



FINANCE COMMITTEE City Council Committee

Tuesday, October 22, 2024 | 3:00 PM
2nd Floor Training Room - City Hall
900 Church Street
Lynchburg, VA 24504

AGENDA

- I. Welcome** *Vice Mayor Chris Faraldi, Chair*
- II. General Business**
 - II.1.** Consideration of introducing Resolution R-24-xxx to appropriate 2024 Improving Criminal Justice Responses Grant Program
 - II.2.** Consideration of introducing Resolution R-24-xxx to appropriate Substance Abuse and Mental Health Services Administration (SAMHSA) Grant to Expand Substance Abuse Treatment Capacity in the Lynchburg Adult Drug Court Awarded to Horizon: City of Lynchburg's Community Corrections and Pretrial Services Subgrantee
 - II.3.** Consideration of introducing Resolution R-24-xxx to appropriate 2023 Staffing of Adequate Fire and Emergency Response (SAFER) Grant - Appropriation of \$4,434,217
 - II.4.** Consideration of introducing Resolution R-24-xxx to appropriate the Drug Court Statewide Universal Drug Testing Grant
- III. Other Information**
 - III.5.** FY 2025 General Fund Reserve for Contingencies Update
 - III.6.** Monthly Revenue Collections Update
- IV. Roll Call**
- V. Next Regular Meeting**
 - V.7.** The next Finance Committee meeting is Tuesday, December 10, 2024 at 3:00 p.m.

AGENDA ITEM SUMMARY**MEETING DATE**

October 22, 2024

PRESENTED BY

Donna Nash, Office & Grants Administrator

AGENDA ITEM # II.1

Consideration of introducing Resolution R-24-xxx to appropriate 2024 Improving Criminal Justice Responses Grant Program

RECOMMENDATION

Adopt a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate \$500,000 with resources from the 2024 Department of Justice, Office on Violence Against Women, Improving Criminal Justice Response Grant Program for use to enhance the criminal justice response to sexual assault, domestic violence, dating violence, and stalking in the City of Lynchburg.

SUMMARY

The Commonwealth's Attorney's Office was awarded \$500,000 in 2024 Improving Criminal Justice Responses Grant Program funds for the period of 10/1/2024 to 9/30/2027. The Office of the Commonwealth's Attorney is requesting approval to appropriate \$500,000 towards the following criminal justice responses and services:

- a. support the salary and benefits (40%) of a full-time prosecutor dedicated to prosecuting intimate partner violence and (60%) of a full-time in-house investigator, and an hourly Domestic Abuse Response Team Coordinator,
- b. subcontract with the YWCA of Central Virginia, Domestic Violence Program to hire a full-time Domestic Abuse High Risk Team Case Manager,
- c. provide training for grant-supported staff and community partners, and
- d. develop and implement an intimate-partner high risk assessment team to intervene in cases identified through use of a high-risk instrument, the Danger Assessment for Law Enforcement, which will be implemented in November 2024 within the Lynchburg Police Department and the Lynchburg Office of the Commonwealth's Attorney.

PRIOR ACTION(S)

October 22, 2024: Finance Committee

FISCAL IMPACT

\$500,000 increase in funds to improve the criminal justice response to sexual and domestic violence; there is no local match requirement.

CONTACT(S)

ATTACHMENT(S)

- 1. Resolution - OCA OVW ICJR 10-22-24
- 2. 2024-2027 OVW ICJR Award Docs

REVIEWED BY

_____	Date:
Bethany Harrison, Commonwealth's Attorney	
_____	Date:
Donna Witt, Chief Financial Officer	
_____	Date:
Gregory Patrick, Deputy City Manager	
_____	Date:
Alicia Finney, Clerk of Council	

RESOLUTION:

BE IT RESOLVED that the FY 2025 City/Federal/State Aid Fund budget is amended and \$500,000 is appropriated with resources from a U.S Department of Justice, Office on Violence Against Women, Improving Criminal Justice Responses Grant for use to enhance the criminal justice response to sexual assault, domestic violence, dating violence, and stalking in the City of Lynchburg.

Introduced:

Adopted:

Certified:

Clerk of Council



Department of Justice (DOJ)

Office on Violence Against Women (OVW)

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF LYNCHBURG 900 CHURCH ST
City, State and Zip:	LYNCHBURG, VA 24504
Recipient UEI:	TFEAS9D28828
Project Title: OVW 2024 Grants to Improve the Criminal Justice Responses	Award Number: 15JOVW-24-GG-01643-HOMI
Solicitation Title: OVW Fiscal Year 2024 Grants to Improve the Criminal Justice Response (ICJR) Program	
Federal Award Amount: \$500,000.00	Federal Award Date: 9/20/24
Awarding Agency:	Office on Violence Against Women
Funding Instrument Type:	Grant
Assistance Listing: 16.590 - Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program	
Project Period Start Date: 10/1/24	Project Period End Date: 9/30/27
Budget Period Start Date: 10/1/24	Budget Period End Date: 9/30/27
Project Description: The Grants to Improve the Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program is authorized by 34 U.S.C. §§ 10461-10465 and implemented through regulations at 28 C.F.R. Part 90, Subpart D. The program fosters victim safety and offender accountability in cases of domestic violence, dating violence, sexual assault, and stalking by encouraging state, local, and tribal governments and courts to work collaboratively with community partners to identify problems and share ideas that will result in effectively responding to these crimes. An integral component of this program is the development, revitalization, or enhancement of a coordinated community response that brings together criminal justice agencies, victim services providers, and community-based organizations that respond to domestic violence, dating violence, sexual assault, and stalking. Grants to Improve the Criminal Justice Response (ICJR) project by City of Lynchburg, Virginia, in partnership with YWCA of Central Virginia and Lynchburg Police Department, implemented in the City of Lynchburg, Virginia, addresses ICJR purpose area(s): 3 and 22. Additionally, this project addresses OVW Priority Area Priority Area 2: Access to Justice. Specific activities include: 1) the utilization of evidence-based risk assessment instruments by their Domestic Violence High Risk Team (DVHRT) to inform appropriate responses; 2) development of protocols that will quickly connect high-risk victims with services; 3) provision of critical information to prosecutors, judges, and others making pretrial decisions; 4) case monitoring throughout the criminal justice system; and 5) provision of coordinated community response to implement strategies for disrupting the escalation of violence.	

Award Letter

September 20, 2024

Dear Donna Nash,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office on Violence Against Women (OVW) has approved the application submitted by CITY OF LYNCHBURG for an award under the funding opportunity entitled 2024 OVW Fiscal Year 2024 Grants to Improve the Criminal Justice Response (ICJR) Program. The approved award amount is \$500,000.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OVW, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Rosemarie Hidalgo
Director

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations. Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit www.ojp.gov/program/civil-rights-office/outreach. If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at askOCR@ojp.usdoj.gov or www.ojp.gov/program/civil-rights-office/about#ocr-contacts.

Memorandum Regarding NEPA

NEPA Letter Type

OVW – Categorical Exclusion - No Renovations Allowed

NEPA Letter

Renovations and construction are unallowable under this grant, and therefore none of the following activities will be conducted under the OVW federal action (i.e., the OVW-funded grant project) or a related third-party action:??

1. New construction.??
2. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.?
3. A renovation which will change the basic prior use of a facility or significantly change its size.?
4. Research and technology whose anticipated and future application could be expected to have an effect on the environment.?
5. Implementation of a program involving the use of chemicals.??

In addition, the OVW federal action is neither a phase nor a segment of a project that, when reviewed in its entirety, would not meet the criteria for a categorical exclusion.???

Consequently, the subject federal action meets the Office on Violence Against Women's criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations (adopted by OVW at 28 CFR § 0.122(b)).??Also, no further analysis is required under the National Historic Preservation Act or other related statutes and regulations.

NEPA Coordinator

First Name Debra	Middle Name	Last Name Murphy
Award Information		
This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.		
Recipient Information		
Recipient Name CITY OF LYNCHBURG		
UEI TFEAS9D28828		
Street 1 900 CHURCH ST	Street 2	
City LYNCHBURG	State/U.S. Territory Virginia	
Zip/Postal Code 24504	Country United States	
County/Parish	Province	
Award Details		
Federal Award Date 9/20/24	Award Type Initial	
Award Number 15JOVW-24-GG-01643-HOMI	Supplement Number 00	
Federal Award Amount \$500,000.00	Funding Instrument Type Grant	
Assistance Listing Number	Assistance Listings Program Title	
16.590	Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program	
Statutory Authority		
34 U.S.C. 10461 - 10465		
☐ I have read and understand the information presented in this section of the Federal Award Instrument.		

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2024 OVW Fiscal Year 2024 Grants to Improve the Criminal Justice Response (ICJR) Program

Awarding Agency

OVW

Application Number

GRANT14126284

Grant Manager Name

LATONYA EADDY

Phone Number

202-598-6793

E-mail Address

LATONYA.EADDY@USDOJ.GOV

Project Title

OVW 2024 Grants to Improve the Criminal Justice Responses

Performance Period Start**Date**

10/01/2024

Performance Period End Date

09/30/2027

Budget Period Start Date

10/01/2024

Budget Period End Date

09/30/2027

Project Description

The Grants to Improve the Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program is authorized by 34 U.S.C. §§ 10461-10465 and implemented through regulations at 28 C.F.R. Part 90, Subpart D. The program fosters victim safety and offender accountability in cases of domestic violence, dating violence, sexual assault, and stalking by encouraging state, local, and tribal governments and courts to work collaboratively with community partners to identify problems and share ideas that will result in effectively responding to these crimes. An integral component of this program is the development, revitalization, or enhancement of a coordinated community response that brings together criminal justice agencies, victim services providers, and community-based organizations that respond to domestic violence, dating violence, sexual assault, and stalking.

Grants to Improve the Criminal Justice Response (ICJR) project by City of Lynchburg, Virginia, in partnership with YWCA of Central Virginia and Lynchburg Police Department, implemented in the City of Lynchburg, Virginia, addresses ICJR purpose area(s): 3 and 22. Additionally, this project addresses OVW Priority Area Priority Area 2: Access to Justice. Specific activities include: 1) the utilization of evidence-based risk assessment instruments by their Domestic Violence High Risk Team (DVHRT) to inform appropriate responses; 2) development of protocols that will quickly connect high-risk victims with services; 3) provision of critical information to prosecutors, judges, and others making pretrial decisions; 4) case monitoring throughout the criminal justice system; and 5) provision of coordinated community response to implement strategies for disrupting the escalation of violence.

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

The recipient budget is currently under review.

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Other Award Documents

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

No other award documents have been added.

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

1

Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in the Office on Violence Against Women (OVW) taking appropriate action with respect to the recipient and the award. Among other things, OVW may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice (DOJ), including OVW, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2

Applicability of Part 200 Uniform Requirements and DOJ Grants Financial Guide

The recipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. The recipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.334, 200.337.

3

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify OVW in writing of the potential duplication, and, if so requested by OVW, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

4

Requirements related to System for Award Management and unique entity identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

The recipient also must comply with applicable restrictions on subawards (subgrants) to first-tier subrecipients (subgrantees), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier assigned by SAM.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (titled "Award Condition: Requirements related to System for Award Management (SAM) and unique entity identifiers") and are incorporated by reference here.

5

Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of an OVW grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OVW Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

6

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OVW authority to terminate award)

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients (subgrantees), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (titled "Award Condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OVW authority to terminate award)") and are incorporated by reference here.

7

Determinations of suitability to interact with participating minors

This condition applies to this award if it is indicated in the application for the award (as approved by DOJ) (or in the application for any subaward at any tier), the DOJ funding announcement (solicitation), or an associated federal statute that a purpose of some or all of the activities to be carried out under the award (whether by the recipient or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, 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 OVW website at <https://www.justice.gov/ovw/award-conditions> (titled "Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors") and are incorporated by reference here.

8

Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears on the OVW website at <https://www.justice.gov/ovw/conference-planning>.

9

OVW Training Guiding Principles

The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/sites/default/files/ovw/legacy/2012/06/28/ovw-training-guiding-principles-grantees-subgrantees.pdf>.

10

Effect of failure to address audit issues

The recipient understands and agrees that OVW may withhold award funds, or may impose other related requirements, if (as determined by OVW) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

11

Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by OVW during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

12

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

13

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (amended effective April 3, 2024).

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that relate to engaging in or conducting explicitly religious activities and requires that recipients and subrecipients that are social service providers provide written notice to beneficiaries or prospective beneficiaries of certain protections as described in 28 C.F.R. 38.6(b).

14

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

15

Restrictions on "lobbying" and policy development

In general, as a matter of federal law, federal funds may not be used by the recipient, or any subrecipient (subgrantee) at any tier, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. 1913. The recipient, or any subrecipient (subgrantee) may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by OVW from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OVW for guidance, and may not proceed without the express prior written approval of OVW.

16

Compliance with general appropriations-law restrictions on the use of federal funds for this fiscal year

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <https://www.justice.gov/ovw/award-conditions> (titled "Award Condition: General appropriations-law restrictions on use of federal award funds") and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OVW for guidance, and may not proceed without the express prior written approval of OVW.

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient and any subrecipients (subgrantees) must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award – (1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by– (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/grant-complaint> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient (subgrantee) under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient–

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards (subgrants), procurement contracts, or both–

a. it represents that–

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward (subgrant), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that

prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

19

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact OVW for guidance.

20

Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients (subgrantees) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

21

Requirement to disclose whether recipient is designated high risk by a federal grant-making agency outside of DOJ

If the recipient is designated high risk by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OVW by email to OVW.GFMD@usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: (1) the federal awarding agency that currently designates the recipient high risk; (2) the date the recipient was designated high risk; (3) the high-risk point of contact at that federal awarding agency (name, phone number, and email address); and (4) the reasons for the high-risk status, as set out by the federal awarding agency.

22

Availability of general terms and conditions on OVW website

The recipient agrees to follow the applicable set of general terms and conditions that are available at <https://www.justice.gov/ovw/award-conditions>. These do not supersede any specific conditions in this award document.

23

Compliance with statutory and regulatory requirements

The recipient agrees to comply with all relevant statutory and regulatory requirements, which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Violence Against Women Act Reauthorization Act of 2022, P.L. 117-103, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. 10101 et seq., and OVW's implementing regulations at 28 C.F.R. Part 90.

24

Compliance with solicitation requirements

The recipient agrees that it must be in compliance with requirements outlined in the solicitation under which the approved application was submitted, the applicable Solicitation Companion Guide, and any program-specific frequently asked questions (FAQs) on the OVW website (<https://www.justice.gov/ovw/resources-and-faqs-grantees>). The program solicitation, Companion Guide, and any program-specific FAQs are hereby incorporated by reference into this award.

25

VAWA 2013 nondiscrimination condition

The recipient acknowledges that 34 U.S.C. 12291(b)(13) prohibits recipients of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. The recipient agrees that it will comply with this provision. The recipient also agrees to ensure that any subrecipients (subgrantees) at any tier will comply with this provision.

26

Misuse of award funds

The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

27

Limitation on use of funds to approved activities

The recipient agrees that grant funds will be used only for the purposes described in the recipient's application, unless OVW determines that any of these activities are out of scope or unallowable. The recipient must not undertake any work or activities that are not described in the recipient's application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval, via Grant Award Modification (GAM), from OVW.

28

Non-supplantation

The recipient agrees that grant funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

29

Confidentiality and information sharing

The recipient agrees to comply with the provisions of 34 U.S.C. 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The recipient also agrees to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. 12291(b)(2))" on the OVW website at <https://www.justice.gov/ovw/resources-and-faqs-grantees>. The recipient also agrees to ensure that all subrecipients (subgrantees) at any tier meet these requirements.

30

Activities that compromise victim safety and recovery or undermine offender accountability

The recipient agrees that grant funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation or companion guide under which the application was submitted.

31

Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence

The recipient, and any subrecipient at any tier, must have a policy, or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (titled "Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence") and are incorporated by reference here.

32

Termination or suspension

The Director of OVW, upon a finding that there (1) has been substantial failure by the recipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, (2) has been failure by the recipient to make satisfactory progress toward the goals, objectives, or strategies set forth in the application, or (3) have been project changes proposed or implemented by the recipient to the extent that, if originally submitted, the application would not have been selected for funding, will terminate or suspend until the Director is satisfied that there is no longer such failure or changes, all or part of the award, in accordance with the provisions of 28 C.F.R. Part 18, as applicable mutatis mutandis. The federal regulation providing uniform rules for termination of grants and cooperative agreements is 2 C.F.R. 200.340.

33

Semiannual and final performance progress report submission

The recipient agrees to submit semiannual performance progress reports that describe activities conducted during the reporting period, including program effectiveness measures. Reports must be submitted throughout the project period, even if no funds were spent and no activities were conducted in a given reporting period. Delinquent reports may affect future discretionary award decisions and may lead to suspension and/or termination of the award.

The information that must be collected and reported to OVW can be found in the reporting form associated with the grant program or initiative under which this award was made. Performance progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 - June 30 and July 1 - December 31. Recipients are required to submit their reports through the Justice Grants System, unless and until OVW issues updated instructions for report submission. The final report is due 90 days after the end of the project period and should be marked "final" in the Report Type field.

34

Quarterly Federal Financial Reports

The recipient agrees that it will submit quarterly Federal Financial Reports (SF-425) to OVW in the Justice Grants System, not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 120 days following the end of the award period. Delinquent reports may affect future discretionary award decisions and may lead to suspension and/or termination of the award.

35

Program income

Program income, as defined by 2 C.F.R. 200.1, means gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. Without prior approval from OVW, program income must be deducted from total allowable costs to determine the net allowable costs. In order to add program income to the OVW award, the recipient must seek approval from its program manager via a budget modification Grant Award Modification (GAM) prior to generating any program income. Any program income added to the federal award must be used to support activities that were approved in the budget and follow the conditions of the OVW award. Any program income approved via budget modification GAM must be reported in the recipient's quarterly Federal Financial Report SF-425 in accordance with the addition alternative. If the program income amount changes (increases or decreases) during the project period, it must be approved via a budget modification GAM by the end of the project period. If the budget modification is not submitted and approved, it could result in audit findings for the recipient.

36

FFATA reporting subawards and executive compensation

The recipient agrees to comply with applicable requirements to report first-tier subawards (subgrants) of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the Federal Funding Accountability and Transparency Act of 2006 (FFATA) Subaward Reporting System (FSRS). The details of recipient obligations, which derive from FFATA, are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (titled "Award Condition: Reporting Subawards and Executive Compensation") and are incorporated by reference here.

37

Changes to MOU and/or IMOA

The recipient agrees to submit for OVW review and approval any anticipated addition of, removal of, or change in collaborating partner agencies or individuals who are signatories of the Memorandum of Understanding and, if applicable, the Internal Memorandum of Agreement.

38

Submission of all materials and publications

The recipient agrees to submit to OVW one copy of all materials and publications (written, web-based, audio-visual, or any other format) that are funded under this award not less than twenty days prior to distribution or public release. If the materials are found to be outside the scope of the program, or in some way to compromise victim safety, the recipient will need to revise the materials to address these concerns or the recipient will not be allowed to use award funds to support the development or distribution of the materials.

39

Publication disclaimer

The recipient agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from award activities shall contain the following statement: "This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice." The recipient also agrees to ensure that any subrecipient at any tier will comply with this condition.

40

Copyrighted works

Pursuant to 2 C.F.R. 200.315(b), the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so.

OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a subrecipient (subgrantee) of this award, for federal purposes, and to authorize others to do so.

In addition, the recipient (or subrecipient, contractor, or subcontractor of this award at any tier) must obtain advance written approval from the OVW program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each subrecipient, contractor, or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

41

Grantee orientation - mandatory attendance

First-time recipients, or continuation recipients if requested, must agree to have key staff members, as identified by OVW, attend the OVW grantee orientation seminar, which may be offered in-person, online, or a combination of both. Additionally, if there is a change in the project director/coordinator during the grant period, the recipient agrees, at the earliest opportunity, to send the new project director/coordinator, regardless of prior experience with this or any other federal award, to an in-person OVW grantee orientation seminar or require completion of the orientation online, whichever is available.

42

Prior approval for non-OVW sponsored technical assistance

The recipient agrees that funds allocated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval by OVW. To request approval, the recipient must submit a copy of the event's brochure, a curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs. The request must be submitted to OVW at least 20 days prior to registering for the event. Requests to attend non-OVW sponsored events will be considered on a case-by-case basis. This prior approval process also applies to requests for the use of OVW-designated technical assistance funds to pay a consultant or contractor not designated as an OVW technical assistance provider to develop and/or provide training and/or technical assistance.

43

Participation in OVW-sponsored technical assistance

The recipient agrees to attend and participate in OVW-sponsored technical assistance. Technical assistance includes, but is not limited to, national and regional conferences, audio conferences, webinars, peer-to-peer consultations, and workshops conducted by OVW-designated technical assistance providers.

44

Consultant compensation rates

The recipient acknowledges that consultants paid with award funds generally may not be paid at a rate in excess of \$81.25 per hour, not to exceed \$650 per day. To exceed this specified maximum rate, recipients must submit to OVW a detailed justification and have such justification approved by OVW, prior to obligation or expenditure of such funds. Issuance of this award or approval of the award budget alone does not indicate approval of any consultant rate in excess of \$81.25 per hour, not to exceed \$650 per day. Although prior approval is not required for consultant rates below this specified maximum rate, recipients are required to maintain documentation to support all daily or hourly consultant rates.

45

Prohibition on public awareness activities

The recipient agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and conduct outreach to victims about available services.

46

Compliance with certifications

The recipient acknowledges that it has a continuing obligation to remain in compliance with the applicable certification requirements of 34 U.S.C. 10461(c).

47

Development and approval of training curricula

The recipient agrees to coordinate with the designated OVW technical assistance provider to develop the training curriculum funded under this project. Further, the recipient agrees to submit the training curriculum not less than twenty (20) days prior to public release for OVW review and approval.

48

Withholding of funds pending completion of prior award under the same program

The recipient acknowledges that it has a prior award under the same OVW grant program from which this new award is being made. Before obligating, expending, or drawing down funds from this award, the recipient must first expend all funds from the prior award. The only exception is that the recipient may obligate, expend, and draw down funds from this award for travel-related expenses up to \$10,000 to attend OVW-sponsored technical assistance events. If the recipient needs to obligate, expend, or draw down additional funds from this award prior to the completion/expiration of the prior award, it must submit a written request to its program manager for review and approval.

49

Indirect costs

The recipient may not obligate, expend, or draw down any award funds for indirect costs, unless and until either (1) the recipient submits to OVW a current, federally-approved indirect cost rate agreement, or (2) the recipient determines that it is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and advises OVW in writing of both its eligibility and its election.

50

Conditional clearance with release of technical assistance funds

The recipient acknowledges that the budget for this award is pending review and approval. Until OVW approves the budget, any obligations or expenditures incurred by the recipient are made at the recipient's own risk. The recipient may obligate, expend, or draw down up to \$10,000 for participation in or travel-related expenses to attend OVW-sponsored technical assistance events, but these obligations and expenditures remain at the recipient's own risk until the budget is approved. Remaining funds will not be available for drawdown until OVW's Grants Financial Management Division has approved the budget and budget narrative via a Grant Award Modification (GAM). If applicable, the Indirect Cost Rate will be identified in the GAM when the budget is approved. If there is another condition on the award prohibiting any obligation, expenditure, and drawdown of any funds, that other condition will control.

51

Withholding of funds pending determination of compliance with HIV certification

The recipient understands and agrees that five percent of its grant funds have been withheld because the recipient has

not satisfied the requirements of 34 U.S.C. 10461(d) concerning HIV testing of individuals charged with or convicted of sexual assault. The recipient therefore may not obligate, expend, or draw down the withheld five percent of its grant funds until the recipient demonstrates to OVW, and OVW determines, that the recipient has come into compliance with the requirements of 34 U.S.C. 10461(d). It is the responsibility of the recipient to timely submit to OVW all documentation necessary to establish that the recipient has satisfied the requirements of 34 U.S.C. 10461(d), including appropriate certifications as to the recipient's compliance and copies of any applicable laws, policies, and regulations. If the recipient does not demonstrate its compliance with 34 U.S.C. 10461(d) by the end of the state legislative session (in the recipient's home state) following the date on which the recipient submitted an application for the award, then the withheld five percent of the recipient's grant funds will be returned to OVW at the end of the award period.

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official
Director

Name of Approving Official
Rosemarie Hidalgo

Signed Date And Time
9/12/24 6:04 PM

Authorized Representative

Entity Acceptance

Title of Authorized Entity Official
Grants Administrator

Signed Date And Time

DOJ Award Acceptance Checklist

Once notified of an award, entity users accept or decline the award in JustGrants through a two-step process:

- Entity Administrator confirms or assigns participants to the award.
- Authorized Representative(s) accepts or declines the award.

For additional guidance, visit the [JustGrants Award Acceptance webpage](#).



Step 1: Confirm or Assign Award Participants

The Entity Administrator (EA) will assign or confirm entity users—specifically an Authorized Representative (two for COPS Office awards), Financial Manager, and Grant Award Administrator—to each award. Only the EA can complete this task, which is found on the EA's worklist.

- ☐ Select the appropriate Case ID.
- ☐ Complete the appropriate task based on your award:
 - ☐ **New Award:** Complete the “Confirm/Assign Participants” task.
 - ☐ **Supplemental Award:** Complete the “Verify Authorized Representative” task to confirm the original Authorized Representative(s) or assign a new user.

Note: Individuals assigned to the Authorized Representative role must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

An award cannot be accepted OR declined until this step is completed.

If the EA has departed the entity, follow the [Change Entity Administrator](#) guidance. Once the role of EA has been transferred to someone new, the task will transfer to the new EA's worklist.

Step 2: Accept or Decline Award

After the Entity Administrator completes Step 1, the assigned Authorized Representative(s) will see a task on their worklist to accept or decline the award.

- **New Award:** Appears with a case type of “Funded Award” and a case status of “Pending-Award Acceptance.”
- **Supplemental Award:** Appears with a case type of “Supplement Award Package” and a case status of “Pending-Award Acceptance.”



JUSTgrants
JUSTICE GRANTS SYSTEM

September 2024

Step 2: Accept or Decline Award (continued)

The Authorized Representative(s) must:

- ☐ Select the appropriate Case ID to bring up the **Award Package Acceptance** screen.
- ☐ Expand each section caret (>) and certify that they have read and understood the information in each section.
- ☐ Ensure the entity is prepared to meet all award requirements.
- ☐ Select the **Declaration and Certification** box to accept or decline the award.

Note: For COPS Office awards, Authorized Representative 1 must first accept or decline the award, then Authorized Representative 2 can accept or decline the award.

What do the different award statuses in JustGrants mean?

- **Pending-Award External Assignee:** The Entity Administrator needs to confirm or assign the Financial Manager, Grant Award Administrator, and Authorized Representative(s) roles.
- **Pending-Award Acceptance:** The award is now ready for the assigned Authorized Representative(s) to accept.
- **Pending-ASAP Enrollment:** The entity must complete the enrollment process in the Automated Standard Application for Payments (ASAP), an electronic system that federal agencies use to quickly and securely transfer money. All recipients of DOJ funds must enroll in ASAP. Review the [ASAP Enrollment Checklist](#) for next steps.
- **Pending-Account Creation:** The award has been accepted by the entity and an account is being created in ASAP for the award.
- **Pending-Active:** All award acceptance and ASAP account set up activities have been completed.

Need help getting into your JustGrants account?

- Go to [JustGrants](#), which will redirect you to the DIAMD login screen if your computer is not currently logged into DIAMD.
- You need to know the answer to your “challenge” question (security question) for these next steps.
- If you forgot your DIAMD password, select “Need help signing in?” followed by “Forgot password?” and follow the instructions.
- If your DIAMD account is “locked,” select “Need help signing in?” followed by “Unlock account?” and follow the instructions.

If your email address has changed since setting up your DIAMD login, or if you need further technical assistance with JustGrants, contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or (833) 872-5175.

AGENDA ITEM SUMMARY**MEETING DATE**

October 22, 2024

PRESENTED BYHollie Jennings, Special Assistant to the City
Manager for Data & Innovation**AGENDA ITEM # II.2**

Consideration of introducing Resolution R-24-xxx to appropriate Substance Abuse and Mental Health Services Administration (SAMHSA) Grant to Expand Substance Abuse Treatment Capacity in the Lynchburg Adult Drug Court Awarded to Horizon: City of Lynchburg's Community Corrections and Pretrial Services Subgrantee

RECOMMENDATION

Consideration of adopting a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate \$95,000 with resources from Horizon Behavioral Health, through a federal Substance Abuse and Mental Health Services Administration (SAMHSA) Grant, for support of the Drug/Recovery Court docket by adding a Community Corrections Probation Officer that is dedicated to serve specifically the Recovery Court Docket.

SUMMARY

The Lynchburg Drug/Recovery Court Docket (BHD) is a court docket designed to enhance public safety by providing an integrated system of treatment and judicial supervision that results in a reduction in substance use/dependency and recidivism. The Lynchburg Adult Drug/Recovery Court began in December 2021, as the result of a federal grant from the Bureau of Justice Administration and operates in the Lynchburg Circuit Court.

Horizon Behavioral Health has been awarded funding from a federal SAMHSA grant. The awarded funds will be used to increase the capacity of the Lynchburg Adult Recovery Court (LARC) by adding a probation officer to supervise participants (Community Corrections and Pretrial), funding for recovery housing, and a robust external evaluation. The City of Lynchburg will be a subgrantee, and will be responsible for hiring an additional Community Corrections Probation Officer that will be dedicated to providing supervision to participants of the Lynchburg Adult Recovery Court. No City funding is required.

The request is before the Finance Committee to recommend action on the appropriation of the funding. The first reading (introduction) to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate funding will appear for City Council's consideration on the October 22, 2024, General Business agenda, with the second reading to follow on November 12, 2024.

PRIOR ACTION(S)

N/A

FISCAL IMPACT

None.

CONTACT(S)

Hollie Jennings, Special Assistant to the City Manager for Data & Innovation

ATTACHMENT(S)

1. Resolution Horizon SAMHSA LARCD Grant

REVIEWED BY

Gregory Patrick, Deputy City Manager

Date:

Alicia Finney, Clerk of Council

Date:

RESOLUTION:

BE IT RESOLVED that the FY 2025 City/Federal/State Aid Fund budget is amended and \$95,000 is appropriated with resources from Horizon Behavioral Health, from a Substance Abuse and Mental Health Services Administration (SAMHSA) Grant to fund a Community Corrections and Pretrial Probation Officer for the Lynchburg Drug/Recovery Court Docket.

Introduced:

Adopted:

Certified:

Clerk of Council



AGENDA ITEM SUMMARY

MEETING DATE

October 22, 2024

PRESENTED BY

Gregory Wormser, Fire Chief

AGENDA ITEM # II.3

Consideration of introducing Resolution R-24-xxx to appropriate 2023 Staffing of Adequate Fire and Emergency Response (SAFER) Grant - Appropriation of \$4,434,217

RECOMMENDATION

Adopt a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate \$4,434,217 with resources from the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) to hire twenty-one (21) firefighters for the Fire Department.

SUMMARY

The Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) awards Staffing for Adequate Emergency Response (SAFER) grant funding to focus on enhancing the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA. The funds provided by the SAFER grant accomplishes this by providing direct funding to eligible fire departments for the purposes of increasing staffing.

The funds in the amount of \$4,434,217 awarded by FEMA will be used to hire twenty-one (21) firefighters paying for their salaries and benefits for a period of no less than three (3) years, at which point the City of Lynchburg will provide the commensurate amount of funding.

The SAFER grant performance period begins on or about March 1, 2025 and ends on or about March 1, 2028.

The department intends to hire personnel in early Calendar Year 2025 ahead of the completion of Fire Station 9 so that when the station is completed, it will be staffed with incumbent personnel who are well trained to respond to emergencies.

PRIOR ACTION(S)

October 22, 2024: Finance Committee

FISCAL IMPACT

This grant requires no local match though there are expenses related to hiring and training these personnel which are not covered by the grant and will need to be pulled from the department's

operating budget. These costs may include, but are not limited to, Personal Protective Equipment (PPE), uniforms, radios, and technology needs.

CONTACT(S)

Gregory Wormser, Fire Chief
Annette Pettyjohn, Administrative Manager

ATTACHMENT(S)

- 1. Resolution - SAFER Grant Program \$4,434,217

REVIEWED BY

_____	Date:
Gregory Wormser, Fire Chief	
_____	Date:
Mercedes Braun, Assistant to the City Manager	
_____	Date:
Wynter Benda, City Manager	
_____	Date:
Alicia Finney, Clerk of Council	

RESOLUTION:

BE IT RESOLVED that the FY 2025 City/Federal/State Aid Fund budget is amended and \$4,434,217 is appropriated with resources from the Department of Homeland Security (DHS) and Federal Emergency Management Agency FEMA to hire (21) Firefighters for the Fire Department.

Introduced:

Adopted:

Certified:

Clerk of Council

AGENDA ITEM SUMMARY**MEETING DATE**

October 22, 2024

PRESENTED BYTaylor Jones, Adult Recovery Court Program
Director**AGENDA ITEM # II.4**

Consideration of introducing Resolution R-24-xxx to appropriate the Drug Court Statewide Universal Drug Testing Grant

RECOMMENDATION

Consideration of adopting a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate \$45,266 with resources from a Statewide Universal Drug Testing Grant from the Supreme Court of Virginia for support of the Drug/Recovery Court docket by enhancing testing in order to comply with the updated Best Practice Standards from the Specialty Dockets Division of the Supreme Court of Virginia.

SUMMARY

The Lynchburg Drug/Recovery Court is a court docket within the existing Circuit Court that is designed to enhance public safety by providing an integrated system of treatment and judicial supervision that results in a reduction in substance use/dependency and recidivism. The Lynchburg Drug/Recovery Court began in March 2017 as the result of a grant from the Supreme Court of Virginia.

PRIOR ACTION(S)

October 22, 2024: Finance Committee

FISCAL IMPACT

No local match.

CONTACT(S)

Taylor Jones, Adult Recovery Court Program Director

ATTACHMENT(S)

1. Resolution - Statewide Universal Drug Testing Grant
2. Lynchburg FY25 Award-Accept
3. Lynchburg FY25 Letter

REVIEWED BY

Donna Witt, Chief Financial Officer

Date:

Gregory Patrick, Deputy City Manager

Date:

RESOLUTION:

BE IT RESOLVED that the FY 2025 City/Federal/State Aid Fund budget is amended and \$45,266 is appropriated with resources from a Statewide Universal Drug Testing Grant from the Supreme Court of Virginia for support of the Drug/Recovery Court docket by enhancing testing in order to comply with the updated Best Practice Standards from the Specialty Dockets Division of the Supreme Court of Virginia.

Introduced:

Adopted:

Certified:

Clerk of Council

Supreme Court of Virginia
Office of the Executive Secretary

100 North Ninth Street Richmond, VA 23219

Statement of Grant Award/Acceptance

Subrecipient--
Lynchburg Adult Recovery
Court

Date: October 3, 2024

Grant Period--

From: October 1, 2024

Through: September 30, 2025

Project Director	Project Administrator	Finance Officer
Taylor Jones 900 Court Street Lynchburg, VA 24504 Phone No: 434-455-2741 Email: tmjones@vacourts.gov	Wynter Benda 900 Church Street Lynchburg, VA 24504 Phone No: 434-455-3990 Email: wynter.benda@lynchburgva.gov	Donna Witt 900 Church Street Lynchburg, VA 24504 Phone No: 434-455-3968 Email: donna.witt@lynchburgva.gov

GRANT AWARD BUDGET

Budget Categories	Program Funds TOTALS
A. Personnel	\$ -0-
B. Consultants	\$ -0-
C. Travel	\$ -0-
D. Equipment	\$ -0-
E. Indirect Expenses	\$ -0-
F. Supplies & Other Expenses	\$ 45,266.00
TOTALS	\$ 45,266.00

This grant is subject to all rules, regulations, and criteria included in the grant application and the special conditions attached thereto.



Paul F. DeLosh, Director of Judicial Services

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 3rd day of October 2024.

Signature: _____

Title: _____

EXECUTIVE SECRETARY
KARL R. HADE

ASSISTANT EXECUTIVE SECRETARY &
LEGAL COUNSEL
EDWARD M. MACON

COURT IMPROVEMENT PROGRAM
SANDRA L. KARISON, DIRECTOR

EDUCATIONAL SERVICES
CAROLINE E. KIRKPATRICK, DIRECTOR

FISCAL SERVICES
BARRY M. WENZIG, DIRECTOR

HUMAN RESOURCES
RENÉE FLEMING MILLS, DIRECTOR

SUPREME COURT OF VIRGINIA

JUDICIAL INFORMATION TECHNOLOGY
MICHAEL J. RIGGS, SR., DIRECTOR

JUDICIAL SERVICES
PAUL F. DELOSH, DIRECTOR

LEGAL RESEARCH
STEVEN L. DALLE MURA, DIRECTOR

LEGISLATIVE & PUBLIC RELATIONS
ALISA W. PADDEN, DIRECTOR

MAGISTRATE SERVICES
JONATHAN E. GREEN, DIRECTOR



OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH NINTH STREET
RICHMOND, VIRGINIA 23219-2334
(804) 786-6455

October 3, 2024

Taylor Jones
Lynchburg Adult Recovery Court
900 Court Street
Lynchburg, VA 24504

**Supreme Court of Virginia Statewide Universal Drug Testing Grant,
Lynchburg Adult Recovery Court**

Dear Ms. Jones:

I am pleased to advise you that your grant for the above-referenced grant program has been approved in the amount of \$45,266.00 in State funds for fiscal year 2025.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Renee Rosales, Specialty Dockets Budget Analyst, at the Office of the Executive Secretary (OES). Please review the conditions carefully as they require action on your part before we will disburse grant funds. Prior to the OES disbursing of funds, the Subrecipient must agree to comply with the following special conditions:

- a. Submit quarterly grant reports by their due date to the Specialty Docket Grants Database, <https://vacourts.smapply.us>.
- b. Maintain accurate & current data in the web-based specialty docket court database.
- c. Submit a copy of your final federal grant report(s) and/or quarterly reports of any Federal grant funds awarded.

When we receive documentation showing that you have complied with the conditions, you will be eligible to request funds awarded under this grant. A **REQUEST FOR FUNDS** form is also included with this letter and should be used for this purpose. You may request funds at the same time you submit the documentation of compliance with the grant conditions or at any time

Lynchburg Adult Recovery Court
October 3, 2024
Page Two

thereafter. However, we cannot process your request until we have received and approved all required information.

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Renee Rosales at 804-398-9586.

Yours very truly,

A handwritten signature in black ink, appearing to read "Paul F. DeLosh", written in a cursive style.

Paul F. DeLosh

PFD/ces

Enclosures

cc: Wynter Benda, City Manager
Donna Witt, Chief Financial Officer
Karl R. Hade, Executive Secretary
Anna Powers, Drug Treatment Court Coordinator

AGENDA ITEM SUMMARY**MEETING DATE**

October 22, 2024

PRESENTED BY

Donna Witt, Chief Financial Officer

AGENDA ITEM # III.5

FY 2025 General Fund Reserve for Contingencies Update

RECOMMENDATION

Receive an update on the FY 2025 General Fund Reserve for Contingencies.

SUMMARY

The General Fund Reserve for Contingencies is a reserve in the General Fund Operating Budget designed to provide a source of funding for items not included in the current budget. Requests for use of this reserve is recommended by the Finance Committee with final approval by City Council.

The FY 2025 Reserve for Contingencies was adopted at \$1,200,000, including \$50,000 for City Manager's Discretionary expenditures. Updates are presented at the Finance Committee meeting.

PRIOR ACTION(S)

May 28, 2024: City Council, Adoption of the FY 2025 Operating Budget

FISCAL IMPACT

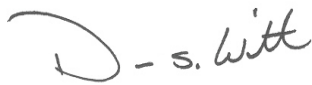
As noted in Attachment A.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. General Fund Reserve for Contingencies - Finance Committee - October 2024

REVIEWED BY

Donna Witt, Chief Financial Officer

Date: October 17, 2024

FY 2025 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2024	\$1,150,000	\$50,000
Carryforward to FY 2025 Reserve for Contingencies - FY 2025 Adopted Budget	0	0
BALANCE	\$1,150,000	\$50,000
APPROPRIATIONS (Second Reading)		
TOTAL APPROPRIATIONS	\$0	\$0
REMAINING BALANCE	\$1,150,000	\$50,000
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	\$0	\$0
REMAINING BALANCE	\$1,150,000	\$50,000
PENDING ITEMS		
TOTAL PENDING ITEMS	\$0	\$0
ENDING BALANCE, JUNE 30, 2025	\$1,150,000	\$50,000



AGENDA ITEM SUMMARY

MEETING DATE

October 22, 2024

PRESENTED BY

Donna Witt, Chief Financial Officer

AGENDA ITEM # III.6

Monthly Revenue Collections Update

RECOMMENDATION

Review collections received from five of the City's revenue sources during Fiscal Year 2025. This report reflects revenues collected through August 2024.

SUMMARY

A comparison of collections received by month is provided for the following revenues:

1. Sales and Use Tax
2. Consumer Utility Tax - Electric
3. Meals Tax
4. Lodging Tax
5. Amusement Tax

PRIOR ACTION(S)

May 28, 2024: City Council, Adoption of the FY 2025 Operating Budget

FISCAL IMPACT

As noted on report.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Monthly Tax Revenues Comparison FY 2025- August 2024

REVIEWED BY

Donna Witt, Chief Financial Officer

Date: October 17, 2024

**Comparison of Collections
Budget to Actual
Fiscal Year 2025**

	Actual FY 2022	Actual FY 2023	Actual FY 2024	Adopted FY 2025	Actual FY 2025	Actual FY 2025 to Adopted FY 2025	Actual FY 2025 to Actual FY 2025
SALES & USE TAX							
ADOPTED FY 2025 BUDGET - \$22,000,000							
JULY	\$1,595,392	\$1,752,856	\$1,756,307	\$1,757,960	\$1,858,087	\$100,127	\$105,231
AUGUST	1,567,107	1,734,950	1,735,715	1,737,349	1,925,891	188,542	190,941
TOTAL	\$3,162,499	\$3,487,806	\$3,492,022	\$3,495,309	\$3,783,978	\$288,669	\$296,172
CONSUMER UTILITY TAX - ELECTRIC							
ADOPTED FY 2025 BUDGET - \$3,500,000							
JULY	\$320,905	\$323,534	\$305,391	\$303,585	\$328,167	\$24,582	\$4,633
AUGUST	340,374	326,175	315,489	313,624	326,991	13,367	816
TOTAL	\$661,279	\$649,709	\$620,880	\$617,209	\$655,158	\$37,949	\$5,449

	Actual Collected FY 2022 ²	Actual Collected FY 2023 ²	Actual Collected FY 2024 ²	Adopted FY 2025	Actual Assessed FY 2025	Actual FY 2025 to Adopted FY 2025	Actual Collected FY 2025 ²	Actual FY 2025 to Adopted FY 2025	Actual Collected FY 2025 to Collected FY 2024
MEALS TAX									
ADOPTED FY 2025 BUDGET - \$21,500,000									
JULY ¹	\$1,381,484	\$1,450,812	\$1,445,285	\$1,664,742	\$1,568,899	(\$95,843)	\$1,463,383	(\$201,359)	\$12,571
AUGUST	1,506,141	1,608,171	1,701,730	1,810,513	1,741,484	(69,029)	1,754,060	(56,453)	145,889
TOTAL	\$2,887,625	\$3,058,983	\$3,147,015	\$3,475,255	\$3,310,383	(\$164,872)	\$3,217,443	(\$257,812)	\$158,460
LODGING TAX									
ADOPTED FY 2025 BUDGET - \$4,300,000									
JULY ¹	\$242,273	\$268,473	\$287,424	\$341,838	\$304,097	(\$37,741)	\$323,561	(\$18,277)	\$55,088
AUGUST	333,446	335,707	367,347	406,757	401,148	(5,609)	400,907	(5,850)	65,200
TOTAL	\$575,719	\$604,180	\$654,771	\$748,595	\$705,245	(\$43,350)	\$724,468	(\$24,127)	\$120,288
AMUSEMENT TAX									
ADOPTED FY 2025 BUDGET - \$950,000									
JULY ¹	\$59,351	\$46,938	\$88,097	\$96,977	\$84,443	(\$12,534)	\$83,599	(\$13,378)	\$36,661
AUGUST	55,160	97,916	62,359	68,804	77,609	8,805	79,458	10,654	(18,458)
TOTAL	\$114,511	\$144,854	\$150,456	\$165,781	\$162,052	(\$3,729)	\$163,057	(\$2,724)	\$18,203

¹ Due to year end accounting activities, a portion of revenues associated with May and June were posted in June and July.

² "Actual Collected" includes all revenue received per month regardless of whether the payment is current or delinquent.