

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT APPLICATION**

Grant #

App # AK11004

**To Be Completed by Project Director**

**Section 1**

County Name:

**Section 2**

Grant Period:

Begin:

End:

**Section 3**

Project Title:

**Section 4**

Project Summary: To continue the existing investigator to investigate, apprehend, and prosecute offenders of violent crimes against women, focusing on domestic violence, sexual assault and stalking.

**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**

Agency DUNS number\*:   
([www.dunandbradstreet.com](http://www.dunandbradstreet.com))

Has your agency registered with Central Contractor Registration (CCR)?\* **Yes**  
([www.ccr.gov](http://www.ccr.gov))

For **Central Contractor Registration (CCR) handbook** [click here](#).

\* This data is not required to submit this application but will become necessary for federal reporting requirements if this project is awarded.

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**

a. BUDGET CATEGORIES	GRANTOR	AGENCY MATCH	TOTAL
Personnel	<input type="text" value="\$49,142"/>	<input type="text" value="\$26,135"/>	<input type="text" value="\$75,277"/>
Contractual Services	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Travel	<input type="text" value="\$5,119"/>	<input type="text" value="\$0"/>	<input type="text" value="\$5,119"/>
Equipment	<input type="text" value="\$1,100"/>	<input type="text" value="\$0"/>	<input type="text" value="\$1,100"/>
Renovation/Construction	N/A	N/A	N/A
Other	<input type="text" value="\$5,620"/>	<input type="text" value="\$0"/>	<input type="text" value="\$5,620"/>
<b>TOTAL:</b>	<input type="text" value="\$60,981"/>	<input type="text" value="\$26,135"/>	<input type="text" value="\$87,116"/>
b. PERCENTAGE IN-KIND	70%	30%	100%
b. PERCENTAGE - IN-KIND	70%	30%	
PERCENTAGE - CASH	75%	25%	

**Section 9**

APPROPRIATION OF NON-GRANTOR MATCHING FUNDS

Other (Explain):

WHOLE DOLLARS ONLY

**BUDGET DESCRIPTION**

Page 2

**MATCHING FUNDS CATEGORIES**

**PERSONNEL**

SALARIES	% of Time On Project	Quantity	GRANTOR	CASH	IN-KIND	TOTAL
Position Title						
Violent Crimes Against Women Investigator	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="\$34,000"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$34,000"/>

Victim Advocates	2	\$0	\$26,135	\$0	\$26,135
<b>TOTAL SALARIES:</b>		\$34,000	\$26,135	\$0	\$60,135

**EMPLOYER CONTRIBUTIONS (Fringe Benefits)**

Social Security & Medicare (FICA)	\$2,601	\$0	\$0	\$2,601
Retirement	\$3,784	\$0	\$0	\$3,784
Worker's Compensation Insurance	\$2,033	\$0	\$0	\$2,033
Unemployment Insurance (on first \$7,000 only)	\$140	\$0	\$0	\$140
Health Insurance	\$6,200	\$0	\$0	\$6,200
Dental Insurance	\$144	\$0	\$0	\$144
Pre-Retirement Death Benefit	\$0	\$0	\$0	\$0
Accident Death Benefit (Police Officers)	\$0	\$0	\$0	\$0
Other Employer Contributions (Itemize)	\$240	\$0	\$0	\$240
<b>TOTAL EMPLOYER CONTRIBUTIONS:</b>	\$15,142	\$0	\$0	\$15,142
<b>TOTAL PERSONNEL:</b>	\$49,142	\$26,135	\$0	\$75,277

**CONTRACTUAL SERVICES:**

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

	\$0	\$0	\$0	\$0
<b>TOTAL CONTRACTUAL SERVICES</b>	\$0	\$0	\$0	\$0

**TRAVEL:**

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

In-State Travel	\$0	\$0	\$0	\$0
Mileage: 5,000 @ .50 per mile	\$2,500	\$0	\$0	\$2,500
Per Diem: \$25 per day x 5 days	\$125	\$0	\$0	\$125
Lodging (including Taxes and Parking Fees): \$115 per night x 4	\$460	\$0	\$0	\$460
	\$0	\$0	\$0	\$0
Out-of-State Travel	\$0	\$0	\$0	\$0
Airfare (including Baggage Fees and Parking at the Airport)	\$600	\$0	\$0	\$600
Lodging (including Taxes and Parking Fees) \$150 per night x 7	\$1,050	\$0	\$0	\$1,050
Per Diem: \$32 per day x 7 days	\$224	\$0	\$0	\$224
Rental Car (including applicable taxes and fees)	\$160	\$0	\$0	\$160
<b>TOTAL TRAVEL:</b>	\$5,119	\$0	\$0	\$5,119

## 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	GRANTOR CASH	IN-KIND	TOTAL
Laptop Computer and Accessories		\$1,100	\$0	\$1,100
<b>TOTAL EQUIPMENT:</b>		<b>\$1,100</b>	<b>\$0</b>	<b>\$1,100</b>

### RENOVATIONS/CONSTRUCTION: (Describe)

		\$0	\$0	\$0
<b>TOTAL RENOVATIONS/CONSTRUCTIONS:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Other (Itemize)

Cell Phone and Service		\$360	\$0	\$360
Office Supplies		\$500	\$0	\$500
Registration Fees		\$1,250	\$0	\$1,250
Microcassette Recorder and Accessories		\$90	\$0	\$90
Digital Camera and Accessories (4)		\$1,200	\$0	\$1,200
Educational and Printed Materials		\$100	\$0	\$100
Body Cameras (4)		\$1,600	\$0	\$1,600
Air Card Service for Laptop		\$520	\$0	\$520
<b>TOTAL OTHER:</b>		<b>\$5,620</b>	<b>\$0</b>	<b>\$5,620</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

Salary and fringe benefits for one investigator.

#### TRAVEL

Mileage: Estimated mileage of 5,000 miles for training and performing the daily duties necessary for the grant-funded position.

Lodging and Per Diem: Needed for any training and out-of-town investigations addressed by the grant-funded officer.

#### OTHER

Cell Phone and Service: To be used by the investigator when not in the office to communicate with the department, prosecutors, victims and central dispatch. The cell phone will allow the investigator to have an alternate source of communication.

**Office Supplies:** For the investigator to use in their duties, for example, paper, folders, pencils, pens, ink cartridges, staples, etc.

**Registration Fees:** Estimated fees to be used to pay for training courses and conferences attended by the grant-funded investigator.

**Microcassette Recorder and Accessories:** A recorder and accessories (microcassette tapes, carrying case, etc.) is needed in order to listen to evidence that has been collected by victims for harassing phone calls, etc.

**Digital Camera and Accessories:** Four digital cameras and accessories (memory cards, carrying cases, batteries, etc) needed for the supervisor on each patrol shift to have one camera in order to take photo evidence of violent crimes against women.

**Educational and Printed Materials:** The educational materials will include videos, interactive CDs, posters, brochures, fliers, booklets, etc. to promote awareness of violent crimes against women and the resources available to assist them.

**Body Cameras:** Four body cameras needed for the supervisor on each patrol shift to have one body camera in order to record evidence when responding to calls involving violent crimes against women.

**Air Card Service for Laptop:** Air Card Service is needed for the 12 month period of the grant program in order for the investigator to access files and records while in the field.

**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 or A-128, 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 (\$300,000). 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 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:

The mission of the Anderson City Police Department is to serve the public, protect the innocent, and enforce city, state, and federal statutes within the city limits of Anderson, South Carolina. This is accomplished through a comprehensive Total Quality Management process which emphasizes a team approach geared toward the protection of life, liberty, and property, the preservation of peace, and the prevention of crime. Each operational area - Uniformed Patrol, Support Services, Administrative Services, Detention, Investigations, and Vice/Narcotics - will work together in a responsible and professional manner in order to promote an environment in which all citizens will be able to live peacefully, work diligently, enjoy recreational activities, and be safe from threat of harm.

The City of Anderson Police Department consists of six divisions:

Patrol  
Investigations  
Vice-Narcotics  
Detention  
Support Services  
Administrative Services

Sworn Personnel: Currently, the City of Anderson Police Department employees 96 budgeted-sworn positions. These positions include but are not limited to, a Chief, Captains, Lieutenants, Sergeants, Patrol Officers, Investigators, Narcotic Officers, School Resource Officers, an Animal Control Officer, Parking Officer, Training Officers, and Internal Affairs Officers.

Civilian Personnel: The 48 non-sworn members who make up the support staff for the certified officers are employed in specialized functions that are essential to the department in order for it to successfully conduct its daily business efficiently. Civilian personnel are utilized in areas where direct law enforcement action is not required. They are assigned duties that support key aspects of the law enforcement profession. Such duties include maintaining criminal intelligence files, data processing, record keeping, organizational planning and managing and operating the jail.

The Police Department has two full-time Victims Advocates. The Victims Advocates provide counseling to individuals who have been traumatized by crime and ensures that they are regularly updated on the status of cases that are pending against the persons who have victimized them. Please see the attachment entitled, Victims Advocates Job Description.

The City of Anderson Police Department was awarded a VAWA grant on October 1, 2008 in order to establish a specialized Violent Crimes against Women Investigator. This investigator is dedicated to cases involving violent crimes against adult females.

## 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. Information in this section must provide 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).

The City of Anderson Police Department strives to continually enhance the services provided to victims of crime. The police department understands the importance of assisting victims through not only the justice system but tries to ensure that they receive the support and assistance that they need emotionally and physically. In order to provide victims of crimes with the resources that they need, the Anderson Police Department works closely with the following agencies, Safe Harbor, Foothills Alliance, the Child Advocacy Center, the Department of Social Services, LEVA (Law Enforcement Victims Advocate), the Rape Crisis Center and the Stalking Hot Line.

The City of Anderson currently has two full-time victim advocates that are on-call 24 hours a day, seven days a week to assist victims of crime. The victim advocates are actively involved with the agencies listed above and with the regional victims advocate task force.

Please see the attachment entitled, Victim Services Brochure, for further information regarding the services provided to victims of crime through the agency's victims advocate program.

The City of Anderson Police Department currently has a Memorandum of Agreement with the following agencies, Foothills Alliance, Rape Crisis Center, Safe Harbor, Department of Social Services and the 10th Circuit Solicitor's Office. The Memorandum of Agreement states that the above agencies and the Violent Crimes against Women Investigator will coordinate to provide optimal and comprehensive aid to adult female victims of violent crimes.

Please see the attachment entitled, Memorandum of Agreement, for further details regarding the coordination of the agencies in Anderson, South Carolina dedicated to aiding adult female victims of violent crimes.

## 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 for training enhancements. Submit 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 VAWA federal guidelines.

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

### RESERVE POLICE OFFICERS

The City of Anderson Police Department established the reserve police officer program as a volunteer service to aid and supplement the department as directed by the City Manager. The reserve officers will be primarily utilized for the purpose of providing patrol services and emergency patrol support, but may be utilized to supplement other units within the City of Anderson Police Department.

The reserve officer program is organized under the Authority of the City Manager. The term of office for each reserve officer is the same as that of the Chief of Police; however, the Chief of Police may remove reserve officers at any time.

The reserve program is organized pursuant to S.C. Code of Laws 23-28-10 through 23-28-120, which grants the reserve officer powers equivalent to full time officers while on duty.

The reserve police officers function as a part of the patrol division.

The Chief of Police shall designate one member of the Command Staff to serve as the Reserve Liaison. This individual will be directly responsible to the chief.

There is no rank within the reserve officer program. Members of the reserves are positioned on the organizational chart by seniority. All members are in the grade of Reserve Police Officer and are under the supervision of the Reserve Liaison and/or shift supervisor on whose shift or in whose division they are working.

The City of Anderson Police Department Reserve Police Officers will have a Reserve Coordinator and an Assistant Reserve Coordinator. Generally, these two individuals will be the most senior Reserve Officers.

The number of reserve officers may not exceed the number of Class 1 Law Enforcement Officers nor may the number of Class 1 Law Enforcement Officers be reduced because of the use of reserve officers.

### SELECTION AND TRAINING

Reserve police applicants must make application and comply with all the same requirements of the selection process as required of full time officers, to include:

- a. Must be at least 21 years of age;
- b. Must be a high school/GED graduate;
- c. Must have a satisfactory background investigation;
- d. Must pass all medical and psychological exams (including a drug screening);

- e. Must complete an interview board; and
- f. Any other components required of full time officers.

All reserve police officers must successfully complete all basic reserve-training courses prior to being sworn in and commissioned. S.C. Code of Laws 23-28-30 mandates the required training. Additionally, the reserve officer should be trained in:

- a. Impact weapon, if necessary;
- b. Traffic Law;
- c. Criminal Law;
- d. Driver's Training;
- e. Officer Safety
- f. Patrol Techniques; and
- g. Any other training mandated by law or the City of Anderson Police Department.

Currently, the City of Anderson Police Department has eighteen active reserve officers. The reserve officers, like patrol officers, would act as first responders when dispatched to the scene of a violent crime. If the violent crime involved a female adult victim then the Violent Crimes against Women Investigator would be notified immediately and the investigator would take control and be responsible for handling all aspects of the case.

Please see the attachment entitled, General Order for Reserve Officers, for further details regarding the agency's Reserve Officer Program.

### 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.

Please see the attachment entitled Problem Definition.

### PROGRAM NARRATIVE

**V. VAWA GRANT STATISTICS:**

A. THESE VAWA FUNDS WILL BE USED TO:

Other:(Specify)

**B. CHECK THE SERVICES TO BE PROVIDED BY THIS VAWA-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)

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
- Stalking
- Previously Underserved Victims of Violent Crime
- Other Violent and Serious Crime/Comprehensive Multiple Services

**D. IDENTIFY THE PERSONS TO BE SERVED BY THE TYPE OF VICTIMIZATION THROUGH THIS VAWA-FUNDED PROJECT.**

- Adult Victims of Domestic Violence
- Adult Victims of Sexual Assault

- Adult Survivors of Incest or Child Sexual Abuse
- Adult Victims of Stalking
- Adult Victims of Multiple Crimes
- Batterers
- Other Victims of Crime (Identify):

Adult Female Victims of all Violent Crimes

E. IDENTIFY THE GEOGRAPHIC AREA WHICH WILL BE SERVED BY THIS PROJECT:

Anderson, South Carolina

F. IDENTIFY BY NUMBER THE FEDERAL PROGRAM PURPOSE AREA WHICH WILL BE SERVED BY THIS PROJECT (See guidelines and procedures document, page two):

1,2,3 and 10

## 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 your initiate identifying the client to the job descriptions of all positions being funded by VAWA. This documentation should include all activities; from the time you initiate intake of the client to the job descriptions of all positions being funded by VAWA.

Indicate (estimate) the number of victims who will be served by this project.

600

Indicate (estimate) the number of persons who will be trained by this project

120

Indicate (estimate) the number of persons who will receive community education or awareness education under this project

250

### Broad Goals

The primary purpose of this program is to improve investigation of violent crimes against adult women, specifically, domestic violence, sexual assault, and stalking cases through increased resources, to improve coordination of the various agencies responsible for the welfare of these victims, and to increase the number of officers with specialization in the area of domestic violence, sexual assault and stalking. A secondary purpose is to take a proactive stance in an effort to prevent further abuse of women by raising public awareness regarding these problems. Together, these efforts should then cause a decline in the cases of domestic violence, sexual assault, stalking and other criminal activity associated with such acts against adult women.

### Specific Plan

The following tasks and activities will be employed to aggressively combat domestic violence, sexual assault and stalking against adult women.

1. To increase their knowledge and skills, the Violent Crimes against Women investigator will attend specialized training in domestic violence, sexual assault, and stalking investigation at least twice per year.
2. All violent crimes against women related cases will be assigned exclusively to the grant funded investigator. After regular office hours, cases of violent crimes against women which result in injuries requiring treatment or which result in death would require the investigator to be notified to respond.
3. The investigator will aggressively investigate all criminal domestic, sexual assault, and stalking related

cases involving adult females as the victims.

4. The investigator will be involved in the screening process of domestic violence, sexual assault, and stalking related cases to aid in the determination of proper referral, action plans, and minimizing trauma to the victim. By law, law enforcement must notify victims of the status of their case until it is resolved.
5. The investigator will coordinate their efforts with the victim advocates and all agencies that share responsibility for the welfare of domestic violence, sexual assault, and stalking victims. Program literature will be provided to victims that describe services available and information about civil and criminal options that may be available. The investigator will also be available to assist victims in filling out forms to initiate legal action.
6. The investigator will provide training to patrol officers, who are often the first responders to criminal offenses, other investigators and to other agencies on domestic violence, sexual assault, and stalking indicators and investigative processes. The investigator will attempt to raise public awareness through presentations to faith-based and community groups, focusing on under-served populations, including elderly women and women with disabilities.

## 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 by when and why. Provide no more than five objectives. PLEASE DO NOT LIST ANY TASKS. There should be no more than five (5) objectives and indicators.

1. To expand coordination and cooperation among the agencies responsible for the welfare of adult female victims of violent crimes. The Violent Crimes Against Women Investigator will provide training for other officers and law enforcement agencies on domestic violence, sexual assault, and stalking indicators and investigative processes. The Investigator will raise the awareness of the public and community organizations regarding services and resources available to victims of domestic violence, sexual assault, and stalking.

**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 investigator will meet on a quarterly basis with local agencies responsible for the welfare of adolescent and adult victims of VAWA violent crimes. The focus of the meetings will be to improve investigations of domestic violence, sexual assault, and stalking related crimes against women, and to develop a Memorandum of Agreement among agencies that specifies the protocol that will be used to investigate violent crimes against women. A copy of the Memorandum will be turned in to the Project Director. A record will be maintained of domestic violence, sexual assault, and stalking crimes against women training presented by the investigator to other law enforcement officers within the department as well as other local law enforcement agencies at least three times a year. The investigator will also provide training to other agencies in the City of Anderson which are responsible for the welfare of female victims of violent crimes. Other agencies include universities, the Department of Social Services and medical organizations. The investigator will, in addition, develop and present information on violent crimes against adolescents and adults to community organizations, focusing on groups which focus on services to disabled and/or elders.

## 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. This section is limited one-half page. VAWA DOES NOT REQUIRE THIS SECTION DURING APPLICATION PROCESS. SHOULD THE PROPOSAL BE FUNDED, AN OUTCOME BASED EVALUATION PLAN WILL BE REQUIRED BY 30 DAYS AFTER AWARD.

This section will be left blank for VAWA applications until award, at which time an Outcome Based Evaluation Plan will be required. The instructions and form is available on our website at [http://www.scdps.org/ojp/voca/victim\\_services\\_supplemental\\_forms.htm](http://www.scdps.org/ojp/voca/victim_services_supplemental_forms.htm) Should your agency/organization file a Outcome Measurement Form with United Way, this may be submitted in lieu of the Outcome Based Evaluation Plan. All projects funded by VAWA must document efforts to access, coordinate with and serve the under and un served communities in their area. Please refer to demographic information for your area, statistics used in your problem statement, and the request for proposal information.

**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). What plans does your agency have to achieve project sustainability in the future? This section is limited to one-half page.

At the conclusion of the grant period, City Officials have agreed to continue this project through the municipal budget.

## 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., counselling for SA victims, domestic violence)	AMOUNT OF FUNDS PREVIOUS FISCAL YEAR	AMOUNT OF FUNDS CURRENT FISCAL YEAR
US Marshall's Program	Federal	Prisoner Per Diems	\$1,141,171	\$713,915
Paytel	Local	Inmate Phone Fees	\$35,771	\$9,690
Criminal / Traffic Fines	Local		\$592,266	\$498,823
Parking Fines	Local		\$6,650	\$3,360
Towing Fees	Local		\$133,367	\$65,880
Zack's Take a Break	Local	Vending Machine Comn	\$6,001	\$0
Record Checks	Local		\$2,784	\$895
Photocopies	Local		\$2,071	\$2,625
Funeral Escorts	Local		\$7,250	\$2,275
Taxi Permits	Local		\$310	\$189
Fingerprints	Local		\$2,305	\$1,279
Animal Control Fees	Local		\$280	\$180
School Resource Office	Local		\$166,667	\$84,133
BVP Grant	Federal	Bullet Proof Vest Reimb	\$2,529	\$3,403
JAG Grant	Federal	White Collar Crime Inve	\$70,888	\$0
JAG Grant	Federal	Crime Scene Investgato	\$179,476	\$0
JAG Direct Grant	Federal	Street Level Overtime	\$25,902	\$25,583
VAWA Grant	Federal	Violent Crimes Against V	\$38,103	\$21,893
Office of Highway Safet	Federal	DUI Traffic Unit	\$90,251	\$53,471
CHRP COPS Grant	Federal	COPS Hiring Recovery	\$135,639	\$91,822
ARRA JAG Direct Grant	Federal	Street Level Overtime	\$106,851	\$0
JAG Grant	Federal	Taser	\$72,901	\$0
JAG Grant	Federal	Body Armor	\$22,440	\$0
SCMIT Grant	Local	Soft Body Armor Purcha	\$0	\$659

COPS CSP Grant	Federal	Child Sexual Predator U	\$0	\$172,613
Cromer Vending Service	Local	Vending Machine Comn	\$0	\$18,000
TOTAL:			\$2,841,873	\$1,770,688

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:			\$2,841,873	\$1,770,688

## 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	Qtr
Interagency Coordination Tasks	Project Director / Investi	X	X	X	X					
Solicitor's Office Coordination Tas	Project Director / Investi	X	X	X	X					
Attend Training	Investigator	X	X	X	X					
Conduct Officer Training	Investigator	X	X	X	X					
Public Presentations / Community	Investigator	X	X	X	X					
Conduct Investigations	Investigator	X	X	X	X					
Collect / Maintain Data	Investigator	X	X	X	X					
Provide Counseling	Investigator	X	X	X	X					
Refer Victims and Offenders to the	Investigator	X	X	X	X					
Serve as a Resource of Informatic	Investigator	X	X	X	X					
Compile / Submit Quarterly Repor	Project Director / Investi	X	X	X	X					
Adjust / Improve Investigative Met	Investigator	X	X	X	X					
Compile / Submit Annual Evaluati	Project Director / Investi				X					

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.

## S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS

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.

## **S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS**

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 quarterly 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 as 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 quarterly progress and fiscal 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.

## **S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS**

**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.

**Purchases \$2,500.00 and less:** Purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered fair and reasonable. Subgrantee grant budget items equal to or less than \$2,500 will be evaluated by SCDPS Programmatic staff at the time of grant budget approval, and only fair and reasonable costs will be approved for inclusion in the subgrantee grant budget.

**Purchases from \$2,500.01 to \$10,000:** On any item, including those bid in the aggregate, whose total cost is between \$2,500.01 and \$10,000, written solicitation of written bids/quotes from a minimum of three qualified sources of supply must be made. The award shall be made to the lowest responsive and responsible sources.

Please refer to the Administrative Procurement Procedures at <http://www.scdps.org/oag/> for further information.

**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 up to 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.

## S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS

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 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.

## **S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS**

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.

## **S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS**

**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.

**Active DUNS number and Central Contractor Registration (CCR) registration required for federal reporting purposes A DUNS number is required following an award:** A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement. **Central Contractor Registration (CCR) is required following an award:** A CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note that the term "assistance awards" includes grants, cooperative agreements, and other forms of federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered "registrants". For **Central Contractor Registration (CCR) handbook** [click here](#).

## S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS

**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 # (CALL SFA FOR ACTUAL GRANT NUMBER), awarded by the Office on Violence against Women, 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. Points of view or opinions contained within this document are those of the author and do 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 VAWA 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 VAWA Program Coordinator. A written summary of the trainings attended must be submitted within 30 days from the last day of the training.

## **S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS**

**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.

50. Violence Against Women Act grant-funded personnel may not provide services to any victims under the age of 13 years.

51. VAWA grant-funded staff is required to provide 100 percent of time to the approved VAWA grant project objectives. VAWA grant-funded personnel may not be assigned staff or agency duties, and may not perform any staff, agency or additional duties that are not directly related to the approved VAWA project objectives.

52. Violence Against Women Act grants will not be extended past the end of stated grant period.

53. All Progress Reports must be submitted by the date listed on the Progress Report. Report Requirements are subject to change. Contact your program coordinator for details.

54. Grant-funded personnel must read the approved grant, pages 10-13 and the Special Conditions. A written statement, confirming this Special Condition, signed by the funded staff person must be submitted to the VAWA State Program Coordinator within fifteen days of employment, or with the special conditions whichever is sooner.

The subgrantee will send all written, visual or sound publications (excluding press releases, newsletters) issued by said subgrantee describing programs or projects funded in whole or in part with VAWA funds, to the VAWA State Program Coordinator for approval before being printed or distributed. The subgrantee will send the VAWA State Program Coordinator a copy of the final product to be placed on file a minimum of one (1) month prior to distribution.

# S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS

## 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.

## **S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT TERMS AND CONDITIONS**

### **3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES 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.

**S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT CERTIFICATIONS**

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: **Yes**

**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: Ms.

First Name: Peggy

Middle Name: G.

Last Name: Maxwell

Suffix:

Title: Finance Director

Agency: City of Anderson

Mailing Address 401 South Main Street

City: Anderson

State: South Carolina

10 Digit Zip: 29624-2301

Phone Number: (864) 231 2203

Fax Number: (864) 231 5939

E-Mail Address: pmaxwell@cityofandersonsc.com

Signature:

Bonded: **Yes**

### S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT CERTIFICATIONS

GRANT NO.

#### CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN \*

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.

The Omnibus Appropriations Act of 1996 requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for law enforcement and/or criminal justice activities. In compliance with that mandate, I certify that the receipt of federal funds through the State Funding Agency shall in no way supplant or replace state or local funds or other resources that would have been made available for law enforcement and/or criminal justice activities.

(Please use the distinct name fields below) Name: John

Prefix: Mr.

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: **Yes**

**\* 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.**

## S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT CERTIFICATIONS

### CHECK LIST

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

- Proposal addresses one of the priority areas.
- 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.
- 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 on 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.

A copy of agency Victim Services and Administrative Standards Policy and Procedures is available for review.

## 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"/>
Contractual Services	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text"/>
Travel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text"/>
Equipment	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text"/>
Other	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text"/>
Total	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text"/>

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: