Office of Justice Programs (OJP)
Crime Victim Services Tribal 2017
VAWA 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%20manual%20current.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.
2) Progress Reporting: The grantee shall submit, via the Department of Public Safety's online grant management system,:
   - 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.

   The grantee shall submit, via the Performance Measures Tool (PMT) online system,:
   - a quarterly statistical report form, if applicable, within 30 days after the end of each quarter.

The grantee shall submit, via e-mail, to grant manager and chris.anderson@state.mn.us:

- the VAWA Annual Progress Report 30 days after then end of the 4th quarter.

3) 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) SAM: Any organization that receives these federal funds MUST be registered and up-to-date in the SAM database at https://www.sam.gov/.

2) DOJ Financial Guide: The grantee agrees to comply with the financial and administrative requirements set forth in 2 C.F.R. Part 200 and the current edition of the Department of Justice (DOJ) Grants Financial Guide. http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf

3) Audits: The Grantee agrees to comply with the organizational audit requirements in 2 C.F.R. Part 200. 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 as detailed in 2 C.F.R. 200.450, 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. See also the Anti-Lobbying Act, 18 U.S.C. § 1913.

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, the Grantee will make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the Act.

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

B) The grantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available in the OJP Financial Guide Conference Cost Chapter.

C) The grantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at
http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm.

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

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

F) Non-profit grantees must:

a) make their financial statements available online (either on the grantee's or another publicly available website). OVC will consider organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

b) certify their non-profit status by submitting a statement to OJP (to be placed in the grant file) affirmatively asserting that the grantee is a non-profit organization, and indicating that it has on file, and available upon

audit, either – 1) a copy of the grantee's 501(c)(3) designation letter; 2) a letter from the grantee's state/territory taxing body or state/territory attorney general stating that the grantee is a non-profit organization operating within the state/territory; or 3) a copy of the grantee's state/territory certificate of incorporation that substantiates its non-profit status. Grantees that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the grantee is a local non-profit affiliate.

G) 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.

H) 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 OVW.

I) The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at http://www.ovw.usdoj.gov/grantees.html.

J) The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all OVW grants issued in FY 2014 or after. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. The grantee acknowledges that it will comply with this provision.

K) Pursuant to 2 CFR §200.315(b), the Office on Violence Against Women reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work, in whole or in part (including in the creation of derivative works), for Federal purposes, and to authorize others to do so. The Office on Violence Against Women also reserves a royalty-free, nonexclusive and irrevocable right to reproduce publish or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a grantee of this award, for Federal purposes, and to authorize others to do so.