



# IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

## I. VOLUNTEER STATEMENT

ICDVVA funding requests the use of volunteers. Please certify below that your program will utilize volunteers.

**I understand that grant funded projects by the ICDVVA require the use of volunteers. If volunteer hours are to be used for match, I understand that they must keep timesheets in accordance to ICDVVA timekeeping requirements.**

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

## II. VOLUNTEER WAIVER REQUEST

An exemption to the volunteer requirement may be requested if the following criteria are met:

1. A compelling reason not to use volunteers exists;
2. A remedy that will allow the program to utilize volunteers; and
3. The ICDVVA has approved the request and has issued a waiver

A compelling reason may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions. A compelling reason may be the inability to recruit and maintain volunteers after a sustained and determined effort. Include in your description what methods your program will use to create an opportunity to utilize volunteers in the future. The waiver must have the approval of the ICDVVA. In the section below, describe the basis for your waiver and your proposal for future volunteers. If necessary, you may attach an additional page for your explanation.

Basis of Waiver Request:

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ICDVVA USE ONLY

- Approved
- Denied

Printed Name: Heather A. Cunningham, Executive Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE**

### **III. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act) requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through State or local governments, by Federal Grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application, the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for the children's services and that all Subgrantees shall certify accordingly.

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

### IV. ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the applicant assures and certifies:

1. It will comply with ICDVVA program service standards. It will maintain detailed records on all grant-funded projects, which indicate the date, time and nature of services delivered under the grant award and keep these records for three years after expiration of the grant period. Subrecipients will be required to collect data for all projects and submit that data to ICDVVA as required. Subrecipients providing direct services will be required to collect and submit data for all program participants.
2. It will abide by all State laws, rules, regulations, and executive orders of the Governor of the State of Idaho, pertaining to equal opportunity. Pursuant to all such laws, rules, regulations, and executive orders, the Applicant assures ICDVVA that no person in the State of Idaho shall, on the grounds of race, color, religion, sex, national origin, age, or disability, be excluded from employment with or participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity performed under a grant award(s) entered into pursuant to this Grant Application.
3. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
4. It assures the following:
  - I have read 28 CFR Part 38 ([found here](#)).
  - Based upon that information (choose one):
    - Our organization does not classify itself as a faith-based organization.
    - Our organization does classify itself as a faith-based organization and agrees to comply with the regulations outlined in 28 CFR Part 38 and have all applicable staff fully informed of and trained on those policies and regulations.
5. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

6. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC1501,ct scq.) It will not conduct lobbying activities using grant funds.
7. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act, if applicable.
8. It will give the ICDVVA or Federal funding entity, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
10. It assures it has read and understood the statement below and understands that federal grant funds, if awarded, will not be used to supplant expenditures from other Federal, State, or local sources:

*Federal grant funds must be used to supplement existing State and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.*

11. It will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act) (42 U.S.C. § 3789d(c)(1)); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1865-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and other neighborhood organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulation – Equal Treatment for Faith-Based Organizations).
12. 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, sex, or disability against a recipient of funds, the recipient, will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
13. Consistent with federal civil rights laws, the subrecipient shall not retaliate against persons for taking action or participating in action to secure rights protected by these laws.
14. It will ensure that, as part of the hiring process for any position that will be funded in whole or in part with award funds, it will properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2). For

purposes of satisfying this condition, it may choose to participate in E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the applicant uses E-Verify (and follows the proper procedures) to confirm employment eligibility for each hiring for a position to be funded in whole or in part with award funds.

15. It has written procedures in place to respond in the event of an actual or imminent "breach" of personally identifiable information (PII) (OMB M-17-12) if it -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of a VOCA/OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to ICDVVA and an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.
16. If the application includes that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under age eighteen (18), it must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

*The above assurances will be effective at the time a Grant Award Agreement is signed between the Subrecipient and the Department of Health and Welfare and will remain in effect for the grant term for which funding is being sought.*

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

### V. CERTIFICATIONS REGARDING LOBBYING; DEPARTMENT; 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. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," 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 Department of Justice 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 at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, 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 sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)** Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) 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;

(b) 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;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) 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.

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.

### **3. FEDERAL TAXES**

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

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.



#### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

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

(a) 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;

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

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

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

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

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

(c) 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 (a);

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

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

(2) 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;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN:Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) 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

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

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

### VI. ICDVVA OWNERSHIP AND INVESTMENT POLICY

Please review the following information and return the signed statement.

#### 1. Investment Prohibition

The ICDVVA follows the Office for Victims of Crime and prohibits grant recipients from investing grant funds. Noncompliance with this or other grant conditions can result in losing grant funds and can jeopardize future grant funding.

#### 2. Rental Costs and Ownership Interests

The ICDVVA follows the Office for Victims of Crime and allows grantees to charge for the cost of rental space unless the building is owned by the grantee or if the grantee has a substantial financial interest in the property. The ICDVVA prohibits the use of its funds for costs of liability insurance on buildings, capital improvements, security, bodyguards, property losses and expenses, real estate purchases, mortgage payments and construction.

If you own the building, the cost of ownership is allowable, but limited, and may include the actual cost of operations and/or maintenance. No costs may be included for purchases or construction that was originally financed by the Federal Government. Costs of utilities, janitorial service, upkeep, normal repairs and maintenance are allowable if the ICDVVA approves the cost. If you rent the building, similar costs may not be charged elsewhere, if they are included in the rental charge.

Final determinations of allowable costs are at the discretion of the ICDVVA.

I, \_\_\_\_\_, acting on behalf of \_\_\_\_\_, have read the above statement and agree to the terms set forth.

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

### VII. LIMITED ENGLISH PROFICIENCY (LEP) AND LGBTQ MEANINGFUL ACCESS AND NON-DISCRIMINATION

I hereby attest and certify to the Idaho Council on Domestic Violence & Victim Assistance that:

- Our program will ensure that individuals and/or their children who are impacted by or experience gender based violence or other victimization specific to the mission of the program will have meaningful access to the full range of services offered without discrimination and regardless of an individual's actual or perceived race, ethnicity, gender identity, or sexual orientation, or other protected categories under federal, state, and local anti-discrimination and/or civil rights laws;
- Our program has adopted the model Limited English Proficiency and LGBTQ policies, located on the ICDVVA website ([www.icdv.idaho.gov](http://www.icdv.idaho.gov)), or has our own similar comprehensive policies, that promote meaningful language access and inclusivity and prohibit discrimination based on a program participant's actual or perceived race, ethnicity, gender identity or sexual orientation, or other protected category;
- Our program will fully implement and enforce the Limited English Proficiency and LGBTQ policies; and
- Our program has in place, and follows, a procedure for filing complaints about incidents of intentional or unintentional discrimination, harassment, or any other unallowable conduct by a staff, board, or volunteer based on a person's actual or perceived gender identity or sexual orientation, race or ethnicity, or other protected category under federal, state, and local anti-discrimination and/or civil rights laws.

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**IDAHO COUNCIL ON DOMESTIC VIOLENCE  
AND VICTIM ASSISTANCE**

**VIII. NONPROFIT STATUS AND FINANCIAL ACCESS**

I hereby attest and certify to the Idaho Council on Domestic Violence & Victim Assistance that:

- Our program is a nonprofit organization. On file and available upon audit is 1) a copy of the recipient’s 501(c)(3) designation letter; 2) a letter from the recipient’s state/territory taxing body or state/territory attorney general stating that the recipient is a nonprofit organization operating within the state/territory; or 3) a copy of the recipient’s state/territory certificate of incorporation that substantiates its nonprofit status. Sub-recipients that are local nonprofit affiliates of state/territory or national nonprofits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the recipient is a local nonprofit affiliate.
- Our program’s financial statements are available online (either on the sub-recipient’s, or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 900-EZ), as several sources already provide searchable online databases of such financial statements.

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

Program is not a nonprofit organization.

Submitted by: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_