

VICTIMS OF CRIME ACT (VOCA or VA) CERTIFIED ASSURANCES

The program assures and certifies that:

1. It will use Crime Victim Assistance Grant funds made available under VOCA to enhance or expand services and that VOCA funds will not be used to **supplant** state and local funds that would otherwise be available for crime victim services.
2. It will contribute the amount of **matching funds** as required by VOCA and the Crime Victim Assistance Division.
3. It is a **public or non-profit program**, or a combination of such agencies, and that it provides services to victims of crime.
4. It can demonstrate a **record of providing effective services** to crime victims. This includes having community support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources. A new program that has not yet demonstrated a record of providing service must show that 25-50% of their financial support comes from non-federal sources.
5. Victim assistance funds shall be used only to provide **direct services** free of charge to victims of crimes.
6. It will help victims apply for **Crime Victim Compensation** benefits.
7. It will provide services to victims of crime at **no charge**. No income eligibility standards will be imposed on individuals receiving assistance or services supported with VOCA funds.
8. It will provide services to **victims of federal crimes** on the same basis as victims of state/local crimes.
9. It will promote within the community, **coordinated public and private efforts** to aid crime victims.
10. It will incorporate the **use of volunteers** unless the Crime Victim Assistance Division determines there is a compelling reason to waive this requirement. 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, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.
11. It will maintain **confidentiality** of client-counselor information as required by state and federal law.
12. It does not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.
13. It will comply, and all its contractors and subgrantees will comply, with any applicable federal **nondiscrimination requirements**, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 10604(e)); the Victims of Crime Act [42 U.S.C. §10604(e)]the Juvenile Justice and Delinquency Prevention Act of 2020 (42 U.S.C. §**5672(b)**); the Civil Rights Act of 1964

(42 U.S.C. § 2000d); the Rehabilitation Act of 1973 as amended (29 U.S.C. § 791); the Americans Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Additional information about civil rights obligation of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.

14. In accordance with federal civil rights laws, the program or grantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by federal civil rights laws.
15. It will determine whether it is required to formulate an **Equal Opportunity Program (EEOP)**, in accordance with 28 CFR 42.302 *et. seq.* If the program is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Iowa Attorney General’s Crime Victim Assistance Division (CVAD) indicating that it is not required to develop an EEOP. If the program is required to develop an EEOP, but is not required to submit the EEOP to the OCR, the applicant will submit a certification form to the OCR and the CVAD certifying that it has an EEOP on file which meets the applicable requirements. If the applicant is awarded a grant of \$500,000 or more and has fifty or more employees, it will submit a copy of its EEOP to the OCR and the CVAD. Non-profit organizations, Indian Tribes, and medical and education institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. A copy of the certification form should also be submitted to the CVAD. Additional information regarding a grantee’s EEOP requirements can be found at http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm.
16. It will comply with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, the grantee must take reasonable steps to ensure the LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, to consider the need for language services for LEP person served or encountered both in developing your budgets and in conducting your programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.
17. In the event that 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, age, or disability against the program, the program will forward the findings to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Iowa Attorney General’s Office, Crime Victim Assistance Division (CVAD).
18. It will maintain information on victims served by race, sex, national origin, age and disability and such information will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.
19. It agrees to comply with the applicable requirements of the 28 C.F.R. Part 38, the Department of Justice (DOJ) regulation governing “Equal Treatment for Faith Based Organizations” (the “Equal

Treatment Regulation”). The Equal Treatment Regulation provides in part that the DOJ grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religion activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from the grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of beneficiary’s religion.

20. It will maintain client, staff, policy and procedure information and that **reports** shall be submitted, in the correct form, on time, and containing information as required by the Crime Victim Assistance Division.
21. It will comply with Iowa Code Chapter 216 as amended which governs civil rights protection in Iowa; and Iowa Code Section 8.11 regarding Minority Impact Statements; the Iowa Attorney General’s Crime Victim Assistance Division rules as contained in the Iowa Administrative Code, 61 IAC Chapter 9, Section 9.50 through 9.65; and the policies of the Iowa Attorney General’s Crime Victim Assistance Division.
22. It will create a sexual harassment policy which includes the process for filing a grievance of sexual harassment by a staff member, client, victim, or volunteer. The process shall take into consideration how to file a complaint against a supervisor, administrator or director. After the creation of the sexual harassment policy, all current staff and volunteers, as well as new staff and volunteers will sign an acknowledgement form that they have reviewed and understand the sexual harassment policy. One copy will be provided to the staff member, or volunteer and one will be kept in their personnel file.
23. It agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express written approval of the Office of Justice Programs (OJP), in order to avoid violation of 18 U.S.C. § 1913. It will comply with any restrictions outlined in 28 CFR Part 69 regarding New Restrictions on Lobbying.
24. It will comply with the Drug-Free Workplace Act of 1988, implemented at 28 CFR Part 67, subpart F, for programs, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.
25. It will encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and subrecipients when operating agency-owned, rented, or personally owned vehicles pursuant to 23 USC 402 and 403, and 29 USC 668.
26. It will encourage adoption and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by these funds, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009).
27. It will refer to the United States Department of Justice’s (DOJ) Office of Inspector General (OIG) and the Iowa Attorney General’s Crime Victim Assistance Division (CVAD) any credible evidence that a principal, employee, agent, contractor, subgrantee, or other person has either 1) submitted a false claim for these funds under the False Claims Act; or 2) committed a criminal or civil violation of laws

pertaining to fraud, wastes, abuse, conflict of interest, bribery, gratuity, or similar misconduct involving these funds. This condition also applies to any subgrantees or contractors. Potential fraud, waste, abuse or misconduct should be reported to the Office of Inspector General (OIG) by:

- a. Mailing to: Office of Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W., Room 4706, Washington, D.C. 20530,
- b. Emailing to: oig.hotline@usdoj.gov,
- c. Hotline information: 1-800-869-4499 in English and Spanish, or
- d. Hotline fax: 1-202-616-9881.

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

28. It will not use federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written approval of OJP.
29. It agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ovw.usdoj.gov/funding/ccr.htm>.
30. It and all its contractors will **comply with all Federal laws and regulations** applicable to Federal assistance programs and with any applicable provisions of 28 CFR Part 66, 70 entitled Uniform Administrative Requirements for Grants and Cooperative Agreements.
31. It will comply with the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including National Historic Preservation Act (NHPA)). The program also agrees to comply with all federal, state and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award or contract. It agrees to assist Office of Justice Programs (OJP) in carrying out its responsibilities under NEPA and related laws, if the recipient plans to use VOCA funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. (See 28 C.F.R. Part 61, App. D.). It will not use VOCA funds for renovation or construction.
32. Appropriate **accounting, auditing, and monitoring** procedures will be used so that records are maintained to insure fiscal control, proper management, and efficient distribution of the victim assistance funds in accordance with the most current edition of the Financial Guide created by the Office of Chief Financial Officer (OCFO).
33. Fund accounting, auditing, monitoring, evaluation procedures, and such **records** as the Attorney General's Crime Victim Assistance Division (CVAD) shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received.
 - a. It shall maintain such data and information and submit such **reports** in such form, at such times, and containing such data and information as the CVAD may reasonably require administering the program.
34. It will comply, and all its contractors will **comply, with the applicable provisions of the VOCA**, the guidelines for crime victim assistance grants and the requirements of the OCFO Financial Guide,

effective edition, which includes maintaining effective program and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements, daily time and attendance records for paid and volunteer staff, client files, the portion of the program funded with other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.

35. It authorizes the Office for Victims of Crime (OVC), Office of the Chief Financial Officer (OCFO) and the Iowa Attorney General's Crime Victim Assistance Division (CVAD) and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA funds.
36. It will provide for an independent **audit** report on an annual basis as required by Office of Management and Budget (OMB) Circular A-133 and the OCFO Financial Guide. It will comply with the organizational audit requirements of OMB Circular A-133 and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of Department of Justice funds) are not satisfactory and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide and the OCFO Financial Guide.
37. Non-Federal entities that expend \$500,000 or more a year in Federal funds (from all sources including pass-through awards) in the organization fiscal year (12 month turnaround reporting period) shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.
38. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year. Records must be kept and available for review or audit by appropriate officials including the Federal agency, State agency, and U.S. Government Accountability Office (GAO).
39. All private agencies agree to perform **an audit in accordance with Iowa Code Section 11.36** audit requirements.
40. **Due Dates for Audit Reports** Audit reports are due the earlier of thirty days after receipt of the auditors report or (9) nine months after the end of the audit period. Audits must be sent to CVAD upon completion.
41. It will comply with any **additional eligibility or service criteria** established by the Crime Victim Assistance Division.
42. It will expend funds received only for the purposes and activities covered by the program's approved application and budget; and that the grant may be **suspended or terminated** at any time by the CVAD if the program fails to comply with the provisions of the VOCA, Victim Services Grant Program Administrative Rules or any of the certified assurances listed above.
43. It will notify the Crime Victim Assistance Division (CVAD) office **in writing, via e-mail or through other electronic means** within 30 days of any staffing change.
44. It will notify the Crime Victim Assistance Division (CVAD) office **in writing or via email** of any VOCA- funded positions that remain vacant for 45 days or more. This notification must include reason for vacancy and plan for filling the position.

45. It will keep time and attendance records for all VOCA-funded staff.

I certify that I have read and reviewed the above assurances and that the program will comply with all provisions of the Victims of Crime Act of 1984, all amendments or updates to this act, and all applicable federal and state laws, regulations, and guidance.

Program Name

Signature of Authorized Representative

Date

Typed Name of Authorized Representative

Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Program Director Signature

Date

Typed Name of Program Director

Title of Program Director

Email Address of Program Director

Telephone Number of Program Director

Updated December 12, 2012

FAMILY VIOLENCE PREVENTION AND SERVICES ACT (FV) CERTIFIED ASSURANCES

The program assures and certifies that:

1. They will prohibit discrimination against any employee, applicant for employment, or any person participating in any sponsored program on the basis of age, race, creed, color, sex, sexual orientation, gender identity, physical or mental disability, national origin, or religion, compensate employees at no less than minimum wage, and provide safe and sanitary working conditions.
2. It will create a sexual harassment policy which includes the process for filing a grievance of sexual harassment by a staff member, client, victim, or volunteer. The process shall take into consideration how to file a complaint against a supervisor, administrator or director. After the creation of the sexual harassment policy, all current staff and volunteers, as well as new staff and volunteers will sign an acknowledgement form that they have reviewed and understand the sexual harassment policy. One copy will be provided to the staff member, or volunteer and one will be kept in their personnel file.
3. These funds may not be used as direct payment to any victim or dependent of a victim of family violence.
4. No income eligibility standard will be imposed on individuals receiving assistance or services supported with funds appropriated to carry out the Act. There shall be no charge to victims for services provided by the program.
5. The address or location of any shelter-facility assisted under the Act will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
6. Performance reports will be submitted as required by the Crime Victim Assistance Division (CVAD).
7. It will keep time and attendance records for all CVAD funded staff.
8. FV awarded funds will be used to supplement and not supplant other Federal, State, and local public funds expended to provide services and activities that promote the purposes of the Act.
9. It will comply as applicable with the following regulations from Title 45 of the Code of Federal Regulations (CFR):
 - 45 CFR Part 16 Procedures of the Departmental Grant Appeals Board;
 - 45 CFR Part 30 Claims Collection;
 - 45 CFR Part 80 Nondiscrimination under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
 - 45 CFR Part 81 Practice and Procedure for Hearings Under Part 80 of this Title;
 - 45 CFR Part 84 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance;
 - 45 CFR Part 86 Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving Federal Financial Assistance;
 - 45 CFR Part 87 Equal Treatment for Faith-Based Organizations;

- 45 CFR Part 91 Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;
- 45 CFR Part 92 Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments;
- 45 CFR Part 97 Consolidation of Grants to the Insular Areas;
- 45 CFR Part 100 Intergovernmental Review of Department of Health and Human Services Programs and Activities; and
- 2 CFR 376 Nonprocurement Debarment and Suspension.

10. Iowa Code Section 8.11 regarding Minority Impact Statement, and the Iowa Attorney General's Crime Victim Assistance Division rules as contained in the Iowa Administrative Code, 61 IAC Chapter 9, Section 9.50 through 9.65; and the policies of the Iowa Attorney General's Crime Victim Assistance Division.
11. It will comply as applicable with the following Circulars from the Office of Management and Budget (OMB): OMB Circular A-133 Audits of State, Local Governments, and Non-Profit Organizations and the Single Audit Act of 1984 as amended; OMB Circular A-122 Cost Principles for Non-profit Organizations; OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments; educational institutions are subject to OMB Circular A-21; commercial organization vendors or subcontractors are subject to the cost principles under 48 CFR Part 31 and are subject to the provisions of 45 CFR Part 92.
12. It will provide for an independent **audit** report on an annual basis as required by Office of Management and Budget (OMB) Circular A-133. It will comply with the organizational audit requirements of OMB Circular A-133 and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits are not satisfactory and promptly addressed.
13. Non-Federal entities that expend \$500,000 or more a year in Federal funds (from all sources including pass-through awards) in the organization fiscal year (12 month turnaround reporting period) shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.
14. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year. Records must be kept and available for review or audit by appropriate officials including the Federal agency, State agency, and U.S. Government Accountability Office (GAO).
15. All private agencies agree to perform **an audit in accordance with Iowa Code Section 11.36** audit requirements.
16. **Due Dates for Audit Reports** Audit reports are due the earlier of thirty days after receipt of the auditors report or (9) nine months after the end of the audit period. Audits must be sent to CVAD upon completion.
17. It will not use any federal funds, either directly or indirectly, in support of the lobbying activities including the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government including activities to influence proposed or pending Federal or State legislation or appropriations and all requirements as applicable under 45 CFR Part 93 regarding New Restrictions on Lobbying. This prohibition is related to the use of Federal funds and is not intended to affect an

individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources.

18. It will comply with the 45 CFR Part 82 Drug-Free Workplace Act of 1988 and 42 U.S.C. 701 et. seq. requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 CFR Part 82 – Government wide Requirements for Drug-Free Workplace (Financial Assistance).
19. It will comply with 45 CFR 92.35 and Executive Order 12549 regarding Debarment and Suspension. In order to see if your organization is debarred or suspended a list is available on the web at <http://www.epls.gov>. Any program that receives FV fund and is on the Debarment and Suspension list must notify the Crime Victim Assistance Division (CVAD).
20. In accordance with Public Law 103-333, the “Department of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 1995,” the following provisions are applicable to this award:
 - a. Section 507: “Purchase of American-Made Equipment and Products – It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.”
 - b. Section 508: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing the projects or programs funded in whole or in part with Federal money, all States receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.”
21. It will not utilize the awarded funds to support inherently religious activities such as religious instruction, worship, or proselytization, as part of programs or services funded with FV funds. Therefore, organization must take steps to separate, in time or location, their inherently religious activities from the services under this program. Regulations pertaining to this prohibition of Federal funds for inherently religious activities can be found on the HHS website at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf> and within 45 CFR Part 87- Equal Treatment of Faith-Based Organizations.
22. In accordance with Public Law 103-227, the “Pro-Children Act of 1994”, smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. This includes any subgrants, contracts, cooperative agreements, as well as loans and loan guarantees. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day as well as suspension or termination of your FV funds.
23. It will comply with any **additional eligibility or service criteria** established by the Crime Victim Assistance Division.

24. It will notify the Crime Victim Assistance Division (CVAD) office **in writing, by e-mail, or through the Programs Assistant website** within 30 days of any staffing change.
25. It will notify the Crime Victim Assistance Division (CVAD) office **in writing or via e-mail** of any FV-funded positions that remain vacant for 45 days or more. This notification must include reason for vacancy and plan for filling the position.
26. It will expend funds received only for the purposes and activities covered by the program's approved application and budget; and that the award contract may be **suspended or terminated** at any time by CVAD if the program fails to comply with the provisions of the Family Violence Prevention and Services Act or any of the certified assurances listed throughout this document.

I certify that I have read and reviewed the assurances included in this document for the Family Violence Prevention and Services Act funds and that the program will comply with all applicable state laws and regulations. I certify that I have read and reviewed the above assurances and that the program will comply with all provisions of Section 306 of the Family Violence Prevention and Services Act (42 U.S.C. Section 10401, et. seq.,) as amended by Public Law 111-320.

Program Name

Signature of Authorized Representative

Date

Typed Name of Authorized Representative

Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Program Director Signature

Date

Typed Name of Program Director

Title of Program Director

Email Address of Program Director

Telephone Number of Program Director

VIOLENCE AGAINST WOMEN ACT (VAWA OR VW) CERTIFIED ASSURANCES

The program assures and certifies that:

1. Federal funds made available under this formula **will not be used to supplant** state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for VW project activities.
2. **Matching funds** required to pay the non-federal portion of the cost of each program and project, for which these funds are made available, shall be in addition to funds that would otherwise be made available for VW project activities by the program or recipient of these funds and shall be provided on a project-by-project basis. Non-profit victim service agencies are exempt for making match.
3. Fund accounting, auditing, monitoring, evaluation procedures, and such **records** as the Attorney General's Crime Victim Assistance Division (CVAD) shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received.
 - a. It shall maintain such data and information and submit such **reports** in such form, at such times, and containing such data and information as the CVAD may reasonably require administering the program.
4. It will comply, and all its contractors and subgrantees will comply, with any applicable federal **nondiscrimination requirements**, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); 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 Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Additional information about civil rights obligation of programs and grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.
5. In accordance with federal civil rights laws, the program or grantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by federal civil rights laws.
6. It will comply with Iowa Code Chapter 216 as amended which governs civil rights protection in Iowa; and Iowa Code Section 8.11 regarding Minority Impact Statements; the Iowa Attorney General's Crime Victim Assistance Division rules as contained in the Iowa Administrative Code, 61 IAC Chapter 9, Section 9.50 through 9.65; and the policies of the Iowa Attorney General's Crime Victim Assistance Division.
7. It will determine whether it is required to formulate an **Equal Opportunity Program (EEOP)**, in accordance with 28 CFR 42.301 *et. seq.* If the program is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Iowa Attorney General's Crime Victim Assistance Division (CVAD)

indicating that it is not required to develop an EEOP. If the program is required to develop an EEOP, but is not required to submit the EEOP to the OCR, the program will submit a certification form to the OCR and the CVAD certifying that it has an EEOP on file which meets the applicable requirements. If the applicant is awarded a grant of \$500,000 or more and has fifty or more employees, it will submit a copy of its EEOP to the OCR and the CVAD. Non-profit organizations, Indian Tribes, and medical and education institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. A copy of the certification form should also be submitted to the CVAD. Additional information regarding a grantee's EEOP requirements can be found at http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm.

8. It will comply with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, the program or grantee must take reasonable steps to ensure the LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The program is encouraged to consider the need for language services for LEP person served or encountered both in developing your budgets and in conducting your programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.
9. In the event that 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, age, or disability against the program, the program will forward the findings to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Iowa Attorney General's Office, Crime Victim Assistance Division (CVAD).
10. It will maintain statutorily required **civil rights statistics** on victims served by race, gender, national origin, age and disability and permit reasonable access to its books, documents, papers, and records to determine whether they are complying with applicable civil rights laws. This requirement is waived when soliciting the information may be inappropriate or offensive to the crime victim.
11. It agrees to comply with the applicable requirements of the 28 C.F.R. Part 38, the Department of Justice (DOJ) regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that the DOJ grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Programs or recipients of direct grants may still engage in inherently religion activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from the grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of beneficiary's religion.
12. It will create a sexual harassment policy which includes the process for filing a grievance of sexual harassment by a staff member, client, victim, or volunteer. The process shall take into consideration how to file a complaint against a supervisor, administrator or director. After the creation of the sexual harassment policy, all current staff and volunteers, as well as new staff and volunteers will sign an acknowledgement form that they have reviewed and understand the sexual harassment policy. One copy will be provided to the staff member, or volunteer and one will be kept in their personnel file.

13. It agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express written approval of the Federal Office on Violence Against Women (OVW), in order to avoid violation of 18 U.S.C. § 1913. The program 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 to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking [as those terms are defined in 42 USC 13925(a)] when such collaboration and provision of information is consistent with the activities otherwise authorized under this VW-funded program. It will comply with any restrictions outlined in 28 CFR Part 69 regarding New Restrictions on Lobbying.
14. It will comply with the Drug-Free Workplace Act of 1988, implemented at 28 CFR Part 67, subpart F, for programs, as defined at 28 CFR Part 67 §§ 67.615 and 67.620.
15. It will encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and subrecipients when operating agency-owned, rented, or personally owned vehicles pursuant to 23 USC 402 and 403, and 29 USC 668.
16. It will encourage adoption and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by these funds, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009).
17. It will refer to the Crime Victim Assistance Division and to the Office of Inspector General (OIG) through the Department of Justice (DOJ) any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person was either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of law pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving VW funds. Additional information is available from the DOJ OIG website at www.usdoj.gov/oig. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:
 - Mail: Office of Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530
 - Email: oig.hotline@usdoj.gov
 - Phone: 1-800-869-4499 (contact information English and Spanish)
 - Fax: 1-202-616-9881
18. It agrees all materials and publications (written, visual or sound) resulting from award activities shall contain the following statements: “This project was supported by subgrant No. _____ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the view of the Department of Justice, Office on Violence Against Women.”

19. It agrees one copy of all reports and any other written materials or products that are funded under the project to Federal Office on Violence Against Women by submitting it to the Iowa Attorney General's Crime Victim Assistance Division not less than 30 days prior to public release. If the written material is found to be outside the scope of the program or in some way to compromise victim safety, it will need to be revised to address these concerns or the funded program will not be allowed to use VW funds to support the further development or distribution of the materials.
20. It agrees that any training or materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ovw.usdoj.gov/grantees.html>.
21. It will not use any of these federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written approval of the Federal Office on Violence Against Women.
22. It agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions and provide a Data Universal Numbering System (DUNS) number. The details of recipient and program obligations are posted on the Office of Violence Against Women web site at <http://www.ovw.usdoj.gov/docs/ccr-award-term.pdf>.
23. It will comply with 28 CFR §66.34, in which the Office on Violence Against Women reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:
 - a. any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
 - b. Any work that is subject to copyright for which ownership was purchased by a recipient or program, subrecipient or a contractor with support under this award.

In addition, the program or recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women (OVW) program manager assigned to this award by forwarding this information to the Iowa Attorney General's Crime Victim Assistance Division, and must comply with all conditions specified by the (OVW) 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 funded 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.

24. It will comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide and the Office of the Chief Financial Officer (OCFO) Financial Guide.
25. It will provide for an independent **audit** report on an annual basis as required by Office of Management and Budget (OMB) Circular A-133 and the OCFO Financial Guide. It will comply with the organizational audit requirements of OMB Circular A-133 and further understands and agrees that

funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of Department of Justice funds) are not satisfactory and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide and the OCFO Financial Guide.

26. Non-Federal entities that expend \$500,000 or more a year in Federal funds (from all sources including pass-through awards) in the organization fiscal year (12 month turnaround reporting period) shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.
27. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year. Records must be kept and available for review or audit by appropriate officials including the Federal agency, State agency, and U.S. Government Accountability Office (GAO).
28. All private agencies agree to perform **an audit in accordance with Iowa Code Section 11.36** audit requirements.
29. **Due Dates for Audit Reports** Audit reports are due the earlier of thirty days after receipt of the auditors report or (9) nine months after the end of the audit period. Audits must be sent to CVAD upon completion.
30. No program or recipient of VW funds shall use or reveal any **research or statistical information** furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with the VAWA. Such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.
31. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with **Federal money**, all programs receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the projects or program.
32. It will comply with any **additional eligibility or service criteria** established by the Crime Victim Assistance Division.
33. It will notify the Crime Victim Assistance Division (CVAD) office **in writing, via e-mail or through the online Programs Assistant website** within 30 days of any staffing change.
34. It will notify the Crime Victim Assistance Division (CVAD) office in writing or via e-mail of any VW-funded positions that remain vacant for 45 days or more. This notification must include reason for vacancy and plan for filling the position.
35. It will maintain client, staff, policy and procedure information and that reports shall be submitted, in the correct form, on time, and containing information as required by the Crime Victim Assistance Division.

36. It will expend funds received only for the purposes and activities covered by the program's approved application and budget; and that the contract and funds may be **suspended or terminated** at any time by the CVAD if the program fails to comply with the provisions of the VW or any of the certified assurances listed throughout this document.
37. Any court, law enforcement, and prosecution agency receiving Violence Against Women Act these funds certify that in the course of developing their VW application and appropriation, they have consulted with local Domestic Violence and/or Sexual Abuse programs to ensure that the proposed activities and equipment acquisitions are designed to promote safety, confidentiality, and economic independence of victims of domestic violence, sexual assault and dating violence.
38. It will cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
39. It will not purchase of law enforcement uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.
40. It will not use these funds to support the development of presentation of domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. It further agrees that these funds will not be used to teach primary or secondary school students from an already existing curriculum.
41. It will not use these funds to conduct public awareness or community education campaigns or related activities. These funds may be used to support, inform, and outreach to victims about available services.
42. It will not support activities that may compromise victim safety and recovery, such as:
- pre-trial diversion programs not approved by OVW or the placement of offenders in such programs;
 - procedures and policies that exclude victim 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;
 - mediation;
 - couples counseling;
 - family counseling or any other manner of joint victim-offender counseling;
 - mandatory counseling for victims;
 - penalizing victims who refuse to testify;
 - promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or
 - placement of perpetrators in anger management programs;
 - crafting policies that deny individuals access to services based on their relationship to the perpetrator;
 - developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;

- crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection);
- sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- crafting policies that require the victim to report the sexual assault to law enforcement.

43. It will comply with 42 U.S.C. § 3796gg to 3796gg-5, Omnibus Crime Control and Safe Streets Act of 1968 - Pub. L. No. 90-351 Violence Against Women Act, Title IV of the Violent Crime Control and Law Enforcement Act of 1994 - Pub. L. No. 103-322 and 42 U.S.C. § 3711, et seq., Violence Against Women Act of 2000 and Division B of the Victims of Trafficking and Violence Protection Act of 2000 - Pub. L. No. 106-386, and Violence Against Women and Department of Justice Reauthorization Act of 2005, Public Law 109-162 as amended and Office of Violence Against Women’s implementing regulations at 28 CFR Part 90.

13. It will comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and the costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. It agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, trainings, and other events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at: <http://www.ovw.usdoj.gov/grantees.html>. It agrees to contact and receive permission from their Victim Services Support Program primary contact from the Iowa Attorney General’s Crime Victim Assistance Division prior to utilizing federal VW funds for related conference expenses.

I certify that the program receiving Violence Against Women (VW) funds meets all the requirements stated in these certified assurances and the Violence Against Women and Department of Justice Reauthorization Act of 2005, Public Law 109-162 as amended, and that all the information presented in the application for funding is correct, and the application will comply with the provisions of the Act and all other federal laws, regulations, and guidelines. By appropriate language incorporated in each subcontract or other document under which funds are to be disbursed, the undersigned shall assure the applicable conditions above apply to all recipients of assistance.

Program Name

Signature of Authorized Representative

Date

Typed Name of Authorized Representative

Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Program Director Signature

Date

Typed Name of Program Director

Title of Program Director

Email Address of Program Director

Telephone Number of Program Director

Updated December 28, 2012

IOWA DOMESTIC ABUSE (DA) AND/OR SEXUAL ABUSE (SA) CERTIFIED ASSURANCES

The program assures and certifies that:

1. It is operated by a public or non-profit agency.
2. It will (a) prohibit discrimination against any employee, applicant for employment, or any person participating in any sponsored program on the basis of age, race, creed, color, gender, sexual orientation, gender identity, physical or mental disability, national origin, or religion, (b) compensate employees at no less than minimum wage, and (c) provide safe and sanitary working conditions.
3. It will comply with Iowa Code Section 8.11 regarding Minority Impact Statement, and the Iowa Attorney General's Crime Victim Assistance Division rules as contained in the Iowa Administrative Code, 61 IAC Chapter 9, Section 9.50 through 9.65; and the policies of the Iowa Attorney General's Crime Victim Assistance Division.
4. The grant funds will be used to supplement and not supplant other available or mandated funds.
5. All private agencies agree to perform an audit in accordance with Iowa Code Section 11.36 audit requirements.
6. Due Dates for Audit Reports Audit reports are due the earlier of thirty days after receipt of the auditors report or (9) nine months after the end of the audit period. Audits must be sent to CVAD upon completion.
7. The grant funds will only be used to provide services to victims of domestic abuse or sexual abuse as specified in Iowa Code section 236.15.
8. It will maintain client, staff, policy and procedure information and that **reports** shall be submitted, in the correct form, on time, and containing information as required by the Crime Victim Assistance Division (CVAD).
9. It has a grievance procedure for victims, employees and volunteers.
10. It is a domestic abuse or sexual abuse program as defined in Iowa Code Chapter 236 and that all employees and volunteers who provide victim services are certified as victim counselors as provided in Iowa Code Chapter 915.
11. It provides all services without regard to a victim's ability to pay. There shall be no charge to victims for services provided by the program.
12. If it provides services to victims of domestic abuse, the program has the capacity to provide or arrange for safe shelter of victims and their children.

13. If it provides services to victims of sexual abuse, the program has the capacity to provide in-person support to victims at the time of an evidentiary sexual abuse examination.
14. It will keep time and attendance records for all DA-funded and SA-funded staff.
15. It will create a sexual harassment policy which includes the process for filing a grievance of sexual harassment by a staff member, client, victim, or volunteer. The process shall take into consideration how to file a complaint against a supervisor, administrator or director. After the creation of the sexual harassment policy, all current staff and volunteers, as well as new staff and volunteers will sign an acknowledgement form that they have reviewed and understand the sexual harassment policy. One copy will be provided to the staff member, or volunteer and one will be kept in their personnel file.

I certify that the program in this application meets all the requirements stated in these certified assurances for the Domestic Abuse and/or Sexual Abuse state funds and that the program will comply with all applicable state laws and regulations.

Program Name

Signature of Authorized Representative

Date

Typed Name of Authorized Representative

Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized

Program Director Signature

Date

Typed Name of Program Director

Title of Program Director

Email Address of Program Director

Telephone Number of Program Director

Updated December 28, 2012

CERTIFICATIONS REGARDING LOBBYING AND DRUG-FREE WORKPLACE

The program assures and certifies that:

They comply with certification requirements under 28 CFR Part 69, New Restrictions on Lobbying and 28 CFR Part 67, Government-wide Requirements for Drug-Free Workplace (Grants). See below for the specifics regarding both of these certifications.

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 subrecipients shall certify and disclose accordingly.

3. DRUG-FREE WORKPLACE (PROGRAMS OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for programs, as defined at 28 CFR Part 67 Sections 67.615 and 67.620 –

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 program'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 program'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, 633 Indiana Avenue, 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 drugfree workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The program may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not indentified here. Section 67, 630 of the regulations provides that a program that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

DRUG-FREE WORKPLACE (PROGRAMS WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for programs, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 – A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

**LOBBYING AND DRUG-FREE WORKPLACE
CERTIFIED ASSURANCES**

I certify that the program receiving grant funds meets all Lobbying and Drug-Free Workplace requirements.

Program Name

Signature of Authorized Representative

Date

Typed Name of Authorized Representative

Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Program Director Signature

Date

Typed Name of Program Director

Title of Program Director

Email Address of Program Director

Telephone Number of Program Director