at its discretion**. The waiver will allow your agency to avoid penalties.

The subgrantee is responsible for abiding by **all special conditions**, reporting requirements, and deadlines. Tardy continuation applications will also result in an automatic recommendation to CJCC's governing council to reduce funding by 10%.

Training Materials: Subgrantee-Sponsored Training – STOP VAWA Subgrantees Only

As part of your special conditions, you must submit any agendas or materials for training your organization will provide to internal or external partners (e.g. police, prosecutors, judges, SANE's, other victim advocates etc.) and for which you will use STOP VAWA funds **at least 30 days** prior to the scheduled training.

This provision helps CJCC ensure that the training you are providing is fully allowable. Some considerations you should take when submitting a training agenda:

1. Does your training have a message primarily about *preventing* sexual assault, domestic violence, stalking, or dating violence?

If yes, this may be unallowable. STOP VAWA funds **may not** be used for activities focused primarily on prevention. CJCC reserves the right to pay for only that portion of the training that is allowable under the STOP VAWA purpose areas.

2. Is your training meant for middle school children or elementary school children?

If yes, this is not allowable. CJCC's special conditions specifically disallow activities or training for primary and secondary school children. You may use STOP funds to

do outreach to victims of dating violence, stalking, sexual assault or domestic violence in schools so long as the outreach focuses on the services your organization offers and is targeted to girls older than 13 years of age.

3. Do you plan on reproducing any copyrighted materials to include with your handouts?

If yes, then you must obtain permission from the author or organization that produced the copyrighted material. You must also state that any reproduced material is "Reprinted with permission." Be sure to keep copies of these permissions on file with your program. Appendix 1 of this manual contains a sample letter you can use to request such permissions.

Training: External Training Events or Conferences

If you wish to send your staff to training events or conferences sponsored by other organizations you must submit an agenda detailing the contents of the training **30 days prior** to paying for the registration.

The same concerns that apply to your own sponsored training apply to conferences or events held by other organizations. Training should be germane to your project scope and should be primarily focused **on identifying and responding to** violent crimes against women.

What does CJCC mean by germane? For example, if you are funded for a special victims investigative or prosecutorial unit, you may request for your staff to attend training about investigative techniques for non-stranger sexual assault cases, or for how to conduct an evidence-based prosecution in domestic violence cases. **Training that focuses on prevention strategies for violence against women is not allowable.**

Printed Materials

As stated in your special conditions, you must request approval **30 days** prior to sending any publication to print or paying for any publication from an outside provider with STOP VAWA and/or SASP funds. The most commonly encountered issue with respect to paying for publications is that the proposed material is overly focused on prevention. If the publication is overly focused on prevention strategies it is unallowable. If you would like CJCC to pay for a publication that contains a substantial amount of prevention information, we may be able only to pay for the portion of the publication that does not include the prevention message. Remember, **publications should focus on alerting victims about the nature of violence against women and the services available to help them.** These requests must be sent to your assigned Grants Auditor or Specialist.

If CJCC approves part of a publication for printing or distribution, you must include the following disclaimer language somewhere on the publication (even if the publication was purchased from another provider):

“Certain portions of this project are supported by Sub-Award No. _____ awarded by the Criminal Justice Coordinating Council administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed on page(s) _____ of this publication does/do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women or the Criminal Justice Coordinating Council. Page(s) ___ of this project is/are beyond the scope of the STOP (or SASP) Formula Grant Program, under which the above award was made, and thus was not funded with award no. _____.”

Also remember that any materials your agency prints that are fully paid for with STOP VAWA or SASP funds must contain the following acknowledgement language:

“This project is supported by Sub-Award No. _____ awarded by the Criminal Justice Coordinating Council administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Criminal Justice Coordinating Council or the Department of Justice, Office on Violence Against Women.”

(1) Printed Materials that Contain Religious Language

CJCC proudly funds various faith-based organizations to serve women and children victims of violence in Georgia. However, pursuant to the U.S. Department of Justice’s regulations, Equal Treatment for Faith-Based Organizations (Equal Treatment Regulations), 28 C.F.R. pt. 38, faith-based organizations cannot discriminate in service provision based on religion, nor can they use federal funds for inherently religious activities.

Publications that contain religious language related to an agency’s mission, vision, or goals should include the following disclaimer:

“While [Organization Name] is a [Religious Affiliation]-based organization, it does not use federal financial assistance for explicitly religious activities. [Organization Name] provides services to crime victims regardless of the victim’s religious affiliation and does not require victims to participate in religious activities as a condition of receiving services.”

Financial Requirements and Technical Assistance

Below is a brief overview of the fiscal requirements for STOP VAWA or SASP subgrantees.

Match Requirement

STOP VAWA funded projects that benefit law enforcement, the courts, prosecution, or probations/parole must submit a minimum funding match of twenty-five percent (25%), which can be met through cash and/or in-kind contributions. Agencies **are not** required to provide matching funds if their grant is made from the victim services allocation of the

STOP VAWA award or if they are funded with a SASP award. Non-profit victim service agencies are also not required to provide matching funds if they are funded to provide direct victim services² with STOP VAWA funds, though they are still encouraged to provide matching funds. The applicant must identify the sources of the match in the budget section of the application.

STOP VAWA guidelines do not require the use of volunteers; however, CJCC encourages subgrantees to use volunteers where appropriate. Please note, as of June 1, 2006, CJCC values volunteer hours at \$12.00/hour.

To qualify matching funds must meet the following criteria:

- ✓ They must have the same potential use as the federal funds for which the grant is awarded – i.e. the activities for which funds are used must be **allowable** under the [STOP VAWA program guidelines](#).
- ✓ They must be expended during the grant period – e.g. a private foundation grant that has been awarded to you but starts after the federal grant period ends does not qualify.
- ✓ You must maintain a record of all the matching funds you use including: the source of the funds, when they were expended, and the amount.

If you are using volunteer labor as a match, you must provide a volunteer contract and a log of the number of hours each volunteer spent on the VAWA-funded project. Submit newly signed contracts and timesheets with each SER to your assigned Grants Auditor or Specialist. Volunteer [contracts](#) and [timesheets](#) can be found at [CJCC's website](#). You may also send them requests to approve a higher rate of volunteer time. Please submit justification such as a memo and job description or volunteer's resume with the request for a higher rate.

Budget Categories – Allowable and Unallowable Costs

Subgrantees are encouraged to refer to "[OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments](#)" or "[OMB Circular A-122, Cost Principles for Non-Profit Organizations](#)" (as applicable to your organization) for a detailed discussion of allowable and unallowable costs on federal grants. Subgrantees should note that they **cannot** request reimbursement for items not listed in their budgets during the course of the grant. If a subgrantee wants to add, change, or remove an item from any of the budget categories approved with their award package, they **must submit** a Subgrant Adjustment Request ("SAR"). Please see the section titled "Subgrant Adjustment Requests" for a discussion of the procedure for submitting these. What follows below is a brief description of allowable and unallowable costs:

(1) Personnel

²**NOTE:** A nonprofit victim service provider funded under either the law enforcement, prosecution, courts or discretionary allocations may be required to provide matching funds. For example, a domestic violence shelter funded to provide judicial education may be required to provide match, even though the center is a nonprofit victim services agency. For a more detailed discussion, see pages 11-15 of the [STOP VAWA FAQ's](#).

Personnel costs are eligible if they comply with the statements in the following checklist:

- ✓ Salaries for grant-funded positions must comply with the applicant agency’s employee salary classification schedule. Your agency should have submitted a “Salary Authorization Form” with your application to validate salary expenditures.
- ✓ Applicants must submit all grant-funded salaries for CJCC ‘s approval. CJCC will also determine the reasonableness of requested salaries and reserves the right to limit the grant-financed portion of any salary.
- ✓ Subgrantees may use grant funds for overtime pay, provided that the payment of overtime is allowable under the applicant agency’s policy. “Overtime pay” is remuneration for hours worked on a sub grant program in excess of full-time. “Full-time” is at least thirty-five (35) hours per week for sworn law enforcement officers and forty (40) hours per week for non-sworn personnel.
- ✓ CJCC will not approve grant budget adjustment requests for reallocation of excess personnel funds created by a vacancy unless the subgrantee requests the reallocation **prior to sixty (60) days** before the grant expiration date. For VAWA and SASP subgrantees, final budget reallocations must be submitted by **November 1** for approval.
- ✓ Subgrantees may use grant funds to pay personnel leaving employment for accrued annual leave and/or accrued compensatory time if CJCC approves, and if such use is in accordance with the subgrantee’s personnel policy. The proportion of grant funds paid for accrued annual leave and accrued compensatory time may not exceed the proportion of funds used to pay the employee’s salary.
- ✓ Funds may not be used to pay for on-call hours.

(2) *Fringe Benefits*

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the “Personnel” budget category and **only for the percentage of time devoted to the project**. Fringe benefits on overtime hours are limited to FICA, Worker’s Compensation, and State Unemployment Compensation. Costs included in this category are: FICA (employer’s portion of the Social Security and Medicare taxes), employer’s portion of retirement, employer’s portion of insurance (health, life, dental, etc.), employer’s portion of Worker’s Compensation and State Unemployment Compensation. Each benefit for each position should be shown as a separate calculation/estimate.

(a) *Example Personnel &Fringe Benefit Calculation:*

1. Personnel

Suzy Victim Advocate	\$30,000 * 75%	\$22,500
-----------------------------	----------------	----------

2. Fringe Benefits

Suzy Victim Advocate	FICA: $\$30,000 * 0.0765 * 75\%$	\$1,721.25
	Health Ins.: $\$200 / \text{mth} * 75\% * 12$	\$1,800
	Pension: $\$30,000 * 0.02 * 75\%$	\$450
	Dental/Vision: $\$100 / \text{mth} * 75\% * 12$	\$900

(3) Travel

Costs in this category are eligible if they comply with the statements in the following checklist:

- ✓ All travel expenditures must be in accordance with the most current [State of Georgia Statewide Travel Regulations](#) regardless of the applicant agency's travel policies. Three main provisions include:
 - Funding is authorized for travel within the program's service area only for mileage driven in personal vehicles for program/business purposes and may not exceed .56 cents per mile (the current state maximum), the amount the program specifies as the mileage reimbursement rate, or the lesser of the two;
 - Funding is not authorized for lodging within 50 miles of the subgrantees' place of business; and,
 - Funding is not authorized for meals within thirty (30) miles of the subgrantees' place of business, and when traveling outside a thirty-mile radius, the employee must be away for more than 13 hours.
- ✓ Out-of-state travel must be justified and in accordance with U.S. General Services Administration [\(GSA\) per diem rates](#).
- ✓ Use of unbudgeted grant funds for out-of-state travel requires CJCC 's prior written approval and a sub-grant adjustment.
- ✓ Subgrantees must document program personnel's completion of grant-funded training and certification courses. Subgrantees must justify to CJCC in writing any non-completion of course requirements. Subgrantees may have to cover the cost of training if CJCC fails to approve the justification letter submitted.

(4) Equipment

Equipment is any tangible, non-expendable personal property with a useful life of more than one (1) year and acquisition costs equal to or greater than \$5,000 per unit. Included in the definition of equipment are any other items a subgrantee chooses to capitalize in its own accounting records. Subgrantees may not apportion costs for equipment into smaller components to avoid the true acquisition costs.

A list of equipment purchases must be submitted to CJCC and subgrantees may request additional equipment through grant adjustments. CJCC will authorize equipment if the

subgrantee demonstrates that it is necessary, essential to the successful operation of the grant projects and reasonable in cost.

Equipment purchased with grant funds is subject to the [Department of Administrative services' state surplus property procedures](#).

CJCC staff is available to assist sub-grantees with these procedures.

****NOTE:** Per your STOP VAWA special conditions, law enforcement equipment such as shields, armor, weapons, uniforms or badges, is not an allowable equipment expense. You may, however, purchase video or voice recorders, cameras etc. which may help gather evidence about domestic violence, dating violence, or sexual assault crimes. Please note however, if these purchases are intended for other investigations in addition to those of violent crimes against women, these purchases will need to be pro-rated to reflect the percentage of time they will be used to investigate VAWA crimes.

(5) Supplies

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Supplies and direct operating expenses are costs directly related to the daily operation of the sub grant program that are not included in any other budget category and have an acquisition cost of less than \$5,000 per unit. Examples of allowable costs include office supplies, shared costs of office equipment, paper, printing, postage, classroom instructional supplies and educational resource materials.
- ✓ Funds **may not** be used to promote a program through paid advertisements or promotion gifts without CJCC's prior written approval.
 - An **exception** – CJCC has allowed in the past for programs to use funds to pay for billboards to advertise a hotline or program services. Such a billboard must display the disclaimer language referenced above under "Printed Materials." CJCC reserves the right to allow or disallow requests on a case-by-case basis.
- ✓ CJCC will not approve use of funds to purchase admission to any amusement park, recreational activity or sporting event.
- ✓ Funds may not be used to pay for gift cards for victims to purchase food or other items. For example, an agency may not request reimbursement from their VOCA grant to pay for a WalMart gift card for a victim to purchase emergency household items following a crime. All such purchases must be accompanied by an itemized receipt for a reimbursement to be allowable.
- ✓ The State of Georgia's Non-Employee Group Meals Policy and the [OJP Financial Guide](#) governs subgrantees' use of grant funds for food, meals, beverages and

related costs. This policy is included in the State Accounting Office's [Statewide Accounting Policy and Procedure Manual](#).

(6) *Printing*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Business cards are allowable only for STOP VAWA funded personnel.
- ✓ Program letterhead is an allowable expense.
- ✓ Costs for printing program-related materials are allowable. **Please see the “Printed Materials” section for the policy on obtaining approval for paying for such materials.**
- ✓ Brochures printed with grant funds must acknowledge the funding source. **Please see the “Printed Materials” section for the required language.**

(7) *Other*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Individual consultant fees may not exceed \$450/day or \$56.25/hour, but may include actual time for preparation, evaluation and travel in addition to the time for the presentation or service. Consultant transportation, hotel, and incidental costs are not included in this maximum amount and may be specified separately under the contract.
 - According to the 2009 OJP financial guide, a **consultant** is “an individual who provides professional advice or services.” CJCC **does not fund** the use of consultants for general organizational administration or strategic planning efforts. All “professional advice or services” **must be directly related** to the provision of victim services, training, or other purpose area under the STOP VAWA grant.
 - Subgrantees requesting consultant expenses on their grant must be able to justify the rate they are requesting either using the provider’s billing history for a similar service, or using local market rates. For example, a subgrantee requesting a contract licensed therapist expense may use the therapists’ hourly billing rate with similar clients and submit invoices verifying this rate to justify the amount requested on the grant.
- ✓ Consultants who are state or local government employees, or are personnel at another CJCC-funded nonprofit or nongovernmental agency must show that the time they are spending on the grant is separate from the time CJCC is funding for work at their respective agency.
- ✓ See **Appendix 2** for a sample consultant contract.

- ✓ For-profit corporation or nonprofit consulting services must be determined through competitive bidding.
- ✓ Agencies may not request accounting, auditing, or bookkeeping services furnished through an independently-employed individual, unless the agency expends more than \$500,000 in federal funds during its fiscal year. If allowable, these services may not exceed \$56.25/hour or \$450/day. Reimbursement for these services will be pro-rated across all federal funding services.
- ✓ Costs for office rent and utilities are allowable if they are justified and if the agency provides a statement of comparable rates in the area. These costs will be pro-rated for grant-funded staff. Liability costs (such as malpractice insurance) are similarly allowable under these conditions. Subgrantees seeking to recover rent costs must furnish a copy of their lease agreement.

Expenditure Reimbursement Requests & Budget Adjustments

(1) Subgrant Expenditure Reports (SERs)

A subgrantee may submit a request for reimbursement on either a quarterly or monthly basis. Below are the due dates for either quarterly or monthly subgrant expenditure reports. CJCC staff do their best to approve and submit all SERs for payment within 14 days of receipt. This turn-around time strongly depends on whether the subgrantee has provided all the necessary documentation with their SER and is current with their programmatic reports. **Late programmatic reports or incomplete documentation will delay SER processing.**

Quarterly	30 days after Quarter end date	Ex.: January 1-March 31 Due: April 30
Monthly	15 days after Month end date	Ex.: January 1-January 31 Due: February 15

(2) Helpful Hints for Successful Approval of SER's

- ✓ For your SER to be approved, you **must have all your programmatic reports** (i.e. VSSR, VAWA Annual Report or CJSSR) submitted on time. For example, if you request reimbursement on a quarterly basis, and you are requesting payment for grant activities from April 1-June 30, your first Quarter VSSR (due April 30) must be received before you are reimbursed. **Delinquent or incorrect reports will result in delayed reimbursements.**
- ✓ Ensure your SER is on the correct form. You can access this form on [CJCC's website](#) by navigating to Grants>>Forms & Publications>>Expenditure Reporting Forms. Be sure to use the "VAWA Reporting SER Form" or the "SASP Reporting SER Form." If you are a VAWA subgrantee, be sure to use the CJSI or victim services forms as appropriate for your program.

- ✓ Ensure your authorized grant official has signed these forms. For local government agencies such as District Attorney Offices, this should be your **Board Commission Chair**; for nonprofit organizations, this should be your **Board Chair**. **NOTE:** The authorized grant official can delegate signing authority once he/she signs and submits all award package documents. To delegate this authority, the authorized signor should submit a **signed** letter on official letterhead to your agency's assigned Grants Auditor or Specialist stating the following:

"I _____, [Chairman of the Board of Commissions/Board Chair of XYZ Nonprofit] authorize [Name]_____, [Title]_____ to sign any future forms and documents pertaining to subgrant #_____."

- ✓ Be sure to include any supporting documentation with your SER. These include:
 - Travel Logs – applicable if you are requesting reimbursement for in- or out-of-state travel. Travel logs should include miles traveled if using your personal or company vehicle. Use the "Travel Expense Statement" under Grants>>Forms & Publications>>Expenditure Reporting Forms to submit this information.
 - Volunteer Timesheets – If you are using volunteer hours as match, you must submit these with your VSSR. You must also have a Volunteer Contract on file with CJCC for each volunteer whose time you are claiming as match. Sample contracts can be downloaded on [CJCC's Website](#) from the Grants>>Forms & Publications>>Applications and Awards Documents.
 - Invoices – if you are requesting payment for contractor services or equipment costs, please include an invoice verifying the expenses and showing the work performed in the case of contractor services.
- ✓ Ensure all expenses listed on your SER were incurred during the current grant period. **Expenses incurred either before or after the grant period started will be disallowed** per the [OJP Financial Guidelines \(Chapter 7: Period of Availability of Funds, Obligation of Funds\)](#).
 - Subgrantees have between 15-30 days *after the end of a grant period* (depending on whether they report quarterly or monthly) to submit an SER with final expenses. *All expenses incurred during the last quarter or month of the grant period should be listed on this SER, regardless of whether the agency has completely paid for them.* For example, if your agency purchases a computer as specified in your budget in the last month of the grant award but intends to pay for the computer on arrival, you must include this incurred expense on your last SER to be reimbursed.

(3) Subgrant Adjustment Requests (SAR's)

Subgrantees must use subgrant adjustment requests to alert their Auditor/Examiner or Grant Specialist about any substantive changes related to their grants. Included in your agency's award packet was a subgrant adjustment request form that you must complete

and return along with a detailed budget. Your assigned Auditor or Specialist will email you a new SAR form each time they process a previous SAR for you. Like SER forms, this file cannot be downloaded from the website and can only be obtained through your assigned Auditor or Specialist.

SAR's should be submitted to alert CJCC about any of the following changes to your grant:

- ✓ A change in the Authorized Signature for the grant;
- ✓ A change in the contact information for the Agency Point of Contact
 - NOTE: This is **very important**. We have received emails from frustrated subgrantees or former employees alerting us that we are still sending them grant information when they are no longer employed with an agency. To avoid this, please be sure to submit an SAR whenever your Agency Point of Contact changes. We **will not** change point of contact information based on an email alert or phone call.
- ✓ Changes in budget allocations;
 - All changes to budget allocations must be pertinent to the original project scope. If the budget reallocation request results in a substantial change in your program's scope, it may be disallowed. For example, if you have experienced turnover in personnel and would like to move money from personnel to equipment to purchase a new computer or software system, CJCC may question your request for additional computers, given that you have fewer personnel.
 - All budget allocation changes must be submitted **sixty (60) days prior** to the grant period end (i.e. by October 30 for most VAWA grants). Any SAR's requesting changes to budget allocations received after the 60th day **will not** be approved.
- ✓ **NOTE:** All budget reallocation SARs must be submitted prior to the last sixty (60) days of the grant period and all expenses included in an SAR must be **anticipated** expenses to be incurred within those last 60 days. CJCC **will not** reimburse subgrantees for unapproved expenses incurred prior to the submission this final budget reallocation SAR.
- ✓ Changes in program scope or activities.

NOTE: All SAR's (except for final budget reallocations) must be submitted for any change **30 days prior** to that change taking effect. If you know that a staff member is leaving the organization or that the grant point of contact will change, please alert CJCC 30 days prior to this change so that staff can ensure the new point of contact receives proper technical assistance to manage your STOP VAWA and/or SASP grant.

(4) Compliance Monitoring Activities and Other Financial Requirements

As part of its grant monitoring functions, CJCC is required to perform compliance monitoring activities of its subgrantees on at least a biennial basis. There are two types of compliance monitoring activities that CJCC conducts. Site visits give CJCC the opportunity to see all our subgrantees' important work up close, meet the program staff and tour the facility after reviewing all grant-related documents. Desk reviews occur when CJCC staff

review all grant-related documents at CJCC and conduct conference calls with the agency's personnel. Generally, CJCC determines if an agency is due for a site visit or a desk review based on either on a risk assessment of subgrantee financial and programmatic viability, subgrantee requests for technical assistance, or a request from CJCC's governing Council.

CJCC staff will alert the subgrantee about an upcoming site visit or desk review at least 2 weeks prior to the visit. The subgrantee's authorized official will receive an announcement letter and document preparation checklists that they must complete prior to the visit. The agency's Executive Director will also receive this communication.

Below is a list of record-keeping requirements that will make your site visit a success and keep your agency in compliance with the guidelines in the federal circulars cited above:

- ✓ Maintain all records related to a subgrant for 3 years after the grant is awarded closed. The clock for record-keeping for a particular grant starts from the date of notification that the grant has been closed fiscally and programmatically;
- ✓ Keep all receipts related to any supplies or equipment purchases made with grant funds;
- ✓ Maintain an inventory list of all equipment and the grant funds used to pay for each;
- ✓ Ensure you have timesheets for all grant-funded personnel during the grant period;
 - Timesheets should capture the number of hours worked, the grant to which the hours are assigned, and the activities performed on the grant.
- ✓ Ensure you have policies and procedures that separate accounting duties within your organization;
- ✓ Ensure you have an Equal Employment Opportunity Plan, that you have filed this with the Office of Civil Rights (if applicable) or that you have filed a federal [Certification Form](#). Refer to Section "A" of this form to determine if your agency is exempt or go to the Office of Justice Program's Office of Civil Rights [website](#).
- ✓ Keep copies of invoices for contractors listed on the grant and a copy of the contract between your agency and the contractor.
- ✓ Ensure your accounting system is able separate the expenses and revenue for each of your subgrants from other general expenses and revenue or those associated with other grants;
- ✓ Ensure you have non-discrimination policies for service provision and that these policies are made available to clients and employees (described below.)

CJCC staff will review all of these documents, your accounting system, your personnel policies and procedures and a random selection of receipts and other documentation during the site visit or desk review. Staff will also address any programmatic reporting or other issues with which your agency may need technical assistance. For more information and helpful resources, please see the [Compliance Monitoring](#) page at cjcc.georgia.gov.

Non-Discrimination in Service Provision

As recipients of federal funds from the Department of Justice, all subgrantees are subject to the following federal non-discrimination laws:

- ✓ Title VI of the Civil Rights Act of 1964 - 42 USC § 2000d;
- ✓ Section 504 of the Rehabilitation Act of 1973 - 29 USC §794;
- ✓ The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);
- ✓ Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;
- ✓ Title IX of the Education Amendments of 1972 - 20 USC § 1681 (applicable to all subgrantees that conduct training);
- ✓ The Age Discrimination Act of 1975 - 42 USC § 6101; and,
- ✓ Equal Treatment for Faith-Based Organizations - 28 C.F.R. Part 38 (prohibits discrimination based on religious affiliation during service delivery).

Information about these laws can be found on the Department of Justice, Office of Civil Rights [website](#). Generally, to be compliant with these laws, subgrantees may not discriminate on the basis of sex, national origin, immigration status, religion, race, color, disability status, or age when providing services. Clients who feel they have been discriminated against may file a complaint with CJCC or the Office of Civil Rights. If a finding of discrimination is made against your agency, you must file these findings with the Office of Civil Rights.

To ensure your agency is providing the best possible services to all persons in your community, you should have a nondiscrimination policy for service provision. Disseminate the policy widely amongst your employees and clients seeking your services. An easy way to ensure all victims you serve are made aware of this policy is to include the language below in any publications or brochure about your agency that you distribute:

“The _____ Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex, immigration status, or disability. If you believe you have been the target of discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complain can be found on the Office of Justice Programs website: <http://www.ojp.usdoj.gov/about/ocr/complaint.htm>. Adverse findings must also be sent to the Criminal Justice Coordinating Council by calling 404.657-1956 or mailing the finding to 104 Marietta St NW, Suite 440, Atlanta, GA 30303.”

Finally, all subgrantees must be prepared to make reasonable accommodations for persons seeking services who are either limited English proficient (LEP) or disabled to be compliant with the above nondiscrimination laws. For information and resources for providing services to LEP or disabled individuals, visit [LEP.gov](#) or Georgia’s [Americans with Disabilities Act Coordinator’s Office](#). You may also contact CJCC for technical assistance with questions or concerns.

Technical Assistance Resources

CJCC Technical Assistance

CJCC staff is committed to providing all subgrantees the best subject matter and financial technical assistance possible. For technical assistance related to programmatic reports or concerns or fiscal reports please contact:

Financial Reports and Requirements:

Ayanna Campbell Williams, Grants Specialist

Ayanna.Campbell@cjcc.ga.gov

404.657.1976

Tonya Jenkins, Grants Specialist

Tonya.Jenkins@cjcc.georgia.gov

404.657.1998

Monique Stevenson, Auditor/Examiner

Monique.Stevenson@cjcc.ga.gov

404.657.2231

Liz Carignan, Auditor/Examiner

Liz.Carignan@cjcc.ga.gov

404-357-1976

Jonathan Peart, Lead Grants Specialist

Peart.Jonathan@cjcc.ga.gov

404.657.1973

Programmatic Reports and Applications:

Betty Barnard, Planning & Policy Development Specialist

Betty.Barnard@cjcc.ga.gov

404.654.5691

Danyelle Thomas, Operations Analyst (*for technical issues with the VSSR or OPM*)

Dionna.Thomas@cjcc.ga.gov

404.654.5695

National Technical Assistance Resources

Below are some websites subgrantees may find useful to the programmatic or fiscal management of their STOP VAWA grant.*

(1) Fiscal Grant Management:

Office of Justice Programs, [2013 Financial Guide](#);

Government Auditing Standards, [2003 Revision](#)

Federal Accounting Standards Advisory Board, [Generally Accepted Accounting Principles](#)

(2) Some National and State Resources and OVW-Funded Technical Assistance Websites

Prosecution:

*NOTE: The opinions or facts expressed in these websites do not represent those of CJCC or its staff.

[AEquitas](#)
[National District Attorney's Association](#)

Law Enforcement:

End Violence Against Women International ([EVAWI](#))
International Association of Chiefs of Police ([IACP](#))
Maryland Network Against Domestic Violence ([MNADV](#))

Sexual Assault Nurse Examiners:

Sexual Assault Forensic Examiners Technical Assistance Project ([SAFEta](#))

Judges:

National Center for Juvenile and Family Court Judges ([NCJFCJ](#))
Center for Court Innovation ([CCI](#))
National Judicial Education Program ([NIEP](#))

Cultural Competency:

Immigrant Women Program ([IWP](#))
[ASISTA](#)
Women of Color Network ([WCN](#))
[FaithTrust Institute](#)
Sisters of Color Ending Sexual Assault ([SCESA](#))

Domestic Violence/Sexual Assault/Stalking/Dating Violence:

Battered Women's Justice Project ([BWJP](#))
Georgia Coalition Against Domestic Violence ([GCADV](#))
Georgia Network to End Sexual Assault ([GNESA](#))
National Network to End Domestic Violence ([NNEDV](#))
National Coalition Against Domestic Violence ([NCADV](#))
National Network to End Violence Against Immigrant Women ([NNEVAIW](#))
National Sexual Violence Resource Center ([NSVRC](#))
Rape, Abuse, and Incest National Network ([RAINN](#))
National Center for Victims of Crime, Stalking Resource Center ([NCVC, SRC](#))

Probation/Parole:

Battered Women's Justice Project ([BWJP](#))
American Probation and Parole Association ([APPA](#))

Batterer Intervention Programs

[Emerge](#)
[Georgia Commission on Family Violence](#)
[The Duluth Model](#)

Appendix 1: Sample Letter for Reprint Permissions

[Organization Name]

[Date]

[Addressee Information]

RE: Request to Reprint [Full citation of article, legislation, case etc.]

To Whom It May Concern:

[Organization Name] respectfully request the [Publication Name] permission to reprint the above referenced [article/legislation/summary etc.] in an educational course for [describe the audience to whom the course is targeted].

The title of the course in which the publication will be reproduced is [Course Title.] The course is exclusively for educational purposes and is aimed at educating [audience] about [brief description of course goals.]

This course is free of charge. [Organization Name] will include the article, with your publication's permission, in the [course binder, course website, course handouts etc.].

If this request meets with your approval, please forward to us the language your publication wants us to include on the reprinted copies to designate these were reprinted with permission.

Thank you for your attention to this request.

If you have any questions, please do not hesitate to contact us.

Appendix 2: Sample Consultant Contract

CONSULTING AGREEMENT

This Consulting Agreement, effective [INSERT DATE] is between [PARTY X] and [PARTY Y].

1. PURPOSE OF AGREEMENT. This agreement shall cover consulting services to be performed by PARTY X for PARTY Y. PARTY X agrees to perform the following duties in fulfillment of this agreement:
 - a. INSERT PROJECT SCOPE.
2. CONSULTING FEES AND EXPENSE REIMBURSEMENTS. During the term of this Agreement, PARTY Y shall pay PARTY X a consulting fee of \$X per hour. In addition to the consulting fee, PARTY Y shall reimburse PARTY X for all reasonable out-of-pocket expenses incurred in performing the services for PARTY Y. PARTY X shall submit invoices for services performed and expense reports as expenses and fees are incurred, but at least twice a month. All expense reimbursements will be in compliance with the [INSERT] guidelines.
3. TERM. This agreement will take effect on and continue through [INSERT DATE]. This Agreement may be extended beyond the initial term only if agreed, in writing, by PARTY X and PARTY Y.
4. GENERAL. PARTY X shall perform the consulting services as an independent contractor and not as an employee, partner, joint venturer or principal of PARTY Y. This Agreement may be modified or amended only as agreed in writing by both parties. This Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous negotiations or agreements between the parties relating to the consulting services. This Agreement is governed by [INSERT STATE] State law.

By: _____
PARTY X

PARTY Y

Date: _____

Date: _____

APPENDIX 3: Sample Salary Authorization Form

Sample Job Offer Letter

COMPANY LETTERHEAD

Date
Applicant Name
Address
City, State, Zip
Phone
Email

Dear Mr. / Miss/ Mrs. /Ms. [NAME],

Congratulations! We are pleased to offer you a job with [COMPANY NAME]. The position offered is [JOB TITLE] at a salary of [SALARY]. The position of [JOB TITLE] is a full time position and reports to [name of supervisor]. The company hours are [COMPANY HOURS]. We would like you to start work on [DATE]. If you are unavailable on that date, please contact us immediately. On [START DATE] please report to [NAME OF SUPERVISOR] for orientation.

We look forward to having you on our team and are confident you will make a significant contribution to [COMPANY NAME].

Sincerely,

[NAME OF PERSON OFFERING THE JOB]
[POSITION]
[COMPANY]

APPENDIX 4: Sample Memorandum of Understanding (MOU) Form

MEMORANDUM OF UNDERSTANDING

The XYZ, a state/local/nonprofit agency operating under the laws of the State of Georgia

AND

*Individually listed partner agencies
(hereinafter, “Partners” or named individually),*

WHEREAS, XYZ, and Partners all seek to insure that the safety and needs of domestic violence are met through the courts, a coordinated community effort;

WHEREAS, XYZ, and Partners all see a need to improve the functions of the civil and criminal court processes; and

WHEREAS, XYZ, and Partners are committed to meaningful collaboration for system improvement, they enter into this agreement.

This Memorandum of Understanding shall be effective as of _____ and shall be active through the _____. The parties shall re-examine the extent of this memorandum and the roles of project partners at end of this period. [OPTIONAL: If funding for the activities described herein is not secured, this Memorandum of Understanding shall be considered void.]

Partners

While all partners work and collaborate in some way through their work with each other, each Partner by the nature of their work only directly and regularly collaborates with certain others. These are noted.

***Partner 1** is [enter brief description of partner 1 and role as MOU partner].*

***Partner 2** is [enter brief description of partner 3 and role as MOU partner].*

***Partner 3** is [enter brief description of partner 3 and role as MOU partner].*

The local partners agree to work together and with XYZ to [describe nature of collaborative effort].

Each Partner agrees to provide the necessary time and staff resources to participate in this collaborative endeavor. In particular, these partners have specific duties:

- *Partner 1 agrees to [specific duties/responsibilities here].*
- *Partner 2 agrees to [specific duties/responsibilities here].*
- *Partner 3 agrees to [specific duties/responsibilities here]*

Each Partner will participate on the committee/partnership/collaborative or submit one designated, dedicated employee as such. All Partners will have representation so as to insure that all aspects of service are covered and no gaps exist.

By signing this Memorandum of Understanding, each Partner agrees to the commitment of fulfilling [insert collaborative’s mission or purpose]. Each Partner agrees to contribute in-kind services and supplies through his or her agency or office to insure the success and viability of the collaboration. Each partner has participated in outlining this memorandum of understanding and approves of the terms outlined therein.

Partner 1 Signing Authority
Title
Address

Date

Partner 2 Signing Authority
Title
Address

Date

Partner 3 Signing Authority
Title
Address

Date

Partner 4 Signing Authority
Title
Address

Date

APPENDIX 5: 2013 VAWA Special Conditions

CRIMINAL JUSTICE COORDINATING COUNCIL

S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT PROGRAM

SPECIAL CONDITIONS

SUBGRANTEE: Agency name

SUBGRANT NUMBER: W13-8-000

1. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Initials _____

2. Subgrantees who provide emergency shelter will conduct appropriate screening so as not to discriminate against individuals based on physical or mental disability, including mental health concerns and substance abuse issues, or deny shelter solely upon the presence of these factors, and ensure that reasonable accommodations are documented and made available to those victims.

Initials _____

3. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

In addition, subgrantees that provide hotline services will provide documentation of a contract for 24 hour language interpretation services for callers who do not speak English. Subgrantees that provide hotline services will ensure that its TTY machine is operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

Initials _____

4. The subgrantee agrees to comply with the Equal Treatment Regulation (28 C.F.R. part 38) which prohibits recipients from using federal grant funding for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, the activities must be held separately from the grant-funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion.

Faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in

employment decisions by grantees.

Initials _____

5. All subgrantees of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, Criminal Justice Coordinating Council investigates subgrantees that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, Criminal Justice Coordinating Council selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Initials _____

6. In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements:(1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

Initials _____

7. In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review within 60 days from the date of this letter. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

The subgrantee acknowledges that failure to submit an acceptable EEOP (if the subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subgrantee is in compliance. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to the Criminal Justice Coordinating Council upon request.

Initials _____

8. Subgrantee agencies are required by Criminal Justice Coordinating Council to clearly post a non-discrimination policy in accordance with the subconditions. This policy shall be visible to and easily accessed by all staff, board members, and clients. The policy shall also contain information on how to lodge a claim of discrimination with the subgrantee agency.

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 ground of race, religion, national origin, sex or disability then your organization must submit a copy of the finding to Criminal Justice Coordinating Council and to OCR for review.

Initials _____

9. The subgrantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Initials _____

10. Pursuant to U.S. Attorney General Order No. 23532001, and O.C.G.A. §50 - 36 1(d), public or private nonprofit service providers that deliver inkind (noncash) services necessary to protect life or safety and do not charge for said services based on the recipients' income, may neither require clients seeking their organization's services to verify their immigration status nor deny services based on the clients' legal status. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR 3613.) Agencies providing said services shall establish a policy ensuring all victims have access to services regardless of immigrant status, and shall promulgate same with staff and clients seeking services.

Any law enforcement or prosecution subgrantee that provides inkind (noncash) services necessary to protect life or safety and does not charge for said services based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR3613.;O.C.A §17-5-100(f)).

Initials _____

11. The subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

Initials _____

12. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subgrantees that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or

she may own or operate in his or her name).

Initials _____

13. The subgrantee agrees to abide by all administrative and financial guidelines as stipulated in the current edition of the Office of Justice Program's Financial Guide for Grants available at <http://www.ojp.usdoj.gov/financialguide/>. All services paid by federal and/or matching funds must have a valid contract that has been preapproved by the Criminal Justice Coordinating Council to ensure compliance with federal and state guidelines and statutes.

Initials _____

14. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide.

Initials _____

15. Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes: (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and (b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award. In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award. It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

Initials _____

16. The grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.

Initials _____

17. The Director of OVW, upon a finding that there has been substantial failure by the recipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the award, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.

Initials _____

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

Initials _____

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

Initials _____

20. The subgrantee agrees to comply with the organizational audit requirements of the Single Audit Act as detailed in OMB Circular A133, Audits of States, Local Governments and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A133 audits (and any other audits of OJP grant funds) are not satisfactory and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19. The CFDA number for this grant program is 16.575.

Initials _____

21. If any changes occur in the subgrantee's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted to Criminal Justice Coordinating Council. The subgrantee further 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 the Office of Justice Programs.

Initials _____

22. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance governing the use of federal funds for expenses related to conferences, meeting, training, and events, including the provision of food and/or beverages at such events and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.

Initials _____

23. The subgrantee agrees to comply with all the requirements of 28 CFR Part 22, the Department of Justice's Regulations on the Confidentiality of Identifiable Research and Statistical Information. The subgrantee agrees that any information identifiable to a private person that is collected as part of this grant will be used for research and statistical purposes only and acknowledges that 42 U.S. C. Section 3789 (g) provides that these data are immune from legal process. The subgrantee agrees to follow all the requirements for subject notification (28 CFR Section 22.27), information transfer agreements (28 CFR Sections 22.24 and 22.26), and final disposition of data (28 CFR Section 22.25).

Initials _____

24. The subgrantee agrees that consultant/contractor fees in excess of \$450.00 per eight hour day (\$56.25 per hour) must have prior approval from the Office of Justice Programs and the Criminal Justice Coordinating Council.

Initials _____

25. The subgrantee understand and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdojtrainingguidingprinciples.htm>.

Initials _____

26. The recipient agrees that information on race, sex, national origin, age, and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.

Initials _____

27. Law enforcement equipment - The grantee agrees that grant funds will not be used to support the purchase of standard issued law enforcement items, such as, uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.

Initials _____

28. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the Criminal Justice Coordinating Council grant specialist or auditor for this subaward, and if so requested by Criminal Justice Coordinating Council will seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

Initials _____

29. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Initials _____

30. The subgrantee certifies that federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in nonfederal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

Initials _____

31. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subgrantees. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706

Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499
or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

Initials _____

32. The recipient understands and agrees that compliance with the statutory certification requirements is an ongoing responsibility during the award period and that, at a minimum, a hold may be placed on recipient's funds for noncompliance with any of the requirements of 42 U.S.C. 3796gg-4 (regarding rape exam payments), 42 U.S.C. 3796gg-4(e) (regarding judicial notification), 42 U.S.C. 3706gg-5 (regarding certain fees and costs), and 42 U.S.C. 3796gg-8 (regarding polygraphing of sexual assault victims). Non-compliance with any of the foregoing may also result in termination or suspension of the grant or other remedial measures, in accordance with applicable laws and regulations.

Initials _____

33. The recipient understands and agrees that misuse of award 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 an award, and civil and/or criminal penalties.

Initials _____

34. The subgrantee understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

The subgrantee agrees to comply with the NEPA and other related federal environmental impact analysis requirements if the subgrantee engages in one or more of the following activities and the activity needs to be undertaken in order to use grant funds, whether or not the activities specifically are funded with federal funds: new construction; minor renovation or remodeling of a property either a) listed on or eligible for listing on the National Register of Historic Places or b) located within a 100-year flood plain; a renovation, lease, or any other proposed use of a building or facility that either will a) result in a change in its basic prior use or b) significantly change its size; and, implementation of a new program involving the use of chemicals other than those a) purchased as an incidental component of a funded activity and b) traditionally used, for example, in office, household, recreational, or educational environments.

Initials _____

35. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Initials _____

36. Subgrantee agencies agree to comply with the core services applicable to their agency type as

outlined in the Request for Applications and the application submitted for 2013 Competitive Awards. Subgrantee agencies are responsible for ensuring that their agency meets the minimum requirements and maintains all documentation applicable to its requirements.

Initials _____

37. The subgrantee agrees to comply with the Criminal Justice Coordinating Council Subgrantee Programmatic and Fiscal Compliance Policy available at <http://1.usa.gov/15txaOs>. All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

Initials _____

38. All nonprofit organizations shall comply fully with the requirements set forth in the Official Code of Georgia Annotated, Chapter 50-20, and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows) and salary information for all personnel whether grant funded or not.

Initials _____

39. The subgrantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanction against their abusers; the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

Initials _____

40. Subgrantees who provide emergency shelter agree that, if their agency cannot house a victim, they will identify available resources and assist the victim in developing and implementing a feasible plan to access other emergency shelter.

Initials _____

41. The subgrantee must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to the Criminal Justice Coordinating Council regarding the receipt and expenditure of these funds by January 30 each year per O.C.G.A. § 15-21-132.

Initials _____

42. Subgrantee agencies agree to comply with the core services training and continuing education requirements applicable to their agency type as outlined in the Request for Applications and the application submitted for 2013 Competitive Awards. Subgrantee agencies are responsible for ensuring that their agency's staff meets the minimum training requirements and continuing education and maintains all applicable documentation.

Initials _____

43. The subgrantee agrees that all fully or partially grant-funded staff and his/her supervisor must attend a victim's compensation training hosted through the Criminal Justice Coordinating Council

during the grant year. Training hours may be used to satisfy part of the training requirements specified by the subgrantee agency's core service requirements.

Initials _____

44. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by an accurate detailed project budget in the format requested by Criminal Justice Coordinating Council that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.

The subgrantee must submit subsequent requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 60 days prior to the end of the subgrant period.

Initials _____

45. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

Initials _____

46. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

Initials _____

47. The subgrantee agrees to submit all materials to be printed with grant funds to the Criminal Justice Coordinating Council for approval no later than 30 days prior to sending them to the printer. Criminal Justice Coordinating Council reserves the right to disallow reimbursement for all or part of any proposed publication.

Initials _____

48. All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by subgrantNo. _____ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women.

Initials _____

49. If the subgrantee uses STOP funds to provide any training to persons outside their agency, they agree to submit an agenda and any training materials to be paid for with the STOP grant for CJCC's approval no later than 30 days prior to the scheduled training.

Initials _____

50. Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit an annual electronic progress report on

program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of victims receiving requested services; 2) number of persons seeking services who could not be served; 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) number of sexual assault nurse examiners trained; and 5) number of victim advocates supported by grant funding.

- i. Statistical data describing project performance from programs providing direct victim services must be submitted to the Criminal Justice Coordinating Council using the Victim Services Statistical Report (VSSR) provided to the subgrantee. VSSRs describing program outputs (total services delivered, total clients served, etc.) are due quarterly on January 30, April 30, July 30, and October 30. The fourth quarter report, due to Criminal Justice Coordinating Council October 30, requires subgrantees to complete the narrative section included with that quarter's statistical report.
- ii. Statistical data describing project performance from programs providing Criminal Justice System Improvement (CJSI) activities must be submitted to the Criminal Justice Coordinating Council using the Criminal Justice Services Statistical Report (CJSSR) provided to the subgrantee. VSSRs describing program outputs (total services delivered, total clients served, etc.) are due semiannually on January 30 and July 30. The report due to CJCC on January 30 requires subgrantees to complete the narrative section included.
- iii. Performance Reports describing program outcomes (OPM) that reflect changes in clients as a result of services delivered must be based on surveys administered to individual clients. Each program should include the appropriate performance measures for their respective type of program on their client surveys. Programs are required to follow the Criminal Justice Coordinating Council Data Collection Guidelines and report on the online reporting system. Subgrantees are encouraged, but not required, to use the Excel-based spreadsheets to enter and tally their individual client outcome data. Totals reported for outputs may not match totals reported for outcomes since outcomes are collected from clients only at the substantial completion of services. The performance reports are due semiannually on May 30th and November 30th.

Initials _____

51. If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form must be submitted to the Criminal Justice Coordinating Council.

Initials _____

52. All VAWA Criminal Justice System Improvement (CJSI) subrecipients must provide a 25% match contribution of cash or in-kind dollars. VAWA subrecipients for victim services programs and all SASP subrecipients are exempt from a match requirement.

Initials _____

53. VAWA CJSI subrecipients may submit match through in-kind donation of volunteer hours. The standard rate for the provision of direct services by a volunteer is \$12.00 per hour. Higher rates must be pre-approved by CJCC.

If using volunteers the subgrantee agrees to utilize project volunteers that provide direct services. In order to comply with this requirement, the subgrantee shall furnish a written job description indicating what types of direct services the volunteer will provide. With each SER the subgrantee shall provide a listing of all project volunteers that provide direct services using the Monthly Volunteer Time Record available at <http://cjcc.georgia.gov/outcome-performance-tools-1>

Initials _____

54. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under this subgrants shall vest in the agency that purchased the property; 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in the furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials _____

55. Pursuant to O.C.G.A. §36-60-6, as amended, all private employer subgrantees with greater than 500 employees shall register with the federal work authorization system, E-Verify, and provide Criminal Justice Coordinating Council with its eligibility verification system user number by January 1, 2014. Private employer subgrantees with greater than 100 but fewer than 500 employees shall also register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2014. Private employer subgrantees with more than ten employees but fewer than 100 employees shall register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2014.

Initials _____

56. The subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia law (O.C.G.A. Chapter 17).

Initials _____

57. The subgrantee agrees to notify all victims of the Georgia Crime Victims Compensation Program, to advise victims of their eligibility for benefits, assist them with application forms and procedures, obtaining necessary documentation, and/or checking on their claim status, and following up with the Board of Appeals as applicable.

Initials _____

58. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq). In addition the subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-3-91, et. seq).

Initials _____

59. The subgrantee authorizes the Office on Violence Against Women, the Office of the Chief Financial Officer (OCFO), the Criminal Justice Coordinating Council and its representatives, access to and the right to examine all records books, paper, or documents related to the VAWA grant.

Initials _____

60. Subgrantee agencies are subject to compliance monitoring activities by Criminal Justice Coordinating Council staff. Compliance monitoring includes activities include site visits or desk reviews of all documentation related to the subaward. Subgrantee agencies will be selected randomly for a site visit or desk review at least every two years. The subgrantee agency agrees to comply with all compliance monitoring activities for the current subaward.

Initials _____

61. Repeatedly late submission of any reports will result in a recommendation to the Criminal Justice Coordinating Council for a reduction to your award. These reports include, but are not limited to, Subgrant Expenditure Reports, Progress Reports such as Victim Services Statistical Reports (VSSR), Outcome Performance Measures and Annual Local Victim Assistance Add-On Fund (5% Fund) Reports.

Initials _____

62. The subgrantee agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities, initiated and/or conducted by the Criminal Justice Coordinating Council during and subsequent to the award period.

Initials _____

63. The subgrantee agrees to comply with any additional requirements that may be imposed during the grant performance period if the Criminal Justice Coordinating Council determines that the recipient is a high-risk subgrantee per Cf.28C.F.R. parts 66, 70.

Initials _____

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.

Authorized Official Signature

Date

Print Authorized Official Name

Title

APPENDIX 6: 2013 SASP Special Conditions

CRIMINAL JUSTICE COORDINATING COUNCIL

SEXUAL ASSAULT SERVICES PROGRAM

SPECIAL CONDITIONS

SUBGRANTEE: Agency name

SUBGRANT NUMBER: I13-8-000

1. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Initials _____

2. Subgrantees who provide emergency shelter will conduct appropriate screening so as not to discriminate against individuals based on physical or mental disability, including mental health concerns and substance abuse issues, or deny shelter solely upon the presence of these factors, and ensure that reasonable accommodations are documented and made available to those victims.

Initials _____

3. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

In addition, subgrantees that provide hotline services will provide documentation of a contract for 24 hour language interpretation services for callers who do not speak English. Subgrantees that provide hotline services will ensure that its TTY machine is operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

Initials _____

4. The subgrantee agrees to comply with the Equal Treatment Regulation (28 C.F.R. part 38) which prohibits recipients from using federal grant funding for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, the activities must be held separately from the grant-funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion.

Faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff,

even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Initials _____

5. All subgrantees of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, Criminal Justice Coordinating Council investigates subgrantees that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, Criminal Justice Coordinating Council selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Initials _____

6. In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements:(1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

Initials _____

7. In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review within 60 days from the date of this letter. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

The subgrantee acknowledges that failure to submit an acceptable EEOP (if the subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subgrantee is in compliance. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to the Criminal Justice Coordinating Council upon request.

Initials _____

8. Subgrantee agencies are required by Criminal Justice Coordinating Council to clearly post a non-discrimination policy in accordance with the subconditions. This policy shall be visible to and easily accessed by all staff, board members, and clients. The policy shall also contain information on how to lodge a claim of discrimination with the subgrantee agency.

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 ground of race, religion, national origin, sex or disability then your organization must submit a copy of the finding to Criminal Justice Coordinating Council and to OCR for review.

Initials _____

9. The subgrantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Initials _____

10. Pursuant to U.S. Attorney General Order No. 23532001, and O.C.G.A. §50 - 36 1(d), public or private nonprofit service providers that deliver inkind (noncash) services necessary to protect life or safety and do not charge for said services based on the recipients' income, may neither require clients seeking their organization's services to verify their immigration status nor deny services based on the clients' legal status. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR 3613.) Agencies providing said services shall establish a policy ensuring all victims have access to services regardless of immigrant status, and shall promulgate same with staff and clients seeking services.

Any law enforcement or prosecution subgrantee that provides inkind (noncash) services necessary to protect life or safety and does not charge for said services based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR3613.;O.C.A §17-5-100(f)).

Initials _____

11. The subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

Initials _____

12. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subgrantees that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received

the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Initials _____

13. The subgrantee agrees to abide by all administrative and financial guidelines as stipulated in the current edition of the Office of Justice Program's Financial Guide for Grants available at <http://www.ojp.usdoj.gov/financialguide/>. All services paid by federal and/or matching funds must have a valid contract that has been preapproved by the Criminal Justice Coordinating Council to ensure compliance with federal and state guidelines and statutes.

Initials _____

14. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide.

Initials _____

15. Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes: (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and (b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award. In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award. It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

Initials _____

16. The grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.

Initials _____

17. The Director of OVW, upon a finding that there has been substantial failure by the recipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the award, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.

Initials _____

18. The subgrantee agrees to abide by all SASP Program Guidelines as detailed in "OVW Sexual Assault Services Formula Grant Program: Frequently Asked Questions," which are available at: <http://www.ovw.usdoj.gov/docs/sasp-faqs.pdf>.

Initials _____

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

Initials _____

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

Initials _____

21. The subgrantee agrees to comply with the organizational audit requirements of the Single Audit Act as detailed in OMB Circular A133, Audits of States, Local Governments and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A133 audits (and any other audits of OJP grant funds) are not satisfactory and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19. The CFDA number for this grant program is 16.575.

Initials _____

22. If any changes occur in the subgrantee's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted to Criminal Justice Coordinating Council. The subgrantee further 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 the Office of Justice Programs.

Initials _____

23. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance governing the use of federal funds for expenses related to conferences, meeting, training, and events, including the provision of food and/or beverages at such events and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.

Initials _____

24. The subgrantee agrees to comply with all the requirements of 28 CFR Part 22, the Department of Justice's Regulations on the Confidentiality of Identifiable Research and Statistical Information. The subgrantee agrees that any information identifiable to a private person that is collected as part of this grant will be used for research and statistical purposes only and acknowledges that 42 U.S. C. Section 3789 (g) provides that these data are immune from legal process. The subgrantee agrees to follow all the requirements for subject notification (28 CFR Section 22.27), information transfer agreements (28 CFR Sections 22.24 and 22.26), and final disposition of data (28 CFR Section 22.25).

Initials _____

25. The subgrantee agrees that consultant/contractor fees in excess of \$450.00 per eight hour day (\$56.25 per hour) must have prior approval from the Office of Justice Programs and the Criminal Justice Coordinating Council.

Initials _____

26. The subgrantee understand and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdojtrainingguidingprinciples.htm>.

Initials _____

27. The recipient agrees that information on race, sex, national origin, age, and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.

Initials _____

28. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the Criminal Justice Coordinating Council grant specialist or auditor for this subaward, and if so requested by Criminal Justice Coordinating Council will seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

Initials _____

29. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Initials _____

30. The subgrantee certifies that federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in nonfederal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

Initials _____

31. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subgrantees. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499
or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

Initials _____

32. The recipient understands and agrees that compliance with the statutory certification requirements is an ongoing responsibility during the award period and that, at a minimum, a hold may be placed on recipient's funds for noncompliance with any of the requirements of 42 U.S.C. 3796gg-4 (regarding rape exam payments), 42 U.S.C. 3796gg-4(e) (regarding judicial notification), 42 U.S.C. 3706gg-5 (regarding certain fees and costs), and 42 U.S.C. 3796gg-8 (regarding polygraphing of sexual assault victims). Non-compliance with any of the foregoing may also result in termination or suspension of the grant or other remedial measures, in accordance with applicable laws and regulations.

Initials _____

33. The recipient understands and agrees that misuse of award 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 an award, and civil and/or criminal penalties.

Initials _____

34. The subgrantee understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

The subgrantee agrees to comply with the NEPA and other related federal environmental impact analysis requirements if the subgrantee engages in one or more of the following activities and the activity needs to be undertaken in order to use grant funds, whether or not the activities specifically are funded with federal funds: new construction; minor renovation or remodeling of a property either a) listed on or eligible for listing on the National Register of Historic Places or b) located within a 100-year flood plain; a renovation, lease, or any other proposed use of a building or facility that either will a) result in a change in its basic prior use or b) significantly change its size; and, implementation of a new program involving the use of chemicals other than those a) purchased as an incidental component of a funded activity and b) traditionally used, for example, in office, household, recreational, or educational environments.

Initials _____

35. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Initials _____

36. Subgrantee agencies agree to comply with the core services applicable to their agency type as outlined in the Request for Applications and the application submitted for 2013 Competitive

Awards. Subgrantee agencies are responsible for ensuring that their agency meets the minimum requirements and maintains all documentation applicable to its requirements.

Initials _____

37. The subgrantee acknowledges that funds may only be used for the provision of direct intervention and related assistance to victims of sexual violence, including 24 hour crisis line services, medical and criminal justice civil legal accompaniment advocacy, and short term individual and group support counseling. Funds cannot be used toward prevention education efforts, projects focused on training allied professionals and/or communities, or the establishment or maintenance of Sexual Assault Response Teams.

Initials _____

38. The subgrantee agrees to comply with the Criminal Justice Coordinating Council Subgrantee Programmatic and Fiscal Compliance Policy available at <http://1.usa.gov/15txaOs>. All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

Initials _____

39. All nonprofit organizations shall comply fully with the requirements set forth in the Official Code of Georgia Annotated, Chapter 50-20, and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows) and salary information for all personnel whether grant funded or not.

Initials _____

40. The subgrantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanction against their abusers; the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

Initials _____

41. The subgrantee agrees not to use funds to support or pay for activities performed by a Sexual Assault Nurse Examiner, or any activity related to the investigation or prosecution of a sexual assault. However, SASP funds may be used to accompany victims to forensic medical examinations, as well as to accompany victims throughout various stages of the criminal justice process.

Initials _____

42. Additionally, the subgrantee agrees not to use funds to support or pay for a sexual assault response team or its activities. However, if grant funds are used to pay for a victim advocate, the person's time attending SART meetings may be covered as part of the advocacy he/she provides to victims.

Initials _____

43. Subgrantees who provide emergency shelter agree that, if their agency cannot house a victim, they will identify available resources and assist the victim in developing and implementing a feasible plan to access other emergency shelter.

Initials _____

44. The subgrantee must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to the Criminal Justice Coordinating Council regarding the receipt and expenditure of these funds by January 30 each year per O.C.G.A. § 15-21-132.

Initials _____

45. Subgrantee agencies agree to comply with the core services training and continuing education requirements applicable to their agency type as outlined in the Request for Applications and the application submitted for 2013 Competitive Awards. Subgrantee agencies are responsible for ensuring that their agency's staff meets the minimum training requirements and continuing education and maintains all applicable documentation.

Initials _____

46. The subgrantee agrees that all fully or partially grant-funded staff and his/her supervisor must attend a victim's compensation training hosted through the Criminal Justice Coordinating Council during the grant year. Training hours may be used to satisfy part of the training requirements specified by the subgrantee agency's core service requirements.

Initials _____

47. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by an accurate detailed project budget in the format requested by Criminal Justice Coordinating Council that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.

The subgrantee must submit subsequent requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 60 days prior to the end of the subgrant period.

Initials _____

48. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

Initials _____

49. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

Initials _____

50. The subgrantee agrees to submit all materials to be printed with grant funds to the Criminal Justice Coordinating Council for approval no later than 30 days prior to sending them to the

printer. Criminal Justice Coordinating Council reserves the right to disallow reimbursement for all or part of any proposed publication.

Initials _____

51. All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by subgrantNo. _____ awarded by the state administering office for the SASO Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women.

Initials _____

52. If the subgrantee uses SASP funds to provide any training to persons outside their agency, they agree to submit an agenda and any training materials to be paid for with the STOP grant for CJCC's approval no later than 30 days prior to the scheduled training.

Initials _____

53. Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit an annual electronic progress report on program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of victims receiving requested services; 2) number of persons seeking services who could not be served; 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) number of sexual assault nurse examiners trained; and 5) number of victim advocates supported by grant funding.

- i. Statistical data describing project performance from programs providing direct victim services must be submitted to the Criminal Justice Coordinating Council using the Victim Services Statistical Report (VSSR) provided to the subgrantee. VSSRs describing program outputs (total services delivered, total clients served, etc.) are due quarterly on January 30, April 30, July 30, and October 30. The fourth quarter report, due to Criminal Justice Coordinating Council October 30, requires subgrantees to complete the narrative section included with that quarter's statistical report.
- ii. Performance Reports describing program outcomes (OPM) that reflect changes in clients as a result of services delivered must be based on surveys administered to individual clients. Each program should include the appropriate performance measures for their respective type of program on their client surveys. Programs are required to follow the Criminal Justice Coordinating Council Data Collection Guidelines and report on the online reporting system. Subgrantees are encouraged, but not required, to use the Excel-based spreadsheets to enter and tally their individual client outcome data. Totals reported for outputs may not match totals reported for outcomes since outcomes are collected from clients only at the substantial completion of services. The performance reports are due semiannually on May 30th and November 30th.

Initials _____

54. If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form must be submitted to the Criminal Justice Coordinating Council.

Initials _____

55. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under

this subgrants shall vest in the agency that purchased the property; 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in the furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials _____

56. Pursuant to O.C.G.A. §36-60-6, as amended, all private employer subgrantees with greater than 500 employees shall register with the federal work authorization system, E-Verify, and provide Criminal Justice Coordinating Council with its eligibility verification system user number by January 1, 2014. Private employer subgrantees with greater than 100 but fewer than 500 employees shall also register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2014. Private employer subgrantees with more than ten employees but fewer than 100 employees shall register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2014.

Initials _____

57. The subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia law (O.C.G.A. Chapter 17).

Initials _____

58. The subgrantee agrees to notify all victims of the Georgia Crime Victims Compensation Program, to advise victims of their eligibility for benefits, assist them with application forms and procedures, obtaining necessary documentation, and/or checking on their claim status, and following up with the Board of Appeals as applicable.

Initials _____

59. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq). In addition the subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et. seq).

Initials _____

60. The subgrantee authorizes the Office on Violence Against Women, the Office of the Chief Financial Officer (OCFO), the Criminal Justice Coordinating Council and its representatives, access to and the right to examine all records books, paper, or documents related to the SASP grant.

Initials _____

61. Subgrantee agencies are subject to compliance monitoring activities by Criminal Justice Coordinating Council staff. Compliance monitoring includes activities include site visits or desk reviews of all documentation related to the subaward. Subgrantee agencies will be selected randomly for a site visit or desk review at least every two years. The subgrantee agency agrees to comply with all compliance monitoring activities for the current subaward.

Initials _____

62. Repeatedly late submission of any reports will result in a recommendation to the Criminal Justice

Coordinating Council for a reduction to your award. These reports include, but are not limited to, Subgrant Expenditure Reports, Progress Reports such as Victim Services Statistical Reports (VSSR), Outcome Performance Measures and Annual Local Victim Assistance Add-On Fund (5% Fund) Reports.

Initials _____

63. The subgrantee agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities, initiated and/or conducted by the Criminal Justice Coordinating Council during and subsequent to the award period.

Initials _____

64. The subgrantee agrees to comply with any additional requirements that may be imposed during the grant performance period if the Criminal Justice Coordinating Council determines that the recipient is a high-risk subgrantee per Cf.28C.F.R. parts 66, 70.

Initials _____

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.

Authorized Official Signature

Date

Print Authorized Official Name

Title