





CITY OF SANTA FE

DATE: August 16, 2024

TO: Governing Body
Finance and Quality of Life Committee

VIA: Maria Sanchez-Tucker, Community Services Department Director 
Marcella Apodaca, Community Services Business Operations Manager 

FROM: Julie Sanchez, Youth and Family Services Division Director 

ITEM AND ISSUE:

Request Approval of the State of New Mexico Crime Victims Reparation Commission (CVRC) STOP Violence Against Women Act (VAWA) Formula Grant Agreement #15JOVW-23-00591-STOP in the Amount of \$63,938 with a required match of \$21,313 to fund a full-time term position to respond to Domestic Violence in the City of Santa Fe. (Julie Sanchez, Youth and Family Services Division Director, jisanchez@santafenm.gov; Paul Joye, Chief of Police, pmjoye@santafenm.gov)

Request Approval of a Budget Amendment Resolution (BAR) to Allocate \$63,938 from the 2024 CVRC Grant Agreement to FY25 Revenue and Expenses for the Domestic Violence Response Team.

BACKGROUND AND SUMMARY

The Santa Fe Police Department and the Youth and Family Services Division are collaborating to address the evolving safety needs in the City of Santa Fe. This partnership has launched initiatives focused on reducing violence through prevention, intervention, and education. By integrating traditional policing methods with innovative, community-centric strategies, this collaborative effort aims to enhance public safety, support victims, and prevent future incidents of violence. This unified approach represents a comprehensive strategy for community safety, combining the police department's depth of experience with the proactive community engagement initiatives of the Community Violence Prevention Program, demonstrating a strong commitment to fostering a safer and more resilient Santa Fe.

The primary goal of applying for this grant is to enhance support for victims and increase offender accountability in Santa Fe through the development of a specialized Domestic Violence-Specific Response Team (DVRT). Key objectives include training and deploying a team, including a domestic violence response specialist, and an intensive case manager by the second quarter of FY 2025. These efforts aim to establish a robust framework for addressing domestic violence effectively within the community.

The Youth and Family Services Division in partnership with the Santa Fe Police Department applied for a federal STOP Violence Against Women Act (VAWA) and Victims of Crime Act (VOCA) grant. The city received the grant agreements at the end of July, the VAWA grant will be used to fund a FTE term position at 10 months. Even though the grant term ends June 30th, 2025, the city has been invited to reapply for funding in early spring, at that time the grant will become reoccurring.

PROCUREMENT METHOD: N/A

The performance period ends June 30th, 2025.

FUNDING SOURCE:

2024 NM CVRC STOP VAWA Formula Grant Program

Project Ledger ID: COM2524001

Fund Name/Number: Human Service Fund/240

Munis Org Name/Number: 2400122

Munis Obj Name/Number: Dept. of Justice VAWA thru CVRC/490555

ACTION REQUESTED:

The Youth and Family Services Division respectfully requests your review and approval.

ATTACHMENTS:

Draft Workflow Plan

Job Description

#15JOVW-23-00591-STOP Grant Agreement

Project Ledger

New Position Salary Analysis

Draft Position Only HR Request Form

Summary of Contracts

Procurement Checklist

BAR

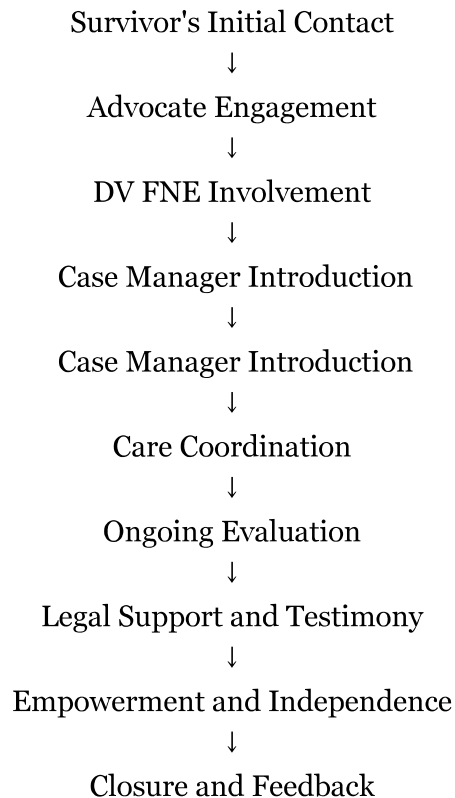
City of Santa Fe - Victim Support Services - Domestic Violence Response Team

STOP Violence Against Women Act (VAWA) Formula Grant Funding

RFP # 25-780-P707-00700 Webgants ID# 26911

Service Delivery Flow

The service delivery workflow for the Domestic Violence Response Team (DVRT) involves a highly coordinated effort between three key roles: the Advocate, the Case Manager, and the Domestic Violence Forensic Nurse Examiner (DV FNE). This collaborative approach ensures a seamless and supportive response from the initial contact through recovery. Initially, the Advocate provides emotional support and safety planning, and introduces the other team members' roles. The DV FNE steps in for forensic examinations and medical care as needed, while the Case Manager develops a comprehensive care plan addressing both immediate and long-term needs. Regular collaborative meetings and ongoing support ensure that care is well-coordinated and adaptive to the survivor's needs. The workflow culminates in empowering the survivor towards independence, with continuous evaluation and support adjustments by the team, and provision for feedback and future service access upon case closure. This structured process is pivotal in supporting survivors' journey to recovery and ensuring their safety and well-being.



Initial Contact and Response

1. Survivor's Initial Contact: The survivor reaches out for help or is referred to the DVRT by law enforcement, healthcare providers, or community agencies.

2. Advocate Engagement:

- The Advocate is the first to respond, providing immediate emotional support and safety planning.
- The Advocate explains the roles of the Case Manager and DV FNE and the services they offer, ensuring the survivor's consent and readiness to engage with each professional.

Forensic Examination and Medical Care

3. DV FNE Involvement:

- If the survivor has physical injuries or requires evidence collection, the Advocate coordinates with the DV FNE.
- The DV FNE conducts a forensic examination, collects evidence, provides necessary medical care, and documents findings, working closely with the survivor to ensure their comfort and consent throughout the process.

Case Management and Planning

4. Case Manager Introduction:

- Post-examination or initial contact, the Case Manager meets with the survivor to develop a comprehensive care plan.
- This plan includes immediate needs (medical, legal, shelter) and long-term goals (housing, employment, therapy).

Ongoing Support and Coordination

5. Care Coordination:

- The Case Manager coordinates services across different agencies, ensuring the survivor receives comprehensive care tailored to their needs.
- The Advocate continues to provide peer support, accompanies the survivor to appointments (legal proceedings, counseling), and offers ongoing psychoeducation on domestic violence.

6. Collaborative Meetings:

- Regular case review meetings are held between the Advocate, Case Manager, and DV FNE to discuss progress, barriers, and adjustments needed in the survivor's care plan.
- These meetings ensure a unified approach and continuous communication between the three roles.

Follow-Up and Evaluation

7. Ongoing Evaluation:

- The Case Manager regularly evaluates the effectiveness of the care plan, making adjustments as needed and involving the survivor in all decisions.
- The Advocate provides feedback on the survivor's emotional and social recovery, suggesting modifications to support services.

8. Legal Support and Testimony:

- The DV FNE may be called upon to provide expert testimony in legal proceedings related to the survivor's case.
- The Advocate and Case Manager support the survivor through the legal process, ensuring they have the necessary emotional and logistical support.

Survivor Empowerment and Closure

9. Empowerment and Independence:

- The DVRT focuses on empowering the survivor, gradually transitioning them to independence while ensuring they have access to ongoing support services as needed.
- Success is measured by the survivor's achievement of personal goals, a sense of safety and well-being, and their feedback on the support received.

10. Closure and Feedback:

- Once the survivor feels ready, formal involvement with the DVRT may conclude, with an opportunity for the survivor to provide feedback on their experience.
- The team provides the survivor with information on how to access services in the future if needed.



Domestic Violence Response Specialist

FLSA Status: *Exempt*
Union Status: *Non-Union*
Salary Grade: *110*
Safety Sensitive: *No*

General Definition of Work

The Domestic Violence Response Specialist provides essential support, education, and advocacy to survivors of domestic violence. This role involves direct interaction with survivors, offering peer support, and psychoeducation, through various processes related to survivorship. The advocate works closely with a multidisciplinary team to ensure a compassionate, informed, and coordinated response to survivors' needs.

Supervision Received

Works under the general direction of an assigned supervisor.

Supervision Exercised

None.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Offers empathetic, non-judgmental peer support to domestic violence survivors, creating a safe and supportive environment for sharing experiences and feelings.
- Provides survivors with information on the dynamics of domestic violence, coping mechanisms, and the psychological impact of trauma.
- Advocates for survivors as they receive other services, including legal assistance, medical care, and social services, advocating for the survivor's needs and rights.
- Responds to crisis situations with appropriate interventions and support, using trauma-informed care principles.
- Participates in community education and awareness initiatives to promote understanding of domestic violence and the resources available for survivors.
- Works closely with law enforcement, healthcare providers, legal professionals, and social services ensuring a coordinated and effective response to domestic violence cases.
- Work collaboratively with the Santa Fe Police Department to ensure a coordinated response to domestic violence incidents.
- Review incident reports and assess lethality risk.
- Follow up with survivors after law enforcement engagement to offer support and resources, ensuring their safety and well-being.
- Support law enforcement officers in their response to domestic violence cases through survivor engagement, consultation and providing trauma-informed guidance.
- Maintains accurate and confidential records of interactions with survivors, services provided, and progress notes.

Knowledge, Skills, and Abilities

- Attention to Detail – Ability to be thorough when performing work and conscientious about attending to detail.
- Deciding and Initiating Action – Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.
- Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Delivering Results – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- Interpersonal Skills – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- Skills in computer software/applications/office technology- Knowledge of modern office practices, procedures, and the use of standard office equipment and machinery.
- Teaching Others – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- Thinking Strategically – Thinks strategically and promotes best practices and leading-edge ideas.
- Writing – Writes in a clear, concise, and organized manner for the intended audience.
- Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.
- Familiarity with community resources and services for domestic violence survivors.

Education Requirement

Bachelor's Degree in a human services-related field.

Experience Requirement

One (1) year of experience in a support role for survivors of domestic violence or related field preferred.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Licensure and Certifications

- Must possess a valid driver's license.
- Peer Support Certification is desired.
- Trauma-Informed Care Training is desired.
- 40-hour Victims Services Certification within six (6) months of hire.

Special Requirements

- Must obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.

Physical Requirements

- Tasks require a variety of physical activities such as sitting for long periods of time, walking, standing, bending, twisting, stooping, reaching, and lifting which may involve moderate physical demands.
- Requires the exertion of up to 25 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles, and observing general surroundings and activities.

Working Environment

- Work is performed in a typical office setting with appropriate climate controls.
- Work occasionally requires exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g., business office, light traffic).
- Requires close exposure to Video Display Terminals (VDTs) and Cathode Ray Tubes (CRTs).
- Irregular hours, must be able to work flexible hours, including some evenings and weekends.
- Travel to off-site locations is required for accompaniment and outreach activities.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at:

<https://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

Resumes will not be accepted in lieu of the city application form unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Acknowledgement

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

Print Employee Name

Date


Employee Signature




CITY OF SANTA FE

DATE: July 30, 2024

TO: John Blair, City Manager

VIA: Emily Oster, Finance Department Director
Maria Sanchez-Tucker, Community Services Department Director 
Marcella Apodaca, Business Operations Manager *MA*

FROM: Julie Sanchez, Youth and Family Services Division Director 

ITEM AND ISSUE:

Request for the City Managers Approval of a STOP Violence Against Women Formula grant (#15JOVW-23-GG-00591-STOP) for FY25 in the Total Amount of \$63,938.00 with a match of \$21,313.00 for a full-time Domestic Violence Response Specialist.

BACKGROUND AND SUMMARY

The Santa Fe Police Department and Youth and Family Services Division are working in partnership to address a gap in response to victims of domestic violence. The funds are recurring once awarded and will cover the cost of a full-time position with benefits.

The State of New Mexico Crime Victims Reparation Commission awarded the City of Santa Fe on July 23rd 2024 with two grant allocations, this one has a deadline of execution of July 31st 2024, in order to get the grant agreement approved, get the position approved and hired we request the City Managers signature to jump start the process.

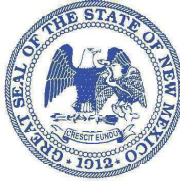
The anticipated packet approval date from the governing body is August 14th.

ACTION REQUESTED:

The Youth and Family Services Division respectfully requests your review and approval.

STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION

MICHELLE LUJAN GRISHAM
GOVERNOR



FRANK ZUBIA
DIRECTOR

July 18, 2024

RE: STOP Violence Against Women Formula Grant Program
Final Award Contract Federal Grant #15JOVW-23-GG-00591-STOP

Dear City of Santa Fe:

Congratulations on your agency being selected to receive a STOP Violence Against Women Act (STOP VAWA) federal subgrant award. The final approved award amount is \$63,938.00 and the required match is \$21,313.00. This award period begins July 1, 2024 and end June 30, 2025. This funding is for one year.

Carefully read the attached special conditions and contract. Please digitally sign and return the contract via email by July 31, 2024. You will have access to the award in WebGrants on or before the first invoice is due on August 12, 2024. If you would like technical assistance, please contact me at (505) 709-0485 or Kristin.Wood-Hegner@cvrc.nm.gov or Grants Bureau Chief, Donna Richmond, at (505) 795-4486 or Donna.Richmond@cvrc.nm.gov.

As part of our grant monitoring policies and procedures we are in the process of reviewing or have reviewed your agency's most recent audit report. Audit reports are reviewed in their entirety. Agencies with unfavorable audit reports issued, material weaknesses, and/or significant deficiencies will have additional monitoring requirements.

- Your agency must maintain all source documents on file and be able to present them for desk or site audit.
- Submit invoices monthly.
- Submit time and activity sheets for all federal and match employees.

We appreciate your assistance and compliance with the additional financial monitoring within your agency. It is our collective duty to ensure that we are all good stewards of the funding we monitor and receive.

If you have any questions or need any technical assistance during the grant year, please do not hesitate to contact our office. We look forward to working with you this year.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin Wood-Hegner".

Kristin Wood-Hegner
VAWA Grant Administrator
New Mexico Crime Victims Reparation Commission
Kristin.Wood-Hegner@cvrc.nm.gov
(505) 709-0485



STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
 FY 2025 STOP Violence Against Women Act Formula Grant Special Conditions

Item #24-0486

		STATE OF NEW MEXICO CRIME VICTIMS REPARATION COMMISSION STOP Violence Against Women Formula Grant Program		Subrecipient Award FY2025
1. SUBRECIPIENT NAME AND ADDRESS (Including Zip Code) City of Santa Fe PO Box 909 Santa Fe, NM 87501		6. PROJECT TITLE OVW FY 2023 STOP Violence Against Women Formula Grant Program		
		7. FEDERAL AWARD NUMBER: 15JOVW-23-GG-00591-STOP		
2. SUBRECIPIENT IRS/TAX ID NO. 85-6000168		8. AWARD EFFECTIVE: 07/01/2024		
3. SUBRECIPIENT UEI NO. QLN2YKMMJ8X6		9. SUBGRANT AWARD NUMBER: 2025-WF-231		
4. APPROVED INDIRECT COST RATE (IF APPLICABLE) NA		10. PROJECT PERIOD: FROM 07/01/2024 TO 06/30/2025 BUDGET PERIOD: FROM 07/01/2024 TO 06/30/2025		
5. METHOD OF PAYMENT Reimbursement		11. PREVIOUS AWARD AMOUNT: \$0.00		
		12. SUBRECIPIENT FEDERAL AWARD AMOUNT: \$63,938.00 SUBRECIPIENT MATCH REQUIREMENT: \$21,313.00 TOTAL FEDERAL AWARD: \$21,313.00		
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 34 U.S.C. §§ 10441, 10446 – 10451 (OVW-STOP) The New Mexico Crime Victims Reparation Commission FY25 STOP VAWA Formula Grant in the amount of \$1,464,308.00 for the award period 07/01/2023 to 6/30/2025, the Subrecipient federal award amount for this project period comes from this federal allocation.				
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.588 - Violence Against Women Formula Grants				
15. SPECIAL CONDITIONS This award is not a R & D award. The above subgrant project is approved subject to such conditions or limitations as are set forth on the attached page(s).				
16. City of Santa Fe signifies acceptance of this STOP VAWA Formula award in accordance with the applicable rules and regulations as set forth in the State and Federal Guidelines and in adherence to the special conditions provided.				
AGENCY APPROVAL		SUBRECIPIENT ACCEPTANCE		
17. NMCVRC AUTHORIZED OFFICIAL Frank Zubia, Director		21. NAME AND TITLE OF SUBRECIPIENT FINANCIAL POINT OF CONTACT Emily Oster, Finance Director		
18. SIGNATURE OF AUTHORIZED OFFICIAL		22. SIGNATURE OF SUBRECIPIENT FINANCIAL POINT OF CONTACT 		
19. NMCVRC COMMISSION CHAIR Allyn Summa, Chairwoman		23. NAME AND TITLE OF AUTHORIZED SUBRECIPIENT OFFICIAL Layla Archuleta-Maestas, Deputy City Manager		
20. SIGNATURE OF COMMISSION CHAIR		24. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL  Layla Archuleta-Maestas (Aug 2, 2024 10:36 MDT)		



New Mexico Crime Victims Reparations Commission
STOP VAWA Formula Grant Program
Subrecipient Grant Agreement

BETWEEN: New Mexico Crime Victims Reparations Commission (Recipient)
6200 Uptown Blvd NE, Suite 210
Albuquerque, NM 87110

AND: City of Santa Fe (Subrecipient)
PO Box 909
Santa Fe, NM 87501

PROJECT START DATE: July 1st, 2024

Grant Award Provisions

1. Legal Basis of Award. Pursuant to 10 NMAC 40.3, NMCVRC is authorized to enter into a grant agreement and to make an award, from funds received under the federal Violence Against Women Reauthorization Act of 2013 (“VAWA”), to Subrecipient for the purposes set forth herein.
2. Agreement Parties. This Grant Award Agreement, hereafter referred to as “Award,” is between NMCVRC and the forenamed Subrecipient.
3. Effective Date. When all parties have duly executed this Award, and all necessary approvals have been obtained, this Award shall be effective and have a Project start date of **July 1st, 2024** and a Project end date of **June 30th, 2025**.
4. Subrecipient Administration. By signing and agreeing to this Award, Subrecipient will administer the project for which this Award is given in accordance with the applicable rules, regulations and conditions as set forth in Federal and State Guidelines. In addition, the following Special Conditions must be followed. By accepting this Award, the Subrecipient assumes the following administrative and financial responsibilities:
 - I. **PAYMENT:** Payment is on a reimbursement basis.
 - II. **TERMINATION:** This Award may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty days prior to the intended date of termination.
 - III. **RECORDS AND AUDIT:** Detailed expenditure records must be maintained. These records shall be subject to inspection by the New Mexico Crime Victims Reparation Commission (NMCVRC) and its representative(s), and the United States Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Violence Against Women (OVW). NMCVRC shall have the right to audit the expenditures both before and after payment. Payment under this Award shall not foreclose the right of NMCVRC to recover excessive and/or illegal payments.
 - IV. **ASSIGNMENT:** Subrecipient shall not assign or transfer any interest in the Award without prior written approval from NMCVRC.
 - V. **AMENDMENTS:** This Award shall not be altered, changed or amended except by an instrument in writing executed by the parties hereto.
 - VI. **EQUAL OPPORTUNITY COMPLIANCE:** Subrecipient agrees to abide by all Federal and State laws, rules and regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity. Subrecipient agrees that no person shall, on the basis of actual or perceived race, color, national origin, sex, religion, sexual preference, age or handicap, be excluded from employment with or participation in, be denied services, or be otherwise subjected to discrimination under any program or activity performed under this agreement. The Subrecipient agrees to submit an Office for Civil Rights certification of compliance form within 45 days of the beginning date of the Award.
 - VII. **EFFECTIVE DATE:** The start and end dates of the STOP VAWA grant are set forth in the approved program of the State of New Mexico Grant Application. Organizations that do not



STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
FY 2025 STOP Violence Against Women Act Formula Grant Special Conditions

adhere to these responsibilities will be in violation of the terms of this Award and STOP VAWA Award will be subject to appropriate administrative action, including withholding of funds or possible cancellation of Award. **This award may be used for a period starting July 1st, 2024, and terminating on June 30, 2025.**

The above Special Conditions become part of the Grant Award and are accepted by Subrecipient.

By accepting this Award, Subrecipient assumes the following administrative and financial responsibilities:

1. The terms of this Award are contingent upon sufficient appropriations and authorization being made by the Office on Violence Against Women, for the performance of this Award. If OVW does not make sufficient appropriations and authorization, this Award shall terminate upon written notice being given by NMCVRC to Subrecipient.
2. Subrecipient must comply with specifications outlined in the solicitation under which the approved application was submitted. The program solicitation is hereby incorporated by reference into this Award.
3. The Primary Project Components (Project Plan) will guide the scope of work.
4. Project staff and consultants must be provided a copy of the project proposal and budget. In addition, the program manager agrees to disseminate project information to the project staff.
5. Subrecipient shall notify NMCVRC of all staff changes within three business days. Prior to the final selection of personnel to be hired or matched with grant funds, Subrecipient agrees to provide NMCVRC with the names and resumes of the candidates recommended for hiring for prior approval. Project staff resumes, including staff being used as match, must be submitted to NMCVRC for reimbursement for expenditures to occur. Replacement of any Subrecipient personnel, if approved, shall be with personnel of equal ability, experience and qualifications. Approval of replacement personnel shall not be unreasonably withheld. NMCVRC shall retain the right to request the removal of any of the Subrecipient's personnel at any time.
6. Subrecipient agrees to complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9). This form will be used to verify that persons are eligible to work in the United States.
7. Subrecipient agrees to comply with state laws and rules applicable to workers' compensation benefits for their employees. If the Subrecipient fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this Award may be terminated by NMCVRC.
8. Unless a waiver is granted, the authorized official, financial point of contact, project manager and anyone completing quarterly progress and/or financial reports must attend NMCVRC VAWA Grant Reporting training at least once during the Award period.
9. Subrecipient agrees that the Program Manager or appropriate designee shall attend the NMCVRC's Subgrantee Civil Rights Compliance training or webinar and agrees to disseminate this information to funded staff and volunteers. Subrecipient must also 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.
10. Any Subrecipient staff providing direct services to victims shall attend a minimum of one Victim Compensation Workshop held by NMCVRC during the Award.
11. Subrecipient agrees to cooperate and coordinate services with other VAWA-funded programs and other service providers in their region that serve victims of domestic violence, sexual assault, stalking and/or dating violence.



STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
FY 2025 STOP Violence Against Women Act Formula Grant Special Conditions

12. If applicable, Subrecipient agrees to provide data to the New Mexico Interpersonal Violence Data Central Repository.
13. For the purpose of this contract, the definition of domestic violence is limited to the federal definition that can be found at www.justice.gov/ovw/domestic-violence.
14. Subrecipient agrees to **inform** all potentially eligible victims about crime victims' compensation, **assist all eligible victims in filling out** the application and **assist in submission** of applications to NMCVRC. In addition, Subrecipient agrees to assist NMCVRC staff regarding compensation inquiries.
15. Subrecipient agrees to inform and assist eligible victims of crime with New Mexico's Statewide Automated Victim Information and Notification Services (VINE) which accesses information about the custody status of potential offenders, or a particular state and/or county inmate's release, transfer, or escape from participating agencies over the phone, through the internet, or by email. When applicable, Subrecipient agrees to inform and assist eligible victims of crime with the New Mexico SAVIN (State Automated Victim Information Notification) System, a free service that provides information to crime victims and any interested members of the public with case status and hearing notifications on criminal court cases in the State of New Mexico.
16. Subrecipient must permanently post grievance policies and procedures in a conspicuous place within the agency, and on their agency website; this posting must include the names and contact information for NMCVRC as an agency funder.
17. The Subrecipient, upon final payment of the amount due under this Award, releases NMCVRC from all liabilities, claims and obligations whatsoever arising from or under this Award.
18. Requirements of the Award; remedies for noncompliance or for materially false statements.
The conditions of this Award are material requirements of the Award. Compliance with any assurances or certifications submitted by or on behalf of the Subrecipient that relate to conduct during the period of performance also is a material requirement of this Award. By signing and accepting this Award on behalf of the Subrecipient, the authorized Subrecipient official accepts all material requirements of the Award, and specifically adopts, as if personally executed by the authorized Subrecipient official, all assurances or certifications submitted by or on behalf of the Subrecipient that relate to conduct during the period of performance. Failure to comply with any one or more of these Award requirements — whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the Award period — may result in NMCVRC taking appropriate action with respect to the Subrecipient and the Award. Appropriate action can include and is not restricted to: NMCVRC may withhold Award funds, disallow costs, suspend or terminate the Award. The DOJ, including OVW and NMCVRC may take other legal action as appropriate. Any materially false, fictitious or fraudulent statement to the state or federal government related to this Award (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. 10271-10273), and 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 Award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction to give it 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 Award.
19. Quarterly reports will be received by NMCVRC no later than ten days after the end of the quarter and an annual progress report to be received no later than the due date. No faxed reports will be accepted. Late or inaccurate reporting will delay the payment process. Under the Government Performance and Results Act (GPRA), VAWA 2000 and subsequent legislation, Subrecipient is required to collect and maintain data that measures the effectiveness of their grant-funded activities. Accordingly, Subrecipient agrees to submit annual electronic progress reports on program activities and program effectiveness measures and to require submission of reports by sub-subrecipients.
20. Requirements to disclose whether Subrecipient is designated high-risk by a federal grant making agency.
If Subrecipient is designated high-risk by a federal grant making agency, currently or at any time during



the course of the period of performance under this Award, Subrecipient must disclose that fact and certain related information to NMCVRC. For purposes of this disclosure, high-risk includes any status under which a federal awarding agency provides additional oversight due to Subrecipient's past performance, or other programmatic or financial concerns. Subrecipient's disclosure must include the following: the name of the federal awarding agency that currently designates Subrecipient as high-risk, the date Subrecipient was designated high-risk, the high-risk point of contact at the federal awarding agency and the reasons for the high-risk status, as set out by the federal awarding agency.

- (a) Potential imposition of additional requirements. Subrecipient agrees to comply with any additional requirements that may be imposed by NMCVRC/OVW during the period of performance for this Award, if Subrecipient is designated as high-risk for purposes of the DOJ high-risk grantee list.
21. Policy for response to workplace related incidents of sexual misconduct, domestic violence and dating violence. The Subrecipient, and any sub-subrecipient at any tier, must have a policy, or issue a policy within 270 days of the Award date, to address workplace-related incidents of sexual misconduct, domestic violence and dating violence involving an employee, volunteer, consultant or contractor. The details of this requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.
22. Availability of general terms and conditions on OVW website. Subrecipient agrees to follow the applicable set of general terms and conditions that are available at <https://www.justice.gov/ovw/award-conditions>. These do not supersede any specific conditions in this award document.
23. Compliance with solicitation requirements. Subrecipient agrees that it must comply with requirements outlined in the solicitation under which the approved application was submitted, the applicable Solicitation Companion Guide, and any program-specific frequently asked questions (FAQs) on the OVW website (<https://www.justice.gov/ovw/resources-and-faqs-grantees>). The program solicitation, Companion Guide, and any program-specific FAQs are hereby incorporated by reference into this award.
24. VAWA 2013 nondiscrimination condition. Subrecipient acknowledges that 34 U.S.C. 12291(b)(13) prohibits subrecipients of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Subrecipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the Subrecipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. Subrecipient agrees that it will comply with this provision. Subrecipient also agrees to ensure that any sub-subrecipient at any tier will comply with this provision. See clause 50 below for further information.
25. Subrecipient agrees that grant funds will be used only for the purposes described in Subrecipient's application, unless NMCVRC determines that any of these activities are out of scope or unallowable. Subrecipient must not undertake any work or activities that are not described in Subrecipient's application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval from NMCVRC.
26. Subrecipient product monitoring. Subrecipient agrees to monitor sub-subrecipients to ensure that materials and products (written, visual, or sound) developed with OVW formula grant program funding fall within the scope of the grant program and do not compromise victim safety. Subrecipient also agrees to have NMCVRC monitor any material and products (written, visual or sound) developed with OVW formula grant program funding that falls within the scope of the grant program.
27. Restrictions on lobbying and policy development. Federal funds may not be used by Subrecipient, or any sub-subrecipient at any tier, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid



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violation of 18 U.S.C. § 1913. Subrecipient, or any sub-subrecipient may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault and stalking (as those terms are defined in 34 U.S.C. § 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Federal law generally prohibits federal funds awarded by OVW from being used by NMCVRC, Award Subrecipient, or any sub-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, 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 question arise as to whether a particular use of federal funds by Subrecipient would or might fall within the scope of these prohibitions, Subrecipient is to contact NMCVRC who will contact OVW for guidance, and may not proceed without the express prior written approval of OVW. Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.

28. Applicability of Part 200 Uniform Requirements and DOJ Grants Financial Guide. Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. Subrecipient agrees that all financial records pertinent to this Award, including the general accounting ledger and all supporting documents, are subject to review throughout the life of the Award, during the closeout process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.333, 200.336.
29. Requirement to report potentially duplicative funding. If Subrecipient currently has other active awards of federal funds, or if Subrecipient receives any other award of federal funds during the period of performance for this Award, Subrecipient must promptly determine whether funds from any 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 Award. If so, Subrecipient must promptly notify NMCVRC in writing of the potential duplication, and, if requested by NMCVRC, must seek a budget modification or a grant adjustment to scope of project to eliminate any inappropriate duplication of funding.
30. Any out of state travel line items or categories that are not specifically itemized in the approved budget must receive prior approval from NMCVRC before any funds for these items are expended.
31. Subrecipient agrees to maintain separate accounts and accounting records for STOP VAWA funds. Maintaining project-based accounting records does not provide enough detail to track federal funds, therefore, STOP VAWA funds cannot be commingled with any other funding source.
32. The Subrecipient agrees that grant funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.
33. Payment is reimbursement only. In order to receive payment, Subrecipient must submit an Invoice and Record of Match (in Excel format) reflecting expenditures of the previous month into <https://nmcvrcgrants.com/> by 11:59 PM on or before the 10th of each month. If the 10th is on a Friday, weekend or holiday the deadline will be the following business day by 11:59 PM. If documentation is late or inaccurate, reimbursement will be delayed until the following month or until the submitted documentation is corrected, this may result in a change in subgrantee status to that of high-risk or probationary status.



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34. Due to requirements by the NM Department of Finance Administration (DFA) all cash reimbursement invoices for grant expenditures made prior to June 30th will be due no later than July 7th. Cash reimbursement invoices received after July 7th for expenditures made prior to July 1st cannot be processed and those expenditures will become the responsibility of Subrecipient.
35. Subrecipient program income. Subrecipient understands and agrees that NMCVRC and OVW have responsibility for approval of program income earned by Subrecipient and any sub-subrecipient. Program income, as defined by 2 C.F.R. 200.1, means gross income earned by a non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of Award. Without prior approval, program income must be deducted from total allowable costs to determine the net allowable costs. In order to add program income to subaward, Subrecipient must seek approval from the NMCVRC prior to generating any program income. Any program income added to a subaward must be used to support activities that were approved in the budget and follow the conditions of the subaward agreement. Any program income approved by NMCVRC must be reported by Subrecipient, and any sub-subrecipient at any tier, to the NMCVRC so that it is reported on the quarterly Federal Financial Report (SF-425) in accordance with the addition alternative. If the program income amount changes (increases or decreases) during the project period, Subrecipient must have approval provided by NMCVRC/OVW by the end of the project period. Failure to comply with these requirements may result in audit findings for NMCVRC, Subrecipient and any sub-subrecipient at any tier.
36. Misuse of award funds. Subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
37. Consultant compensation rates. Subrecipient acknowledges that consultants paid with award funds generally may not be paid at a rate in excess of \$81.25 per hour, not to exceed \$650 per day. To exceed this specified maximum rate, Subrecipient must submit to NMCVRC a detailed justification and have such justification approved by OVW through NMCVRC, prior to obligation or expenditure of such funds. Issuance of this award or approval of the award budget alone does not indicate approval of any consultant rate in excess of \$81.25 per hour, not to exceed \$650 per day. Although prior approval is not required for consultant rates below this specified maximum rate, Subrecipient is required to maintain documentation to support all daily or hourly consultant rates. See clause 57 below for further information.
38. STOP VAWA funding cannot be used to purchase food and/or beverages for any meeting, conference, training or other event, except if the following applies:
- the location of the event is not in close proximity to food establishments;
 - if not serving food will significantly lengthen the day or necessitate extending the meeting;
 - if a special presentation at a conference requires a plenary address where there is no other time for food to be attained; or
 - other extenuating circumstances which necessitate the provision of food.

If any of these circumstances apply, Subrecipient must submit a written request for approval to NMCVRC at least thirty (30) days prior to the event.

39. The Subrecipient (and any 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 also must 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 award, the Subrecipient should contact NMCVRC for guidance.



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40. 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), DOJ and NMCVRC encourage the Subrecipient, and any applicable sub-subrecipient at any tier, to adopt and enforce policies banning employees from text messaging while driving.
41. Subrecipient agrees to maintain and furnish to NMCVRC, DOJ, Office of Chief Financial Officer (OCFO) and OVW upon request, detailed financial accounting and supportive records of expenditures and use of matching funds.
42. Subrecipient agrees to allow NMCVRC, DOJ, OCFO, and OVW access to the grant-funded project's documentation, redacted client files and other sources in order to determine that funds are being utilized in accordance with funding/contractual agreements and state and federal guidelines.
43. Subrecipient agrees that all equipment and/or technology purchased with grant funds will be used solely for the purpose purchased and for the life of the equipment and/or technology following the end of the grant budget period. Equipment purchased with grant funds shall be tagged and tracked in an organized inventory. Subrecipient agrees to notify NMCVRC of any changes regarding the use or distribution of equipment or technology purchased with Award funds.
44. Subrecipient agrees to provide NMCVRC with an annual agency financial audit. Subrecipient will comply with 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"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website to include any amendments made throughout the course of the Award period.
45. Effect of failure to address audit issues. Subrecipient understands and agrees that NMCVRC may withhold Award funds, or may impose other related requirements, if (as determined by NMCVRC and OVW) Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or terms of the Award), or other outstanding issues that arise in connection with audits, investigations, site visits, financial or programmatic monitoring findings or reviews of NMCVRC awards.
46. Performance progress reports and final report submission. Subrecipient agrees to provide NMCVRC with specific information regarding subawards made under this Award. Subrecipient will submit an annual report that includes:
 - an assessment of whether stated goals and objectives were achieved;
 - information on the effectiveness of activities carried out with grant funds, including the number of persons served and the number of persons seeking services who could not be served;
 - information on each subaward made; and
 - such other information as NMCVRC may prescribe.

Subrecipient, and any applicable sub-subrecipients at any tier, are required to submit this report after the end of each calendar year and no later than March 1st each year. Subrecipient must use the designated forms and/or systems made available by NMCVRC for performance reporting, which identify the information that Subrecipient and any sub-subrecipient must collect and report as a condition of receiving funding under this Award. A final report is due 90 days after the end of the project period. This report must be submitted to NMCVRC with the Report Type marked "final," unless and until NMCVRC issues updated instructions for report submission.

47. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct. Subrecipient must promptly refer to NMCVRC and the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award:

(a) submitted a claim that violates the False Claims Act; or



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- (b) 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 award should be reported to the OIG by:

- (a) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online");
- (b) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; or
- (c) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

- 48. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42. Subrecipient 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 relate to an equal employment opportunity program.
- 49. Compliance with DOJ regulations to civil rights and nondiscrimination – 28 C.F.R. Part 38. Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 38, which 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’s organizations that engage in or conduct explicitly religious activities as well as rules and requirements that pertain to subrecipients and sub-subrecipients that are faith base or religious organizations.
- 50. Compliance with DOJ regulations to civil rights and nondiscrimination – 28 C.F.R. Part 54. Subrecipient 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.”
- 51. Compliance with serving victims with limited English proficiency (LEP). In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subrecipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited LEP. See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. 67 Fed. Reg. 41.455 (2002). For more information on the civil rights responsibilities that subrecipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.
- 52. Limited English Proficiency (LEP) and accessibility plan. All subrecipients that are working with victims must have a LEP and accessibility plan and policy in place and in practice to ensure that LEP persons, d/Deaf and hard of hearing, and individuals with disabilities have meaningful access to services. All staff must be provided with a copy of this plan and be trained on how to implement the policy and procedures.
- 53. Activities that compromise victim safety and recovery or undermine offender accountability. Subrecipient agrees that Award funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as:
 - (a) procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children;
 - (b) procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;

- (c) procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
- (d) procedures or policies that fail to ensure service providers conduct safety planning with victims;
- (e) project design and budgets that fail to account for the access needs of participants with disabilities and participants who have Limited English Proficiency or are d/Deaf or hard of hearing; and
- (f) any other activities outlined in the solicitation under which the approved application was submitted.

Subrecipient shall protect the confidentiality and privacy of persons receiving services, in accordance with STOP VAWA confidentiality provisions, 42 U.S.C.A. § 13925. Subrecipient agrees to comply with the provisions of 42 U.S.C. 13925(b)(2), non-disclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. Subrecipient also agrees to ensure that any subgrantees at any tier meet these requirements.

54. If compelled by court order to release personally identifying information or information collected in connection with services requested, utilized or denied through Subrecipient's programs, Subrecipient shall:
- (a) make reasonable attempts to provide notice to victims affected by the disclosure, and document in writing such attempts; and
 - (b) take steps necessary to protect the privacy and safety of persons affected, and document in writing such necessary steps.
55. Requirement to report actual or imminent breach of personally identifiable information (PII). Subrecipient must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it:
- (a) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.79) within the scope of an OVW grant-funded program or activity; or
 - (b) uses or operates a Federal information system (as defined in OMB Circular A-130).

Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an NMCVRC no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

56. Training Guiding Principles. Subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this Award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/resources-and-faqs-grantees#Discretionary>.
57. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events. Subrecipient must 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 that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide as posted on the OVW website (<https://www.ojp.gov/funding/financialguidedojo/overview>).

58. Compliance with general appropriations-law restrictions on the use of federal funds for this fiscal year. Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at



<https://www.justice.gov/ovw/awardconditions> and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by Subrecipient might fall within the scope of an appropriations-law restriction, Subrecipient is to contact NMCVRC for guidance, and may not proceed without the express prior written approval of NMCVRC, who will seek OVW guidance.

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

No Subrecipient under this Award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or sub-subrecipient 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 the agency making this award (NMCVRC), to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- A. In accepting this award, Subrecipient represents that it neither requires nor has required internal confidentiality agreements or statements from employees or sub-subrecipients that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or sub-subrecipients from reporting waste, fraud, or abuse as described above; and certifies that, if it learns or is notified that it is or has been requiring its employees or sub-subrecipients 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 Award funds, will provide prompt written notification to NMCVRC and the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- B. If Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both — it represents that — it has determined that no other entity that Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or sub-subrecipients that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or sub-subrecipients from reporting waste, fraud, or abuse as described above; and it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and it certifies that, if it learns or is notified that any sub-subrecipient entity that receives funds under this award is or has been requiring its employees or sub-subrecipients 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 award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
60. Confidentiality and information sharing. Subrecipient agrees to comply with the provisions of 34 U.S.C. 12291(b)(2), non-disclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. Subrecipient also agrees to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. 12291(b)(2))" on the OVW website at <https://www.justice.gov/ovw/resources-and-faqs-grantees>. Subrecipient will ensure that all their sub-subrecipients at any tier meet these requirements.
61. Publication disclaimer. Subrecipient agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from Award activities shall contain the following statement: "This project was supported by Grant No. 15JOVW-22-GG-00441-STOP awarded by NMCVRC, OVW, and U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice." Subrecipient also agrees to ensure that any sub-subrecipient at any tier will comply with this condition.



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62. Publications disclaimer for STOP Formula subrecipients. Subrecipient agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from subaward activities shall contain the following statement: "This project was supported by Subgrant No. 15JOVW-22-GG-00441-STOP awarded by NMCVRC, OVW, and U.S. Department of Justice's STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice."
63. Subrecipient understands and agrees that it has a responsibility to monitor its sub-subrecipients' compliance with applicable federal civil rights laws.
64. Requirements for subrecipients providing legal assistance. Subrecipient agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the recipient. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this grant program (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed or will complete training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate state, local, territorial, and tribal law enforcement officials; (3) any person or organization providing legal assistance through this Award has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, stalking, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and (4) Subrecipient's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence or child sexual abuse is an issue. Subrecipient also agrees to ensure that any sub-subrecipient at any tier will comply with this condition.
65. Nonprofit status of subrecipients. NMCVRC will verify that Subrecipient, and any sub-subrecipients at any tier, except governmental rape crisis centers and tribal governmental programs, are organizations that are described in section 501(c)(3) of the Internal Revenue Code of 1986 and are exempt from taxation under section 501(a) of that Code.
66. Copyrighted works. Pursuant to 2 C.F.R. 200.315(b), Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the award. NMCVRC and OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so. In addition, the Subrecipient must obtain advance written approval from NMCVRC, and must comply with all conditions specified by NMCVRC in connection with that approval before:
- (a) using award funds to purchase ownership of, or a license to use, a copyrighted work; or
 - (b) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.
- It is the responsibility of Subrecipient to ensure that this condition is included in any subaward, contract or subcontract under this award.
67. Compliance with statutory and regulatory requirements: Subrecipient agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Violence Against Women Act



Reauthorization Act of 2022, P.L. 117-103, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. 10101 et seq., and OVW's implementing regulations at 28 CFR Part 90.

68. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and NMCVRC and OVW authority to terminate award). Subrecipient, and any sub-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 Subrecipient, sub-subrecipients, or individuals defined (for purposes of this condition) as "employees" of Subrecipient or of any sub-subrecipient.

The details of Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OVW authority to terminate award)) and are incorporated by reference here.

69. Determinations of suitability to interact with participating minors. This condition applies to this award if it is indicated in the application for the award (as approved by DOJ) (or in the application for any subaward at any tier), the DOJ funding announcement (solicitation), or an associated federal statute - that a purpose of some or all of the activities to be carried out under the award (whether by NMCVRC, Subrecipient and any sub-subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

NMCVRC, Subrecipient, and any sub-subrecipient at any tier, must make determinations of suitability before employees, volunteers, contractors or consultants may interact with minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

70. Requirements related to System for Award Management and unique entity identifiers. Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

Subrecipient also must comply with applicable restrictions on subawards to first-tier sub-subrecipients, including restrictions on subawards to entities that do not acquire and provide (to Subrecipient) the unique entity identifier required for SAM registration.

The details of Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Requirements related to System for Award Management (SAM) and unique entity identifiers), and are incorporated by reference here.

71. Termination or suspension. The Director of NMCVRC upon a finding that there (1) has been substantial failure by the subrecipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, (2) has been failure by the subrecipient to make satisfactory progress toward the goals, objectives, or strategies set forth in the application, or (3) have been project changes proposed or implemented by the subrecipient to the extent that, if originally submitted, the application would not have been selected for funding, will terminate or suspend until the Director is satisfied that there is no longer such failure or changes, all or part of the award, in accordance with the provisions of 28 C.F.R. Part 18, as applicable mutatis mutandis. The federal regulation providing uniform rules for termination of grants and cooperative agreements is 2 C.F.R. 200.340.
72. Ongoing compliance with statutory certifications. Subrecipient agrees that compliance with the statutory certification requirements is an ongoing responsibility during the Award period and that, at a minimum, a hold may be placed on Subrecipient's funds for noncompliance with any of the requirements of 34 U.S.C. 10449 (regarding rape exam payments), 34 U.S.C. 10449(e) (regarding judicial notification), 34 U.S.C. 10450 (regarding certain fees and costs), and 34 U.S.C. 10451 (regarding polygraphing of sexual assault victims).



STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
FY 2025 STOP Violence Against Women Act Formula Grant Special Conditions

Noncompliance with any of the foregoing may also result in termination or suspension of the Award or other remedial measures, in accordance with applicable laws and regulations.

73. Match requirement. Subrecipient agrees that the federal share of a grant made under the STOP Formula Program may not exceed 75 percent of the total costs of the total projects described in the application, including administrative costs. Victim service providers receiving STOP subawards for the purpose of providing victim services and Tribes receiving STOP subawards will not be required to provide matching dollars. If Subrecipient is a victim service provider that is a nonprofit organization, Subrecipient must be a nonprofit organization as described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from taxation under section 501(a) of that Code. Subrecipients that are not exempt victim service providers will provide no less than 25 percent matching funds for subaward unless granted a match waiver by CVRC.
74. Limitation on use of funds for awareness and public education. Subrecipient agrees that its Award may not be used to conduct public awareness or community education campaigns or related activities to broadly address domestic violence, dating violence, sexual assault or stalking. If it is within the scope of work, funds may be used to support, inform, and provide outreach about available services.
75. Prohibition on tort litigation. In accordance with 34 U.S.C. 12291 (b) Subrecipient agrees to not use funds under the STOP Program to fund civil representation in a lawsuit based on a tort claim. This paragraph should not be construed as a prohibition on providing assistance to obtain restitution in a protection order or criminal case.
76. Limitation on use of funds to approved activities. The Subrecipient agrees that grant funds will be used only for the purposes described in the Subrecipient's application, unless NMCVRC determines that any of these activities are out of scope or unallowable. The Subrecipient must not undertake any work or activities that are not described in the Subrecipient's application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval from NMCVRC.

All guidelines as described in the STOP VAWA Program Guidelines must be followed. The above may be waived with written approval. The above Special Conditions become part of the Award and are accepted by Subrecipient.

Organizations which do not adhere to these Special Conditions, will be in violation of the terms of this Grant, and the STOP VAWA Formula Award will be subject to appropriate administrative action, including withholding of funds or possible termination of the Grant Award.

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Grant Award as of the date of the signature of the required approval authorities below.

CITY OF SANTA FE:

RATIFIED ON THIS DATE: 09/25/2024
BY:

Layla Archuletta Maestas
Layla Archuletta Maestas (Aug 1, 2024 15:53 MDT)
JOHN BLAIR, CITY MANAGER

Alan Webber
Alan Webber (Sep 26, 2024 15:12 MDT)
ALAN WEBBER, MAYOR
SIGNED PURSUANT TO SFCC 11-4(F)(2)

DATE: Aug 1, 2024

DATE: Sep 26, 2024

ATTEST:

GERALYN CARDENAS
GERALYN CARDENAS, INTERIM CITY CLERK
XIV

CITY ATTORNEY'S OFFICE:

Assistant City Attorney
Jul 31, 2024
ASSISTANT CITY ATTORNEY

FINANCE:

Emily K. Oster
EMILY OSTER, FINANCE DIRECTOR

Signature: *Marcella Apodaca*

Email: maapodaca1@santafenm.gov

Signature: *Maria Tucker*

Email: metucker@santafenm.gov



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 07/23/2024

Project Title: STOP Violence Against Women Grant Program

Project Type: CIP Grant Internal Tracking

Department: Community Health and Safety Project Manager: Julie Sanchez Ext: 6678

Project Date Range: 07/01/2024 to 06/30/2024 Create Fixed Asset

Project ID: COM2524001

Grant ID: F2510

Approved By: MB 07/30/2024

(Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: CVRC STOP VAWA GRANT % of Funding: _____

MUNIS ORG: 2400122 MUNIS OBJ: 490555 Awarded Amount: \$63,938

Funding Source: Local Match % of Funding: _____

MUNIS ORG: 2560122 MUNIS OBJ: _____ Awarded Amount: \$21,313

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Please see attached document

Grants Only (list all grants if applicable):

Grantor Name: DOJ-VAWA 15JOVW-23-GG-00591 Awarded Amount: 63938.00

AR Charge Code: 2400122.490555 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: DOJ VAWA/P.THURU NM CVRC Federal CFDA (if applicable): 16.588

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation

Signature: Matthew Bonifer
Matthew Bonifer (Jul 30, 2024 15:09 MDT)

Email: mtbonifer@santafenm.gov

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME	DATE
Community Health and Safety/Communitiy Services/Youth and Family Services Division	8/21/2024

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				<i>{enter as <u>positive</u> #}</i>	<i>{enter as <u>negative</u> #}</i>
Domestic Violence Response Team - Domestic Violence Response Specialist (Salaries)	2400122	500110	COM2524001	39305	
Domestic Violence Response Team - Domestic Violence Response Specialist (FICA/Medicare)	2400122	503100	COM2524001	3007	
Domestic Violence Response Team - Domestic Violence Response Specialist (Retirement/PERA)	2400122	503150	COM2524001	8858	
Domestic Violence Response Team - Domestic Violence Response Specialist (Med/Life)	2400122	503200	COM2524001	10601	
Domestic Violence Response Team - Domestic Violence Response Specialist (Retiree Health Care)	2400122	503250	COM2524001	786	
Domestic Violence Response Team - Domestic Violence Response Specialist (Workers Comp)	2400122	503350	COM2524001	393	
Domestic Violence Response Team - Domestic Violence Response Specialist (Dental)	2400122	503400	COM2524001	367	
Laptop/Cell phone (Operating Supplies)	2400122	530200	COM2524001	621	
<u>REVENUES</u>				<i>{enter as <u>negative</u> #}</i>	<i>{enter as <u>positive</u> #}</i>
DOJ - VAWA 15JOVW,23.GG,00591 DV FOR (FY25)	2400122	490555	COM2524001	(63,938)	
JUSTIFICATION: <i>(use additional page if needed)</i> --Attach supporting documentation/memo				0	\$ -

NM CVRC VAWA GRANT AWARD FOR DOMESTIC VIOLENCE SERVICES FY25

	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
		Fund Balance
	Fund(s) Affected	Increase/(Decrease)
	TOTAL:	0

Sierra Vigil-Trujillo <small>Prepared By {print name}</small>	8/21/2024 <small>Date</small>	{Use this form for Finance Committee/ City Council agenda items ONLY}	<i>Andy Hopkins</i>	Sep 20, 2024 <small>Date</small>
Maria Tucker (Sep 23, 2024 09:19 MDT)	08/22/24 <small>Date</small>	CITY COUNCIL APPROVAL <small>City Council</small> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px 0;"></div> <small>Approval Date</small> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px 0;"></div> <small>Agenda Item #:</small>	Budget Officer	<small>Date</small>
Maria Tucker (Sep 23, 2024 09:19 MDT)	Sep 23, 2024 <small>Date</small>	Finance Director {≤ \$5,000}	City Manager {≤ \$60,000}	<small>Date</small>

Signature: *Marcella Apodaca*

Email: maapodaca1@santafenm.gov

Signature: 
Maria Tucker (Sep 9, 2024 16:45 MDT)

Email: metucker@santafenm.gov

Signature: 
XAVIER VIGIL (Sep 26, 2024 15:05 MDT)

Email: xivigil@santafenm.gov







24-0486 NM Crime Victims Reparations Commission - Ratification

Final Audit Report

2024-09-26

Created:	2024-09-26
By:	XAVIER VIGIL (xivigil@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFVxnT0eJRCGlapTEm4n_Jx2o0xXx0rPq

"24-0486 NM Crime Victims Reparations Commission - Ratification" History

-  Document created by XAVIER VIGIL (xivigil@santafenm.gov)
2024-09-26 - 9:02:46 PM GMT- IP address: 63.232.20.2
-  Document e-signed by XAVIER VIGIL (xivigil@santafenm.gov)
Signature Date: 2024-09-26 - 9:05:47 PM GMT - Time Source: server- IP address: 63.232.20.2
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