

**SC DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS**

**Victims of Crime Act (VOCA)
S.T.O.P. Violence Against Women Act (VAWA)
FEDERAL FISCAL YEAR 2016**

**State Victims Assistance Program (SVAP)
SOUTH CAROLINA FISCAL YEAR 2017**



APPLICATION GUIDELINES AND PROCEDURES

ALL APPLICATIONS ARE DUE BY 5:00:00 P.M. MAY 20, 2016

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VOCA INTRODUCTION

The Victims of Crime Act (VOCA) was signed into law on October 12, 1984. The purpose of the Act was to enhance and expand direct services to victims of crime. The Act established within the U.S. Treasury a separate account known as the Crime Victims Fund. The fund is not supported by tax dollars but rather is generated entirely by fines, penalty assessments, and forfeited bonds collected by the federal government. The U.S. Department of Justice, Office for Victims of Crime, makes annual VOCA crime victim assistance grants to the states, from the Crime Victims Fund housed in the U.S. Treasury. The Office of Highway Safety and Justice Programs (OHSJP) within the S.C. Department of Public Safety (SCDPS) is designated to administer subgrants issued with funds from VOCA.

In South Carolina, the primary purpose of VOCA is to support the provision of direct services to victims of violent crime throughout the state. The program goal is to provide federal funding through grant awards to certified private non-profit organizations and public/government agencies for projects that will provide, enhance, improve, and expand direct services to victims of violent crime. Direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety.

A crime victim is defined as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Secondary victims of crime include family members of a homicide victim, a minor, an incompetent victim, or a victim who is physically or emotionally incapacitated as a result of the crime. The definition regarding victims is also stated in the Omnibus Criminal Justice Improvement Act for serious and violent crime victims and the South Carolina Victims of Crime legislation (16-3-1506, et seq.). Please note that offender programs are ineligible for VOCA funding.

VAWA INTRODUCTION

The South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs (OHSJP), has been designated to administer the S.T.O.P. Violence Against Women Grant Act (VAWA), authorized under Title IV of the Violent Crime Control and Law Enforcement Act of 1994. Funding for VAWA is subject to appropriations by Congress.

STOP Formula Program funds are intended for use by states and territories; state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including community-based organizations.

These funds will be available through direct grants to assist state and local officials and private non-profit agencies to improve law enforcement, enhance courts, modernize and integrate criminal justice information systems, reduce crimes committed against women and provide support and assistance to crime victims. The purpose of VAWA is to encourage states and localities to restructure and strengthen the criminal justice system's response, to be proactive in addressing violence against women, to draw on the experience of all participants in the system, and to provide victim services.

VAWA subgrantees must develop and implement victim-centered strategies that encourage collaboration among law enforcement, prosecution, the judiciary, pretrial services, probation and parole, as well as with private, nonprofit victim service providers and victim advocates. All applicants must demonstrate and certify that they have consulted with victim services in the development of their applications. This must be clearly stated in the project description, and interagency cooperation section. Applications must include documentation showing that

tribal, territorial, state, or local prosecution, law enforcement, and courts have consulted with tribal, territorial, state or local victim services programs during the course of developing their grant applications in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.” 42 U.S.C. § 3796gg–(d) (4).

Violence Against Women Act grants are funded for one year. Grant funding may be awarded for additional years, however, all grant applications compete yearly on an equal basis.

In South Carolina, the VAWA Program goal is to provide federal funding through competitive grant awards to certified private, non-profit organizations and public/governmental agencies for projects that will provide, enhance, improve, and expand prosecution, law enforcement, court, and direct services to female victims of the crimes of domestic violence, sexual assault, teen dating violence, and stalking who are over the age of eleven. The VAWA State Implementation Plan is available upon request.

Grants under the VAWA Program (Full text of the reauthorization of VAWA 2013 is available on the Office on Violence against Women website, <http://www.usdoj.gov/ovw/>) must meet one or more of the following statutory (42 U.S.C. § 3796gg(b)) purpose areas (Identification of which federal program purpose area your project will address should be listed on page 11, section F, of the actual grant application. Use the number of the purpose area your project will address):

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services

agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
 - a. the development and implementation of training for local victim domestic violence service providers and to fund victim services personnel to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
 - c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted

protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

VAWA funds may also be used to provide civil justice assistance but only in cases that bear directly and substantially on criminal justice matters or that are inextricably entwined with criminal justice matters. Because it is consistent with the overall intent of the VAWA statute, legal assistance to victims attempting to obtain civil protection orders may be supported. However, VAWA funds may not be used to support services for obtaining divorces.

VAWA funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence curricula for K-12 schools. VAWA funds may be used for an adolescent program for primary victims over the age of 11.

SVAP INTRODUCTION

In 1986, the General Assembly of South Carolina passed the Omnibus Criminal Justice Improvements Act (§24-3-40 of the South Carolina Code of Laws). Pursuant to this section, a percentage of the wages earned by inmates participating in the South Carolina Department of Corrections' Work Release Program must be placed on deposit with the State Treasurer for credit to a special account to support victim assistance programs established pursuant to the Victims of Crime Act of 1984, Public Law 98-473, Title II, Chapter XIV, Section 1404. Following recent amendments to the state legislation, twenty percent of inmate's wages are transferred to SVAP and fifteen percent of the twenty percent is remitted back to the Department of Corrections for the support of the work release program. The remaining five percent is administered by the Department of Public Safety, Office of Highway Safety and Justice Programs, and is designed to complement and coordinate with the federal Victims of Crime Act (VOCA) funds.

PURPOSE

This document provides potential applicants with program criteria and eligibility information so that formal application proposals may be prepared. OHSJP is strongly committed to working closely with potential applicants to provide technical assistance and information on a proposal when requested. However, OHSJP staff cannot assist applicants with the actual preparation of their proposals. During the period of time between the publication date of the Request for Proposal and the date that competitive proposals are due, OHSJP can answer only technical questions about the grant application. If you need to address a concern or problem, please contact one of the staff members listed below:

Programmatic Staff

Ms. Barbara Jean (B.J.) Nelson (Program Manager) – (803) 896-8712 or BJNelson@scdps.gov
Virginia Funk-Currie (VAWA) – (803) 896-8340 or VirginiaFunkCurrie@scdps.gov
Billy House (SVAP) – (803) 896-7896 or WilliamHouse@scdps.gov

Grants-Accounting Staff

Daphne Shook (VOCA) – (803) 896-8406 or DaphneB.Shook@scdps.gov
Johnny Price (VAWA & SVAP) – (803) 896-4864 or JohnAPrice@scdps.gov

PRIORITY PROGRAM AREAS

VOCA

The VOCA guidelines require that each state allocate at least ten percent (10%) of the total VOCA allotment to be spent in each of the following priority program areas:

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Previously Underserved Victims of Violent Crime - may include but are not limited to:
 - Survivors of Homicide Victims
 - Elder Abuse Victims**
 - DUI/DWI Victims
 - Adult Survivors of Incest

** For the purpose of this program, elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

VAWA

Pursuant to the STOP Violence Against Women Act, a percentage of the total VAWA allotment, without duplication, must be spent in each of the following priority program areas:

- 25% Prosecution
- 25% Law Enforcement
- 30% Non-profit, non-governmental direct services, 10% of which must be awarded to culturally-specific community-based organizations
- 5% Courts (these applications must be from a court entity)

The remainder of the funds may be spent at the discretion of the state to address identified state program goals.

SVAP

According to SVAP Guidelines, the following are priority program areas:

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Law Enforcement Victim Assistance
- Training Grants
- Previously Underserved Victims of Violent Crime - may include but are not limited to:
 - Survivors of Homicide Victims
 - Elder Abuse Victims**
 - DUI/DWI Victims
 - Adult Survivors of Incest
 - Native Americans
 - Domestic Violence Victims in Need of Transitional Housing

** For the purpose of this program, elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

Training grants will be awarded based upon the availability of funds. Training grants are funded on a yearly basis. No match is required for training grants.

FUNDING POLICY

GRANT PERIOD:

October 1, 2016 – September 30, 2017

ESTIMATED AMOUNT OF FUNDS:

VOCA – \$34,000,000

VAWA –\$2,000,000

SVAP – Unknown at this time

Continuation funding will be contingent on the following:

- Successful monitoring reports at the end of the funding year.
- Services have not been or cannot be continued with other funding sources (state or local).
- The applicant has documented efforts to obtain permanent funding.
- The level of effort, including volunteer hours, must not have been reduced.

Proposals for projects requesting funding for the implementation of innovative initiatives through the use of equipment will be considered for award under the Reverted Funds category. Equipment grants will be awarded with the understanding that these projects possibly may be funded for less than a full twelve-month period.

MATCHING REQUIREMENTS

VOCA: 80 percent Federal and 20 percent In-Kind or Cash.

VAWA: 75 percent Federal and 25 percent In-Kind or Cash.

*Non-profit, non-governmental victim services programs and tribal organizations are EXEMPT from the match requirement.

SVAP:

- First Year—80 percent Grantor/20 percent In-Kind or Cash Match
- Second Year—80 percent Grantor/20 percent In-Kind or Cash Match
- Third Year—80 percent Grantor/20 percent Cash Match
- Fourth Year—70 percent Grantor/30 percent Cash Match
- Fifth Year and Beyond—50 percent Grantor/50 percent Cash Match

*No match is required for training grants.

In-kind contributions represent a project's non-cash outlay. An example would be an in-kind contribution of volunteer hours. In-kind contributions are determined at their fair market value. Cash match may be applied from local, state, public, or private funds that have a binding commitment to the project. Federal funds are not allowable as match. Once funds are committed to match, they cannot be used for match in other areas. All match on grants must be (1) verifiable in program/agency records and provided for in the approved budget; (2) not included as part of cost sharing on another project; (3) necessary and reasonable for efficient accomplishment of project objectives; (4) allowable costs; (5) non-federal dollars; (6) in compliance with all federal and state guidelines; and (7) of an appropriate percentage. In other words, if it could not be directly funded, it cannot be used as match.

Volunteer Services used as in-kind match are allowable and recommended. Volunteer services may be professional or technical services, consultants, skilled, or unskilled labor assisting on the project. The rate is \$20 an hour for all direct service volunteer hours. Any volunteer hours that are not on-call hours are recorded at 100%, and on-call hours are recorded at 33% of actual time. Records must be maintained documenting all service delivery, with verifying signatures of both the volunteer and the person who supervises them, in blue ink. Forms for this purpose may be obtained on the SCDPS website.

Note: Any non-compliance with volunteer hours match documentation (either submitted with the request for reimbursement or as individual volunteer log support documentation kept as documented backup for summary log), will result in the agency being required to provide cash match.

GRANT APPLICATION AND REVIEW SCHEDULE
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03-25-16	Grants Management Information System (GMIS) available to receive applications.
05-20-16	Due date for applications to be received by 5:00 p.m. via Grants Management Information System (GMIS).
TBD	Publish notice of grant awards and mail award packets and denial letters.
10-01-16	Activate grants.

ALLOWABLE EXPENSES

The following is a listing of services, activities, and costs that are eligible for support with grant funds (please note this list is not exhaustive):

- Those services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); specialized equipment or minor building improvements that make services more accessible to victims with disabilities; emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.
- Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members providing emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- Services that are directed to the needs of the victims who participate in the criminal justice system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; childcare to enable victims to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; costs of respite care for a dependent adult when this enables the victim to attend court; and restitution advocacy and assistance with victim impact statements.
- Services that offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks.
- Forensic examinations for sexual assault victims only to the extent that other funding sources (such as State Crime Victim's Compensation, private insurance, or public benefits) are unavailable or insufficient.
- Translation expenses and/or devices.
- Costs which are necessary and essential to providing direct services such as pro-rated cost of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for direct service providers. Rent must be at the prevailing rate and not exceed a maximum of \$10 per square foot. Rental space must not exceed 150 square feet a person.
- Services that assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; and helping to apply for public assistance.
- Costs that are directly related to providing direct services through staff.
- Personnel, operating expenses, equipment, and supplies that are necessary to implement the project. All expenditures must be related to the direct implementation of the project.
- Personnel must dedicate 100 percent of their time to grant activities.
- Audit fees can be included in budget to cover costs associated with an audit of the project if the sub-grant agency receives an excess of \$500,000 in federal funds.
- Funds can be used to purchase materials such as books, training manuals, and videos for direct services providers within the organization.

- Presentations that are designed to identify crime victims and provide or refer them to needed services are allowable. Activities and costs related to such programs including presentation materials and brochures can be supported. Grant-funded personnel may dedicate only 10% of their time to this type of activity. (Not applicable to VAWA).
- Training is an allowable cost only in the context of direct service staff development and especially for volunteer staff. Training programs must improve the skills of service providers in meeting the needs of crime victims. Subgrantees are encouraged to provide line items in their proposals for training opportunities.
- Funds can be used to purchase memberships if the following criteria are met: (1) funds can only purchase organizational memberships for the service agency as opposed to individual membership for staff, (2) memberships must be purchased only in criminal justice and victims' organizations, and (3) subrecipients are limited to using funds to purchase no more than three memberships in national/state organizations per year.
- Volunteers may be charged as in-kind match at an hourly rate of no more than \$20 an hour.
- Individual consultant fees are limited to \$650 per day.
- Furniture purchases must comply with the Grant Terms and Conditions listed at the end of the grant application. Funds may be used for furniture and equipment that can be demonstrated as providing enhanced direct services to crime victims. Funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, funds can support a pro-rated share of such an item.

Additional VAWA-Allowable Expenses:

- Expenses to support evidence documentation, investigation, or prosecution work on cases involving domestic violence, sexual assault, stalking, and/or teen dating violence cases.
- Office supplies are limited to no more than \$750 a project or \$750 per site with multi-site projects subject to SFA approval.

Additional SVAP-Allowable Expenses:

- Relocation expenses for domestic violence victims to secure transitional housing, including first month's rent, one month's mortgage utility/rent deposits, and emergency items on a case by case basis. SVAP funds may also be used to support staff time in locating resources to assist victims with these expenses.
- State Agencies may charge approved indirect cost rate to this grant.

FUNDING RESTRICTIONS

The following services, activities, and costs cannot be supported with grant funds:

- Fund-raising activities.
- Lobbying and administrative support. Funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- Perpetrator rehabilitation and counseling. Subgrantees cannot use funds to offer rehabilitative services to offenders. Likewise, funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of those individuals. (Not applicable for VAWA.)
- Needs assessments, surveys, evaluations, studies, and research efforts conducted by individuals, organizations, task forces, or special commissions, which study and/or research a particular crime victim issue.
- Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification, management activities, and expert testimony at a trial. Additionally,

victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with funds. (Not applicable for VAWA.)

- Indirect organizational costs such as liability insurance on building and vehicles; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction costs.
- Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills, as this is the responsibility of the State Office of Victim Assistance.
- Nursing home care (other than emergency short-term nursing home shelter as previously described), home health care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. Grant funds cannot support medical costs resulting from victimization.
- Relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, funds may be used to support staff time in locating resources to assist victims with these expenses. (Not applicable for SVAP.)
- Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- Development of protocols, interagency agreements, and other working agreements that benefit crime victims. These activities are considered examples of the types of activities that subgrantees undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible subgrantee.
- Costs of sending individual crime victims to conferences.
- Development of training manuals and/or extensive training materials. (Not applicable for VAWA).
- Activities that are exclusively related to crime prevention. (Not applicable for VAWA).
- Uniforms or personal accessories.
- Costs in applying for a grant.
- Any expense prior to the grant award date.
- Compensation to federal employees for travel or consulting fee(s).
- Entertainment.
- Providing food/beverages/meals at trainings, conferences, or meetings.
- (VAWA only) Any purchase, lease, or other contracted use of a vehicle. Vehicles of any type are not an allowable expense.
- Costs to purchase a new home.

VAWA-Specific Restrictions:

- Bonuses or commissions.
- Military-type equipment, firearms, or weapons.
- Corporate formation.
- Imputed interest.

- Programs or services designed specifically for children under the age of 11 years.
- Programs or services designed specifically for males, however, male victims may be served under a VAWA grant-funded project IF the project focuses on adult female victims AND the male victim is similarly situated.

SUPPLEMENT/SUPLANT REQUIREMENTS

Grant funds may not be used to replace state or local funds (or where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of federal aid, be available or forthcoming for programs to combat violence against women. Instead, grant funds must be used to increase the total amount of such other funds used to combat violence against women.

A grant recipient may not use federal grant funds to pay for programs that the recipient already has obligated. For example, if a grantee, prior to submitting an application, had committed to develop and implement a program to diminish violence against women, the grantee must make the expenditures to support the prior commitment, and use the VAWA grant to enhance the project or provide additional, but not duplicative, services.

ELIGIBILITY REQUIREMENTS

Any certified private non-profit organization or public and/or government agency (local, county, or state) is eligible to apply for a subgrant. Regional planning commissions or councils of governments and private for-profit centers are not eligible to apply for grants, although an eligible organization could contract, under approved circumstances, with a private for-profit company.

Each organization must:

- Provide services directly to victims of crime and reflect the approximate number of victims to receive direct service in the grant application.
- Promote within the community being served a coordination of public and private efforts to serve and aid crime victims.
- Demonstrate a record of providing effective direct services to crime victims, which includes having the support and approval of the agency's services by the community, a history of providing direct services in a cost-effective manner, and having substantial financial support from non-federal sources. Agencies must be able to document that they have established a financial base level of non-federal support within the 25-50 percent range.
- Meet program match requirements.
- Assist victims of crime in seeking crime victim compensation benefits.
- Utilize volunteers significantly in project activities and reflect the number of active volunteers in the grant application.
- Provide program information to the majority of agencies that assist with victims of crime in your service delivery area.
- Maintain statutorily-required civil right statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- Provide services to crime victims at no charge.

- Maintain confidentiality of client-counselor information.
- Provide statistical information to OHSJP concerning staff, volunteers, and clients (no names).

Additional VAWA-Specific Requirements:

- In accordance with Section 40121 of the Act, the states may award competitive formula grant funds to state agencies, units of local government, non-profit, non-governmental victim services programs, and Indian tribal governments. Any certified private non-profit organization, faith-based organization, or public/government agency (local, county, or state) is eligible to apply for grant funds under the VAWA Program.
- Meet non-supplanting requirement.
- Meet all Personal Health Information Protection Act, 2004 requirements.

SUSPENSION OR TERMINATION OF FUNDING

The State Funding Agency may suspend, in whole or in part, terminate funding for, or impose another sanction on, a subgrantee for any of the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions.
- Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- Failure to submit reports.
- Non-performance of grant-approved objectives in whole or in part.
- Filing a false certification in this application or other report or document.
- Other good cause shown.

APPLICATION REVIEW AND EVALUATION PROCESS

Applications are carefully reviewed to ensure that only projects with a significant chance of success are funded. Priority for funding is based upon the following factors:

- Project eligibility as determined by the priority program areas.
- Geographic areas of greatest need.
- Jurisdictions with limited resources.
- Interagency support and multi-jurisdictional cooperation between the applicant and other jurisdictions in the development and implementation of the project (written agreements should be included where possible).
- Number of crime victims the proposed project would serve.
- Current or past grant performance. Projects that have been previously funded by OHSJP will be reviewed for compliance, financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information.

Additional VAWA-Specific Funding Factors:

- Previously underserved or unrecognized populations that will benefit from this project; e.g., immigrant

women/children, Native American Indians, homeless, LGBT communities, disabled or challenged populations, etc.

- Areas with limited resources, at risk non-urban areas, or rural areas.
- Compliance with state guidelines for service and administrative standards.
- Documentation that the applicant has consulted with victim service providers on the development of the application and that they will continue to work with the agencies in their area to ensure the success of the project.
- Memorandums of Agreement will be required with all agencies mentioned in the interagency section of the application if the project is funded.

Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the applicant through a structured approach to problem solving. Successful applicants use these pages to help the reviewer see the problem and easily understand the proposed solution. The following items explain the standards by which each application is judged:

- Project Definition - Any funds requested must be for the implementation of a new project or the enhancement of an existing project. The project must address the activities as identified on the grant.
- Project Impact and Priority Areas - The project should be designed to address the crime victim service problems and needs of the area to be served. An analysis of how this project could improve these problems should be shown.
- Project Feasibility - Applications should describe sufficiently and clearly how the project will be implemented.
- Interagency Collaboration - Priority will be given to projects demonstrating coordination and collaboration between the applicant and other associating agencies. Written agreements and/or protocols should be included where possible.
- Project Title - The project title must reflect the scope of the project and the year of funding (Example: Volunteer Coordinator) and not the agency's name.
- Project Summary - Must include the names of counties to be served by the project.
- Design Quality of Proposal - The proposal is clearly written, supported by facts, and contains measurable objectives and performance indicators.

The following list includes required parts of the application:

- Budget - Proposed expenditures are reasonable and adhere to the guidelines; equipment and personnel are documented as necessary; and each expenditure is explained in detail in the budget narrative.
- Interagency Coordination - Clearly outlines cooperation anticipated from other agencies or jurisdictions and why it will make the activity more successful and better serve crime victims.
- Problem Statement - Is clearly defined and based upon facts, a needs assessment, or statistics.
- Project Description - Tells the reader exactly what the project plans to do. It is clear to the reader that the project has been well-planned, has a great chance of success, and lists which counties will be served.
- Objectives - Are relevant, specific, and measurable. They specify what the program will accomplish in concrete terms. Each objective corresponds to each performance indicator. Objectives outline who will do

what by when. Include no more than five solid objectives.

- Performance Indicators - The indicators match objectives number by number and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
- Other Relevant Factors and Requirements - Past or current grant performance may be considered where applicable. The application must contain all relevant documentation. This includes the completion of the "Source of Income" page of the grant application.

EVALUATION AND MONITORING

The evaluation process will provide information needed by the federal, state, and local officials and community leaders. Subgrantees will be required to submit bi-annual progress reports and a final cumulative annual performance report that will assess project status and successfulness of goals and objectives set forth in the original application. Should your agency receive an award, you will receive more information on these reports.

Grant applications must reflect goals, objectives, and performance indicators. Objectives must be measurable and task oriented, with end results accomplishing determined goals. Performance indicators must clearly state the exact task that will be accomplished in order to fulfill a stated objective.

Subgrantees will receive at least one on-site monitoring visit of their program during the grant cycle. Financial management reviews are an essential ingredient of the monitoring and evaluation process and may be done separately from the programmatic monitoring visits. Financial reviews will be conducted through the Grants-Accounting Office of SCDPS.

TRAINING

Each grant-funded person may attend at least one training course/seminar/workshop during the grant period. Prior approval to attend the training must be obtained by completing a Training Request Form before reimbursement of training expenses will be processed. Training Requests should be submitted via GMIS.

VAWA ONLY – OUTCOME BASED EVALUATION

If awarded a VAWA grant, you will be required to submit an Outcome Based Evaluation Plan within 30 days of the award letter, or you may submit your United Way Outcome Measurement Form in lieu of this form. This plan is only required after the award of the grant, not in the original application. Outcome Based Evaluation Forms and instructions are available via our website at http://www.scdps.org/ojp/victim_services_supplemental_forms.htm.

VOCA ONLY – PERFORMANCE MEASUREMENT TOOL (PMT)

If awarded a VOCA grant, you will be required to submit a PMT every quarter.

DESCRIPTIONS/DEFINITIONS OF SERVICES

Crisis Counseling refers to in-person crisis intervention, emotional support, guidance, and counseling on an individual basis provided by counselors, mental health professionals, or peers. Such counseling may occur at the scene of a crime; immediately after a crime; at the first, in-person, contact between a counselor and victim (this would include meeting the victim in an emergency room, at a police station, or at a solicitor's office, etc.); during in-person contact for the duration of the crisis experience; or in the case of survivors of homicide victims or DUI/DWI, counseling may occur months after the victimization.

Follow-up contact refers to individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization.

Therapy refers to intensive professional psychological/psychoanalytic treatment for individuals, couples, and family members. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment refers to the coordination and provision of supportive group activities. This category includes self-help, peer, social support, drop-in groups, and community crisis intervention in a group setting.

Crisis Hotline typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, information, and referral to victims and survivors.

Shelter/Safe House refers to offering emergency short-term and long-term housing and related support services to victims and members of their family following victimization.

Information and Referral refers to telephone and in-person contacts with victims, identifying services and support available by subgrantee projects and other community agencies.

Criminal Justice Support/Advocacy refers to law enforcement and prosecution investigation support, assistance during the investigation, and explanation of procedures, etc. Included in this advocacy are court related support, i.e., disposition information, victim impact reports, assistance with restitution, witness fees, intimidation intervention or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system, etc.

Emergency Financial Assistance refers to locating emergency loans and petty cash; assistance in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare and Medicare; and payments for taxis, food, emergency shelter and clothing.

Emergency Legal Advocacy refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of private attorneys for non-emergency purposes.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation and assisting victims in completing the required forms and in gathering the needed documentation. It may also include follow-up contact with the victim compensation agency on behalf of victims.

Personal Advocacy refers to assisting victims in securing rights and services from other agencies; intervention with employers, creditors, and others on behalf of victims; and other general information on rights and remedies available to victims.

Training refers to information imparted to a person who will use that information in the daily performance of their duties

Community Awareness refers to an activity which raises the community's awareness of a particular service offered by an agency or organization. Activities which advance the general awareness of crime victim issues are

not allowable.

Other - Identify any services not listed that are offered to crime victims by the subgrantee program.

VAWA-Specific Definitions

Child/Children - Any person under the age of 11 years. VAWA Program funds cannot be used for grant programs exclusively designed for, or focused on, services or projects for children. Grant money may be used for children's needs only if the primary objective of the grant program is to meet the needs of female adult victims. For example, in a domestic violence shelter, the shelter may use money to meet the needs of children of women who are being served.

Crime Victim - For the purposes of the VAWA Program, a crime victim is a person, 11 years or older, who has suffered physical, sexual, or emotional harm as a result of the commission of a crime of domestic violence, sexual assault, stalking, or dating violence against them. Secondary victims of crime include family members or other intimately connected persons. If the project is written specifically for female victims, the Office on Violence Against Women allows and encourages provision of services to a similarly situated male victim.

Direct Services - Efforts that (1) respond directly to the needs and well-being of crime victims; (2) assist primary and secondary victims of crime in stabilizing their lives after a victimization; (3) help victims understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety.

Domestic Violence - The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with, or has cohabited with, the victim as a spouse; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or by another adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of this program, "domestic violence" also includes any crime of violence considered to be an act of domestic violence according to state law.

Sexual Assault - The term "sexual assault" means any conduct proscribed by Chapter 109A of Title 181, United States Code, whether the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Law Enforcement - The term "law enforcement" means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution - The term "prosecution" means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office or agency component departments or bureaus (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for state and local prosecutors; or enforcing victim compensation and domestic violence related restraining orders and orders of protection shall be considered "direct responsibility" for purposes of this program.

Victim Services - VAWA defines a victim services program as "a nonprofit, non-governmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking."

INSTRUCTIONS FOR COMPLETION OF THE GRANT APPLICATION

Grants will be funded contingent upon receipt of funds from federal sources, annual reapplication, and approval based on project merit and performance.

The grant application must be completed using OHSJP's Grants Management Information System (GMIS), which is an online application process.

The application must be fully completed and submitted via GMIS no later than 5:00:00 p.m. on May 00, 2016. No extensions will be provided. Supporting documents and appendices relating to the application should be uploaded as attachments to the application on GMIS. In the event of technical difficulties with uploading the attachments, attachments may be emailed with the application number (ex. AV15001) in the subject line to one of the following staff members:

Ms. Barbara Jean (B.J.) Nelson – BJNelson@scdps.gov
Jessie Estep – JessieEstep@scdps.gov
Virginia Funk-Currie – VirginiaFunkCurrie@scdps.gov
Billy House – WilliamHouse@scdps.gov

The application form with the required attachments constitute the total proposal. A review team of both programmatic and financial personnel will review the application. The S.C. Public Safety Coordinating Council will then approve or disapprove recommendations. Only when the grant award becomes active may the subgrantee obligate or expend project funds.

All proposals should be succinct and clearly written. All major points must be supported by facts. Avoid voluminous and unneeded information. Please note that there are restrictions on the amount of information you can submit.

Before the grant period, subgrantees are encouraged to advertise, interview, and conduct preliminary activities, which will put the subgrantee in a position to implement the project on the start date without pre-obligating funds under the grant.

VOCA Only: To review the guidelines for the Victims of Crime Act Victim Assistance Grant Program within the Office for Victims of Crime, Department of Justice, please visit: <http://ojp.gov/ovc/voca/vaguide.htm>.

PAGE 1

All items below the second shaded line on Page 1 should be completed by the Project Director (the person in the applicant's agency who will be responsible for administering project activities).

Item 1: Insert the County Number and the name of the county in which the subgrantee is located. State agencies will use County Number 00 and County Name N/A. The County Number required depends upon the location of the office requesting the grant.

Item 2: Grant Period: Indicate the grant's duration (period of time the project activities will be performed under this grant), not to exceed 12 months. Use month and year only. Grants are considered to begin on the first day of the month and end on the last day of the month.

Item 3: Project Title: The name given to the project should be short and descriptive of the task to be accomplished; e.g., "Victim Advocacy".

Item 4: Project Summary: Provide a brief, concise description of the project. If the Subgrantee serves more than one county, please include the names of the counties that are served by this specific grant.

Item 5a: Indicate if the application is an initial one (project has not been previously funded); or if the application is a continuation (continuation of a project funded previously).

Item 5b: Indicate the year of funding: Initial application would be the first year or continuation application would be either second, third, fourth or fifth year of funding, etc. If more than the third year of funding, reflect the actual year of funding in the "other" block.

Item 5c: Indicate funds will be requested on a "Reimbursable" basis.

Item 6a: Organization Type: Indicate if the applicant organization is state, city, county, private non-profit, or other organization. If "Other" is indicated, specify type; e.g., school district.

Item 6b: Indicate the U. S. Congressional District (First through Sixth) which will be served by this grant; e.g., Third Congressional District. If administered through a state agency or a statewide program, enter "0".

Item 7: Name and Address of Implementing Agency: The implementing agency is the agency that is responsible for carrying out the objectives of the grant.

Item 8: Budget: The budget is broken down into six major categories (Personnel, Contractual Services, Travel, Equipment, ~~Renovation/Construction~~, and Other) with the Grantor Amount, Agency Match and Total Amount itemized by category. Budget costs should be reflected in the appropriate categories and should reflect grantor costs and match as applicable. Please use **whole dollars** only. NOTE: Complete pages 2 - 3 of the grant application before completing this section.

Item 9: Check the appropriate line to indicate how the non-grantor share will be provided. If the "Other Appropriation" line is checked, please indicate the source. Leave blank if there is no agency match required. (VAWA Only – no match required for private non-profits or tribal organizations).

PAGES 2 AND 3 -- INSTRUCTIONS FOR COMPLETION OF BUDGET DESCRIPTION

The purpose of the Budget Description is to assist the applicant in developing a financial plan for their project and to provide the State Funding Agency (SFA) with the projected costs required to implement the project. Cost projections must be reasonable. Budget projections should be for the period covered by the application. Costs are subject to review and approval by the SFA and must meet applicable Federal regulations as outlined in the Grant Terms and Conditions.

When determining how the item will be funded (Grantor, Cash Match, or In-Kind Match), please use the following definitions:

Grantor Funds: Funds provided through the SFA to the applicant.

Cash Match: Cash funds that the applicant has specifically provided and committed to the project. Match is restricted to the same use of funds as allowed for the federal funds.

In-Kind Match: Value of non-cash contributions or services that the applicant has specifically received from a third party and committed to the project. Match is restricted to the same use of funds as allowed for the federal funds.

Total Funds: The combined total of the Grantor, In-Kind Match, and Cash Match for the project.

BUDGET CATEGORY DEFINITIONS AND INSTRUCTIONS

PERSONNEL: The personnel budget category is a summary of salary and employer contributions (fringe benefits). Personnel costs (salary and fringe benefits) must be consistent with the agency's policies and procedures and must be applied uniformly to both federally-financed and other activities of the agency. When applicable, the value of volunteer hours being used as in-kind match is also placed in the Personnel Category.

NOTE: The definition for a part-time employee means that the employee does not work a full 40 (or 37.5) hours per week for the agency. This includes grant-funded activities and non-grant-funded activities.

Salary: List each position by title, show the percent of total time worked for the agency spent on the project and the quantity of staff per title and the estimated cost. If applicable, also list volunteer hours and the value of the hours in the in-kind match column.

Employer Contributions (Fringe Benefits): Provide the estimated cost for each applicable fringe benefit for all positions listed under Salaries.

CONTRACTUAL SERVICES: For individuals other than professionals to be reimbursed for personal services on a fee basis, list each type of consultant or service. Fees charged by doctors, dentists, and psychologists must be listed under the Other Budget Category.

TRAVEL: Travel reimbursement will be limited to project personnel funded under the grant and critical volunteers. Itemize travel items (examples include mileage, airfare, per diem or meals, parking, lodging, car rental, etc.). Registration costs should be placed in the Other Budget Category.

Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to both federally-financed and other activities of the agency. At no time can the agency's travel rates exceed the federal rate established by the Internal Revenue Service.

EQUIPMENT: Equipment is defined as an item which has a total cost (including tax) of \$1,000.00 or more per unit and a useful life of at least one year. Items should include description and quantity per item.

RENOVATIONS/CONSTRUCTION: Not applicable under these funding sources.

OTHER: All allowable costs not listed in the above categories should be shown in this category. Items to be included in this category are office supplies, office rent, utilities, equipment costing less than \$1,000 per unit, telephone, maintenance, software, printing costs, advertising, registration fees, lease agreements, professional fees (e.g., doctors, dentists, psychologists), etc. No "Miscellaneous" or "Etc." will be accepted or funded.

Indirect Cost is unallowable under VOCA Program Guidelines.

PAGES 4 & 5 -- BUDGET NARRATIVE

Ensure adequate justification and descriptions of budget items are provided on Pages 4 and 5, Budget Narrative. Pages 4 and 5 should be used to tie the grant's budget with the grant's program to show why the item(s) is needed. Reflect each Budget Category with all line items under each Budget Category. DO NOT reflect dollar amounts on pages 4 and 5.

PERSONNEL CATEGORY:

Pay special attention to descriptions of personnel. Personnel salaries and benefits will normally rise by no more than general salary increases in the work unit most closely associated with the grant. Any other cases (e.g., reclassification, additional supervisory responsibilities, etc.) must be fully justified. Unusual personnel increases from year to year will be considered only on an exception basis. Organizations must be prepared to bear the expense of any increases awarded prior to SFA approval.

Reflect in the description for each staff member (both grant-funded and applied match) whether the position is a full-time position or a part-time position. If the position is a full-time position, state the percent of time devoted to this grant. If the position is a part-time position, provide the total number of hours worked per week for the agency and the percent of time devoted to this grant.

PLEASE NOTE: The amount of time spent on the project must be at least 50%. This applies to positions funded with grantor funds and/or matching funds.

CONTRACTUAL SERVICES CATEGORY:

List the kinds of contractual services found on page 2 that are being requested and provide adequate justification and description for these services.

TRAVEL CATEGORY:

Describe the purpose of travel (grant activities and/or training). Reflect which position(s) will be reimbursed for travel under this grant.

If travel costs are included in the grant application, a copy of the agency's policies and procedures manual or its Council's/Board's signed minutes must be submitted with the application which provide mileage and per diem rates.

EQUIPMENT CATEGORY:

List each kind of equipment and the quantity found on page 3. Provide a complete description and justification for each item.

OTHER CATEGORY:

List each line item found on page 3 and provide a complete description and justification for each item.

The following items must have additional information as described below:

Office space may not exceed more than 150 square feet per person without prior written approval from the SFA; must be at the prevailing rates for the local area; joiioiand may not exceed \$10 per square foot annually without prior written approval from the SFA. On Page 4 or 5, provide the total square footage covered by the lease agreement, total square footage being charged to the grant, and the cost per square foot. A copy of the lease agreement will also be required before reimbursement is made for office space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot participate in mortgage payments, as this is unallowable.

Utility Costs: Utilities must be pro-rated. On page 4 or 5, provide the total square footage of the building plus the square footage occupied by each grant-funded staff. The square footage occupied by grant-funded staff may not exceed 150 square feet per person without prior written approval from the SFA.

Telephone Costs: If telephone costs are not solely for grant activities, telephone costs must be pro-rated according to the grant's portion of those costs. On page 4 or 5, provide a description on how the phone charges charged to the grant have been calculated (e.g., the total federal amount of the grant divided by

the agency's total budget = the grant's percent or pro-rated share of telephone costs). If long distance calls are not pro-rated, the subgrantee must keep on file for SFA review a log showing how long distance costs are calculated and charged to the grant.

Postage, Printing, Office Supplies, Program Materials and other costs that are not used solely for this grant's activities must be pro-rated according to the grant's portion of the agency's total budget. Provide on page 5 how this calculation was developed (e.g., the total federal amount of the grant divided by the agency's total budget = the grant's percent or pro-rated share of costs).

Audit Fees: If the grant project's audit is a part of a larger organizational audit and **if the audit is required to be in compliance with OMB Circular A-133**, you may include the cost of a portion of the overall audit in the same proportion as the project is to the entire organizational budget. For example, if this grant represents 10% of the organization's total budget, then 10% of the total cost of the audit may be charged to the grant. Ordinary accounting and bookkeeping expenses are **not** allowable.

PAGE 6 -- ACCEPTANCE OF AUDIT REQUIREMENTS

NOTE: Not Applicable to State Agencies whose audit is covered by the State Auditor.

The audit information required on Page 6 of the grant application lets the SFA know when to expect an organization-wide audit or audits covering the period of this proposed grant. The audit period and the date the audit will be submitted to Accounting - Grants must be provided. Please note that failure to properly complete this form will result in your grant award being delayed and/or cancelled.

PAGES 27 AND 28 -- CERTIFICATIONS FOR APPLICANT

The signatures of the grant officials (Project Director, Financial Officer, and Official Authorized to Sign) indicate that in acceptance of the grant, the official has read, understands, and agrees to fully comply with all special conditions and the general and fiscal terms and conditions of the grant. Original signatures are required. The name, title, agency, and address of each grant official must be typed or printed.

The PROJECT DIRECTOR should be a person who has direct involvement with the project and who has knowledge of both programmatic and fiscal matters relating to the project. As the primary contact person for the project, the Project Director should be easily accessible to the grantor agency's staff. The Project Director should be bonded for no less than the total amount of the grant.

The FINANCIAL OFFICER should be a person who handles the agency's fiscal matters. The Financial Officer should be sufficiently skilled in the area of fiscal matters to advise the agency regarding compliance with the grant's fiscal requirements and should be bonded for no less than the total amount of the grant.

The OFFICIAL AUTHORIZED TO SIGN should be the person who has the authority to commit agency funds and also to commit the agency to the special conditions and the general and fiscal terms and conditions of the grant. The Official Authorized to Sign should be bonded for no less than the total amount of the grant.

NOTE: The Project Director, Financial Officer, and Official Authorized to Sign CANNOT be the same person. Staff being funded under this grant may not be any of the above officials without SFA approval.