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City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 12-195

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of June 4, 2012
(Adoption Date)

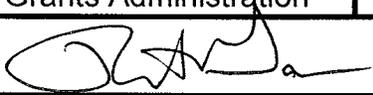
Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES, ON BEHALF OF THE POLICE DEPARTMENT, TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$30,450.00 FROM THE STATE OF NEW MEXICO CRIME VICTIMS REPARATION COMMISSION, AND TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE GRANT CONTRACT.

PURPOSE(S) OF ACTION:

Accept grant funding.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> S. Nicole Williams	<u>Department/Section:</u> Financial Services / Grants Administration	<u>Phone:</u> 541-2716
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On May 8, 2012; the City of Las Cruces was notified by the State of New Mexico Crime Victims Reparation Commission (CVRC) of a grant award in the amount of \$30,450.00 under the FY 2013 VOCA Victims of Crime act Victim Assistance Formula Grant for the Las Cruces Police Department, Victim Assistance Unit. The grant funding is to cover salaries for two, part-time Crime Victim Advocates, and minor travel costs. There is a cash-match of \$8,643.00 to cover benefits associated with the grant funded positions. The period of performance is from July 1, 2012 through June 30, 2013.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", State of New Mexico Crime Victims Reparation Commission, FY 2013 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract.

(Continue on additional sheets as required)

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from:
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
	<input type="checkbox"/>	Proposed funding is from fund balance in the Fund.	
Does this action create any revenue?	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>2405</u> in the amount of <u>\$30,450.00</u> for <u>FY13</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funding has already been included in the approved FY 2013 Budget under Fund 2405 Victim Assistance.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Victims Assistance	Various	\$30,450.00	\$30,450.00	\$0	None

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will accept the grant agreement, ratify the City Manager's signature on the contract.
2. Vote "No"; this will reject the grant award and could negatively affect future grant awards from the CVRC.
3. Vote to "Amend"; this is not an option as grant funding is specific to approved expenditures as stipulated under the grant contract.
4. Vote to "Table"; this is not an option as the grant award is constrained by a specific period of performance.

REFERENCE INFORMATION:

N/A

RESOLUTION NO. 12-195

A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES, ON BEHALF OF THE POLICE DEPARTMENT, TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$30,450.00 FROM THE STATE OF NEW MEXICO CRIME VICTIMS REPARATION COMMISSION, AND TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE GRANT CONTRACT.

The City Council is informed that:

WHEREAS, on May 8, 2012, the City of Las Cruces was notified by the State of New Mexico Crime Victims Reparation Commission of a grant award in the amount of \$30,450.00; and

WHEREAS, there is a cash match of \$8,643.00 required; and

WHEREAS, grant funds will be used to cover salaries for two, part-time Crime Victim Advocates and minor travel costs; and

WHEREAS, the required cash match will be used to cover benefits costs associated with the two, part-time grant funded positions; and

WHEREAS, the period of performance for the grant is from July 1, 2012 through June 30, 2013.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the City of Las Cruces is approved to accept the grant award in the amount of \$30,450.00, on behalf of its Police Department, from the State of New Mexico Crime Victims Reparation Commission.

(II)

THAT the City Council ratifies the City Manager's signature on grant contract; Exhibit "A", attached hereto and made part of this resolution.

(III)

THAT the grant funding has been accounted for in the approved FY 2013 budget.

(IV)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this ____ day of _____, 20__.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Small:	_____
Councillor Sorg:	_____
Councillor Thomas:	_____

APPROVED AS TO FORM:



City Attorney

State of New Mexico
Crime Victims Reparation Commission
FY 2013 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract

A Federal Grant number 2012-VA-GX-0000 (temporary number) VOCA Victim Assistance grant award to Las Cruces Police Dept./Victim Assistance Unit hereinafter called the Contractor, Contractor number 2013-VA-936, in the amount of \$30,450.00, for the exclusive application of a VOCA Victim Assistance grant as set forth in the approved program of the State of New Mexico Grant Application. This award is authorized by the Crime Victims Reparation Commission (CVRC) as referenced in the Victims of Crime Act. The Federal CFDA number for this grant is: 16.575. This award may be used for a period from July 1, 2012 to June 30, 2013.

The Contractor shall administer the project for which this award is given in accordance with the applicable rules, regulations and conditions as set forth in the Federal and State Guidelines. In addition, the attached Special Conditions must be followed.

I. PAYMENT

Payment is on a reimbursement basis. See Special Conditions.

II. TERMINATION

This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty days prior to the intended date of termination.

III. RECORDS AND AUDIT

Detailed expenditure records must be maintained. These records shall be subject to inspection by CVRC and its representative(s), and the United States Department of Justice, Office of Justice Programs. CVRC shall have the right to audit the expenditures both before and after payment. Payment under this Agreement shall not foreclose the right of CVRC to recover excessive and/or illegal payments.

IV. ASSIGNMENT

The Contractor shall not assign or transfer any interest in the Agreement without prior written approval of CVRC.

V. AMENDMENTS

This agreement shall not be altered, changed or amended except by an instrument in writing executed by the parties hereto.

VI. EQUAL OPPORTUNITY COMPLIANCE

The Contractor agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity. The Contractor agrees that no person shall, on the basis of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with or participation in, be denied services, or be otherwise subjected to discrimination under any program or activity performed under this agreement. The Contractor agrees to submit an Office for Civil Rights certification of compliance form within 45 days of the beginning date of the grant award.

VII. EFFECTIVE DATE

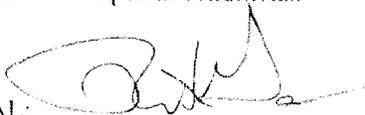
This award becomes effective upon date of approval by the CVRC Director. No funds will be disbursed until the signed original agreement and an approved budget have been submitted to CVRC.

Organizations that do not adhere to these responsibilities will be in violation of the terms of this Grant, and VAWA Award will be subject to appropriate administrative action, including withholding of funds or possible cancellation of Grant Award.

Las Cruces Police Dept./Victim Assistance Unit signifies acceptance of this award according to the terms and conditions set forth above and in the attached special conditions.

APPROVED:

AUTHORIZED OFFICIAL:



DATE: 5/15/12

CVRC DIRECTOR

Kristy Ring

DATE:

APPROVED AS TO FORM
CIVIL RIGHTS
CITY ATTORNEY

State of New Mexico
Crime Victims Reparation Commission
FY 2013 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract
Special Conditions Page 1

By accepting this award, the Contractor assumes the following administrative and financial responsibilities:

1. VOCA funds must be used for direct services to victims of crime. Check the award letters for special restrictions on your agency's award. Your agency is responsible for adherence to these restrictions.
2. The Primary Project Components (Project Plan) will guide the scope of work.
3. Maintain separate accounts and accounting records for the VOCA funds.
4. Maintain and furnish to CVRC and the United States Department of Justice, upon request, detailed accounting and supportive records of expenditures and of the matching funds.
5. File quarterly statistical reports to be received by CVRC no later than ten days after the end of the quarter via fax or mail. Late or inaccurate reporting will delay the payment process.
6. The contractor agrees to collect and keep on file nondiscrimination/demographic information on victims for which services are provided. This information must include race, national origin, primary language, sex, age, religion, and physical and mental disability status.
7. Anyone providing direct services to victims shall attend a minimum of one compensation workshop held by CVRC during the grant year. Cross training of direct service staff is strongly recommended.
8. All materials and publications (written, visual, or sound) funded by this award must state, "Funding by the New Mexico Crime Victims Reparation Commission with the funds from the Office of Victims of Crime, U.S. Department of Justice."
9. Provide CVRC with an audit of the program, the audit management letter and a resolution of all the findings if your agency meets the conditions of OMB Circular 133 or A-21, which requires an audit if your agency expends at least \$500,000.00 of federal funds during the contract period. If your agency does not meet the conditions of the OMB Circular 133 or A-21, please submit a "program-specific audit" with a copy of the audit management letter and resolution of all findings. Agencies in good standing may request a waiver of this condition from CVRC.
10. Payment is reimbursement only. In order to receive payment, a Cash Reimbursement Packet consisting of an original signed monthly or quarterly federal invoice and two copies must be submitted by the Contractor with a corresponding accounting sheet reporting the previous month's expenditures. A signed original of the Record of Match Expenditures with a corresponding accounting sheet must also be submitted. The expenditures are to be reported by the categories used on the invoice form. This documentation must be received no later than the 10th of the month for the previous month's expenditures or as directed by the Grant Administrator. If documentation is late or inaccurate, reimbursement will be delayed until the following month or until the submitted documentation is corrected.
11. Cooperate, coordinate and acknowledge services with other VOCA/VAWA funded programs and other service providers in your region that serve victims of crime.
12. Two members of the project's staff shall attend the annual Advocacy in Action (AIA) Conference.
13. Unless a waiver is granted, the project manager and anyone completing quarterly progress and/or financial reports must attend the CVRC VOCA/VAWA Grant Reporting training at least once during the grant budget period.
14. Prior to the final selection of personnel to be hired with grant funds, the contractor agrees to provide CVRC with the names and resumes of the candidates recommended for hiring. CVRC shall review and approve all recommendations regarding personnel selection and/or hiring prior to final selection of candidates. Project staff resumes including staff being used as match must be submitted to CVRC in order for reimbursement for expenditures to occur. Once work has started, no changes of personnel will be made by the Contractor without the prior written consent of CVRC. Replacement of any contractor personnel, if approved, shall be with personnel of equal ability, experience and qualifications. Approval of replacement personnel shall not be unreasonably withheld. CVRC shall retain the right to request the removal of any of the Contractor's personnel at any time.
15. Project staff and consultants must be provided a copy of the project proposal and budget. In addition, the program manager agrees to disseminate project information to the project staff.

State of New Mexico
Crime Victims Reparation Commission
FY 2013 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract
Special Conditions Page 2

16. The contractor agrees that all equipment and/or technology purchased with grant funds will be used solely to assist victims of crime during and for three years following the end of the grant budget period.
17. Utilize volunteers in your program and make certain volunteers are an integral part of your project.
18. Organizations must submit an acceptable Equal Employment Opportunity Plan, if required pursuant to 28 CFR 42.302. This plan must be approved by the DOJ, OJP Office of Civil Rights.
19. Approval of this award does not indicate an approval of any consultant rate in excess of \$450.00 per day. A detailed justification must be submitted to and approved by the Office for Victims of Crime prior to obligation or expenditure of such funds.
20. The Contractor shall be aware that OJP sponsored conference costs in excess of the federal per diem rate will require justification and prior approval by the Office of the Comptroller, OJP. The Contractor must submit prior to incurrence of such costs, justification for lodging cost exceeding the allowable Federal rate for the geographical location. Conference costs incurred without proper justification will be disallowed.
21. The Contractor agrees that all income generated as a direct result of this award shall be deemed program income. All program income must be accounted for and used for the purposes under the conditions applicable for the use of funds under this award, including the effective edition of the OJP Financial Guide as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. 70 and 2 C.F.R. Part 215 (OMB Circular A-1100. Further, the use of program income must be shown on the quarterly Financial Status Report, SF269.
22. The Contractor agrees to supplement and not supplant state or local funds.
23. The Contractor agrees to complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9). This form is to be used to verify that persons are eligible to work in the United States.
24. The Contractor agrees to submit an annual performance report for each year the grant is active, by an agreed upon due date.
25. All information furnished to the VOCA contractor agencies by victims of crime, including identifying information, is confidential, with the following exceptions: a) court subpoena, b) in situations where a trained professional assesses that a victim is in danger of harming themselves or others (i.e. suicide or homicide), c) periodic review of files by the funding agency, and d) in the event the victim provides written consent for a release of information. Any person suspecting abuse who knows or has reasonable suspicion that a child is being abused or neglected in New Mexico are mandated to report the matter immediately to the NM Children, Youth and Families Department and/or law enforcement. NM Child Abuse Laws 32A-4-1, et seq.
26. If compelled by court order to release personally identifying information or information collected in connection with services requested, utilized or denied through Contractor's programs, the Contractor shall:
 - (i) make reasonable attempts to provide notice to victims affected by the disclosure, and document in writing such attempts;
 - (ii) take steps necessary to protect the privacy and safety of persons affected, and document in writing such necessary steps.
27. OJP funding cannot be used to purchase food and/or beverages for any meeting, conference, training or other event, except if the following applies: the location of the event is not in close proximity to food establishments; if not serving food will significantly lengthen the day or necessitate extending the meeting; if a special presentation at a conference requires a plenary address where there is no other time for food to be obtained; or other extenuating circumstances which necessitate the provision of food. If any of these circumstances apply, the Contractor must submit a written request for approval at least thirty (30) days prior to the event.
28. The Contractor agrees to allow CVRC access to the grant funded project's documentation, redacted client files and other sources in order to determine that funds are being utilized in accordance with funding/contractual agreements and state and federal guidelines. The Contractor may choose to have CVRC staff sign a confidentiality agreement in lieu of file redaction.

State of New Mexico
 Crime Victims Reparation Commission
FY 2013 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract
 Special Conditions Page 3

29. Due to requirements by the NM Department of Finance, all cash reimbursement invoices for grant expenditures made prior to June 30th will be due no later than July 10th but is subject to change. Cash reimbursement invoices received after July 10th for expenditures made prior to July 1st cannot be processed and those expenditures will become the responsibility of the Contractor.
30. Bernalillo, Sandoval and Valencia County programs serving victims of sexual assault, domestic violence, and/or stalking must collaborate and coordinate services with the Albuquerque Family Advocacy Center.
31. All Contractors that are working with victims must have an LEP plan and policy in place and in practice to ensure that LEP persons have meaningful access to services.
32. The Contractor agrees to comply with the applicable requirements of 28 C.F.R. Part 8, the Department of Justice regulation governing "Equal Treatment of Faith Based Organization (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.
33. The Contractor agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this agreement may be terminated by the Agency.
34. The grantee agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and outreach to victims about available services.
35. The Contractor, upon final payment of the amount due under this Agreement, releases CVRC from all liabilities, claims and obligations whatsoever arising from or under this Agreement.
36. The Contractor agrees to abide by the DOJ Financial Guide and the Final Program Guidelines, Victims of Crime Act FFY 1997 Victim Assistance Program.
37. If applicable, the Contractor agrees to provide data to the New Mexico Interpersonal Violence Data Central Repository.
38. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Dept. of Justice encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
39. The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Office for Victims of Crime, for the performance of this Agreement. If sufficient appropriations and authorization are not made this Agreement shall terminate upon written notice being given by CVRC to the Contractor.

Organizations which do not adhere to these Special Conditions will be in violation of the terms of this Grant, and the VOCA Victim Assistance Award will be subject to appropriate administrative action, including withholding of funds or possible cancellation of the Grant Award.

The above Special Conditions become part of the Grant Award and are accepted by the contractor.

Robert L. Garza, P.E. City Manager

Authorized Official Printed Name and Title for Contractor



Authorized Official Signature

Las Cruces Police Dept./Victim Assistance Unit

DATE: 5/15/12

APPROVED AS TO FORM:
 [Signature]
 [Title]

CERTIFICATION FORM

Recipient Name and Address: City of Las Cruces Police Department, Victim Assistance Unit

Grant Title: FY 2013 VOCA Victim Assistance Grant Grant Number: 2012 VA-GX-0000 Award Amount: \$30,450.00

Contact Person Name and Title: Mary Pierce, EEO/ADA Coordinator Phone Number: (575) 528-3227

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEO) in accordance with 28 C.F.R §§ 42.301-308. The regulations exempt some recipients from all of the EEO requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEO, but they do not need to submit the EEO to OJP for review. Recipients that claim a complete exemption from the EEO requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEO recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEO Requirement. Please check all the boxes that apply.

- Recipient has less than 50 employees.
- Recipient is a non-profit organization.
- Recipient is a medical institution,
- Recipient is an Indian tribe.
- Recipient is an educational institution, or
- Recipient is receiving an award less than \$25,000

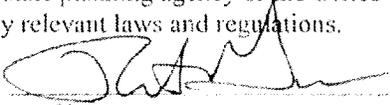
I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that _____ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date
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Section B- Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That EEO Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to OJP for review as long as it certifies the following (42 C.F.R. § 42.302):

I, Robert L. Garza, P.E. [responsible official], certify that the City of Las Cruces Police Department, Victim Assistance Unit [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEO has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEO is on file in the office of: Human Resources Department: Mary Pierce, EEO/ADA Coordinator [organization], at 700 N. Main Street, Las Cruces, NM 88004 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

<u>Robert L. Garza, P.E. City Manager</u>		<u>5/15/12</u>
Print or type Name and Title	Signature	Date

APPROVED FOR FILING
MAY 15 2012
MARY PIERCE
EEO/ADA COORDINATOR



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE FOR VICTIMS OF CRIME
SUBGRANT AWARD
REPORT**

The purpose of this report is to collect basic information on subgrant recipients and their programs in a manner that is convenient to report and analyze. This report must be completed in full and submitted by the State agency (grantee) within ninety (90) days from the date of the award of a subgrant to a local victim assistance program. A Subgrant Award Report must be completed for each program receiving Victims of Crime Act funding. Send the original and one (1) copy to: Office for Victims of Crime, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

1. a. SUBGRANTEE AGENCY NAME AND ADDRESS (Including Zip Code):
City of Las Cruces Police Department, Victim Assistance Unit
700 N. Main Street
Las Cruces, NM 88004

b. TELEPHONE NUMBER AND AREA CODE: 575-528-4111

c. CONGRESSIONAL DISTRICT: 2

2. FEDERAL GRANT NUMBER: 2012-VA-GX-0000 (temporary)

3. PURPOSE OF VOCA SUBGRANT AWARD: (Check one)

a. START UP A NEW VICTIM SERVICES PROJECT

b. CONTINUE A VOCA FUNDED VICTIM PROJECT FUNDED IN A PREVIOUS YEAR

c. EXPAND OR ENHANCE AN EXISTING PROJECT NOT FUNDED BY VOCA IN THE PREVIOUS YEAR

d. START UP A NEW NATIVE AMERICAN VICTIM SERVICES PROJECT

e. EXPAND OR ENHANCE AN EXISTING NATIVE AMERICAN PROJECT

4. a. CRIME VICTIM ASSISTANCE FUNDS AWARDED: \$ 30,450.00

b. STATE AWARD NUMBER: _____

c. PROJECT BEGIN DATE: July 1, 2012

d. PROJECT END DATE: June 30, 2013

5. SUBGRANT MATCH (Financial support from other sources):

a. VALUE OF IN-KIND MATCH: \$ _____

b. CASH MATCH: \$ 8,643.00

c. TOTAL MATCH: \$ 8,643.00

6. THESE VOCA FUNDS WILL PRIMARILY BE USED TO: (Check one)

a. EXPAND SERVICES INTO A NEW GEOGRAPHIC AREA

b. OFFER NEW TYPES OF SERVICES

c. SERVE ADDITIONAL VICTIM POPULATIONS

d. CONTINUE EXISTING SERVICES TO CRIME VICTIMS

e. OTHER

7. FOR THIS VICTIM SERVICES PROGRAM INDICATE:

a. NUMBER OF PAID STAFF: 2 (Full-time equivalents)

b. HAS THE VICTIM SERVICES PROGRAM RECEIVED A VOLUNTEER WAIVER?

1. YES NO

2. IF NO, INDICATE THE NUMBER OF VOLUNTEER STAFF: 9 (Full-time equivalents)

8. IDENTIFY ANY OR ALL OF THE VOCA GRANT THAT WILL BE USED TO MEET THE PRIORITY AND UNDERSERVED REQUIREMENTS

a. CHILD ABUSE \$ 30,450

b. DOMESTIC VIOLENCE \$ 30,450

c. SEXUAL ASSAULT \$ 30,450

d. UNDERSERVED

1. DUIDWI CRASHES \$ 30,450

2. SURVIVORS OF HOMICIDE VICTIMS \$ 30,450

3. ASSAULT \$ 30,450

4. ADULTS MOLESTED AS CHILDREN \$ 30,450

5. ELDER ABUSE \$ 30,450

6. ROBBERY \$ 30,450

7. OTHER VIOLENT CRIMES \$ 30,450

9. TYPE OF IMPLEMENTING AGENCY (Check the appropriate boxes)

a. CRIMINAL JUSTICE - GOVERNMENT:

1. LAW ENFORCEMENT 4. COURT

2. PROSECUTION 5. CORRECTIONS

3. PROBATION 6. OTHER

b. NONCRIMINAL JUSTICE - GOVERNMENT:

1. SOCIAL SERVICES 4. HOSPITAL

2. MENTAL HEALTH 5. OTHER

3. PUBLIC HOUSING

c. PRIVATE NON-PROFIT:

1. HOSPITAL 4. SHELTER

2. RAPE CRISIS 5. MENTAL HEALTH AGENCY

3. RELIGIOUS ORGANIZATION 6. OTHER

d. NATIVE AMERICAN TRIBE OR ORGANIZATION:

1. ON RESERVATION 2. OFF RESERVATION

e. OTHER:

10. PLEASE PROVIDE THE TOTAL AMOUNTS OF FUNDING ALLOCATED TO VICTIM SERVICES BASED ON THE SUBGRANTEE'S CURRENT FISCAL YEAR BUDGET

FUNDING SOURCES	CURRENT YEAR
a. FEDERAL (Excluding VOCA)	
b. VOCA FUNDS	30,450.00
c. STATE	
d. LOCAL	135,866.00
e. OTHER	

11. IDENTIFY THE VICTIM(S) TO BE SERVED THROUGH THIS VOCA-FUNDED PROJECT (VOCA grant plus Match) BY CHECKING THE TYPE OF CRIME(S):

a. <input checked="" type="checkbox"/>	CHILD PHYSICAL ABUSE	g. <input checked="" type="checkbox"/>	ADULTS MOLESTED AS CHILDREN
b. <input checked="" type="checkbox"/>	CHILD SEXUAL ABUSE	h. <input checked="" type="checkbox"/>	SURVIVORS OF HOMICIDE VICTIMS
c. <input checked="" type="checkbox"/>	DUI/DWI CRASHES	i. <input checked="" type="checkbox"/>	ROBBERY
d. <input checked="" type="checkbox"/>	DOMESTIC VIOLENCE	j. <input checked="" type="checkbox"/>	ASSAULT
e. <input checked="" type="checkbox"/>	ADULT SEXUAL ASSAULT	k. <input checked="" type="checkbox"/>	OTHER VIOLENT CRIMES
f. <input checked="" type="checkbox"/>	ELDER ABUSE	l. <input type="checkbox"/>	OTHER

12. CHECK THE SERVICES TO BE PROVIDED BY THIS VOCA-FUNDED PROJECT (VOCA grant plus Match)

a. <input type="checkbox"/>	CRISIS COUNSELING	h. <input checked="" type="checkbox"/>	CRIMINAL JUSTICE SUPPORT/ADVOCACY
b. <input checked="" type="checkbox"/>	FOLLOWUP CONTACT	i. <input checked="" type="checkbox"/>	EMERGENCY FINANCIAL ASSISTANCE
c. <input type="checkbox"/>	THERAPY	j. <input type="checkbox"/>	EMERGENCY LEGAL ADVOCACY
d. <input type="checkbox"/>	GROUP TREATMENT	k. <input checked="" type="checkbox"/>	ASSISTANCE IN FILING COMPENSATION CLAIMS
e. <input type="checkbox"/>	CRISIS HOTLINE COUNSELING	l. <input checked="" type="checkbox"/>	PERSONAL ADVOCACY
f. <input type="checkbox"/>	SHELTER/SAFE HOUSE	m. <input checked="" type="checkbox"/>	TELEPHONE CONTACTS (Information and referral)
g. <input checked="" type="checkbox"/>	INFORMATION AND REFERRAL (In-person)	n. <input checked="" type="checkbox"/>	OTHER Crisis Intervention Response

SUBGRANT AWARD REPORT INSTRUCTIONS

DEFINITIONS:

The following words are defined to provide consistency in completing the Subgrant Award Report Form.

Child - A person under the age of 18 or as otherwise defined by State law.

Elder Abuse - abuse perpetrated by a caretaker upon an elderly individual who depends on others for support and assistance.

Victim Services Program - all services and activities offered on behalf of victims of crime, including the VOCA grant and match.

VOCA - Funded Project - VOCA funds plus match.

1. a. Provide the name and a two-line address of the agency receiving the VOCA funds. This item refers to the agency providing the direct services to victims of crime, not a pass-through or conduit agency.
 - b. Provide the area code and telephone number.
 - c. List the Congressional District and any other District(s) affected by the VOCA-funded program or project.
 2. Provide the Federal grant award number from which this subgrant is made. This number can be found in "item 4" of the OJP "Award" document, Form 4000/2. Note: If funds are awarded from more than one Federal VOCA grant award to this victim agency, a Subgrant Award Report must be completed and submitted for each award.
 3. Check the appropriate box.
 4. a. Provide the total dollar amount of VOCA funds awarded. Do not report sums less than one dollar.
 - b. Provide the State award number assigned to this VOCA award. Note: Each number must be different.
 - c. Indicate the date the VOCA-funded project begins.
 - d. Indicate the date the VOCA-funded project ends.
 5. a. Provide the value of in-kind match.
 - b. Provide the value of cash match.
 - c. Indicate the total match available to this VOCA-funded project. Note: Do not report sums less than one dollar.
- All VOCA awards must be matched (20 percent), either with in-kind or cash match, except for VOCA subgrants made in the Virgin Islands, Puerto Rico, American Samoa, Guam, Northern Marianas, and Palau. Match must run concurrently with the VOCA-funded project and must be designated exclusively for direct victim services as determined by VOCA. No Federal funds may be used to match this VOCA subgrant.
- This is computed by dividing the amount of the award from item 4.(a) by .80 and subtracting the amount of the award from the figure obtained. (For example, a \$30,000 award divided by .80 equals \$37,500, less \$30,000 award equals \$7,500 match.)
- Native American Tribe/Organization Match is 5%, if the Tribe or Organization is located on a reservation. This is computed by dividing the amount of the award from item 4.(a) by .95 and subtracting the amount of the award from the figure obtained. (For example, a \$30,000 award divided by .95 equals \$31,579, less \$30,000 award equals \$1,579 match.)
6. Check the box that indicates how the VOCA funds will, primarily, be used. If it will be used equally for two or more items, select 6.(e), "Other."
 - 7.a.b. Within the victim services program, which includes the VOCA funds and match, indicate the number of paid staff (7.a.) and whether or not a volunteer waiver has been given (7.b.). If "No," indicate the number of volunteer staff. Use full-time equivalents when responding to these questions and round fractions to the nearest whole number. These numbers may be estimated or prorated.
 8. Indicate the amount of VOCA funds that are allocated to the priority and underserved victims of crime.

9. Check the appropriate boxes that best describe the agency listed in item 1.
10. Report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor's office, then only report the budget for the victim advocate unit. Note: Do not include in-kind match. Do not report sums less than one dollar.
11. Check the box(es) that best identify type(s) of victims the VOCA-funded project will serve. "Other" in this category refers to victims of non-violent crime, i.e., burglary, white collar, etc. Please specify.
12. Check the box(es) that best identifies the types of services or activities that will be provided by the VOCA-funded project, as described below. Note: Report only those services actually provided by the VOCA-funded project. Do not report services offered by another agency.
 - a. **Crisis Counseling** refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of a crime, immediately after a crime, or be provided on an on-going basis.
 - b. **Followup Contact** refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.
 - c. **Therapy** refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
 - d. **Group Treatment** refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
 - e. **Crisis Hotline Counseling** typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, guidance, emotional support, information and referral, etc.
 - f. **Shelter/Safe House** refers to offering short- and long-term housing and related support services to victims and families following a victimization.
 - g. **Information and Referral (in-person)** refers to in-person contacts with victims during which time services and available support are identified.
 - h. **Criminal Justice Support/Advocacy** refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
 - i. **Emergency Financial Assistance** refers to cash outlays for transportation, food, clothing, emergency housing, etc.
 - j. **Emergency Legal Advocacy** refers to the filing of temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
 - k. **Assistance in Filing Compensation Claims** includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.
 - l. **Personal Advocacy** refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.
 - m. **Telephone Contacts** refers to contacts with victims during which time services and available support are identified.
 - n. **Other** refers to other VOCA allowable services and activities not listed.

Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions and entering the data into the Subgrant Subdial System. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the State Compensation and Assistance Division, Office for Victims of Crime, U.S. Department of Justice, 633 Indiana Avenue, N.W., Washington, D.C. 20531, and to the Public Use Reports Project, 1121-0142, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

VI. BUDGET: REVISED PER NOTICE OF AWARD

FY2013 VOCA VA BUDGET FORM

Agency Name: Las Cruces Police Department
Victim Assistance Unit

	FY2012 Award	00.0	10.0	20.0	
		Personnel	Personnel Benefits	Instate Travel	Total
A.	Federal	\$30,000		\$450	\$30,450
B.	Match		\$8,643		\$8,643
C.	Total Project Budget	\$30,000	\$8,643	\$450	\$39,093

FEDERAL FUNDS

00.0 Personnel: \$30,000

Position/Name	Annual Salary	Hrly Rate	Hrs/wk	% of time VOCA	# of Months	On-Call Pay	VOCA Amount
Victim Advocate (I)							
(Sofia Rangel)		\$10.06	27	100	11.5	\$91.00	\$14,215
(Tommi Fisher)		\$10.06	30	100	11.5	\$91.00	\$15,785

20.0 Instate Travel: \$950

Sophia Rangel Training or Conference Fee to be decided prior to January 1, 2013: \$350
Registrations Fee, Mileage (based upon travel to Socorro, NM): 299 miles round-trip at \$0.50/mile: \$150

MATCH FUNDS

10.0 Personnel Benefits: \$8,643

Position/Name	PERA 13%	FICA / Medicare 7.66%	Workers Comp. 0.03%	Health Ins. 8%	VAU Match Amount
Victim Advocate (I)					
(Sofia Rangel)	\$1,836	\$1,082	\$45	\$1,130	\$4,098
(Tommi Fisher)	\$2,040	\$1,202	\$547	\$1,256	\$4,545

APPROVED: _____
Program Director

_____ 5/14/12
Budget/Financial Officer (if have one) Date