

GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

FY 2016 Domestic Violence (DOMV) Grant

Notice of Funding Available (NOFA) Application Guidance Kit



Online Submission Deadline: March 17, 2015, 3 pm
Hardcopy Submission Deadline: March 31, 2015, 3 pm

Funded through:
**State of Maryland and the U.S. Department of Health
and Human Services (CFDA #93.671)**

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www.goccp.maryland.gov

Lawrence J. Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
Christopher B. Shank, GOCCP Executive Director

ELIGIBILITY

Comprehensive Domestic Violence programs to include private and non-profit organizations as well as government agencies, are eligible to submit one application for the Domestic Violence Program. **Sub-recipients will receive either State (DOMV) or Federal (FVPS) grant funding.**

IMPORTANT NOTES

Applicants are required to apply for grant funding through the GOCCP online application process located on the GOCCP website <https://grants.goccp.maryland.gov>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with www.SAM.gov. A screen shot from SAM.GOV reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Maryland Domestic Violence (DOMV) Grant Program** from the **Governor's Office of Crime Control & Prevention (GOCCP)**. The primary purpose of the DOMV program is to provide safe refuge and support services to victims of domestic violence and their children. Services may include a 24-hour hotline, safe accommodations & board, therapeutic counseling, legal counseling, and court accompaniment. Funds may also be used to support community awareness activities and abuser intervention services.

The DOMV program is funded through State General Funds and Federal Family Violence Prevention and Services funds from the U.S. Department of Health and Human Services. These funds are administered by GOCCP. Services are provided through a network of community based domestic violence programs and are available in every jurisdiction in Maryland.

If you need application assistance, please contact:

Kimberly Herndon, DOMV Program Manager
410-821-2838
KHerndon@goccp.state.md.us

Laurie Rajala, Division Chief
410-821-2841
LRajala@goccp.state.md.us

GOCCP success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how GOCCP can serve you better, email us at info@goccp.state.md.us.

Governor's Office of Crime Control & Prevention Mission:

GOCCP is Maryland's one stop shop for resources to improve public safety. GOCCP exists to educate, connect, and empower Maryland's citizens and public safety entities through innovative funding, strategic planning, crime data analysis, best practices research, and results-oriented customer service.

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I. TRAINING / TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following web URL: <http://www.goccp.maryland.gov/gms-training/>. Please review the training videos prior to working on your application (system guidelines, fiscal review and tips, civil rights requirements, and those specific to the program funding source).

II. INTRODUCTION/SCOPE

The Domestic Violence (DOMV) Program is funded through State General Funds and Federal Family Violence Prevention and Services (FVPS) funds from the U.S. Department of Health and Human Services. These funds are administered by GOCCP. Services are provided through a network of community based domestic violence programs and are available in every jurisdiction in Maryland.

The purpose of the Domestic Violence Program is to make available crisis and support services and meet the needs of victims of domestic violence and their families. These services include:

- Receipt and response to hotline calls on a 24-hour basis;
- Short-term safe accommodations for the victim and any minor children;
- Crisis counseling for the victim;
- Abuser intervention;
- Information and referral to other community resources;
- Continuing counseling after immediate crisis per therapeutic hour;
- Legal services;
- Specialized services for children;
 - counseling
 - support groups
 - advocacy
- Accompaniment for legal or medical services;
- Supportive services to help meet the need for:
 - Housing
 - Employment
 - Education
 - Parenting skills
 - Child care
 - Health care
 - Transportation
- Education and training to the community to include outreach activities designed to reach underserved victims of domestic violence.

These victim populations include, but are not limited to: minorities; vulnerable and elderly populations; individuals with disabilities; individuals with limited English proficiency; lesbian, gay, bisexual, transgender, or questionable (LGBTQ) individuals; at-risk youth; persons living in poverty; or persons applying for public assistance.

All funding is contingent upon GOCCP receiving the specified grant funds from the State General Funds and Federal Family Violence Prevention and Services funds from the U.S. Department of Health and Human Services. As of the posting of this NOFA, the U.S. Department of Health and Human Services HAS NOT RELEASED FY 2016 ALLOCATIONS and the STATE OF MARYLAND HAS NOT PROVIDED FINAL BUDGET APPROPRIATIONS.

III. BACKGROUND

The Maryland Domestic Violence Program is a statewide program that makes temporary shelter environments and supportive services available through a network of local domestic violence services programs. These programs provide comprehensive services to meet the specific needs of domestic violence victims and their families. Providing these services locally increases the likelihood that victims will benefit from these services and that there shall be appropriate linkages to other community based services as needed. Additionally, provision of services fosters a coordinated community approach to serving domestic violence victims that includes partnerships with law enforcement, courts, hospitals, local departments of social services and other related support agencies.

Currently, funds support services in all 24 jurisdictions in Maryland. These programs consist of private and non-profit agencies as well as governmental agencies.

IV. ELIGIBILITY CRITERIA

The following Comprehensive Domestic Violence Programs in Maryland are eligible to submit no more than **one (1)** application for DOMV Funding:

- State Government Agencies
- Local Government Agencies
- Non-Profit, Non-Governmental Victim Services Programs including Faith-Based and Community Organizations

Sub-recipients will receive either State (DOMV) or Federal (FVPS) grant funding.

* Again this year, GOCCP has placed funding limitations on "continuation" projects. Current DOMV sub-recipients who apply to continue a project currently funded through DOMV, may not apply for more than the amount awarded during FY 2015. To be clear, funding requests for projects that are similar in scope or nature to the current DOMV project may not exceed the FY 2015 award amount. It is important that applicants review budgets and requests carefully. Applications that are submitted in excess of the previous year's award amount will be flagged prior to review and may result in receipt of less funding than awarded in FY 2015. In addition, applications for "continuation" projects, must detail success of existing project and status of existing goals, objectives, and performance measures.

V. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the GOCCP website homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM (GMS)**, or go directly to the login screen using the web URL <https://grants.goccp.maryland.gov>.

In order to use the GOCCP web-based application you must have a User ID.

If you have *not* previously applied through the web go to the following web URL to obtain instructions and the information required to obtain a User ID and password:

<http://www.goccp.maryland.gov/grants/access-to-gms.php>

The last day to request a USER ID is March 10, 2015. If you have previously applied through the web, use your same User ID and password.

If you have previously applied to GOCCP but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at Support@goccp.freshdesk.com for assistance.

If you need assistance completing the program specific information required in the online application please contact Kimberly Herndon at 410-821-2838 or KHerndon@goccp.state.md.us or Laurie Rajala at 410-821-2841 or LRajala@goccp.state.md.us.

In addition to the online submission, you must submit one (1) hard copy original (generated by the online system and bearing original signatures in blue ink for the certifications and anti-lobbying documents) **and one (1) additional copy of the application.**

The online application must be submitted no later than 3:00 PM on March 17, 2015. All of the aforementioned documents must be submitted to GOCCP no later than 3:00 PM on March 31, 2015.

Email/Fax submissions will not be accepted. Please do not use binders or folders; all hard copies must be generated by the online system.

VI. APPLICATION REQUIREMENTS

Grant Requirements

Sub-recipients shall:

- Operate a domestic violence program in the targeted jurisdictions of the State, designed to meet the needs of victims of domestic violence and their families.
- Provide the required services as described in Section II: Introduction/Scope.
- Provide victims with assistance with developing a safety plan upon an incident or threat of domestic violence.
- Target un-served or underserved populations for provision of domestic violence services.
- Employ professional and paraprofessional staff and volunteers who shall have training or experience in interviewing persons in crisis and providing supportive services.
- Collaborate with appropriate entities within the geographic area identified by the applicant and enhance service provision to victims and their families.
- Collect and retain basic identifying and demographic data concerning the applicants for service and nature of the request for service.
- Collect and retain data concerning the services rendered to each applicant for service.
- Maintain statutorily required civil rights statistical data on victims served by race, national origin, sex, age, and disability.
- Maintain the confidentiality of client-counselor information as required by state and federal law. Domestic Violence sub-recipients may not disclose any identifying information regarding an applicant or recipient of service to any agency or individual without written consent from the applicant or recipient except;
 - 1) As required by State law regarding the reporting of cases of suspected child abuse or neglect; or
 - 2) To GOCCP personnel authorized to monitor, manage, or audit the program.
- Not use or reveal any research or statistical information furnished under this program by any person or identifiable to any specific private person for any person for which such information was obtained, except as otherwise provided by federal law.
- Acknowledge GOCCP as the Administering Agency of the DV program on all publications to include but is not limited to annual reports, poster, pamphlets, program handouts, brochures, and flyers.
- Abide by any additional eligibility or service criteria as established by the state grantor including submitting statistical and programmatic information on the use and impact of funds as requested.

Family Violence Prevention and Services Act (FVPSA) funds– Federal

FVPSA-funded programs must comply with the Family Violence Prevention Services Act

FVPSA is designed to support the establishment, maintenance, and expansion of programs and projects: (1) To prevent incidents of family violence, domestic violence, and dating violence; (2) to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and (3) to provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and/or ethnic minority populations (Section 306(a)).

Family Violence Prevention and Services Act (FVPSA) funds awarded to sub-recipients should be used for:

- Provision of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, including paying for the operating and administrative expenses of the facilities for a shelter (Section 308(b)(1)(A)).
- Assistance in developing safety plans, and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being (Section 308(b)(1)(B)).
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence (Section 308(b)(1)(C)).
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services (Section 308(b)(1)(D)).
- Provision of culturally and linguistically appropriate services (Section 308(b)(1)(E)).
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together (Section 308(b)(1)(F)).
- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including: 1) assistance in accessing related Federal and State financial assistance programs; 2) legal advocacy to assist victims and their dependents; 3) medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), which does not include reimbursement for any health care services; 4) assistance locating and securing safe and affordable permanent housing and homelessness prevention services; 5) transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and 6) parenting and other educational services for victims and their dependents (Section 308(b)(1)(G)).
- Provision of prevention services, including outreach to underserved populations (Section 308(b)(1)(H)).

Grant funds made available under this program by the State will not be used as direct payment to any victim of family violence, domestic violence, or dating violence, or to any dependent of such victim (Section 308(d)(1)).

No income eligibility standard will be imposed on individuals with respect to eligibility for assistance or services supported with funds appropriated to carry out the FVPSA. (Section 306(c)(3)).

No fees will be levied for assistance or services provided with funds appropriated to carry out the FVPSA (Section 306(c)(3)).

Voluntary Services

Pursuant to FVPSA, survivors cannot be required to participate in supportive services in order to access emergency shelter. A philosophical underpinning of the domestic violence movement is that survivors' autonomy should be respected and that victims are in the best position to determine what will facilitate or compromise safety for them and their children. This means that any resource or service accessed by a victim must be voluntary and not be conditioned upon participation in other services or programs, no matter how helpful the program. However, a client may be asked to leave a program if that client purposefully and willingly violates the program's rules in a manner that endangers the safety and well-being of other participants, staff, or children.

Confidentiality

Confidentiality pertains to the treatment of information that an individual has disclosed in a trusted relationship with the expectation that it will not be divulged to others in ways that are inconsistent with the understanding of the original disclosure unless permission is granted. Confidentiality is a core value shaping the work of domestic violence service providers. It is considered a fundamental element underlying safety and therefore guides the development and delivery of all services.

FVPSA has provisions about confidentiality that states are required to follow. Establishing a consistent federal standard for domestic violence programs, FVPSA-funded programs are required to follow the confidentiality provisions outlined in the Violence Against Women Act of 1994 (VAWA), which were strengthened and clarified in its reauthorization in 2005. There are three main requirements under FVPSA that pertain to confidentiality:

- Establish and implement policies and protocols for maintaining the confidentiality of records pertaining to any individual provided domestic violence services.
- Prohibit individual identifiers from being shared when providing statistical data on program activities and program services regardless of encryption, hashing, or other data security measures, without an informed, written, reasonably time-limited release as described in 42 U.S.C. section 13925 of the of the Violence Against Women Act Reauthorization of 2005.
 - In addition to obvious identifiers such as name, address and social security number, it includes information that can potentially reveal the identity of a victim even if that person's name, address, or social security number was not provided. It can be a set of information that seems benign (e.g., type of employment, city of residence, race, religion, immigration status, number of children), but when combined can result in the identification of a victim.
- Keep the location of shelter programs confidential, except with written authorization of the person or persons responsible for the operation of such shelter.

VII. IMPORTANT DATES

- | | |
|--|-------------------------|
| ➤ Deadline to Request a User ID | March 10, 2015 |
| ➤ Deadline to Submit an Online Application | March 17, 2015, 3:00 pm |
| ➤ Hardcopy of Application Due (plus 1 copy)
<i>Fax/Email will not be accepted as hardcopy.</i> | March 31, 2015, 3:00 pm |
| ➤ Award Documents/Denial Letters Mailed | June 2015 |
| ➤ Sub-award Start Date | July 1, 2015 |
| ➤ Sub-award End Date | June 30, 2016 |

VIII. FUNDING EVALUATION

GOCCP will assess the worth of each organization's overall project based on the following:

- Problem Statement
- Project Description
- Description of Goals, Objectives, Performance Measures
- Strategy and Timeline
- Spending Plan
- Management Capabilities
- Project Evaluation
- Sustainability
- Budget

GOCCP will also assess each jurisdiction's need for funding based on the following criteria:

- Documentation of need
- Current availability of existing domestic violence program services
- Geographic size and location
- Ability to recognize and address the needs of underserved populations
- Demonstrated capacity and effectiveness of existing DV programs

GOCCP will conduct an internal review to include internal staff and external independent reviewers, of each application submitted in accordance with this NOFA to ensure that the technical requirements of the application have been met and that the proposal adheres to federal program funding requirements.

IX. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the DOMV Program for FY 2016 will begin July 1, 2015 and end on June 30, 2016. Funds are paid on a reimbursable basis.

B. Budget

Budgets must be clear and specific. Budgets must reflect one year of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. GOCCP reserves the right to reduce budgets.

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced.

The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives".**

C. Allowable Costs

Eligible applicants for sub-grants can provide the following services with their FVPSA funds for survivors of family violence, domestic violence, or dating violence and their dependents. This list is not all inclusive:

- Immediate shelter and related supportive services
- Safety planning

- Individual and group counseling
- Peer support groups
- Information and referrals
- Prevention services and campaigns
- Training and technical assistance
- Public awareness and campaigns
- Culturally and linguistically appropriate services
- Services for children exposed to family violence, domestic violence, or dating violence
- Advocacy
- Case management services
- Legal and medical advocacy
- Assistance in securing other resources, including safe and affordable permanent housing and homelessness prevention services
- Transportation
- Child care
- Job training and employment services
- Financial planning
- Literacy services
- Economic empowerment services
- Parenting and education services

D. Unallowable Costs

The following services, activities, and costs, although not exhaustive, cannot be supported with DV grant funds at the sub-recipient level:

- **Audit Costs**
- **Property Insurance**
- **Trinkets** (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or OJP/DOJ logo) must not be purchased with DOJ funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.

GOCCP reserves the right to make additional budget reductions and adjustments at its discretion.

E. Consultant Rates

The limit for consultant rates is \$650 per day. Fees in excess of the set limits will not be considered.

F. Food/M meal Expenses

Allowable food expenses include **per diem for travel only and direct food for victims (i.e., food for shelters)**. Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event.

X. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to sub-recipients on a quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. These reports must be submitted through the online GOCCP Grants Management System (GMS) and Fiscal Reports must also be submitted via a mailed hardcopy. All programmatic electronic reports are due within 15 calendar days of the end of each quarter; financial report hardcopies are due within 30 calendar days of the end of each quarter. All

reporting activity occurs through the GOCCP GMS, using the same User ID and password that was used for the application process.

For further Post Award Instructions read your Special Conditions, and go to:

<http://www.goccp.maryland.gov/grants/general-conditions.php>

The exception for monthly reporting is only provided for non-profit entities that have applied for DOMV, FVPS, RFCI, RFPA, SARC, and VOCA funds.

XI. NON-PROFIT REIMBURSEMENT REQUEST FORM

Non-profit agencies may elect to receive a monthly reimbursement of funds for this grant program. If elected, financial reports should be submitted on a monthly basis. Programmatic reports should be submitted quarterly, with a due date of 15 days following the end of each quarter. Monthly reimbursement will occur after receipt of the electronic and hard copy Project Financial Report to GOCCP. The *Non-Profit Reimbursement Request* form is an attached document to the NOFA.

Electronic Funds Transfer (EFT) – GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/

XII. MATCH

There is no match required for this funding source. Do NOT enter match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

XIII. SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

XIV. COLLABORATIVE REVENUE FORM

The purpose of the Collaborative Revenue Form is for applicants to provide information that will be used in the processing and review of their application. This form is on page 13 and is a fillable PDF version and can be located in the attachment(s) to this NOFA.

CHECKLIST

- Collaborative Revenue Form – Must be printed from this NOFA and completed
- Face Sheet – Printed from the online software
- Project Summary/Narrative – Printed from the online software
- Screenshot of DUNS number and SAM.GOV expiration date
- Project Budget – Printed from the online software
- Audit Requirements – Printed from the online software
- Certified Assurances – Printed from the online software and signed
- Certification Lobbying - Drug Free Workplace – Printed from the online software and signed
- Letters of Support/MOUs (Optional)
- Non-Profit Reimbursement Request Form – Must be printed from this NOFA, completed, and attached to the hard copy application

COLLABORATIVE REVENUE FORM

Date Submitted _____

Current Grant Award Number: _____

Project Year:

*****REQUIRED DOCUMENTATION*****

Applicant Organization:

Contact Person: _

Title:

Phone:

Fax:

Email:

Jurisdiction:

DUNS Number:

SAM.GOV Expiration Date:

A DUNS number and SAM.GOV registration/expiration date are required of all sub-recipients. If your organization does not have both of these registrations, indicate steps you will be taking to register so that you are compliant by the end of your first reporting quarter: [Click here to enter text.](#)

Funding (Please Exclude Match Funding When Completing Sections Below)

Funding Request:

2015 Award:

2014 Award:

List all partnerships established under an MOU (name, organization, contact person, phone number and the extent and capacity of collaboration (use a separate sheet if needed)):

- 1.
- 2.

List all current and/or pending funding sources (State, Local, Federal, and Private Funds). If your agency is a Domestic Violence (DV) Sexual Assault (SA) Victim Service Provider, provide all funding for your agency. If the agency is a local unit of government and/or provides services beyond DV/SA, provide all funding for the DV/SA department/unit, etc.

	Funding Amount	Effective Date	End Date
State			
Local			
Federal			
Private Funds			
Other Funds			

XV. APPLICATION WEBSITE WORKSHEET

Notice to All Applicants:

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016

G. FACE SHEET TAB INSTRUCTIONS

1. PROJECT TITLE

The project title should be brief, precise, and reflect what is being funded. For example: "Domestic Violence Victim Assistance ", "Domestic Violence Safe House", or "Abuse and Domestic Violence."

2. APPLICANT AGENCY

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funds (See Eligible Applicants). Full details about the Applicant Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact support@goccp.freshdesk.com.

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners MUST be the APPLICANT Agency.

NOTE: the following DUNS/SAM information is for federal funding sources ONLY.

DUNS/SAM Registration: Provide your DUNS number and SAM.GOV *expiration date at the end of your Narrative*. In an appendix, attach proof of your agency's current SAM registration from www.sam.gov. Include a printed screenshot of **just the page that lists your DUNS number and SAM.GOV expiration date**. Please do not include any additional pages (i.e., those containing banking information). **Access to SAM.GOV and DUNS (D&B):**

<https://www.sam.gov/portal/public/SAM/>

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>

3. AUTHORIZED OFFICIAL

You may view the contact information for either agency's Authorized Official by clicking their underlined name. A popup box will appear after clicking their name. Procedures for revising an agency's authorized official can be obtained by contacting support@goccp.freshdesk.com. or by viewing Condition #18 at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

4. IMPLEMENTING AGENCY

The name of the entity that is responsible for the operation of the project. Full details about the Implementing Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. Contact support@goccp.freshdesk.com to make any revisions.

5. 'Is service site?' CHECKBOX

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab.

6. PROPOSED START/END DATES

Start and end date are determined by the parameters of the NOFA and are filled in automatically. Commencement of awards funded under the DOMV Program for FY 2016 will begin July 1, 2015 and end on June 30, 2016. Projects may not exceed twelve (12) months or commence before the NOFA defined start date.

7. PREPARER INFORMATION

Enter the name of the person completing the application, their phone number and their email address.

8. OFFICERS TAB INSTRUCTIONS

To add a new officer or new contact to the GMS, contact support@goccp.freshdesk.com.

9. PROJECT DIRECTOR

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Selections are limited to implementing/applicant agency personnel in the GMS.

10. FISCAL OFFICER

Select the person who will be responsible for financial reporting and record keeping for the project. You may select any contact currently in the GMS. Use the search windows to search by last name, organization, and/or job title.

11. CIVIL RIGHTS CONTACT

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager). You may select any contact currently in the GMS. Use the search windows to search by last name, organization, and/or job title.

12. SERVICE SITES TAB INSTRUCTIONS

If the service site is either the applicant agency and/or the implementing agency, select the associated "Is service site?" check box(es) on the application Face Sheet.

Otherwise, provide the site name and full address, **for the location(s) the project is taking place/serving**. If there is more than one location, please enter complete information for each site (up to five). If the project has a statewide or countywide impact, please enter "state-wide," or "county-wide" in the 'Site Name' field and the county served in the 'City' field. Whether an address is provided, or "state-wide" is entered, or "county-wide" is entered, the 'CITY' field *and nine (9) digit zip-code* **must** be provided.

Example:

Site Name: **Anytown Police Department**
Address: **123 Main Street**
 Some City, MD 21000-0570

OR if Location is 'County-wide' or 'State-wide': **must still list a City and 9-digit zip for funding source reporting.**

H. SUMMARY TAB INSTRUCTIONS

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. Because the DOMV program is funding a very specific service, GOCCP would like to make writing the project summary as simple and consistent as possible. Use the template provided below for your project summary.

The ____ (Implementing Agency's) ¹ _____ (Title) ¹ _____ program assists in developing and implementing strategies specifically intended to provide assistance to domestic violence victims in the State of Maryland. The program _____.² Program funds provide personnel, equipment, and training.³

Make the following additions/changes to the above template:

1. The beginning of the first sentence contains the Agency's Name and the Program Project Title.
2. 1-2 sentences describing the program's main function and who the program benefits/serves.
3. The last sentence summarizes the budget items proposed to be funded.

I. NARRATIVE TAB INSTRUCTIONS

Provide a description of the program timeline, and potential for information sharing. The contents for the narrative are explained below. The Narrative must be in a seven-section, outline-styled format (**retaining all numbering, lettering, and headers**). Incomplete narratives may be returned for revision.

1. **Problem Statement:** Include a description of the nature and extent of the problem to be addressed, target population, and geographical area served. Provide the latest statistical data to document the problem. What efforts have been made to address this problem in the past, if any? What will be accomplished by this project?
2. **Project Description:** This section of the application should contain a general description of activities that justifies and describes the program to be implemented. The project description should include specific services that will be provided. What will be accomplished by this project? Detail the timeline for implementation for each budget line item.
3. **Goals, Objectives and Performance Measures:** Each application must include clearly defined goals, objectives, and performance measures.
 - **GOALS:** Provide a broad statement that conveys, in general terms, the program's intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short and long-term results for the anticipated funding year(s).
 - **OBJECTIVES:** Explain how the program will accomplish the goals. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
 - **PERFORMANCE MEASURES:** Quantitative ways to objectively measure the degree of success a program will have in achieving its stated objectives, goals, and planned program activities. *GOCCP reserves the right to add or delete performance measures to applications selected for funding.*
4. **Strategy and Timeline:** This section details any planning process that was undertaken in developing the plan of response. Further, it should provide an overview of the strategy to

be employed and the timeline for implementing the strategy. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the grant program.

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include:

- Key tasks that must be carried out to implement the program successfully
 - Person(s) responsible for seeing that each task is completed within the proposed timeline
 - Target dates for task completion
5. **Spending Plan:** Detail the timeline for the implementation of each budget line item (i.e., personnel costs will be expended evenly in each quarter; personnel costs cannot be projected evenly in each quarter due to overtime variance, computer will be procured during the 2nd quarter).
6. **Management Capabilities:** Qualifications and Experience of Implementing Agencies: Provide a brief description of the agency's experience and achievements that qualify the agency to conduct the project.

Present and Proposed Staff: List the names and provide a short professional biography of the project director, key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel. Indicate how all requested staff are currently funded (i.e., name grant fund or state that personnel are line items in the existing agency budget. If funded by more than one source, list percentages for each funding source). * **Include the number of volunteers associated with this project during the life of the grant.**

7. Project Evaluation

Applicants must submit an evaluation plan that describes how the applicant intends to maintain records of services provided, how services are provided, the number of clients served, and how the desired or intended changes and effects will be measured.

8. **Sustainability:** What prospects exist for continued financing of the project when grant funds are terminated: What efforts have been or will be made to continue the methods, techniques, and operational aspects of the project when the grant funds are concluded? Indicate planned future sources of funding or proposed jurisdictional planning efforts (If possible, include one copy of your Annual Report with your original application).

LETTERS OF SUPPORT / COMMITMENT (optional)

In an appendix to your application, submit letters of commitment by partners who participate in the execution of the project or whose cooperation or support is necessary to its success. Letters of support are optional. **Letters of commitment/support will only be accepted when they accompany the submitted hardcopies of the application.**

J. BUDGET TAB INSTRUCTIONS

BUDGET – GENERAL REQUIREMENTS

You must complete a detailed budget for your proposed project. All 'Total Budget' fields will be rounded by the GMS to the nearest whole dollar. There is no match requirement for this program.

Budgets must be clear and specific. Budgets must reflect one year of spending and where applicable, be adjusted to reflect start date, state furlough days, and holidays. The grant cycle will reflect twelve (12) months, July 1, 2015 to June 30, 2016.

Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**.

GOCCP is requiring prioritization of budget requests. This requirement is addressed following the Budget Tab Instructions under 'Budget Priority Tab.'

Refer to the GMS training videos for further instructions <http://www.goccp.maryland.gov/gms-training>.

MATCH:

Match is not required for this program, therefore DO NOT enter match into your budget. If you wish to reflect that there are matching contributions, refer to it in your Narrative.

PERSONNEL

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Consultants must be listed in Contractual Services. **Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project. Refer to the bottom of page at <http://www.goccp.maryland.gov/grants/grantee-toolbox.php> for more information.** If you are paying an employee directly, they should be entered in the Personnel category. For each position, list salary and fringe benefits on separate line items.

Original Grant Application Budget							
Original Budget Previous Budget Print Refr							
Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget		
?	Personnel	\$33,000.00	\$0.00	\$0.00	\$33,000.00		
Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.	
Community Outreach Coordinator						\$22,000.00	
Community Outreach Coordinator	Salary	Grant Funds	Annual	\$60,000.00	\$20,000.00	[View/Edit]	
Community Outreach Coordinator	Fringe	Grant Funds	Annual	\$20,000.00	\$2,000.00	[View/Edit]	
Community Outreach Trainer						\$11,000.00	
Community Outreach Trainer	Salary	Grant Funds	Annual	\$40,000.00	\$10,000.00	[View/Edit]	
Community Outreach Trainer	Fringe	Grant Funds	Annual	\$10,000.00	\$1,000.00	[View/Edit]	

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.
- The 'Description of Position' field is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped (i.e., Overtime Patrols – 25 Officers).

Note: Fringe benefits cannot exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings targeted for hospitals and other medical facilities. Annual salary is \$60,000. She will be devoting 33% of her time to this project. We are requesting \$60,000 * .33 = \$20,000 in grant funds to support her time on this project.

Justification (line 2):

Fringe benefits @ 10% of salary. \$20,000 * .10 = \$2,000

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities. Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are requesting \$40,000 * .25 = \$10,000 in grant funds to support her time on this project.

Justification (line 4):

Fringe benefits @ 10% of salary. \$10,000 * .10 = \$1,000

OPERATING EXPENSES

Office supplies (program supplies should be listed in the 'Other' category), Rental Space, Printing, and Communications. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Refer to Section IX for a complete list of allowable expenses.

TRAVEL

Travel		\$1,050.00	\$0.00	\$0.00	\$1,050.00
Add new record					Refresh
Description	Funding	Quantity	Unit Cost	Total Budget	Just. Edit Delete
Mileage	Grant Funds	600.00	0.56	\$333.00	Just. Edit Delete
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	Just. Edit Delete
Hotel	Grant Funds	5.00	\$101.40	\$507	Just. Edit Delete

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: .575 cents/mile as of 1/1/2015.

Maximum Per Diem/Meal Allowance is \$45/day (\$9 Breakfast, \$11 Lunch, \$25 Dinner).

CONTRACTUAL SERVICES *

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. If you are paying an outside agency for an employee, they are Contractual. For the line item description, enter the agency (Consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

*For ALL Funding Sources: A copy of all contracts associated with items listed in the Contractual Services category must be included with your application.

* Construction projects are ineligible for funding under grant programs and expenses for construction may not be included.

EQUIPMENT

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the GOCCP Website under the Grantees Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access General Condition #18 on the GOCCP Website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Property Inventory Report Forms (PIRFs) will only be required for equipment that costs \$5,000 or more per unit cost.

OTHER

Include all other anticipated expenditures which are not included in the previous categories such as registration fees, and program supplies. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

K. BUDGET PRIORITIZATION TAB (required for all applications with multiple line items)

After completing the Budget tab, click on the Budget Priority tab in the GMS. This tab will provide a list of all budget line items that the applicant has entered in the previous Budget tab. The Budget Priority tab allows the applicant to 'drag and drop' the budget line items in order of priority for funding, beginning with the most essential line item.

Priority	Description	Salary Type	Funding	Total Budget
1	Executive Director	Salary	Grant Funds	\$3,350.00
2	Program Director	Salary	Grant Funds	\$18,723.00
3	Program Director	Salary	Cash Match	\$3,775.00
4	Volunteer Supervisor - Lucretia Scott	Salary	Grant Funds	\$4,000.00
5	Volunteer Supervisor - Daniel McEachran	Salary	Cash Match	\$8,400.00
6	Volunteer Supervisor - Patti Ross	Salary	Grant Funds	\$2,908.00
7	Volunteer Supervisor - Karen Coleman	Salary	Grant Funds	\$2,234.00
8	Volunteer Supervisor - Anne Feehley	Salary	Cash Match	\$1,795.00

L. PRINT TAB INSTRUCTIONS

The Print tab allows users to generate a .pdf version of their application for review and/or submission. Application hardcopies generated while in Application Status 'Pending' have 'Pending Submission' printed at the top of the application pages, and are unacceptable for submission.

The Application Status must read 'Awaiting Hard Copy' before generating a final .pdf. The final .pdf version is printed (and if requested, photocopied) by the applicant, signed, and sent or delivered to GOCCP before the hardcopy deadline.

M. APPLICATION STATUS DROP DOWN INSTRUCTIONS

Home	Grant Management	Address Book	Admin	Logout					
Grant Management > Application Search									
App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:		
[Unassigned]		\$1,053.00	\$0.00	0.00 %	03/01/2013 - 03/31/2013	Financial Investigations Prac...	--> Submit Application		
<table border="1"> <tr> <td>Grant Application Menu</td> <td>PRINT REPORT</td> </tr> </table>							Grant Application Menu	PRINT REPORT	Pending --> Cancel Application --> Submit Application
Grant Application Menu	PRINT REPORT								

After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

Your Application must be placed in 'Awaiting Hard Copy' status for it to be considered for funding. After GOCCP has received your signed hard copy(ies), the status will appear as 'Hardcopy Received'.

N. DOCUMENTS TAB INSTRUCTIONS

If there are any additional required forms (e.g., Collaborative Revenue Form) or other documents that you would like included with your application, use the Documents tab to attach those files. You may upload documents throughout the application process. This could include: DUNS/SAM verification, letters of support, etc.

O. SIGNATURE PAGES

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.** Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, GOCCP must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) stating that an alternate signatory has been designated.

P. AUDIT FINDINGS / CORRECTIVE ACTION PLAN

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements;** ONLY the applicable audit findings and/or corrective action plan is required.

XVI. CERTIFIED ASSURANCES

This signed form must be generated by the Online Application Software

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's General and Special Conditions for Grants. General Conditions are posted on GOCCP's website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control & Prevention.

This signed form must be generated by the Online Application Software

XVII. CERTIFICATION REGARDING LOBBYING

This signed form must be generated by the Online Application Software



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

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

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

1. LOBBYING

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

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

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

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

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

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

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for

commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

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

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

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

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

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

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

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

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

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

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

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

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

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

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

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

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

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

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

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

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

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

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

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

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

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

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

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

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

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

This signed form must be generated by the Online Application Software

1. Grantee Name and Address:
2. Application Number and/or Project Name
3. Grantee IRS/Vendor Number
4. Typed Name and Title of Authorized Representative
5. Signature
6. Date

This signed form must be generated by the Online Application Software

Non-Profit Reimbursement Request Form – DOMV/FVPS

Non-Profit Agency Name: _____

If awarded, I would like to request...

A monthly reimbursement of funds
for the Domestic Violence Program
*If checked, complete justification

Check box,
if applicable

A quarterly reimbursement of funds
for the Domestic Violence Program

Check box,
if applicable

The reason that our organization needs monthly reimbursement is as follows:

Signed,

Authorized Official

Date

Name and phone number of person completing this form:

Printed Name

Phone Number

***IMPORTANT: Return this form with your application.**