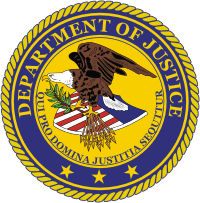
** **

**Victims of Crime Act (VOCA)**

***Subgrantee Award Report***

The Subgrantee Award Report (SAR) is requirement by OVC for each subgrant funded through VOCA. The purpose of the SAR is to collect basic information on the project and program activities that will be implemented with VOCA funds. This report is also used by OVC to determine if the state has met its federal requirement to split the grant properly between priority categories. Please follow the following instructions:

1. Read and answer each question carefully. Some data has been included for your convenience.
2. Submit the report by e-mail to [VOCAhelp@dac.state.ok.us](mailto:VOCAhelp@dac.state.ok.us) on or before **October 15, 2018**.
3. Complete and submit one SAR for each funded grant.
4. A new SAR must be submitted within 30 days of any modification from the initial report.
5. Any questions on the SAR should be directed to [VOCAhelp@dac.state.ok.us](mailto:VOCAhelp@dac.state.ok.us)
6. The OVC-required report includes: a) subgrant organization and funding information; b) services to be provided using VOCA and matching funds; c) types of victimizations that best describe the victims who will be served in the VOCA-funded project; and d) budget and staffing information.
7. When completing the report, read instructions in italics carefully before answering questions.
8. Included with this report, is a tool we have developed to help you better answer Question 6, that is based on data from the previous four quarters your VOCA grant was in operation. The SAR Tool is an Excel document and will only be helpful to existing programs using PMT data reported the past 4 quarters.

**Important! The activities reported in the SAR should be the same activities you intend to report on the quarterly VOCA Performance Measures Report (PMT). Save the completed form to your desktop. If there are any changes to the information listed herein during the course of the project period, edit the form and send a revised report within 30 days of the change.**

**VOCA Subgrant Award Report**

1. Subgrantee Organization

A. Organization Name:

Subgrant Number  **18-**  *(this is the year and number assigned by OKGrants, e.g. 18-123)*

B. Organization Address:

C. City:

D. State:

E. Zip + 4:

Has any of the information above changed from the previous reporting period? Yes NoN/A

2. Subgrantee Organization Point of Contact (*list the person who will get messages relating to this report*)

A. Name:

B. E-mail:

C. Phone:

Has the Point of Contact changed from the previous reporting period? Yes No N/A

3. Subgrantee Organization Type (*select only* ***one*** *response in the category that best describes the organization type*)

A. Government Agencies Only: Which designation best describes your government agency

(*select* ***one*** *response*)?

Courts

Juvenile Justice

Law Enforcement

Prosecutor

Other government agency

Description:

B. Nonprofit Organization Only: Which designation **best** describes your nonprofit organization

(*select* ***one*** *response*)?

Child abuse service organization (e.g. child advocacy center)

Coalition (e.g. state domestic violence or sexual assault coalition)

Domestic and family violence organization

Faith-Based organization

Organization provides domestic and family violence and sexual assault services

Organization by and/or for underserved victims of crime (*e.g. drunk driving, homicide, elder abuse*)

Sexual assault services organization (*e.g. rape crisis center*)

Multiservice agency

Other type of nonprofit organization serving victims of crime

Describe:

C. Federally Recognized Tribal Governments, Agencies, and Organizations Only: Which

designation best describes your tribal agency or organization (*select* ***one*** *response*)?

Child abuse service organization (*e.g. child advocacy center*)

Court

Domestic and family violence organization

Faith-based organization

Juvenile justice

Law enforcement

Organization provides domestic and family violence and sexual assault services

Prosecutor

Sexual assault services organization (*e.g. rape crisis center*)

Other justice-based agency

Other agency that is not justice-based (*e.g. human services, health, education*)

Organization by and/or for a specific traditionally underserved community

Organization by and/or for underserved victims of crime (*e.g. drunk driving, homicide, elder abuse*)

Other

Describe:

D. Campus Organizations Only: Which designation best describes your campus organization

(*select* ***one*** *response*)?

Campus-Based victims services

Law enforcement

Physical or mental health service program

Other

Describe:

4. A. Subgrant number (e.g. 18-123): 18-      *(same number listed under Organization Name on #1)*

B. Subaward Amount: $

C. Project Start Date: **October 1, 2018**

Project End Date: **September 30, 2019**

**This Section to be completed by DAC Staff:**

Federal Funding Grant(s) Used: \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount(s): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Purpose of the VOCA Subaward (select one response):

Continue a VOCA-funded victim project in a previous year

Expand or enhance an existing project not funded by VOCA in the previous year

Start up a new victim services project

Start up a new Native American victim services project

Expand or enhance an existing Native American project

6. Priority and Underserved Requirements:

*Instructions:* Indicate the amount of VOCA funds allocated to each category of priority and underserved victims of crime. For those programs serving multiple underserved victims, you will need to estimate the amount of VOCA funds you anticipate allocating for each category of priority and underserved. *Note: Existing programs serving underserved victims may wish to get a more accurate estimate by reviewing numbers served, as reported on the quarterly VOCA Performance Measures report.*

A. Child Physical Abuse/Neglect (do not include child sexual assault) $

B. Domestic and Family Violence $

C. Sexual Assault

C1. Child Sexual Assault $

C2. Adult Sexual Assault $      C3. Total Sexual Assault (C1+C2) $

D. Underserved (identify )

D1. DUI $

D2. Assault $

D3. Adults molested as children $

D4. Elder abuse $

D5. Robbery $

D6. Survivors of Homicide Victims $

D7. Other violent crimes $

List other violent crimes

D8. Other non-violent crimes (e.g. financial fraud) $

List other non-violent crimes

D9. Total Underserved (D1-D8) $

**Total of A, B, C3 and D9** (**confirm number equals amount listed in 4B**) $

7. Service Area(s) – Please list all counties that cover the service area for your organization:

List any counties served outside the State of Oklahoma:

8. Subgrant Match (*financial support from other sources*)

A. In-Kind Match Value: $

B. Cash Match: $

C. Total Match: $

D.  Check this box *ONLY* if the organization has received a full or partial match waiver.

9. Use of VOCA and Match Funds

INSTRUCTION: For this subaward, check the categories of service and subcategories that best identify the types of services or activities that will be provided by the VOCA-funded project (including matching fund activities), as described below. Report only those program activities that will be implemented with VOCA funds, not the entire organization’s services or those offered by another agency.

***Note: The organization will be expected to keep data on the services listed below. These services should match those listed on the quarterly VOCA Performance Measures Report. If the project is modified to provide different services than originally anticipated, this Subgrant Award Report should be modified and e-mailed to:*** [***VOCAhelp@dac.state.ok.us***](mailto:VOCAhelp@dac.state.ok.us)***. Please clearly identify if the report is an AMENDED version.***

A. INFORMATION & REFERRAL *(select all that apply)*

Information about the criminal justice process

Information about victim rights, how to obtain notifications, etc.

Referral to other victim service programs

Referral to other services, supports, and resources *(includes legal, medical, faith-based organizations,*

*address confidentiality programs, etc.)*

B. PERSONAL ADVOCACY/ACCOMPANIMENT *(select all that apply) – Note: All VOCA-funded programs are required to assist victims in seeking victim compensation benefits and should check the Individual Advocacy Category.*

Victim advocacy/accompaniment to emergency medical care

Victim advocacy/accompaniment to medical forensic exam

Law enforcement interview advocacy/accompaniment

Individual advocacy *(public benefits, victim compensation, return of personal property or effects)*

Performance of medical forensic exam or interview, or medical evidence collection

Immigration assistance *(e.g. special visas, continued presence application, and other immigration relief)*

Intervention with employer, creditor, landlord, or academic institution

Child and/or dependent care assistance *(provided by organization or coordination of these services)*

Transportation assistance *(provided by agency or coordination of these services)*

Interpreter services

C. EMOTIONAL SUPPORT OR SAFETY SERVICES *(select all that apply)*

Crisis intervention *(in-person, includes safety planning, etc.)*

Hotline/crisis line counseling

On-scene crisis response *(e.g. community crisis response)*

Individual counseling

Support group *(facilitated or peer)*

Other therapy *(traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)*

Emergency financial assistance *(includes emergency loans and petty cash, payment for items such* *as food and/or*

*clothing, changing windows/locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc).*

D. SHELTER/HOUSING SERVICES *(select all that apply)*

Emergency shelter or safe house

Transitional housing

Relocation assistance (*Includes assistance with obtaining housing).*

E. CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE *(select all that apply)*

Notification of criminal justice events *(e.g. case status, arrest, court proceedings, case disposition, release, etc.)*

Victim impact statement assistance

Assistance with restitution *(includes assistance in requesting and when collection efforts are not successful)*

Assistance in obtaining protection or restraining order

Civil legal assistance with family law issues *(e.g. custody, visitation, or support)*

Other emergency justice related assistance

Immigration attorney assistance *(e.g. special visas, continued presence application, and other immigration relief)*

Prosecution interview advocacy/accompaniment *(includes accompaniment with prosecutor and victim/witness)*

Law enforcement interview advocacy/accompaniment

Criminal advocacy/accompaniment

Other legal advice and/or counsel

F. ASSISTANCE WITH VICTIMS COMPENSATION **(VOCA requires of ALL programs)**

Assists potential recipients in seeking crime victim compensation benefits

10. TYPES OF VICTIMIZATION

INSTRUCTION: Check all of the types of victimizations the VOCA-funded project will serve. “Other” refers to a type of victimization that is not associated with any of the types provided in this list (e.g. property crimes).

|  |  |
| --- | --- |
| **VICTIMIZATION TYPE (see pg. 8 for definitions)** | **Check the types of victims the VOCA-funded program intends to serve by type of crime.** |
| Adult Physical Assault (includes Aggravated and Simple Assault) |  |
| Adult Sexual Assault |  |
| Adults Sexually Abused/Assaulted as Children |  |
| Arson |  |
| Bullying (Verbal, Cyber or Physical) |  |
| Burglary |  |
| Child Physical Abuse or Neglect |  |
| Child Pornography |  |
| Child Sexual Abuse/Assault |  |
| Domestic and/or Family Violence |  |
| DUI/DWI Incidents |  |
| Elder Abuse or Neglect |  |
| Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other (Explanation required) |  |
| Human Trafficking: Labor |  |
| Human Trafficking: Sex |  |
| Identity Theft/Fraud/Financial Crime |  |
| Kidnapping (non-custodial) |  |
| Kidnapping (custodial) |  |
| Mass Violence (Domestic/International) |  |
| Other Vehicular Victimization (e.g. Hit & Run) |  |
| Robbery |  |
| Stalking/Harassment |  |
| Survivors of Homicide Victims |  |
| Teen Dating Victimization |  |
| Terrorism (Domestic/International) |  |
| Other type of victimization not listed above: |  |

**11. Budget and Staffing**

INSTRUCTION: Indicate the requested information based on the subgrantee’s current fiscal year. Report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire agency budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor’s office, then only report the budget for the victim advocate unit. NOTE: Do not include in-kind match; do not report sums less than one dollar.

|  |  |  |
| --- | --- | --- |
| **Information Requested** | **Response** | **Explanation (as needed)** |
| A. Total budget for all victimization programs/services for this subgrantee | $  **Sum of C1-C5 Below**  **(includes this Subaward)** | *The amount reported is for the current fiscal year. Include the subaward amount reported in Question 4.* |
| B. Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year | C1. Subaward Amount: **«Total\_Award\_for\_this\_Subgrant»**  C2. **OTHER** STATE/TERRITORY:  $  C3. **OTHER** LOCAL:  $  C4. **OTHER** FEDERAL:  $  C5. **OTHER** NON-FEDERAL:  $ | *Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency.*  ***DO NOT COUNT FUNDS IN MORE THAN ONE CATEGORY***  *OTHER FEDERAL includes all federal funding except the subaward amount reported in Question 4.* |
| C. Total number of paid staff for all subgrantee victimization program and/or services | Paid Staff  Enter Whole Number | ***Count each staff member once. Both full and part time staff should be counted as one staff member. DO NOT prorate based***  ***on FTE.*** |
| D. Number of staff hours funded through this VOCA award (plus match) for subgrantee’s victimization programs and/or services | Number of Hours | *Total COUNT of hours to work by all staff supporting the work of this VOCA subaward plus match.* |
| E. Number of **volunteer staff** supporting the work of this VOCA award (plus match) for subgrantee’s  victimization programs and/or services | Volunteer Staff  Enter Whole Number | *COUNT each volunteer staff once. DO NOT prorate based on FTE.* |
| F. Number of **volunteer hours** supporting the work of this VOCA award (plus match) for subgrantee’s victimization programs | Number of Hours | *Total count of hours to work by all volunteers supporting the work of this VOCA subaward plus match.* |

**Overall Comments (Optional: include any additional information that may help further explain the reported information):**

**APPENDIX (Definitions)**

The descriptions below are based on Federal legislation (unless otherwise noted), which provides guidance to states by identifying a minimum set of acts or behaviors to define the crime. OVC understands that state statutes may vary. Please interpret your state code within the definitions provided to report requested data.

**GENERAL DEFINITONS:**

**a. Child**

A person under the age of 18 or as otherwise defined by state law.

**b. Federal Fiscal Year**

October 1 through September 30.

**c. Services** (as defined by program guidelines)

i. Respond to the emotional and physical needs of crime victims;

ii. Assist primary and secondary victims of crime to stabilize their lives after a victimization;

iii. Assist victims to understand and participate in the criminal justice system; and

iv. Provide victims of crime with a measure of safety and security such as boarding up broken windows and replacing or repairing locks.

v. Assistance to victims in applying for compensation. Assistance to potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits may include, but are not limited to, referring such potential recipients to an organization that can so assist, identifying crime victims and advising them of the availability of such benefits, assisting such potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of such potential recipients with the crime victims’ compensation program.

**d. Crime Victim or Victim of Crime**

A person who has suffered physical, sexual, financial, or emotional harm as the result of the commission of a crime.

**e. Teen**

OVC describes a teen (for purposes of this report) as a youth, ages 13–17. Use this definition to capture youth ages 13–17 who present for services for a primary and/or additional victimization where applicable: for example, teen dating victimization.

**f. Victim Funded Project**

VOCA funds plus match.

**g. Victim Services Program**

All services and activities offered on behalf of victims of crime, including the VOCA grant and match.

**VICTIMIZATION TYPES**

**a. Adults Sexually Abused/Assaulted as Children**

Adult survivors of sexual abuse and/or assault suffered while they were children.

**b. Adult Physical Assault Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Simple Assault:** Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.

**c. Adult Sexual Assault**

Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person. An adult victim is a person age 18 or older, or as otherwise defined by state law.

**d. Arson**

Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, and so on.

**e. Bullying (cyber, physical, or verbal)**

Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature—for example, hitting or kicking, teasing or taunting—or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyber bullying include mean text messages or e-mails, rumors sent by e-mail or posted on social networking sites, and embarrassing pictures, videos, Web sites, or fake profiles.

**f. Burglary**

The unlawful entry of a structure to commit a felony or theft. The FBI’s Uniform Crime Reporting (UCR) program includes three subclassifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of “structure” includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

**g. Child Abuse**

Victim of child abuse means a victim of crime, where such crime involved an act or omission considered to be child abuse under the law of the relevant state jurisdiction. For the purposes of this program, victims of child abuse may include, but are not limited to, child victims of physical or emotional abuse; neglect; bullying; and/or exposure to violence and should be reported in 6A. Child sexual abuse, child pornography and child sex exploitation should be reported in 6C1.

• **Child Physical Abuse and Neglect**

This may include physical abuse that is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

• **Child Sexual Abuse or Assault and Child Pornography**

This may include activities such as fondling a child’s genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault. Child pornographyAny visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

**h. Domestic and/or Family Violence**

A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**i. DUI/DWI Incidents**

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

**j. Elder Abuse/Neglect**

Also known as elder mistreatment, generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. This is a general definition; state definitions of elder abuse vary. Some definitions may also include fraud, scams, or financial crimes targeted at older people.

**k. Hate Crime (Racial/Religious/Gender/Sexual Orientation/Other)**

A criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, ethnic origin, or sexual orientation.

**l. Human Trafficking: Sex/Labor**

Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

**m. Identity Theft/Fraud/Financial Crimes**

Identity theft occurs when someone wrongfully obtains another’s personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.

**n. Kidnapping (noncustodial)**

Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

**o. Kidnapping (custodial)**

Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

**p. Mass Violence: Domestic/International**

An intentional violent criminal act that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction.

**q. Other Vehicular Victimization**

May include hit-and-run crimes, carjacking, and other vehicular assault.

**r. Robbery**

Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**s. Stalking/Harassment**

Individuals are classified as victims of stalking or harassment if they experienced at least one of the behaviors listed below on at least two separate occasions. In addition, the individuals must have feared for their safety or that of a family member as a result of the course of conduct, or have experienced additional threatening behaviors that would cause a reasonable person to feel fear. Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.

**t. Survivors of Homicide Victims**

Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

**u. Teen Dating Victimization**

Teen dating violence is defined as the physical, sexual, psychological, or emotional violence within a teen dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

**v. Terrorism: Domestic**

The term terrorism means an activity that…(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended…(a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping (18 U.S.C. 3077).

**w. Terrorism: International**

The *Antiterrorism and Emergency Reserve Fund Guidelines for Terrorism and Mass Violence Crimes* refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that…(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States of any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended…(a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum (18 U.S.C. 2331).