Office of Justice Programs (OJP)
Crime Victim Services 2013
VAWA Funding Grant Program Guidelines

The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the general grantee Terms and Conditions:

Financial Requirements:

1) The grantee shall report at least quarterly on all expenditures pertaining to this grant contract in the OJP online grants management system, E-grants, no later than 30 days after the end of the quarter.
2) The grantee shall report quarterly on any program income (including interest) earned and expended during the grant period, if applicable.
3) The grantee shall submit a written budget revision request via E-grants before any expenditure may be made based on the revised budget. Submission of a budget revision is necessary if a) a line item will deviate by $200 or 10%, whichever is higher, from the approved budget, or b) a new line item that was not part of the approved budget will be created.
4) The grantee shall submit source documentation on grant expenditures in a timely manner, as requested by OJP staff for a desk review audit.
5) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement.
6) The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a final report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
7) The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.
8) The grantee shall comply with all provisions of the Minnesota *OJP Grant Manual*. https://dps.mn.gov/divisions/ojp/grants/Documents/Grant_Manual.pdf

Reporting Requirements:

1) Financial Reporting: The grantee shall submit a financial reporting form via the Department of Public Safety's online grant management system at least quarterly, within 30 days after the end of the quarter.
   Progress Reporting: The grantee shall submit, via e-mail to their OJP grant manager, the requested information related to the VAWA STOP Annual Progress Report. The grantee shall also submit, via the Department of Public Safety's online grant management system,:
   - a quarterly statistical report form, if applicable, within 30 days after the end of each quarter.
   - a mid-year report within 30 days after the end of the 2nd quarter.
   - a year-end report within 30 days after the end of the 4th quarter.

- any other reports as required by OJP.

2) Requirement Changes: OJP may add, modify or change all reporting forms at their discretion during the grant period.

Other Provisions:

1) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grant program.
2) Additional Requirements: The grantee shall attend meetings and training as OJP shall reasonably request**.**
3) Administrative Requirements: OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.
4) Governing Board: The grantee shall provide OJP with current list of their governing board and officers and will notify OJP within two weeks of any changes to the list.
5) Sexual Assault and Domestic Violence Programs: Grantees defined as a domestic violence and/or a sexual assault program under Minnesota Statutes section 13.823, are subject to the following:
   a) The grantee shall provide to OJP all documentation necessary for the management and oversight of the contract.
   b) Data given to OJP by the grantee becomes government data subject to chapter 13.
   c) Personal history information and information from which the identity or location of any victim can be determined are private data protected by 13.822, 611A.32, subdivision 5, 611A.371, subdivision 3, and 611A.46.

Violence Against Women Act (VAWA) Provisions:

Payments under this grant contract will be made from federal funds obtained by the State of Minnesota through 42 USC 5630 et seq., CFDA number 16.588. The Grantee is responsible for compliance with the following federal requirements imposed on these funds and accepts full financial responsibility for any additional restrictions imposed in response to the Grantee's failure to comply with federal requirements.

1) DUNS/CCR: Any organization that receives these federal funds MUST be registered and up-to-date in the Central Contractor Registration (CCR) database at https://www.bpn.gov/ccr/.

2) OJP Financial Guide: The Grantee assures that it will comply, and all its subcontractors will comply, with the applicable provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations. http://www.ojp.usdoj.gov/financialguide/

3) Audits: The Grantee agrees to comply with the organizational audit requirements of the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The Grantee further

understands and agrees that funds may be withheld or other requirements may be imposed, if any outstanding audit issues are not satisfactorily and promptly addressed.

4) Lobbying: Federal Restrictions on Lobbying imposed by 31 U.S.C. Section 1352, requires that no federally appropriated funds will be used, directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval of the federal OJP. Any violation of this prohibition is subject to a minimum $10,000 fine for each occurrence, as noted in the Anti-Lobbying Act (18 U.S.C. § 1913) as amended.

5) Debarment and Suspension: Executive Order 12549 on Debarment and Suspension, and the implementing regulation, requires that the Grantee certify it has not been debarred or otherwise excluded from participating in any other transaction with a federal department or agency.

6) Drug-Free Workplace: As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 67, Subpart F, for grantees, as defined at 28 C.F.R. Part 67 Sections 67.615 and 67.620, the Grantee will or will continue to provide a drug-free workplace.

7) Fraud, Waste and Abuse: The Grantee must promptly refer to the Department of Justice (DOJ), Office of the Inspector General (OIG), any credible evidence that a principal, employee, subcontractor, or other person has either a) submitted a false claim for grant funds under the False Claims Act; or b) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Additional information is available from the DOJ OIG website at http://www.justice.gov/oig/

8) Equal Employment Opportunity Plan (EEOP): Grantee will comply (and will require any subgrantees or subcontractors to comply) with any applicable federal nondiscrimination requirements, which may include the 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. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); 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); 28 C.F.R. part 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs);28 C.F.R part 42 (U.S. Department of Justice Regulations—Nondescrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. Part 38 (U.S. Department of Justice Regulations—Equal Treatment of Faith-Based Organizations).

   In the event of a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of

race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and also the Minnesota OJP.

The grantee will follow OCR requirements to submit a full copy of its EEOP to the OCR, certification of Exemption from the EEOP Submission Requirement, or certification of Complete Exemption, based on number of employees and size of award. Information about civil rights obligations of grantees can be found at www.ojp.usdoj.gov/about/ocr/eeop.htm. The grantee will then verify their EEOP status to the Minnesota OJP via an EEOP verification form in E-grants.

9) Civil Rights Training: OJP requires the review of an online civil rights training tool, which incorporates all of these provisions and certification that training has been completed. The acknowledgement of training form will be submitted to OJP via Egrants. The training and acknowledgement of training form can be found at https://dps.mn.gov/divisions/ojp/grants/Pages/grantees-civil-rights-training-certification.aspx

10) Limited English Proficiency (LEP): As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its progams and activities. Additional assistance and information regarding your LEP obligations can be found at www.lep.gov

    In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

11) Supplant: The Grantee agrees that funds received under this award 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 criminal justice system activities.

12) Information Technology (IT): To support public safety and justice information sharing, OJP requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines, if applicable. More information on NIEM can be found at www.niem.gov/. Grantees should also avoid duplicating existing networks or IT systems for law enforcement information sharing systems which involve interstate connectivity between jurisdictions.

13) Publications: Any written, visual, or audio publications, with the exception of press releases, whether published at the the grantee's or OJP's expense, shall contain the following statement:

> "This project was supported by Grant No. *obtain from OJP grant manager* awarded by the Bureau of Justice Assistance, Office of Justice Programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice."

14) Violence Against Women Act: Grantee agrees to comply with all relevant statutory and regulatory requirements including the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and Office of Violence Against Women's implementing regulations at 28 CFR Part 90.

15) Other Federal Requirements: This grant contact is subject to all applicable federal and state statutes and regulations, including, but not limited to the following:

A) 42 USC Section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

B) The Grantee agrees that any fedreally funded information technology system will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies and may be subject to system audits.

C) 28 C.F.R. Part 38, regarding Equal Treatment of Faith Based Organizations, which restricts federal funding for any inherently religious activities, sucha as worship, religios instruction, or proselytization. However, grantees are not permitted to discriminate in the provision of serices on the basis of a beneficiary's religion. For more information, see www.ojp.gov/about/ocr/equal_fbo.htm

D) 28 C.F.R. Part 46 and all federal OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

E) The grantee will notify OJP if any grant activities should be reviewed for compliance with the National Enfironmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyssi requirements. Compliance with NEPA may requrie the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA.

F) The Grantee will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a

desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

G) The grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any subcontract to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, withouth the express prior written approval of OJP.

Acknowledgement Statement:

By submitting this application, I/we [name of Applicant Organization's Authorized Representative] as an authorized representative for [Applicant Organization's Name], acknowledge that I have read the VAWA Program Guidelines in their entirety, as stated within the application materials, and acknowledge that they will be incorporated into the grant agreement with OJP. If VAWA funds are awarded under this application, I will submit the required documents and certifications on behalf of the Applicant Organization, as authorized.