

Award Packet Instructions

Requested Amount \$59,452
Awarded Amount \$38,127.00

1. VOCA Award Budget Summary

- Open this page and carefully review the information.
- Once reviewed, click SAVE and proceed to the Award Notice.

2. Award Notice

Review the information. Print, sign and upload the Amended 2018 Certified Assurances, click SAVE, and go to Certification of Equal Opportunity Plan.

3. Certification of Equal Opportunity Plan.

Select the appropriate answers, click SAVE, and go to the EEOP Certification Form.

4. Certification of Privacy

Select the appropriate answers, click SAVE, and go to Certification of Confidentiality.

5. Certification of Confidentiality

Select the appropriate answer, click SAVE, and go to Certification of Compliance with Open Meeting Act.

6. Certification of Compliance with the Open Meeting Act

Select the appropriate answer, click SAVE, and go to Statement of Audit Arrangements.

7. Statement of Audit Arrangements

Select the appropriate answer, click SAVE, and go to Certification of Project Income.

8. Certification of Project Income

Select the Appropriate Answers,click Save, and go to Disclosure of Lobbying Activities.

9. Disclosure of Lobbying Activites

Select the appropriate answer, click SAVE. If "no" is selected, go to Accounting System Review. If "yes" is selected, complete the form, click SAVE, and go to Accounting System Review.

10. Accounting System Review

Select the appropriate answers, click SAVE and follow the instructions below for submission.

11. The Authorized Official is the only person authorized to submit the Award Packet

- This is done in the Change the Status link on the DAC Application Menu page.

12. Once the Award Packet has been submitted, print each of the award documents for your files.

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

VOCA Award Budget Summary

Awarded Amount: **\$38,127**
 Required Match: **\$9,532.00**

- Your Awarded Amount and Required Match are listed at the top of the screen and in the chart below.
- The Amount Requested/Match Requested columns are the amounts requested in your grant application.
- If the Approved Budget differs from the requested amounts and you need to make adjustments to the budget, you can request a GAN after the award is accepted.
- Once you have reviewed the Approved Budget amounts, you may **SAVE** the form and go to the Award Notice.

	Amount Requested	Match Requested	Approved Budget	Approved Match
Personnel	\$0	\$0	\$0	\$0
Benefits	\$0	\$0	\$0	\$0
Contractors & Consultants	\$35,952	\$14,863	\$35,952	\$9,532
Travel	\$18,620	\$0	\$1,290	\$0
Equipment	\$838	\$0	\$165	\$0
Facilities, Equipment	\$0	\$0	\$0	\$0
Rental and Leases				
Supplies & Operating	\$4,042	\$0	\$720	\$0
Other	\$0	\$0	\$0	\$0
Indirect Costs	\$0		\$0	
Volunteer Time		\$0		\$0
TOTALS	\$59,452	\$14,863	\$38,127	\$9,532

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Award Notice

AWARD NOTICE

District Attorneys Council

421 N.W. 13th, Suite 290

Oklahoma City OK 73103

(405) 264-5006 FAX (405) 264-5097

Organization:	City of Broken Arrow- Police Department	SUBGRANT NO:	2018-VOCA-BROKEN ARROW CI-143
PHONE:	(918) 451-8200 X8692	Project Name:	Broken Arrow Victim Advocate Services
FAX:	(918) 451-8242	START DATE:	10/1/2018
Federal ID Number:	73-6005109	END DATE:	9/30/2019
		DAC CONTACT:	(405) 264-5006 or VOCAhelp@dac.state.ok.us
DUNS Number:	078655495		
CFDA:	16.575		
Federal Award Number:	2016-VA-GX-0026 and/or 2017-VA-GX-0003	Program Director:	Aleisha Wickersham
Grant Amount:	\$38,127.00		
Match Amount:	\$9,532.00		
Special Conditions:	1) Personnel will help victims seek victims compensation; 2) Mandatory Victim Assistance Training (VAT) online or equivalent training for newly hired victim advocates, should be obtained within 6 months of hiring, with certificates upload into OKGrants; 3) Advocates employed less than 12 months, with no formal victims services training or education, will attend trauma-informed domestic violence training and upload verification into OKGrants; and 4) Non-attorney		



Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Award Notice

victim services advocates will comply with any continuing education requirements. If no requirement exists, advocates will attend training every 3 years with documentation uploaded into OKGrants.

This grant is subject to the terms and conditions set forth in the application which was submitted to the District Attorneys Council. The award is authorized by the District Attorneys Council (DAC). The federal award number(s) used for this award can be found on the document "Federal Funds Used for Subaward" that has been uploaded to the Correspondence section of the grant. The subgrantees shall administer the project for which this subgrant is awarded in accordance with the applicable rules, regulations, and conditions as set forth in the federal guidelines; the Administrative Guide published by DAC, and the effective edition of the Department of Justice (DOJ) Office of Justice Programs, Financial and Administrative Guide for Grants. The subgrantee shall also administer the project in accordance with the Certified Assurances and Special Conditions of the award.

The subgrantee shall maintain separate accounts and accounting records for the subgrant funds, and shall maintain and furnish to DAC and DOJ upon request, detailed accounting and supportive records. The subgrantee shall file such reports relating to the subgrant as are required by DAC and DOJ.

Amended 2018 Certified Assurances

View this document, print, sign and upload below. Please note this must be signed by the Authorized Official, Project Director and Financial Officer.



Name of Authorizing Official
Michael Spurgeon

Date
9/4/2018

☒ 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 contract package 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.

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Certification Of Equal Employment Opportunity Plan

Subgrant Number: 2018-VOCA-BROKEN ARROW
CI-143
Subgrant Name: City of Broken Arrow- Police
Department
Address: 1101 N. 6th St.
Project Director: Aleisha Wickersham
Award Amount: \$38,127.00

Have you had any Findings of Discrimination with the last 5 years? Yes ☒ No

The Office for Civil Rights, Office of Justice Programs (OCR), is now requiring all grant subrecipients go online to do their Equal Employment Opportunity Plan (EEO) Certification. The questions have been modified by OCR and they are no longer offering the paper version we have historically submitted on your behalf; therefore, each VOCA-funded organization should submit the Certification using these instructions:

*The EEO Certification expires after 2 years. Please upload your current certification, if expired follow the directions below.

1. Go to: https://ocr-eeop.ncjrs.gov/layouts/15/eeopLogin2/customLogin.aspx?ReturnUrl=%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F&Source=%2F

2. Follow the system's instruction.

3. Select New User and set up your organization and Authorized Users. Be sure to add your Authorizing Official as a user because this person will be required to log in and submit the EEO Certification. The questions can be answered by the Agency Head, but must be submitted by the Authorizing Official.

4. Project Directors can list whomever they choose as users in the system. The users will receive an e-mail from the system asking them to set a password.

5. After the Authorizing Official logs in and submits the form, click the link under Certification Submissions and save the form to your desktop.

6. Upload the saved certification to the Uploads section of the grant..

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	City Of Broken Arrow		
Address:	P.O. Box 610, Broken Arrow, OK, 74013		
Recipient Type:	Direct Recipient & Subrecipient	Law Enforcement Agency:	Yes
DUNS Number:	078655495	Vendor Number (only if direct recipient):	736005109
Name of Contact Person:	Tami Johnston	Title of Contact Person:	HR Employment Coordinator
Telephone Number:	918-259-2400	E-Mail Address:	tjohnston@brokenarrowok.gov
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Michael Spurgeon** (*authorized official*), acknowledge that **City Of Broken Arrow** (*recipient organization*) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for 2017 (*fiscal year*). I understand the regulatory obligations under 28 C.F.R. Section 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **City Of Broken Arrow** (*organization*) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

Michael Spurgeon, City Manager

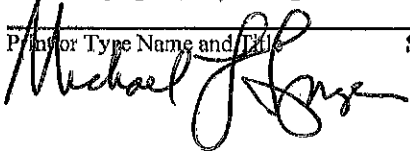
Michael Spurgeon

11/22/2017

Print or Type Name and Title

Signature

Date



Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Certification of Privacy

Subgrantee Name:

City of Broken Arrow- Police

Address:

Department

Project Director:

1101 N. 6th St.

Award Amount:

Aleisha Wickersham

\$38,127.00

The has policies and procedures in place which respond to the requirements of the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and ensures that the information collected for the purposes of complying with the Certified Assurances do not contain specific references to any victim receiving services.

Michael Spurgeon
Authorized Official

9/4/2018
Date

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Michael Spurgeon
City Manager 9/7/18

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Certification of Confidentiality

Subgrantee Name:

City of Broken Arrow- Police
Department

Address:

1101 N. 6th St.

Project Director:

Aleisha Wickersham

Award Amount:

\$38,127.00

Pursuant to section 1407 of the Victims of Crime Act (42 U.S.C. Section 1604) regarding matters of confidentiality, section 1407(d) of VOCA provides that "Except as otherwise provided by Federal law, no officer or employee of the Federal Government, and no recipient of sums under this chapter, shall use or reveal any research or statistical information furnished under this chapter by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with this chapter. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in an action, suit, or other judicial, legislative, or administrative proceeding." This provision is intended, among other things, to assure the confidentiality of information provided by crime victims to crisis intervention counselors working for victims services programs receiving funds provided under this Act.

28 CFR Part 9494.115 Non-disclosure of confidential or private information.

(a) Confidentiality. State Administering Agencies and subrecipients of VOCA funds shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services under this program and shall not disclose, reveal, or release, except pursuant to paragraphs (b) and (c) of this section—(1) Any personally identifying information or individual information collected in connection with VOCA funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or (2) Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian. (b) Release. If release of information described in paragraph (a)(2) of this section is compelled by statutory or court mandate, SAAs or sub-recipients of VOCA funds shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information. (c) Information sharing. SAAs and sub-recipients may share— (1) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, evaluation, or data collection requirements; (2) Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection

Certification of Confidentiality

order enforcement purposes; and (3) Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes. (d) Personally identifying information. In no circumstances may— (1) A crime victim be required to provide a consent to release personally identifying information as a condition of eligibility for VOCA-funded services; (2) Any personally identifying information be shared in order to comply with reporting, evaluation, or data-collection requirements of any program; (e) Mandatory reporting. Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

Michael Spurgeon
Authorized Official

Michael Spurgeon 8/7/18

9/4/2018
Date

✓ 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 contract package 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.

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Certification of Compliance with Open Meeting Act

Subgrantee Name:

City of Broken Arrow- Police

Address:

Department

Project Director:

1101 N. 6th St.

Award Amount:

Aleisha Wickersham

\$38,127.00

I, Michael Spurgeon (authorizing official) certify that the Board of Directors for (implementing agency) has read and understands the Open Meetings Act, Title 25, Okla. Statutes Sections 301-314, and agrees to the specific program receiving VOCA funds shall comply with all provisions of the act when conducting business for the program. Should the Board of Directors need technical assistance regarding the provisions of the Open Meetings Act, the authorizing official agrees to consult with the Board's legal counsel, the District Attorneys Council, or the Attorney Generals Office.

Michael Spurgeon
Authorized Official

 8/7/18

9/4/2018
Date

✓ 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 contract package 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.

Note: This form does not apply to District Attorneys who receive VOCA subgrant awards since a Board of Directors does not manage those offices.

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Statement of Audit Arrangements

Subgrantee Name and Address: City of Broken Arrow- Police Department
1101 N. 6th St.
Broken Arrow, Oklahoma 74012-2041
Telephone Number: (918) 451-8200 X8692
Fiscal Year Ends: June 30 Other, Please Specify

2018-VOCA-BROKEN ARROW CI-143

Does your organization receive: Equal to or more than \$750,000 in total federal funds? (If so, complete the remainder of the form.)

Name of CPA (or State Auditor): Arledge & Associates, P.C.
Address: 309 N. Bryant Ave.
City: Edmond State: Oklahoma Zip: 73034
Contact person in CPA's Office: LaDonna Sinning
Telephone: (405) 348-0615
Anticipated date A-133 audit report will be sent to District Attorneys Council: 12/15/2018
Provide date for financial statements: 6/30/2019

Michael Spurgeon
Name of Authorizing Official

City Manager
Title

9/4/2018
Date



Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Certification of Project Income

Subgrant Number: 2018-VOCA-BROKEN
ARROW CI-143
Subgrant Name: City of Broken Arrow-
Police Department
Address: 1101 N. 6th St.
City: Broken Arrow State: Oklahoma Zip: 74012-2041
Project Director: Aleisha Wickersham

>>>>>>>> DO NOT SAVE THIS PAGE BEFORE READING THIS SECTION <<<<<<<<

Project Income - is defined as any gross income earned as a direct result of grant supported activities or earned only as a result of the grant during the grant funding period.

Direct Result - is defined as a specific act or set of activities that are directly attributable to grant funds and which are directly related to the goals and objectives of the project.

Based on the definitions above, select the item below that applies to this grant award and only that section will show.

Select the item that applies to this grant

Section to Sign

The subgrantee will be receiving income as a direct result of program activities.

If button is checked, ONLY complete Section 1.

☒ The subgrantee will not be receiving income as a direct result of program activities.

If button is checked, ONLY complete Section 2.

**Important: Only sign those sections which apply to the subgrantee agency.
All other sections should be left unsigned.**

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Certification of Project Income

Section 1: Assurance Statement

I, , (Authorizing Official) assure that the funded entity will comply with the provisions on project income as set forth in the Financial and Administrative Guide. **Selection of this section requires the submission of Certification of Project Income reports.**

Name of Authorizing Official

Date

Project Director

Date

Section 2: Assurance and Certification Statement

I, Michael Spurgeon, (Authorizing Official) assure that the funded entity will not be receiving any income as a direct result of the program activity. I further certify that if the entity begins to receive income as a direct result of the program activities, I will notify the Federal Grants Division Director, in writing, within 30 days of the receipt of the income.

Michael Spurgeon

Name of Authorizing Official



9/4/2018

Date

Aleisha Wickersham

Project Director

9/4/2018

Date

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Disclosure Of Lobbying Activities Form

Do you conduct Lobbying Activities? No

Subgrant Name: City of Broken Arrow- Police
Department

Subgrant Number: 2018-VOCA-BROKEN ARROW CI-143

1. Type of Federal Action:

2. Status of Federal Action

3. Report Type

For Material Change Only:

Year:

Quarter:

Date of last report:

4. Name and Address of Reporting Entity:

Prime
Subawardee Tier, if known:
Congressional District, if known:

5. If Reporting Entity in No. 4 is Subawardee,
enter Name and Address of Prime:
Congressional District, if known:

6. Federal Department /Agency:

7. Federal Program Name/Description:
CFDA Number, if applicable:

8. Federal Action Number, if known:

9. Award Amount, if known:

10a. Name and Address of Lobbying Registrant
(If individual, last name, first name, MI):

10b. Individuals Performing Services
(including address if different from No. 10a.)
(last name, first name, MI)

11. Information requested through this form is authorized by Sec. 319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C.1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil

Disclosure Of Lobbying Activities Form

penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

✓ 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 contract package 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

Michael J. Surgen
City Manager

Disclosure Of Lobbying Activities Form

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the

Disclosure Of Lobbying Activities Form

application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Victims of Crime Act (VOCA) Application 2018

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Accounting System Review

- | | |
|--|---|
| 1. Which best describes your accounting system? | Manual <input checked="" type="checkbox"/> Automated
Combination of Manual and Automated
Systems |
| 2. Does your agency receive multiple grant awards (from DAC and/or any other agencies)? | Yes |
| 3. Do you maintain an individual ledger, separate from the general ledger, for each grant award? | Yes |
| 4. Does your accounting system identify the receipt and expenditure of funds for each grant? | Yes |
| 5. Please describe how you account for the receipt and expenditure of funds in the general ledger. | Through the use of project numbers. |
| 6. Does this grant include funding for personnel? | No |
| 7. Are time sheets maintained for the employees that are paid on the grant? | |
| 8. If no, describe how will the employee(s) record their time. | |
| 9. For ALL employees paid on the grant, are time sheets broken down by funding source? | |
| 10. If no, please explain why time sheets are not broken down by funding source. | |
| 11. Are financial records maintained in-house or are they contracted out to another party? | <input checked="" type="checkbox"/> In House Contracted Out
Combination of In-House and Contracted Out |
| 12. Provide a brief description of the controls that are in place to ensure correct and accurate accounting and reporting. | |

Organization: Broken Arrow, City of

2018-VOCA-BROKEN ARROW CI-143

Accounting System Review

The City of Broken Arrow has an accounting policy and procedures which are consistent with the Office of Justice Program (OJP) Financial Guide and with the Office of Management and Budget (OMB) Circulars A-87, Cost principles for state, local, and Indian Governments and A-102 etc.

13. Who is the person responsible for depositing grant funds?

Finance Department Personnel

14. Where are the grant funds deposited?

State Treasurer County Treasurer
City Treasurer ☒ Bank Other
If other, please specify:

15. How many signatures are required on checks?

2

16. Identify the authorized check signers along with their title?

Name Title

Tom Cook Jr. Controller

Name Title

Jay Heinrichs Financial Services Manager

17. Does your organization have written accounting policies and procedures?

Yes

Tom

Cook

Jr.

Name of Financial Officer

Date:

Sep 5 2018 5:22PM

VOCA CERTIFIED ASSURANCES 2018

These certified assurances are for VOCA Subawards funded in whole or in part under 2018-V2-GX-0001, effective 10/1/2018. Hyperlinks to important federal laws can be found throughout this document. Click on the blue links to open the hyperlink and read the corresponding federal law and/or grant requirements pertaining to each of the certified assurances. This document should be signed by the Authorizing Official, Project Director and Financial Officer listed on the VOCA Grant. In addition, this document should be shared with VOCA grant-funded staff.

1. Requirements of the award, remedies for non-compliance or for materially false statements

The subrecipient at any tier agrees to comply with applicable portions of the Victims of Crime Act (VOCA) of 1984, [34 U.S.C., Chapter 201](#) and the [Victims of Crime Act Victim Assistance Program Rule](#).

The certified assurances of this subaward are material requirements of the subaward. Compliance with any certified assurance submitted by the subrecipient that relates to conduct during the period of performance also is a material requirement of this subaward.

Failure to comply with any one or more of these subaward requirements (certified assurances) -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the subaward period -- may result in the District Attorneys Council ("DAC") and/or Office of Justice Programs ("OJP") taking appropriate action with respect to the subrecipient and the subaward. Among other things, the DAC or OJP may withhold award funds, disallow costs, or suspend or terminate the subaward. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government or the DAC related to this subaward (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under [18 U.S.C. 1001](#) and/or [1621](#), and/or [34 U.S.C. 10272](#)), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under [31 U.S.C. 3729-3730](#) and [3801-3812](#)).

Should any provision of a requirement of this subaward be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this subaward.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP and all subawards.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website:

<https://ojp.gov/funding/Part200UniformRequirements.htm>.

NEW

Record retention and access: Records pertinent to the subaward that the subrecipient at any tier must retain is 6 ½ years from the date of submission of the subrecipient's final quarterly report. During such time, the subrecipient must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event a subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subrecipient is to contact DAC promptly for clarification.

3. Compliance with the DOJ Grants Financial Guide

The subrecipient at any tier agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at (<https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance, and all financial and administrative guidance provided by DAC during the period of performance.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

NEW

Effective as of September 1, 2017, any reference in these certified assurances to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in the subaward certified assurances, references set out in material incorporated by reference through the subaward certified assurances, and

references set out in other subaward requirements and documents, including the Victims of Crime Act (VOCA) Financial & Administrative Guide produced by the DAC.

5. Requirements related to "de minimis" indirect cost rate

A subrecipient at any tier that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, should do so in writing, by making this election on the Indirect Cost Page located in the online VOCA Grant Application kit. When electing to use the "de minimis" indirect cost rate, the subrecipient organization agrees it is eligible for this rate. In addition, the subrecipient agrees to comply with all associated requirements in Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the subrecipient at any tier currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this subaward, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this subaward. If so, the recipient must promptly notify the DAC in writing of the potential duplication, and, if so requested by the DAC, must seek a grant adjustment or change in goals and objectives to eliminate any inappropriate duplication of funding.

NEW

7. Requirements related to System for Award Management and Universal Identifier Requirements

The subrecipient at any tier agrees to comply with applicable requirements regarding annual registration with the System for Award Management (SAM). Copy and paste the following URL into Chrome or Firefox to get to the SAM site (it does not work with Internet Explorer): <https://sam.gov/portal/SAM/##11#1>. The subrecipient at any tier also agrees to provide a Data Universal Numbering System (DUNS) number. SAM registration must be updated annually, with documentation of current status submitted with the grant application. Grants may not be approved or funds expended to programs that do not have a current SAM registration.

8. Requirement to report actual or imminent breach of personally identifiable information (PII)

The subrecipient at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if the subrecipient creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The subrecipient's

NEW

breach procedures must include a requirement to report actual or imminent breach of PII to DAC no later than 12 hours of after an occurrence of an actual breach, or the detection of an imminent breach.

9. All subawards must have specific federal authorization

The subrecipient at any tier must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements - OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

10. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000.00.

The subrecipient at any tier at any tier must comply with all applicable requirements to obtain specific advance approval from the DAC to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000.00). This condition applies to agreements that – for purposes of federal grants administrative requirements – OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirements for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> on the OJP web site. (Award Condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here. Notify DAC if there are any procurement contracts that are expected to exceed \$150,000. Advance approval must be obtained by DAC and OJP.

11. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate subaward).

The subrecipient at any tier must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of the subrecipient, or individuals defined (for purposes of this condition) as "employees" of the subrecipient.

The details of the subrecipient obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>. (Award condition: Prohibited conduct by subrecipient related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated in reference here.

12. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.

The subrecipient at any tier agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval, and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as the term is defined by DOJ), including the provision of food and/or beverages at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this subaward appears in the [DOJ Grants Financial Guide](#).

13. Requirement for data on performance and effectiveness under the subaward

The recipient (DAC) is required to collect and maintain data that measures the performance and effectiveness of work under this VOCA subaward. The data must be provided to DAC in a manner (including within the timeframes) specified by DAC. Data is reported quarterly on a form referred to as the Performance Measurement Tool (PMT) provided by the DAC. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

The subrecipient assures that it will collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

14. OJP Training Guiding Principles

Any training or training materials the subrecipient at any tier develops or delivers with VOCA funds must adhere to the [OJP Training Guiding Principles for Grantees and Subgrantees](#).

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 42

The subrecipient at any tier must comply with all applicable requirements of [28 C.F.R. Part 42](#), specifically including any applicable requirements in [Subpart E of 28 C.F.R. Part 42](#) that relates to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 54

The subrecipient at any tier must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain “education programs.”

17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 38

The subrecipient at any tier must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled “Partnerships with Faith-Based and Other Neighborhood Organizations,” is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page+browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under E-CFR.

The subrecipient assures that in the event that a Federal or State Court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a subrecipient at any tier of victim assistance formula funds under this subaward, the subrecipient will forward a copy of the findings to DAC and to the Office of Civil Rights, OJP.

18. Restriction on “lobbying”

In general, as a matter of federal law, this federal subaward may not be used, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.

Another federal law generally prohibits this federal subaward from being used by the subrecipient at any tier to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subaward “subgrant”, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any questions arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of these prohibitions; the subrecipient is to contact DAC for guidance. The subrecipient may not proceed without the express prior written approval of DAC.

19. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The subrecipient at any tier must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various “general provisions” in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Below are restrictions applicable to all federal funds awarded by OJP in FY 2018. Should a question arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of an appropriations-law restriction, the subrecipient is to contact DAC for guidance, and may not proceed without the express prior written approval of DAC.

Restrictions applicable to ALL federal funds awarded by OJP in FY 2018. Federal funds are not legally available, and may not be used (whether directly or indirectly, including by private contractors), for: 1) publicity or propaganda purposes not authorized by the Congress; and 2) any employee training that does not meet: a) identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties; b) contains elements likely to induce high levels of emotional response or psychological stress in some participants; c) does not require prior employee notification of the content and methods to be used in the training and written end-of-course evaluation; d) contains any methods or content associated with religious or quasi-religious belief systems or “new age” belief systems as defined in Equal Employment Opportunity Commission Notice N-915.022, dated September 2, 1988; or e) is offensive to, or designed to change, participants’ personal values or lifestyle outside the workplace.

Nothing in this provision prohibits, restricts, or otherwise precludes a subrecipient from conducting training bearing directly upon the performance of official duties.

Nondisclosure policies, forms, and agreements. Federal funds are not legally available, and may not be used, to implement or enforce any nondisclosure policy, form, or agreement; if such policy, form, or agreement does not contain the following provision:

"These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing [federal] statute or Executive order relating to: (1) classified information; (2) communications to Congress; (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety; or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and [federal] statutory provisions are incorporated into this agreement and are controlling."

Notwithstanding the above provision, a nondisclosure policy, form, or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity, unless specifically authorized to do so by the United States Government. Such nondisclosure forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the United States Department of Justice, that are essential to reporting a substantial violation of law.

Certain exceptions. Under certain circumstances, a nondisclosure agreement that does not contain the provisions set out above nevertheless may continue to be implemented and enforced. Should a question arise as to whether an exception to the general rule may be available for a particular nondisclosure agreement, the recipient is to contact DAC for guidance, and the recipient may not use federal funds to implement, continue to implement, or enforce the nondisclosure agreement without the express prior written approval of OJP.

ACORN and related organizations. Absent express prior written approval from OJP, federal funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations, or successors.

Restrictions applicable only to certain federal funds under OJP awards made in FY 2018. Federal funds are not legally available, and may not be used: 1) in programs involving students to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or those of their parents or legal guardians; 2) to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography (nothing in this provision limits the use of funds necessary for any federal, State, tribal, or local law enforcement agency or any

other entity carrying out criminal investigations, prosecution, adjudication, or other law enforcement- or victim assistance-related activity); 3) to pay award or incentive fees for contractor performance that has been judged to be below satisfactory performance or for performance that does not meet the basic requirements of a contract; and 4) to pay for an abortion, except where the life of the mother would be endangered if the fetus were carried to term, or in the case of rape or incest; or to require any person to perform, or facilitate in any way the performance of, any abortion.

20. Reporting potential fraud, waste, abuse, and similar misconduct

The subrecipient at any tier must promptly refer to DAC, and the Department of Justice (DOJ), Office of the Inspector General (OIG), any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this subaward - 1) submitted a claim that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this subaward should be reported 1) by mail to:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, D.C.

Email: oig.hotline@usdoj.gov

or 2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax)

Additional information is available from the DOJ/OIG website at www.usdoj.gov/oig.

21. Restrictions and certifications regarding non-disclosure agreements and related matters.

No subrecipient at any tier under this subaward, or entity that receives a procurement contract or subcontract with any funds under this subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by DAC, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which

relates to sensitive compartmental information), or any other form issued by a federal department or agency governing nondisclosure of classified information.

1. In accepting this award, the subrecipient--
 - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of federal subaward funds, will provide prompt written notification to DAC and OVC, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by DAC and OVC.
2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
 - a. it represents that--
 - (1) it has determined that no other entity that the recipient's application proposes may or will receive these federal subaward funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of subaward funds to or by that entity, will provide prompt written notification to DAC and OVC, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by DAC and OVC.

22. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient at any tier must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information

related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient must also inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this subaward, the subrecipient is to contact DAC for guidance.

23. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the subrecipient at any tier is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by the subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

The subrecipient will encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees and contractors when operating agency-owned, leased, or personally owned vehicles.

24. Subrecipient authorization to examine records.

The subrecipient at any tier authorizes the DAC, the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO) and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA subaward.

25. Audit Requirements

For fiscal years beginning on or after December 26, 2014, subrecipients at any tier who expend \$750,000 or more in Federal funds (from all federal sources) in the organization's fiscal year (12-month turnaround reporting period), the organization is required to arrange for a single organization-wide audit conducted in accordance with the provisions of 2 C.F.R. Part 200, Subpart F, Section 200.501. Each single audit should be submitted, electronically, to VOCAhelp@dac.state.ok.us as soon as it becomes available.

26. Non-supplanting requirement

Pursuant to OJP Standards for Financial Management Systems, federal VOCA funds will not be used to supplant State and local funds that would otherwise be available for crime victim assistance.

27. National Environmental Policy Act compliance

The subrecipient at any tier understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. Section 43121 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The subrecipient agrees to assist DAC in carrying out its responsibilities under NEPA and related laws, if the subrecipient plans to use VOCA subaward funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. See 28 C.F.R. Part 61, App. D. The subrecipient at any tier also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this subaward.

28. Other Subrecipient Assurances

- a) The subrecipient will provide services, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval from DAC.
- b) The subrecipient will assist victims in seeking available crime victims' compensation benefits.
- c) The subrecipient assures that it will maintain confidentiality of client-counselor information as required by State law and the Victims of Crime Act Victim Assistance Program Rule.
- d) The subrecipient will not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.
- e) The subrecipient assures that, in accordance with DOJ, pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP).

29. Confidentiality

(a) *Confidentiality.* Subrecipients at any tier, to the extent permitted by law, will reasonably protect the confidentiality and privacy of persons receiving services under this subaward and shall not disclose, reveal, or release, except pursuant to paragraphs (b) and (c) of this section— (1) Any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or (2) Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

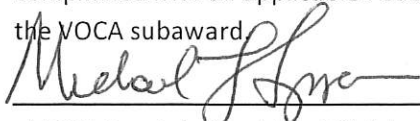
(b) *Release*. If release of information described in paragraph (a)(2) of this section is compelled by statutory or court mandate, the recipient of VOCA subaward funds shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(c) *Information sharing*. Subrecipients may share— (1) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, evaluation, or data collection requirements; (2) Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and (3) Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

(d) *Personally identifying information*. In no circumstances may—(1) A crime victim be required to provide a consent to release personally identifying information as a condition of eligibility for VOCA-funded services; (2) Any personally identifying information be shared in order to comply with reporting, evaluation, or data-collection requirements of any program;

(e) *Mandatory reporting*. Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

With my/our signature(s) below, I/we acknowledge acceptance of these certified assurances and certify compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements of the VOCA subaward



VOCA Grant Authorizing Official

Date

 9.4.18

VOCA Grant Project Director

Date



VOCA Grant Financial Officer

9/5/2018

Date