

# City of Las Cruces<sup>®</sup>

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 3 Ordinance/Resolution# 14-060

For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)

For Meeting of October 7, 2013  
(Adoption Date)

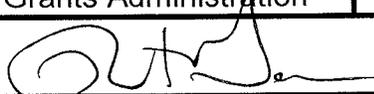
Please check box that applies to this item:

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 \$21,208.00 FROM THE STATE OF NEW MEXICO CRIME VICTIMS REPARATION COMMISSION WITH A \$5,302.00 CASH MATCH REQUIREMENT AND TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE GRANT CONTRACT.

**PURPOSE(S) OF ACTION:**

Accept grant funding.

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

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

On August 28, 2013; 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 \$21,208.00 under the FY 2014 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 \$5,302.00 to cover benefits associated with the grant funded positions. The period of performance is from August 15, 2013 through June 30, 2014.

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", State of New Mexico Crime Victims Reparation Commission, FY 2014 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract.

<b>Is this action already budgeted?</b>	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 checked="" 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.
<b>Does this action create any revenue?</b>	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>2405</u> in the amount of <u>21,208.00</u> for <u>FY14</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 2014 budget under Fund 2405 Victim Assistance, Project Code 37404. Funds will be reallocated to Project Codes 37405 and 37406 for proper accounting of new grant award.

**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	\$21,208.00	\$21,208.00	\$0	None

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will accept the grant agreement and 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

(Continue on additional sheets as required)

**RESOLUTION NO. 14-060**

**A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES, ON BEHALF OF THE POLICE DEPARTMENT, TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$21,208.00 FROM THE STATE OF NEW MEXICO CRIME VICTIMS REPARATION COMMISSION WITH A \$5,302.00 CASH MATCH REQUIREMENT AND TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE GRANT CONTRACT.**

The City Council is informed that:

**WHEREAS**, on August 28, 2013, 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 \$21,208.00; and

**WHEREAS**, there is a cash match of \$5,302.00 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 August 15, 2013 through June 30, 2014.

**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 \$21,208.00, 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 2014 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: \_\_\_\_\_

APPROVED AS TO FORM:

VOTE:

- Mayor Miyagishima: \_\_\_\_\_
- Councillor Silva: \_\_\_\_\_
- Councillor Smith: \_\_\_\_\_
- Councillor Pedroza: \_\_\_\_\_
- Councillor Small: \_\_\_\_\_
- Councillor Sorg: \_\_\_\_\_
- Councillor Thomas: \_\_\_\_\_

  
\_\_\_\_\_  
City Attorney

State of New Mexico  
Crime Victims Reparation Commission  
**FY 2014 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract**

A Federal Grant number 2013-VA-GX-0000 VOCA Victim Assistance grant award to **Las Cruces Police Dept./Victim Assistance Unit**, hereinafter called the Contractor, **2014-VA-233**, in the amount of **\$21,208** 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. (Federal Match amount of **\$5,302**.) This award is authorized by the Crime Victims Reparation Commission (CVRC) as referenced in the Victims of Crime Act (VOCA). The Federal CFDA number for this grant is: 16.575. This award may be used for a period from **8/15/13 to 6/30/14**.

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 it's 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, religion, 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 VOCA Award will be subject to appropriate administrative action, including withholding of funds or possible cancellation of Grant Award.

The City of Las Cruces on behalf of its **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 AS TO FORM  
#2014-VA-233  
CITY ATTORNEY

AUTHORIZED OFFICIAL: [Signature]  
(Contractor)

DATE: 8/15/13

DIRECTOR: [Signature] DATE: \_\_\_\_\_  
Robin Brassie, Deputy Director/Interim Director

Approved: Dr. Cameron Crandall, Chairman, New Mexico Crime Victims Reparation Commission

State of New Mexico  
Crime Victims Reparation Commission  
**FY 2014 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 in accordance with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2), and the applicable program guidelines and regulations, as required. Contractor acknowledges their agency's award letter may also contain Special Restrictions and Conditions 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. Maintenance of project-based accounting records does not provide enough detail to track federal VOCA funds, therefore, VOCA funds must be accounted for separately to ensure they are not commingled with any other funding source.
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. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only with respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. The contractor agrees to collect and keep on file nondiscrimination/demographic information on race, sex, primary language, religion, national origin, age and disability of recipients for which services are provided, where such information is voluntarily furnished by those receiving assistance.
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 shall contain the following statements: "This project was supported by subgrant # \_\_\_\_, awarded by the NMCVRC for the VOCA Grant Program. The opinions, findings, conclusions and recommendations expressed in the publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the NMCVRC or the Department of Justice, Office of Victims of Crime or the New Mexico Crime Victims Reparation Commission."
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. Contractor 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 OJP grant funds) are not satisfactorily and promptly addressed. For additional information, see the most current edition of the OJP Financial Guide.
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 10<sup>th</sup> of the month for the previous month's expenditures or as directed by the Grant Administrator (or the business day prior, if the 10<sup>th</sup> of the month falls on a holiday or weekend). If documentation is late or inaccurate, reimbursement will be delayed until the following month or until the submitted documentation is corrected and may result in a change in subgrantee status to that of "high risk."

State of New Mexico  
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**FY 2014 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract**  
**Special Conditions Page 2**

11. The Contractor agrees to cooperate and coordinate services with and acknowledge services of other VOCA/VAWA funded programs and other service providers in their region that serve victims of crime.
12. Two members of the project's staff shall attend the annual Advocacy in Action (AIA) Conference.
13. 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, unless a waiver is granted,
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 appropriate budget information. In addition, the program manager agrees to disseminate project information to the project staff.
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. The Contractor agrees to notify CVRC of any changes regarding the use or distribution of equipment or technology purchased with VOCA funds.
17. The Contractor agrees to utilize volunteers in their program and make certain volunteers are an integral part of the VOCA-funded 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. The Contractor acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
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 CVRC and 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 or monthly federal invoice submitted to CVRC.
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.

State of New Mexico  
Crime Victims Reparation Commission

**FY 2014 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract**  
**Special Conditions Page 3**

24. The Contractor agrees to submit an annual performance report for each year the grant is active, by a date agreed upon with the CVRC's VOCA Grant Administrator.
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: a) make reasonable attempts to provide notice to victims affected by the disclosure, and document in writing such attempts; and b) take steps necessary to protect the privacy and safety of persons affected, and document in writing such necessary steps.
27. VOCA award 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 VOCA funding guidelines/contractual agreements and other state and federal guidelines. In lieu of a file redaction, the parties may agree to that CVRC staff sign a confidentiality agreement prior to review of files, to ensure confidentiality of clients.
29. Due to requirements by the NM Department of Finance, all cash reimbursement invoices for grant expenditures made prior to June 30<sup>th</sup> will be due no later than July 10<sup>th</sup> but is subject to change. Cash reimbursement invoices received after July 10<sup>th</sup> for expenditures and receipt of purchases made prior to July 1<sup>st</sup> 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 Limited English Proficiency (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 CVRC.
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.

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**FY 2014 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract**  
**Special Conditions Page 4**

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 Department of Justice 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 Department of Justice encourages 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 Contractor understands and 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 prior written approval of CVRC and the Department of Justice's Office of Justice Programs.
40. The Contractor understands and agrees that it cannot use any 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 prior written approval of NMCVRC or the Department of Justice's Office of Justice Programs.
41. The Contractor agrees to comply with any additional requirements that may be imposed during the grant performance period if CVRC determines that the Contractor is a "high risk" grantee. Cf. 28 C.F.R. parts 66, 70.
42. The Contractor understands that they must promptly refer to CVRC and DOJ Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either: 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving grant funds. Potential fraud, waste, abuse or misconduct should be reported to the DOJ OIG by:  
  
Mail: U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, D.C. 20530  
  
Email: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)  
  
Hotline: (contact information in English and Spanish): 800-869-4499  
Or Hotline Fax: (202) 616-9881  
Additional information is available from the DOJ OIG website: [www.usdoj.gov/oig](http://www.usdoj.gov/oig)
43. The Contractor agrees to comply with applicable requirements regarding maintenance of an active and updated Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) number and abiding with applicable restrictions and requirements therein.
44. The Contractor agrees to comply with the CVRC's Civil Rights Compliance / Anti-Harrassment policy and procedures found on the CVRC website.
45. The Contractor agrees that the Program Manager or appropriate designee shall attend the CVRC's Subgrantee Civil Rights Compliance training or webinar and agrees to disseminate this information to VOCA funded staff and volunteers.
46. The Contractor must be in compliance with specifications outlined in the solicitation under which the approved application was submitted. The program solicitation is hereby incorporated by reference into this award.

State of New Mexico  
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**FY 2014 VOCA Victims of Crime Act Victim Assistance Formula Grant Contract**  
**Special Conditions Page 5**

- 47. The Contractor understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
- 48. 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.

The City of Las Cruces on behalf of its

**Las Cruces Police Dept./Victim Assistance Unit :**

Robert L. Garza, P.E. City Manager

Authorized Official Printed Name and Title for Contractor/ DATE

Authorized Official Signature for Contractor

**APPROVED AS TO FORM:**  
*[Signature]*  
City Attorney



**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-Las Cruces Police Department  
700. N. Main St.  
Las Cruces, NM 88004  
b. TELEPHONE NUMBER AND AREA CODE: (575)528-4059  
c. CONGRESSIONAL DISTRICT: 2

2. FEDERAL GRANT NUMBER:

4. a. CRIME VICTIM ASSISTANCE FUNDS AWARDED: \$ 21,208  
b. STATE AWARD NUMBER: 2014-VA-233  
c. PROJECT BEGIN DATE: 8/15/2013  
d. PROJECT END DATE: 6/30/2014

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

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

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

a. VALUE OF IN-KIND MATCH: \$ --0--  
b. CASH MATCH: \$ 5,302  
c. TOTAL MATCH: \$ 5,302

8. IDENTIFY ANY OR ALL OF THE VOCA GRANT THAT WILL BE USED TO MEET THE PRIORITY AND UNDERSERVED REQUIREMENTS  
a. CHILD ABUSE \$ 21,208  
b. DOMESTIC VIOLENCE \$ 21,208  
c. SEXUAL ASSAULT \$ 21,208  
d. UNDERSERVED  
1. DU/DWI CRASHES \$ 21,208  
2. SURVIVORS OF HOMICIDE VICTIMS \$ 21,208  
3. ASSAULT \$ 21,208  
4. ADULTS MOLESTED AS CHILDREN \$ 21,208  
5. ELDER ABUSE \$ 21,208  
6. ROBBERY \$ 21,208  
7. OTHER VIOLENT CRIMES \$ 21,208

7. FOR THIS VICTIM SERVICES PROGRAM INDICATE:

a. NUMBER OF PAID STAFF 4 (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 10 (Full-time equivalents)

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)	--0--
b. VOCA FUNDS	30,450
c. STATE	--0--
d. LOCAL	152,450
e. OTHER	--0--

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

- a.  CRIMINAL JUSTICE - GOVERNMENT:
  - 1.  LAW ENFORCEMENT
  - 2.  PROSECUTION
  - 3.  PROBATION
  - 4.  COURT
  - 5.  CORRECTIONS
  - 6.  OTHER
- b.  NONCRIMINAL JUSTICE - GOVERNMENT:
  - 1.  SOCIAL SERVICES
  - 2.  MENTAL HEALTH
  - 3.  PUBLIC HOUSING
  - 4.  HOSPITAL
  - 5.  OTHER
- c.  PRIVATE NON-PROFIT:
  - 1.  HOSPITAL
  - 2.  RAPE CRISIS
  - 3.  RELIGIOUS ORGANIZATION
  - 4.  SHELTER
  - 5.  MENTAL HEALTH AGENCY
  - 6.  OTHER
- d.  NATIVE AMERICAN TRIBE OR ORGANIZATION:
  - 1.  ON RESERVATION
  - 2.  OFF RESERVATION
- 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"/>	DU/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 checked="" 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 checked="" 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 Team (CIRT)