



City of Grand Island

Tuesday, April 11, 2017

Council Session

Item G-18

#2017-115 - Approving Police Department 21-Month Victims of Crime Act (VOCA) Grant Application

Staff Contact: Robert Falldorf, Police Chief

Council Agenda Memo

From: Police Department
Meeting: April 11, 2017
Subject: 2017 VOCA Grant Application
Presenter(s): Robert Falldorf, Police Chief

Background

The Police Department has received a Victims Of Crime Act (VOCA) Federal grant for several years. The VOCA grant funds support the Police Department Victim/Witness Unit. The VOCA grant requires a 20% match from the City. The U.S. Department of Justice (DOJ) has changed the VOCA grant fiscal year from an October 1st to June 30th grant period to a July 1st to June 30th grant period. Due to this change this grant application will cover a 21-month grant period from October 1st, 2017 through June 30th, 2019 and all subsequent grants, unless amended, will then run for one year on the July through June fiscal period.

The Police Department is applying for a 21-month VOCA grant requesting \$179,462 from the federal government with a match of \$44,865 (\$32,782 of this amount will be an in-kind match, meaning office supplies, telephone, two computers, and volunteers and the remaining \$12,083 will be the actual amount paid by the City for benefits of our VOCA Director and VOCA Advocate). The total amount for this grant including the federal share and match share will be \$224,327.

This action is to obtain Council approval to apply for the grant. It does not obligate the City to accept the grant if approved. Approval of an awarded grant will require Council approval at a later date.

Discussion

The Police Department has received a Victims Of Crime Act (VOCA) grant for several years. The department must have City Council approval to apply for a grant and also to accept a grant if awarded. VOCA grants require a 20% match of costs by the City. Personnel salary and benefits must be a cash match while the remaining match can be in-kind. The Police Department must have City Council approval to submit an application for a VOCA grant and City Council approval to accept a grant when awarded.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the application for a 21-month Victims Of Crime Act (VOCA) grant by the Police Department to the U.S. Department of Justice.

Sample Motion

Move to approve the Police Department's 21-month Victims Of Crime Act (VOCA) grant application to the U.S. Department of Justice to fund the Victim/Witness Unit.

**NEBRASKA CRIME COMMISSION
2017 Victims of Crime Act (VOCA) & State Victim Assistance (SA)
Grant Application**

**CONTINUATION PROGRAMS –YEAR 3
(Programs funded through VOCA in FY 2015 or FY 2016)**

Review the following application carefully as significant changes have been made to the format.

Section I: Applicant Information

1. Application Name: (Agency/Organization) [The application must be the agency that will receive and disperse the grant funds]	Name: City of Grand Island	Telephone: (308) 385-5444
		Fax: (308) 385-5486
2. Applicant Federal Employer ID #: [Must be the 9 digit number assigned to agency]	47-6006205	
3. Applicant DUNS#:	040919607	
4. Address of Applicant: [PHYSICAL address of agency, Include last four digits of zip code]	P.O. Box 1968, Grand Island, NE 68802-1968	
5. Title of Project:	Grand Island / Hall County Victim Assistance Program	
6. Project Director: [Receives all grant correspondence]	Name: Jim Duering	Telephone: (308) 385-5400
	Title: Police Captain	Fax: (308) 385-5398
	Email: jduering@gipolice.org	
	Address: 111 Public Safety Dr. Grand Island, NE 68801-8410	
7. Project Coordinator: [Additional Contact Person]	Name: Kerry Garza	Telephone: (308) 385-5409
	Title: Coordinator	Fax: (308) 385-5661
	Email: kgarza@gipolice.org	
	Address: 111 Public Safety Dr. Grand Island, NE 68801-8410	
8. Fiscal Officer (Financial Point of Contact): [Cannot be the Project Director]	Name: Jessica Gracia	Telephone: (308) 385-5400
	Title: Police Records Clerk	Fax: (308) 385-5398
	Email: jgracia@gipolice.org	
	Address: 111 Public Safety Dr. Grand Island, NE 68801	
9. Authorized Official: [NOTE: The authorized official would include county board chair, mayor, city administrator, state agency director, chair/vice-chair of non-profit agency]	Name: Jeremy Jensen	Telephone: (308) 385-5444x140
	Title: Mayor	Fax: (308) 385-5486
	Email: MayorJensen@grand-island.com	
	Address: P.O. Box 1968 Grand Island, NE 68802-1968	

Prior Year(s) VOCA Funding Summary

10. Previous 5 years NCC funding for this project (if applicable)

Grant #12-VA-213	Amount: \$46,110.00
Grant #13-VA-217	Amount: \$46,110.00
Grant #14-VA-217	Amount: \$57,471.00
Grant #15-VA-224	Amount: \$94,474.00
Grant #16-VA-222	Amount: \$95,907.00

11. Area Served by this Project (Counties/Cities)

Servicing the Metropolitan Service Area of the city of Grand Island, Nebraska to include Hall County rural areas and outlying cities and villages to include but not limited to: Alda, Wood River, Cairo, Boelus, and Doniphan.

12. Type of Agency:

- State Agency
- Unit of Local Government
- Private Non-Profit
- Native American Tribe or Organization
- Other: (indicate)

13. Funds will be used primarily to: (check only one)

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Continue existing services to crime victims
- Other: (indicate)

14. If awarded, these funds will: (check only one)

- Start a New Victim Services Program
- Expand or Enhance Existing Program not funded by VOCA in previous years
- Continue Existing Program funded by VOCA in previous years
- Technology

15. Identify types of victims to be served with requested Victim Assistance funds and Match funds:

<ul style="list-style-type: none"><input checked="" type="checkbox"/> Child Abuse/Physical<input checked="" type="checkbox"/> Child Abuse/Sexual<input checked="" type="checkbox"/> DUI/DWI Victims<input checked="" type="checkbox"/> Domestic Violence Victims<input checked="" type="checkbox"/> Adult Victims/Sexual Assault<input checked="" type="checkbox"/> Other – Burglary, Arson, Protection Order Violations, Stalking, Terroristic Threats, Criminal Mischief, Intimidation by Phone, Witness Tampering, Strangulation, Theft, Identity Theft, Human Trafficking	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Elder Abuse<input checked="" type="checkbox"/> Adult Survivors of Incest or Child Sexual Abuse<input checked="" type="checkbox"/> Survivors of Homicide Victims<input checked="" type="checkbox"/> Robbery<input checked="" type="checkbox"/> Assault
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16. Agency Staff & Volunteers (volunteers are required)	# Full Time
Total # of agency volunteers (excluding board members)	.5
# of volunteers that support <u>this project only</u> (FTE)	.5
Total # of paid agency staff (FTE)	2
# of paid agency staff requested/match for VOCA (FTE)	2

17. Webinar viewed:

- Live
- Recorded (attach certification)

18. Project Summary (150 words or less):

The Grand Island/Hall County Victim Assistance Program is a public service office established to assist victims of crime throughout the criminal justice process in order to prevent any further victimization, to reduce the trauma of the crime experience, and to aid in the rebuilding of the victim to a state of well-being. The Program, made possible by a grant from the Nebraska Crime Commission, became operational in April 2004 and functions under the Administrative Division of the Grand Island Police Department. The program encompasses all of Hall County and includes victims/witnesses of certain crimes handled within the jurisdiction of the Grand Island Police Department, Hall County Sheriff's Office, and occasionally the Nebraska State Patrol. The agency, conveniently located in the Law Enforcement Center, is staffed with a full-time bilingual coordinator, a full-time advocate and a part-time volunteer, and is open Monday through Friday 8:00am to 10:00pm.

BUDGET SUMMARY-Year 3 (FY 2017)

Category	Requested Amount	Match Share	Total Project Cost
A. Personnel	\$177,737	\$28,380	\$206,117
B. Consultants/Contracts	\$	\$	\$
C. Travel	\$1,725	\$	\$1,725
D. Supplies/Operating Expenses	\$	\$16,485	\$16,485
E. Equipment	\$	\$	\$
F. Other Costs	\$	\$	\$
G. Indirect Costs	\$	\$	\$
MATCH WAIVER if applicable		\$	\$
TOTAL AMOUNT	\$179,462	\$44,865	\$224,327
% Contribution	80%	20%	100%

CERTIFICATION:

I hereby certify the information in this application is accurate and as the Authorized Official for this project, hereby agree to comply with all provisions of the grant program and all other applicable state and federal laws.

[NOTE: The Authorized Official position may include the county board chair, mayor, city administrator, state agency director, chair/vice-chair of non-profit organization or any agent that has the legal authority to act on behalf of the organization]

Name of Authorized Official (type or print): Jeremy Jensen

Title: Mayor

Address: P.O. Box 1968

City, State, Zip+4: Grand Island, NE 68802-1968

Telephone: 308-385-5444, Ext. 140

Signature of Authorized Official:

Date:

Proposed Project Period (month/day/year): From 10-01-17 To 6/30/2019

CATEGORY A – PERSONNEL

<ul style="list-style-type: none"> • Exempt/Non-exempt – position exempt from earning over-time/comp time or not? • New or Existing – position new within the agency (not project) or an existing position. • % Time Devoted – Portion of time dedicated to the work of the project. • Hours Per Week – total hours worked per week. 					<ul style="list-style-type: none"> • 2016 Current Salary – Current annual (can be FY 2016) pay for the position. • 2017 Salary – Annual pay for the position in the coming year (can be FY 2017). • Match – match provided through volunteer hours must be a separate line item/position. 					
Title/Position	Coordinator	Advocate			Volunteer	Hall County Inv.	GIPD Support Staff			TOTAL COSTS
New/Existing	E	E			E	E	E			
F-Time/P-Time	F-Time	F-time			P-time	P-time	P-time			
Exempt/Non-exempt	Non-exempt	Non-exempt			Non-exempt	Non-exempt	Non-exempt			
Total Hrs. Per Week	40	40			3.1	5	.693			
% of Time Devoted	100%	100%			100%	25%	1.73%		%	
2016 Current Salary	\$46,171	\$28,800			\$	\$	\$		\$	
2017 Salary	\$48,471	\$31,291			\$	\$	\$		\$	
Requested Salary	\$83,893	\$55,872			\$	\$	\$		\$	
Salary Match					\$3,900	\$11,283	\$1114		\$	
Requested Fringe	\$22,385	\$15,587			\$	\$	\$		\$	
Fringe Match	\$6,083	\$6,000			\$	\$	\$		\$	
TOTAL COSTS	\$112,361	\$77,459			\$3,900	\$11,283	\$1114		\$	\$ 206,117

Total Requested Salary		Total Requested Fringe		Total Salary Match		Total Fringe Match	
\$139,765		\$37,972		\$16,297		\$12,083	
TOTAL REQUEST: \$177,737				TOTAL MATCH: \$28,380			

CATEGORY A – PERSONNEL NARRATIVE:

Wages/Salaries

The City of Grand Island has a 15-step pay plan for non-union employees based on merit. Occasionally, as a result of union contract negotiations, non-union employees receive salary increases based on a predetermined percentage. The existing position of **Coordinator** will receive a Step 15 salary of \$48,471.28. This is a full-time position based on 2080 hours per year at \$23.3035 per hour with 100% of that time devoted to the project. The Coordinator's salary is currently 100% funded by VOCA grant #16-VA-222 and the amount of federal funds requested for that position for the upcoming 21-month grant period is \$83,893 rounded up from \$83,892.60 (\$23.3035 per hour x 80 hours per pay period x 45 pay periods).

The coordinator (bilingual in English/Spanish) works Monday through Friday 8:00am to 5:00pm. A list of duties includes: provide direct service to victims of crime; recruit, train, and supervise volunteers and full-time victim advocate; maintain proper records of and coordinate all activities; promote public awareness of victim assistance services; distribute/conduct surveys, attend required and necessary trainings; coordinate and collaborate with community agencies; coordinate grant management activities.

Our existing full-time **Victim Advocate** receives a Step 2 salary of the City's 15-step pay plan, but will have progressed to a Step 4 salary by the end of this 21-month grant. 100% of that salary is currently funded by VOCA grant #16-VA-222. The position is based on 2080 hours per year at the rate of \$15.0437 for 6 pay periods, \$15.455 for 26 pay periods, and \$15.8776 for 13 pay periods, with 100% of that time devoted to the project. We are requesting federal funds for the advocate's salary in the amount of \$55,872, rounded down from \$55,872.18 (\$15.0437 per hour x 80 hours per pay period x 6 pay periods + \$15.455 per hour x 80 hours per pay period x 26 pay periods + \$15.87 per hour x 80 hours per pay period x 13 periods).

The advocate works Monday through Friday 1:00pm to 10:00pm, extending our business hours 5 hours per day. She is trained to work with children as well as adults and a list of duties includes: provide direct service to victims of crime, maintain proper records of all activities, promote public awareness of victim assistance services, distribute/conduct surveys, attend required and necessary trainings; and coordinate and collaborate with community agencies.

Volunteers for the program will provide conservatively 260 hours of service for the 21-month grant period, assisting with victim advocacy, recordkeeping, client surveys, and public awareness of victim assistance services. 100% of that time will be devoted to the project and will amount to a local match of \$3,900 (260 hours x \$15.00). **Hall County Attorney's Part-Time Investigator** will donate approximately 250 hours of service annually, 435 hours for the 21-month grant period, assisting the program by locating victims and providing victim advocacy. 100% of that time will be devoted to the project and will amount to a Hall County match of \$11,283, rounded down from \$11,283.45 (180 hours x \$25.64 hourly wage + 255 hours x \$26.15 hourly wage after 2% COLA).

Grand Island Police Department **Support Staff** will provide 61 hours of service to the program during the 21-month grant period. Support personnel and light-duty police officers will assist the program by answering the telephone, serving victims, reviewing reports, setting up victim files, sending victim letters, filing, inputting data and maintaining records. 100% of that time will be devoted to the project and will amount to \$1114, rounded down from \$1114.47 (61 hours x average \$18.27 per hour) City match.

The existing position of **Project Director** will contribute approximately 2% of his time, equal to roughly \$3,306, rounded up from \$3,305.53 (78 hours x \$42.3786 per hour), to the project, but this amount will not be included in the federal request or match portion of the grant. The Director of the program will consult with the Coordinator regarding the program's activities. He will maintain weekly Coordinator contact, conduct a quarterly staffing, assist with annual VOCA grant and quarterly reports, and prepare an annual written employee evaluation. Regarding direct victim service and specific cases, Director will continue to provide support, direction and guidance to Coordinator and victim advocate as needed.

The existing **Fiscal Officer** will devote 2% of her time, equal to \$1,348, rounded down from \$1,348.36 (78 hours x \$17.2867 per hour) to the project. However, her hours will not be included in the federal request or match portion of the grant. The Fiscal Officer will oversee the finances of the project and assist with VOCA reports.

NOTE: Neither the Project Director's nor the Fiscal Officer's hours will be factored into the federal request or match portion of our grant.

Fringe Benefits

The total fringe benefits for the **Coordinator** are estimated at \$28,468 for the 21-month grant period (\$9,711 + \$651 + \$2,000 + \$5,201 + \$1,216 + \$5,034 + \$3,000 + \$1,350 + \$137 + \$168, all figures rounded) and include the following:

- Individual high deductible health insurance \$9,710.55 rounded to \$9,711 (\$215.79 semi-monthly pre-determined premium x 45 pay periods)
- Individual dental insurance \$651.15 rounded to \$651 (\$14.47 semi-monthly pre-determined premium x 45 pay periods)
- Individual Health Savings Account Employer Contribution/Seed Money \$2,000 (\$1,000 per year to be paid January 2018 and January 2019)
- Social Security \$5,201.34 rounded to \$5,201 (\$83,892.60 x 6.2%)
- Medicare \$1,216.44 rounded to \$1,216 (\$83,892.60 x 1.45%)
- Pension \$5,033.56 rounded to \$5,034 (\$83,892.60 x 6%)
- Bilingual Pay \$3000 (\$1,500.00 per year, to be paid 2nd payroll in November 2017 and November 2018)
- Health Retirement Account \$1,350 (\$30 per paycheck x 45 paychecks)
- Life insurance \$136.50 rounded to \$137 (\$6.50 pre-determined monthly premium x 21 months)
- Disability \$167.79 rounded to \$168 (\$83,892.60 x .2%)

The total fringe benefits for the **Victim Advocate** are estimated at \$21,587 for the 21-month grant period (\$9,711 + \$651 + \$2,000 + \$3,464 + \$810 + \$3,352 + \$1,350 + \$137 + \$112, all figures rounded) and include the following:

- Individual high deductible health insurance \$9,710.55 rounded to \$9,711 (\$215.79 semi-monthly pre-determined premium x 45 pay periods)
- Individual dental insurance \$651.15 rounded to \$651 (\$14.47 semi-monthly pre-determined premium x 45 pay periods)
- Individual Health Savings Account Employer Contribution/Seed Money \$2,000 (\$1,000 per year to be paid January 2018 and January 2019)
- Social Security \$3,464.08 rounded to \$3,464.00 (\$55,872.18 x 6.2%)
- Medicare \$810.15 rounded to \$810 (\$55,872.18 x 1.45%)
- Pension \$3,352.33 rounded to \$3,352 (\$55,872.18 x 6%)
- Health Retirement Account \$1,350 (\$30 per paycheck x 45 paychecks)
- Life insurance \$136.50 rounded to \$137 (\$6.50 pre-determined monthly premium x 21 months)
- Disability \$111.74 per year rounded to \$112 (\$55,872.18 x .2%)

We are requesting federal funds for fringe benefits in the amount of \$37,972 (Coordinator \$22,385 + Victim Advocate \$15,587) and the remaining \$12,083 (\$28,468 Coordinator + \$21,587 Advocate - \$37,972 federal request) will be paid by the City of Grand Island as a local match (\$6,083 for the Coordinator and \$6,000 for the Advocate).

CATEGORY C – TRAVEL EXPENSES

NOTE: Submit a separate form for each travel purpose.

1. Travel Purpose: 2018 Conference on Crimes Against Women				
2. Type of Travel		<input type="checkbox"/> Local	<input type="checkbox"/> In-State	<input checked="" type="checkbox"/> Out-of-State
3. Departure Point:	Grand Island, NE	Destination:	Dallas, TX	
4. Position(s) which will be traveling for this purpose: Full-Time Advocate				
5. Cost Breakdown:				
Expense Calculations	Amount Requested	Applicant's Match	Total Cost	
a. Mileage				
	Total Miles	Mileage Rate		
		x \$.535	\$	\$
			\$	\$
b. Air Fare				
	# of travelers	Cost per flight		
	1	\$279	\$279	\$ 279
c. Meals				
	# of days	# of travelers	Cost per day	
	4	1	\$64	\$ 256
			\$	\$ 256
d. Lodging				
	# of nights	# of rooms	Rate per night	
	5	1	\$ 146	\$ 730
			\$	\$ 730
e. Other Costs (Must also be explained in budget narrative)				
Conference Registration Fee			\$460	\$ 460
			\$	\$
			\$	\$
TRAVEL TOTAL			\$1,725	\$ 1,725
TRAVEL CATEGORY TOTAL			\$1,725	\$ 1,725

CATEGORY C-TRAVEL EXPENSES NARRATIVE:

The goal of the Conference on Crimes Against Women is to provide practical instruction, using current information, the newest ideas and most successful intervention strategies, to those professionals responsible for combating the many and varied forms of crimes against women. The conference is conducted for the sole purpose of providing training and delivering best practices to only those people employed by governmental or non-profit agencies in the fields of law enforcement, prosecution, social work, victim's advocacy, therapy, probation/parole, campus safety and medicine who work directly with victims of crime. Speakers' focus includes but is not limited to best practice and cutting-edge training taught by local and national leading experts in the fields of domestic violence, human trafficking, stalking, strangulation, sexual assault, campus safety.

It is our responsibility to ensure our advocates remain competent. It is our goal to be proactive in our practices. Our program continues to collaborate with community partners as well as to strive to develop new partnerships. Recently, our coordinator and advocate have been named as contacts with the local Human Trafficking Task Force and the Doane College Campus Safety Project. Our full-time advocate, who has now been with us 1 year, is well-trained in child victim issues. She has also attended Nebraska's Victim Assistance Academy. It is necessary to broaden her knowledge and skill base to include other crimes specifically relevant to this program, so we would like to send her to the 13th Annual Conference on Crimes Against Women in 2018. The City's training budget is limited, and without federal assistance provided through the VOCA grant, the advocate's attendance at this conference will not be possible.

Prices are not yet available for the 2018 conference, so we have based our estimates on the 2017 conference to be held this upcoming May. Advocate would fly to Dallas on Sunday, stay at the hotel suggested by the conference 5 nights, attend the conference Monday-Thursday, and fly out of Dallas on Friday.

Air Fare: American Eagle has nonstop flights from Grand Island, NE to Dallas, TX at a current cost of \$279 round trip. Flights out of Grand Island will eliminate mileage, lodging and per diem costs associated with having to fly out of Lincoln or Omaha.

Meals: Per www.gsa.gov, current meal rate for Dallas, TX is \$64 per day. We are requesting \$256 (\$64 per day x 4 days).

Lodging: Per www.gsa.gov, current lodging rate for Dallas, TX in May is \$146 per night. We are requesting \$730 (\$146 per night x 5 nights, Sunday-Thursday). We will seek suggested lodging close to the conference so as to utilize free shuttle to and from the airport and to and from the conference, which will eliminate the need and cost for taxi and/or rental car.

Other Costs: The conference registration fee this year is \$460 for early registration, or \$490 for general registration. We are requesting \$460 for early registration fee.

Travel Total: \$279 + \$256 + \$730 + \$460 = \$1,725

CATEGORY D – SUPPLIES AND OPERATING EXPENSES

1. SUPPLIES:						
Item	Quantity	Total Unit Price	% Allocated	Amount Requested	Applicant's Match	Total Cost
			%	\$	\$	\$
			%	\$	\$	\$
			%	\$	\$	\$
			%	\$	\$	\$
			%	\$	\$	\$
			%	\$	\$	\$
			%	\$	\$	\$
SUPPLIES SUBTOTAL				\$	\$	\$

2. OPERATING EXPENSES:					
	Total Rate (per month)	% Allocated	Amount Requested	Applicant's Match	Total Cost
Rent-Equipment		%	\$	\$	\$
Rent-Facilities	\$463	100%	\$	\$9,723	\$9,723
Telephone	\$ 24	100%	\$	\$ 504	\$ 504
Utilities		%	\$	\$	\$
Auto Lease		%	\$	\$	\$
Photo Copying		%	\$	\$	\$
Printing		%	\$	\$	\$
Non-Consultant Contracted Services		%	\$	\$	\$
Bookkeeping/Audit*		%	\$	\$	\$
Other: Computer User Fees Coordinator	\$149	100%		\$3,129	\$3,129
Other: Computer User Fees Advocate	\$149	100%	\$	\$3,129	\$3,129
OPERATING SUBTOTAL			\$	\$16,485	\$16,485
SUPPLIES AND OPERATING EXPENSES TOTAL			\$	\$16,485	\$16,485

*Cost of audit is only allowable if agency is required to complete an A-133. Cost must be prorated to all funding sources

SUPPLIES AND OPERATING EXPENSES NARRATIVE:

No federal funds are being requested for supplies, nor are they included in our match.

No federal funds are being requested for operating expenses, but they will be included in the match portion of our grant.

The Victim Assistance Program office is located in Grand Island's Law Enforcement Center. The City provides this space as an in-kind match. The 306 square foot office, with a secure entrance, provides a private area where we can meet with victims and their families and is appraised at a fair market value of \$14 per square foot, as is the adjoining 91 square foot office. Utilities, 3 cubicles with computers, custodial services, and receptionists are included with the facility. Monthly rent is figured at \$463.17 per month, rounded down to \$463, or \$9,723 for 21 months (\$463 x 21). Telephone service, also provided by the City, is estimated at \$12 per user per month (Total 2016 GIPD telephone cost ÷107 users), or \$252 per user for 21 months (\$12 x 21 months), and is included in the match portion of our grant in the amount of \$504 (\$252 per user for 21 months x 2 users, Coordinator and Advocate).

The County operates a Spillman software criminal justice program. Included on the system of shared data are the Hall County Sheriff, Hall County Attorney, Hall County Corrections, Hall County Court, and the Grand Island Police Department. The user fee for this system, including Internet, email, and support service is approximately \$149 per month, rounded down from \$149.35 (\$191,760 total annual cost ÷107 users ÷12 months), or \$3,129 per user for 21 months (\$149 per month x 21 months), and will be provided for 2 users, Coordinator and Advocate, as a local match of \$6,258 (\$3,129 per user x 2 users).

The City Of Grand Island has made a vehicle available to the Victim Assistance Program staff and volunteers. Grand Island Police Department training funds have been and will be used to send the Program Coordinator and/or Victim Advocate to the annual Crime Victims' Rights Week Conference in Omaha and to other relevant and affordable trainings. However, neither expense is figured into the grant.

Total supplies and operating expenses budget is \$16,485 provided by Hall County and the City of Grand Island as a local match (\$9,723 rent + \$504 telephone + \$6,258 computer user fees).

Section III: Sustainability, Goals, and Performance Measures

Agency Budget and Funding Sources:

Agency budget should include all sources of funding to support all victim services provided by the program. Add lines as necessary under each category of funding source

Total Agency Victim Services Budget FY 2016 (Oct. 2016-Sept. 2017)	
Funding Source	Amount Received
VOCA	\$95,907
OTHER FEDERAL (list below)	
STATE (list below)	
LOCAL (list below)	
OTHER (list below)	

1. Does the agency expect any significant decreases and/or increases from prior year’s funding sources (Oct 2016-Sept. 2017) for fiscal year 2017/2018 (Oct 2017-June 2019)? If yes, note funding source and reasons for the expected change.

No, the agency does not expect any significant decreases or increases from last year’s funding sources.

2. Identify at least three specific sustainability activities the agency has planned for the upcoming year.

1. Police Chief will do presentation to City Council to show continued need for service and funding.
2. Director and Coordinator will consider and discuss 1) restructuring program in order to continue under Administration Department at GIPD and 2) the details and feasibility of the program being absorbed by other local victim service providers or agencies
3. Coordinator will research other federal, state and local grants along with community foundations.

Activities / Timetables (Limit 2 pages)

Add rows as needed.

1. **Major Activities:** Identify any **major** activities that will be occurring over the course of the project. These types of activities may be infrequent however; they are essential to the VOCA funded project’s success.

MAJOR ACTIVITIES	POSITION RESPONSIBLE
Attend Annual Victims’ Rights Conference 2018 and 2019	Coordinator or Advocate
Attend Crimes Against Women Conference	Advocate

2. **Reoccurring Activities:** List those activities that will occur throughout the duration of the project. These activities should focus on the VOCA funded project and task that are allowable under the VOCA grant program.

REOCCURRING ACTIVITIES	POSITION RESPONSIBLE
Assist with filing compensation claims (Required of all programs)	Coordinator, Advocate, Volunteers
Provide direct services to crime victims by phone, e-mail, or in person	Coordinator, Advocate, Volunteers
Prioritize need for service to Hispanic and elderly victims of crime	Coordinator, Advocate, Volunteers
Conduct and Distribute Surveys	Coordinator, Advocate, Volunteers
Conduct Community Presentations on Victim Assistance Program	Coordinator, Advocate, Volunteers
Recruit, train, supervise volunteers	Coordinator
Prepare quarterly reports in a timely manner	Coordinator, Fiscal Officer, Project Director

Continuation Information (Limit 3 pages) (Each question MUST be answered)

1. Describe the most recent (past year/12 months) funded grant project's accomplishments and milestones.

Retained 1 active volunteer and recruited 1 more
Maintained extended business hours (8:00a.m.to 10:00 p.m. Monday-Friday)
Continued to provide comprehensive services to crime victims in Hall County
Continued to provide bilingual services to Spanish-speaking victims
Continued to provide services to significant numbers of underserved populations
Distributed victim surveys as a best practice for program evaluation and determination of consumer satisfaction
Increased public awareness of services by distributing brochures and conducting presentations
Continued to coordinate service with community agencies
Continued to meet or exceed goal objectives
Continued to attend LB 1184 Investigative Team Meetings and LB 1184 Treatment Team Meetings
Continued to attend Coordinated Community Response Meetings
Continued to assist with training of new officers for Nebraska Law Enforcement Training Center by doing sexual assault and domestic violence role plays and panel discussions
Coordinator attended local training as part of Human Trafficking Task Force
Advocate attended child advocate training in Huntsville, Alabama and Annual Victim Rights Conference in Omaha

2. Provide results of Outcomes, Objectives and Performance Measures for VOCA FY 2016.

Our goal last year was that crime victim safety be increased in Hall County. In order to best achieve that goal, we retained our previous years' objectives. Because of vacation, weather, holidays, and training a new volunteer, our numbers were down the first quarter, but are almost back on track as of the end of the 2nd quarter. We expect to meet or exceed our objectives by the end of the grant period. One objective was to increase the number of crime victims receiving needed services within the 12-months grant period. In the first two quarters, we served: 1189 victims (2706 Goal), 176 elderly (235 goal), 406 Hispanics (794 goal), and 246 children (380 goal). Another objective was to maintain overall public awareness of victim services by distributing 680 brochures and conducting 4 community presentations. We have distributed 400 brochures and conducted 2 presentations. Our third objective, to increase the number of crime victims receiving advocacy within the 12-month period, includes four performance measures: the number of crime victims who received personal advocacy, criminal justice support/advocacy, VINE/VINELINK assistance, and safety planning assistance. We have provided personal advocacy to 163 victims (541 goal) and criminal justice support/advocacy to 793 victims (1964 goal). At the 6-month mark 235 victims have received VINE/VINELINK assistance and 45 victims have received safety planning assistance in person. Our fourth objective was to distribute surveys to victims in order to measure the effectiveness of our services. We discuss that in more detail in the next section.

3. Describe how the agency is conducting surveys and utilizing the results to guide services provided to victims of crime. Also include other evidence based research used for development of programs. (i.e. evaluation of client satisfaction, research/tools utilized to ensure practices are based on strong empirical evidence of success, etc.)

Following contact with the Victim Assistance Program, victims were asked to give simple yes or no answers to 3 questions: 1) Do you know more about community resources and help available to you, 2) Do you know more or different ways to plan for your safety, and 3) Do you have a better understanding of how the justice process works? The surveys were sent through the mail and email, and conducted face-to-face and via telephone. At the 6-month mark of Grant #16-VA-222, we have distributed 310 surveys. Of those, 245 responded (79%). We get a high response rate when we conduct the surveys over the telephone and face-to-face, and a moderate response rate to those emailed. We have a very few surveys returned via mail. Of the 245 who responded, 198 stated said they know more about community resources, 179 said they know more ways to plan for their safety, and 209 said they have a better understanding of the criminal justice process. The survey, at the bottom, allows for comments. Several of those who responded with a “no” told us they already knew about resources and/or the criminal justice process prior to this contact with us. A few clients answered with “NA.”

We’ve attached in a separate email a copy of our survey along with the policies and procedures governing the survey process.

4. Explain problems, barriers or challenges during the previously funded grant project. Discuss how these were addressed and the end results.

The majority of our problems are typically routine in nature and related to victims’ individual cases as is par for the course with victim advocacy. In these instances we network very closely with our partner agencies and utilize community resources.

Our ongoing struggle has been maintaining volunteers/volunteer hours and, thus, numbers of victims served. This last grant year, we retained our veteran volunteer, a retired deputy county attorney. In our first quarter, we did recruit and train a volunteer who was hired in the school system shortly after training and never came back to us. There is a lot of time that goes into training and supervising volunteers, and we get behind in other duties, so we are disappointed when they don’t stay. We do have a potential volunteer scheduled to come interview this month.

With our office hours being extended to 10:00pm, we found that it took time for our partner agencies, especially swing shift law enforcement, to become accustomed to those new hours. Day-shift personnel routinely utilize our services. Other shifts, however, have historically emailed or left voicemails for us, expecting follow-up the next day. During the first quarter of the grant, our full-time advocate gave a presentation at a department-wide workshop for Grand Island Police Department. She reminded officers that she is here in the office to assist with victims in the evenings and she answered specific questions regarding our offered services. We have since seen a significant increase in officer requests for victim assistance during the evening hours, thus, improving our response to victims’ immediate needs.

Goals, Objectives & Performance Indicators

For each outcome listed clearly state objectives and performance measures to demonstrate the project’s progress towards achieving the stated outcome. Copy the form for each separate outcome.

Outcomes, Objectives & Performance Measures		
Outcome: Crime Victim Safety Will Be Increased In Hall County. *		
Objective #1: Increase Number of Crime Victims Receiving Needed Services Within 12 Month Period.		
Performance Measures:	Baseline Statistics	Projected Results
Number of victims served within 12 months	2597+1948	4590
Number of elderly victims served within 12 months	289+217	556
Number of Hispanic victims served within 12 months	721+541	1274
Number of children served within 12 months	430+323	828
Objective #2: Maintain Overall Public Awareness of Program and Services by Distributing 680 Brochures and Conducting 4 Community Presentations.		
Performance Measures:	Baseline Statistics	Projected Results
Number of brochures distributed	680+510	1190
Number of presentations conducted	4+3	7
Objective #3: Maintain Number of Crime Victims Receiving Advocacy Within 12 Month Period.		
Performance Measures:	Baseline Statistics	Projected Results
Number of crime victims who received personal advocacy	541+406	947
Number of crime victims who received criminal justice support/advocacy	1964+1473	3437
Number of crime victims referred to or registered for VINE/VINELINK	688+516	1204
Number of crime victims who received emotional support or safety services	539+404	943
Objective #4: Increase number of crime victims reporting improvement as a result of Victim Assistance Program services.		
Performance Measures:	Baseline Statistics	Projected Results
Number of surveys distributed within 12 months	396+297	762
Number of surveys completed within 12 months	257+193	495
Number of crime victims who said they know more about community resources	234+176	410
Number of crime victims who said they know more ways to plan for their safety	238+179	451
Number of crime victims who said they have a better understanding of how the justice process works	253+190	487

***Baseline statistics shown are for 12 months plus 9 months, for a 21-month estimated total**

Section IV: Required Forms (Section must be completed for continuation and new competitive funding requests)

Complete required forms (Certified Assurances; Certifications Regarding Lobbying, Debarment, & Drug Free Workplace; Applicant Disclosure of Pending Applications) with appropriate signatures in the grant application.

CERTIFIED ASSURANCES

1. The applicant assures that federal or state grant funds made available under the Victims of Crime Act (VOCA) and state victim assistance funds will not be used to supplant existing funds, but will be used to enhance or expand direct services to victims of crime.
2. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Nebraska Commission on Law Enforcement and Criminal Justice (Crime Commission) shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under the victim assistance grant program.
3. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Crime Commission may require.
4. The applicant certifies that the program contained in its application will meet requirements as stated in the Victim Assistance Grant Application Kit; that all information presented is correct; that there has been and will be throughout the life of the grant, appropriate coordination with affected agencies; and, that the applicant will comply with all provisions of the Victims of Crime Act and all other applicable federal and state laws.
5. The applicant assures that it will comply and all of its contractors will comply, with the non-discrimination requirements of the Victims of Crime Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G and, Executive Order 11246, as amended by Executive Order 11375, and their implementing regulations.
6. The applicant assures that programs will maintain information on victim services provided by race, national origin, sex, age, and handicap.
7. The applicant assures that in the event a federal or state court, or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Crime Commission and the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs.
8. The applicant assures that, if required, it will formulate an equal employment opportunity program (EEOP) in accordance with 28 CFR 42.301 et. seq., and submit a certification to the state that it has a current EEOP on file which meets the requirements therein.
9. The applicant assures that it will comply and contractors will comply, with the provisions of the Office of Justice Programs "Financial and Administrative Guide for Grants," M 7100.01.
10. Pursuant to the Office of Management and Budget (OMB) Circular A-133, non-Federal entities expending \$500,000 or more a year from all federal sources shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133. Non-federal entities that expend less than \$500,000 a year in Federal dollars from all sources are exempt from Federal audit requirements for that year. However, financial records must be maintained in an acceptable accounting system and be available for review or audit by appropriate officials of Federal, state or local agencies.

11. Confidentiality of Research Information. No recipient of monies under the Victims of Crime Act shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with the Act.
12. Confidentiality of Victim Information - At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless they are a part of the criminal justice system or Health and Human Services system unless the victim has given prior voluntary written consent for such release of information.
13. The applicant agrees to submit all required reports in a timely manner.
14. The applicant agrees not to utilize federal or state victim assistance funds for crime prevention, community education, services to perpetrators, conference attendance by individual crime victims, lobbying, victim relocation or services to witnesses other than the victim.
15. The applicant agrees to establish and maintain a Drug Free Workplace Policy.
16. The applicant will comply, and all its contractors will comply with the Equal Treatment for Faith Based Organizations Title 28 C.F.R. part 38.

CERTIFICATION

I certify that I have read and reviewed the above assurances, that the applicant will comply with all provisions of the Victims of Crime Act and all other applicable federal and state laws, and, that the applicant will implement the project as written, if approved by the Crime Commission.

(SIGNATURE OF AUTHORIZED OFFICIAL)	(DATE)
P.O. Box 1968, Grand Island, NE 68802-1968	
(ADDRESS)	
Jeremy Jensen	Mayor
(TYPED NAME)	(TITLE)
(308) 385-5444, Ext 140	
(TELEPHONE NUMBER)	

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARTMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transaction, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State of Federal court, or voluntarily excluded from covered transactions by any Federal department of agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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

The applicant certifies that it will or will continue to provide a drug-free workplace by:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:

B. Establishing an on-going drug-free awareness program to inform employees about—

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

C. Notifying the employee in the statement that the employee will:

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction of a criminal drug statute occurring in the workplace no later than five calendar days after such convictions;

The subgrantee shall notify the Crime Commission in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

The subgrantee certifies that it will take one or more of the following actions within 30 calendar days of receiving notice of the conviction:

A. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

B. Requiring such employee to participate satisfactorily in a drug abuse assistance of rehabilitation program approved for such purpose by a Federal, State or local health, law enforcement, or other appropriate agency;

The subgrantee certifies that it will make a good faith effort to continue to maintain a drug-free workplace.

Organization Name and Address:
City of Grand Island, P.O. Box 1968, Grand Island, NE 68802-1968

Typed Name and Title of Authorized Official
Jeremy Jensen, Mayor

Signature

Date

Applicant Disclosure of Pending Applications:

Applicants are to disclose whether they have pending applications for federally and or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. **Please mark none if you have no pending applications.**

Federal or State Funding Agency	Solicitation Name / Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
None	None	None

Attachments:

Applicants are to attach the following items, if applicable:

- Employee and Volunteer Job Descriptions (All must be provided to include % of time spent on duties)
- Copy of Survey and Established Policy and Procedures
- Indirect Cost Rate verification letter (Required for use of federally negotiated rates)
- Non-Profit Status Verification (e.g. 501(c)(3) letter, if applicable to agency)
- Match Waiver Request (If applicable)

RESOLUTION 2017-115

WHEREAS, The U. S. Department of Justice has provided funding for Victims Of Crime Act (VOCA) grants and instituted a 21-month grant award process; and

WHEREAS, The Grand Island Police Department has a Victim/Witness Unit that serves as a valuable resource to victims of crime in our community; and

WHEREAS, the Police Department has received VOCA grant funding in past years to support the Victim/Witness Unit; and

WHEREAS, the VOCA grant application must be submitted to the Nebraska Crime Commission in April; and

WHEREAS, The Police Department must have Council approval to submit a VOCA grant application.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, to approve the Police Department 21-month Victims Of Crime Act (VOCA) grant application to the U.S. Department of Justice to fund the Victim/Witness Unit.

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Adopted by the City Council of the City of Grand Island, Nebraska, April 11, 2017.

Jeremy L. Jensen, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☒ _____
April 7, 2017	☒ City Attorney