

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
VICTIMS OF CRIME ACT GRANT APPLICATION**

Grant #

App #

**To Be Completed by Project Director**

**Section 1**

County Name:

**Section 2**

Grant Period:

Begin:

End:

**Section 3**

Project Title:

**Section 4**

Project Summary (max. 300 characters):

**Section 5**

Type of Application

a.

b. Year of Funds :

Other:(Specify)

c.

**Section 6**

a. Organization Type :

Other:(Specify)

b. U. S. Congressional District

**Section 7**

FEIN:

Agency Name

Address

City

State

(Please use the Name/Address  
above instead of this field)  
Name and Address of Implementing  
Agency

10 Digit Zip   
 (Area) Phone #:   
 (Area) Fax #:

**COMPLETE PAGES 2&3 BEFORE COMPLETING THIS SECTION**

**Section 8**

**BUDGET**

Use whole dollars only (For example: \$1,500 not \$1,500.00)

a. BUDGET CATEGORIES	GRANTOR	AGENCY MATCH	TOTAL
Personnel	<input type="text" value="\$61,001"/>	<input type="text" value="\$15,250"/>	<input type="text" value="\$76,251"/>
Contractual Services	<input type="text" value="\$5,000"/>	<input type="text" value="\$1,250"/>	<input type="text" value="\$6,250"/>
Travel	<input type="text" value="\$1,625"/>	<input type="text" value="\$406"/>	<input type="text" value="\$2,031"/>
Equipment	<input type="text" value="\$4,500"/>	<input type="text" value="\$1,125"/>	<input type="text" value="\$5,625"/>
Renovation/Construction	N/A	N/A	N/A
Other	<input type="text" value="\$11,650"/>	<input type="text" value="\$2,913"/>	<input type="text" value="\$14,563"/>
<b>TOTAL:</b>	<input type="text" value="\$83,776"/>	<input type="text" value="\$20,944"/>	<input type="text" value="\$104,720"/>
b. PERCENTAGE	80%	20%	100%

**Section 9**

**APPROPRIATION OF NON-GRANTOR MATCHING FUNDS**

Other (Explain):

MATCHING FUNDS  
CATEGORIES

GRANTOR CASH IN-KIND TOTAL

**PERSONNEL**

SALARIES		% of Time	Quantity				
Position Title	On Project						
Law Enforcement Victim Advocate	100		1	\$40,000	\$10,000	\$0	\$50,000
<b>TOTAL SALARIES:</b>				\$40,000	\$10,000	\$0	\$50,000

**EMPLOYER CONTRIBUTIONS (Fringe Benefits)**

Social Security & Medicare (FICA)	\$3,060	\$765	\$0	\$3,825
Retirement	\$5,850	\$1,463	\$0	\$7,313
Worker's Compensation Insurance	\$640	\$160	\$0	\$800
Unemployment Insurance (on first \$7,000 only)	\$25	\$6	\$0	\$31
Health Insurance	\$5,336	\$1,334	\$0	\$6,670
Dental Insurance	\$350	\$88	\$0	\$438
Pre-Retirement Death Benefit	\$50	\$13	\$0	\$63
Accident Death Benefit (Police Officers)	\$5,000	\$1,250	\$0	\$6,250
Other Employer Contributions (Itemize)	\$690	\$173	\$0	\$863
<b>TOTAL EMPLOYER CONTRIBUTIONS:</b>	\$21,001	\$5,250	\$0	\$26,251
<b>TOTAL PERSONNEL:</b>	\$61,001	\$15,250	\$0	\$76,251

**CONTRACTUAL SERVICES:**

(Itemize - DO NOT include professional fees for doctors, psychologists, etc.)

translation services	\$5,000	\$1,250	\$0	\$6,250
<b>TOTAL CONTRACTUAL SERVICES</b>	\$5,000	\$1,250	\$0	\$6,250

**TRAVEL:**

(Itemize-include mileage, airline cost, lodging, per diem, parking, car rental)

mileage	\$575	\$144	\$0	\$719
airfare	\$500	\$125	\$0	\$625
lodging	\$400	\$100	\$0	\$500
per diem	\$150	\$38	\$0	\$188
<b>TOTAL TRAVEL:</b>	\$1,625	\$406	\$0	\$2,031

**MATCHING FUNDS**

**CATEGORIES**

GRANTOR CASH

IN-KIND

TOTAL

**EQUIPMENT (\$1,000 or more per Unit):**

(Itemize - DO NOT USE BRAND NAME.- Also, DO NOT include leased or rented items)

ITEM	QUANTITY				
laptop computer with docking station	1	\$2,500	\$625	\$0	\$3,125
digital camera	1	\$2,000	\$500	\$0	\$2,500
<b>TOTAL EQUIPMENT:</b>		<b>\$4,500</b>	<b>\$1,125</b>	<b>\$0</b>	<b>\$5,625</b>

**RENOVATIONS/CONSTRUCTION: (Describe)**

<b>TOTAL RENOVATIONS/CONSTRUCTIONS:</b>	N/A	N/A	N/A	N/A
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**Other (Itemize)**

scanner/printer	\$300	\$75	\$0	\$375
office supplies	\$750	\$188	\$0	\$938
registration	\$400	\$100	\$0	\$500
phone service	\$300	\$75	\$0	\$375
printing	\$1,000	\$250	\$0	\$1,250
travel vouchers	\$5,000	\$1,250	\$0	\$6,250
infant car seat	\$300	\$75	\$0	\$375
booster seats (3)	\$300	\$75	\$0	\$375
victim clothing	\$500	\$125	\$0	\$625
desk	\$500	\$125	\$0	\$625
desk chair	\$300	\$75	\$0	\$375
filing cabinet	\$500	\$125	\$0	\$625
visitor chairs	\$1,000	\$250	\$0	\$1,250
stuffed animals, toys, games	\$500	\$125	\$0	\$625
<b>TOTAL OTHER:</b>	<b>\$11,650</b>	<b>\$2,913</b>	<b>\$0</b>	<b>\$14,563</b>

## BUDGET NARRATIVE

List items under each Budget Category heading. Explain exactly how each item in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

### PERSONNEL

Law Enforcement Victim Advocate - Salary and fringe benefits for 12 months for the individual to be dedicated 100% of the time to this project. This individual will provide information to victims and referral on victim's rights and services, coordinate services between the Court, local domestic violence shelters, local children's advocacy centers, and/or sexual assault centers, the Victim Advocate for the Solicitor's Office, and other organizations providing services to victims. Services will include providing assistance to victims from first response to the final outcome, tracking case histories through the system to monitor proper delivery of services, using volunteers where needed to provide services, and assisting persons in applying for victim compensation benefits. The individual will be responsible for coordinating the volunteer program. The LEVA will transport victims to needed services. The person will have a four-year degree in criminal justice or a related social service discipline and at least three years of experience in a same or a related field; or a combination of education and experience that is equivalent.

Benefits are calculated according to City of ABC Policy. Calculations are according to the following:

Social Security -7,65%

Retirement - insert rate here

Worker's Compensation is not calculated for each employee

Unemployment -\$ /year for each employee

Health Insurance - \$ /month

Dental Insurance - \$ /month

Accident Death Benefit - For County AD&D put here.

Other Category - Vision, Long Term Disability, Short Term Disability, and Group Life

### CONTRACTUAL SERVICES

Translation services for LEP and Deaf clients.

### TRAVEL

Mileage for 1,000 direct service and training attendance miles at the standard county rate of 57.5 cents per mile.

Airfare: for the LEVA to attend regional training. Round trip airfare at lowest amount possible.

Lodging: for the LEVA to attend South Carolina Victim's Rights Week, and one regional training to be determined. The LEVA will take advantage of other training as available, which would be state-wide training.

Per diem: based upon the South Carolina per diem. The number of days are based upon Victim's Rights Week and other training to be determined.

### EQUIPMENT:

Laptop with docking station for the sole use of the LEVA in performance of duties relating to victim assistance. Internet is provided by the county.

Digital camera to document injuries for medical interventions and case files.

### OTHER

Scanner/Printer: to allow LEVA to quickly share information with other entities to assist victims; this includes the State Office of Victim Assistance compensation forms for payments and reimbursement

Office Supplies: pens, printer toner, pencils, notepads, file folders, hanging files, flash drives, stapler, paper and binder clips, erasers, white-out striper, scissors, tape dispenser, tape, and ruler.

Registration: fees for Victim Rights Week and other regional training.

Phone service: 12 months of cell phone service.

Printing: printing costs for brochures, posters, and other relevant materials to be used to promote RCLE services.

All printing will be submitted to SAA for approval prior to commitment of funds.

**Travel vouchers:** Used for transportation of victims without law enforcement accompaniment, and to move to safer quarters out of state.

**Infant car seat/booster seats :** to be used to safely transport children.

**Victim clothing:** Emergency clothing in various sizes for victims.

**Desk/desk chair:** To be used solely by the LEVA in performance of duties.

**File cabinet:** Large, lateral, locking file cabinet for storage of case files and personal information from victims.

**Visitor chairs:** To be used for the comfort of victims during interviews and assistance.

**Stuffed animals, toys, and games:** for child victims or children of victims to amuse and soothe during interviews and assistance.

**BUDGET NARRATIVE (Continued)**

GRANT NO.

## ACCEPTANCE OF AUDIT REQUIREMENTS

**PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's office do not have to complete this form.**

We agree to have an audit conducted in compliance with OMB Circular A-133, whichever is applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter if applicable, to:

Stephen Fulmer, Manager  
Accounting - Grants  
S.C. Department of Public Safety  
P.O. Box 1993  
Blythewood, SC 29016

The following is information on the next organization-wide audit which will include this agency: (Use your Agency's fiscal year)

1. \*Audit Period: Beginning  Ending
2. Audit will be submitted to Accounting - Grants by:   
(Date)

**NOTE: The audit or written certification must be submitted to Accounting - Grants, S.C. Department of Public Safety, no later than the ninth month after the end of the audit period.**

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite **specifically** that the audit was done in accordance with OMB Circular A-128 or OMB A-133 or in compliance with generally accepted accounting principles in accordance with the Government Auditing Standards, whichever is applicable.

Any information regarding the OMB Circular audit requirements will be furnished by Accounting - Grants, S.C. Department of Public Safety, upon request.

**\*NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

**Failure to complete this form will result in your grant award being delayed and/or cancelled.**

## PROGRAM NARRATIVE

**1. ORGANIZATION DESCRIPTION:** Describe your organizational activities. A copy of your organizational chart, organizational structure, agency/program brochure, relevant job descriptions, etc. must be submitted. All organizations must justify and document how they currently/or plan to provide effective services to victims. For an existing program, describe your past success with victims. If your organization is new, provide information that your organization is structured and well organized in both fiscal and programmatic areas.

TYPE OF IMPLEMENTING AGENCY:

County/Countries Implementing Agency Serves:

County/Countries this Project will Serve:

The City of ABC Police Department (ABCPD) is responsible for law enforcement and fire suppression in the City limits. ABCPD is authorized for 127 sworn police officers organized by function. (See attached Organization Chart). ABCPD is open 24/7/365. The ABCPD Police Division Chief reports to the City Manager.

ABCPD Police Division is under the direction of the ABCPD Police Division Chief. The Law Enforcement Victim Specialist (LEVA), who is the proposed employee for this grant, works as a part of the Criminal Investigations Division. Prior to 2005, the only services provided to victims by ABCPD were by Police Officers. Through the receipt of grant funding and the use of local funding, services have continued for victims since 2005.

On a daily basis, the LEVA receives the names of victims from the Sergeant and Lieutenant of Investigations. The LEVA has access to Records Management, and thus, would have access to information on cases. The LEVA serves all victims of domestic violence and those victim cases received while the other advocate is out or the LEVA is on-call. The two LEVAs employed by ABCPD rotate being on-call, and are called in on more severe cases.

The services being provided to victims that would be continued with this grant include the following:

- . Crisis Intervention;
- . Information and Referral to agencies for counseling, medical, financial aid, and shelter;
- . Information on victim rights and responsibilities under the current law;
- . Assistance in filing for Victim's Compensation Funds from the South Carolina State Office of Victim Assistance;
- . Information on current status of the case;
- Criminal Justice Support/Advocacy through acting as a liaison between the victim, police officers, investigators, and local agencies, providing assistance with court preparation, and accompaniment and transportation to court proceedings;
- Assistance in finding sources of emergency funding for victims in crisis. This includes working with the South Carolina Victim's Assistance Network to use their emergency funding, and using a City account set up for donations; and Community Awareness to seek volunteers, and training law enforcement to assist with the programs.

There is a Department General Order 840.1A1 authorizing the Victim/Witness Assistance Program. A job description is attached.

During 2013, a total of 363 victims were served by the LEVA, which is an increase from the previous year.

Attached are the following: an organizational chart, job description, and Victim Assistance Program pamphlet.

## PROGRAM NARRATIVE

**II. INTERAGENCY COORDINATION:** Outline exactly how your agency promotes interagency coordination in public or private efforts to aid victims of crime. Document your involvement in victims of crime organizations, task forces, coordinating groups, etc. Also, define any procedures your organization has implemented or plans to assist victims seeking assistance through the victim's compensation fund and other related organizations or victim services. If your project is funded, you will be required to submit a Memorandum of Agreement. This document must be customized for your region and signed by all agencies listed on this page.

ABC Police Department (ABCPD) works with many local, state, and federal agencies to provide for the needs and concerns of victims of crime. In coordinating services, ABCPD works with other agencies that serve victims to ensure the needed services are being received by victims, but are not being duplicated or in direct conflict with the services other agencies provide.

Currently, there are two Law Enforcement Victim Specialists (LEVAs) employed by ABCPD who serve victims of crime within the City of ABC. The Domestic LEVA works in the ABCPD Domestic Violence Task Force, and will be employed under the grant. Both LEVAs work as a part of the Criminal Investigation Division. The other LEVA serves victims of other crimes.

Both ABCPD LEVAs will continue to work with other agencies, which have formed a partnership to establish the ABC Victim Assistance Network (AVAN). The agencies will meet semi-annually to assess capabilities, requirements, and missions to determine how each agency may assist other agencies. Agencies often share information during meetings, provide training for each other, and coordinate services to provide cross referrals. Agencies participating in AVAN include but are not limited to the following: ABC City Sheriff's Office, Seventh Circuit Solicitor's Office, South Carolina Legal Services, and the local non-profit victim service providers.

The LEVA serves as an active committee member on the S.C. Victims' Rights Week Executive Planning Committee. The LEVA has been a member for the last five years.

The ABCPD Victim Assistance Program has sponsored and coordinated an annual "Day of Prayer" for victims of crime during S.C. Victim's Rights Week since 1998. The Day of Prayer is open to the public, and is attended by victims, local victim services providers, citizens, and numerous representatives from ABC businesses. It is a day to offer support to victims and to offer information on crime prevention. The day is set aside to remember and honor those who have been victimized and to continue their healing process.

The LEVA participates annually with Safe Homes Rape Crisis Coalition for the "Silent Witness" Program in October to raise awareness of domestic violence.

ABCPD encourages staff to be involved in other groups and organizations. The LEVA serves on the ABC Domestic Violence Response Team., which meets monthly to discuss service needs in the community. This team comprises partnering agencies, and includes: Seventeenth Circuit Solicitor's Office, S.C. Legal Services, law enforcement, the ABC Rape Crisis Center, the ABC domestic violence shelter, and the ABC Children's Advocacy Center, as well as others.

In March 2014, the LEVA will participate in screening, brief intervention, and referral to treatment training. The training will provide a universal

screening tool for service providers. This is a public health evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and drugs. The screening tool will be used with our victims.

Victims are informed about the South Carolina State Office of Victim Assistance (SOVA) and the services available to victims from the S.C. Crime Victim's Compensation Fund. The LEVA files the SOVA applications for victims and works closely with the representative from SOVA to effectively assist victims of crime.

An ABCPD Victim Assistance Brochure was designed by the LEVAs and has been distributed to the hospitals and various supporting agencies within the City of ABC so that victims and citizens have easy access to information regarding services available to assist victims. A copy is attached.

Interviews are held with local newspapers, as well as radio and television stations, to provide information about the ABCPD Victim Assistance Program. Information is provided about the availability of services at Civic Meetings, Neighborhood Watch Meetings, churches, and the local schools and colleges to publicize services for victims.

Both victim specialists (LEVAs) assist in coordinating meetings and trainings for the AVAN. The group consists primarily of local Victim Advocates and victim service providers.

## PROGRAM NARRATIVE

**III. VOLUNTEER COORDINATION:** Outline your volunteer program, including any activities and illustrations on how the volunteer program is organized and coordinated. List the number of volunteers and how the volunteers are trained, including future plans. Attach any policies for volunteers at the end of this proposal. Even if volunteer hours are not being used as match, documentation of volunteer hours is required under the VOCA guidelines.

Indicate the number of active  
volunteers who will participate   
with this project.

All individuals requesting to volunteer for the ABCPD Victims' Assistance Program to work with victims read and sign the following: Victim Advocate Volunteer Form, Confidentiality Form, and Qualities of an Effective Victim Advocate Form. The copies being used are attached. Those forms have been revised over the last couple of years. A background check is completed as required by the South Carolina Law Enforcement Division for those who provide direct services to victims and have access to confidential information. Only volunteers who solely provide services for special events, including preparation and set-up are exempt from the background and confidentiality forms.

From January 1, 2013 to December 31, 2013, the LEVAs' programs utilized approximately 50 volunteers. Those volunteers completed more than 82 volunteer hours. Documentation of volunteer hours is maintained on a volunteer log.

Volunteers are provided with a training session conducted by the LEVAs prior to completing any services for ABCPD. If the services are for a special event, a briefer description of services and requirements are provided. The LEVAs meet with each volunteer separately, who will be working in the office to discuss the ABCPD Victim Assistance Program. Information is provided to volunteers regarding local, state, and federal victim service providers. Volunteers are given an overview of the Criminal Justice System. Confidentiality is discussed.

Volunteers in recent years have been recruited from the community, including local universities and colleges. Many volunteers have come from interns in Law Enforcement or the Social Services field. These individuals tend to make a longer definitive commitment of six months.

Volunteers assist with donations and special events held for victims. The ABCPD Victim Assistance Program sponsors and coordinates the Annual Day of Prayer for victims held during the S.C. Victims' Rights Week. Other programs sponsored include soliciting cell phone donations for victims of stalking and domestic violence and the Shop With A Cop for child victims within the City of ABC.

Every volunteer must document the total number of hours worked on the Volunteer Log Form. The Volunteer Log Forms are maintained in the LEVA's office.

## PROGRAM NARRATIVE

**IV. PROBLEM DEFINITION:** Describe the problem exactly as it exists in your particular community. The problem definition identifies the nature and magnitude of the specific problem that you wish to address through the proposed program. In addition, analyze the causes of the problem. Remember to document the problem and not the symptoms or solutions of the problem. Document any statements with valid, updated statistical data, outlining the source/date of your information. A needs assessment for victims of crime in your local area is recommended.

The City of ABC is located in South Carolina. For December 2013, the unemployment rate for ABC County was 5.9%, while South Carolina was 6.6% and the national average was 6.7%.

South Carolina consistently has ranked among the states with the highest annual violent crime (murder, rape, robbery and aggravated assault) rate. South Carolina's violent crime rate decreased 2.2% from 2010 to 2011. Since 1975 the violent crime rate has increased 16.8%.

South Carolina's aggravated assault rate decreased 1.7% from 2010 to 2011, but has increased 26.6% from 1975 to 2011. (South Carolina Criminal and Juvenile Justice Trends - 2012).

The state's rate of females murdered by males of 2.54 per 100,000 was more than double the national average, according to a report released by the Violence Policy Center in Washington. (State Newspaper)

The citizens of the City of ABC were faced with high rates of crime for several years. ABCPD and ABC Administration have made great strides to reduce crime in the City of ABC utilizing the Community Policing philosophy and enhancements in technology. Index crimes decreased by 162 in 2012 as compared to 2011. Index Crimes have declined dramatically since 2003 (down 19.5%) and continue to remain 26.9% below the ten year average. This pattern of decline has closely mirrored overall crime rates throughout South Carolina.

Our LEVAs report there were 430 domestic violence cases in 2013, with 363 of them being assisted by the LEVA, whose position is proposed in this grant. This Law Enforcement Victim Advocate's salary and benefits has been charged 90% to a federal VAWA grant for a number of years with 10% being charged to the Court Fines. That grant is ending in May 2014. The other LEVA is charged 100% to the Court Fines money for victims. The account will not support long term both LEVAs costs.

According to our Finance Department, the balance of our Court Fines account for victims is already going down monthly due to less crime.

We are seeking another funding source for at least one of the LEVAs since nothing is budgeted in the City budget for the cost of the LEVAs.

Also, the City of ABC has provided funds to two non-profits in the City of ABC that serve victims for the last couple of years from the court fines.

Also, the City of ABC continues to struggle, as many cities do, with budget issues.

For the current budget period, the City of ABC projected a 2% increase in revenue in business license revenue and a 1% increase in insurance franchise fees. These increases were offset by an 18% decrease in building permits and fees. The County saw a .54% increase in Police Officer's Retirement System in July 2013 and an 8% increase in medical insurance from the previous year. The medical insurance alone costs the City of ABC \$201,240.

In addition to the above additional costs, the City of ABC has numerous old buildings with maintenance issues, which deplete any additional increases in revenue.

The City of ABC needs the support of this grant to continue the victim services program.

Last year's costs on the Source of Income Page is based on actual expenditures from the Comprehensive Financial Report. The costs for the current fiscal year are based upon the City of ABC's proposed budget and grants received or remaining balance of grants. The current fiscal year costs are being evaluated based upon changing revenue. Funds reported represent police only. An increase is shown in the local dollars from the last fiscal year, which was primarily for a 1% salary increase and increasing in benefits.

## PROGRAM NARRATIVE

**V. VOCA GRANT STATISTICS:**

**A. THESE VOCA FUNDS WILL BE USED TO:**

- Expand Services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Continue existing services to crime victims
- Other

Other: (Specify)

**B. CHECK THE SERVICES TO BE PROVIDED BY THIS VOCA-FUNDED PROJECT:**

- Crisis Counseling
- Information and Referral
- Follow-up Contact
- Criminal Justice Support/Advocacy
- Therapy
- Emergency Financial Assistance
- Group Treatment
- Emergency Legal Advocacy
- Crisis Hotline
- Assistance in Filing Compensation Claims
- Shelter/Safe House
- Personal Advocacy
- Other: (Specify)

none

**PROGRAM AREA:** Check the program area under which your organization is applying for funds.

**PLEASE CHECK ONLY THE ONE THAT BEST DESCRIBES THIS GRANT'S PURPOSE.**

- Sexual Assault
- Domestic Violence
- Child Victims
- Previously Underserved Victims of Violent Crime
- Other Violent and Serious Crime/Comprehensive Multiple Services

**D. IDENTIFY THE VICTIMS TO BE SERVED BY THE TYPE OF VICTIMIZATION THROUGH THIS VOCA FUNDED PROJECT.**

- Child Victims of Physical Abuse
- Child Victims of Sexual Abuse
- Victims of DUI/DWI
- Victims of Domestic Violence
- Adult Victims of Sexual Assault

Adult Survivors of Incest or Child Sexual Abuse

Survivors of Homicide Victims

Other Victims of Crime (Identify):

E. Identify the counties this project will serve:

City of ABC and environs

F. Projected number of victims this project will serve:

300

## PROGRAM NARRATIVE

**VI. PROJECT DESCRIPTION:** The purpose of this section is to describe the broad goals of your program. In addition, describe a specific plan for conducting the program and a rationale for the tasks and activities to be employed to address the problem outlined in Section IV. Please outline in detail your overall program so that it is very clear to the reader what you plan to do. This documentation should include all activities from the time you initiate identifying the client to the job descriptions of all positions being funded by VOCA.

With the requested funds, City of ABC Police Department (ABCPD) will provide services to victims of all crimes but primarily to domestic violence victims by the proposed LEVA.

The grant will be implemented by the ABCPD. The Law Enforcement Victim Advocate (LEVA), currently working for the City of ABC will serve under this grant. Funding for the LEVA's salary and fringe benefits will be gone as of May 2014. The LEVA has been working under a grant from the Office of Violence Against Women for more than 10 years. The City of ABC is seeking a funding source to allow us to keep the position.

The LEVA proposed under this grant, will work under the direction of the ABCPD Criminal Investigations' Division. ABCPD is committed to continuing to provide victim services, and thus is seeking the proposed funding. ABCPD sees the broad goals of the victim assistance program as being the following:

1. To increase the commitment of the ABCPD to assist victims of crime by increasing the range and availability of services of victims, and working to expand the victims opportunity to participate in all stages of the criminal justice system.
2. To increase coordination and networking of all appropriate agencies, organizations, and groups providing services to victims of crime in order to develop an integrated system of victim assistance.

Incident reports will be reviewed by either the Lieutenant or Sergeant of the Criminal Investigations Division on the next working day after the incident occurred. On certain cases, the Criminal Investigations Division will be called out to the crime scene. Depending on the type and severity of the cases, the LEVA could be called out to the scene of the incident. The LEVA will meet the job responsibilities as explained in the attached job description, which is part of the County of Central evaluation system software. Actual responsibilities include the following:

1. 24-hour on-call crisis intervention;
2. Inform victims of their rights and responsibilities under the law;
3. Accompaniment and transportation to and from Court Hearings;
4. To provide victims with referrals to and information on community agencies for professional counseling, support groups, medical and financial aid and shelter;
5. To act as a liaison between victims, police officers, investigators, and local agencies;
6. To assist victims in filing for victims' compensation through SOVA to obtain help with medical expenses, lost wages, and counseling.
7. To provide transportation to victims to reach the services needed. The services for victims begin at the time of the incident and continue until the services are no longer needed.
8. Some assistance with emergency funds.
9. Provide updates on the status of the case, as well as the status of the SOVA application.

The services begin with crisis intervention and continue with the above-listed services throughout the judicial system.

The LEVA proposed under this grant will work with the other LEVA to recruit volunteers to assist with the program. Contact with volunteers has generally been made through presentations given at community and civic meetings, as well as through presentations made at local schools and universities. Volunteers are being sought from local universities as well as the community. Volunteers are needed to assist with follow-up contact to victims and to assist with special activities such as: the annual Day of Prayer for victims of crime and the Shop With A Cop Program.

Additionally, the LEVA will work with the other LEVA to train police officers in the area of victim services and to assist them in the completion of the Victims Notification Form. Officers will be provided with information on the need to involve the LEVA cases, and when they need to contact the LEVA for assistance.

The LEVA will work with the other LEVA to coordinate the bi-annual meetings of the AVAN. The meetings provide the victim service providers and human service agencies an opportunity to coordinate and improve victim services during the grant period.

The LEVA will keep a database showing the victims served and the type of service provided. A summary report generated from the database will be submitted with the bi-annual report. Also, a summary report will be completed at the end of the grant to document the services provided to victims.

The LEVA will attend at least two trainings during the grant period. The projected trainings include South Carolina Victim's Right Week and the Interpersonal Violence Conference held in the City of ABC. ABCPD will fund other training as funds are available to meet state requirements as well as encourage attendance at free trainings.

A job description is attached.

## PROGRAM NARRATIVE

**VII. PROJECT OBJECTIVES:** Objectives are specific, quantified statements of expected results of the project. The objectives must be described in terms of measurable events that can be realistically expected under time constraints and resources. Objectives must be related to the problem(s) outlined in Section IV. They should describe who would do what. **PLEASE DO NOT LIST ANY TASKS.** There should be no more than five (5) objectives and indicators.

1. The LEVA will provide crisis counseling, follow-up contacts, information, referrals, criminal justice support, and assistance in filing for victim compensation funds for at least 300 victims of violent crime.
2. The LEVA will organize at least four meetings and/or trainings for AVAN (a group of service providers and human service agencies) to coordinate and improve victim services during the grant period.
3. The LEVA will expand the citizen volunteer program to maintain at least 2 volunteers to assist with office work, and 45 volunteers to assist the LEVAs with special events.
4. The LEVA will train all new ABCPD Officers on trauma-informed victim assistance response, demeanor, referrals, cultural awareness, and forms to be completed when serving victims.

**VIII. PERFORMANCE INDICATORS:** Based upon your measurable objectives, state exactly how each objective will be measured. Performance Indicators should be matched to your specific objectives, in a one to one ratio. Performance Indicators are activities that evaluate and document your programs as to whether each activity was successful. For example, if you wanted to measure a training workshop, a Performance Indicator would be written evaluations to be completed by participants at the end of the conference, observation, and verbal feedback from the involved persons to independent third party observers who would be documented in an overall report.

1. The LEVA will maintain a database of victims assisted, which will include grant required data including the type of services provided to each victim. A print-out from the database will be submitted with the bi-annual grant reports. Services requested v. services provided will be tracked. There will be a 25% decrease in non-provided services.
2. The LEVA will maintain a copy of the minutes from the meetings held, as well as sign-in logs. The minutes will be maintained in the LEVAs' office, and submitted with the six month reports. Each meeting will provide two more contacts for community partners.
3. The LEVA will maintain copies of the procedures of the volunteer programs, as well as the forms signed by the volunteers. Also, the LEVA will maintain the monthly volunteer log report and the volunteer sign-in logs documenting the volunteer hours.
4. The LEVA will keep a record of the dates and the number of Public Safety Officers trained during the grant period. Pre and post testing at six-month intervals will determine knowledge retention. The LEVA will coordinate with the Patrol Training Officer to establish review protocols and set up a feedback loop with officers for service improvement.

## PROGRAM NARRATIVE

**IX. PROJECT ASSESSMENT AND EVALUATION:** In addition to performance indicators, describe any planned methods or measurement tools that will be used to demonstrate how project activities were successful.

The evaluation of the project will continue to look at the effectiveness of services provided by the LEVA. The evaluation includes the following:

1. The statistical breakdown of the number of victims served by the LEVA and the level of assistance as required by the grant will be submitted with the bi-annual and the final reports. See: Objective one for performance rubric.
2. The final report will include a narrative and graphs documenting the types of victims served and the breakdown by type of crime for the grant period.
3. The final report will include a summary of the services provided by volunteers during the grant period and the number of volunteers utilized during the grant period.

**X. PROJECT CONTINUATION:** Do you feel that this project will be self-sufficient if federal assistance is no longer available? If no, please explain. Private non-profit agencies: 1) Are you receiving funds from City/County Council? If yes, how much will go toward the continuation of this project? If no, provide extensive, valid documentation that the project cannot be continued with other funding sources (other than these grant funds).

The City of ABC is seeing some gradual improvement over the last few years. The City recognizes the importance of the victim services program, and will begin to look for additional funding for the position whether through local dollars or grant funds.. The City of ABC intends to be fully sustainable by Year Three.

## PROGRAM NARRATIVE

**XI. SOURCES OF INCOME:** List the total income your agency received in the previous fiscal year and is receiving or is expecting to receive in the current fiscal year. Complete ALL the information requested below, showing total budget, including but NOT limited to victim assistance funding. You must demonstrate that at least 25% of your agency's financial support comes from non-federal sources.

SOURCE OF FUNDS (e.g., DHEC, DSS)	TYPE OF FUNDS (e.g., local, state, federal VOCA, VAWA, SVAP, Act 141 funds)	TYPE OF PROGRAM ACTIVITIES (e.g., child abuse, domestic violence)	AMOUNT OF FUNDS PREVIOUS FISCAL YEAR	AMOUNT OF FUNDS CURRENT FISCAL YEAR
see attached			\$0	\$0
TOTAL:			\$0	\$0

List any proposals or grant requests that you have submitted to any other agency that you anticipate receiving and that are not outlined above.

			\$0	\$0
TOTAL:			\$0	\$0

## IMPLEMENTATION SCHEDULE

Implementation Tasks	Person Responsible	Implementation Proposed (Proposed Quarters)				Implementation Actual Time Frame (Actual Dates)				
		1	2	3	4	1	2	3	4	Date
		Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	
Evaluate Project	ABC Chief of Police	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

The implementation schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section. Please use an "X" to denote which quarter you plan to implement the activity. This schedule will be used to reflect the actual activities, dates, etc. in the "Implementation Actual Time Frame" section when the grant project is monitored.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

1. **Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.
2. **Applicable Federal Regulations:** The Subgrantee must comply with the Office of Management and Budget (OMB) Circulars, as applicable: A-21 Cost Principles for Educational Institutions; A-87 Cost Principles for State and Local Governments; A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions; and, A-122 Cost Principles for Non-Profit Organizations. Also, the Subgrantee must comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 42, Non-discrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 66 (formerly OMB Circular A-102), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable OMB Circulars referenced above.
4. **Audit Requirements:** The subgrantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by the State Funding Agency (SFA) and/or any of their duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with the OMB Circular. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the subgrantee has not expended the amount of federal funds that would require a compliance audit. The subgrantee agrees to accept these requirements by the completion of Page 6 of this application. **The State Funding Agency (SFA) will only pay the grant portion of compliance audit costs and only if a compliance audit is required. Funding of accounting services is not allowed.**
5. **Equal Employment Opportunity:** No person shall on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under subgrants awarded pursuant to the Act governing these funds or any project, program, activity or subgrant supported by such requirements of Title VI of the Civil Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Title 15, code of Federal Regulations, Part 8, which have been adopted by the Federal Funding Agency); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Labor Regulation 41 CFR Part 60; and the Department of Justice Non-discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. The subgrantee must therefore ensure it has a current Equal Employment Opportunity Program (EEO) which meets the requirements of 28 CFR 42.301. The Subgrantee further agrees to post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the provisions of The EEO, as supplemented in Department of Labor Regulations 41 CFR Part 60. The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the SFA.
6. **Conflict Of Interest:** Personnel and other officials connected with this grant shall adhere to the requirements given below:
  - a. **Advice:** No official or employee of a state or unit of local government or of nongovernment grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

**b. Appearance:** In the use of these grant funds, officials or employees of state or local units of government and nongovernmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:

- 1) Using his or her official position for private gain;
- 2) Giving preferential treatment to any person;
- 3) Losing complete independence or impartiality;
- 4) Making an official decision outside official channels; or
- 5) Affecting adversely the confidence of the public in the integrity of the government or the program.

**7. Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant, including match.

**8. Non-Supplanting Agreement:** The subgrantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled.

**9. Project Implementation:** The Subgrantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report.

**10. Written Approval of Changes:** Any changes to this subgrant, which are mutually agreed upon, must be approved, in writing, by the SFA prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

**Budget Revision Requirements:** There will be no limit on the amount that can be expended for any one line item so long as the total expended for the budget category does not exceed the total budgeted for the category by more than 10% and if the quantity of personnel or equipment does not change.

A budget revision will not be required unless:

- a) The expanded amount in a major budget category exceeds the amount budgeted for the amount budgeted for that major budget category by 10%. The major budget categories are: Personnel, Consultant Services, Travel, Renovation/Construction, Equipment and Other.
- b) The quantity of Personnel or Equipment changes.
- c) An item to be purchased is not listed in the grant budget.

**11. Contract Approval Requirements:** The Subgrantee must receive approval of all contract agreements for services and products from the SFA prior to execution. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the SFA prior to payment or within 30 days of signature, whichever comes first. In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to file six months progress and quarterly reports. Such reports will include an accounting of all financial transactions completed during the reporting period as well as a description of the actual services provided. Final progress, narrative and fiscal reports will be required within 30 days after the completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. In the final narrative report, the contractor must provide a specific statement as to the total services or products provided under the terms of the contract.

**12. Individual Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, not to exceed the maximum of \$450.00 per day.

**13. Dual Employment Compensation:** Dual employment compensation must be approved by the SFA prior to contracting with consultants. An appropriate dual employment compensation form must be completed and submitted to the SFA.

**14. Sole Source Procurement:** Use of sole source procurement is discouraged. Sole source purchases will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code. All sole source purchases will require the explicit prior written approval of the SFA.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

**15. Bidding Requirements:** The subgrantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable.

On any items, including those bid in the aggregate, whose total cost is less than \$5,000, the bids do not have to be submitted to the SFA for review and approval, but adequate documentation must be maintained in the subgrantee's files. For items costing \$2,501 to 4,999, this documentation must include written quotes. For items \$2,500 or less, written documentation of verbal quotes is acceptable.

On any items, including those bid in the aggregate, whose total cost is \$5,000 or more, bids must be submitted to the SFA for review and approval prior to acceptance of any bid. Please refer to the Administrative Procurement Procedures for further instructions.

**16. Personnel and Travel Costs:** Personnel and 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. Travel costs must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at [www.gsa.gov](http://www.gsa.gov). Attendees will only be reimbursed upto the maximum allowable rate, excluding taxes and surcharges. If travel costs are included in the grant application, a copy of the agency's policies and procedures manual or its Board's signed minutes must be submitted with the application which provide mileage and per diem rates.

**17. Rental Cost:** The SFA will only pay the grant portion of rental costs. Grant participation in mortgage payments is unallowable. Prior to final approval of rental costs, a copy of the lease agreement must be provided to the SFA as well as the total square footage included in the rental agreement and the amount of square footage requested to be funded under this grant. The Subgrantee must request approval, in writing, when:

a. The total rental space requirement, including space for files, conference, mail, supply, reproduction and storage rooms, is in excess of 150 square feet per employee. Space required for intermittent and/or part-time employees may be included in the space requirement.

b. The rental charge exceeds \$10 monthly per square foot. The subgrantee must certify in writing that the requested rental charge is consistent with the prevailing rates in the local area and shall maintain documentation in its files to support such a determination.

**18. Obligation of Grant Funds:** Grant funds may not, without advance written approval by the SFA be obligated prior to the effective date of award or approved revision. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 calendar days after the end of the grant period.

**19. Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered

by the subgrantee's approved project plan and budget. Items must be in the subgrantee's approved grant budget in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit.

Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation. Claims for reimbursement must be fully documented as detailed in the Request for Payment Instructions.

**20. Recording and Documentation of Receipts and Expenditures:** Subgrantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the subgrant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

**21. Financial Responsibility:** The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the Office of Highway Safety and Justice Programs guideline manual entitled, "Financial and Administrative Guide for Grants."

a) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.

b) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.

c) The accounting system should provide accurate and current financial reporting information.

d) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

e) **Co-mingling of Funds:** The accounting system must ensure that agency funds are not co-mingled with funds from other federal agencies. Each award must be accounted for separately. Subgrantees are prohibited from commingling funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one grant may not be used to support another.

**22. Reports:** The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as the SFA may reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports.

**23. Program Income:** All program income generated by this grant during the project must be reported to the SFA quarterly (on the quarterly fiscal report) and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from the SFA.

**24. Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved.

**25. Property Control:** Effective control and accountability must be maintained for all personal property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subgrantees should exercise caution in the use, maintenance, protection and preservation of such property.

a. **Title:** Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the subgrantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition

cost of \$1,000 or more per unit.

b. **Property Control Record Form:** At the time the final request for payment is submitted, the subgrantee must file with the SFA a copy of the Property Control Record Form (provided by the SFA) listing all such property acquired with grant funds. The subgrantee agrees to be subject to a biennial audit by the SFA and/or its duly authorized representatives for verification of the information contained in the Property Control Record Form.

c. **Use and Disposition:** Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the subgrantee shall request, in writing, disposition instructions from the SFA prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to the SFA immediately.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

**26. Performance:** This grant may be terminated or fund payments discontinued by the SFA where it finds a substantial failure to comply with the provisions of the Act governing these funds or regulations promulgated, including those grant conditions or other obligations established by the SFA. In the event the subgrantee fails to perform the services described herein and has previously received financial assistance from the SFA, the subgrantee shall reimburse the SFA the full amount of the payments made. However, if the services described herein are partially performed, and the subgrantee has previously received financial assistance, the subgrantee shall proportionally reimburse the SFA for payments made.

**27. Deobligation of Grant Funds:** All grants must be deobligated within forty-five(45) calendar days of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the SFA.

**28. Project Evaluation Report:** Any formal evaluation report must be received by the SFA not later than 45 days after the end of the reporting period.

**29. Copyright:** Except as otherwise provided in the terms and conditions of this grant, the subgrantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or state funding agency (SFA) reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or SFA purposes:

- a. the copyright in any work developed under this grant or through a contract under this grant; and,
- b. any rights of copyright to which a subgrantee or subcontractor purchases ownership with grant support.

The federal government's rights and/or the SFA's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

**30. Cash Depositories:** Subgrantees are required to deposit grant funds in a federally insured banking institution, and the balance exceeding insurance coverage must be collaterally secured.

**31. Furniture Purchase Requirements (For State Agencies Only):** The SFA requires that furniture funded by the grant (both grantor and match) be purchased through the South Carolina Department of Corrections, Prison Industries Program (PI). The subgrantee may purchase grant funded furniture through another vendor only if, (a) PI is unable to guarantee delivery within eight (8) weeks of the placement of the order, or (b) the subgrantee receives a bid for furniture of equal or higher specifications for less than the PI cost. If (a) or (b) is utilized, the Project Director or Authorized Official must certify this process. The certification must accompany the Request for Payment for the applicable items.

Regardless of purchase source, the PI cost will be the maximum allowed by the grant. The maximum limit applies to Grantor funds and Match funds and any combination of the two. The subgrantee should contact a customer services representative at PI at 1-800-922-8121.

**32. Americans with Disabilities Act of 1990 (ADA):** The subgrantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

**33. Compliance With Section 504 Of The Rehabilitation Act of 1973 (Handicapped):** All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (The Act). Therefore, the federal funds recipient pursuant to the requirements of The Act hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all of its subgrantees, contractors, subcontractors, assignees or successors.

**34. Utilization of Minority Businesses:** Subgrantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.

**35. Confidential Information:** Any reports, information, data, etc., given to or prepared or assembled by the subgrantee under this grant which the SFA requests to be kept confidential shall not be made available to any individual or organization by the subgrantee without prior written approval of the SFA.

**36. Political Activity:** None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."

**37. Debarment Certification:** The subgrantee must comply with Federal Debarment and Suspension regulations by requiring completion of "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions" by subrecipients prior to entering into a financial agreement with the subrecipients for any transaction as outlined below:

a. Any procurement contract for goods and services, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold (which is \$25,000 and is a cumulative amount from all federal funding sources).

b. Any procurement contract for goods and services, regardless of amount, under which the subrecipient will have a critical influence on or substantive control over the transaction.

The subgrantee is responsible for monitoring the submission and maintaining the official document.

**38. Drug-Free Workplace Certification:** This Certification is required by the S. C. Drug-Free Workplace Act #593 of 1990 and federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, **require certification by state agency subgrantees** that they will maintain a drug-free workplace. The South Carolina Drug-Free Workplace Act **requires certification by all subgrantees receiving \$50,000 or more.** The Certification is a material representation of fact upon which reliance will be placed when the SFA determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.

**39. Disclosure of Federal Participation:** In compliance with Section 623 of Public Law 102-141, the subgrantee agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the Project unless the subgrantee:

a. specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and,

b. expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

**40. Publications:** The subgrantee agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the subgrantee describing programs or projects funded in whole or in part with federal funds, shall contain the following statement:

"This project was supported by Federal Formula Grant # (Please contact Program Coordinator for Number), awarded by the Office of Juvenile Justice and Delinquency Prevention, U.S. department of Justice through the South Carolina Department of Public Safety. The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program offices and bureaus: Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. A point of view or opinions contained within this document are those of the author and does not necessarily represent the official position or policies of the U.S. Department of Justice."

The subgrantee also agrees that one copy of any such publications will be submitted to the SFA to be placed on file and distributed as appropriate to other potential subgrantees or interested parties. The SFA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the subgrantee.

**41. Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed captioning of the verbal content of such announcement.

**42. Non-Profit Organization Special Requirement:** In accordance with the revised OMB Circular A-110, effective February 10, 1987, non-profit organizations shall maintain advances of federal funds in interest bearing accounts. Interest amounts earned on all advances of Federal grant funds up to \$250 per fiscal year may be retained by the recipient for administrative expense. This amount is not per award but from all funds received as a result of Federal programs. Annually remit interest earned (over and above the \$250 per fiscal year) on advances of Federal grant funds to the United States Department of Health and Human Services, Division of Payment Management Services, Post Office Box 6021, Rockville, MD 20852. In order to simplify compliance with this requirement, we suggest that the subgrantee have a separate bank account for funds received under this grant.

**43. Victims' Compensation Benefits:** All victims served under VOCA, VAWA or SVAP funded programs must be referred, when appropriate, for Victim's Compensation benefits. VOCA, VAWA or SVAP funds should pay for medical and counseling services only when those services are not payable under Victim's Compensation guidelines and are specifically identified within the grant.

**44. Direct Service Cost:** Only costs which are related to the provision of direct services to crime victims are allowable under VOCA, VAWA or SVAP. Community crime prevention, and legislative advocacy are examples of activities not eligible for VOCA, VAWA or SVAP funding support. (Indirect Cost is strongly discouraged.)

**45. Training:** An eligible subgrantee of crime victim assistance grant funds may only include as a budget item the reasonable cost of staff development for those persons (salaried and volunteer staff) who provide direct services to crime

victims. Also included as an allowable cost are the necessary and reasonable travel expenses related to the participation of direct service staff in eligible training programs. Such costs are, however, permitted only within the state or a comparable geographic region. Approval is provided on a case by case basis, requiring prior written approval from the SFA. All SVAP grant funded personnel must attend a minimum of one (1) training directly related to Violence Against Women issues during the grant period. All conferences/trainings must receive prior written approval from the SVAP Program Coordinator. A written summary of the trainings attended must be submitted within one month from the date of the training.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

- 46. Eligibility Requirements:** The subgrantee must demonstrate a record of providing effective direct services to crime victims. This includes having the support and approval of the subgrantee's services by the community, a history of providing direct services in a cost-effective manner, and have substantial financial support from non-federal sources. In order to ensure financial stability. In order to be eligible to receive VAWA funds, the subgrantee must be able to document that at least 25% of its financial support comes from non-federal sources.
- 47. Fiscal Regulations:** The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the SFA Guidelines or "Special Conditions" placed on the grant award.
- 48. Compliance Agreement:** The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by the SFA. Failure to comply could result in a "Stop Payment" being placed on the grant.
- 49. Suspension or Termination of Funding:** The SFA may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subgrantee for any of the following reasons:
- a. Failure to comply substantially with the requirements or statutory objectives of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; Block Grants Program Guidelines issued thereunder, or other provisions of Federal Law.
  - b. Failure to adhere to the requirements, standard conditions, or special conditions.
  - c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
  - d. Failure to submit reports.
  - e. Filing a false certification in this application or other reports or documents.
  - f. Other good cause shown.

## VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

NOTE: THE GRANT CERTIFICATIONS MUST BE SUBMITTED WITH GRANT APPLICATION

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State Funding Agency (SFA) determines to award the covered transaction, grant or cooperative agreement

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation

to this application.

## VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

NOTE: THE GRANT CERTIFICATIONS MUST BE SUBMITTED WITH GRANT APPLICATION

### 3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEEES RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

The applicant certifies that it will or will continue to provide a drug-free workplace by:

(1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(2) Establishing an on-going drug-free awareness program to inform employees about --

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs, and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);

(4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;

(6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

**B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) --APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE.**

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

## VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

NOTE: THE GRANT CERTIFICATIONS MUST BE SUBMITTED WITH GRANT APPLICATION

GRANT NO.

### CERTIFICATION BY PROJECT DIRECTOR \*

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct  
name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Agency:

Mailing Address

City:

State:

10 Digit Zip:

Phone Number:

Fax Number:

E-Mail Address:

Signature:

Bonded:  Unselected

### CERTIFICATION BY FINANCIAL OFFICER \*

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct  
name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Agency:

Mailing Address

City:

State:

10 Digit Zip:

Phone Number:

Fax Number:

E-Mail Address:

Signature:

Bonded: **Unselected**



## VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

### CHECK LIST

THE FOLLOWING IS A CHECKLIST FOR THE ORGANIZATION SUBMITTING THE PROPOSAL.

- Proposal addresses priority areas as established by guidelines.
- Documentation is included that existing program provides effective services and has adequate financial support.
- Documentation is included that project utilizes volunteers, and states approximate number of volunteers currently working.
- Documentation clearly outlines significant involvement in coordinating services with all other applicable victim organizations.
- Documentation is included that illustrates the organization assists victims in seeking victim compensation benefits.
- All appropriate signatures for the proposal have been obtained. Each of the three different official people have listed three different addresses and emails.
- Proposal is received by 5:00 pm by due date.**
- Proposal outlines that an evaluation of victims' needs in a particular community has been or will be conducted.
- Letter from Board Chairman is included, if private non-profit.
- Organizational Chart is included.
- IRS written certification is included.
- Terms and Conditions pages have been read.
- Objectives state who, will do what, by when and also state the approximate number of victims and/or trainees who will receive services through this project.
- Statements made in "Problem Definition" section are documented with current, valid, statistical data, outlining the source/date of the information provided.
- "Source of Income" page is complete with all requested information, showing total agency income and budget, including, but not limited to, victim assistance funding.
- Job description(s) for staff/volunteer(s) who will be funded by this project, or a job description of the person using the equipment purchased by this project (if this is an equipment-only grant), is included in the proposal.
- Continuation Proposal contains documentation that efforts have been made to obtain permanent funding.

# REQUEST FOR GRANT EXTENSION AND/OR REVISION

Date:

SUBGRANTEE :

GRANT TITLE :

## Type of Request:

Programmatic Revision

Budget Revision:

## 1. REQUEST FOR EXTENSION

Last Approved Grant Period:

Begin Date:

End Date:

Proposed Grant Period:

Begin Date:

End Date:

### Section 1a.

JUSTIFICATION FOR PROPOSED  
EXTENSION:

## 2. REQUEST FOR BUDGET AND/OR PROGRAMMATIC REVISION

Specific Area(s) to be revised	Current Approved Federal Amount	Requested Amount	Difference	
			(+)	(-)
Personnel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Contractual Services	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Travel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Equipment	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Other	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Total	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>

JUSTIFICATION FOR THE REQUESTED  
REVISION:

PAGE NUMBER(S) OF REVISED  
GRANT PAGES:

## 3. SUBGRANTEE GRANT OFFICIAL:

Print Name:

Signature:

(Signature not required for Electronic Submissions)

## FOR STATE FUNDING AGENCY ONLY:

Senior Accountant

Date

Initial

Program Coordinator

Date

Initial

Availability of Funds:  ▼

Date

Initial

Comments: