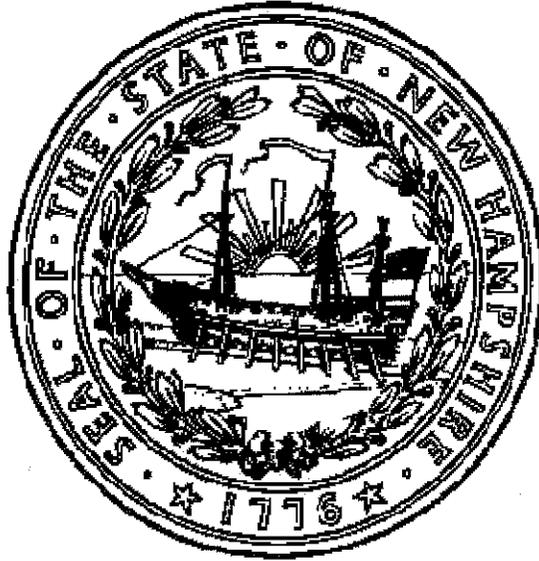


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

Joseph A. Foster
Attorney General

Sub-grant Application Kit

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE
GRANTS MANAGEMENT UNIT**

MISSION STATEMENT

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- * the professional administration of grant resources;
- * the adherence to all underlying federal and state requirements;
- * the coordination of federal criminal justice resources available to the state; and
- * efficient service and assistance.

State of New Hampshire - Department of Justice

Project Narrative

1. Problem Statement (30 Points)

Domestic violence and sexual assault crimes are perhaps the most difficult cases to prosecute and require specially trained investigators, prosecutors and victim advocates. Special areas of concern still include 1) child witnesses, 2) recanting witnesses, 3) lack of physical evidence, and 3) societal general viewpoints about these crimes, and 4) victimless prosecutions. With the ever rising reliance on the Supreme Court Case *Crawford v. Washington*, 124 S.Ct. 1354, (2004), prosecutors are faced with even greater challenges when dealing with victimless prosecutions.

These issues continue to make it difficult for both law enforcement and prosecutors to present these cases in front of juries. In the majority of domestic violence cases, the victim and the Defendant share a relationship which poses a serious barrier to successful prosecution. For example, victims often recant or refuse to testify about the crime because they are scared or in a state of denial. Jurors are less likely to believe or be sympathetic to a victim of domestic violence who recants or returns to the abuser. Domestic Violence cases are extremely difficult to successfully prosecute

Due to the difficulty in prosecution and the unique circumstances that exist in the lives of domestic violence victims, investigators and prosecutors need to be specially trained in order to ensure the safety of both the victims and the public. Victim/witness advocates need special training on how to deal with the dynamics of domestic violence cases as well.

By continuing to devote a prosecutor to this specialty, the office can continue to be proactive when confronted with the issues that arise in domestic violence cases. The prosecutor will continue to work closely with the victim-witness coordinator, the child advocacy center, and the police to ensure investigations and prosecutions are handled in a professional manner. By maintaining a proactive approach, the correct protocol will be followed from the inception of the investigation, and it will be far more likely that the cases will yield favorable results. The prosecutor can continue to aid the police with investigations and prosecutions. The prosecutor will continue to provide training and education to both the police and the public on topics relating to domestic violence.

In addition to overcoming the general public's misconception about domestic violence, special topics of concern include 1) investigative techniques, 2) court presentations, 3) interviewing witnesses, 4) statutory and case law updates, 5) how to comply with statewide protocol and 6) how to deal with victimless prosecution.

2. Project/Program Description Design and Implementation (35 Points)

The program will continue to devote a three-quarter-time prosecutor to cases of violence against women. This specialty prosecutor will continue to be the lead member of the domestic violence unit in the office. Duties of the prosecutor will continue to include case screening, consulting with the victim advocate, coordination with local police departments, and planning of police training sessions. Also, the prosecutor along with the Victim/Witness coordinator, will interact with other community organizations, including the Child Advocacy Center and Sexual Assault Resource Team, assist in coordinating community responses to violence against women and children, and work directly with victims throughout the process to help ensure smooth court experiences. The prosecutor will also work with probation, other law enforcement organizations as well as other community members who are involved in dealing with violence against women. Finally, the prosecutor will provide community outreach and education.

The prosecutor will work $\frac{3}{4}$ time (approximately 30 hours per week) on the project and will interact with remaining staff, namely the County Attorney, the Legal Assistant, the Office Administrator and the Victim/Witness coordinator in carrying out the project.

The overall goal of the project is to improve criminal court prosecutions and county investigations involving violence against women. Another very important goal is to educate the community about the issues relating to domestic violence against women. One extremely important objective is to provide a more uniform manner in which to handle these cases throughout the county. The objectives can be met by concentrating specialized prosecution resources at least three-quarter time.

The prosecutor will continue to work with police to improve investigations and district court prosecutions. The prosecutor will be available by cell phone for advice and consultation with law enforcement on legal issues involving violence against women. Every time a contact is made, the prosecutor will log such contact as a performance measure. The prosecutor will also log the result and include ideas on how to improve the process in the future if it involves a procedural problem. In addition, the number of cases reviewed and their disposition are tracked, including whether the disposition was a plea or trial. Other performance indicators include the actual number of police officers reached through training seminars and the number of people attending public education forums.

In order to assess whether the program is achieving its goals of 1) improving the criminal court prosecutions and investigations of domestic violence, 2) establishing a more uniform approach to handling the cases and 3) community education, the prosecutor will assess the program through input (from police, victims, and other members of the team). This will include monitoring the impact of training with law enforcement and input from victims of domestic violence. The prosecutor will also measure how many of the domestic violence referrals lead to indictments by the Grand Jury for prosecution in Superior Court. In order to track community outreach activities, the prosecutor will log all of the educational presentations and trainings that are completed for both law enforcement and the general community.

3. Sustainability and Evaluation Plan (5 Points)

The grant money has allowed our office to develop skills for successfully addressing issues raised in cases involving domestic violence. At the conclusion of the grant period those skills will be established. Our office, during the period of time the grant has been received, has trained within our office as well as throughout our community to share these learned skills. This education and period of establishing a “best practice” approach for handling these cases will continue to benefit the community even when the grant funds are no longer available.

New Hampshire Department of Justice

Budget Detail Worksheet (20 Points)

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project (Billing must be done based on actual detailed time and attendance reporting). Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Federal	Match
Carley M. Ahern	73,398.00 annual	30,000.	25,049.
Deputy Cty. Atty.	30 hours/week = 55,049.		

SUB-TOTAL: 25,049.

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. Individual fringe benefits must be listed by amount and percentage.

Name/Position	Computation	Federal	Match
Health Care Bonus	25% = 83.		83.
Payroll Tax	25% = 1,872.		1,872.
Retirement	25% = 2,635.		2,635.

SUB-TOTAL: 4,590.

Total Personnel & Fringe Benefits: 29,639.

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Federal	Match
Child Abuse/DV Prosecution Training			Course training fee		150.00

TOTAL: 150.00

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Federal	Match

TOTAL: 0

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Federal	Match

TOTAL: 0

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Federal	Match

TOTAL: 0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Federal	Match

Subtotal: 0

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Federal	Match

Subtotal: 0

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item		Federal	Match

Subtotal: 0

TOTAL CONSULTANTS/CONTRACTS: 0

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Federal	Match

TOTAL: 0 _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Federal	Match

TOTAL: 0 _____

Budget Summary. When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal (match) funds that will support the project.

Budget Category Amount	Federal	Match
A. Personnel	<u>30,000.</u>	<u>25,049.</u>
B. Fringe Benefits	<u> </u>	<u>4,590.</u>
C. Travel	<u> </u>	<u>150.</u>
D. Equipment	<u> </u>	<u>0</u>
E. Supplies	<u> </u>	<u> </u>
F. Construction	<u> </u>	<u>0</u>
G. Consultants/Contracts	<u> </u>	<u>0</u>
H. Other	<u> </u>	<u>0</u>
Total Direct Costs	<u> </u>	<u> </u>
I. Indirect Costs	<u> </u>	<u> </u>
TOTAL PROJECT COSTS	<u>30,000.</u>	<u>29,789.</u>

Federal Request 30,000.
Non-Federal Match Amount 29,789.

New Hampshire Department of Justice

BUDGET NARRATIVE: (10 Points)

The total annual salary for this position is \$73,398. As the position is three-quarter time, the VAWA allowable figure of \$55,049. represents 75% of the actual \$73,398. salary. The FICA, Health Care Bonus, Retirement and Worker's Comp figures are also calculated based on seventy-five per cent of the full-time salary.

A figure of \$150 has been allocated for travel expenses. The position requires interaction with police and law enforcement agencies across Belknap County and in other counties and attendance at outside organizations. This figure would be for mileage reimbursement at a rate of \$.55.5 per mile.

APPENDIX A

PROGRAM GUIDELINES AND CONDITIONS

VAWA PROGRAM GUIDELINES AND CONDITIONS

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by STOP Violence Against Women formula grant funds, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will 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, 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 C.F.R. Part90.

2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office of Justice Programs “Financial Guide”. The Guide is available on line at <http://www.ojp.usdoj.gov/finguide06/index.htm>.

3. The subgrantee agrees to implement this project within ninety (90) days following the grant award date or provide a letter to this office outlining their reasons for delay. Grant programs not started within (90) days of the original grant award date are subject to automatic cancellation of their grant funding.

4. The subgrantee assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose. The subgrantee further assures that the Violence Against Women Program grant funds will be expended only for purposes and activities covered within the subgrantees approved application.

5. The subgrantee agrees to provide information on the program supported with Violence Against Women Program grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit and to retain grant-related documentation for a period of at least three (3) years after the close of the federal grant award period.

6. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents (paper or electronic) related to this Violence Against Women Program. Further, the subgrantee agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.

7. The subgrantee agrees to maintain detailed time and attendance records for personnel positions partially or fully funded with Violence Against Women grant program funding.

8. The subgrantee agrees that all Violence Against Women Program grant funds will be expended only on program allowable activities. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in program activities or budget changes or the subgrant start and/or ending dates, which were set forth in the subgrantee’s application.

VAWA PROGRAM GUIDELINES AND CONDITIONS

9. Equipment purchased with Violence Against Women Program grant funds shall be inventoried by the subgrantee. The inventory must include the item description, serial number, cost, location, and percentage of federal Violence Against Women Program grant funds expended on the item.

10. The subgrantee agrees that the title to any equipment purchased with Violence Against Women Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the intended purposes for which it was acquired.

11. The subgrantee agrees to provide for an annual audit of the Violence Against Women funded program if required under OMB Circular No. A-133. Violence Against Women Program funds will only pay its prorated share of the audit if required under OMB Circular No. A-133. This prorated share is the percentage of the Violence Against Women Program grant award compared to the total agency budget. The audit shall be conducted in accordance with OMB Circular No. A-133. A copy of the completed audit report and any management letters shall be sent to the New Hampshire Department of Justice, Grants Management Unit, annually. If the subgrantee is not required to perform an audit, under the revised version of OMB Circular No. A-133, but an audit is still performed, the subgrantee agrees to provide a copy of said audit and any management letters to the New Hampshire Department of Justice, Grants Management Unit.

12. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Executive Order 13279 (Equal Protection of the laws for Faith-based and Community Organizations); Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39, and Department of Justice Equal Treatment Regulations, 28 CFR Part 38.

13. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the subgrantee on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at http://doj.nh.gov/grants/civil_rights.html and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

14. If required, within 30 days from the date of the award, the subgrantee will submit for approval, an acceptable Equal Employment Opportunity Plan (EEOP) as required by 28 CFR 42.301 et seq. or a Certification Form to both the NH DOJ and the Office of Civil Rights, Office of Justice Programs, US DOJ at 810 7th Street, NW, Washington, DC 20531. Failure to submit an approved EEOP or Certification is a violation of the Program Guidelines and Conditions and may result in suspension or termination of funding, until such time as the subgrantee is in compliance. Additional information on EEOP requirements may be found here: http://doj.nh.gov/grants/civil_rights.html.

VAWA PROGRAM GUIDELINES AND CONDITIONS

15. The subgrantee must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at www.lep.gov.

16. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the U.S.

17. The subgrantee assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, 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. 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 subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

18. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

19. Repayment of this grant may be required if the subgrantee receives a state or federal forfeiture, which exceeds the amount of the grant award.

20. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

21. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. (see award document) awarded by the Office on Violence Against Women, Office of Justice Programs and administered through the New Hampshire Department of Justice."

22. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by Grant No. (see award document) awarded by the Office on Violence Against Women, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

VAWA PROGRAM GUIDELINES AND CONDITIONS

23. The subgrantee agency agrees that, should they employ a former member of the NH Department of Justice (NHDOJ), that employee or their relative shall not be perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the NHDOJ for the life of the subgrant without the express approval of the NH Department of Justice.

24. The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies that work in connection with programs financed in whole or part by federal loans or grants. The Hatch Act prohibits a grant-funded person from becoming a candidate for public office in a partisan election. For further information please refer to U.S.C. Title 5 Sections 1501-1508 and Title 5 of the Code of Federal Regulations part 151.

25. State or local prosecution, law enforcement, and courts must have consulted with their local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

26. If your program charges for services, (e.g. visitation centers) the subgrantee agrees that there must be a sliding scale based on client income. Any and all program income generated may only be expended on grant allowable activities within the current grant funding cycle and subgrantee shall provided that information to the NH Department of Justice on a quarterly basis utilizing a program income statement.

27. The subgrantee 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 subgrantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

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

John H. Thomas, Commissioner Chair

Name and Title of Authorized Representative

Signature

Date

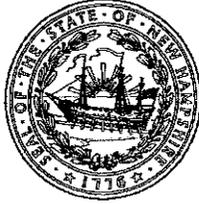
Belknap County, 34 County Drive, Laconia NH 03246

Name and Address of Agency

APPENDIX “B”

CERTIFICATION REGARDING DEBARMENT, SUPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION

DEPARTMENT OF JUSTICE
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

John H. Thomas, Commissioner Chair
Name and Title of Authorized Representative

Signature

Date

Belknap County, 34 County Drive, Laconia NH 03246
Name and Address of Agency

APPENDIX “C”

STATEMENT OF COMMITMENT

STOP VIOLENCE AGAINST WOMEN
FORMULA GRANT PROGRAM

CERTIFICATE OF COLLABORATION

THIS SECTION TO BE COMPLETED BY APPLICANT AGENCY:

Applicant Agency: Belknap County

In satisfaction of this grant program requirement, this agency certifies that it has consulted with their local victim services program during the course of developing this proposal in order to ensure that the proposed activities and/or equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please provide a brief description of the consultation with and/or collaborative relationship established between the applicant and the local victim services organization identified below. Applicant is a member of the multi-disciplinary team that attends interviews @ the Child Advocacy Center in which victims of physical & sexual violence (usually family related) are interviewed. This team includes law enforcement, members of the County Attorney's Office, advocates from New Beginnings, the local crisis center & DCYF so that the groups may work together to provide services for the victims & pursue appropriate legal action against the offender. The applicant has established a Sexual Assault Resource Team which includes members from multiple areas of the community, including the local crisis center. The purpose of this team is to review & improve the response of participants to incidences of sexual assault.

Date

Authorized Signature of Applicant Agency

THIS SECTION TO BE COMPLETED BY LOCAL VICTIM SERVICES ORGANIZATION. THE INDIVIDUAL SIGNING THIS SECTION MAY NOT BE FROM THE ABOVE APPLICANT AGENCY [unless this grant is being made to the victim service organization]

As a designated representative of New Beginnings Without Violence & Abuse a recognized local victim services organization, I certify that the above statement is an accurate description of the consultation with and/or collaborative relationship established between this agency and the applicant agency identified above.

Name of Organization:

New Beginnings Without Violence & Abuse

Name & Title of Signing Authority:

Kathy Keller, Executive Director

Signature:

Kathy Keller

Date:

12/4/13

APPENDIX “D”

SUBGRANT INFORMATION SHEET

PLEASE KEEP THIS INFORMATION IN YOUR FILE

VIOLENCE AGAINST WOMEN FORMULA GRANT SUBGRANT INFORMATION SHEET

I. Financial Issues

A. Cost Allowability

- Only those program activities stated in your approved application are allowable as Federal expenses against the grant.
- All grant funds must be expended or obligated (via purchase order, contract, etc.) by the Grant End Date. Grant funds that have been obligated but not expended by the Grant End Date must be expended by the agency and reimbursed by our office no later than 45 days after the Grant End Date.
- Supplanting (replacing local funds with Federal funds) is not allowable.

B. Grant Adjustments

- Any budgetary or goals/objectives changes to the program as outlined in the approved application must have prior written approval via a Grant Adjustment. Requests for grant adjustments may be made via letter or e-mail to your program manager. Please be specific about the proposed changes.

C. Summary of Expenditures Report

- Grant payment is done on a reimbursement basis only via the Summary of Expenditures Report.
- Quarterly Filing (by calendar quarters) is REQUIRED. Monthly filing is allowed.
- Quarterly Filing is due by 15th of the month following the end of the quarter. If you don't file within 30 days your grant is considered out of compliance.
- You must file even if you are claiming zero expenses.
- Two signatures are required on the Summary of Expenditures Form.
- Documentation for expenses does not need to be submitted with you expenditure report, however you must maintain backup documentation for all expense which include both federal expenses and your match dollars.
- Match dollars must be spent on program allowable activities.

D. Annual Audit

- Your city/town/organization is required to send us a copy of any yearly audits complete along with any management letters.

II. Programmatic Issues

A. Annual Site Monitoring Visit

- Each federally funded project will receive a site-monitoring visit once a year, for most programs, which will be scheduled for a mutually convenient date and time.

B. Annual Performance Report

- The subgrantee agrees to provide NHDOJ with specific information regarding their program activities in an annual progress report. Grantees are required to submit this report after the end of each calendar year but no later than February 10 of each year. Please review this report to ensure you are collecting all relevant information the report is requesting. This report must be completed and be returned to this office by February 10, 2015. **PLEASE ENSURE THAT YOU ARE REPORTING ON WHAT IS ACCOMPLISHED BY THE GRANT FUNDED POSITION(S) ONLY AND NOT STATISTICS THAT REFLECT THE ACTIVITY OF YOUR FULL AGENCY.**

APPENDIX “E”

APPLICATION CHECKLIST

APPLICATION CHECKLIST

Please be sure that the following sections are completed and returned with your VAWA grant application. Please include a completed copy of this checklist in your application.

- ___ **COVER PAGE – INCLUDING YOUR DUNS NUMBER**
- ___ **APPLICATION NARRATIVE (with additional sheets if necessary)**
- ___ **BUDGET ITEMIZATION**
- ___ **BUDGET NARRATIVE**
- ___ **SIGNED VAWA PROGRAM GUIDELINES AND CONDITIONS**
- ___ **SIGNED CERTIFICATION REGARDING DEBARMENT,
SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION**
- ___ **STATEMENT OF COLLABORATION WITH VICTIM SERVICE
AGENCY**
- ___ **MOST RECENT AUDIT REPORT AND MANAGEMENT LETTERS**
- ___ **APPLICATION CHECKLIST**
- ___ **AGENCY BOARD OF DIRECTORS (non-profits only)**
- ___ **IRS FORM 990 FOR NON-PROFIT AGENCIES (non-profits only)**

OVW STOP Violence Against Women Formula Grant Program Competitive Grant Application Process for 2014

PROJECT DESCRIPTION

The State of New Hampshire has received funding under the Violence Against Women Act (VAWA) grant program from the Office on Violence Against Women (OVW) and, through this solicitation, is making funding available for subgrants for local projects. As this is VAWA grant funding, all projects must meet at least one of the below described purpose area.

The emphasis of the VAWA grant program is the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and work to hold offenders accountable for their crimes. Applicants should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations. Only through collaborative partnerships can we respond more vigorously to domestic violence, sexual assault, dating violence and stalking crimes

PURPOSE AREAS

STOP Program grants are intended for use by States and Territories; State, local, and Tribal courts (including juvenile courts); Indian Tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including community-based organizations. Grants and subgrants supported through this Program **must** meet one or more of the following statutory purpose

- training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
- developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
- developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence;
- developing, enlarging, or strengthening programs addressing stalking;

- developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
- supporting formal and informal Statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
- providing assistance to victims of domestic violence and sexual assault in immigration matters;
- maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
- supporting 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 in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—
 - developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
 - notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
- providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, Tribal, Territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
 - the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;

- the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
- the development of such protocols in collaboration with State, Tribal, Territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, State, Tribal, Territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, States and Territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and Territories **must** notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

Activities supported by the OVW STOP Violence Against Women Formula Grant Program are determined by statute, Federal Regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and the conditions of the recipient’s award.

ELIGIBLE APPLICANTS

Eligible applicants are limited to units of local government, state agencies, non-profit and non-governmental victim services organization public or private entities, community based organizations and faith based organizations as provided under 28 CFR pt.38.

PROJECT PERIOD

Grants awards will be for a one year period, starting January 1, 2014, and ending December 31, 2014.

REQUIRED MATCH

There is a 25% match requirement imposed on grant funds under this program. A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of the 25% non-Federal portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

Exception: VAWA 2005, as amended, created a new provision eliminating match in certain circumstances and providing for waivers of match in other circumstances. Specifically, 42 U.S.C. § 13925 (b)(1) provides:

No matching funds shall be required for any grant or subgrant made under this Act for any tribe, Territory, or victim service provider.

The formula for calculating the required match is:

Award Amount ÷ 75% Federal Share = Adjusted Project Costs
Adjusted Project Costs X 25% Recipient's Share = Required Match

Example: 75/25% Required Match

For a Federal award amount of \$350,000, required match would be calculated as follows:

$\$350,000 \div 75\% = \$466,667$

$\$466,667 \times 25\% = \$116,667$ Required Match

SELECTION CRITERIA

- Each application will be scored using the following point system, as described in the VAWA Subgrant Application Instructions and Signature guidance document:
 - Statement of the problem (30 points)
 - Project/Program description, design and implementation (35 points)
 - Sustainability and evaluation plan (5 points)
 - Budget detail section (20 points)
 - Budget narrative (10 points)

- In making awards, the NH Department of Justice must also account for the following federally required percentages:
 - At least 5 percent of awarded funds will be to State and local courts;
 - At least 25 percent of awarded funds will be to law enforcement;
 - At least 25 percent of awarded funds will be to prosecutors; and,
 - At least 30 percent of awarded funds will be to nonprofit, nongovernmental victim services, of which at least 10 percent will be distributed to culturally specific community-based organizations;
 - The balance of the funding may be awarded to any of the above categories; however no one category is entitled to the total 15 percent.

ANNUAL REPORTING REQUIREMENTS-MANDATORY

This report information is required of all VAWA Program subgrant projects and will reflect your grant activities for the coming year (1/1/2014 to 12/31/2014). Please review this report to ensure you are able to collect all the relevant information the report is requesting. You may locate and review the annual reporting at-
<http://muskie.usm.maine.edu/vawamei/attachments/forms/STOPSubgranteeFormGMS.pdf>

APPLICATION PROCESS

Applications must include a NH DOJ Subgrant Application Form, in either PDF or Word format, and the submission of required documents from the VAWA Subgrant Application Instructions

and Signature guidance document. Please see the VAWA Subgrant Application Instructions and Signature guidance document for additional requirements and information.