

Pre-Application Instructions

GRANT PURPOSE

The purpose of the Victims of Crime Act (VOCA) grant is to provide direct services to victims of crime. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide the victims of crime with a measure of safety and security.

Allowable and Unallowable Costs

Please click on this link for detailed information on Allowable and Unallowable Costs :

<http://www.ok.gov/dac/documents/Guidelines%20for%20Subgrantees.pdf>

ELIGIBILITY REQUIREMENTS

To be eligible for funding from the VOCA grant, an applicant must be one of the following:

A state agency
A unit of local government (i.e., city, county)
A tribal government
A non-profit agency

DUNS NUMBER

All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. Obtaining a DUNS number is free and applications should be made immediately. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to www.dnb.com/us/duns_update. Applications without a DUNS number will not be reviewed.

SYSTEM FOR AWARD MANAGEMENT

All VOCA grant recipients must be registered in the System for Award Management (SAM) database (formerly Central Contracting Registry or CCR). The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted a VOCA application or applications via Grants.gov are already registered with SAM, however you

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must keep your registration current. When registering, do not select the opt-out of public search feature.

Updating your registration must be done annually! Information about registration procedures can be accessed at <https://www.sam.gov>.

Registration in SAM must be completed prior to the start of the project period. This process can take time, so start early!

PROGRAM PURPOSE AREAS

The nine-member VOCA Board has the authority to award funds to various programs in order to meet the needs of all crime victims ; however at least 40% of VOCA funding must go to the following purpose areas:

Minimum of % of awarded funds	Description
10%	Programs that support Child Abuse victims.
10%	Programs that support Domestic Violence victims.
10%	Programs that support Sexual Assault victims.
10%	Programs that support Under Served victims.

Under served victimization includes, but is not limited to: federal crime victims, homicide survivors, assault victims, robbery victims, gang violence, hate/bias crimes, DUI, bank robbery, economic exploitation/fraud, elder abuse, residents of rural areas or inner cities, non-English speaking individuals, hearing impaired individuals, persons with disabilities, Native Americans, and migrant workers.

TIMELINE

The VOCA grant is a yearly, competitive grant that runs on a State fiscal year cycle: July 1st - June 30th

FINANCIAL AND PROGRAMMATIC REPORTING

VOCA recipients will be expected to submit the following information:

Monthly expenditure and draw down reports
Quarterly financial reports
Annual programmatic report

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MATCH REQUIREMENT

VOCA recipients are required to match the federal award by 25% using cash, in-kind, or a combination. Native American tribes have a match requirement of 5.263%

DEADLINE FOR SUBMISSION OF AN APPLICATION

VOCA grant applications are due to the District Attorneys Council the first Friday of March . Late applications will not be accepted nor considered by the VOCA board.

Organization: .

Applicant Information

Type of Application

Currently Receiving VOCA Funds
Number of Years Funded by VOCA 15
Existing subrecipient requesting new project?

Not Currently Receiving VOCA Funds

Program Title

Organization Name

Street Address

City Oklahoma City State Oklahoma Zip

Mailing Address (if different)

City State Zip

Area Code/Phone Number (405)

Area Code/Fax Number (405)

Web Address

Organization:

Applicant Information

Authorizing Official

Title

Address

City Oklahoma City State Oklahoma Zip

Area Code/Phone Number (405)

Area Code/Fax Number (405)

E-mail Address

Organization

Applicant Information

Type of Organization	Public Agency Tribal <input checked="" type="checkbox"/> Non-Profit	State Local Gov't Faith-Based	CASA Child Advocacy Center DA's Office Law Enforcement
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Federal Employer I.D. #

DUNS Number

Are you currently registered with SAM? Yes In Process No

Attach proof of registration or process of registration on the Required Attachments page (<https://www.sam.gov/>). If you fail to register with SAM or start the registration process prior to the application deadline, your grant application may not be considered.

https://grants.ok.gov/_Upload/295002-288193-SAMSProof.pdf

Current Service Area	Oklahoma County	Population 718,633
Proposed Service Area	Oklahoma County	Population 718,633

How long has the organization served crime victims? 41 years

Organization:

Program Narrative

State the Problem

Please provide a written statement that comprehensively describes the problem to be addressed with the requested crime victims assistance funds. Supportive statistical information, such as existing and projected caseloads, incidences of crimes, etc., should be provided whenever possible. If more than one problem exists that you wish to address, please set priorities. If project focuses on meeting the needs of previously underserved victims of violent crime, please provide an assessment of how you identified this group as "underserved."

Sexual violence is nationally recognized as a major public health problem for today's society. Every two minutes, someone in the United States is sexually assaulted, and their life is ultimately changed forever. The United States Department of Justice (USDJ) National Crime Victimization Survey (NCVS) 2006-2010 reports on average 207,754 victims (aged 12 and older) experience incidents of rape, attempted rape and sexual assaults. According to the 2010 National Intimate Partner and Sexual Violence Survey (NISVS), nearly 1 in 5 women and 1 in 71 men in the United States have been raped at some time in their lives.

Studies continuously show an alarming rate of individuals affected by sexual violence in Oklahoma, recent reports from the Federal Bureau of Investigation indicate that Oklahoma ranks as 6th in the nation for reports of rape. Additionally, according to the National Intimate Partner and Sexual Violence Survey (NISVS) 25% of Oklahoma women experience rape in their lifetime and 48% of Oklahoma woman have experienced other sexual violence. Data from the Oklahoma State Bureau of Investigation (OSBI) shows that incidents of forcible rapes and attempted rapes in Oklahoma have increased by nearly 20% from 2011. Also, OSBI data reports 1,762 forcible rapes and attempted rapes in Oklahoma in 2012, 553 of which were in Oklahoma County and 450 of those were reported to Oklahoma City Police Department alone. Victims are often reluctant to report the assault. It is estimated that only 26% of sexual assaults are reported to the police (United States Department of Justice, Rape and Sexual Assault: Reporting to Police and Medical Attention, 1992-2000). There are a variety of reasons why victims choose not to file a police report. For example, knowing or having a close relationship to the perpetrator, fear of reprisal, shame, embarrassment, humiliation, self blame, confusion, and lack of faith in the criminal justice and healthcare system. Another contributing factor is that many people are not aware of crisis service providers in their community that can reduce trauma and offer specialized intervention services at no cost. Rather than reach out for assistance, victims typically just want to go someplace safe, take a shower, a try to forget about the sexual assault. Victims deserve exceptional, trauma-informed, compassionate care when a sexual assault does occur.

Immediately following a traumatic event, a victim may feel shock, fear, anxiety, withdrawal and confusion (Herman, 1992). While the impact of sexual violence can vary significantly, research has found that the experience is often associated with enormous physical and psychological consequences for victims and their families such as depression, anxiety, self-blame, substance abuse, loss of hope and suicide (Rosenberg, 1991). Trauma can damage one's sense of safety in the world, self-esteem, relationships with family and friends, including divorce and fear of future assault that limits the victim's mobility in the community and ability to cope. Other psychological consequences include physical symptoms without the presence of medical conditions, body image preoccupation, eating disorders, emotional detachment, flashbacks, and sleeping problems (The Psychological Consequences of Sexual Trauma, March 2006).

Organization:

Program Narrative

High rates of Posttraumatic Stress Disorder (PTSD) are also found among people who have experienced rape. Studies have found that 31% to 57% of women who have experienced a rape will have PTSD at some point after the rape and according to the National Center on PTSD, rape and sexual assault are more likely to result in PTSD than other types of trauma.

Upload supporting files. If additional pages are needed, upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded.

https://grants.ok.gov/_Upload/295603-VOCA_Crisis2015ProgramNarrativeAddendum.docx

Program Narrative Addendum FY 2016

Program Narrative Continued:

The importance of early intervention and support for victims of sexual assault cannot be underestimated. According to current research, the overall negative outcomes for victims of sexual assault can be mediated with the immediate assistance and support of a sexual assault crisis advocate and follow-up trauma counseling. A recent study indicated that the speed with which victims of sexual assault receive services is linked to the speed of their recovery. The study also found that sexual assault victims who received prompt medical and counseling services were much more likely to seek continued medical care, were less likely to blame themselves for the assault, experienced fewer symptoms of PTSD, had less difficulty trusting others, and were more likely to successfully return to work (Joan Zorza et al., 2002). When crisis intervention and support is initiated during the first few hours following a sexual assault it is possible to decrease the probability of the onset of rape related PTSD. The survivor has the best chance at emotional recovery if she/he is able to establish a rapport early with an advocate (NOVA, 2001). Without proper training, first responders (law enforcement, advocates and medical professionals) to sexual assaults can re-traumatize the victim and may not respond to their needs with compassion and respect. In Oklahoma County, that immediate crisis response to victims of domestic violence, sexual assault and stalking is provided by the trained professionals at the

The [redacted] is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Founded in 1907, the [redacted] has worked tirelessly on behalf of women and minorities for over a century. To respond to changing needs of women in the community, the [redacted] began providing services to victims of domestic violence and sexual assault in the 1970's and opened a shelter for battered women and children in 1979. Today, domestic violence and sexual assault services are the primary program areas of [redacted]

The [redacted] is the only certified provider for sexual assault crisis services responding to the immediate emotional, physical and safety needs of sexual assault victims 24 hours a day, seven days a week throughout Oklahoma County, with an emergency shelter. Oklahoma County is home to 718,633 people (US Census Bureau, 2010) nearly one-fifth of the state's population. Additionally, at the emergency shelter, the YWCA operates two (2) domestic violence and (2) sexual assault hotlines, and the Oklahoma Attorney General State SafeLine. We have the privilege to serve and reach over 20,000 women, children and men (directly and indirectly) each year through a wide array of comprehensive programs.

In fiscal year 2014, [redacted] provided 3,081 (unduplicated) clients with direct services and reached out to another 20,964 through its hotlines, prevention education program, racial justice program and strategic outreach efforts.

[redacted] follows best practice models while providing high quality, empathetic, and supportive services to victims in a compassionate, non-judgmental way. All services are trauma-informed, victim-centered, multi-culturally competent and delivered on a continuum of care designed to provide a variety of service options to meet the individual needs of victims of sexual assault. At the request of the victim, [redacted] dispatches a Sexual Assault Advocate to any safe location, including hospitals and police stations, etc., to provide crisis intervention, advocacy, support, validation, safety, information and referrals regarding available resources 24 hours a day, 7 days a week. Victims are provided with replacement clothing, 911 phones and emergency transportation when needed. Sexual Assault Advocates help victims to understand their rights, what to expect from the medical and legal systems

Program Narrative Addendum FY 2016

and how to access Victims Compensation. They help the victim obtain medical care, provide emotional support, and connect victims to other community resources while at the same time maintaining privacy, confidentiality and restoring dignity. The victim is provided assistance in obtaining emergency shelter when needed and additional follow-up services.

Currently, the Director of Sexual Assault Victim Advocacy is the primary resource to sexual assault victims. This position provides follow-up care, referrals, advocacy, case management, court support, and completes all intakes and assessments for victims to obtain trauma-intervention counseling (adult and child/adolescent counselors are available) and a sexual assault specific support group entitled Recovery, Education and Networking for Empowering Women (RENEW). Throughout the process, our trained clinical staff assist victims as they consider their risk and plan for their safety.

An important component of Sexual Assault Crisis Services Program is that advocacy also includes weighing the risks and benefits of accessing a variety of resources which may enhance their safety. Some responsibilities of the Director of Sexual Assault Victim Advocacy includes assistance with Victim's Compensation applications, protective orders, victim impact statements, correspondence and other forms. The director of the program also makes calls as requested on behalf of victims to advocate for services and works collaboratively to encourage program and protocol changes as needed to improve the response, accessibility, equity, and effectiveness of all systems in addressing the needs of victims of sexual assault/abuse in our community.

Sexual Assault Programs assist victims across the lifespan. The immediate response to victims of sexual assault should be sensitive and appropriately address their needs and concerns. With early intervention, victims are better equipped to decrease the symptoms of traumatic stress, improve their ability to cope and heal from their experiences. They will perform better in school/work and will be able to maintain relationships with friends and family. In fiscal year 2014, crisis hotlines received 829 sexual assault calls, providing crisis intervention, danger assessment, safety planning, support, reassurance, validation and resources. provided sexual assault advocacy 399 times to 393 primary and 332 secondary victims of sexual violence in the medical/hospital setting, 18 in the court setting and two (2) at the police department. In terms of follow-up, the Director of Sexual Assault Advocacy attempted to make contact with 359 victims within two weeks of the assault to see how the victim was coping, identify any needs the victim may have for resources and to offer ongoing advocacy, support and referrals for follow-up counseling. Of those attempts, the director spoke directly with 151 victims and 178 were left a message about services and referrals when it was safe to do so. In fiscal year 2014, the Sexual Assault Adult Crisis Counselor provided on-site trauma intervention counseling to 71 victims at the YWCA and assisted 34 through teen and adult support groups. The Sexual Assault Advocacy Program is responding to a large number of victims and we are expecting this trend to continue as we recognize and reach out to underserved populations.

provides sexual assault victim services on a continuum from the point of first contact through follow-up services and counseling. The program seeks to ensure that the physical and emotional needs of anyone impacted by sexual violence are met. Our clients are treated with dignity and respect. Victims are provided with accurate and appropriate information in a language they understand. Continuously, our outcomes demonstrate the effectiveness of our services and programs offered at

Program Narrative Addendum FY 2016

In support of the continuum of services as a best practice model to meet the demand of the community Sexual Assault Crisis Services Program, by necessity, must expand and provide the following personnel to reach out and assist victims of sexual violence:

1. Shelter Advocate – (not a grant funded position)
2. Director, Sexual Assault Victim Advocacy – (supported by VOCA funds)
3. Sexual Assault Case Advocate - (anticipated new position for this VOCA expansion project)
4. Sexual Assault Counselor – (supported by VOCA funds)
5. Director, Outreach, Education and Volunteer Services – (supported by VOCA funds)

Services on this continuum often begin with a call to the sexual assault hotline most likely by the victim, law enforcement or a hospital in Oklahoma County. The Shelter Advocate answers the call and provides immediate danger assessment, safety planning, crisis intervention, emotional support, validation, information sharing and referrals to meet the caller's needs. If a sexual assault occurred within the last 120 hours law enforcement and local hospitals will encourage victims to receive the supportive sexual assault services offered by [redacted] and call the hotline immediately to refer them to the participating hospital for critical services. Additionally, many sexual assault victims calling the hotline will request information on what to do and where to go for a sexual assault forensic exam. The Shelter Advocate will then provide the caller with information related to a forensic exam and instructions on how to access a Sexual Assault Nurse Examiner (SANE) and Sexual Assault Advocate from [redacted], The Shelter Advocate then dispatches the Sexual Assault Hospital Advocate and SANE to meet the victim at the hospital or other safe location to provide that immediate crisis intervention and support.

[redacted] currently has three "participating" hospitals with a designated room at Integris Baptist Medical Center, Integris Southwest Medical Center and Midwest City Regional Hospital specifically for Sexual Assault Program. Additionally, [redacted] has a partnership with OU Hospital and other hospitals in Oklahoma County to provide emergency credentials for our program to assist sexual assault victims with advocacy services and SANE exams for those who are admitted or cannot be transported. [redacted] is currently working on a partnership to have a participating hospital in Edmond to provide Edmond residents prompt services closer to their home, reduce transfers from an Edmond hospital to a participating hospital in Oklahoma City and to reduce travel for victims and law enforcement.

If we have obtained permission from the victim at the hospital, the Director of Sexual Assault Victim Advocacy follows-up with a call to the victim within two weeks after the Sexual Assault Advocate has worked with the victim at the hospital. The director again discusses safety, offers support and provides the victim with information on available resources, including trauma counseling and support group options. Referral and linkage to community resources is offered, including information regarding Victim Compensation, Protective Orders, VINE, ACP, emergency shelter and legal resources, etc.

The Director of Sexual Assault Victim Advocacy oversees the entire Sexual Assault Advocacy Program including supervising, training and maintaining four (4) Relief Sexual Assault Advocates, a Teen Sexual Assault Advocate and each Volunteer Sexual Assault Advocate. In addition, this position also provides and documents all of the direct services to victims including: case management, co-facilitates the support group and is in the community aiding victims with systems advocacy at court or the police department. The director is also on-call 24/7 to respond to the hospital to assist victims making it difficult to plan for self care. This position is filled by an expert and is often requested to provide training

and education on sexual violence to colleges, hospitals, police academies and other first responders on how to treat and assist victims. One of the largest conflicts we have experienced is that the director will get called out to the hospital during the day (when it is difficult to obtain volunteer coverage), which results in having to reschedule a victims intake and needs assessment, a presentation, a team meeting, etc., and/or find another advocate to complete the intake or advocacy request. It is best practice not to reschedule the intake or miss an advocacy request, as we understand how difficult it is for victims to reach out for assistance, so we pull from other resources to try to meet the needs of all victims. The Sexual Assault Program has had an increased need for additional advocacy services, which means that we must expand our program to include a full time Sexual Assault Case Advocate to assist the director in providing direct services.

The proposed expansion is to include a full time Sexual Assault Case Advocate who would be able to alternate with the director to provide on-call time as well as scheduling intakes and assessments. This would ensure that the program will always have an advocate available to assist someone in crisis, either at the hospital, college campus, court, police department, correctional facility and/or in the office setting at the [redacted]. The advocate will also follow up with each person they assist at the hospital, if given permission, and would be their contact in the office for additional assistance, ultimately resulting in the victim not having to tell their story to another person. This position would allow the program to expand to another level and have a designated person to work with the local colleges in providing crisis intervention and assistance at their school to get them engaged in our wraparound services. Several local colleges are interested in our ability to provide that level of care. In addition, with several new partnerships with area correctional facilities as a result of the Prison Rape Elimination Act, this advocate will be trained to enter the correctional facilities and provide crisis intervention and advocacy to sexual assault victims as needed.

Additionally, this advocate would be able to co-facilitate the sexual assault support group which provides victims the tools that they need to heal and understand that they are not alone by surrounding themselves with other survivors. Group is a safe outlet that many survivors request to gain an understanding of what they have experienced and offers validation and support for their feelings. Group participants will graduate with renewed sense of self confidence, and acknowledge that they are not to blame for the assault.

Every victim seen by a [redacted] Sexual Assault Advocate will be linked into and reminded about follow up services including individual counseling. Additionally, we respond to primary and secondary victims of sexual violence who present with past victimization, even several years after the assault; we encourage these individuals to participate in [redacted] Sexual Assault Crisis Services including advocacy and counseling. The [redacted] Sexual Assault Adult Crisis Counselor is a Licensed Professional Counselor (LPC) and provides individual crisis counseling, focusing on empowerment, physical and emotional safety and trauma intervention. Counseling is an invaluable component of the healing process, which validates and addresses the concerns of victims. The counselor will work with each individual survivor to establish service goals and reduce the negative impact of the assault. Thus eliminating the likelihood of the other debilitating effects of sexual violence such as PTSD, substance abuse, depression and anxiety. This position also co-facilitates the sexual assault support group and teaches clients how to transform from a victim to a survivor, reducing the emotional, behavioral, cognitive and physical responses to trauma. Counseling and group services for sexual assault victims at the [redacted] provide victims an opportunity to regain the control that was taken from them and stabilize their lives after victimization.

Program Narrative Addendum FY 2016

We live in a society that continues to victim blame and shame, resulting in victims not receiving the critical services that can provide healing and a higher quality of life. With recent events both locally and nationally we understand that there is tremendous continual need to raise public awareness of sexual violence in the community. No longer should victims face blame for the assault. When we make the public aware of the scope of the problem, including rape myths/facts and victim's barriers, they understand how to better respond to victims of sexual violence and they start by believing. Ideally this increases access to victim services. During fiscal year 2014 the Outreach Program made 138 outreach presentations and staffed 25 community booths, reaching a minimum of 2,599 individuals.

Benefitted from the committed service of 493 volunteers who provided 28,938 hours of service. The Sexual Assault Advocacy Program specifically benefited from the direct service of 25 volunteers who devoted 11,236 hours of on-call time and 706 hours of direct service. Outreach efforts are focused on reaching victims and creating community awareness of the issues so that participants have the tools to know what to do if they or someone they know is sexually assaulted. This will enable them to identify sexual assault and intimate partner violence victims, and assist with needed services. With continued outreach efforts our community will be informed about services offered to victims of sexual violence, decrease negative attitudes surrounding sexual assault, minimize trauma, enhance public safety and community response, increase the likelihood that a victim will disclose sexual trauma, reach out for community services and seek the assistance needed for healing.

The Director of Outreach, Education and Volunteer Services also prioritizes the recruitment, training and supervision of volunteers throughout our agency, including the Sexual Assault Advocacy Program. In fiscal year 2014, the Sexual Assault Advocacy Program successfully responded to 100% (391 out of 391) of all requests for assistance because of the direct face-to-face service of volunteer Sexual Assault Advocates. This large volunteer float pool and prompt response to victims would not be possible without the Director of Outreach, Education and Volunteer Services.

Additional programs offered at _____ include individual trauma counseling, group education and support, crisis intervention, emergency shelter, transitional housing, advocacy, medical care, prescription assistance, economic empowerment, prevention education, SANE exams, sexual assault advocacy, teen sexual assault advocacy, and three 24 hour hotlines _____ Domestic Violence and Sexual Assault Hotlines, and the Oklahoma State SafeLine). The Oklahoma State SafeLine is a statewide hotline used to provide crisis intervention, danger and lethality assessment, safety planning and access to shelter as well as other resources for victims of domestic violence, sexual assault and stalking throughout Oklahoma. Community outreach and prevention efforts of the _____ provide ongoing education on the issues of domestic, sexual and family violence, the empowerment of women and strategies to end racism in our community. All sexual assault services are provided at no cost.

Coordinated community efforts is the best practice to promote healing and recovery for victims of sexual violence. Sexual assault advocacy programs are a critical part of this community response and services to victims of sexual assault are optimized when the provider participates as a member of a Sexual Assault Response Team (SART). _____ is the founding member of the Oklahoma County SART and the Sexual Assault Advocacy Program is an active participating member. The SART is a multidisciplinary interagency team of professionals including medical, law enforcement, correctional facilities, forensics, advocates, military and other first responders working together to provide enhanced

services for the community by offering specialized sexual assault intervention services. We combine collaboration and cutting edge response among SART members to enhance treatment and system response for victims in Oklahoma County.

Sexual Assault Advocacy Program is highly respected in the local community and across the state staff provides trainings at conferences, universities, medical facilities and businesses as well as for law enforcement in the police academy and CLEET (Continuing Education for Law Enforcement Officers).

Sexual Assault Crisis Services Program is requesting \$159,413 in funding from VOCA to sustain and expand the highly successful, and only, 24 hour Sexual Assault Advocacy Program in Oklahoma County.

Specifically, VOCA funds would be deployed to support salaries, benefits, mileage to and from client contacts and trainings, printing of training manuals, as well as to advance the knowledge of program staff and one new position:

Director of Sexual Assault Victim Advocacy (0.9FTE);
Sexual Assault Case Advocate (0.9FTE);
Sexual Assault Adult Crisis Counselor (0.9FTE); and
Director of Outreach, Education and Volunteer Services (0.9 FTE).

All positions are funded currently with VOCA funds, with the exception of the Sexual Assault Case Advocate. The Director of Sexual Assault Victim Advocacy, Sexual Assault Case Advocate and Crisis Counselor positions provide direct services to victims of sexual assault throughout central Oklahoma. The Director of Sexual Assault Victim Advocacy and the Director of Outreach, Education and Volunteers supervise, maintain and train volunteers who are providing direct services. Additionally, the Director of Outreach, Education and Volunteers travels throughout the county to recruit volunteers and provides education about available services to victims of domestic violence, sexual assault and stalking. These positions are integral to the continuum of sexual assault services provided by . We are applying for additional funding in fiscal year 2016 to fully support these necessary positions as well as the mileage used to complete these functions and the cost to have the training manuals printed for all new staff and volunteers.

would like to send three (3) individuals to a national sexual assault conference in order to continue to have comprehensively trained staff who provides training throughout the state to other professionals and to enhance services provided to victims in our service area. Training would enhance the Senior Director of Sexual Assault Services, Director of Sexual Assault Victim Advocacy and other program staff's ability to orchestrate a well trained team of professionals in providing the best care, best practices and service techniques. Information obtained from attending such a high level training will then be presented to staff, volunteers and the community. This education will also be reflected in the continuous training we provide for local law enforcement, universities, medical facilities and other partners.

Support from VOCA to expand Sexual Assault Crisis Services Programs will ensure that victims of sexual assault in Oklahoma County will continue to benefit from these important life saving services and receive the response and support they deserve and need.

Organization:

Goals and Objectives

State the Problem

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed your previous VOCA grant application met?*

No

If No, please explain:

Goal 3

b. We projected that we would train 125 , staff and volunteers, and instead we provided Crisis Services Training for 102.

Measurable Short Term Goals and Objectives:

1. Goal: Enhance sexual assault services in Oklahoma County by providing a Sexual Assault Case Advocate to assist the Director of Sexual Assault Victim Advocacy and the Sexual Assault Advocacy Programs to provide direct crisis intervention , emotional support, advocacy, referrals and follow-up services to meet the needs of sexual assault victims in Oklahoma County.

Objectives: a. Dir., Sexual Assault Victim Advocacy, Sexual Assault Case Advocate and Relief/Teen/Volunteer Sexual Assault Advocates will provide 400 primary victims and 250 secondary victims, on-scene crisis intervention, advocacy and support in hospitals, police stations, court, and any other safe and appropriate site as needed to 100% of clients who request an Advocate.

b. Dir., Sexual Assault Victim Advocacy and Case/Relief/Teen/Volunteer Sexual Assault Advocates will provide court and police department accompaniment to 25 victims of sexual assault.

c. Dir., Sexual Assault Victim Advocacy, Case/Relief/Teen/Volunteer Sexual Assault Advocates will provide 24 hour coverage to ensure the program responds to at least 400 primary sexual assault victims requesting advocacy.

d. Sexual Assault Advocates provide 400 victims of sexual assault with a Victim Information Packet which includes information on safety planning, role of law enforcement, myths and facts, Victim's Compensation, Address Confidentiality, Victim's Rights, follow up care resources, trauma information, 24 hour hotlines and referral information.

e. Dir., Sexual Assault Victim Advocacy, Relief/Volunteer Sexual Assault Advocates will provide 400 primary victims of sexual assault with information regarding Victim's Compensation benefits.

f. Dir., Sexual Assault Victim Advocacy and Sexual Assault Case Advocate will attempt to contact 350 victims of sexual assault by telephone for follow-up, safety planning, support, linkage and referral to services and community resources as needed.

2. Goal: Increase case management/advocacy services and utilization of individual counseling and group support offered by Sexual Assault Advocacy Program to meet the trauma and emotional safety needs of sexual assault victims in Oklahoma County .

Objectives: a. Sexual Assault Case Advocate will collaborate with five (5) local universities to provide sexual assault victim advocacy, crisis intervention and case management to students.

Goals and Objectives

b. The Dir., Sexual Assault Victim Advocacy and Sexual Assault Case Advocate will increase participation in services by providing individual advocacy/case management and intake/assessments for 100 primary and secondary sexual assault victims throughout Oklahoma County.

c. Sexual Assault Adult Crisis Counselor will provide trauma counseling to 70 primary and secondary victims of sexual assault.

d. Sexual Assault Adult Crisis Counselor and Director of Sexual Assault Victim Advocacy will provide 25 victims of sexual assault with group support through the

3. Goal: Enhance knowledge and expertise of program staff and increase involvement and the knowledge of domestic violence, sexual assault and stalking in the community through the Outreach, Education and Volunteer Services Program, which will provide community presentations and recruit, train and supervise volunteers.

Objectives: Objective 3

a. Director of Outreach, Education and Volunteer Services will recruit, train and maintain 20 Volunteer Sexual Assault Advocates.

b. Director of Outreach, Education and Volunteer Services will train 120 staff and volunteers [compliant with Oklahoma Attorney General (OAG) 75:15] on crisis intervention, supportive listening, lethality assessment, the cycle of violence, sexual assault, stalking, confidentiality, victims' rights and services, effects of domestic violence on children, and victim response to sexual assault and domestic violence.

c. Director of Sexual Assault Victim Advocacy will train 60 staff and volunteers (compliant with OAG 75:15) regarding sexual assault and rape, date rape, spousal rape, incest, stalking and sexual harassment, as well as, training in safety planning and local procedures for providing services for victims of sexual assault.

d. will send 3 program staff to attend a National conference specifically on sexual violence, promising practices, Sexual Assault Response Teams, and trauma informed practices.

e. Trained staff will provide two (2) presentations to additional staff, volunteers and the community on knowledge gained from conference, reaching a minimum of 30 professionals by June 30, 2016.

Organization

Program Work Plan

List major activities to address each goal and objective provided in Tab "Goals and Objectives." Prepare a complete work plan that lists the steps and tasks to be undertaken over the project period. This should include day-to-day tasks, short or long term projects, purchases, and all activities and services to be completed during the funding period.

Goal 1: Enhance sexual assault services in Oklahoma County by providing a Sexual Assault Case Advocate to assist the Director of Sexual Assault Victim Advocacy and the Sexual Assault Advocacy Programs to provide direct crisis intervention, emotional support, advocacy, referrals and follow-up services to meet the needs of sexual assault victims in Oklahoma County.

Activities

1. Provide emergency crisis support 24 hours a day, seven days a week, through two sexual assault hotlines, two domestic violence hotlines, and the Oklahoma State SafeLine.
2. Provide trauma informed, culturally competent decisions regarding referral, safety planning and linking victims to emergency shelters.
3. Dispatch a SANE and Staff or Volunteer Sexual Assault Advocate to respond and support victims of sexual and domestic violence.
4. Provide advocacy and crisis intervention to SA victims at police stations, courts, District Attorney's Office, Victim Witness Center, hospitals and/or any safe and appropriate site as needed by client.
5. Provide timely, trauma informed care to victims of domestic and sexual violence.
6. Appropriately refer victims for immediate and follow-up services, care and counseling.
7. Provide prompt services and responses to those who have concerns and/or questions.
8. Coordinate services for victims of sexual violence, 24 hours a day, 7 days a week.
9. Assist victims with the application process for Victims Compensation.
10. Provide replacement clothing and 911 phones to clients in need.
11. Contact clients for follow-up for services including safety planning, follow up care and referrals.
12. Conduct intake assessments for victims of sexual assault prior to counseling.
13. Assist victims in filing Victim Protections Orders and accompany victims to court as needed.
14. Serve as a liaison and provide officers, detectives and police spokesperson with accurate information regarding available services for victims of sexual violence.
15. Assist in providing training for law enforcement and community groups on sexual assault issues, the SANE program, Crisis Services and volunteer opportunities at _____
16. Provide law enforcement officers with resource materials on sexual assault including brochures, pamphlets, and victim's compensation etc., for distribution to victims.
17. Educate other first responders assisting sexual assault victims.
18. Supervise, recruit, screen, train and maintain staff and volunteer Sexual Assault Advocates.

Organization:

Program Work Plan

19. Organize and conduct Sexual Assault Advocacy Training for all staff and volunteers providing direct services to victim of sexual assault (7 hour training).
20. Assist in maintaining updated information and resource guide for Sexual Assault Advocates to utilize when assisting sexual assault victims .

Goal 2: Increase case management/advocacy services and utilization of individual counseling and group support offered by the Sexual Assault Advocacy Program to meet the trauma and emotional safety needs of sexual assault victims in Oklahoma County .

Activities

1. Conduct intake assessments for victims of sexual assault prior to counseling.
2. Assist victims in filing Victim Protections Orders and accompany victims to court as needed .
3. Serve as a liaison and provide officers, detectives and police spokesperson with accurate information regarding available services for victims of sexual violence.
4. Assess victims of sexual assault to determine type of counseling needed and make referrals when appropriate.
5. Facilitate and supervise support groups for victims of sexual assault and domestic violence.
6. Provide individual trauma counseling for victims of sexual assault and domestic violence.
7. Provide telephone crisis counseling and support as needed.
8. Conduct trauma assessment and service plans for all sexual assault counseling clients.
9. Provide on-call crisis response to victims of sexual assault.
10. Perform all required intake/assessment and discharge procedures and documentation as required.
11. Provide consultation (desensitizing) and in-service as requested for Crisis Services staff.
12. Coordinate counseling services for crisis clients by maintaining contact with other case workers, counselors, or agencies working with the client.

Goal 3: Provided in attachment.

Upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded .

https://grants.ok.gov/_Upload/295593-ProgramWorkPlanCont._Goal3.docx

Organization:

Community Coordination

Applicants must promote within the community served and help victims apply for compensation benefits.

Clearly describe how you will coordinate victim services with local courts, law enforcement agencies, criminal justice officials, crime victims compensation, and other victim service providers. A demonstration of coordinated public and private efforts is essential to receiving VOCA funding. Aiding victims in applying for victims compensation is a VOCA requirement.

Memorandums of Understanding and/or Letters of Support for the project should be included with this application (on the Required Grant Enclosures page) only if this is a first time application or an application for a new project not previously funded by VOCA.

Oklahoma City collaborates with a diverse and broad range of agencies in order to meet the needs of our clients. Currently, we partner with countless groups and agencies that include law enforcement, military, correctional facilities, tribal, healthcare, attorneys, judges, business leaders, educational institutions, civic leaders, advocates and victim services. As a result of these relationships, we are able to develop and update protocols and processes for a multi-disciplinary response to victims of sexual assault, domestic violence, and stalking. We work as a team to identify barriers and challenges to services needed by victims, and develop inter-agency solutions. Another result of the collaboration is that the community and Oklahoma at-large become more aware of the prevalence and dynamics associated with these types of violence and victims are treated with respect and dignity. Additionally, all Staff and Volunteers are provided extensive training that includes identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.

All members of the Sexual Assault Programs are specifically trained to assist victims in applying for Crime Victim's Compensation Funds. Staff and volunteers also provide training and education regarding services and Victim Compensation information to law enforcement, hospital staff, military personnel, and various community groups and organizations, in an attempt to reach all service providers who may come in contact with a victim of domestic or sexual violence.

Oklahoma County SANE Steering Committee: Coordinates the SANE Steering Committee which meets monthly to discuss the issues that arise from conducting a multi-disciplinary, multi-jurisdictional project such as Sexual Assault Response Team (SART) and Coordinated Community Response Team (CCRT). The members of the SANE Steering Committee include: YWCA Oklahoma City; Oklahoma County District Attorney's Office and Sheriff's Department; Oklahoma City, Edmond, Midwest City, Nichols Hills, and Choctaw Police Departments; Oklahoma Association of Chiefs of Police; OU College of Nursing; Integris Baptist and Southwest Medical Center; Midwest Regional and OU Medical Center; Emergency Medical Services Authority (EMSA); Tinker Air Force Base; Oklahoma Air National Guard; and the Oklahoma State Bureau of Investigations. The goals of the Steering Committee are to have a victim centered response to victims of sexual violence, evaluate services through outcomes measurements, evaluate community needs for education, services and outreach, coordinate multi-disciplinary trainings for

Organization:

Community Coordination

community-based organizations, medical personnel and law enforcement, as well as, envision and plan for future needs of the program and the community.

Oklahoma County CCRT: _____ participates and provides a coordinator for the CCRT which meets monthly to review current system responses to reports of DV, discuss trends related to victim safety and perpetrator accountability and maintain key partnerships with law enforcement, probation and parole, child welfare and the Oklahoma County District Attorney's Office. The goals of the CCRT are to promote victim safety and batterer accountability.

Oklahoma County Sex Offender Management Team (SOMT) and the Department of Corrections (DOC): The Sexual Assault Advocacy Program serves on the Oklahoma County SOMT and collaborates with the treatment facilities for sex offenders, in order to educate the team and advocate on behalf of the victims and family members of sex offenders. Recently, _____, has spoken with more than eight agencies about establishing Memorandums of Understanding surrounding the Prison Rape Elimination Act _____ will work with these facilities and designate advocates and the Sexual Assault Counselor to work with victims of rape while incarcerated. Facility staff will also obtain training on best practices, the victim's perspective and how to appropriately respond to sexual violence.

Upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded.

Organization:

Volunteers

Do you currently have a volunteer waiver from the District Attorneys Council? Yes No

Volunteer Requirement

Describe how volunteers are recruited and utilized in your organization. In addition, please identify your most successful recruiting methods.

Please note that utilizing volunteers is a VOCA requirement. Federal VOCA Guidelines state: Subrecipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

Volunteer hours may be used as match toward the grant if the volunteers are performing duties allowed under the grant.

recruits volunteers primarily through the Community Outreach Program and the agency website. The Director of Outreach, Education and Volunteer Services in collaboration with other staff, provide education and information in the community on the topics of domestic violence, sexual assault and stalking. Victim services and volunteer opportunities are offered during community presentations, booths and other agency events. The utilizes interns from the fields of social work, psychology, crime victim's services and numerous other major disciplines. Internships are an opportunity for the to impact Oklahoma's future leaders and for them to learn how domestic violence, sexual assault and stalking affects our community and where to turn for services.

The most successful method for recruiting volunteers is through Outreach activities, particularly community booths and presentations at schools and businesses. When the community learns about the problem, services offered and understands the need for services, they want to get involved. Therefore, increasing the amount of volunteers/interns and increasing the amount of persons seeking services. Most volunteers access information through the website which lists every volunteer opportunity, schedule of training classes, volunteer application and contact information for the program director.

A portion of direct services for the Crisis Programs are conducted by volunteers that are trained professionals from multiple disciplines including law enforcement, healthcare, social services, judiciary and mental health. Each volunteer providing direct service must complete 16 hours of Crisis Services Training and 6 hours of Sexual Assault Training. Volunteers answering the 24 hour hotlines must attend an additional 6 hour Hotline Training. Volunteers complete an interview process, where skills and strengths are assessed to determine appropriate placement within the crisis volunteer program.

Volunteer responsibilities in the Sexual Assault Programs include 24 hour coverage to respond to victims of sexual violence, assisting with

Organization:

Volunteers

office work, stocking the hospitals with clothing, supplies, and paperwork; providing crisis intervention to primary and secondary victims in the emergency department; comforting victims through the SANE exam; and providing information on resources available, i.e. shelter, counseling, clothing, legal services, advocacy, and safety.

Outside of the Sexual Assault Program, volunteers are trained to assist with lethality assessment, shelter supportive services, victim protection orders, court advocacy, empowerment planning/advocacy, counseling, child socialization groups, 911 emergency cell phone re-programming, financial education, employment assistance, car care assistance, transportation, retail services and handling donations at Our Sister's Closet resale shops, public speaking and booths, trainings, fundraising, special events, reception/clerical work, maintenance, small renovation projects and other duties.

- a) Please list the number of volunteers used in your entire organization during the past fiscal year or calendar year 493
- b) Please list the number of volunteers used specifically in your VOCA funded project (can include volunteers from one-time special events such as candlelight vigils etc.) during the past fiscal year or calendar year 493
- c) Do you anticipate an increase or decrease in the number of volunteers beginning this grant period? Increase Decrease Same as previous year

Please Explain:

maximizes our capacity to serve victims of domestic violence, sexual assault and stalking by prioritizing the recruitment, training and maintaining of a large pool of volunteers. We expect the number of agency-wide volunteers to remain fairly stable.

Organization.

Victims Compensation

It is a federal requirement that subrecipients help victims apply for crime victims compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.

a) How many clients were informed of this availability during the past fiscal year ✓ or calendar year 393

b) What method is used to inform victims of the availability of crime victims compensation benefits?

Every victim of sexual or domestic violence seen at the hospital by a Sexual Assault Advocate is provided with information and availability of Crime Victims Compensation through written materials offered in packets specifically designed to include available services . The Sexual Assault Advocate reviews the materials with the victim as well as with the secondary victim if appropriate . Victims are also reminded about Victims Compensation benefits during the follow up phone call made to each victim who received advocacy . Additionally, sexual assault victims that meet with an advocate for an intake and assessment are informed on benefits of Victims Compensation , and are offered assistance to complete forms .

Organization

Project Classification

Proposed VOCA Project Classification by Crime Type

Federal Priority Categories (check all that apply)

- ✓ Sexual Assault
- ✓ Spousal Abuse
- ✓ Child Abuse

Underserved Categories (check all that apply)

- DUI / DWI
- Assault
- ✓ Elder Abuse
- Other Violent Crime

- Survivors of Homicide Victims
- Adults Molested as Children
- Robbery

Underserved Victims: If the program assists victims in one of more of the under served categories, indicate the type of services provided to under served victims and the number of under served victims that benefited from those services during the last grant period.

Elder Abuse: In fiscal year 2014 the Sexual Assault Advocacy Program served 8 elderly victims in the hospital setting, providing crisis intervention, advocacy and support. Victims were given a Victim Information Packet which included information on safety planning, role of law enforcement, myths and facts, Victim's Compensation, Address Confidentiality, Victim's Rights, follow up care resources, trauma information, 24 hour hotlines and referral information.

Organization.

Program Evaluation

a) How long has program been in operation? 36 Years

b) Has there been an analysis/evaluation of the activities of the program? Yes No

c) If Yes was answered in Part B above, does the analysis/evaluation show the program has a record of achieving its intended results in a cost effective manner? Please explain.

The Senior Director of Sexual Assault Services is formally trained in program evaluation and outcome measurements ; she collects and records data and conducts program evaluation activities for the program. Data sources primarily include client contact sheets and client surveys. Data collection is ongoing throughout the year but formally reported on a bi-annual and annual basis.

Oklahoma City Leadership and Senior Management Team prepares an Annual Outcome Management Report . The report is reviewed and approved by the Board of Directors, shared with stakeholders and posted on our website. The outcome data helps us to make organizational and operational decisions and changes as necessary; it is a critical tool used in our program evaluation activities to determine the efficiency and effectiveness of the program.

In fiscal year 2014, we achieved the following programmatic results:

Goal 1-Objectives:

- a. Provided 393 primary victims and 332 secondary victims, on-scene crisis intervention, advocacy and support in hospitals, police stations and court to 100% of clients who request an Advocate, totaling 725 served.
- b. Provided court and police department accompaniment to 20 victims of sexual assault (SA).
- c. Provided 24-hour coverage and responded to 393 primary SA victims.
- d. Provided 393 victims of SA with a Victim Information Packet.
- e. Arrived within one (1) hour of dispatch to 387 (98%) of calls.
- f. Provide 393 with information regarding Victim's Compensation benefits.
- g. Attempted to contact 359 victims of SA by telephone, spoke to 151 (42%) and left a message with 178 (50%).

Goal 2-Objectives:

- a. Provided trauma counseling to 71 primary and secondary victims of SA.
- b. Provided 24 victims of SA with group support.

Organization:

Program Evaluation

Goal 3-Objectives:

- a. Recruited, trained and maintained 25 Volunteer SA Advocates, (totaling 706 hours of direct service), and 468 volunteers for other victim services and special events.
- b. Provided Crisis Services Training for 102 staff and volunteers.
- c. Provided SA Training for 78 staff and volunteers.

Additional Program Outcomes:

1. Of the 393 victim contacts, 168 (43%) were seen by volunteers.
2. Of the 287 surveys completed, 283, (99%) stated they felt respected by Advocate.
3. Of the 285 surveys completed, 277 (87%) stated they felt supported by Advocate.
4. Of the 283 surveys completed, 281 (99%) stated they were informed about follow-up services available.
5. Conducted 24 community booths, 138 educational presentations and participated in community events and parades reaching well over 10,000 individuals.
6. Provided 1,632 hours of volunteer training (16-hour orientation) and 546 hours of SA Training (six hours), as well as 23 presentations to first responders.
7. Utilized 493 volunteers, totaling 28,938 volunteer hours in various programs and special events.

d) If No was answered in Part B above, explain the program's record of providing effective services to victims of crime.

NA

To Be Answered By All Applicants Except CASAs

e) Please answer the following questions based on either the previous fiscal year or previous calendar year.

- 1) How many clients were served during the period stated above? 768
- 2) How many more or less clients were served compared with the previous fiscal or calendar year? 112

More Less

3) If there is an identifiable reason for the increase or decrease (i.e. reduction in staff) please explain:

_____ has made Sexual Assault Advocacy a priority and has increased in the amount of persons served as a result of the outreach and education _____ has provided to the community. As we increase our community collaboration we will continue to see an increase in services provided to victims of sexual violence. Additionally, the Teen Sexual Assault Advocate has proven to be an essential component of the program increasing our visibility and reaching more teens and their non-offending parents or guardians. As the amount of persons served increases, validates the need for an additional sexual assault position which we are requesting in this application for the Sexual Assault Case Advocate .

To Be Answered By CASA Applicants Only

f) Please answer the following questions based on either the previous fiscal year or previous calendar year.

Organization

Program Evaluation

- 1) Number of volunteers appointed to a case:
- 2) Number of cases appointed a CASA:
- 3) Number of children served in the above cases:
- 4) Average time CASA volunteers who worked on the above cases have been with the program: Months
- 5) What method is used to refer cases to the program?

- 6) Number of cases the program was unable to serve due to a shortage of staff and/or volunteers:

In order for a CASA Program to be considered for VOCA funding, the program must be in good standing with the Oklahoma CASA Association.

- 7) Is the program for which the funding is being requested in good standing? Yes No
- 8) If No, please explain:

Organization:

Funding Sources

Funding Sources for Services to Victims of Crime - Include Entire Victims Services Budget within the organization.

The figures below should be for the previous state fiscal year cycle. Programs must be able to show financial support from non-federal sources to receive VOCA funding.

	Funding Source	Amount	Comments
a)	Local Funding	\$127,954	Foundations and trusts
b)	Private Funding (contributions)	\$260,356	Private contributions
c)	Fund Raisers / Special Events	\$551,466	
d)	United Way	\$805,337	United Way Funding
e)	State Appropriations	\$442,415	OAG partial funding-Full contract e+f
f)	Office of the Attorney General	\$169,890	FVPSA-OAG partial funding
g)	Department of Human Services	\$0	
h)	State Department of Health	\$42,548	Rape Prevention Education
i)	VOCA	\$134,593	VOCA x 2; VOCA Recovery
j)	Other DAC grants (VAWA, JAG, SASP)	\$19,354	SASP X 2
k)	Dues, Program Fees, Misc.	\$406,086	Fees, Membership, Dues, Sales, Medicaid
l)	Other City of OKC, HUD, in-kind, etc.	\$438,983	City of OKC, HUD, in-kind, etc.
	TOTAL	\$3,398,982	

New Funding Identify the amount and source and new money anticipated during the grant period. If no new money is anticipated, put N/A.

As the requests for services has increased in our community, including requests from other service agencies, organizations and businesses, we will continue to request an increase in funding from current and new sources.

Future Funding Describe how this project could be funded if the subgrant is not renewed for funding.

Oklahoma City continually seeks ways to diversify funding sources. In a constantly changing economy, diversification of funds is both a priority and a challenge. Solicitation of funds and cultivation of donors will continue through grant applications, special events and annual fundraising campaign activities.

Non-Supplanting Requirement Would the federal funds being requested replace prior local or state support for this project ?

Yes No

Organization

Fiscal Impact

a) If you are requesting more VOCA funds than you *received* last year, briefly describe how the additional funds would be used and identify the personnel changes that would be made, if any.

In fiscal year 2015 Sexual Assault Crisis Services Program received \$100,846 in VOCA funds and is requesting \$159,413 in funds from VOCA for fiscal year 2016 to expand the highly successful, and only, 24 hour Sexual Assault Advocacy Program in Oklahoma County. This request will enable to serve and reach more victims in the community by growing the department. For FY 2016 must implement a Sexual Assault Case Advocate position in order to keep up with the demand for services and improve overall services offered to the community. With the exception of this new position, all other positions salaries and benefits have previously been funded with VOCA funds. Additionally, funds would be deployed to include mileage, to send three staff to attend a national conference and the ability to have training books printed for all staff and volunteers who attend our mandatory training.

b) Briefly describe the impact VOCA funding has had on the delivery services; specifically any increase or decrease in funding.

With VOCA funding, Oklahoma City was able to maintain core sexual assault advocacy services including immediate crisis intervention, advocacy, safety planning, linkage and referral for resources at (3) local hospitals, police stations, court or other safe and appropriate location in Oklahoma County as required by the victim in Oklahoma County 24 hours a day, seven days a week. VOCA funds supported the salaries and benefits of the Director of Sexual Assault Victim Advocacy, Sexual Assault Crisis Counselor, and Director of Outreach, Education and Volunteer Services to provide outreach and direct victim services to primary and secondary victims of sexual violence.

Overall, VOCA funds have provided victims of sexual violence in the community with 100% response from Sexual Assault Crisis Services Program. Without VOCA funding, Sexual Assault Crisis Services Program, would not be able to continue to educate the community and provide a 24-hour response and provide counseling services to 768 primary and secondary victims of sexual assault every year, and improve their recovery and well-being. A decrease in funding would mean that victims in our community might not receive these essential services.

c) What impact has the economic climate (either good or bad) had your program's ability to serve crime victims? *

During a time of enduring economic hardship, Oklahoma City has continued to serve victims without disruption, even increasing the number of victims we see each year in several of our programs. In part, we have accomplished this by increasing the capacity of our volunteer services. We believe that each and every victim requesting assistance from us should be served. We have achieved this goal across all of our programs.

However, our ability to continue to meet this goal is becoming increasingly difficult and we are concerned for FY 2016 as our new Emergency Shelter will require more staff and funds.

Organization:

Personnel & Benefits

Identify all requested salary positions, and include benefits (if requested). To add another position click Add after saving the page.

Check this box if no Personnel & Benefits are being requested.

- 1) List each position by name and title/position and check whether the position is new or existing in Column A.
- 2) List the total annual salary in Column B and the total annual benefits in Column C.
- 3) List the percentage of the employee's time requested from VOCA funds in Column D.
- 4) Federal funds requested will calculate automatically when the form is saved.
- 5) If the position is existing, complete the prior year's funding questions.
- 6) Complete the Budget Narrative if the position is existing and there has been a reduction of funds or if any further explanation is needed.
- 7) A job description for each position requested should be uploaded on the Required Grant Enclosures page .

(A)	(B)	(C)	(D)	(E)
Name of Employee and Position/Title	Total Annual Salary (excluding benefits)	Total Annual Benefits	Percent of time to be funded by VOCA	Federal Funds Requested
	\$37,474	\$8,837	90.0000%	\$41,680

New Existing

Total hours this position will work per week: 40

If existing, please answer the following questions:

Has funding for the positions been lost or reduced?

Yes No If yes, please explain in the budget narrative below.

Show % of salary funded by current VOCA award: 90%

Indicate all funding sources used to supplement this position at this time for the existing position including the current VOCA grant :

Source: VOCA Amount: \$33,910

Source: United Way Amount: \$8,478

Source: Amount:

If the positions listed above are existing and currently STATE or LOCALLY GOVERNMENT funded, is a reduction of state or local funds or other non-federal funds anticipated for the new grant period?

Organization

Personnel & Benefits:

Identify all requested salary positions, and include benefits (if requested). To add another position click Add after saving the page.

Check this box if no Personnel & Benefits are being requested.

- 1) List each position by name and title/position and check whether the position is new or existing in Column A.
- 2) List the total annual salary in Column B and the total annual benefits in Column C.
- 3) List the percentage of the employee's time requested from VOCA funds in Column D.
- 4) Federal funds requested will calculate automatically when the form is saved.
- 5) If the position is existing, complete the prior year's funding questions.
- 6) Complete the Budget Narrative if the position is existing and there has been a reduction of funds or if any further explanation is needed.
- 7) A job description for each position requested should be uploaded on the Required Grant Enclosures page .

(A) Name of Employee and Position/Title	(B) Total Annual Salary (excluding benefits)	(C) Total Annual Benefits	(D) Percent of time to be funded by VOCA	(E) Federal Funds Requested
<input checked="" type="checkbox"/> New Existing <div style="margin-left: 200px;">Total hours this position will work per week: 40</div>	\$30,000	\$2,295	90.0000%	\$29,066

If existing, please answer the following questions:

Has funding for the positions been lost or reduced?

Yes No If yes, please explain in the budget narrative below.

Show % of salary funded by current VOCA award: 0%

Indicate all funding sources used to supplement this position at this time for the existing position including the current VOCA grant :

Source: NA Amount: \$0
 Source: Amount:
 Source: Amount:

If the positions listed above are existing and currently STATE or LOCALLY GOVERNMENT funded, is a reduction of state or local funds or other non-federal funds anticipated for the new grant period?

Yes No

Organization:

Personnel & Benefits:

, SA Victim Advocacy

Identify all requested salary positions, and include benefits (if requested). To add another position click Add after saving the page.

Check this box if no Personnel & Benefits are being requested.

- 1) List each position by name and title/position and check whether the position is new or existing in Column A.
- 2) List the total annual salary in Column B and the total annual benefits in Column C.
- 3) List the percentage of the employee's time requested from VOCA funds in Column D.
- 4) Federal funds requested will calculate automatically when the form is saved.
- 5) If the position is existing, complete the prior year's funding questions.
- 6) Complete the Budget Narrative if the position is existing and there has been a reduction of funds or if any further explanation is needed.
- 7) A job description for each position requested should be uploaded on the Required Grant Enclosures page .

(A) Name of Employee and Position/Title	(B) Total Annual Salary (excluding benefits)	(C) Total Annual Benefits	(D) Percent of time to be funded by VOCA	(E) Federal Funds Requested
	\$37,032	\$6,536	90.0000%	\$39,211

New Existing

Total hours this position will work per week: 40

If existing, please answer the following questions:

Has funding for the positions been lost or reduced?

Yes No

If yes, please explain in the budget narrative below.

Show % of salary funded by current VOCA award: 90%

Indicate all funding sources used to supplement this position at this time for the existing position including the current VOCA grant :

Source: VOCA Amount: \$33,910

Source: United Way Amount: \$8,478

Source: Amount:

If the positions listed above are existing and currently STATE or LOCALLY GOVERNMENT funded, is a reduction of state or local funds or other non-federal funds anticipated for the new grant period?

Organization:

Contractors and Consultants

1) For each contractor/consultant, enter the name (if known), the type of service to be provided and the hourly or daily fee or rate. Consultant fees in excess of \$650.00 per day require additional justifications and prior approval from the Victims Services Director , District Attorneys Council.

2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the consultant/contractor is necessary to the success of the project and provide any explanation necessary for the figures provided.

<u>Service or Product</u>	<u>Fee or Rate</u>			<u>Federal Funds Requested</u>
NA	\$0	Hourly	Daily	\$0
		Total Request		\$0

Budget Narrative

NA

Organization

Travel

1) Travel must be project related. Itemize travel expenses by specific purpose and show basis of computation (include costs for meals, lodging, and mileage). Mileage, lodging, and per diem must be computed at the current state/federal rate (this can be less if a non-profit agency).

2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the travel is necessary to the success of the project; identify the personnel who will be using the travel funds and the purpose of the travel.

Destination	Mileage and/or Airfare	Per Diem and Lodging Costs	Federal Funds Requested
National Sexual Assault Conference	\$1,200	\$600	\$1,800
Mileage to and from hospital and other agencies to provide services and trainings	\$3,240	\$0	\$3,240
		Total Requested	\$5,040

Budget Narrative

.would like to send three (3) individuals to a national sexual assault conference in order to continue to have comprehensively trained staff who provides training throughout the state to other professionals and to enhance services provided to victims in our service area . Training would enhance the Senior Director of Sexual Assault Services, Director of Sexual Assault Victim Advocacy and other program staff's ability to orchestrate a well trained team of professionals in providing the best care, best practices and service techniques. Information obtained from attending such a high level training will then be presented to _____ staff, volunteers and the community. This education will also be reflected in the continuous training we provide for local law enforcement, universities, medical facilities and other partners.

Travel was calculated estimating \$600 (\$200/night) for lodging - all individuals can stay in the same hotel room and estimated at \$1200 (\$400/ticket) to fly to conference for 3 people.

Mileage was based on the previous fiscal year usage from the Sexual Assault Program , where VOCA funded staff travel throughout Oklahoma to provide direct services and trainings.

Organization:

Equipment

- 1) List non-expendable items that are to be purchased (expendable items should be included in the Supplies Category).
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the equipment is necessary to the success of the project.

Equipment	Quantity	Unit Price	Federal Funds Requested
NA	0	\$0	\$0
		Total Requested	\$0

Budget Narrative

NA

Organization:

Facilities and Rentals

- 1) Identify and itemize facility and equipment rental costs. Show the basis for computation and total cost.
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain the purpose and how the facilities and/or equipment rental is necessary to the success of the project.

Facilities/Equipment Rental	Basis for Computation	Federal Funds Requested
NA	0	\$0
		Total Requested
		\$0
Budget Narrative		
NA		

Organization

Supplies and Operating

- 1) General supplies include any materials that are expended or consumed during the project period (office supplies, training supplies, postage, printing costs).
- 2) Operating costs are expenses that are required to implement the project such as telephone, utilities, printing, and maintenance.
- 3) List each item separately by type and show the basis for computation.
- 4) Please provide a detailed explanation of the category in the Narrative section below. Explain why the supplies to be purchased and the operating expenses requested are necessary to the project.

Item	Quantity	Unit Price	Federal Funds Requested
Volunteer and Staff Training Booklet	120	\$12	\$1,440
		Total Requested	\$1,440

Budget Narrative

In order for the Director of Outreach, Education and Volunteer Services to train 120 staff and volunteers [compliant with Oklahoma Attorney General (OAG) 75:15] on crisis intervention, supportive listening, lethality assessment, the cycle of violence, sexual assault, stalking, confidentiality, victims' rights and services, effects of domestic violence on children, and victim response to sexual assault and domestic violence, the program is in need of printed materials to provide to attendees. This will assist all staff and volunteers in retaining the information covered over a five day training, and will include valuable tools and resources.

has not been able to provide these booklets due to a lack of funding and are estimated to cost \$12 a booklet.

Organization

Other Costs

- 1) Itemize all other expenses not included in the other categories.
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain why the other expenses to be purchased are necessary to the project.

Item Description	Federal Funds Requested
Send 3 essential staff to Nat'l SV Conf.	\$1,350
Total Requested	\$1,350

Budget Narrative

I would like to send three (3) individuals to a national sexual assault conference in order to continue to have comprehensively trained staff who provides training throughout the state to other professionals and to enhance services provided to victims in our service area . Training would enhance the Senior Director of Sexual Assault Services, Director of Sexual Assault Victim Advocacy and other program staff's ability to orchestrate a well trained team of professionals in providing the best care, best practices and service techniques. Information obtained from attending such a high level training will then be presented to staff, volunteers and the community. This education will also be reflected in the continuous training we provide for local law enforcement, universities, medical facilities and other partners.

It is estimated that the conference will cost \$450 for registration fees for each individual totaling \$1,350.

Organization:

Match

- 1) Match is meant to show that a program is able to support the project that it is asking the federal grant to also fund. Match can be met using either cash, in-kind (donated items or volunteer hours) or a combination.
- 2) Regardless of what funding categories in which the VOCA funding has been applied, match may be met in any of the allowable categories that VOCA may fund. Match is considered the same as VOCA funding - it must be used for direct services to victims.
- 3) Outline in detail how your match will be met. The Match Breakdown should specify how the categories as to how the matching will be spent. (The categories are independent of the categories requested for actual federal grant dollars). Use the Narrative box if you need more space.
- 4) Volunteer hours must be computed at minimum wage (\$7.25/hour) unless the volunteer work is considered professional or paraprofessional. The most current paraprofessional volunteer rate can be found at www.independentsector.org.

All Applicants (except Native American Tribes)

The VOCA grant requires all applicants (except Native American Tribes) meet the required match of 25% of the federal amount requested. This can be easily computed by taking the federal amount requested and dividing by four. Remember, match can only come from non-federal sources.

Native American Tribes Only

The VOCA grant requires Native American Tribes meet the required match of 5.263% of the federal amount requested. This can be easily computed by taking the federal amount requested, and dividing by nineteen. Remember, match can only come from non-federal sources.

<u>Total Federal Award Requested</u>	<u>Divided by 4 (or 19 if Tribal Applicant)</u>	<u>Total Match Required</u>
\$159,413	4 ✓ 19	\$39,853

Match Breakdown

Description	Cash Amount	In-Kind Match	Total Match Amount
Personnel & Benefits			\$0
Contractors & Consultants			\$0
Travel			\$0

Victims of Crime Act (VOCA) Application 2015

Organization:

Match

Equipment				\$0
Facilities & Equipment Rental				\$0
Supplies & Operating				\$0
Other	United Way Funding	\$39,853		\$39,853
Volunteer Time				\$0
TOTAL		\$39,853	\$0	\$39,853

Organization .

Match

Match Narrative

25% match for this grant will be provided from United Way funding , which provides funding for direct service positions, such as the shelter advocates, which answer the 24 hour hotlines, including the sexual assault hotline to dispatch SANE's and Advocates. This position also provides hotline support, crisis intervention, safety planning, and access to resources including emergency shelter for victims of sexual assault. The position provides on-site, face-to-face support to victims of sexual assault who are in shelter.

Victims of Crime Act (VOCA) Application 2015

Organization

Budget Summary

	<u>VOCA Subgrant</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Total</u>
	<u>Request</u>	<u>Match</u>	<u>Match</u>	<u>Amount</u>
Personnel & Benefits	\$151,583	\$0	\$0	\$151,583
Contractors & Consultants	\$0	\$0	\$0	\$0
Travel	\$5,040	\$0	\$0	\$5,040
Equipment	\$0	\$0	\$0	\$0
Facilities & Equipment Rental	\$0	\$0	\$0	\$0
Supplies & Operating	\$1,440	\$0	\$0	\$1,440
Other	\$1,350	\$39,853	\$0	\$41,203
Volunteer Time			\$0	\$0
TOTALS	\$159,413	\$39,853	\$0	\$199,266

Organization

Required Grant Enclosures

The following items must be attached to the application using the upload prompt.

Job Descriptions (if requesting Personnel/Benefits costs)

https://grants.ok.gov/_Upload/295003-DirectorofSexualAssaultVictimAdvocacy1-2012.doc

https://grants.ok.gov/_Upload/295003_2-CrisisServicesCounselor1-2012.doc

https://grants.ok.gov/_Upload/295003_3-DirectorofOutreachandVolunteerServices12-2011.doc

https://grants.ok.gov/_Upload/295003_4-SexualAssaultCaseAdvocate8-2014.doc

Matching Personnel Job Description(s)

https://grants.ok.gov/_Upload/295003-ShelterAdvocateJobDescription3-13.doc

https://grants.ok.gov/_Upload/295003_2-DirectorofSexualAssaultVictimAdvocacy1-2012.doc

https://grants.ok.gov/_Upload/295003_3-CrisisServicesCounselor1-2012.doc

https://grants.ok.gov/_Upload/295003_4-DirectorofOutreachandVolunteerServices12-2011.doc

https://grants.ok.gov/_Upload/295003_5-SexualAssaultCaseAdvocate8-2014.doc

Board of Directors

https://grants.ok.gov/_Upload/295003-BoardofDirectorsList.pdf

Organizational Chart

https://grants.ok.gov/_Upload/295003-2015OrganizationalChart.pdf

Memorandums of Understanding and/or Letters of Support
(if a new applicant or if new services are being proposed)

Organization

Application Agreement

Application Agreement: By submitting this application, the Authorizing Official certifies 1) that the applicant agency is eligible to apply, 2) that the information provided in the application is accurate, and 3) that the applicant agency agrees to comply with all state and federal provisions of the Victims of Crime Act (VOCA) grant, the attached Certified Assurances, and all other state and federal laws.

Your typed name, in lieu of your signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The documentation has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. [Documentation/OKOSF/VOCA_CERTIFIED_ASSURANCES.pdf](#)>Assurances
2. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements

Authorizing Official

Title

Address

City Oklahoma City State Oklahoma Zip+4

Area Code/Phone Number

Area Code/Fax Number

E-mail Address

✓

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.