

TAB 9



City of Palmetto Agenda Item

Meeting Date

02/07/11

Presenter: Rick Wells

Department: Police Department

Title: FY12 VOCA Grant Application

Background: Submission of the 2012 VOCA Grant to enhance the Victims Advocate Program

BACKGROUND: The purpose of the VOCA Grant is to support the provision of service to victims of crime through the nation. This program effort is to respond to the emotional and physical needs of crime victims; assist primary and secondary victims of crime to stabilize their lives after victimization; assist victims to understand and participate in the criminal justice system and provide victims of crime with a measure of safety.

The Police Department's FY12 VOCA Grant Initiative is Prevention, Intervention and Outcome for a specified targeted population. The goal of the VOCA grant will be to communicate and educate as part of prevention; provide assistance with Health, Safety and the Judicial process and compare the outcomes to local and national averages. Eligibility to apply for VOCA funds is limited to victim assistance programs administered by state and local government agencies or not-for-profit corporations registered in Florida, or a combination thereof. The funding cycle for the VOCA grant funds under this notice is October 1, 2011 through September 30, 2012.

PROGRAM MATCH: The VOCA grant guideline does require that all proposals provide a 20% match of the total VOCA Project.

FUNDING REQUEST: The City is requesting \$75,000 in grant funds to support the VOCA Grant initiative. The Matching requirement will be 20% or \$15,000 and will be budgeted in FY12 for the VOCA Grant use only. This grant request is to continue the Victim's Advocate program within the City of Palmetto by supporting the Victim's Advocate position (\$57,795 FY11) and material necessary to continue the program. The grant application is due on February 25, 2011.

Budgeted Amount: \$0.00 **Budget Page No(s):** **Available Amount:** \$0.00 **Expenditure Amount:** \$0.00

Additional Budgetary Information:

Funding Source(s): **Sufficient Funds Available:** Yes No **Budget Amendment Required:** Yes No **Source:**

City Attorney Reviewed: Yes No N/A **Advisory Board Recommendation:** For Against N/A **Consistent With:** Yes No N/A

Potential Motion/Direction Requested: Approve the Police Department to submit for VOCA Funding for FY12.

Staff Contact: Cheryl Miller, Sr. Accountant, 2/1/11

Attachments: Copy of the VOCA Grant Information

VOCA GENERAL INFORMATION

1. **Background:** The Victims of Crime Act (VOCA) was enacted in 1984 to provide federal funding to assist state, local and private nonprofit agencies to provide direct services to crime victims. The United States Department of Justice (USDOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC), provides funds to support the provision of services to victims of crime. Services are defined as those efforts that respond to the emotional and physical needs of crime victims, assist victims of crime to stabilize their lives after a victimization, assist victims to understand and participate in the criminal justice system and provide victims of crime with a measure of safety and security.
2. **Who May Apply:** Any public or nonprofit organization or a combination of such organizations that provides direct services to victims of crime as specified by the VOCA Victim Assistance Grant Final Program Guidelines (Attachment A). Failure to adhere to the guidelines in the past may affect an applicant's eligibility for funding.

2010-2011 VOCA funding is contingent upon an annual appropriation by the Florida Legislature and upon the OAG's Victims of Crime Act award funded through the U.S. Department of Justice, Office for Victims of Crime formula grant program.

3. **VOCA Grant Application:** The instructions, information, references and the attachment contained herein comprise the official VOCA Grant Application. Applicants must sign a certification that they have read all of the VOCA Grant Application materials and that the applicant will comply with all applicable federal and state statutes, administrative rules, procedures and policies established in the application. The VOCA Grant Application packet consists of the following materials:
 - * General Information and Application Instructions
 - * VOCA Grant Application
 - * OJP Final Program Guidelines (Attachment A). On-line users go to [on-line users go to: http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm](http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm)
4. **Funding by Judicial Circuit:** VOCA funds will be awarded by judicial circuit. Applicants will apply for funds within the judicial circuit served by the agency. If the agency serves victims of crime in more than one judicial circuit, an individual application must be submitted for each judicial circuit to be served. All components of each application must be specific to the judicial circuit to be served. See (page 9) for a listing of the counties within each judicial circuit.
5. **Application Deadline and Submission Instructions:** The original application and one exact copy must be received in the Office of the Attorney General (OAG) no later than 5:00 p.m., Eastern Standard Time, on **Friday, February 25, 2011**. Only one application per agency per judicial circuit will be accepted. The application containing original signatures must be marked "original" in the top right hand margin of the first page and stapled together. The applicant should retain an exact copy of the VOCA Grant Application. Applications must be mailed or delivered to the following address:

Using the U.S. Postal Service:

**Office of the Attorney General
Bureau of Advocacy and Grants Management
PL-01, The Capitol
Tallahassee, Florida 32399-1050**

Using other mail carrier services such as Federal Express, UPS, etc., please use the Collins Building address:

**Office of the Attorney General
Bureau of Advocacy and Grants Management
Collins Building
107 West Gaines Street
Tallahassee, FL 32301**

Do not use the Collins Building address for any U.S. Postal Service mail.

The submission to the Attorney General's Office must include, in the following order:

- * Fully completed VOCA Grant Application packet (Parts 1-9).
- * Job descriptions for all proposed VOCA-funded personnel and match personnel.
- * Three current letters of support.
- * Documentation of the agency's 501(c) 3 ruling from the Internal Revenue Service.

Do not include the application instructions, definitions, brochures, annual reports or additional documents in the submission to the Attorney General's Office. Do not include binders or notebooks.

Late applications will not be considered. Required documents submitted by fax or email will not be considered.

6. **Grant Application Review Process:** After grant applications are received the application will be reviewed by OAG staff for technical compliance. All applications meeting technical compliance will be considered for funding.
7. **Award Announcement and Funding Cycle:** Grant awards are announced annually prior to September 1, for a maximum of one year for the period of October 1 through September 30.
8. **Applicable Laws/Final Program Guidelines:** United States Department of Justice (USDOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC), published Final Program Guidelines in the April 22, 1997, Federal Register to implement the victim assistance grant program as authorized by the Victims of Crime Act of 1984, as amended 42 U. S. C. 10601, et seq. If an applicant receives funding under this program, the applicant must comply with applicable federal and state laws and regulations, including the OJP Final Program Guidelines and OJP Financial Guide. The following is a partial listing of VOCA eligibility requirements. The applicant must:
 - * Provide direct services to crime victims at no charge to the victim (i.e., provider cannot bill a third party for VOCA Assistance funded services)
 - * Be a public or nonprofit organization or a combination of such organizations.
 - * Provide documentation that exhibits community support and approval of its services
 - * Demonstrate financial support from non-federal sources
 - * Demonstrate, if a new program, that 25-50% of financial support comes from non-federal sources
 - * Provide 20% program match derived from resources other than federal funds
 - * Use volunteers which may include interns

- * Promote coordinated services with public and private efforts within the community to aid crime victims
- * Assist victims with filing victim compensation claims
- * Maintain civil rights information on victims served by race or national origin, sex, age, and disability
- * Maintain confidentiality of client-counselor information, as required by state and federal law
- * Comply with state criteria
- * Provide services to victims of federal crimes
- * Comply with applicable provisions of the OJP Financial Guide. In addition to satisfying an annual audit requirement, these provisions include maintaining programmatic and financial records that fully disclose the amount and disposition of VOCA funds received; financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portions of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

9. **Non-allowable Costs and Activities:** The following list identifies some of the services, activities, and costs that cannot be supported with VOCA funds. All unallowable costs will be removed during OAG technical review and budgets will be reduced accordingly. See the Final Program Guidelines (Attachment A) for additional information concerning non-allowable costs and services at <http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm>.

- * Lobbying and administrative advocacy
- * Perpetrator rehabilitation and counseling
- * Needs assessments, surveys, evaluations or studies
- * Prosecution activities, including criminal investigations
- * Fund-raising activities
- * Indirect organization costs, including but not limited to liability insurance on property or vehicles, capital improvements, security and body guards, property losses and expenses, real estate purchases, mortgage payments, construction
- * Property loss
- * Most medical costs
- * Relocation expenses
- * Vehicles, unless approved in advance by the state VOCA Administrator
- * Administrative staff expenses including administrators, board members, executive directors, supervisors, etc.
- * Administrative operating expenses
- * Coordination activities such as serving on task forces or development of protocols, interagency agreements, and other working agreements undertaken as part of the agency's role as a victim services organization
- * Costs of sending individual crime victims to conferences
- * Activities exclusively related to crime prevention
- * Supporting services to incarcerated individuals
- * Supplement to crime victim compensation awards
- * Non-emergency legal representation (i.e., divorce)

10. **Underserved Victims:** Applicants are encouraged to identify gaps in available services for "underserved" victims and to seek funding to provide services to these victims. Underserved populations may include, but are not limited to, child-on-child abuse, child abuse by non-caretaker, crimes against the elderly, non-English speaking persons, persons with disabilities, victims of federal crimes, victims of workplace violence and members of racial or ethnic minorities.

11. **Victims with Disabilities:** Costs of furniture, auxiliary aids that assist persons with sensory disabilities to communicate such as TTY/TTD machines for the hearing impaired or qualified interpreters, or minor building alterations/improvements that make victim services more accessible to persons with disabilities are allowable.