LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C10-9-012

APPLICANT: Metropolitan Center for Women and Children, Inc.

PROJECT TITLE: Rape Counseling Program

PROJECT FUNDS :

FUND:	$ 30,000	80.00%	PROJECT DURATION: 12 months
MATCH:	$ 7,500	20.00%	START DATE: 01/01/2011
TOTAL:	$ 37,500	100.00%	END DATE: 12/31/2011

Continuation of C07-9-011

PROJECT SUMMARY:

Metropolitan Center for Women and Children will provide victim assistance in the form of individual therapy, group support, crisis intervention, information and referrals to victims of sexual assault and sexual abuse who are residents of Orleans Parish.

RECOMMENDATION : FUND X **DENY** ___

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.

LOUISIANA COMMISSION ON LAW ENFORCEMENT AND THE ADMINISTRATION OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY: **Project ID:** C10-9-012 **CVA Purpose Area:** 1

1. TITLE OF PROJECT
Rape Counseling Program

2. ☐ **NEW PROJECT**
☒ **CONTINUATION PROJECT OF: C09-9-010**

3. PROJECT DURATION
Total Length: **12** Months (*Not to exceed 12 Months*)
Desired Start Date: 1/1/2011
Desired End Date: 12/31/2011

4. PROJECT FUNDS
Federal Funds: $30,000
Cash Match
In-Kind Match: $7,500
Total Project: **$37,500**

5A. APPLICANT AGENCY INFORMATION
Agency Name: Metropolitan Center for Women & Children
Physical Address: 3929 Jefferson Hwy.
City: Jefferson Zip: 70121-0775
Mailing Address: P.O. Box 10775
City: Jefferson Zip: 70181-0775
Phone: (504) 837-5400 FAX: (504) 828-2893
Email: metro@mcwcgno.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY
Authorized Official: Dale E. Standifer
Title: Executive Director
Agency Name: Metropolitan Center for Women & Children
Address: P.O. Box 10775
City: Jefferson Zip: 70181-0775
Phone: (504) 837-5400 FAX: (504) 828-2893
Email: metro@mcwcgno.org

Fed Employer Tax Id: 72 - 1062244 DUNS: 932694417 - CCR CAGE/NCAGE: 5DG31 CCR Expiration Date: 1/29/2011

6. IMPLEMENTING AGENCY
Name: Dale E. Standifer
Title: Executive Director
Agency: Metropolitan Ctr for Women & Chi
Address: P.O. Box 10775
City: Jefferson Zip: 70181-0775
Phone: (504) 837-5400 FAX: (504) 828-2893
Email: metro@mcwcgno.org

7. PROJECT DIRECTOR
Name: Dale E. Standifer
Title: Executive Director
Agency: Metropolitan Ctr for Women & Chi
Address: P.O. Box 10775
City: Jefferson Zip: 70181-0775
Phone: (504) 837-5400 FAX: (504) 828-2893
Email: metro@mcwcgno.org

8. FINANCIAL OFFICER
Name: William Anderson
Title: Accountant
Agency: Metropolitan Ctr for Women & Chi
Address: P.O. Box 10775
City: Jefferson Zip: 70181-0775
Phone: (504) 837-5400 FAX: (504) 828-2893
Email: metro@mcwcgno.org

9. BRIEF PROJECT DESCRIPTION: ***(Please do not exceed space provided below.)***

Metropolitan Center for Women and Children will provide victim assistance in the form of individual therapy, group support, crisis intervention, information and referrals to victims of sexual assault and sexual abuse who are residents of Orleans Parish.

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):

- ☒ Sexual Assault
- ☐ Domestic Abuse
- ☐ Child Abuse
- ☐ Previously Underserved

State Type of Previously Underserved:

PROJECT BUDGET SUMMARY

INSTRUCTIONS: The Checklist is self-explanatory. In Project Summary, applicable budget category totals will be automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and/or In-Kind Match. In last table, check the type of victimization types that this project will address.

CHECKLIST:	YES:	NO:
Are all budgeted items allowable per Program Guidelines?	☒	☐
Were instructions followed to determine allowable personnel/contractual costs?	☒	☐
Are all line item computations correct?	☒	☐
Do line items add to category totals?	☒	☐
Have category totals been rounded to nearest dollar?	☒	☐

Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.

Person Completing Budget Section: Marilee Waguespack Title: Office/Grants Manager
Phone: (504) 837-5400 Fax: (504) 828-2893 E-Mail: metro@mcwcgno.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	$27,239	$0	$7,500	**$34,739**
SECTION 200. FRINGE BENEFITS	$2,761	$0	N/A	**$2,761**
SECTION 300. TRAVEL	$0	$0	$0	**$0**
SECTION 400. EQUIPMENT	$0	$0	$0	**$0**
SECTION 500. SUPPLIES	$0	$0	$0	**$0**
SECTION 600. CONTRACTUAL	$0	$0	N/A	**$0**
SECTION 700. RENOVATION COSTS	$0	$0	$0	**$0**
SECTION 800. OTHER DIRECT COSTS	$0	$0	$0	**$0**
TOTAL:	**$30,000**	**$0**	**$7,500**	**$37,500**

Provide Source of *Cash* Match:

Provide Source of *In-Kind* Match: Volunteer hours

SECTION 100. PERSONNEL

Enter Position Titles and Names of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

FULL-TIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH F	PAID WITH C
Sexual Assault Advocate	Ellen Frischhertz	FT	$2,700.00	84.07%	12.00	$27,238.68	☒	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						$27,238.68	F = Fed Funds C = Cash Match	

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH F	PAID WITH C
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							$0.00	F = Fed Funds C = Cash Match	

VOLUNTEERS:

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Volunteers: Answer Crisis Line, assist residents in shelters, provide information on getting help and/or safety in the form of shelter or other victim services; provide referrals when needed	750.00	$10.00	$7,500.00
			$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			$7,500.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	$27,239
CASH MATCH	$0
IN-KIND MATCH	$7,500
PERSONNEL TOTAL	$34,739

SECTION 100. PERSONNEL (Continued) – BRIEFLY EXPLAIN

☒ Yes ☐ No Are job descriptions for each position attached? If not, explain:

☒ Yes ☐ No Are resumes for each position attached? If not, explain:

A) Need for each position shown above; justify need for overtime:

The Sexual Assault Advocate will provide and coordinate services for Orleans Parish survivors. No overtime is expected for this position. The project duties are listed below.

B) The basis for determining the salary of each position:

Staff salaries are based on: (1) The Department of Family and Child Services/Family Violence Prevention and Intervention recommendations, (2) salaries of workers in other shelters around the state, and (3) comparable salaries for the skills needed in the Metropolitan New Orleans area.

C) Project duties of each position requested:

The Sexual Assault Advocate will provide individual therapy sessions to survivors ages 4 through adult; provide group support to survivors in groups organized by gender and age (example: teen girls ages 13-17, young boys ages 6-9, etc.); provide information and referrals to all survivors and loved ones of survivors as requested; provide crisis intervention via telephone and in-person to survivors and/or loved ones; coordinate high quality provision of services to sexual assault survivors in Orleans Parish; represent Metropolitan Center for Women and Children within Orleans Parish regarding sexual assault services and systems interacting with sexual assault survivors.

D) Indicate if personnel will be new or existing personnel. If existing, indicate if position has been backfilled. If this is a continuation application, indicate the personnel's original status. [Existing personnel is an employee that currently works for the agency, but will now be working on grant activities. If so, the position from which the employee was moved must be filled. If employee is same from the previous grant, indicate if the employee was originally hired for that position.]

Existing

SECTION 200. FRINGE BENEFITS (Employer's Share Only)

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight employees. For further information and direction, please refer to the application instructions.

Check: ☒ **All Fringe Benefits Will Be Paid by Applicant Agency** ☐ **Additional Fringe Benefits Will Be Paid by Applicant Agency**

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Ellen Frischhertz	.062		$27,239	$1,688	5.	.062			$0
2.	.062			$0	6.	.062			$0
3.	.062			$0	7.	.062			$0
4.	.062			$0	8.	.062			$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Ellen Frischhertz	.0145		$27,239	$394	5.	.0145			$0
2.	.0145			$0	6.	.0145			$0
3.	.0145			$0	7.	.0145			$0
4.	.0145			$0	8.	.0145			$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. Ellen Frischhertz	0.019		$27,239	$517	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL
1. Ellen Frischhertz	0.023	CHECK TYPE:	$7,000	$161	5.		CHECK TYPE:		$0
2.				$0	6.				$0
3.		☐ FUTA		$0	7.		☐ FUTA		$0
4.		☒ SUTA		$0	8.		☐ SUTA		$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
			FRINGE BENEFITS TOTAL (A):	$2,760				FRINGE BENEFITS TOTAL (B):	$0

PLEASE NOTE: IF MORE THAN EIGHT EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

Fringe Benefits Total (A+B): $2,760

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	$2,761
CASH MATCH	
TOTAL FRINGE BENEFITS	**$2,761**

PROGRAM NARRATIVE

A. PROBLEM DEFINITION

1. Identify the nature and magnitude of the specific problem existing in your particular community that needs to be addressed through this proposed project. **Document the need, not the symptoms or solutions.** Be sure to include current **valid local data** to support the justification. Give the source and date of your information. State the needs of your agency and the needs of the victims in your area as related to this problem and justify the need for the proposed project.

Metropolitan Center for Women and Children (Metro), established in 1986, is an independent, non-profit 501(c)(3) social service agency serving victims of domestic violence, sexual assault, stalking and human trafficking. Metro's mission is to break the cycle of violence and aid survivors of sexual assault and domestic violence through advocacy, intervention, empowerment and transformation. Metro services include a 24-hour, 7-day Crisis Line that provides counseling and/or referrals for victims.

With sexual assault statistics across the country are on the rise, Metro needs funds to address the needs of victims, women, men, and children. The following statements clarify the importance for providing services:

- Sexual violence affects women, children and men, of all ages, races, income levels, lifestyles and geographic areas.
- The right of freedom from sexual violence must be impacted through social change and education efforts.
- Sexual assault is a societal issue and not a concern only of individual survivors and their families. We disagree with many segments of our society that continue to see sexual violence as something that victims somehow cause or bring on themselves. As long as this view is held, sexual violence will continue to be seen as acceptable under certain circumstances.
- No one asks or deserves to be sexually assaulted and those victims of this crime deserve nonjudgmental, unbiased support as they make the decisions they need to make to regain control of their lives.

Statistics in our area and in nation indicate that domestic and sexual violence against children is increasing. U.S. government statistics reveal one in six women will experience an attempted or completed rape at some time in her life, and it is estimated that a majority of female rape victims are younger than 18. More than 300,000 women are estimated to be victims of sexual assault each year in the U.S. There is a pressing need to address the national prevalence of sexual assault, lack of available direct intervention and related assistance services, and the unique aspects of sexual assault trauma from which victims must heal.

2. Describe gap in community resources and how the gap was identified. Explain what need is created by this gap in services/programs.

In June 2006, Metropolitan Center for Women and Children (Metro) began providing individual therapy, on a part-time basis, at the Children's Advocacy Center in Orleans Parish. As a result of the increased demand for sexual assault therapy, the part-time advocate/therapist became a full time employee. The need for full time services is shown by the following Orleans Parish statistics.

In 2009 Metro received 942 Crisis Line calls from Orleans Parish residents.

In 2009 the Orleans Parish Sexual Assault Advocate reported the following new primary sexual assault victims. (These figures do NOT reflect carried-over clients.)

Primary victims: 91
Secondary victims: 12

B. GOALS

GOALS: The primary mission of all projects is to have a positive impact on the victims, not just to accumulate statistics on how many are served. Based on the problem identified, BRIEFY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

GOAL 1: The Sexual Assault Advocate will assist primary and secondary Orleans Parish victims of sexual trauma in the recovery process by providing group support, individual therapy, and play therapy.

C. OBJECTIVES

OBJECTIVES: Provide at least TWO (2) measurable objectives for EACH goal. Objectives need to be measurable, observable aspects of the program. Identify who, what will change and by how much. **Use absolute numbers, not percentages and be sure to include a baseline number**.

GOAL 1: To assist primary and secondary Orleans Parish victims of sexual trauma in the recovery process by providing group support, individual therapy, and play therapy.

Objective 1: Provide 100 new and carryover victims who are residents of Orleans Parish with sexual assault counseling.
Objective 2: The Sexual Assault Advocate will provide 100 units of group support per year
Objective 3: The Sexual Assault Advocate will provide 100 units of individual counseling per year.

D. ACTIVITIES / METHODS

List the specific activities and/or services to be provided that will accomplish the objectives. Must include a timetable for achieving the various components of your project. Timetable must cover entire grant period. This must relate back to the Goals and Objectives. If this is a training project, omit this page and complete D-2 Training Programs.

GOAL 1: To assist primary and secondary victims of sexual trauma in the recovery process by providing group support, individual therapy, and play therapy.

Objective 1: Provide 100 victims who are residents of Orleans Parish with sexual assault counseling.
Objective 2: The Sexual Assault Advocate will provide 100 units of group support per year.
Objective 3: The Sexual Assault Advocate will provide 100 units of individual and play therapy per year.

Methods:
Hold daily and weekly sessions with sexual assault victims.

Timeline:
Objectives 1 - 3: January 1 - December 31, 2011

E. DEMOGRAPHICS

1. This project serves the following Congressional District(s)

☒ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ All (Statewide Project)

2. Type of Organizations:

Applicant Agency: ☐ Law Enforcement ☐ Prosecution ☐ Court ☐ Non-Profit Organization ☐ Tribal Government

Check the one answer that best describes the organization receiving VOCA Formula Grant Program funds.

- ☐ Community-Based Organization
- ☐ Court
- ☐ Domestic Violence Program
- ☐ Domestic Violence State Coalition
- ☒ Dual Program (Sexual Assault and Domestic Violence)
- ☐ Dual State Coalition (Sexual Assault and Domestic Violence)
- ☐ Government Agency (Department of Human Services, Bureau of Health)
- ☐ Law Enforcement
- ☐ Probation, Parole, or Other Correctional Agency
- ☐ Prosecution
- ☐ Sexual Assault Program
- ☐ Sexual Assault State Coalition
- ☐ Tribal Coalition
- ☐ Tribal Government
- ☐ Tribal Sexual Assault and/or Domestic Violence Program
- ☐ Unit of Local Government
- ☐ University/School
- ☐ Other (Specify):

☐ Yes ☒ No Is this a faith-based organization?

☐ Yes ☒ No Is this a culturally specific community-based organization?

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

1. Name of the individual responsible for assisting victims in regard to accessing and using the LAVNS system:

NAME: Wayne Barnes PHONE: (504) 837-5400 EMAIL: wbarnes@mcwcgno.org

☐ Yes ☒ No 2. Does this individual also serve as agency's point of contact for LAVNS? If not, please provide name and contact information:

NAME: Darlene Santana PHONE: (504) 837-5400 EMAIL: dsantana@mcwcgno.org

☒ Yes ☐ No 3. Has this individual attended trainings provided by LCLE to learn how victims are served by LAVNS? If no, agency will request LAVNS training from LCLE within 30 days of award. NOTE: More information regarding the LAVNS program, including training information, can be found at: http://lcle.la.gov/programs/lavns.asp.

☒ Yes ☐ No 4. Does the agency have posters displayed for promoting LAVNS and brochures readily available to victims? If no, please go to the LCLE website to request free LAVNS materials at: www.lcle.la.gov/lavns.

G. CRIME VICTIMS REPARATIONS (CVR)

☒ Yes ☐ No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If not, please provide name and contact information:

NAME: PHONE: ( ) - EMAIL:

☒ Yes ☐ No 2. Does the agency know who the Crime Victims Reparations (CVR) Claims Investigator is at the Parish Sheriff's Office?

☒ Yes ☐ No 3. Does the agency have posters displayed for promoting CVR and brochures readily available to victims? If no, please fax a written request (contact person, agency name, mailing address) for free CVR posters and brochures to 225-925-6159. NOTE: More information regarding the CVR program, including applications and other forms, can be found at: http://lcle.la.gov/programs/cvr.asp

H. PRIOR RESULTS (For Continuation Projects Only)

1. Based on the objectives of the previous application, what were the measurable outcomes? (Refer to the previous project's performance stated in the quarterly progress reports and other additional information.)

Goal: To provide comprehensive supportive services to survivors of sexual assault living in Orleana Parish.

Objective 1: Maintain at least one Orleans Parish location for delivery of free, confidential, private counseling services.

Objective 2: Provide direct services to at least 20 survivors (new and carryover) per quarter.

Metro met the objectives for the current subgrant. A counseling office is maintained in Orleans Parish and is staffed by the subgrant advocate. During the first two quarters of the current subgrant (as reported in the Quarterly Progress Reports), a total of 64 Orleans Parish victims have received services.

2. Did the project work as expected? Explain.

The project was successful in that it allowed Metro to continue to operate offer free and confidential counseling services for victims in Orleans Parish. The funding received through this subgrant provided a portion of the Sexual Assault Advocate's salary.

3. Have the original goals and objectives been revised? ☐ Yes ☒ No

If Yes, explain what changes will be made in the continuation of this project and why?

I. EVALUATION AND DISSEMINATION OF REPORTING

A COPY OF YOUR EVALUATION FORMS USED FOR THIS PROJECT MUST BE INCLUDED.

1. From who will the data be collected – what is the source?

The Sexual Assault Advocate will provide the data.

2. When will the data be collected?

The data is collected monthly and reported quarterly.

3. Who will collect and analyze the data?

Marilee Waguespack, Office/Grants Manager

4. Who will be responsible for submitting the data for the Quarterly Progress Reports: State name and contact information.

Name: Marilee Waguespack Phone: (504) 837-5400 Email: metro@mcwcgno.org

5. Following evaluation, who and how will updating or revising of the project's strategy be accomplished?

The status of the project is reported monthly to Metro's administration. Metro's Office/Grants Manager, Marilee Waguespack, will update or revise the project's strategy by ensuring that the measurable outcomes are met.

6. Name the recipients who will receive the project's results and the schedule of reporting (i.e. monthly, quarterly, yearly). Recipients MUST state the Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports quarterly/monthly as specified at award time. Recipients should also include, if applicable, board of directors, applicant agency (if different from implementing agency), courts with jurisdiction, etc.

The Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports quarterly/monthly as specified at award time. The project's results will also be shared with Metro's Board of Directors.

J. CONTINUATION

☒ Yes ☐ No Do you plan to continue this project at the conclusion of federal support?
Since continued VOCA funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

Metro will continue to seek funds to support the Orleans Parish Sexual Assault Advocate.

K. RESOURCES

Describe the facilities and additional resources available to this project. Include the physical facility where services are provided. If applicable, list other resources available to this project, i.e. equipment, supplies, staff, etc.

Metro, in association with Children's Hospital, will provide adequate office space, office supplies, telephone access and computer usage for the Sexual Assault Advocate.

L. AUDIT REQUIREMENTS

All applications **must** check one:

☒ This organization/agency expends $500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) **AND MUST SUBMIT THE FOLLOWING INFORMATION:**

1.	Date of last audit	November 2009
2.	Dates covered by last audit:	July 1, 2008 - June 30, 2009
3.	Date of next audit:	July 1, 2010
4.	Dates to be covered by next audit:	July 1, 2009 - June 30, 2010
5.	Date next audit will be forwarded to LCLE:	November 2010

☐ This organization/agency expends less than $500,000 in federal funds from all sources during the fiscal year of the organization/agency.

M. VOLUNTEERS

☒ Yes ☐ No Are you using volunteers as match?
If yes, describe the duties and functions performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). Volunteers' duties must directly relate to the focus of this project and information stated in Section 100 Personnel.

☒ Yes ☐ No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

Volunteers are used to support the advocate and to provide assistance to sexual assault victims. The volunteers, including Master of Social Work students, provide counseling to both adults and children. One MSW student is assigned to work with the Orleans Parish Sexual Assault Advocate. The volunteers answer the Crisis Line, assist residents in shelters, and provide information on getting help and/or safety in the form of shelter or other victim services.

N. REQUIRED COMPONENTS

1. Subgrantees are required to help victims apply for victim compensation. Describe a specific plan on how applicant has or will interface with the Louisiana Crime Victims Reparations Program.

Assistance is provided through distribution of compensation brochures, making direct referrals to the compensation program through the sheriff's claims investigator, and assisting with applications, forms and procedures. All eligible clients are urged to seek this assistance. Transportation, if needed, is provided.

2. Describe how applicant has/will coordinate activities with other criminal justice system/private service providers in the community. If you have obtained cooperative agreements, a copy may be attached to the application in addition to the brief description.

Metro interacts with other criminal justice system/private service providers through the following:

- Membership and attendance at the Jefferson Stalking Committee,
- Regular contact with all local police and the Sheriff's departments (attending meetings and providing training and information),
- Regular contact with the D.A.'s Office in Jefferson Parish (providing information, providing expert witnesses), and
- Letters of understanding with the New Orleans Legal Assistance Corporation.

3. Indicate how the applicant will address the issue of encouraging the victims to report to law enforcement. Policies and procedures may be attached to the application in addition to the brief description.

All victims are encouraged to report to law enforcement and to cooperate with them. The benefits of this are reviewed carefully at the time of intake and during the course of their involvement with Metro.

4. State that the applicant will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate. The Louisiana Child Protection Act refers to screening prospective employees, **NOT** reporting instances of child abuse.

All employees and volunteers who work with children have a local criminal background check (through the State Police), and their fingerprints are kept on file. This is per the guidelines outlined in LARS 15:587.1.

CERTIFIED ASSURANCES

Abbreviations:

CFR	Code of Federal Regulations	OMB	Federal Office of Management and Budget
CVA	Crime Victim Assistance Formula Grant Program	OVC	Office for Victims of Crime
LCLE	Louisiana Commission on Law Enforcement	USC	United States Code
PL	Public Law	VOCA	Victims of Crime Act
OJP	Office of Justice Programs		

THE APPLICANT UNDERSTANDS, AND AGREES, THAT RECEIPT OF A SUBGRANT AS A RESULT OF THIS APPLICATION SUBJECTS THE APPLICANT TO THE FOLLOWING ASSURANCES:

1) **ALLOWABLE COSTS.** The applicant certifies that any allowable costs incurred under any subgrant shall be determined in accordance with the general principles of allowable costs and standards for selected cost items set forth in 2 CFR Part 225 – "Cost Principals for State, Local, and Indian Tribal Governments" (formerly OMB Circular A-87) or 2 CFR Part 230 – "Cost Principals for Non-Profit Organizations" (formerly OMB Circular A-122), as well as the current edition of the OJP Financial Guide, and LCLE Policies.

2) **AUDIT CONTRACTS**. The applicant understands and agrees that every contract, agreement or understanding to make a study or prepare a report on behalf of a state agency official, by a private firm, consultant or individual who receives compensation thereof from state, federal, local or other public funds from whatever source, shall contain or be deemed to contain an authorization for the legislative auditor to audit the records of such firm, consultant or individual pertaining to such study or report.

3) **AUDIT AND INSPECTION.** The applicant understands and agrees that the Office of Justice Program (OJP), Office for Victims of Crime (OVC), Louisiana Commission on Law Enforcement (LCLE), or any of their duly authorized representatives shall have access, for purposes of audit and examination, to any books, documents, papers, computer software, or records of the subgrantee, and to relevant books and records of contractors.

4) **AUDIT REQUIREMENTS.** The Applicant agrees to abide by the requirements of the OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations." The effective date of the new OMB Circular A-133 is July 1, 1996, and shall apply to audits for fiscal years beginning after June 30, 1996. The audit reports for June 1997 are the first to come under this Circular. The threshold for the single audit requirement is as follows:

If you have expended $300,000 ($500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards, you are required to have a single or program specific (if certain criteria are met) audit conducted for that year in accordance with the provisions of the OMB Circular A-133.

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the following:
a) The name and telephone number of the contact person responsible for the corrective action plan.
b) Specific steps taken to comply with the recommendations.
c) Timetable for performance and/or implementation dates for each recommendation.
d) Descriptions of monitoring to be conducted to ensure implementation.
A copy of the resultant audit report, if applicable, management letter issued by the auditor, corrective action plan and any written responses to the aforementioned should be forwarded to the Louisiana Commission on Law Enforcement. The audit report with attachments should be sent within 30 days after the completion of the audit, but no later than 9 months after the end of the audited period.

5) **CENTRAL CONTRACTOR REGISTRATION (CCR).** The applicant understands and agrees that it has and will maintain the Central Contractor Registration (CCR) registration. This is mandated by the Federal Funding, Accountability and Transparency Act of 2006. Information can be obtained at www.ccr.gov.

6) **CIVIL RIGHTS REQUIREMENTS.** No person in any state shall on the grounds of race, color, religion, national origin, sex or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or part with funds made available under this Act: Section 809 (c) (1) of the Act. Recipients of funds under the Act are also subject to the provisions of Title VI of the Civil Rights Act of 1964; Sec. 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G and Department of Justice Regulations on Disability Discrimination 28 CFR Part 35 and Part 39.

7) **COMMINGLING OF FUNDS.** The applicant certifies and agrees there will be no commingling of funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another.

8) **COMPETITIVE PROCUREMENT.** The applicant certifies that procurement of contract services and equipment shall be on a competitive basis in accordance with applicable federal, state, or local procurement regulations, and consistent with policies established by LCLE. Non-competitive procurement (sole source) must receive prior approval from LCLE. Contractors that develop or draft specifications, requirements, statements of work, and/or Request for Proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. An exemption to this regulation requires the prior approval of LCLE and is only given in unusual circumstances, such as when a non-profit organization is acting as the agent of the state or local unit of government. Any request for exemption must be submitted in writing to LCLE.

Any state agency or agency of a political subdivision of the state which is using appropriated federal funds must comply with Section 6002 of RCRA. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA).

9) **COMPLIANCE WITH POLICY.** The applicant certifies that this subgrant shall be subject to the policies and regulations established by the Office of Justice Programs (OJP), the Office for Victims of Crime (OVC), the Louisiana Commission on Law Enforcement (LCLE), and the Victim Services Advisory Board.

The applicant assures compliance with the applicable guidelines, provisions, policies and requirements authorized by the Victims of Crime Act (Public Law [P.L.] 98 - 473), as amended. Assurance of compliance to this Act is inclusive of any amendment or replacement of the Act through reauthorization or new

legislation.

The applicant also assures compliance with the provisions of the 2 CFR Part 225 – "Cost Principals for State, Local, and Indian Tribal Governments" (formerly OMB Circular A-87); 2 CFR Part 230 – "Cost Principals for Non-Profit Organizations" (formerly OMB Circular A-122); 28 CFR Ch.1 § 66.3 – "Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (also known as the Grants Management Common Rule for State and Local Units of Government); 28 CFR Ch.1 § 70.2 – "Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education Hospitals and Other Non-Profit Organizations"; the current edition of the OJP Financial Guide, and any other Federal requirements which may apply.

10) **CONFIDENTIALITY REQUIREMENTS.** Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. Section § 3789g and 28 C.F.R. Part 22 that are applicable to collection, use and revelation of data or information.

11) **CRIME REPORTING.** The law enforcement applicant agrees to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE.

12) **CRIME VICTIMS REPARATIONS PROGRAM.** The applicant certifies that it will be responsible for providing assistance to victims in regard to services available through the Crime Victims Reparations Program as appropriate.

13) **DATA UNIVERSAL NUMBERING SYSTEM (DUNS NUMBER).** All applicants must have a Data Universal Numbering System (DUNS Number). Information can be obtained at www.dnb.com or 1-866-705-5711.

14) **DISCRIMINATION FINDING.** The applicant assures that in the event that any federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, age, sexual orientation, or disability against a recipient of funds, the recipient will forward a copy of the findings to the Office of Civil Rights Compliance (OCRC), of the Office of Justice Programs.

15) **DUAL COMPENSATION.** The applicant assures that no contractor will receive dual compensation from his regular employer and the applicant for work performed during a single period of time and that adequate documentation will be maintained to verify such.

16) **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.** The applicant assures that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. seq., Subpart E, compliance to the requirement will follow, and a current EEOP will be maintained on file according to applicable requirements.

17) **EQUIPMENT AND OTHER CAPITAL EXPENDITURES.** The applicant certifies that a) no other equipment owned by the subgrantee is available for the project; b) subgrant funds will not be used to provide reimbursement for the purchase price or equipment already owned by the subgrantee except through permissible depreciation or use allowance actually charged to the subgrantee; c) if equipment is for purposes other than this project, the appropriate proration of costs to each activity involved will be effected; d) the amount of Federal funds applicable to the purchase or rent of equipment shall be reduced by any amount received or credited toward the trade-in or sale of older existing equipment which is being replaced as a result of this subgrant; e) funds provided by this subgrant will not be used to replace items of equipment purchased with LCLE subgrant funds, and f) an equipment inventory listing must be included with each expenditure report in which charges are being reported.

18) **EQUIPMENT INVENTORY CONTROL.** The applicant certifies that any equipment purchased through the subgrant will be tagged, put in an inventory control system, and identified or distinguished as OJP purchased equipment. When equipment is willfully or negligently lost, stolen, damaged, or destroyed, the subgrantee is responsible for replacing or repairing the equipment. Stolen equipment must be reported to local police, and all resulting reports must be submitted to LCLE.

19) **FAITH-BASED EQUAL TREATMENT REGULATION.** The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Information can be obtained at http://www.ojp.gov/about/ocr/equal_fbo.htm.

20) **FALSE CLAIMS ACT.** The applicant must promptly refer to the Department of Justice, Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the Office of the Inspector General by: a) Mail: Office of the Inspector General, US Department of Justice, Investigations Division, 950 Pennsylvania Ave., N.W., Room 476, Washington, DC 20530; b) Email: oig.hotline@usdoj.gov; c) Hotline: 1-800-869-4499 (Phone), 1-202-616-9881 (Fax), or d) Website: www.usdoj.gov/oig (Additional information is available from the DOJ OIG website.).

21) **FISCAL REGULATIONS.** Applicant certifies and agrees that fiscal administration of subgrants shall be subject to such further rules, regulations, and policies concerning accounting and records, payment of funds, cost allowance, submittal of financial reports, and any other applicable required documentation which may be prescribed by the organizations and/or publications listed within these Certified Assurances.

22) **FLOOD DISASTER PROTECTION ACT OF 1973.** The applicant certifies that flood insurance will be purchased in communities where such insurance is available as a condition for the construction or acquisition purpose for use. {Flood Disaster Protection Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 87 Stat. 975, approved December 31, 1976)}

23) **FORENSIC MEDICAL EXAMS.** The applicant assures that grant funds will not be used to pay for the cost of the forensic medical examination or any additional procedure for victims of sexual assault. No State, Indian tribal government, or territorial government may require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam.

24) **FUTURE SUPPORT.** The applicant understands that the awarding of future funding is contingent upon the availability of future federal appropriations.

25) **IMMIGRATION AND NATURALIZATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION.** The applicant agrees to comply with, and keep on file as appropriate, the Immigration and Naturalization Services Employment Eligibility Verification form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.

26) **INTEREST INCOME.** Applicant assures that all interest earned on advances will be accountable. Interest Income is not considered Program Income. Subgrant agencies should only request federal funds for immediate needs. Interest earned on federal funds up to a maximum of $250 a year for all federal programs may be kept by the subgrantee. Amounts over $250 must be submitted annually to the United States Department of Health and Human Services, Division of Payment Management Services, P. O. Box 6021, Rockville, MD 20852. A copy of any pertinent correspondence must be submitted to LCLE. Interest on Program Income may be used as match with prior approval from LCLE.

27) **LANGUAGE PROFICIENCY (LIMITED ENGLISH PROFICIENCY).** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at http://www.lep.gov.

28) **LOUISIANA AUTOMATED VICTIMS NOTIFICATION SYSTEM (LAVNS).** The applicant certifies that it will be responsible for providing assistance to victims in regard to accessing and using the Louisiana Automated Victims Notification System (LAVNS) as appropriate.

29) **MANDATORY REPORTING.** The applicant assures compliance with the provisions of Article 609 of the Louisiana Children's Code, which, in part, states that all suspected, or known instances of child abuse and/or neglect shall be reported. Reports can be made to the Office of Community Services (OCS), the Child Abuse Hot Line, or local law enforcement.

30) **MATCH.** Applicant certifies that the required match is available and dedicated to this project and is not derived from other Federal funds. Current employee positions transferred to the subgrant shall be replaced or backfilled with new employees. The applicant assures that funds required to pay the non-federal portion (cash match) of the cost of each project for which a subgrant is made shall be in addition to funds that would otherwise be made available for law enforcement, or other criminal justice efforts by the recipients of the grant funds. Recipients and their subrecipients must maintain records which clearly show the source, the amount, and the timing of all matching contribution.

31) **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA).** The applicant will comply with the Federal regulations in regards to the National Environmental Policy Act (NEPA) of 1969 (Public Law 90-190; 42 U.S.C. § 4371 et seq.)
   a) The Congress finds –
      1) that man has caused changes in the environment;
      2) that many of these changes may affect the relationship between man and his environment; and
      3) that population increases and urban concentrations contribute directly to pollution and the degradation of our environment.
   b) i) The Congress declares that there is a national policy for the environment which provides for the enhancement of environmental quality. This policy is evidenced by statues heretofore enacted relating to the prevention, abatement, and control of environmental pollution, water and land resources, transportation, and economic and regional development.
      2) The primary responsibility for implementing this policy rests with State and local government.
      3) The Federal Government encourages and supports implementation of this policy through appropriate regional organizations established through appropriate regional organizations established under existing law.
   c) The purposes of this chapter are -
      1) to assure that each Federal department and agency conducting or supporting public works activities which affect the environment shall implement the policies established under existing law; and
      2) to authorize an Office of Environmental Quality, which, notwithstanding any other provision of law, shall provide the professional administrative staff for the Council on Environmental Quality established by Public Law 91-190.

32) **NATIONAL HISTORIC PRESERVATION.** The applicant will comply with the Federal regulations regarding any minor renovations or remodeling of a property or structure fifty years or older. {National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593 and the Archeological and Historical Preservation Act of 1966 (16 USC 596a-1 et seq)}.

33) **NEW PROGRAM RESOURCES.** The applicant, if it is a new program that has not yet demonstrated a record of providing services, certifies that at least 25% of its financial support is from non-federal sources.

34) **NON-DISCRIMINATION.** The applicant assures that he, and all his contractors, will comply with the non-discrimination requirements set forth in policies and regulations of the organizations and publications listed within these Certified Assurances; 42 USC (United States Code) 3789 (d) and 12131-12134; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulation, 28 CFR Parts 35, 38, 39, and 42, Subparts C, D, E, and G; and Title I of the Omnibus Crime Control and Safe Streets Act of 1968, and Public Law 90-351.

35) **NON-PROFIT ORGANIZATIONS.** The nonprofit organization applicant agrees to maintain its nonprofit status in "Good Standing" with the Louisiana Secretary of State's Commercial Division for the duration of the project period.

36) **OBLIGATION OF SUBGRANT FUNDS.** The applicant certifies that subgrant funds may not, without advance written approval by LCLE, be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligation must be related to goods or services provided and utilized within the grant period. No additional obligations can be incurred after the end of the grant.

37) **PATENTS.** The applicant assures that if any subgrant produces patents, patent rights, processes or inventions, a report will be made to LCLE from which a determination will be made as to whether protection of such invention or discovery is necessary in accordance with President's Memorandum of August 23, 1971 (36 P.R. 16889).

38) **PEACE OFFICERS.** The applicant certifies that all peace officers hired for, or assigned work associated with their subgrant, while in an official capacity, will

be POST certified or have been "grandfathered in, as appropriate.

39) **PERSONNEL.** The applicant certifies that specific detailed time and attendance records, to include overtime, will be maintained on all grant personnel. Salaries and wages of employees chargeable to more than one grant program must be supported by appropriate time distribution records, which show equitable distribution of time and effort.

40) **PERSONNEL – BACKGROUND CHECKS.** The applicant certifies that appropriate screenings will be conducted as well as background checks, for grant personnel who have contact with or access to juveniles associated with the subgrant in accordance with the most current Louisiana Child Protection Act.

41) **PERSONNEL – EXECUTIVE OVERTIME.** The applicant assures that executives, such as President or Executive Director of an organization, will not be reimbursed for overtime or compensatory time under the grant or a respective cooperative agreement.

42) **PERSONNEL – OFF-DUTY.** The applicant assures that off-duty personnel who work on this project must work hours which do not conflict with their regular job work hours.

43) **PERSONNEL – OVERTIME.** The applicant certifies that all personnel must work hours which do not conflict or overlap with the regular work hours of the employee. Payment will be on an overtime, hourly basis at a rate not to exceed 1 and ½ times the employee's regular, hourly rate of pay.

44) **PRESS RELEASES.** The applicant certifies that any statements or press releases describing projects, activities, or results shall name LCLE as the agency responsible for making federal funds available for such activity.

45) **PROGRAM INCOME.** The applicant certifies that all income earned as a direct result of grant-funded activity (sale of publications, registration fees, asset forfeitures, and/or any other activities that generate program income) will be accounted for and utilized only for allowable program costs and in accordance with the LCLE and OJP Program Income Guidelines. Program income must be reported on the Subgrant Expenditure Report.

46) **PUBLIC AVAILABILITY OF INFORMATION.** The applicant agrees to comply with all applicable federal regulations and state policies relating to the public availability of identifiable records or other documents that are pertinent to the receipt and expenditure of subgrant funds.

47) **PUBLICATION.** Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that where activities supported in whole, or in part, by this subgrant produce books, manuals, films, videos, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide as follows: a) Inclusion of the statement, *"The opinions, findings, and conclusions or recommendations expressed in this book, manual, film, video, plan, publication, program, and/or exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or LCLE."*; b) An acknowledgment of support shall be made through use of the following, or comparable, footnote: *"This project was supported by Subgrant Number _____ awarded by the Louisiana Commission on Law Enforcement through the Office for Victims of Crime, Office of Justice Programs."*; c) Submittal of a copy of any book, manual, film, video, plan, publication, and/or computer software to LCLE, as well as a publication and distribution plan prior to publishing or distributing any of the aforementioned items developed under this subgrant.

48) **RECORDING AND DOCUMENTATION OF RECEIPTS AND EXPENDITURES.** The applicant certifies that accounting procedures will provide for accurate and timely recording of receipt of funds to include the source, expenditures made from such funds, and the unexpended balance. Controls must be established which are adequate to insure that expenditures charged to project activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate.

49) **RECORDS MAINTENANCE.** The applicant certifies that all required records, with the exception of non-expendable property inventory records, shall be maintained in accordance with requirements set forth in 28 CFR Ch.1 § 66.3 – "Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (also known as the Grants Management Common Rule for State and Local Units of Government) and 28 CFR Ch.1 § 70.2 – "Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education Hospitals and Other Non-Profit Organizations." All financial records, supporting documents, statistical records, and all other records pertinent to the award, shall be retained by each organization for AT LEAST THREE YEARS following closure of their most recent audit report. If any litigation claim, negotiation, audit, or other actions involving the records begin before the expiration of the three-year period, the records must be retained until completion of the action, or resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. Non-expendable personal property inventory records must be maintained until final disposition of the property is authorized by OJP/LCLE.

50) **RELIGIOUSLY AFFILIATED PROGRAMS.** The applicant certifies that, if the agency is affiliated with a religious program, services will be offered to all victims without regard to religious affiliations and that receipt of services is not contingent upon participation in a religious activity or event.

51) **RELOCATION ASSISTANCE.** The applicant assures that it will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, 84 Stat. 1894, (P. L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal or federally assisted programs.

52) **RENOVATION/LEASE/USED OF BUILDING.** A renovation, lease, or any proposed use of a building facility that will either (a) result in a change in its basic prior use, or (b) significantly change its size.

53) **RENT.** The applicant certifies that: a) when rental charge is requested, the charge is consistent with the prevailing rate in the local area and documentation is maintained on file to support such a determination; b) the cost of space procured for program usage may not be charged to the program for periods of non-occupancy, without authorization from LCLE; c) rental cost of space cannot be paid if the building is owned by the subgrantee or if the subgrantee has a substantial financial interest in the property; d) depreciation or use allowance on idle or excess facilities is NOT ALLOWABLE, except when specifically authorized by LCLE; e) cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and alterations, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.

54) **REPORTS TO LCLE.** The applicant assures that it shall submit, at such times and in such form as may be prescribed, such reports as LCLE may require, including monthly or quarterly fiscal reports, quarterly progress reports, quarterly program income reports, final fiscal reports and civil rights statistical reports.

55) **SEATBELTS.** The applicant assures that it will adopt and enforce a seatbelt policy for employees who operate any vehicle (company -owned, rental, or personally owned) while on the job. Such policy will require that, if available, safety restraints shall be used by the driver and passengers of vehicles.

56) **SOFTWARE DEVELOPMENT.** The applicant certifies that any computer software developed under this grant shall be placed in the public domain and made available to OJP, OJP Grantees, and LCLE for transfer to authorized users in the criminal justice system without cost other than that directly associated with the transfer. Systems will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration of any manufacturer.

57) **SPECIAL CONDITIONS.** The applicant certifies that it will abide by and incorporate any additional special conditions and requirements placed on the applicant agency as a result of a subgrant award or subgrant adjustment.

58) **SUPPLANTING.** The applicant assures that federal funds will not be used to supplant or replace state or local funds, but will be used to increase the amount of such funds that would otherwise, in the absence of federal funds, have been made available for the program funded.

59) **SUPPORT OF LAWS.** The applicant assures that federal funds cannot be used, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of government without the express prior written approval of OJP.

60) **TERMINATION OF AID.** The applicant understands that the subgrant may be terminated, or fund payments discontinued by LCLE, if a substantial failure to comply with the provisions of the regulations and policies within these Certified Assurances becomes known, or a failure to comply with the Subgrant Award Agreement is discovered.

61) **THIRD PARTY PARTICIPATION.** The applicant certifies that no contract or agreement may be entered into by the subgrantee for execution of project activities or provision of services to a subgrant project (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated into the approved proposal, or approved in advance by LCLE. Any such arrangement shall provide that the subgrantee will retain ultimate control and responsibility of the subgrant project and that the contractor shall be bound by applicable subgrant conditions and any other requirements applicable to the subgrantee in the conduct of the project.

62) **TRAVEL.** The applicant certifies that all travel will be in accordance with the current State Travel Regulations unless stricter regulations apply.

63) **UNALLOWABLE COSTS.** The applicant certifies that subgrant funds will not be expended for: a) items not part of the approved budget or separately approved by LCLE; b) the purchase of land, construction of buildings, or payment of real estate mortgages or taxes, unless specifically provided for in the subgrant agreement; c) entertainment, amusements, or social activities, and incidental costs related thereto; d) bonuses or commissions; e) purchase of automobiles or other automotive vehicles unless provided for in the subgrant agreement; f) indirect costs, g) political purposes or activities; h) compensation for travel, salary payments, consulting fees, or other remuneration of full-time federal employee; i) military-type equipment; j) direct or indirect use of funds at federal, state, or local levels relating to lobbying activities; k) dues to organizations or federations.

64) **UTILIZATION AND PAYMENT OF FUNDS.** The applicant assures that awarded funds are to be expended only for purposes and activities covered in the subgrantee's approved project plan and budget. Payments will be made on the basis of periodic requests or estimates of fund needs submitted by the subgrantee. Payments will be adjusted to correct previous overpayments, underpayment, or disallowances resulting from audit.

65) **VOLUNTEERS.** The applicant certifies that it will incorporate the use of volunteers in its project. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the subgrantee for its employees.

66) **WRITTEN APPROVAL OF CHANGES.** The applicant certifies that all major project changes must have prior written approval from LCLE to include: a) changes of substance in project activities, designs, or research plans set forth in the approved application; b) changes in the project director or key professional personnel identified in the approved application; c) changes in the subgrant period; d) changes in the approved budget. Requests for changes or extensions of the subgrant must be made in writing in advance of the subgrant expiration date. Expenditure of funds in excess of the submitted total cost estimated for any major budget category will be permitted only with LCLE's written approval. This will involve only those increases of more than 10 percent of the total category cost estimate.

CRIMINAL PENALTIES

1. Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant, contract or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

2. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to this title, or in any records required to be maintained pursuant to this title, shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code.

3. Any law enforcement program or project underwritten, in whole or in part, by any grant, contract, or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.