



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** August 6, 2020

Staff Contact: Sheriff Ken Furlong, KFurlong@carson.org

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed acceptance of a grant from the Nevada Office of the Attorney General, 2020 Services-Training-Officers-Prosecutors ("STOP") Grant, to fund a Victim Witness Coordinator position at the Carson City Sheriff's Office ("CCSO") in the amount of \$75,620.00. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: Acceptance of this grant would provide funds to increase the ability of the CCSO to provide victim services and crisis intervention to victims and witnesses of crimes and to assist them in navigating through the criminal justice process. The Victim Witness Coordinator would fill a full-time position, funded for one year by this grant (ending June 30, 2021), and would work alongside both front line peace officers as well as the District Attorney's Office.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to accept the grant.

Board's Strategic Goal

Safety

Previous Action

September 19, 2019 - The Board of Supervisors accepted a grant from the Department of Public Safety - JAG funding for the Victim Witness Coordinator, in the amount of \$55,000, ending September 30, 2020.

April 2, 2020 - The Board of Supervisors authorized the Sheriff's Office to submit a grant application to the Department of Justice for a FY 2020 State of Nevada Office of the Attorney General Violence Against Women Act "STOP" grant.

Background/Issues & Analysis

The overarching goal of the CCSO Victim Witness Coordinator position is to provide immediate services such as assistance to victims and witnesses within the criminal justice process and the provision of compassion and support to the most vulnerable during their times of need. The goal of the Victim Witness Coordinator is to bridge the gap between victims/witnesses and the District Attorney's Office. This position will be under the direction of the CCSO. If this grant is accepted, the CCSO Victim Witness Coordinator position would be funded until June 30, 2021, which is the end of the grant period.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: If accepted, the grant will be assigned a Grant Number and housed in the Grant Fund.

Is it currently budgeted? No

Explanation of Fiscal Impact: The current grant award amount totals \$75,620.00, which covers the position salary of \$48,838.00 and benefits of \$26,782.00. This grant requires a match of 25% totaling \$25,374, which will include overtime of \$14,204.00; equipment, training and supplies of \$5,150; and in-kind rent of office space, volunteer hours and fiscal management of \$6,020. Overtime, equipment, training, and supplies will be absorbed in the current CCSO Operating Budget.

Alternatives

Do not accept the grant.

Attachments:

[Carson City Sheriff's Office SFY21 STOP Award Document 070720.pdf](#)

[CCSO SFY21 STOP Terms and Conditions 070720.pdf](#)

[Statement of Sub-Grant Audit Arrangements.doc](#)

[STOP Grant 2020-2021.docx](#)

[CCSO_SFY21_STOP_Budget_Finalized_07.07.20 \(2\).pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Nevada Office of the Attorney General
2020 Services-Training-Officers-Prosecutors (STOP) Grant
Sub-Grant Award

Sub-Grantee:	Carson City Sheriff's Office	Total Award:	\$ 75,620.00
Sub-Grant Number:	2020-VAWA-07	Total Match:	\$ 25,374.00
Address:	911 E. Musser St. Carson City, NV 89701	Total Project Cost:	\$ 100,994.00
Contact Name:	Ken Furlong	Project Period:	July 1, 2020 through June 30, 2021
Phone Number:	775-283-7800	Indirect Rate:	N/A
Email Address:	kfurlong@carson.org	DUNS Number:	73787152
Project Title:	Carson City Sheriff's Office Victims Advocate Law Enforcement Program		
CCR/SAM Expiration:	7/14/2020		

Approved Budget for Project		CFDA No.:	16.588
<i>Category</i>		FEDERAL AWARD #	2020-WF-AX-
Personnel	\$ 48,838.00	FEDERAL AWARD DATE:	
Fringe Benefits	\$ 26,782.00	TOTAL FEDERAL AWARD:	
Travel	\$ -	FEDERAL AWARDS AGENCY:	U.S. Dept. of Justice, Office on Violence Against Women
Equipment	\$ -	STATE AWARDS AGENCY:	Nevada Office of the Attorney General
Supplies/Operating	\$ -	STATE AUTHORIZING OFFICIAL:	Debbie Tanaka on behalf of Attorney General Aaron D. Ford
Construction	\$ -	PHONE NUMBER:	775-684-1110
Consultant/Contracts	\$ -	EMAIL ADDRESS:	dtanaka@ag.nv.gov
Other	\$ -	ADDRESS:	Nevada Office of the Attorney General 100 N. Carson Street Carson City, NV 89701
Indirect	\$ -	FEDERAL PROJECT DESCRIPTION:	The Services-Training-Officers-Prosecutors (STOP) Program supports communities in their efforts to develop and strengthen effective victim services, law enforcement and prosecution strategies to combat the crimes of domestic violence, dating violence, sexual assault and stalking. This program further encourages partnerships among law enforcement, prosecutors, the judiciary, victim advocates and service providers, health care providers, faith leaders, and others to help provide victims and their families with the protection and services they need to pursue safe and healthy lives within their communities and to hold their offenders accountable for the harm they have done.
Total Award	\$ 75,620.00		
Match	\$ 25,374.00		

This award is subject to the federal guidelines established by the Department of Justice, Office on Violence Against Women.
 TERMS AND CONDITIONS: This project is approved subject to such special conditions or limitations as set forth on the attached page(s).

AGENCY APPROVAL

Aaron D. Ford, Attorney General
Name and title of Appointing Official

By: Debbie M. Tanaka, Grants Manager

X _____ / _____
Signature of Approving Official/Date

SUBGRANTEE ACCEPTANCE

<i>Printed name and title of Executive Director or Equivalent</i>	<i>Printed name and title of Board President or Equivalent</i>
X _____ / _____	X _____ / _____
<i>Signature of Executive Director or Equivalent and Date</i>	<i>Board President or Equivalent Signature and Date</i>

**NEVADA OFFICE OF THE ATTORNEY GENERAL
2020 VIOLENCE AGAINST WOMEN ACT
STOP/SASP GRANT TERMS AND CONDITIONS
Carson City Sheriff’s Office
2020-VAWA-07**

TERMS & ACRONYMS:

- | | |
|--|---|
| <p>Adult – Age eighteen (18) years and over
 Cash Match – Real cash contributed to the project
 CBO – Community Based Organization
 CCR – Central Contractor Registration
 CFR – Code of Federal Regulations
 DOJ – Department of Justice
 DUNS – Data Universal Numbering System
 EEOP – Equal Employment Opportunity Plan
 EFT – Electronic Funds Transfer
 FFATA – Federal Funding Accountability & Transparency Act
 FSRS – FFATA Sub-award Reporting System
 GPRA – Government Performance & Results Act
 In-kind Match – Added value contributed to a project from personnel, supplies, and operational expenses
 Minor – Newborn through <11 years
 NPO/NGO – Non-profit Organization/Non-governmental Organization
 NRS – Nevada Revised Statutes</p> | <p>NVOAG – Nevada Office of the Attorney General
 OCFO – Office of the Chief Financial Officer
 OCR – Office for Civil Rights
 OIG – Office of the Inspector General
 OMB – Office of Management & Budget
 OVW – Office on Violence Against Women
 PCN – Project Change Notice
 PDF – Portable Document Format (Adobe)
 PL – Public Law
 SAM – System for Award Management
 SASP – Sexual Assault Service Providers
 STOP - Service•Training•Officers•Prosecution
 T Visa – Human Trafficking Visa
 UEI – Unique Entity Identifier or Entity ID
 USC – United States Code
 U Visa – Nonimmigrant Status Visa for certain crime victims
 VAWA – Violence Against Women Act
 Youth – Age eleven (11) through seventeen (17) years</p> |
|--|---|

By accepting and signing this award and initialing the Terms and Conditions,

1. The sub-recipient/sub-grantee understands that funding is contingent upon available Federal funds and award levels may be increased or decreased during the course of the project period; and
2. The sub-recipient/sub-grantee understands and will comply with all applicable award conditions.
3. The sub-recipient/sub-grantee understands that it must not rely on this grant funding for sustainability beyond this award period.

Award Conditions include all Federal Pass-Through Special Conditions, State of Nevada/NVOAG conditions and any sub-recipient/sub-grantee specific conditions that are required to ensure full grant compliance.

GENERAL COMPLIANCE CONDITIONS:

1. All awards are contingent upon sub-recipient/sub-grantee’s submission of the signed Award Document, initialed Terms and Conditions, and applicable items identified in this document.
2. All sub-recipient/sub-grantee awards are contingent upon sub-recipient/sub-grantee having and maintaining current CCR/SAM registration throughout the award period.
3. The sub-recipient/sub-grantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OVW). The sub-recipient/sub-grantee also agrees to comply with applicable restrictions on sub-awards to first-tier sub-recipients that do not acquire and provide a Data Universal Numbering System (DUNS) number or Unique Entity Identifier (UEI) through SAM. The details of recipient obligations are posted on the Office on Violence Against Women website at <https://www.justice.gov/ovw/grantees#award-conditions> (Award condition: Registration with the

STOP/SASP Terms and Conditions

Executive Director Initials

Rev: June 2020

Board President/Equivalent Initials

System for Award Management and Unique Entity Identifier Requirements) and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name). The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OVW award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OVW awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIS").

4. All sub-grant awards are contingent upon the sub-recipient/sub-grantee obtaining a current Vendor Registration Identification Number with the Nevada Office of the Controller and/or confirming the correct Vendor Number/payment address if their agency has multiple listings. This must be verified by the Fiscal Officer and returned with signed and initialed award documents. Verifications and corrections must be done by sub-recipient/sub-grantee on the Nevada Controller's website: <http://controller.nv.gov/VendorDB/About/Forms/>
5. Sub-recipient/sub-grantee agrees to begin implementation of their funded project activities no later than July 1, 2020. One-twelfth (1/12) of the award's value may be reverted to NVOAG for every month delay beyond this date. If sub-recipient/sub-grantee is unable to begin timely, a written justification for a later start date must be submitted to and approved by the NVOAG grant manager. Failure to comply may result in complete forfeiture of sub-grant funding.
6. The sub-recipient/sub-grantee must be in compliance with specifications outlined in the solicitation under which the approved application was submitted. The program solicitation is hereby incorporated by reference into this award. (Sub-recipients/sub-grantees to refer to "Notice of Funding Opportunity State of Nevada 2020 STOP/SASP Violence Against Women Act Grant Programs.").
7. Grant funds may be used only for the purposes included within the sub-recipient/sub-grantee approved application. The sub-recipient/sub-grantee must not undertake any work or activities that are not described in the grant application, and must not include billing for staff, equipment, or other goods or services without prior written approval through a PCN. PCNs requiring budget modifications will only be accepted through March 31, 2021.
8. Sub-recipient/sub-grantee must submit project related sub-contracts and/or sub-awards to NVOAG for approval prior to implementation of contracted project activities.
9. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25/hr. A detailed justification must be submitted to and approved by the NVOAG prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, sub-recipients/sub-grantees are required to maintain documentation to support all daily or hourly rates.
10. Sub-recipient/sub-grantee agrees that all positions funded through the STOP/SASP grant must be doing the actual work identified in the approved application. The sub-recipient/sub-grantee also agrees that Personnel and Fringe expenses charged to STOP/SASP is reflective of the time worked on the funded project.
11. Sub-recipient/sub-grantee must provide job descriptions and resumes of staff funded and performing award related activities as well as staff whose personnel and/or fringe expenses are used in part or full to satisfy match requirements. These must be submitted with executed award documents. Personnel changes and applicable job descriptions and resumes must be reported to and approved by NVOAG on a PCN within thirty (30) days of occurrence.
12. VAWA requires that personnel providing any services with VAWA funding be qualified in their field and possess current and relevant experience and/or training in domestic, sexual and dating violence, and stalking.
13. All sub-recipient/sub-grantee personnel involved in activities funded by this award must participate in and report on at least one (1) applicable training activity during the grant period. The training activity can be in person, web-based, via teleconference or videoconference. NVOAG must approve qualifying events if they are not clearly addressing domestic violence, sexual assault, dating violence or stalking.

14. Sub-recipient/sub-grantee agrees that if they have travel costs included in their budget, travel expenses will be in accordance with the General Services Administration (GSA) rates.
15. Sub-recipient/sub-grantee agrees that a representative of the awarded agency will participate in quarterly teleconference calls.
16. Sub-recipient/sub-grantee agrees that it has or will develop a disaster response plan and evacuation plan.
17. Sub-recipient/sub-grantee agrees to submit an executed copy of the Statement of Sub-grant Audit Arrangements with the executed award documents.
18. Sub-recipient/sub-grantee agrees to provide NVOAG with an electronic or hard copy of their most recent agency single audit and annual reports by June 30, 2021 if the sub-recipient/sub-grantee receives \$750,000 or more in federal assistance in a fiscal year.
19. Any law enforcement, prosecution or court sub-recipient/sub-grantee agrees to provide a copy of their current Memorandum of Understanding (MOU) with a local community services agency that serves victims of domestic violence and sexual assault by December 31, 2020.
20. The sub-recipient/sub-grantee agrees that if they receive any funding that is duplicative of funding received under this grant, they will notify their NVOAG grant manager as soon as possible so that a Project Change Notice (PCN) can be issued changing the budget and project activities to eliminate the duplication. Further, the sub-recipient/sub-grantee agrees and understands that any duplicative funding will be de-obligated from its award and returned to NVOAG.
21. The sub-recipient/sub-grantee agrees to comply with the financial and administrative requirements set forth in 2 CFR Part 200 and the current edition of the Department of Justice (DOJ) Grants Financial Guide.
22. The sub-recipient/sub-grantee acknowledges that failure to submit an acceptable EEOP (if organization is required to submit one pursuant to 28 CFR, Section 42.302), that is approved by the Office for Civil Rights (OCR), is a violation of the Standard Assurances executed by the organization, and may result in suspension of funding, until such time as the recipient is in compliance, or termination of the award.
23. The sub-recipient/sub-grantee agrees to comply with the applicable requirements of 28 CFR Part 38, the DOJ regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that DOJ grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Sub-recipient/sub-grantees of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from a sub-recipient/sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.
24. The sub-recipient/sub-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 the parents or legal guardians of such students.
25. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Federal Register 51225 (October 1, 2009), the Department encourages sub-recipient/sub-grantee 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.

26. Sub-recipient/sub-grantee must have policies and procedures in place to adequately respond to and resolve complaints from those they serve and those they employ, including “whistle-blower” complaints. More information may be found at <https://www.ojp.gov/program/civil-rights/overview>
27. The sub-recipient/sub-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 (which is defined to include meetings, retreats, seminars, symposiums, 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 at: <http://www.ovw.usdoj.gov/grantees.html>
28. The sub-recipient/sub-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 Federal, State, Tribal or Local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
29. The sub-recipient/sub-grantee agrees that awarded funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.
30. Pursuant to 2 CFR §200.315(b), the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OVW reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal purposes, and to authorize others to do so.

OVW also reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, in whole or in part (including in the derivative works), any work developed by a sub-recipient of this award, for Federal purposes, and to authorize others to do so.

In addition, the NVOAG (recipient or sub-recipient, contractor or subcontractor) must obtain advance written approval from the OVW program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the NVOAG (recipient or sub-recipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

31. The sub-recipient/sub-grantee 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 NVOAG and sub-recipient/sub-grantees, available at <https://www.justice.gov/ovw/grantees#Resources>
32. The sub-recipient/sub grantee understands all materials and publications (written, visual, or sound) resulting from sub-grant award activities shall contain the following statements: "This project was supported under (*include all applicable federal grants by award number**) awarded by the state administering office for the STOP Formula Grant Program and the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/ program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, OVW." * *Federal Award numbers can be found in the heading of the Sub-grant Award Document.*
33. The sub-recipient/sub-grantee agrees to submit one copy of all required reports and any other written materials or products that are funded under the project to the NVOAG not less than twenty (20) days prior to public release. If the written material is found to be outside the scope of the program, or in some way to compromise victim safety, it will need to be revised to address these concerns or the sub-recipient/sub-grantee will not be allowed to use project funds to support the further development or distribution of the materials.

34. Sub-recipient/sub-grantee agrees it has or will develop and utilize a mechanism to encourage client feedback and gauge client satisfaction.
35. Should the sub-recipient/sub-grantee experience an incident that may jeopardize the safety of clients, staff, and/or volunteers, or cause closure of the office/agency, sub-recipient/sub-grantee agrees to report such incidents within 24 hours to the OAG Grants Unit.
36. The sub-recipient/sub-grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the VAWA of 1994, PL 103-322, the VAWA of 2000, PL 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 USC 3711 et seq., the Violence Against Women and DOJ Reauthorization Act of 2013, PL 113-4, and OVW's implementing regulations at 28 CFR Part 90.
37. The sub-recipient/sub-grantee understands and agrees that compliance with the statutory certification requirements is an ongoing responsibility during the award period and that, at a minimum, a hold may be placed on sub-recipient/sub-grantee funds for noncompliance with any of the requirements of 42 U.S.C. 3796gg-4 (regarding rape exam payments), 42 U.S.C. 3796gg-5 (regarding certain fees and costs), and 42 U.S.C. 3796gg-4(3) (regarding judicial notification), 42 U.S.C. 3796gg-5 (regarding certain fees and costs), and 42 U.S.C. 396gg-8 (regarding polygraphing of sexual assault victims). Non-compliance with any of the foregoing may also result in termination or suspension of the sub-grant or other remedial measures, in accordance with applicable laws and regulations.
38. Sub-recipient/sub-grantee agrees to comply with the provisions of 42 U.S.C. 13925(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The sub-recipient/sub-grantee also agrees to ensure that any sub-recipients meet these requirements.
39. Sub-recipient/sub-grantee must have a written confidentiality policy in place that includes the following condition: prohibition against the disclosure of a primary or secondary victim's name, address, telephone number, e-mail address or any other potentially identifying information without the prior voluntary and term-limited written consent of the victim. By accepting these conditions, sub-recipient/sub-grantee certifies that the confidentiality policy they have adopted conforms to the privacy rights and obligations created by the VAWA and its reauthorizations, any other applicable federal or state laws, court rules, and rules of professional conduct applicable to the work performed by the organization.
40. Sub-recipient/sub-grantee must have policies and facilities in place to secure all confidential paper and electronic documentation referring directly to individual prime and secondary victims and/or any other potentially identifying information relating to individual victims. This condition also addresses information/documentation access, retention and destruction of information.
41. The only exception to prohibitions against requiring victim cooperation with the criminal justice system is in regard to victims applying for T or U Visas as per the legal requirements.
42. The sub-recipient/sub-grantee agrees to comply with any additional requirements that may be imposed during the grant performance period if the funding agency (OVW or NVOAG) determines that the sub-recipient/sub-grantee is a high-risk sub-grantee.
43. The sub-recipient/sub-grantee understands and agrees that grant funds may be frozen and the award may be terminated if the sub-recipient/sub-grantee does not respond in a timely fashion to requests for information, to address compliance with any of the Terms and Conditions, and/or with NVOAG/OCFO/OIG audit/monitoring and findings.
44. The sub-recipient/sub-grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
45. The NVOAG, upon a finding that there has been substantial failure by the sub-recipient/sub-grantee to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, will terminate or

suspend until the NVOAG is satisfied that there is no longer such failure, all or part of the award, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.

46. Sub-recipient/sub-grantee agrees that non-compliance with any conditions contained within the application for funding instructions, these award documents and any future notifications regarding enacted federal or state legislation and/or grant policies may result in the forfeiture of award funding and sanctions or actions as deemed appropriate by the NVOAG, OVW or DOJ. This could include program and fiscal reviews and audits, and civil and/or criminal investigation potentially resulting in sub-recipient being placed in probationary status, repayment of grant funds, suspension of future NVOAG funding opportunities, debarment from all federal funding, and possible legal actions. Sanctions would continue until non-compliance findings have been successfully addressed.
47. Sub-recipient/sub-grantee agrees that any changes in federal or state law and/or policies regarding grant compliance become part of the award and these Terms and Conditions upon receipt of written notification by postal or electronic mail delivery.
48. Sub-recipient/sub-grantee must retain all documents, including electronic records, related to this award for a minimum of three (3) years following the NVOAG acceptance of their final program and fiscal reports.

REPORTING CONDITIONS:

49. This is a cost reimbursable award. Sub-recipient/sub-grantee agrees to submit Monthly Financial Reimbursement Reports (MFR) to NVOAG with all necessary back-up documentation to justify expenditures. MFR must be submitted no later than the end of the month following the claim period (*i.e. July 2020 MFR is due by August 31, 2020*). There is an exception with the submission date for the June 2021 MFR, which must be submitted by July 15, 2021 to allow for closure of the State's budget. Please include all expenditures incurred up to June 30, 2021 on this claim. An MFR must be submitted monthly even if no reimbursement funds are requested. The signed MFR Back-Up Summary and supporting documentation may be scanned and submitted electronically to the AGgrants@ag.nv.gov email address, faxed or mailed to NVOAG. There is no need to express mail the MFR and back up documentation.
50. Sub-recipient/sub-grantee agrees that all project expenditure reimbursements from NVOAG will be via EFT per NRS 227.185.
51. Sub-recipient/sub grantee understands all financial reimbursements are contingent upon full compliance with sub-recipient/sub-grantee award conditions. Unfulfilled compliance requirements lasting longer than sixty (60) calendar days may result in forfeiture of this award and denial of future funding.
52. NVOAG reserves the right to refuse MFR claims submitted past the date due. NVOAG also reserves the right to alter MFR due dates at the end of the grant period or in response to unforeseen circumstances upon electronic notification to sub-recipient/sub-grantee.
53. The sub-recipient/sub-grantee agrees that all income generated as a direct result of this award shall be reported as program income and must be accounted for and used in its entirety for the purposes of this VAWA funded project. This includes, but is not limited to client fees, registration fees and sales of products or services developed under this award. If income is derived from multiple funding sources, then it must be applied proportionately to the VAWA funded program.
54. The sub-recipient/sub-grantee agrees that program income is restricted to the same uses as awarded VAWA funds and must be expended within the sub-grant period. Program income documentation must meet the same criteria as grant reimbursable expenditures. Program income derived from activities funded under this award may be used as cash match for this funded project and may not be applied as matching funds for other federal, state or private funding.
55. The sub-recipient/sub-grantee agrees to provide and cooperate with any assessments, information or documentation requests from NVOAG necessary to evaluate project progress, compliance and to process reimbursements.

56. Under the GPRA and VAWA 2000 and subsequent legislation, the sub-recipient/sub-grantee is required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the sub-recipient/sub-grantee agrees to submit an annual electronic progress report on program activities and program effectiveness measures. Sub-recipients/sub-grantees are required to collect information that is included on the Measuring Effectiveness Progress Reports for the OVW Program under which this award is funded.
57. The sub-recipient/sub-grantee agrees to provide mandated program reporting data in the aggregate so as not to identify specific victims.
58. The sub-recipient/sub-grantee agrees to provide NVOAG with specific information regarding awards made under this program. The sub-recipient/sub-grantee agrees to submit a report that includes (a) an assessment of whether stated goals and objectives were achieved; (b) information on the effectiveness of the activities carried out with the amounts made available to carry out the program, including number of persons served and the numbers of persons seeking services who could not be served; and (c) such other information as NVOAG may prescribe.
59. Sub-recipient/sub-grantee agrees to submit the Annual Progress Report electronically to the AGgrants@ag.nv.gov email address in PDF format only by January 31, 2021. Sub-recipient/sub-grantees receiving funding from both STOP and SASP must track data accordingly and submit an Annual Progress Report for each funding source.
60. Sub-recipient/sub-grantee understands training compliance for sub-recipient personnel involved with this award must be documented by event title, date and sub-grant attendees on the Narrative Report or within the Closeout Report narratives. Sub-recipient/sub-grantee also agrees to provide NVOAG details on the progress made on stated goals. This report is due no later than the end of the month following the end of the sub-grant award. For example, the Closeout Report for an award ending on June 30, 2021 is due by July 31, 2021.
61. Sub-recipient/sub-grantee agrees to complete the Office for Civil Rights (OCR) training no later than September 30, 2020, and provide certification of training completion to NVOAG. The link for this training is <http://ojp.gov/about/ocr/assistance.htm>
62. Sub-recipient will provide participants and beneficiaries clear, written information on how they may be able to file complaints alleging discrimination to the OAG Grants Unit and OCR:

Office of the Attorney General
 Grants Unit
 100 North Carson Street
 Carson City, Nevada 89701-4717
 E-mail: dtanaka@ag.nv.gov
 Phone: (775) 684-1110
 Fax: (775) 684-1102

U.S. Department of Justice
 Civil Rights Division
 950 Pennsylvania Avenue, N.W.
 Washington, D.C. 20530
 Hotline (English & Spanish): (888) 848-5306

63. The sub-recipient/sub-grantee and any sub-recipients must promptly refer to OIG and NVOAG any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has 1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG and NVOAG by mail:

Office of the Attorney General
 Grants Unit & Investigations Division
 100 North Carson Street
 Carson City, Nevada 89701-4717
 E-mail: dtanaka@ag.nv.gov
 Phone: (775) 684-1110
 Fax: (775) 684-1102

Office of the Inspector General
 U.S. Department of Justice
 Investigations Division
 1425 New York Avenue
 Washington, DC 20530
 E-mail: oig.hotline@usdoj.gov
 Hotline (English & Spanish): (800) 869-4499
 Hotline Fax: (202) 616-9881

Additional information is available from the DOJ/OIG website at www.usdoj.gov/oig, or by contacting the NVOAG.

64. Restrictions and certifications regarding non-disclosure agreements and related matters. No recipient or sub-recipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient –
 - a. Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. Certifies that, if it hears or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
 2. If the recipient does or is authorized to make subawards or contracts under this award –
 - a. It represents that –
 - i. It has determined that no other entity that the recipient’s application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. It has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - b. It certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will assume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
65. The recipient, and any subrecipient, at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients, or individuals defined (for purposes of this condition) as ‘employees’ of the recipient or of any subrecipient.

The details of the recipient’s obligations related to prohibited conduct related to trafficking in persons are posted on the OVW website at <https://www.justice.gov/ovw/grantees> (Award conditions: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OVW authority to terminate award), and are incorporated by reference here. The recipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.333, 200.336.

66. Applicability of Part 200 Uniform Requirements and DOJ Grants Financial Guide.

STOP/SASP Terms and Conditions

Executive Director Initials

Rev: June 2020

Board President/Equivalent Initials

The recipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the “Part 200 Uniform Requirements”), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website to include any amendments made throughout the course of the grant period.

67. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination –28 C.F.R. Part 54.
The recipient, and any subrecipient (“sub-grantee”) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain “education programs”.

The recipient and any subrecipient/subgrantee must comply with Executive Order 13166, which provides guidance relating to Title VI of the Civil Rights Act of 1964 – National Origin Discrimination Against Persons with Limited English Proficiency. Recipient and any subrecipient/subgrantee shall develop and maintain a policy directed to providing services to Limited English Proficiency (LEP) persons. More information may be found at <https://www.ojp.gov/program/civil-rights/limited-english-proficient-lep>

68. Restrictions on “lobbying” and policy development.

In general, as a matter of federal law, federal funds may not be used by the recipient, or any subrecipient (“sub-grantee”) at any tier, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. 1913. The recipient, or any subrecipient (“sub-grantee”) may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault and stalking (as those terms are defined in 42 U.S.C. 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by OVW from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient/subrecipient is to contact the NVOAG who will then contact OVW for guidance, and may not proceed without the express prior written approval of OVW.

69. Compliance with general appropriations-law restrictions on the use of federal funds for this fiscal year.

The recipient, and any subrecipient (“sub-grantee”) at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <https://www.justice.gov/ovw/grantees>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient/subrecipient is to contact the NVOAG who will then contact OVW for guidance, and may not proceed without the express prior written approval of OVW.

70. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees).

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee’s disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient/subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient/subrecipient is to contact the NVOAG, who will contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

71. Requirements of the award; remedies for non-compliance or for materially false statements.

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient/subrecipient that relates to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements – whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period – may result in the Office on Violence Against Women (OVW) taking appropriate action with respect to the recipient and the award. Among other things, the OVW may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice (DOJ), including OVW, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or – unenforceable, such provision shall be deemed severable from this award.

PROHIBITIONS:

72. The sub-recipient/sub-grantee agrees that grant funds will not support activities that compromise victim safety and recovery, including but not limited to: (1) procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children, (2) pre-trial diversion programs not approved by NVOAG/OVW or the placement of offenders in such programs, (3) mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling (4) mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint), (5) the placement of perpetrators in anger management programs, or (6) any other activities outlined in the solicitation under which the approved application was submitted.
73. The VAWA Reauthorization of 2013 added a new civil rights provision that applies to all OVW grants issued in Federal Fiscal Year 2014 (October 1 – September 30) or after. This provision prohibits any OVW sub-recipient/sub-grantee 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 sub-recipient/sub-grantee acknowledges that it will comply with this provision.
74. Sub-recipient/sub-grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.
75. Sub-recipient/sub-grantee understands and agrees that grant funds cannot be used to provide unsupervised cash or cash-equivalents directly to individuals receiving services. Every effort must be made to ensure that purchasing

assistance only be used for eligible purposes such as emergency lodging, travel, food and emergency items, such as clothing, diapers, prescription medications, and toiletries. Ineligible uses such as alcohol, drugs, cigarettes, non-necessities, or bartering for goods or services are strictly prohibited. Such cash, credit or purchasing cards are prohibited without written policies specifically approved by the NVOAG administrators.

76. The sub-recipient/sub-grantee agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. The sub-recipient/sub-grantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.
77. The sub-recipient/sub-grantee agrees that grant funds will not be used to conduct prevention education, public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and provide outreach to victims about available services.
78. The recipient must ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2). The details of the recipient's obligations under this condition are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Employment eligibility verification for hiring under award), and are incorporated by reference here.
79. The recipient (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.79) within the scope of an OVW grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to NVOAG no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach. NVOAG will then notify an OVW Program Manager.
80. No recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by DOJ. The details of the recipient's obligations under this condition are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Unreasonable restrictions on competition under the award; association with federal government), and are incorporated by reference here.
81. SCOPE. This condition applies to this award if it is indicated in the application for the award (as approved by DOJ) (or in the application for any subaward at any tier), the DOJ funding announcement (solicitation), or an associated federal statute - that a purpose of some or all of the activities to be carried out under the award (whether by the recipient or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

82. Sub-recipient/sub-grantee agrees to have and keep all applicable liability coverages current.

STOP SPECIFIC CONDITIONS:

83. The sub-recipient/sub-grantee agrees to follow the applicable set of general terms and conditions which are available at <http://www.justice.gov/ovw/grantees>. These do not supersede any specific conditions in this award document.
84. The sub-recipient/sub-grantee agrees that STOP funding may only be used to serve primary youth and adult victims of domestic, sexual and dating violence and stalking. Minors may only be served as secondary victims with an inextricable link to an eligible prime victim.
85. The sub-recipient/sub-grantee agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the sub-recipient/sub-grantee. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this program (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (B)(i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed or will complete training in connection with domestic violence, dating violence, sexual assault, or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate state, local, territorial, or tribal law enforcement officials; (3) any person or organization providing legal assistance through program has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking programs and coalitions, as well as appropriate state, local, territorial, or tribal law enforcement officials of their work; and (4) the sub-recipient/sub-grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where domestic violence, dating violence, sexual assault, stalking, or child sexual abuse is an issue.
86. The sub-recipient/sub-grantee agrees that STOP grant funds will not be used to support the purchase of law enforcement equipment items, such as uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.
87. The sub-recipient/sub-grantee agrees that STOP grant funds may not be used to fund divorce or child custody expenses unless they are inextricably linked to victim safety or obtaining/continuing a legal Order of Protection. NVOAG grant administrator must approve such uses in advance.
88. The sub-recipient/sub-grantee acknowledges that the federal share of a STOP grant made under the state formula program may not exceed 75% of the total costs of the total projects described in the application, including administrative costs. The costs of projects awarded to victim service providers for the purpose of providing victims services, and the cost of projects for tribes, do not count toward the total cost of the projects in calculating the match. The sub-recipient/sub-grantee further acknowledges that NPO/NGO/CBO victim services programs receiving STOP sub-grants under the victim services allocation cannot be required by the State to provide matching dollars. NVOAG waives the match requirement for federally recognized Native American Tribes under any funding category. However, victim service providers funded under the Discretionary category will be required to provide match.
89. The sub-recipient/sub grantee understands that STOP match may consist of a cash match or in-kind match. In-kind match must have a direct bearing on the funded project. Matching funds are restricted to the same uses as VAWA funds and must be expended within the sub-grant period. Match documentation must meet the same criteria as grant reimbursable expenditures. Expenditures applied as match for other federal, state or private funding, may not be used for VAWA match.
90. The sub-recipient/sub grantee understands match requirements cannot be funded from other direct or passed through federal funding sources. Specific Cash or In-kind match amounts cannot be applied to more than one program.
91. Funds are to be used to serve victims of domestic violence, sexual violence, dating violence and/or stalking.

92. The sub grantee understands STOP funding does limit response and services to “primary victims,” aged 11 years and above, of intimate partner violence, sexual and dating violence, and stalking offenses. Children 10 years and under may only be treated as “secondary victims” with an inextricable link to a primary recipient of services.

SASP SPECIFIC CONDITIONS:

93. The sub-recipient/sub-grantee acknowledges that funds may only be used for the provision of direct intervention and related assistance to victims of sexual violence, including 24-hour crisis line services, medical and criminal justice/civil legal accompaniment, advocacy, and short term individual and group support counseling. Funds cannot be used towards prevention education efforts, projects focused on training allied professionals and/or communities, or the establishment or maintenance of Sexual Assault Response Teams.
94. The sub-recipient/sub grantee understands SASP funding may be used to provide direct services to both primary and secondary victims of sexual assault/abuse. SASP may be used for victims of all ages; there are no age restrictions on serving minors, youth or adults.

SUB-GRANTEE SPECIFIC CONDITIONS:

STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

STATEMENT OF SUB-GRANT AUDIT ARRANGEMENTS

Subgrant No.: _____ CFDA # _____

Name of Agency: _____

Address: _____

Financial Officer: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Does your entity receive \$750,000 or more in federal assistance in a fiscal year?
(Please remember that your agency may be part of a larger entity. The aggregate total applies to the larger entity, e.g. Reno City Attorney is recognized as a division within the City of Reno)

YES _____ (Continue) NO _____ (Stop here & sign at bottom)

Name Auditor/Firm: _____

Auditor or Firm Address: _____

Contact Person: _____ Telephone: _____

Email Address: _____

Indicate anticipated date audit reports will be sent to AG: _____

Signed by: _____
(authorized official)

Name: _____

Title: _____

Date: _____

Please return this form along with the award document and Terms and Conditions to:

AGgrants@ag.nv.gov

Debbie Tanaka
Office of the Attorney General
100 North Carson Street
Carson City, NV 89701

Summary Letter- Carson City Sheriff's Office (1pg).

The Carson City Sheriff's Office Victims Advocate Law Enforcement (VALE) Program is requesting \$94,653, for one full-time Victim Witness Coordinator salary.

The Carson City Sheriff's Office serves a population of 55,414 residents. Carson City is located in Northern Nevada and serves as the State Capital. The city's total geographical area is 157 square miles with a population density of 350 residents per square mile. The poverty rate in Carson City is 13.66%. According to the "United States Census Bureau"; dated July 01, 2019, 77.97% of the population in Carson City speak English and 17.89% of the population speaks Spanish.

The immediate goal for the Carson City Sheriff's Office (CCSO) is to continue retaining the Victims Witness Coordinator (VWC) position so as to continue providing effective and rapid response to crime victims. The Services-Training-Officers-Prosecutors (STOP) grant would allow the retention of the VWC and the VALE program. The position was developed as a critical service to support law enforcement in response to a need for crisis intervention and services for victims, witnesses and survivors of violent crimes.

The VALE program currently manages a caseload of 55 to 65 cases of domestic violence per month. The VALE program provides the following services: support for trauma victims, education on the criminal process and referrals to community victim services programs. These services include immediate referrals to victim's assistance, and education on victim's rights.

Expected results:

- To maintain the VWC position to continue serving the victims of Carson City.
- To be available to respond effectively and immediately to afterhours crisis intentions to victims of crime.
- To support law enforcement by helping educating, train deputies and community on crime victims trends, recognition and process.

Project Narrative

Statement of Need: (4 pg limit).

The current problem that the CCSO-VALE program is facing is the lack of funding for the position and potentially losing the program from the Carson City Sheriff's Office. The funding will help keep the advocate position. The STOP grant funds will help to maintain the core victim services, criminal justice initiatives and emergency services to support victims and their families.

The VALE staff will continue implementing crisis intervention response during or shortly after a crime has occurred. It is vital for victims to have an advocate who can help them identify their role and assert their rights at a time when they are most vulnerable. The VALE program is the personal point of contact for victims to receive emotional support and services in the days following a violent crime. The VALE program VWC aids victims with crisis intervention, safety assessment, navigation and explanation of the legal system. The VWC supports legal system process participation and assistance with appropriate referral services to ease the impact of their victimization.

The STOP grant funding will allow the VWC to continue dispensing the following services for the VALE program:

- Provide education and enhance victims' rights (Marsy's Law) and services while increasing their knowledge regarding domestic and sexual violence as well as violent crimes, crime prevention
- Provide information and awareness to victims and the community by printing out and distributing pamphlets and handouts to each client
- Provide training once a month to deputies with educational information on how to respond to traumatized victims in order to ease the impact of their victimization
- Provide information to clients about the legal criminal process
- To support the mental health population by making immediate referrals to the MOST team

- Provide translation to those victims that speak Spanish
- Provide support during and after crisis intervention
- Create plans for their safety, emergency placement if and when the shelter is full, help victims find transportation and safe shelter
- Help the victims apply for the Victims of Crime compensation program, and help victims write comments that will be submitted to courts or parole boards
- Help victims to register to the Victim Information and Notification Everyday (VINE) program
- Continuing providing emotional support to victims and their families at the time of need

The Carson City Sheriff’s Office is currently serving a population of 55,414 residents. Carson City is located in Nevada, and it also serves as the State Capital. The city’s total geographical area is 157 square miles, and the population density is 350 people per square mile.” The poverty rate in Carso City is 11.3%.77.97% of the residents speaks English, and 17.89% of residents speak Spanish according to “United States Census Bureau” dated July 01, 2019.

<input type="text"/>	Carson City, Nevada (County)
Population estimates, July 1, 2019, (V2019)	NA
PEOPLE	
Population	
Population estimates, July 1, 2019, (V2019)	NA
Population estimates, July 1, 2018, (V2018)	55,414
Population estimates base, April 1, 2010, (V2019)	NA
Population estimates base, April 1, 2010, (V2018)	55,274
Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)	NA
Population, percent change - April 1, 2010 (estimates base) to July 1, 2018, (V2018)	0.3%
Population, Census, April 1, 2010	55,274

Race and Hispanic Origin	
White alone, percent	88.8%
Black or African American alone, percent(a)	2.2%
American Indian and Alaska Native alone, percent(a)	2.9%
Asian alone, percent(a)	2.5%
Native Hawaiian and Other Pacific Islander alone, percent(a)	0.3%
Two or More Races, percent	3.2%
Hispanic or Latino, percent(b)	24.5%
White alone, not Hispanic or Latino, percent	66.7%
Income & Poverty	
Median household income (in 2018 dollars), 2014-2018	\$52,034
Per capita income in past 12 months (in 2018 dollars), 2014-2018	\$29,767
Persons in poverty, percent	11.3%

With the increased number of the Carson City’s Spanish speaking population and by comparing last year’s Latino population numbers from 21% in 2018 and 24.5% in 2019. The VALE program will continue focusing to provide culturally sensitive services in Spanish and to assist in providing support to those people who have a mental health disability. The advocate will continue working in collaboration with Carson Community Mental Health Counseling and Supportive Services and the MOST team to address victims who suffer from mental health issues. In addition, the current advocate is bi-lingual in Spanish and will be able to assist those

clients who need translation, and a cultural sensitive approach to build trust and collaboration. Currently, the program provides services to victims of crime, with extra attention to the bilingual population with mental health issues. The program assisted 841 victims for the year ended December 31, 2019. The current advocate has 14 years of experience in trauma informed care, behavioral modification, substance abuse counseling, multicultural skills, and Paralegal Certified in the State of Nevada. She is a member of the National Advocate Credentialing Program, holding a certification on the advanced level and also has Human Trafficking training. She has managed and coordinates the VALE program activities since 2017, including data and statistic collection, and grant management.

What Will Be Done: (3 pg limit).

The VALE program was established in 2017, at the Carson City Sheriff's Office with funding from Advocates to End Domestic Violence (AEDV), after a Carson City Sheriff's deputy was shot and killed during a domestic violence call. The tragic incident fostered a discussion between the CCSO, the Carson City District Attorney's Office and AEDV regarding a collaboration to educate officers and to create an intervention program. It was decided that a system-based victim advocate program within the Carson City Sheriff's Office would provide the best opportunity to reach clients, victims, witnesses, survivors of violent crime and their families. The VALE program provides support and services, at a time of crisis, before an incident escalates into an assault. The VALE program reduces barriers offering comprehensive, client-centered assistance to individuals and families affected by violence and abuse.

The overall goal for the Carson City Sheriff's Office is to maintain the core victim services to minimize the adverse emotional and psychological stress resulting from being the victim or survivor of crime trauma. Including the victim families, neighborhood and public safety by having the VWC respond in one business day or at the time of the incident for walk-in victims to ensure victims services right away. According to the client's feedback from of last year's 2019, survey had shown a score of 90.7% positive feedback when assisted by a VWC and to support the victim's willingness and ability to cooperate with the criminal justice system in the investigation and prosecution of the crimes. The VWC will continue providing information and guidance regarding the criminal justice system, case status, restitution process and related information to victims and witnesses in a variety of criminal situations; monitors cases through the judicial system; verifies and processes claims for payments and makes travel, lodging and property return arrangements; performs a variety of data entry and office support functions to the

program. The VWC also provides referrals to various support and community organizations and assists victims and witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing and related services. (See attachment). VALE's program Chart.

The VWC will continue supporting law enforcement by responding when requested by the sheriff's office. Also by improving collaboration and communication between the VWC and deputies, the deputies will be better equipped with the necessary tools for making more accurate referrals at the time of the incident and provided victims with needed resources. The program will continue offering crisis intervention and emotional support through active listening, validation of feelings, identifying needs, supporting choices and providing information that is accurate and helpful so victims can give informed consent through the legal process.

The VALE program will continue working in collaboration with multiple agencies in addressing violent crime, domestic violence, stalking/harassment and human trafficking issues. Listed below are some of the agencies that the advocate works with: the District Attorney Advocates program, Advocates to End Domestic Violence, the Court Advocates program, the Sexual Assault Response Advocates program, Carson Community Mental Health Counseling and Supportive Services and Ron Wood Family Resource Center.

The VALE program will continue utilizing the Carson City Automated Reporting Systems database program that was developed to capture violent crimes and domestic disputes information. The CCSO-VALE data information is taken from the victim, on a statement form, by a deputy or by the advocate. Next the deputy enters the information from the statement form into the Tiburon System in order to create an incident report. The VWC runs the incident report logs at least twice a week to review every report and then follow up with the victims via phone.

The VWC prioritizes the reports by a deputy referral or the severity of the incident. The VWC will continue providing training for Carson City law enforcement deputies specifically targeting violent crimes against women, including the crimes of domestic and dating violence, sexual assault and stalking and will also continue providing community presentations during the grant year.

Cost Effectiveness of the Program:

The VALE program has allowed the CCSO to maximize the deputy's time and efforts when responding to a violent crime. The CCSO will dispatch the advocate to assist deputies in a crisis call in order to address victim service's needs. At the incident, after deputies have ensured a safe environment, the VWC will assume responsibilities relieving the deputy. While the advocate is helping the victims the deputies can respond to other emergency calls; therefore, saving Carson City time and money. In addition, the advocate has been able to continue to assist victims fill out the incident statements during regular business hours at CCSO, which frees up the deputies time to tend to other job duties.

Evaluation Plan: (1 pg. limit).

The evaluation process for the CCSO-VALE reporting program runs one calendar year, January 1st, to December 31st, called a cycle. The VALE program will continue utilizing the Carson City Automated Reporting Systems (ARS) database program that was developed to capture violent crimes information. For the year 2019, the Carson City Sheriff's Office Automated Reporting System received 579 in-coming VALE program related calls/reports for domestic and family disputes. The reports also showed other incoming calls, which were not consulted or helped by the VALE program due to the lack of proper staffing and inability to respond to those victims.

The Data comparison from the ARS database for the 2018 and 2019 cycles is as follows:

2018 Cycle: 574 new clients and 43 duplicate clients, a total of 617 clients who received services and 1,851 referrals provided to the community. (See attachment) VALE statistical report.

2019 Cycle: 801 new clients and 40 duplicate clients, a total of 841 clients who received services and 2,523 referrals provided to the community. The VWC will continue to collect, review and analyze the data received through the ARS database. The reports also showed other incoming calls of other crimes cases that were not consulted or helped by the VALE program due to the lack of proper staffing before those cases being seeing by the District Attorney's Office. In which resulted by leaving victims without services for approximately two to three weeks. The VALE program will continue using the Automated Reporting Systems to track family violence, violent crimes, and sexual violence in a monthly and quarterly base and the satisfaction survey form. The VALE program staff is continually striving to improve our victim services process, and to work with your agency as much is possible in the next years.

Scope of Work Table:

Target Population: All crime victims but special focus on violent crimes against women, Hispanic, mental health population, crimes of domestic violence, battery, dating violence, sexual assaults, Stalking and human trafficking.				
Goal(Stop purpose #)	Objective	Method of Measurement	Estimated number of services/clients	Responsible party
To maintain the core victims services program and to provide emergency services for victims and their families. # 11	To provide emergency crisis intervention care aimed at assisting individuals in a crisis situation and ensure safe/secure environment to crime victims after regular hours.	Department database, victims contact forms, quarterly reports and results of the VALE Client Satisfaction Survey evaluation form (On-going services).	Will contact 65 victims to provide follow-up after an incident of violence. From Oct 1 st , 2020 to Nov 30 th , 2021 grant cycle.	Victim Witness Coordinator
To develop training for Carson City law enforcement Deputies specifically targeting violent crimes against women, including the crimes of domestic, dating, and Sexual assault and stalking. # 2	To improve and expand comprehensive services, culturally linguistic services in collaboration with the Mental Outreach Safety Team, and will train nine deputies per month.	Sign in sheets and VALE Client Satisfaction Survey evaluation forms	Will provide educational training to approximately 26 deputies quarterly. A total of 100 deputies. From Oct 1 st , 2020 to Nov 30 th , 2021 grant cycle.	Victim Witness Coordinator
To enhance and strength prevention and educational programming to address domestic violence, battery, sexual assault and staking. # 20	To increase public and law enforcement awareness and participation in issues related to domestic violence, dating violence, sexual assault, stalking and human trafficking.	Sign in sheets, event advertisement calendars and course outline.	Will provide three presentations and participate in three public awareness events in which one of those events will focus on Mental Health/Hispanic population.	Victim Witness Coordinator

Sexual Assault Services

If sexual assault services are being proposed, you must answer the following questions. For any questions that are not applicable, mark them ‘N/A’.

1. What is your agency’s mission statement?	N/A
2. Does your agency have a strategic plan for its sexual violence program?	N/A
3. Does your agency have strategic goals established for its sexual violence program?	N/A
4. Does your agency provide services to the full continuum of sexual violence survivors, including adult, youth, and child survivors?	N/A
5. Does your agency have strong leadership that is committed to addressing sexual violence?	N/A
6. Does your agency understand the connection between sexual violence and oppression and work to end both?	N/A
7. What type of services does your agency provide to meet short-term needs of sexual violence survivors?	N/A
8. What type of services does your agency provide to meet long-term needs of sexual violence survivors?	N/A
9. Does your agency provide specific advocacy training on sexual violence and core service provision?	N/A
10. Does your agency have a plan that is both proactive and responsive to vicarious trauma experienced by staff and volunteers?	N/A
11. How does your agency listen and respond to the needs of the community?	N/A
12. Explain how your agency speaks to the community about sexual violence.	N/A
13. Explain how your agency works with systems, such as law enforcement, prosecution, courts.	N/A

F. Collaborative Process: (1 page limit, including table. Table may be single-spaced)

Please describe all partners with which you will be collaborating on this project and detail their role in the project. Outline collaborations using the following table.

Agency Name	Contact Name and Phone #	Describe Collaboration/Roles
Carson Community Mental Health Counseling and Supportive Services	Bi-lingual counselor Jason Porras 775-687-0870	Counseling and mental health services
Division of Nevada Welfare and supportive Office	775-684-0615	Child support, child care, SNAP, financial (TANAF), emergency assistance and medical benefits.
Nevada Job Connect	775-687-0400	Job seekers, training and education
Mallory Crisis Center	775-445-8889	Mental health crisis intervention
CCSO MOST Team	775-350-5118	Mobile Outreach Safety Team
Friends in Services Helping (F.I.S.H)	775-882-8448	Food bank, dining room, emergency shelter, clothing, utility assistance, medical care and transitional housing
Carson City Health and Human Services	775-887-2110	Utility bills, partial rent payments and prescriptions
Confidential Address Program(CAP)	775-684-5707	The program provides fictitious address and confidential mail for crime victims.
Ron Wood Family Resources Center	775-884-2269	Food bank, parenting classes, WIC, car safety.
Carson Justice/Municipal Court	775-887-2121	Conducts trials, arraignment, determine probable cause and restraining order determinations.
Advocates to End Domestic Violence-Court Advocates	775-884-1886	Assist with temporary protection order and court accompaniment.
District Attorney Office	775-887-2268	Informs and assists victims of crime during the court process, Provides court accompaniment, support and information during the court process
Advocates to End Domestic Violence-Shelter	775-883-7654	Emergency shelter
Sexual Assault Response Advocates	775-883-7654	24hr crisis hotline and accompany victims to hospital

		for SART exams.
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G. Sustainability Plan:

The Carson City Sherriff’s Office has applied for the Law Enforcement-Based Victim Specialist 2020 grant. The Carson City management has incorporated this positon as one full-time (FTE) with Carson City. However a timeline has not been established regarding the placement of this position in the Carson City budget. The goal will be to create a timeline and plan for this position in the near future.

H. Performance:

Carson City has received the STOP grant for the CCSO-VALE program in 2019.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal** (**match**) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (**To View an Example, Click Here**) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in **28 CFR Parts 66** and **70**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

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. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
TBD	Victim Witness Coordinator	\$23.48	Hour	100.00	2080	\$48,838
FEDERAL TOTAL						\$48,838

PERSONNEL NARRATIVE (FEDERAL)

The Victim/Witness Coordinator position and overtime is the only request for this program. The position would support the victims' needs for the Carson City Sheriff's Office and this level of support contributes directly to the overall goals and success of the program. The Victim/Witness Coordinator would be responsible for all grant related management, reporting, and victim services. The program is totally reliant on the Victim/Witness Coordinator position to complete all aspects and goals for the grant and the program. Personnel costs listed above are based on negotiated employee contracts and City set pay grades totaling \$48,838 per year.

The STOP grant would allow Carson City to pay for this position and providing services to our community.

The Victim Witness Coordinator (TBD) will spend 100% of her time on this grant. This person will work full time (40 Hours per week) for a period of 2080 hours or one year.

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Casey Otto	Dept. Business Manager	\$33.79	Hour	100	24	\$811
Volunteer	Volunteer	\$15.00	Hour	100	120	\$1,800
TBD	Victim Witness Coordinator Overtime	\$35.23	Hour	100	400	\$14,092
NON-FEDERAL TOTAL						\$16,703

PERSONNEL NARRATIVE (NON-FEDERAL)

Department Business Manager will be in charge of all financial management of the grant. Average of 2 hours per month for a total of the 12 months of the grant. This gives a total match of \$811. Various volunteers help with program by assisting victims with paperwork, answering phones and making appointments.

TOTAL PERSONNEL	\$65,541
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an [approved negotiated rate](#) by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. 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. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Victim Witness Coordinator Medicare	\$48,838.00	0.0145	\$708
Victim Witness Coordinator Group Insurance	\$17,882.00	1	\$17,882
Victim Witness Coordinator Pers EE/ER Retirement	\$48,838.00	0.1525	\$7,448
Victim Witness Coordinator Worker's Comp Municipal	\$744.00	1	\$744
FEDERAL TOTAL			\$26,782

FRINGE BENEFITS NARRATIVE (FEDERAL)

Fringe benefits are based on contractual bargaining agreement with Carson City. Medicare paid by the City is at a rate of 1.45% of total salary. Workers Compensation and Group Insurance is paid at a flat rate, with a 3% per year increase on Group Insurance. PERS (Public Employee Retirement System) retirement is set by PERS at employee/ employer at 15.25% of salary not including overtime. All rates are set by city employment contracts or PERS.

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
Victim Witness Coordinator Medicare Overtime	\$7,751.00	0.0145	\$112
NON-FEDERAL TOTAL			\$112

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

Fringe benefits are based on contractual bargaining agreement with Carson City. Medicare paid by the City is at a rate of 1.45% of total Overtime salary.

TOTAL FRINGE BENEFITS	\$26,894
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C. Travel – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. 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; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
NON-FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$0
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological 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, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
New Laptop PC for Victim Witness Coordinator	1	\$2,500.00	\$2,500
New Mobil Printer for Victim Witness Coordinator	1	\$450.00	\$450
NON-FEDERAL TOTAL			\$2,950

EQUIPMENT NARRATIVE (NON-FEDERAL)

Laptop would help Victim Witness Coordinator to better work from home and to be called out to different events and when being called off hours.

TOTAL EQUIPMENT	\$2,950
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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. Generally, supplies include any materials that are expendable or consumed during the course of the project.

[To View an Example, Click Here](#)

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (FEDERAL)

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
General Office Supplies	12	\$100.00	\$1,200
Pamphlets, handouts and other training / awareness information	1	\$1,000.00	\$1,000
NON-FEDERAL TOTAL			\$2,200

SUPPLIES NARRATIVE (NON-FEDERAL)

General office supplies consist of paper, writing equipment, and other general office supplies. We estimate \$100 per month for the full 12 months of the grant totaling \$1,200. We will be printing out pamphlets and handouts to increase awareness of the program as well as awareness of the different services offered to victims. Other printing will be for education/class put on by the program. We intend to spend \$1000 over the course of the year.

TOTAL SUPPLIES	\$2,200
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F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

TOTAL CONSTRUCTION	\$0
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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 or \$56.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

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.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
								\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
NON-FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

	TOTAL CONSULTANTS	\$0
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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. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

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CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

H. Other Costs – List items (e.g., rent ([arms-length transaction only](#)), 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. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (FEDERAL)

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
Rent	12	Monthly	\$284.05	1	\$3,409
NON-FEDERAL TOTAL					\$3,409

OTHER COSTS NARRATIVE (NON-FEDERAL)

Rent for space for new VALE coordinator to work. Biased on 247 sf at \$1.15 per foot based on our current lease with NHP. Totaling \$284.05 per month, for the one year of the grant this will total \$3,409. Included with this rent is any and all expenses related to rent (electricity, water, gas, and use of facility).

TOTAL OTHER COSTS	\$3,409
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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. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$0
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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 funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$48,838	\$16,703	\$65,541
B. Fringe Benefits	\$26,782	\$112	\$26,894
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$2,950	\$2,950
E. Supplies	\$0	\$2,200	\$2,200
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$3,409	\$3,409
Total Direct Costs	\$75,620	\$25,374	\$100,994
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$75,620	\$25,374	\$100,994

Federal Request	\$75,620
Non-Federal Amount	\$25,374
Total Project Cost	\$100,994

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.