

Section 1: Cover Page

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE  
Victims of Crime Act VOCA Assistance Application for Funding

**Applicant Information:**

Name of Applicant Organization: *Catholic Charities New Hampshire; Office of Immigration and Refugee Services*

DUNS Number: 

SAM Registration Expiration Date: *1/27/2017*

Federal Funds Requested: *\$60,000*

1. Project Title: *Specialized Legal Services for Immigrant and Refugee Victims of Domestic Abuse and Sexual Assault in New Hampshire*

2. Grant Project start date: *07/01/16* Project end date: *06/30/17*

3. Project Director: *Cathy Chesley*

Telephone: *603-669-3030 x 260* Email: *cchesley@nh-cc.org*

4. Financial Officer: *Joanne Hollen*

Telephone: *603-669-3030 x 202* Email: *jhollen@nh-cc.org*

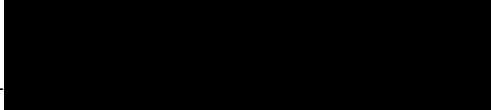
5. Primary contact person for this project is: *Scott Fitzpatrick*

Address: *215 Myrtle St., Manchester, NH 03104-4354*

Telephone: *603-669-3030 x 219* Email: *sfitzpatrick@nh-cc.org*


**6. Certification Required:**

As the signing authority for this grant project, I hereby certify that I have read and understand the documents in APPENDIX I and, if selected for funding, will ensure that this applicant organization will comply with all terms and conditions of that agreement including the Scope of Work, the Method of Payment, and the Special Provisions.

Signature of signing authority:  Date: *3/29/2016*

*Thomas Blonski, President and CEO*

Address: *215 Myrtle St., Manchester, NH 03104-4354*

Telephone: *603-669-3030 x *

Email: *tblonski@nh-cc.org*

## Section 2: Narrative Questions

### VOCA Application Project Narrative: Scope of Work This section is limited to 15 pages maximum, size 12 pt. font

#### 1. Describe the need for the proposed project; describe the problem(s) to be addressed including any relevant statistics.

##### Problem to be addressed:

This project addresses the exceptional vulnerability of immigrant victims of domestic violence and sexual assault (DV/SA). While DV/SA has a devastating impact on the physical and mental health of any family, many immigrant victims experience exacerbated circumstances. They often rely on a U.S. citizen or legal permanent resident spouse to petition for immigration status and abusers will often use that reliance to control and silence their victims. Abusers may refuse to file or threaten to withdraw immigration petitions, and in some cases report their partner's undocumented status. Many immigrant victims fear that by reporting incidents of domestic violence or sexual assault to police they risk deportation for themselves, family members, and even the abusers. Such fears are heightened by the thought of possible separation from their children. Consequently, immediate access to competent immigration legal services is critical to these victims.

Social and cultural factors may also discourage victims from coming forward. Some communities consider DV/SA to be a private matter, especially when cultural norms tolerate violence against women or even shame victims of sexual crimes. Leaders of ethnic-based community organizations report that victims who "go public" may face ostracism by their community or family members. Language barriers and lack of financial resources may further limit victims' recourse. All of these factors work in concert to trap victims, and their children, in abusive relationships and prevent crimes from being reported.

##### Need for the proposed project:

While our clients can access pro bono *civil* legal services through partnering organizations, the Office of Immigration and Refugee Services (OIRS) remains the only agency providing pro bono *immigration* legal services for low-income immigrant victims of domestic violence and sexual assault in New Hampshire. Immigrant populations have increased in number diversity, and geographic distribution in NH in recent years, creating an increasing need for immigration legal services. Between 2009 and 2014, the number of foreign born persons living in New Hampshire grew by 8%, while the state's total population remained flat.<sup>1</sup> As a result, the number of immigrant victims is also increasing.

OIRS helps immigrant victims establish a lawful presence in the U.S. (through VAWA self-petitions and U Visas), allowing them to escape the cycle of violence and poverty. OIRS staff members possess the combination of cultural, linguistic, and legal expertise required to address immigrant DV/SA cases. Our services are truly life changing, impacting the immediate and long-term safety, health, social integration, and material well-being of clients and, by extension, that of their children and families.

The continuing successful adjudication of DV/SA immigration cases by OIRS provides relief and hope to those remaining in need of assistance. In addition to referrals from a strong New

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<sup>1</sup> U.S. Census Bureau American Community Survey (2009, 2014)

Hampshire DV/SA services network, many clients reach us through “word of mouth” recommendations. When our work motivates other survivors to come forward and seek help, it prevents and reduces future abuse. The importance of hope cannot be overstated; immigrant victims too often believe that they have no recourse. Each DV/SA case spreads awareness in immigrant communities that special legal protections extend to immigrant victims. OIRS has served 340 DV/SA primary clients since 2008. The actual number of persons impacted by our work, however, is far larger, since many clients file petitions for family members. The majority of our clients are mothers, whose children benefit from their parent’s new legal status.

**2. Describe the proposed project: How will your project address the problems stated above?**

**b. Existing projects - describe how additional grant funding will enhance, expand current services. Your narrative should also include a brief description of successes and accomplishments to date; and describe any continuing or new challenges your project will work to overcome.**

**c. Both new and existing projects - provide a detailed description of services to be delivered and how that delivery will be implemented. Also include project goals, objectives and the activities that will ensure goals are accomplished.**

Organizational background:

The Office of Immigration and Refugee Services is a program of Catholic Charities New Hampshire. Established in 1945, Catholic Charities New Hampshire is a human services organization with a mission to provide quality services that heal, comfort, and empower the poor and vulnerable. Our services are available to anyone in New Hampshire regardless of their religion, race, gender, age, or ability to pay for services. Catholic Charities NH is committed to delivering services that address the needs of the hungry, young parents and vulnerable children, struggling families, immigrants and refugees, and the elderly.

Critical to the Catholic Charities New Hampshire mission is the work carried out by the Office of Immigration and Refugee Services (OIRS). OIRS is committed to:

1. Providing legal and human services for immigrants and refugees;
2. Assisting immigrants and refugees in becoming self-sufficient and contributing members of community and society;
3. Advocating for public policy positions that address the needs and conditions of immigrants and refugees.

Services to be delivered:

The Office of Immigration and Refugee Services assists immigrant victims of domestic abuse and sexual assault (DV/SA) in obtaining legal status in the U.S. through two programs: Violence Against Women Act (VAWA) self-petitions and U Visas. VAWA self-petitions allow battered immigrant spouses to apply for permanent residence and permission to work in the United States rather than rely on the sponsorship of an abusive U.S. citizen spouse. U Visas provide an avenue for lawful presence in the U.S. for undocumented immigrant victims of certain crimes committed by a U.S. Citizen or Legal Permanent Resident. Other immigration legal services provided for DV/SA survivors include legal representation in Removal Proceedings, Adjustment of Status (Green Card), Employment Authorization, and

Naturalization. A grant of \$60,000 from the New Hampshire Department of Justice VOCA Fund will enable us to provide services for 45 clients during the one year grant period.

Gaining legal status allows DV/SA survivors to end abusive relationships without fear of deportation. Work authorization provides an opportunity for victims to support themselves independently. They can seek lawful employment (at improved wages), obtain a social security number, and apply for a driver's license. When clients can earn their own money and freely navigate social institutions, they no longer need to depend upon an abusing partner and can break the cycle of violence. Families can then begin the process of healing from trauma and start to participate fully in school, work, and life in their communities, leading most to attain citizenship.

Through our Domestic Violence and Sexual Assault casework, the Office of Immigration and Refugee Services has developed and expanded a referral network of complementary agencies and organizations. Some offer additional (non-immigration related) legal services, including protective orders, family law, and other civil legal matters (education, housing, benefits, etc.). Others offer support services, such as shelter, safety planning, and counseling, or engage in advocacy. The services provided by OIRS and its partners are crucial for keeping victims safe, informed, and empowered. Without the support of OIRS, the only provider of immigration legal services to low income and impoverished clients in NH, immigrant victims will not be adequately served.

In addition to the work of our professional staff, volunteer students at the University of New Hampshire School of Law in Concord contribute to DV/SA cases at our Immigration Law Clinic on campus, under the supervision of OIRS staff members.

Population served:

OIRS serves low-income and impoverished immigrant victims of domestic violence and sexual assault living in New Hampshire. Our services are equally available to victims of federal crimes as they are to victims of state/local crimes. Our clients range from young children to grandmothers, although most fall between the ages of 25 and 45. We serve clients from 55 countries, with approximately 70% from Latin America, typically from the poorest regions of Mexico and Central America. 60% of our clients have children, with an average of 2 – 3 children per family.

The Office of Immigration and Refugee Services works with immigrant DV/SA victims living throughout the state. Most of New Hampshire's immigrants live within the state's two largest cities (Nashua and Manchester), where the primary offices of OIRS are located. However there are growing immigrant concentrations in the Upper Valley (Lebanon and Hanover), the Seacoast Region (Portsmouth and Dover), and Concord. Pertinent demographics<sup>2</sup> are as follows:

	<u>Foreign-born population</u>	<u>Persons below poverty level</u>	<u>Language other than English spoken at home</u>
State of NH	5.7%	9.2%	7.9%
Manchester	13.2%	14.3%	19.7%
Nashua	13.4%	10.7%	20.0%

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<sup>2</sup> U.S. Census Bureau American Community Survey (2010-2014)

Lebanon	11.4%	11.5%	12.6%
Hanover	12.0%	12.0%	15.6%
Portsmouth	7.4%	7.6%	10.0%
Dover	6.5%	9.3%	7.7%
Concord	6.4%	11.7%	7.5%

We have learned that a key barrier to receiving support is the lack of access to affordable, immigration legal services at the local level. The need to access services at a distance creates additional, travel-related challenges (access to a vehicle, fuel expense, and additional time required) for people with limited resources. In September 2011, in partnership with the University of New Hampshire School of Law, OIRS launched the Immigration Law Clinic to help address this need. Located in Concord, the Clinic enables OIRS to provide immigration-related legal assistance to low-income and impoverished clients in a more northerly location. This results in improved, expanded access to services for immigrant communities in Central and Northern NH.

The Office of Immigration and Refugee Services serves a diverse immigrant population from 55 different countries. Due to the complex issues facing immigrant victims, it is crucial that our staff possess the training and skills to serve clients sensitively and comprehensively. Four of the current staff are multilingual (three speak Spanish, one Vietnamese, one French, and [REDACTED]) and as a group we possess extensive knowledge and experience in the areas of domestic and sexual violence. Because so many of our clients speak Spanish, the Office maintains a Spanish language intake line.

Collaboration:

Through our Domestic Violence and Sexual Assault casework, the Office of Immigration and Refugee Services has developed and expanded a referral network that includes other key agencies and organizations. The additional services provided by crisis centers, shelters, state agencies, and civil legal specialists are crucial for keeping victims safe, enabling them to break out of the cycle of violence, and to take advantage of new opportunities for their futures.

OIRS works closely with other legal service providers such as New Hampshire Legal Assistance (Domestic Violence Advocacy Project) and the NH Bar Association (Pro Bono Referral Program; Domestic Violence Emergency Project). These groups provide pro bono attorneys for restraining orders, family law, and other civil legal services (housing, public benefits, etc.) required by DV/SA victims. OIRS also maintains relationships with the American Immigration Lawyers Association, the Catholic Legal Immigration Network, and New Hampshire Legal Aid's Legal Advice & Referral Center.

OIRS also collaborates with the NH Coalition Against Domestic and Sexual Violence and its 13 nongovernmental, independent, community-based crisis centers. These independent member organizations form a major part of the NH DV/SA network, and provide support services for our mutual clients across the state (including 24/7 emergency hot lines). The network has developed direct cross-referral systems that enable key staff within the partner organizations to communicate efficiently and effectively regarding client needs. In particular, OIRS has worked with Bridges, New Beginnings, Turning Points Network, and the Manchester YWCA. The OIRS has also worked with the Strafford County Family Justice Center, which serves a similar role (but is not a formal member of the Coalition).

For more than ten years, the YWCA and Bridges (two of the largest DV/SA programs in the state) have consistently collaborated with OIRS to support immigrant victims of sexual violence. Both programs provide comprehensive advocacy and shelter to survivors and have partnered with OIRS to ensure that immigrant survivors are able to access all legal services available to them.

Further, OIRS collaborates with the YWCA and Bridges on community-wide initiatives such as the Manchester Immigrant Integration Initiative, the annual International Women's Festival, the Gate City Coalition, and One Greater Nashua, as well as in conducting community-based research on domestic violence within immigrant communities. For additional human services (counseling, emergency assistance funds, clothing, food, school supplies, etc.), OIRS turns to other Catholic Charities New Hampshire programs as well as outside organizations, including: Families in Transition, The Way Home, the Salvation Army, and the St. Vincent De Paul Society.

OIRS partners with state agencies and initiatives, including: New Hampshire's Task Force on Domestic Violence, the NH Attorney General's Commission on Human Trafficking, County Attorney's Offices, and local Police Departments.

Due to our work within immigrant communities and with ethnic-based organizations, Catholic Charities New Hampshire is often the first contact for immigrant victims of DV/SA. Our ethnic-based partners include the Organization for Refugee and Immigrant Success, the NH Alliance of Immigrants and Refugees, the International Institute of New England, Victory Women of Vision, Spark the Dream, the South Sudan Community of NH, and the Bhutanese Community of NH.

#### Goals, objectives, and activities

Goal: To enable at least 45 immigrant DV/SA victims to establish legal presence and permission to work in the U.S., and free themselves from abusive relationships.

#### Objectives:

1. Provide immigration-related legal services for at least 45 DV/SA victims annually;
2. Give and receive 30 - 45 cross-referrals for immigrant DV/SA cases with collaborating organizations annually;
3. File immigration petitions (U Visa, VAWA petition, Employment Authorization, Adjustment of Status, etc.) for 100% of eligible clients;
4. Represent 100% of clients with immigration court cases where legal relief is available based on client's DV/SA status;
5. Successfully adjudicate at least 90% of accepted immigration-related DV/SA legal cases;
6. Increase public awareness within NH immigrant communities of DV/SA legal services available to immigrant victims.

#### Activities:

1. OIRS project manager and paralegal conduct 50 – 60 in-take interviews and initial assessments annually, to determine legal need and program eligibility;
2. OIRS staff members open, manage, and adjudicate at least 45 DV/SA cases annually;
3. OIRS staff members make 30 – 45 DV/SA case referrals to collaborating organizations;

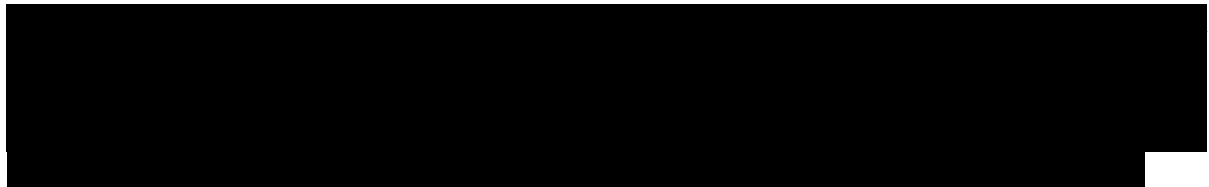
4. OIRS engages interpreters and translators on an hourly basis as consultants, as needed
5. Immigrant victims of DV/SA receive additional support services (protective orders, family unification, housing/shelter, safety planning, counseling, advocacy, etc.) from collaborative partners;
6. OIRS will identify and notify eligible clients of the availability of Victims Compensation benefits, provide a basic explanation of the program, and direct them to collaborating organizations which can assist with the application process.

**3. Explain applicant's plan for sustainability of the proposed project and also your organization should federal funds no longer be available.**

Catholic Charities New Hampshire is committed to providing services for the poor and vulnerable regardless of their ability to pay. For this reason, programs will always require financial support.

Funding for the Office of Immigration and Refugee Services program and domestic violence/sexual assault legal assistance is an important part of Catholic Charities' annual fundraising efforts, including individual, corporate, and event-related giving. In addition to these unrestricted and dedicated contributions, we will continue to seek grants and other financial support for the program.

During periods without federal resources, for example OVW grants, Catholic Charities New Hampshire works to maintain funding and diversify sources of support for this important program. Every year we approach grant making organizations, as well as individual and corporate donors, with funding requests that enable us to sustain legal services for immigrant victims of DV/SA.



**4. Describe the method(s) for evaluating success, progress, and areas in need of improvement for the proposed project.**

The program is successful when victims are awarded legal status, are safe from abusive relationships, and are free to participate fully in school, work, and life in their communities. To date, 100% of our DV/SA clients have gained legal status and obtained work authorization.

Methods for evaluating success, progress, and areas in need of improvement:

1. In-take records;
2. Referral records;

3. Casework files;
4. Adjudication results;
5. End of service client surveys;
6. Reports/data from collaborative partners.

OIRS records include: personal details, work information, family/relationships, and clients' past immigration records. Our end of service client surveys ask about the effectiveness of services and specific ways our services aided clients. Collaborative partners report back to OIRS regarding housing, jobs, and non-immigration legal services being provided to clients.

### Client Story

After years of suffering in a highly abusive relationship with her American husband, to save herself and her son, ██████ had no other option but to leave. She put her trust in Catholic Charities' Office of Immigration and Refugee Services.

A legal advocate specializing in domestic abuse guided ██████ through the complex legal process of obtaining her work authorization and eventually her Green Card. With this assistance, ██████ could begin to establish a self-sufficient life outside the destructive cycle of violence. "I worked two and even three jobs, cleaning offices, cleaning a childcare center in ██████ and doing whatever I could," recalls ██████ when describing how she first provided for herself and her son.

Thanks to the work authorization and Green Card that OIRS helped ██████ obtain, new opportunities became possible for ██████. At the childcare center, she watched the teachers working, and knew that she wanted to become a teacher one day.

She saved money to take classes at ██████, to become licensed as an Assistant Early Childhood Education teacher. When a job at the center opened up, ██████ applied and was hired. ██████ continues to take classes, working toward a full teaching certification.

The Office of Immigration and Refugee Services assisted ██████ in obtaining full citizenship for herself and her son. ██████ and her son, now fifteen, are looking to the future: "My son and I have a dream. Someday, we want to have a home of our own. The support of Catholic Charities made such a difference in my life. Without their help, I could not get my Green Card, could not get a job... I will always be grateful to Catholic Charities."

### **5. Describe in detail the applicant's capabilities for the financial management and in the oversight of federal grant funds.**

Catholic Charities New Hampshire has a Data Universal Numbering System (DUNS) number and we maintain active, current registration with System for Award Management (SAM). We are able to provide our FY2015 Form 990 and IRS certification of our Non-Profit status. We are also equipped to provide quarterly expenditure and performance reports for the proposed project to the NHDOJ.

Catholic Charities New Hampshire is accustomed to receiving large grants and has a dedicated accounting department which handles an organizational budget of \$78,582,000. We have been both a direct recipient and a sub-recipient of federal funding. We have been awarded, and successfully managed, two multi-year Legal Assistance for Victims (LAV) grants, totaling ██████, from the US Department of Justice. As a result we possess an



adequate accounting system as described in the 2015 DOJ Grants Financial Guide's Standard for Financial Management Systems.

**6. Please complete the project budget below. In the budget detail narrative include the source of your matching resources in clear and specific detail.**

**Section 3: Budget and Budget Narrative**

**New Hampshire Department of Justice Budget Detail Worksheet**

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and must be based on ACTUAL time worked and not percentage.

<b>Name/Position</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
OIRS Director			
Project Manager			
Attorney / Legal Advocate			
Paralegal			
Law Clinic Students			

<b>Category A - Personnel</b>			
<b>Sub-Total Federal:</b>	<b>\$39,100</b>	<b>Match:</b>	<b>\$45,938</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. Individual fringe benefits must be listed by amount and percentage.

<b>Name/Position</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
OIRS Director			
Project Manager			
Attorney / Legal Advocate			
Paralegal			

<b>Category B - Personnel</b>			
<b>Sub-Total Federal:</b>	<b>\$7,800</b>	<b>Match:</b>	<b>\$7,845</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<b>Purpose of Travel</b>	<b>Location Item</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
Client-Related Travel	Client homes, Immigration Court, USCIS offices, records/investigation	Avg. 60 miles/client x 45 clients x \$0.50/mile = \$1,350	\$700	\$650

<b>Category C - Travel</b>			
<b>Sub-Total Federal:</b>	<b>\$700</b>	<b>Match:</b>	<b>\$650</b>

**D. Equipment** - Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the “supplies” category or in the “Other” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<b>Item</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
N/A			

<b>Category D - Equipment</b>			
<b>Sub-Total Federal:</b>	<b>\$0</b>	<b>Match:</b>	<b>\$0</b>

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<b>Supply Items</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
Office supplies	Avg. \$10/case x 45 cases = \$450	\$220	\$230
Postage	Avg. \$10/case x 45 cases = \$450	\$220	\$230
Law Logix Case Mgmt. System	\$33/case use fee x 45 cases = \$1,485	\$700	\$785
Bar License (OIRS Director)	\$525 x 0.10 = \$53	\$20	\$33
Bar License (Project Manager)	\$525 x 0.15 = \$79	\$40	\$39
Bar License (Attorney/L. Adv.)	\$525 x 0.75 = \$394	\$200	\$194

<b>Category E - Supplies</b>			
<b>Sub-Total Federal:</b>	<b>\$1,400</b>	<b>Match:</b>	<b>\$1,510</b>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

<b>Purpose</b>	<b>Description of Work</b>	<b>Federal</b>	<b>Match</b>
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**Project category Not Approved by NH Department of Justice**

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**G-1 Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day require additional justification and prior approval from OJP.

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
	Interpretation/Translation	8 hrs. x \$50/hr = \$400	\$200	\$200

<b>Category G-1 - Consultant Fees:</b>			
<b>Sub-Total Federal:</b>	<b>\$200</b>	<b>Match:</b>	<b>\$200</b>

**G-2 Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees. (i.e., travel, meals, lodging, etc.)

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
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N/A

<b>Category G-2 - Consultant Expenses</b>			
<b>Sub-Total Federal:</b>	<b>\$0</b>	<b>Match:</b>	<b>\$0</b>

**G-3 Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<b>Item</b>	<b>Federal</b>	<b>Match</b>
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N/A

<b>Category G-3 - Contracts</b>			
<b>Sub-Total Federal:</b>	<b>\$0</b>	<b>Match:</b>	<b>\$0</b>

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

<b>Description</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
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Manchester Office			
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	[REDACTED]		
Nashua Office	[REDACTED]	\$1,800	\$1,923
	[REDACTED]		
	[REDACTED]	\$3,600	\$3,627
	[REDACTED]		

<b>Category H - Other Costs</b>			
<b>Sub-Total Federal:</b>	<b>\$5,400</b>	<b>Match:</b>	<b>\$9,272</b>

**I. Indirect Costs** - Indirect costs are allowed at the applicant' federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, the applicant may submit either a rate negotiated between the pass-through entity and the sub-recipient (in compliance with this part), or a de minimis indirect cost rate of 10% of modified total direct costs as defined in §200.414 Indirect (F&A) costs, paragraph (f) of the Federal Register Vol. 78 No 248; 2 CFR Part 200

**Description                      Computation    Federal                      Match**

Catholic Charities New Hampshire does not have a negotiated Federally-approved indirect cost rate, and is eligible to charge a de minimis rate of 10% on Modified Total Direct Costs (MTDC). All expenses for this project qualify for this indirect rate.

$\$120,015 \times 0.10 = \mathbf{\$12,001}$     \$5,500                      \$6,501

<b>Category I. - Indirect Costs</b>			
<b>Sub-Total Federal:</b>	<b>\$5,500</b>	<b>Match:</b>	<b>\$6,501</b>

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal (match) funds that will support the project.

<b>Budget Category Amount</b>	<b>Federal</b>	<b>Match</b>
<b>A. Personnel</b>	<b>\$39,100</b>	<b>\$45,938</b>
<b>B. Fringe Benefits</b>	<b>\$7,800</b>	<b>\$7,845</b>
<b>C. Travel</b>	<b>\$600</b>	<b>\$750</b>
<b>D. Equipment</b>	<b>\$0</b>	<b>\$0</b>
<b>E. Supplies</b>	<b>\$1,400</b>	<b>\$1,510</b>
<b>F. Construction</b>	<b>\$0</b>	<b>\$0</b>
<b>G. Consultants/Contracts</b>	<b>\$200</b>	<b>\$200</b>
<b>H. Other</b>	<b>\$5,400</b>	<b>\$9,272</b>

<b>Total Direct Costs</b>	<b>\$54,500</b>	<b>\$65,515</b>
<b>I. Indirect Costs</b>	<b>\$5,500</b>	<b>\$6,501</b>
<b>Total Project Costs</b>	<b>\$60,000</b>	<b>\$72,016</b>

<b>Federal Request</b>	<b>\$60,000</b>
<b>Non-Federal Match Amount</b>	<b>\$72,016</b>

## **New Hampshire Department of Justice**

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### **BUDGET NARRATIVE:**

This grant proposal requests \$60,000 of VOCA funds from the NHDOJ, with a total project budget of \$132,016. Matching funds will constitute 55% (\$72,016) of the total project budget, far exceeding the 20% minimum matching requirement (\$26,403).

Of the \$72,016 in match required to complete the total project budget, \$17,625 is committed through a grant from the [REDACTED]. The [REDACTED] funds will be distributed as follows: \$13,173 for Personnel, \$2,485 for Fringe Benefits, \$227 for Travel, \$606 for Supplies, \$89 for Consultant Fees, and \$1,045 for Indirect Costs.

Further match will be provided as In-kind Support totaling \$11,652. This includes 263 hours of student volunteer time through the Immigration Law Clinic Partnership, valued at \$6,039. An additional \$1,890 of in-kind support comes from St. Joseph Hospital in Nashua, NH which covers the OIRS Nashua office's rent.

Other grant proposals are currently submitted and pending with the [REDACTED] (\$20,000) and the [REDACTED] (\$10,000). The remaining \$12,739 of matching funds will come from unrestricted and dedicated contributions to Catholic Charities New Hampshire. We continue to seek other grant opportunities in support of OIRS DV/SA case work.

Since this proposal will serve victims of domestic violence and sexual abuse (DV/SA) at no charge, our greatest need is meeting the personnel expenses (\$78,999 in non-volunteer personnel expenses and \$15,645 in fringe benefits) necessary to support skilled, specialized legal services. Grant funds will support Office of Immigration & Refugee Services (OIRS) personnel's work on behalf of immigrant victims of DV/SA as follows:

1. The OIRS Director provides project oversight and management.
2. The DV/SA Project Manager: maintains project records, supervises all project legal work, and supervises project staff.
3. The Attorney / Legal Advocate oversees services to individual clients, represents clients in immigration proceedings, communicates with clients regarding case details, and supervises Immigration Law Clinic student volunteers.
4. The Paralegal manages intake, organizes client case files, translates documents, and assists Project staff with client casework and research.

A small portion of the budget (\$1,350) covers travel expenses, all of which directly relate to delivering services for victims of DV/SA. Travel includes meetings with clients (essential for serving clients unable to reach our offices) and United States Citizenship and Immigration Services (USCIS); travel to court in order to represent clients; and travel on behalf of clients for research/investigation that will support their case.

The budget allocates \$2,910 for supplies. Office supplies are necessary for day-to-day clerical tasks, for example filling out client intake forms. Our services require postage for the mailing of pleadings, petitions, and applications to Immigration Court, USCIS, and other agencies. Every DV/SA client is entered into the Law Logix case management system, which incurs a fee for each case. Law Logix allows us to serve clients more efficiently by providing quick access to records. Our supply budget also includes a prorated portion of the annual Bar License fees for the OIRS Director, Project Manager, and Project Attorney, required for the practice of law.

Although OIRS employs staff with proficiency in Spanish, Vietnamese, French, and [REDACTED], there are cases in which we require outside services (entered as consulting fees) for translation or interpretation. OIRS estimates a need for 8 hours of service at \$50/hour, for a total expense of \$400.

Under Other Expenses we have broken down occupancy costs, including: rent, gas, water, electric, telephone, tech./internet, maintenance, and equipment rental/repair as applicable to the two primary offices. Those expenses (prorated for DV/SA activities) equal \$3,723 for the Manchester office and \$7,227 for the Nashua office, for a total of \$10,950. This infrastructure provides a safe and efficient space for OIRS staff to conduct their work. [REDACTED]

Lastly, for indirect costs, Catholic Charities New Hampshire has never negotiated a Federally-approved indirect cost rate, and is eligible to charge a de minimis rate of 10% on Modified Total Direct Costs (MTDC), which amounts to \$11,025. All expenses for this project qualify for this indirect rate. These funds apply to Catholic Charities NH administrative expenses which support OIRS and its personnel, including human resources, IT, finance/accounting, development, and management. Without this organizational support, OIRS would not be able to staff and sustain its work.