



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 03/21/2023

\* = Mandatory, information must be provided

or Procurement Director Award:

**\*Contractor/Vendor Name/Grantor (DBA):**

Department of Justice via National Association of Victims of Crime Act (VOCA) Assistance Administrators

**\*Project Title/Description:**

2023 National Crime Victims' Rights Week Community Awareness

**\*Purpose:**

To increase County residents awareness of community organizations that provide service to victims of all types of crimes (e.g. sexual assault, domestic violence, child abuse) in conjunction with National Crime Victims' Rights Week.

**\*Procurement Method:**

Not applicable to grant awards.

**\*Program Goals/Predicted Outcomes:**

Increase awareness in the Tucson community of resources available to victims of crime by driving online traffic to a Southern Arizona Childrens Advocacy Center landing page.

**\*Public Benefit:**

Social benefit to County residents to bring awareness and connect them to resources, if needed.

**\*Metrics Available to Measure Performance:**

Impressions (when an online user sees an advertisement) will calculate the number of people who view the online Instagram ad.

**\*Retroactive:**

Yes, the award letter was received via email on 01/25/2023, a day before the commencement date of the project. The authorized official signature is requested by 03/15/2023. Pima County Behavioral Health has received an extension from the grantor to execute the agreement in accommodation of the Board of Supervisor's meeting schedule. The time constraints from receiving the award letter and the project commencing did not permit a submission prior to the start date. If this agreement is not executed, the community will not be able to pursue the advertisements during the Victims' Rights Week.

GmI Approves  
AF 3/2/23

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Commencement Date: Termination Date: Prior Contract Number (Synergen/CMS):
Expense Amount \$ Revenue Amount: \$

\*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %
Contract is fully or partially funded with Federal Funds? Yes No
If Yes, is the Contract to a vendor or subrecipient?
Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.
Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Amendment No.: AMS Version No.:
Commencement Date: New Termination Date:
Prior Contract No. (Synergen/CMS):
Expense Revenue Increase Decrease
Amount This Amendment: \$

Is there revenue included? Yes No If Yes \$
\*Funding Source(s) required:
Funding from General Fund? Yes No If Yes \$ %

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: GTAW Department Code: BH Grant Number (i.e., 15-123): 23-101
Commencement Date: 01/26/2023 Termination Date: 06/30/2023 Amendment Number:
Match Amount: \$ Revenue Amount: \$ 5,000.00

\*All Funding Source(s) required: Department of Justice via National Association of VOCA Assistance Administrators

\*Match funding from General Fund? Yes No If Yes \$ %
\*Match funding from other sources? Yes No If Yes \$ %
\*Funding Source:

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? Passed Through

Contact: Cole Morando, PCBH Finance Manager

Department: Behavioral Health

Telephone: 520-724-7967

Department Director Signature: [Signature] Date: 3.2.2023

Deputy County Administrator Signature: Date:

County Administrator Signature: Date:

**National Crime Victims' Rights Week Community Awareness Project  
Subgrant Award Agreement**

Subgrantee	Molly Hilber Pima County Behavioral Health 3950 S Country Club Rd. STE 3240 Tucson, Arizona molly.hilber@pima.gov			Subgrant Award No.	CAP 23 - 1231
				Subgrant Award Amount	\$5000
DUNS #	166017884	Tax ID:	866000543	Indirect cost rate, if any	0
Start Date	January 26, 2023	End Date	June 30, 2023		

This agreement between the National Association of VOCA Assistance Administrators (NAVAA) and the above-named Subgrantee for funding of a National Crime Victims' Rights Week Community Awareness Project ("the project") under the National Crime Victims' Rights Week Community Awareness Project grant program (NCVRW CAP) is subject to the terms and conditions below:

1. This agreement is subject to all of the terms and conditions, including the availability of funding, awarded to NAVAA pursuant to Federal Award Identification Number (FAIN) **15POVC-21-GK-00412-NONF** for the 2022 National Crime Victims' Rights Week Community Awareness Project awarded by the Office for Victims of Crime (OVC), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ).
2. The Catalog of Federal Domestic Assistance (CFDA) number for this project is **16.582**.
3. The Subgrantee shall perform the services and activities described in the application submitted under the NCVRW CAP grant program which shall be considered incorporated into this agreement, unless and to the extent any changes, revisions or modifications are approved or required by NAVAA. The Subgrantee agrees to immediately notify NAVAA of any circumstances that may cause the Subgrantee to be unable or unwilling to complete its obligations under this agreement.
4. NAVAA shall reimburse the Subgrantee for the actual, reasonable, and necessary costs incurred by the Subgrantee in connection with the project as contained in the Subgrantee's application, not to exceed the Subgrant Award Amount indicated above, unless and to the extent approved by NAVAA. All expenditures are subject to the requirements of the NCVRW CAP program and the regulations set forth in the current edition of DOJ's Grants Financial Guide (<http://ojp.gov/financialguide/DOJ/>), Part 200 Uniform Requirements (2 C.F.R. Part 200) as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 and such other Justice Department rules or guidelines as may be applicable.
5. The Subgrantee understands and agrees that funding under this project is on a reimbursable basis. Advance payments may be permitted only in unusual circumstances for actual, documented, and obligated expenses.
6. The Subgrantee understands and agrees to observe all local public health rules and will take all precautions possible to execute public events in such a way that the risk of transmission of COVID-19 is minimized.
7. The Subgrantee certifies that it is not suspended, excluded, or debarred from receiving federal funding.
8. The Subgrantee shall not be eligible for any reimbursement unless it submits a complete, accurate, satisfactory, and final After-Action Report/Reimbursement Request (AAR) to be received by NAVAA **no later than Friday, June 30, 2023**. The AAR shall be submitted on a form provided by NAVAA and shall, at a minimum, include:
  - a. The dates and narrative description of the project as implemented.
  - b. An explanation for any unimplemented planned activities.
  - c. A list of major project co-sponsors and collaborative organizations and a brief description of their respective contributions to the project.
  - d. An enumeration of the type of public awareness events and activities conducted, materials produced and distributed, and media contacts made.
  - e. Itemization of all speakers and related costs funded by the project.
  - f. To the extent available, indicators of the reach or impact of the project (e.g., number of people attending an event) and any discernible results.
  - g. Detailed itemization of requested reimbursable expenditures, including copies of source documentation of line items costing \$300 or more.
  - h. Documentation of actual project implementation (e.g., copies of news stories, photographs, press releases, etc.).
  - i. Comments and feedback on the NCVRW CAP program and suggestions to improve the program.
  - j. Such other information as may reasonably be requested by NAVAA and/or OVC.
9. Indirect costs. By entering an indirect cost rate on its application, the subgrantee certifies either 1) its

eligibility or election under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f) or 2) its current, unexpired federally approved indirect cost rate. Subgrantees electing to use the "de minimis" must comply with all associated requirements in the Part 200 Uniform Requirements. **A subgrantee using a federally- approved indirect cost rate will, no later than April 14, 2023, submit a copy of its current, unexpired signed federally approved indirect cost agreement.** The indirect cost rate, as indicated above, may be applied only to actual, final modified total direct costs (MTDC).

10. Program income must be approved in advance, reported separately on a form provided by NAVAA and used in accordance with the provision of Part 200 Uniform Requirements
11. The Subgrantee agrees to retain for a period of at least three years from the end of the project period or any subsequent audit, investigation or inquiry related to this project and to make available on request to NAVAA, its agents or authorized agents of the U.S. Government all records and financial statements, including adequate documentation of all expenditures and obligations made under this agreement.
12. To the extent permitted by law, the Subgrantee agrees to protect, indemnify, defend, and hold harmless NAVAA, its officers, directors, employees and agents, against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or in connection with the activities or events funded under this agreement except those claims arising out of the sole negligence or willful misconduct of the NAVAA.
13. The Subgrantee shall not use or permit the use of the logo of the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime except on materials that have received prior approval from OVC.
14. The Subgrantee agrees that any project activity or event that involves the identification of an individual crime victim(s) must have the victim's or, in the event of a death, a family member's informed consent.
15. The Subgrantee acknowledges that NAVAA and OVC reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) the copyright in any work developed under this subgrant; and (2) any rights of copyright to which a subgrantee purchases ownership with Federal support. The Subgrantee acknowledges that NAVAA and the Office of Justice Programs have the right to: (1) obtain, reproduce, publish, or otherwise use the data first produced under this subgrant; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
16. Any product developed under this award shall contain the

following statement: "*This \_\_\_\_\_ was supported by a National Crime Victims' Rights Week Community Awareness Project subgrant awarded by the National Association of VOCA Assistance Administrators under cooperative agreement number 15POVC-21-GK-00412-NONF awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice.*".

17. The Subgrantee will comply with all applicable requirements (including reporting allegations) pertaining to prohibited conduct related to the trafficking of persons as posted on the OJP website at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.
18. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subgrantee is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subgrant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
19. The Subgrantee agrees to submit any print or electronic promotional materials concerning funded projects that are intended for public dissemination to NAVAA for review seven (7) working days in advance of release. This includes but is not limited to fact sheets, newsletters, press releases, Web-based materials, listserv announcements, brochures, giveaways/trinkets, and billboards.
20. The Subgrantee understands and agrees that subgrant funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from these funds, or of the parents or legal guardians of such students.
21. The Subgrantee agrees to comply with DOJ regulations pertaining to civil rights and nondiscrimination (28 C.F.R. Parts 42, 38 and 54).
22. The Subgrantee agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either submitted a false claim for grant funds under the False Claims Act or committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.
23. The Subgrantee certifies that it shall not use Federal funds at any tier, 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 and shall comply with restrictions on lobbying as codified at 28 C.F.R. Part 69.
24. The Subgrantee certifies that it does not require and has not required internal confidentiality agreements or statements from employees or contractors that prohibit or otherwise restrict employees or

contractors from reporting waste, fraud, or abuse.  
25. The Subgrantee shall not assign any of its rights or obligations under this agreement, or delegate the

performance of any of its duties hereunder, without the prior consent of the NAVAA.

I have read and fully understand this agreement and agree to abide by the terms and conditions thereof and certify that I am authorized to enter into this agreement.

On behalf of:  
National Association of VOCA  
Assistance Administrators (NAVAA):

*Rhonda Dean*

On behalf of:



\_\_\_\_\_  
Signature

Rhonda Dean

\_\_\_\_\_  
Type or Print Name of Authorized Official

Project Director

\_\_\_\_\_  
Title

1/25/2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Type or Print Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**\*Electronic Signature** – In accordance with federal law, by entering the printed name, title and date and clicking the above box to mark it with an “X,” the Authorized Representative certifies this document to be true and accurate to the same degree as a handwritten signature.

[NOTE: Return **ALL PAGES** to NCVRW CAP by email to: [cap@navaa.org](mailto:cap@navaa.org) or mail to: NAVAA, Attn: Rhonda Dean, Project Director, 222 Greenwood Ave, Nashua, IA 50658

**From:** 2023 NCVRW CAP [mailto:[cap@navaa.org](mailto:cap@navaa.org)]  
**Sent:** January 25, 2023  
**To:** Molly Hilber, Pima County Behavioral Health  
**Subject:** 2023 NCVRW Community Awareness Project Award  
**Importance:** High

[Please confirm receipt by replying to this message.]

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Dear Molly:

We are pleased to inform you that your application for 2023 National Crime Victims' Rights Week (NCVRW) Community Awareness Project (CAP) funding has been recommended by the National Association of VOCA Assistance Administrators (NAVAA) and approved by the Office for Victims of Crime (OVC). Your project was selected after careful consideration of 151 applications based on its efforts to raise public awareness about crime victims' rights and services available in your community.

Subject to these conditions, NAVAA agrees to reimburse your project not to exceed **\$5000**. Attached is a signed copy of the NCVRW CAP Subgrant Award Agreement. Your agency's Subgrant Award Agreement number is **23-1231**. **Please include this number in all correspondence regarding your CAP grant. An authorized official of your agency must sign, date, and return All PAGES of the agreement within ten (10) working days.** The attached PDF copy of the agreement can be signed and submitted via email to [cap@navaa.org](mailto:cap@navaa.org) or printed out and mailed to NCVRW CAP, ATTN: Rhonda Dean, Project Director; at 222 Greenwood Ave, Nashua, IA 50658. Be certain to retain a copy for your records.

Although your project has been approved for funding, it may still be necessary to make some changes to your project's activities or budget to conform to Federal rules and requirements. Project Director Rhonda Dean will contact you if any corrections, clarifications, or modifications are needed.

To receive reimbursement for your approved expenses, your organization must implement your project in conjunction with National Crime Victims' Rights Week, April 23-29, 2023, and then submit an After-Action Report/Reimbursement Request (AAR). The AAR must be received by NAVAA **no later than Friday, June 30, 2023**. A fillable PDF copy of this form is attached so you can be prepared to collect the required information and submit a complete and accurate report. If you are not the individual implementing the project, please share this information and the subgrantee guide with your project coordinator.

Also attached is a NCVRW CAP Subgrantee Guide which summarizes major NCVRW CAP policies and procedures. The Guide was developed to help you meet program requirements and to avoid future problems. **Please be certain to read and retain the Subgrantee Guide.**

Please note that NAVAA will reimburse projects based on 1) actual expenditures as contained in the approved budgets (or as modified), 2) the guidelines related to this funding opportunity on the NCVRW Community Awareness Project Web site (<http://cap.navaa.org>), 3) the regulations set forth in the Office of Justice Programs' Financial Guide (<http://ojp.gov/financialguide/DOJ/>) and 4) other related rules or guidelines issued by the Department of Justice.

We realize your application is a proposal and you may find it necessary to make unanticipated modest changes to your plans, so you will have an opportunity to make changes to the approved strategy or budget. Changes must be requested **no later than Friday, April 14, 2023**. Please contact Rhonda Dean at [rhonda@navaa.org](mailto:rhonda@navaa.org) if you need to make any changes. You will need to submit a modification request (copy attached). Rhonda will contact you if additional information is needed and to let you know whether your revisions are approved.

To assist you in planning and implementing your Community Awareness Project, NAVAA will make available to you several technical assistance resources. These include a 90-minute interactive webinar presentation and a special NCVRW Community Awareness Project listserv. In addition, a special series of technical assistance bulletins called, "CAP TIPS" that are distributed exclusively to this year's subgrantees (previous CAP TIPS are publicly available

at [cap.navaa.org/captips.html](http://cap.navaa.org/captips.html)) and is available for individual project consultations. For technical assistance in planning your project, contact Rhonda at [rhonda@navaa.org](mailto:rhonda@navaa.org) and be sure to indicate you are a NCVRW CAP subgrantee.

We have also set up a special section of the NCVRW CAP website just for this year's subgrantees that contain forms, documents, materials, information, and web site links you will need for the administration of the subgrant award and to assist you in implementing your NCVRW project. To access these web pages, go to the main NCVRW CAP website <http://cap.navaa.org> and click on the "Subgrantees Only" link and enter:

username: **23ncvrw**

password: **VictimRights@2023**

(these are case sensitive)

You will also be subscribed to the NCVRW CAP listserv to receive important email notices, reminders, and information.

To help everyone get started, we have scheduled a **webinar for all NCVRW CAP subgrantees** for **February 2, 2023 at 9:00 EST**. We expect each subgrantee to have at least one person participate in the webinar; please feel free to invite others who will be working on your NCVRW CAP project to participate in the webinar. Advance registration for the webinar is required and a link will be emailed to the project contact. Once you register, you will receive email instructions on how to participate. This link will be sent under a separate email.

Also attached is a press release template you can use to publicize your agency's selection as a NCVRW CAP subgrantee.

Finally, OVC maintains a National Calendar of Crime Victim Assistance-Related Events, an online tool to help publicize related events. We encourage you to add your events, especially NCVRW events, to the Calendar by visiting <http://ovc.ncjrs.gov/ovccalendar>.

If you have any questions or concerns about your Community Awareness Project, please contact Project Director Rhonda Dean at [rhonda@navaa.org](mailto:rhonda@navaa.org).

Thank you for the work you do on behalf of crime victims in your community and for supporting National Crime Victims' Rights Week. We look forward to working with you for a successful 2023 NCVRW CAP project.

Sincerely,



Rhonda Dean  
Project Director

Attachments:

- Subgrantee Guide
- Subgrant Award Agreement
- After-Action Report/Reimbursement Request
- Budget Modification Form
- Press Release template