

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**VOCA 2021-2022**  
**Organization: City of Hollywood Police Department**  
**Grant No.: VOCA-2021-City of Hollywood Police -00169**  
**Applicant Information**

**Provide the legal name of the Applicant Agency. If awarded funding, this information will be used for contract purposes.**

City of Hollywood Police Department

Federal Data Universal Numbering System (DUNS) Number: 945147262

Federal Employee Identification Number (FEIN): 596000338

Registered with the System of Award Management (formally CCR)? Yes

<b>Agency Director:</b>	Prefix (Mr., Ms., Dr., etc.)	Chief	Title:	Chief of Police
Name:	Chris O'Brien			
Telephone #:	(954) 967-4300		Fax #:	(954) 967-4313
Mailing Address: (Street, P.O. Box, etc.)	3250 Hollywood Blvd			
City:	Hollywood		State:	Florida
Zip Code:	33021-6967			
Email Address:	cobrien@hollywoodfl.org			

<b>Performance Report Contact:</b>	Prefix (Mr., Ms., Dr., etc.)	Sergeant	Title:	Sergeant
Name:	Cathy Marano			
Telephone #:	(954) 967-4411		Fax #:	(954) 967-4410
Mailing Address: (Street, P.O. Box, etc.)	3250 Hollywood Blvd			
City:	Hollywood		State:	Florida
Zip Code:	33021-6967			
Email Address:	cmarano@hollywoodfl.org			

<b>Financial Contact:</b>	Prefix (Mr., Ms., Dr., etc.)	Ms.	Title:	Director Financial Services
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**Applicant Information**

Name: Melissa Cruz

Telephone #: (954) 921-3231 Fax #: (954) 921-3064

Mailing Address: 2600 Hollywood Blvd  
(Street, P.O. Box,  
etc.)

City: Hollywood State: Florida

Zip Code: 33020-4807

Email Address: mcruz@hollywoodfl.org

I acknowledge that I have read, understand, and agree to the conditions set forth in the Victims of Crime Act (VOCA) Grant Application, Instructions and the VOCA Rules for the duration of the grant period. I certify that the information contained in this application is true, complete and correct.

I acknowledge that the applicant agency, if awarded a VOCA grant, will comply with Federal Rules Regulating Grants and State Criteria. Subrecipients must comply with the applicable provisions of VOCA, the VOCA Rules, the requirements of the OJP Financial Guide, effective edition, and all laws, rules and regulations applicable to expenditures of State funds including the Reference Guide for State Expenditures. Subrecipients must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit. Subrecipients will abide by any additional eligibility or service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested.

**PUBLIC AGENCIES ONLY:** I hereby certify that pursuant to the VOCA Rules, grant funds will be used to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available for crime victim services.

**Signature of Agency Director:** Micheline Vitale for Chris O'Brien **Date:** January 26, 2021 7:36AM

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**Agency Eligibility**

**1) Identify which of the following categories best describes the applicant agency:**

Public

**2) Describe the type of implementing agency (choose only one category):**

✓

**Government Agencies Only (choose one from the drop-down menu):**

Law Enforcement

Describe Other:

**Campus Organizations Only (choose one from the drop-down menu):**

Describe Other:

**Non-profit Organization Only (choose one from the drop-down menu):**

**Federally Recognized Tribal Governments, Agencies, and Organizations Only  
(choose one from the drop-down menu):**

Describe Other:

**3) Judicial circuit to be served:**

Seventeenth

**4) Subgrantee Agency Service Area(s) (List the counties that cover the service area of your organization);**

Broward County

**5) List the total population of the service area:**

1,952,778

**6) Describe the geographic characteristics of the service area (choose one from the drop-down menu):**

Urban

**7) Congressional District(s) served:**

20th

22nd

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**Agency Eligibility**

- 8) **Describe the purpose of the Proposed VOCA sub award: (choose one from the drop-down menu):**  
Continue a VOCA funded victim project funded in a previous year
- 9) **Funds will primarily be used to (choose one from the drop-down menu):**  
Continue existing services to crime victims
- 10) **Is the applicant organization faith-based? (choose one from the drop-down menu):**  
No
- 11) **Include the address of the location(s) victim services will be provided:**  
3250 Hollywood Blvd  
Hollywood FL 33021
- 12) **Provide the agency's website address:**  
[www.hollywoodpolice.org](http://www.hollywoodpolice.org)

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**Certification Regarding Debarment**

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
  
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
  
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
  
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
  
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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**Certification Regarding Debarment**

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which the transaction originated may pursue available remedies, including suspension and/or debarment.

**U. S. DEPARTMENT OF JUSTICE**  
**OFFICE OF THE COMPTROLLER**  
**OFFICE OF JUSTICE PROGRAMS**

**Certification Regarding**  
**Debarment, Suspension, Ineligibility and Voluntary Exclusion**  
**Lower Tier Covered transactions**  
(Sub-Recipient)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67.510. Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 B 19211).

- 1) The prospective lower tier participant certifies, by submission of the proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**Certification Regarding Debarment**

Micheline Vitale for Dr. Wazir A. Ishmael, City Manager  
Name and Title of Authorized Official

✓

Signature of Authorized Official

January 11, 2021 2:59PM

Date Signed

City of Hollywood Police Department  
Name of Organization

3250 Hollywood Blvd  
Address of Organization

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**Special Conditions Certification**

**Victims of Crime Act (VOCA) Section 539, Consolidated and Further Continuing Appropriations Act, 2013, Special Conditions Certification Form**

Section 539 of the Consolidation and further Continuing Appropriations Act, 2013 provides the following requirement:

**Computer Network Requirement**

The Agency understands and agrees that:

a) No award funds may be used to maintain or establish a computer network system unless such network blocks the viewing, downloading, and exchanging of pornography, and

b) Nothing in item (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

\* Each agency must have some type of blocking software, if their networks are supported ("maintained") by VOCA funds;

\* This includes the purchase of new computer equipment (computers, monitors and printers), or software of any kind (new and/or updates) for the computer network system.

**AGENCY CERTIFICATION:**

✓ VOCA funding is **NOT USED** to maintain or establish a computer network system.

OR

VOCA funding is **USED** to maintain or establish a computer network system. However, the computer network system is (select one below):

**Is currently** blocking the viewing, downloading, and exchanging of pornography, or

**Is not able** to block the viewing, downloading and exchanging of pornography.  
Anticipated date of blocking software purchase (fill in date), or

Exempt because organization is a Federal, State, tribal, or local law enforcement agency, or an entity carrying out criminal investigations, prosecutions, or adjudication activities.

Agency Name: City of Hollywood Police Department

Name of Authorized Official: Micheline Vitale for Dr. Wazir A. Ishmael, City Manager

Signature and Title of Authorized Official: ✓



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**Special Conditions Certification**

Date of Certification: 1/11/2021

OAG Staff Only:

Approved

Not Approved

Approved By

January 11, 2021 3:00PM

Date Approved

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**Standard Assurances**

**U.S. Department of Justice**  
**Office of Justice Programs**  
**Office for Victims of Crime**  
**AWARD CONTINUATION**  
**SHEET**  
**Grant**

1. Requirements of the award; remedies for non-compliance 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 recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/Legal Notices-AwardReqts.htm](http://ojp.gov/funding/Explore/Legal%20Notices-AwardReqts.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurance or certifications submitted by or on behalf of the recipient 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 a certification or assurance related to conduct during the award period—may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the 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 also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or -unenforceable by its terms, that provision shall first be applied with a limited construction so as 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.

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2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

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

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

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

5. Requirements related to “de minimis” indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the “de minimis” indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The “de minimis” rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate), in writing of the potential duplication, and, if so requested by the DOJ awarding agency and/or OAG, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

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

The recipient 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 the currency of information in SAM.

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

The details of the recipient’s obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by the reference here.

This condition does not apply to an award, to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

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8. Employment eligibility verification for hiring under the award

1. The recipient (and any "subrecipient" at any tier) must—

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provision of 8 U.S.C. 1324a(a) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both—

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

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For purposes of this condition, persons “who are or will be involved in activities under this award” specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

**B. Employment eligibility confirmation with E-Verify**

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a “Tentative Nonconfirmation” or a “Final Nonconfirmation”) to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. “United States” specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

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

The recipient (and any “subgrantee” at any tier), must have written procedures in place to respond in the event of an actual or imminent “breach” (OMB M-17-12) if it (or a subrecipient) – (1) creates, collects ,uses, processes, stores, maintains, disseminates, discloses, or disposes of “personally identifiable information (P11)” (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a “Federal information system” (OMB Circular A-130). The recipient’s breach procedures must include a requirement to report actual or imminent breach of P 11 to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

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10. All subawards (“subgrants”) must have specific federal authorization

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

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

11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient (“subgrantee”) at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that—for purposes of federal grants administrative requirements—OJP considers a procurement “contract” (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

12. Unreasonable restrictions on competition under the award; association with federal government SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in Part) by this award, whether by the recipient or by a subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).
1. No discrimination, in procurement transactions, against associates of the federal government Consistent with the (DOJ) Part 200 Uniform Requirements-including as set at 2 C.F.R. 200.300 (requiring awards to be “manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements”) and 200.319(a) (generally requiring “[a]ll procurement transactions [to] be conducted in a manner providing full and open competition” and forbidding practices “restrictive of competition,” such as “[p]lacing unreasonable requirements on firms in order for them to qualify to do business” and taking “[a]ny arbitrary action in the procurement process”) – no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity’s status as an “associate of the federal government” (or on the basis of such person or entity’s status as a parent, affiliate, or subsidiary of such an associate), except as expressly

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set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

**2. Monitoring**

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

**3. Allowable costs**

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

**4. Rules of construction**

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government – as an employee, contractor or subcontractor (at any tier), grant recipient or "subrecipient (at any tier), agent, or otherwise – in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

**13. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)**

The recipient, and any subrecipient ("subgrantee") 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 recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

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

**14. Determination of suitability to interact with participating minors**

SCOPE. The 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 the recipient, or subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain



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individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Expore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

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

The recipient, and any subrecipient ("subgrantee") at any tier, 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 (currently, as section 3.10 of "Postaward Requirements" in the DOJ Grants Financial Guide").

16. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

17. OJP Training Guiding Principles

Any training or training materials that recipient—or any subrecipient ("subgrantee") at any tier—develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

18. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ award agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

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19. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the performance of this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

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

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

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

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

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

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

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

23. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awards by OJP may not be used by the recipient, or any subrecipient ("subgrantee") 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. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes

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certain activities that otherwise would be barred by law).

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any 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 a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

24. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020). The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

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

The recipient, and any subrecipients ("subgrantees") must promptly refer to 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— (1) submitted a claim that violates the False Claim Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by—(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) 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; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

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

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

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement

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contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which related to classified information), Form 4414 (which related to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient—

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, 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.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both—

a. it represents that—

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of 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

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agency.

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

The recipient (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 recipient 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 recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

28. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Message While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

29. Requirements to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

30. The Victims of Crime Act (VOCA) of 1984 states that VOCA funds are available during the federal fiscal year in which the award was actually made, plus the following three fiscal years. At the end of this period, VOCA funds will be deobligated. OJP has no discretion to permit extensions beyond the statutory period (E.g., VOCA funds awarded in FY 2020, are available until the end of FY 2023).

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31. Discrimination Findings

The recipient assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the recipient will forward a copy of the findings to the Office for Civil Rights of OJP.

32. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

a) be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);

b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and

c) be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

33. The recipient authorizes the Office for Victim of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, papers, or documents related to this grant.

34. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

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35. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

36. The recipient must receive and engage in any training and technical assistance activities recommended by the Office for Victims of Crime.

Agency Name:	City of Hollywood Police Department
Name of Authorized Official:	Micheline Vitale for Dr. Wazir A. Ishmael, City Manager
Signature of Authorized Official:	✓
Date Signed:	January 11, 2021 3:09PM

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**VOCA 2021-2022**  
**Organization: City of Hollywood Police Department**  
**Grant No.: VOCA-2021-City of Hollywood Police -00169**  
**EEOP Certification Form**

**Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements**

Carefully read the instructions below and then complete the applicable section for your agency.

**Recipient's Name:** City of Hollywood Police  
Department

**DUNS Number:** 945147262

**Address:** 3250 Hollywood Blvd, Hollywood, Florida, 33021-6967

**Grant Title:** VOCA 2021

**Grant Number:** VOCA-2021-City of Hollywood Police  
-00169

**Requested Award Amount:** \$85,018.99

**Name and Title of Contract Person:** Chief Chris O'Brien Chief of Police

**Telephone Number:** (954) 967-4300

**E-Mail Address:** cobrien@hollywoodfl.org

**Section A - Declaration Claiming Complete Exemption from the EEOP Requirement**

*Please check all the following boxes that apply:*

Recipient has less than fifty employees.

Recipient is an educational institution.

Recipient is a nonprofit organization.

Recipient is a medical institution.

Recipient is an Indian tribe.

Recipient is receiving an award less than  
\$25,000.

I, [responsible official],  
certify that [recipient] is  
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.  
I further certify that [recipient]  
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the  
delivery of services.

✓ **Section B - Declaration Claiming Exemption from the EEOP Submission Requirement and  
Certifying that an EEOP is on File for Review**

*If a recipient agency has fifty or more employees and is receiving a single award or subaward of  
\$25,000 or more, but less than \$750,000, then the recipient agency does not have to submit an EEOP  
to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):*

I, Tammie L. Hechler *[responsible official]*,  
certify that City of Hollywood Police Department *[recipient]*,  
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or  
more, but less than \$750,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt.



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**EEOP Certification Form**

E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

City of Hollywood Office of Human Resources [organization],  
2600 Hollywood Blvd, Hollywood, FL 33020 [Address].

**Section C - Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review**

*If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$750,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.*

I, *[responsible official]*,  
certify that *[recipient]*,  
which has fifty or more employees and is receiving a single award of \$750,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on *[date]* to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Micheline Vitale for Tammie L. Hechler, Human Resources Director  
*Name and Title of Authorized Official*

✓

*Signature of Authorized Official*

January 26, 2021 7:38AM

*Date Signed*

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**Organization: City of Hollywood Police Department**  
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**Related Parties Questionnaire**

**Agency Name:** City of Hollywood Police Department

- 1) Are there currently any family relationships that exist between the board of directors, the agency's principal officers, the agency's employees, and any independent contractors? No

If yes, describe any and all family relationships that exist and indicate if your agency has a related parties policy.

- 2) Are you aware of any interests, direct or indirect, that exist with the current board of directors, the current agency principal officers, the current agency employees, or any current independent contractors in the following area?

- A) Sale, purchase, exchange, or leasing of property? No  
B) Receiving or furnishing of goods, services, or facilities? No  
C) Transfer or receipt of compensation, fringe benefits, or income or assets? No  
D) Maintenance of bank balances as compensating balances for the benefit of another? No

If yes to any above, describe any and all interests that you are aware of at this time.

- 3) Are any current board of directors, current agency's principal officers, current agency's employees, or any current independent contractors indebted to the agency? No

If yes, describe any and all family relationships that exist and indicate if your agency has a related parties policy.

- 4) Have any current board of directors, current agency principal officers, current agency employees, or any current independent contractors misappropriated assets or committed other forms of fraud against the agency? No

If yes, describe any and all family relationships that exist and indicate if your agency has a related parties policy.

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**Organization: City of Hollywood Police Department**

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**Related Parties Questionnaire**

By signing this form, I hereby certify that the information contained in this questionnaire is true and accurate to the best of my knowledge and belief. I acknowledge my obligation to notify the Office of the Attorney General VOCA Grant Manager for this contract of any changes to the information provided.

Micheline Vitale for Dr. Wazir A. Ishmael, City Manager

Name and Title of Authorized Official

✓

Signature of Authorized Official

January 11, 2021 3:24PM

Date Signed

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**

**VOCA 2021-2022**

**Organization: City of Hollywood Police Department**

**Grant No.: VOCA-2021-City of Hollywood Police -00169**

**VOCA Personnel Budget: VICTIM ADVOCATE 1**

**Agency Name:** City of Hollywood Police Department

Complete the table below and provide information about each position requested. In the Budget Narrative section indicate if the salary/benefit expenses listed include costs that are anticipated during the 12 month period. For example, raises and increases in benefit costs, as well as any other information needed to support the request.

Provide a job description for all proposed VOCA-funded staff and indicate the percentage of time by each job duty. Failure to provide VOCA allowable job descriptions may result in a reduction to your request. The job description must reflect VOCA allowable activities that are equal to or greater than the percentage of the position that is VOCA funded.

RATE: A percentage should be indicated for those benefits that are calculated by using a percentage of the gross salary, e.g., retirement is often calculated in this manner.

**Personnel:**

	Total Actual Cost (from chart below)	Total Amount VOCA Funded	Percent VOCA Funded	VOCA Funded FTE
Position: VICTIM ADVOCATE	\$85,018.99	\$85,018.99	100%	1.00

Personnel Narrative: The Victim Advocate assists at crime scene, determines the physical needs of the victim and/or his/her family, refers crime victim to appropriate community resource agencies.

Sub-Total	\$85,018.99	\$85,018.99		1
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**Agency Contribution for Personnel Expenses** \$0.00

**Pay Schedule: (choose one from the drop-down menu)** Bi-Weekly

Position Number: 1

Hours per week = 40  
Hourly Rate = \$20.78

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$43,222.40		\$43,222.40	\$1,662.40
FICA		7.65%	\$3,306.51	\$127.17
Retirement		68.81 %	\$29,741.33	\$1,143.90

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**VOCA Personnel Budget: VICTIM ADVOCATE 1**

Health Ins.		\$8,520.72	\$327.72
Life Ins.		\$0	\$0
Dental Ins.		\$228.02	\$8.77
Workers Comp	0%	\$0	\$0
Unemployment	0%	\$0	\$0
(1st \$7K)			
Other:			\$0
	TOTAL	\$85,018.99	\$3,269.96

Explanation (if applicable):

Is this position used as a matching expense Y/N?

No

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**VOCA Contractual/Fee for Service Budget**

**Agency name:** City of Hollywood Police Department

For each contractual service listed, include a description of the service to be provided, the business name of the contractor, the cost per unit of service, and the estimated units of service to be used. Indicate in the narrative section how the number of services requested was determined. Also, give a description of a unit of service, e.g., a 60 minute unit of legal services, a 60 minute individual therapy session, and a 90 minute group therapy session.

Therapy must be requested at a maximum of the following rates, per 15 minute increment/unit:

Individual Therapy- \$25 per unit  
Family Therapy- \$12.25 per unit/per person  
Group Therapy- \$8 per unit/per person

**EXAMPLE - Budget Narrative:**

Therapy, Inc., will provide therapy for adult survivors of incest. It is anticipated that this service will be used approximately 10 times during the year.

**Contractual Services - Contracts for specialized services:**

Name of Business or Contractor / Budget Narrative	Cost Per Unit of Service	Estimated Units of Service	Total
Name of Business or Contractor:			
Budget Narrative:			
Contractual Subtotal			\$0

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**Organization: City of Hollywood Police Department**  
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**VOCA Equipment Budget**

**Agency Name:** City of Hollywood Police Department

Items included in this section must be furniture and/or equipment costing \$2,500 or more. If awarded funds in this category, prior approval is required before purchasing items. Provide a justification for the equipment purchase requests.

**EXAMPLE - Narrative Response:**

The computer will increase the advocate's ability to reach and better serve crime victims. The cost listed above is for a complete computer package which includes the computer, monitor, software and printer.

ALL EQUIPMENT PURCHASES MUST BE PRE-APPROVED PRIOR TO THE ACTUAL PURCHASE

**Equipment:**

Description of Equipment and a Budget Narrative	Number	Cost Per Item	Total
Description of Equipment:			
Budget Narrative:			
Equipment Subtotal			\$0

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**VOCA Operating Budget**

**Agency name:** City of Hollywood Police Department

Office supplies such as paper, pencils, toner, printing, books, postage, transportation for victims; monthly service costs for telephone or utilities; staff travel (for direct service to crime victims only), etc. Furniture and equipment costing less than \$2,500 should be requested from this budget category. In the narrative section, provide a brief description of the operating expenses and note if the cost is pro-rated. Indicate how the number and cost of services requested were determined (by FTE? by % use? by sq/ft?).

EXAMPLE- Narrative Response:

The Victim Advocate will need monthly telephone service calculated at \$20 per month, which is the standard rate budgeted for new positions in this agency.

**Operating:**

Description of Operating Cost and a Budget Narrative	Number	Cost Per Item	Total
Description of Operating Cost:			
Budget Narrative:			
Operating Subtotal			\$0



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**VOCA 2021-2022**  
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**VOCA Training Budget**

**Agency Name:** City of Hollywood Police Department

Training requested must be to enhance delivery of victim services.

Travel associated with training must adhere to the State of Florida Travel Rules.

If awarded funds in this category, additional information will be required prior to incurring costs associated with training.

The narrative should include the name and detailed information on the training and a justification for how it will enhance

direct services to crime victims. VOCA funds will only reimburse registration, lodging and travel.

**Florida Administrative Rules related to travel expenses:**

[Click Here](#)

**Section 112.061, Florida Statutes- Travel Expenses:**

[Click Here](#)

**Reference Guide for State Expenditures:**

[Click Here](#)

**Training Expenses:**

Description of Training Expenses and a Budget Narrative	Number	Cost Per Item	Total
Description of Training Expenses:			
Budget Narrative:			
Training Subtotal			\$0

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**VOCA 2021-2022**  
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**Grant No.: VOCA-2021-City of Hollywood Police -00169**  
**VOCA Match Budget: POLICE SERGEANT**

**Agency Name:** City of Hollywood Police Department

Program Match: The VOCA Rules require that all proposals provide a 20% match of the total VOCA project. Total VOCA Project is defined as the VOCA Budget Request plus the Program Match. Match funds are subject to the same restrictions that govern VOCA grant funds, i.e., the source of program match must be a VOCA-allowable expenditure. Training is not approved as a matching contribution.

To determine the amount of match required by the VOCA Rules for the proposed VOCA project, divide the total amount of the VOCA Budget Request by four. The result is the amount of the program match. For example, if the VOCA Budget Request is \$30,000, then divide \$30,000 by four which equals \$7,500. In this case, the required match is \$7,500 which equals 20% of the total VOCA project. The following further illustrates the program match requirement:

\$30,000
<u>+ \$7,500</u>
\$37,500

Allowable match funds may include, but are not limited to, volunteers, staff salaries, rent, equipment, operating costs, etc. Federal funds from other sources cannot be used for VOCA match. Match used for the VOCA project cannot be used as match for any other grant. Do not over report match, i.e., do not provide match in excess of 20% of the total VOCA project. Match may be provided as either cash or in-kind or a combination of cash and in-kind as follows:

**Cash Match:** A cash match is any cost component that is included in the agency's overall budget as it applies to the provision of direct services for victims of crime, i.e., staff providing direct victim services, travel related to the delivery of direct victim services, rent paid by the agency for the portion of the program providing direct victim services, etc. If the agency pays for the expense, then it may be used as a cash match.

**In-Kind Match:** An in-kind match includes donated items or services that benefit the program but which do not have a dollar value assigned for budgeted purposes. For example, programs may use volunteer hours as match. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant agency. If the required skills are not found in the applicant agency, the rate of compensation must be consistent with the labor market. Programs may use items donated by other programs or individuals as in-kind match, i.e., rent and utilities used for the provision of direct services to victims and donated by another source outside the agency.

The Program match section is an itemized description by budget category of proposed matching contributions. The budget categories are personnel, contractual services, equipment and operating expenses. Provide a detailed (itemized) list and a budget narrative for each budgeted category. Indicate the funding source and indicate if it is a cash or in-kind match. Do not over report required match. Unless otherwise approved by the OAG, reported match must be consistent with the monthly reimbursement request.

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**VOCA Match Budget: POLICE SERGEANT**

Match Narrative: Describe in detail the type of Match, whether cash or in-kind, the budget category, etc. Submit the same detailed information for match as provided for VOCA funded items. If match is in the personnel category for paid staff complete the table below (attach additional page(s) if needed) and provide the total salary and benefits and percentage. Attach job descriptions for all paid staff and/or volunteers reported as Match. Job descriptions must reflect VOCA allowable activities that are equal to or greater than the percentage of the position that is reported as Match. Failure to provide VOCA allowable job descriptions may result in a reduction to your request.

**EXAMPLES- Match Narrative:**

Our agency utilizes volunteers who provide direct services to victims of crime, such as intake clerks, clerical (types reports and calls victims) and victim advocates. The agency anticipates using volunteers at the equivalent of 20 - 23 hours per week x 52 weeks x \$5.15 for a match of \$5,698.

\* Only those agencies with an established volunteer component are eligible to utilize volunteers as match.

The agency rents office space from the Global Company at \$14,400 annually and the agency's pro-rated portion for office space for volunteers and supervisor of the victim advocate would be approximately 19% (or \$234 per month) x 12 months = \$2,807.

Approximately 5% of the Victim Advocate Supervisor position will be utilized to provide supervision for the victim advocate position. The supervisor's total salary and benefits equal \$32,000.

Program Match Description	Funding Source May not be derived from Federal Dollars	Cash or In-Kind	Budget Category	Match Amount
POLICE SERGEANT	Local, Public or Private	Cash	Personnel	\$21,254.75
Match Sub-Total				\$21,254.75

Budget Narrative: Cost of Sergeant position with a 7.6532%

VOCA FTE %	0.0765%			
Hours per week =	40	RATE	Employer Cost	Reported Match =
Hourly Rate =	\$55.59			7.6532%
Annual Gross Salary	\$115,627.20		\$115,627.20	\$8,849.18
FICA		7.65%	\$8,845.48	\$676.96
Retirement		110.38%	\$127,629.30	\$9,767.73
Health Ins.			\$25,391.86	\$1,943.29
Life Ins.			\$0	\$0
Dental Ins.			\$228.02	\$17.45
Workers Comp		0%	\$0	\$0
Unemployment		0%	\$0	\$0
Other				\$0
TOTAL			\$277,721.86	\$21,254.61

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**VOCA 2021-2022**

**Organization: City of Hollywood Police Department**

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**VOCA Match Budget: POLICE SERGEANT**

Explanation (if applicable):

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**VOCA Budget Request**

Budget Summary By Category		Total VOCA Budget Request	Total VOCA Approved Budget
Personnel (10A)		\$85,018.99	
Contractual Services (10B)		\$0	
Equipment (10C)		\$0	
Operating Expenses (10D)		\$0	
Training Expenses (10E)		\$0	
Total		\$85,018.99	\$0
Required Match Part 11			\$21,254.75
Total paid staff for agency's victim services program (total number of full-time equivalent staff (FTE) for the current fiscal year):			1.5
Number of staff requested from VOCA, expressed in FTE's:			1
Number of staff requested as matching expenses, expressed in FTE's:			0.08
Total staff requested, expressed in FTE's:			1.0765
Child Abuse			\$0
(Include services for child physical abuse/neglect and child sexual assault/abuse)			
Domestic and Family Violence			\$0
Adult Sexual Assault			\$0
Underserved			\$0
(includes DUI/DWI crashes, survivors of homicide victims, assault, adults molested as children, elder abuse, victims with disabilities, robbery, other violent crimes)			
MATCH (financial support from other sources)			
Value of in-kind match			
Cash match	\$21,254.75		
Total match	\$21,254.75		
Match waiver	No		

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**Funding Source Chart**

Applicants must provide information that demonstrates community support of its services; financial support from non-federal sources; non-federal resources for the required 20% program match (unless in-kind match is utilized); and, if a new program, shows that 25-50% of the total financial support is from non-federal sources.

**Budget and Staffing**

Provide the amount of funding that is allocated to victim services within the applicant agency for the current fiscal year and the amount requested for the proposed VOCA project. Do not report the entire agency budget, unless the entire budget is devoted to victim services programs. Round amounts to the nearest dollar, and include all expenses which are budgeted for the victim services program (i.e., personnel costs which include salaries for directors, clerical/support staff, victim advocates, counselors, etc.; training costs; equipment such as computers, fax machines, printers, copiers, telephones, and furnishings, etc.; operating costs such as utilities, postage, printing, office supplies, travel, counseling supplies, etc.). Please note: Do not include in-kind match.

What is the fiscal year of your sub grantee agency?  
 (choose one from the drop-down menu to the right)  
 Other Defined:

October 1 to September 30

<b>Funding Source</b>	<b>Agency Total Victim Services Budget (Current Fiscal Year)</b>	<b>Proposed VOCA Project Budget</b>
Federal Funding *Describe below		
VOCA Grant Request (excluding match)		\$85,018.99
State Funds		
Local, Public or Private Funds		\$21,254.75
Other:		
Totals	\$0	\$106,273.74

\*For the judicial circuit you are requesting funding with this application

\* If the applicant agency currently receives federal funding for victim services, indicate the source(s) and the use of those funds. (Response is limited to 1000 characters.) If this is not applicable, please indicate "N/A."

N/A

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**Use of VOCA and Match Funds**

INSTRUCTION: For this request, check the category of service and subcategory that best identifies the types of services or activities that will be provided by the VOCA-funded project as described below.

Note: Report only those program activities that will be implemented with VOCA and Match funds .

**Check all that apply**

**INFORMATION & REFERRAL**

- |   |   |
|---|---|
| ✓ Information about the criminal justice process                    | ✓ Referral to other victim service programs   |
| ✓ Information about victim rights, how to obtain notification, etc. | Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.) |

**PERSONAL ADVOCACY/ACCOMPANIMENT**

- |   |  |
|---|--|
| ✓ Victim advocacy/accompaniment to emergency medical care   | Performance of medical forensic exam or interview, or medical evidence collection                          |
| Victim advocacy/accompaniment to medical forensic exam  | ✓ Immigration assistance (e.g. special visa, continued presence application, and other immigration relief) |
| ✓ Law enforcement interview advocacy/accompaniment  | ✓ Intervention with employer, creditor, landlord, or academic institution                                  |
| ✓ Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness) | ✓ Child and/or dependent care assistance (provided by agency)  |
| ✓ Criminal advocacy/accompaniment   | ✓ Transportation assistance (provided by agency)   |
| ✓ Civil advocacy/accompaniment (includes victim advocate assisting with protection orders)                                | ✓ Interpreter services   |
| ✓ Individual advocacy (assistance in applying for public benefits, return of personal property or effects)                | ✓ Assistance with victim compensation  |

**EMOTIONAL SUPPORT OR SAFETY SERVICES**

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**Use of VOCA and Match Funds**

- |   |   |
|---|---|
| ✓ Crisis intervention (in-person, includes safety planning, etc.) | Therapy (traditional, cultural, or alternative healing: art, writing, or play therapy; etc.)  |
| Hotline/crisis line counseling                                    | ✓ Support groups (facilitated or peer)  |
| Individual counseling   | Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and non prophylactic meds, durable medical equipment, etc.) |
| ✓ On-scene crisis response (e.g., community crisis response)      |   |

**SHELTER/HOUSING SERVICES**

- |                                 |                       |
|---------------------------------|-----------------------|
| Emergency shelter or safe house | Relocation assistance |
| Transitional housing            |                       |

**CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE**

- |   |   |
|---|---|
| ✓ Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.) | ✓ Immigration attorney assistance (e.g., special visas, continued presence application, and other immigration relief)     |
| ✓ Victim impact statement assistance  | ✓ Other civil legal attorney assistance (e.g., landlord/tenant, employment, etc.)   |
| Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)            | ✓ Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness) |
| Emergency justice-related assistance  | ✓ Criminal advocacy/accompaniment   |
| ✓ Civil legal attorney assistance in obtaining protection or restraining order  | ✓ Civil advocacy/accompaniment (includes victim advocate assisting with protection orders)                                |
| ✓ Civil legal attorney assistance with family law   |   |



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**Use of VOCA and Match Funds**

issues (e.g., custody, visitation, or support)

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**Statement of Need**

**Statement of Need:** The statement of need must provide a description about why this project is needed. Be clear and avoid acronyms.

**Underserved Victims:** Applicants are encouraged to identify gaps in available services for "underserved" victims and to seek funding to provide services to these victims. Underserved populations may include, but are not limited to, child-on-child abuse, child abuse by non-caretaker, crimes against the elderly, non-English speaking persons, persons with disabilities, victims of federal crimes, victims of workplace violence and members of racial or minorities.

- 1) Briefly describe the need for services to victims of crime that will be addressed using VOCA funding . If needed, define the deficiency of services to victims.

The Victim Advocacy Program of the Hollywood Police Department has been serving crime victims for over two decades. this is accomplished through personal contact, written correspondence, and telephonic communication. Once a month we assist in hosting the monthly meeting for Parents of Murdered Children at the department. We also participate in Victim Rights Week, Domestic Violence Month, and National Night Out. All of this is an attempt to reach victims of crimes that have yet to be reported. The Victim Advocacy Program of the Hollywood Police Department is the only program within the city that serves the needs of crime victims. A continuance of the funding would provide the opportunity for out department to continue to offer quality services by funding an advocate position to share the caseload, and deliver comprehensive service to the community.

- 2) Provide information about crime statistics for all counties that will be served in the service area. Specifically, detail the statistics related to the need described in #1.

2019 Broward County Crime Statistics: Murders 111; Rape 688; Robbery 2,134; Aggravated Assault 4,398; and Burglary 5,480.

- 3) Provide demographic information **about the population of all of the counties that will be served.** At a minimum, provide information about gender, race, or national origin and age for the service area.

Broward County Demographics:

Total Population: 1,952,778; Under YOA 5.7%, Under 18, 21%, Over 65, 17.1%; Female, 51.3%, Male 48.7%; White non-Hispanic 34.8%; Black 30.2%; American Indian 0.4%; Asian 3.9%; Native Hawaiian 0.1%; Hispanic 31.1%

- 4) Provide demographic information **about the population to be served through the proposed VOCA project.**

Hollywood city of over 154,817; Age, Under YOA 5.5%, Under 18, 19.8%, Over 65, 16.18%; Female, 50.2%; Male 49.8%; White non-Hispanic 38.9%; Black 18.2%; American Indian 0.3%; Asian 2.3%; Native Hawaiian 0.1%,; Hispanic 38.9%

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**Project Proposal**

The project proposal must clearly outline what needs to be done and by whom in order to address the needs identified in the statement of need.

The project proposal pertains only to the services related to the proposed Total VOCA Project (VOCA grant plus match activities).

- 1) Describe which services will be provided to the crime victims described in the statement of need. Summarize which services will be provided by each proposed VOCA funded personnel position or contractor. Specifically, indicate how the proposed personnel, operating, contractual, equipment and training expenses are associated with the provision of services to crime victims: consistency

The Victim Advocacy Program at the Hollywood Police Department was designed to provide services to crime victims and assistance with problems resulting from victimization. The program will meet this mission by continuing to offer direct services through the Victim Advocate position . Services will include crisis intervention, personal advocacy, information and referral, follow-up contact, assistance with filing for injunctions against violence for stalking, mailing out essential assistance information, acting as a liaison with investigators, telephone and face-to-face communication, and assistance in obtaining police reports for victims. Every effort will be made to support crime victims as they move through the criminal justice system. Continuous attendance of training will provide the advocate with current knowledge and tools which will enable the execution of services to crime victims.

- 2) Provide a listing of other agencies that will coordinate services with the applicant for the VOCA project and the services provided by each agency.

We will coordinate with the following agencies in the delivery of services : The Victim Advocate Unit of the State Attorney's Office of the 17th Judicial Circuit (assisting victims in the judicial system); The Broward County Sexual Assault Treatment Center (Nancy J Cotterman Center) (forensic exams and support for sexual assault victims); Women in Distress of Broward County (emergency shelter and support for victims of domestic violence); Coast to Coast Legal Aid of Broward County (legal assistance fro crime victims); Hispanic Unity of Hollywood (support and assistance for Hispanic victims); Kids in Distress of Broward County (specialize counseling for juvenile victims); Broward Sheriff's Office Civil Division (service of injunctions against repeat and domestic violence); Parents of Murdered Children (group support for homicide survivors); Miramar Police Department (assistance with the provision of services to crime victims).

- 3) Describe in detail how the coordination of services will be accomplished. Indicate if a Memorandum of Agreement or other formal coordination plan is in place .

An individual assessment of each crime victim is made to determine what additional assistance is needed. Referrals are made by phone to the agency, and transportation is arranged is needed. For example, a victim of sexual assault would be referred to the Nancy J. Cotterman Center for an exam and counseling, and victims of domestic violence would be referred to Women in Distress for counseling, shelter, and relocation services. When an arrest is made we coordinate with the

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**Project Proposal**

Victim Advocate Unit of the State Attorney's Office for assistance with the court process. Coast to Coast Legal Aid assist with legal matters which include helping undocumented domestic violence victims obtain u-visas. When a victim needs to file for an injunction, we provide the documentation and guidance in properly completing them. Follow-up calls are made to ensure that their needs are being met. There are no formal agreements or plans in place at this time.

- 4) Does a duplication of service exist? (Choose one from the drop-down menu): No  
If yes, please explain.

- 5) The VOCA Rules mandate that grant recipients use volunteers in the victim services program. Describe how volunteers will be utilized to provide services to crime victims. If the agency does not currently utilize volunteers, please explain how they will be recruited and incorporated into the victim services program.

Due to the pandemic, the volunteers are not currently being utilized. Usually the recruited volunteers would be required to go through a background check that consists of NCIC/FCIC warrants query, DMV license check, and criminal history check. Once approved, they would participate in an oral interview with Victim Advocate personnel, attend orientation, complete NCID level 2 training, and have their fingerprints and photograph taken for ID card. Once all phases are finalized, applicants would be assigned to the Victim Advocate Unit and will be expected to provide an average of 10 hours weekly if possible. They are utilized to provide victims with personal advocacy, referrals, information, follow-up contact and assistance in filing crime victim's compensation forms. In addition, they are responsible for mailing our information to crime victims, maintaining individual files on compensation applications, and data entry into computer programs.

- 6) Identify the number of volunteer hours supporting the work of this VOCA award for subgrantee agency's victimization program/services.

2	Volunteers provided
500	Hours of Service annually
0.2404	FTE equivalent (hours provided divided by 2080)

- 7) Provide a justification for not billing the Victim Compensation program for services requested in this application that may be allowable under the Victim Compensation Program.

N/A

- 8) The agencies that receive VOCA grant funding are required to comply with the Federal statutes and regulations that prohibit discrimination in federally assisted programs or activities. Recipients may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability. Also, recipients may not discriminate in the delivery of services or benefits on the basis of race, color, national

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**Organization: City of Hollywood Police Department**

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**Project Proposal**

origin, religion, sex, disability, and age. In order to ensure VOCA-funded agencies fulfill the expectations of the Federal civil rights obligations all organizations that receive VOCA funding must complete the online civil rights training curriculum for recipients offered by the Office for Civil Rights . If awarded VOCA grant funding will the applicant agency complete the required training and comply with all applicable Federal statutes and regulations related to civil rights and nondiscrimination?

(Choose one from the drop-down menu below)

Yes

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**Victims Served and Types of Services**

**Agency Name:** City of Hollywood Police Department

The number of victims indicated should include the number of new victims provided services by VOCA funded and matching staff during the grant period. The figures indicated should be based on historical data and/or the anticipated need of the population served through the VOCA project. If awarded funding, the applicant agency will be expected to fulfill these performance measures.

Recipients of VOCA funding are required to provide services to victims of Federal crimes and to provide assistance with the VOCA Crime Victim Compensation program.

**VOCA Grant Request**

**(from the Budget Summary Page) \$85,018.99**

# of Victims to be Served	Type of Victim \$85,018.99	\$ Amount per Category	% of Total Grant Amount	# of Other Types of Victims to be Served	For other types of crimes, identify and list each separately below.
800	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$25,598.49	30.11%	0	
5	Adult Sexual Assault	\$159.99	0.19%	0	
2	Adults Sexually Abused/Assaulted as Children	\$64.00	0.08%	0	
2	Arson	\$64.00	0.08%	0	
0	Bullying (Verbal, Cyber or Physical)	\$0	0.00%	0	
300	Burglary	\$9,599.43	11.29%	0	
10	Child Physical Abuse or Neglect	\$319.98	0.38%	0	
1	Child Pornography	\$32.00	0.04%	0	
10	Child Sexual Abuse/Assault	\$319.98	0.38%	0	
1300	Domestic and/or Family Violence	\$41,597.55	48.93%	0	
1	DUI/DWI Incidents	\$32.00	0.04%	0	
10	Elder Abuse or Neglect	\$319.98	0.38%	0	
0	Hate Crime: Racial/Religious/Gender/S exual Orientation/Other (Explanation Required)	\$0	0.00%	0	

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**Victims Served and Types of Services**

1	Human Trafficking: Labor	\$32.00	0.04%	0
1	Human Trafficking: Sex	\$32.00	0.04%	0
1	Identity Theft/Fraud/Financial Crime	\$32.00	0.04%	0
1	Kidnapping	\$32.00	0.04%	0
2	Mass Violence (Domestic/International)	\$64.00	0.08%	0
1	Other Vehicular Victimization (e.g., Hit and Run)	\$32.00	0.04%	0
150	Robbery	\$4,799.72	5.65%	0
45	Stalking/Harassment	\$1,439.92	1.69%	0
12	Survivors of Homicide Victims	\$383.98	0.45%	0
2	Teen Dating Victimization	\$64.00	0.08%	0
0	Terrorism (Domestic/International)	\$0	0.00%	0
<b>Total Victims Served</b>	<b>2657</b>	<b>\$85,018.99</b>	<b>100.00%</b>	<b>0</b>

Indicate the number of victims projected to receive the following services. In this section, only count a victim once, regardless of how many times the victim received a particular service. The total amount for any one service may not exceed the total number of victims projected to be served. See the VOCA Definitions for a description of each service.

<b># of Victims to be Served</b>	<b>Type of Service</b>	<b># of Other Types of Services to be Provided</b>	<b>For other types of services, identify and list each separately below.</b>
2657	Information and Referral	0	
400	Personal Advocacy/Accompaniment	0	
600	Emotional Support or Safety Services	0	
0	Shelter/Housing Services	0	
450	Criminal/Civil Justice System Assistance	0	
500	Number of Victims Assisted with a Victim Compensation Application	0	
<b>Total Services</b>	<b>4607</b>	<b>0</b>	<b>Subtotal of "Other" Services</b>

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**Organization: City of Hollywood Police Department**  
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**Required Documentation**

**Required Documentation:**

**Job Descriptions**

A job description is required for all proposed VOCA-funded personnel and match personnel and must indicate the percentage of time allocated for each task totaling 100% of the job duties. Job descriptions must reflect VOCA allowable activities that are equal to or greater than the percentage of the position that is VOCA funded. Failure to provide VOCA allowable job descriptions may result in a reduction to your request.

**Letters of Support**

Attach three (3) current letters of support from **local community or government groups**. A current letter is one that is dated during the current calendar year. It is the responsibility of the applicant agency to ensure letters highlight the applicant agency's record of providing effective services to victims of crime (if applicable), demonstrates the writer's support as well as the community's support of the services that are requested as part of VOCA Grant project. Do not provide more than three letters. The following will not be accepted:

- \*Letters from one individual that is not writing on behalf of a local community or government group
- \*Letters from individuals or units within the applicant agency
- \*Letters acknowledging conference or meeting participation
- \*Letters that are similar in content

**Documentation of the agency's 501(c) 3 ruling from the Internal Revenue Service**

Provide documentation to document the nonprofit status of the applicant agency. This may include:

- \*proof that the Internal Revenue Service recognizes the organization as being tax exempt under 501(c)(3) of the Internal Revenue Code;
- \*a statement from a state taxing body or state secretary of state certifying that the organization is a nonprofit organization and that no part of the organization's net earnings may benefit any private shareholder or individual;
- \*a certified copy of a certificate of incorporation or similar document establishing nonprofit status;
- \*any of the above, if it applies to a state or national parent organization, with a statement by the state or national parent organization that the applicant is a local nonprofit affiliate

**Current Listing of Agency's Board of Directors**

Attach a current listing of all Board Members to include name, affiliation, and contact information (address, phone number).



**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**VOCA 2021-2022**  
**Organization: City of Hollywood Police Department**  
**Grant No.: VOCA-2021-City of Hollywood Police -00169**  
**Required Documentation**

**Required Documentation Uploads**

Name: Miramar Police Department	Type: Letters of Support
Name: Women in Distress	Type: Letters of Support
Name: State Attorney's Office	Type: Letters of Support
Name: Police Sergeant	Type: Job Descriptions
Name: Victim Advocate	Type: Job Descriptions

**OAG Only - Upload Section**

Name:	Type:
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