

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: JANUARY 25, 2016

AGENDA ITEM NUMBER: 12

SUBJECT: RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE N.C. DEPARTMENT OF PUBLIC SAFETY-GOVERNOR'S CRIME COMMISSION DIVISION, ON BEHALF OF THE 21ST JUDICIAL DISTRICT ATTORNEY'S OFFICE, FOR GRANT FUNDS TO SUPPORT THE SAFE ON SEVEN (SOS) PROGRAM (COURT SERVICES)

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

In prior fiscal years, Forsyth County has applied for and received multi-year grants from the N.C. Department of Public Safety – Governor's Crime Commission (GCC) Division to fund contracted positions for the Safe on Seven (SOS) Forsyth County Domestic Violence Center.

The 21st Judicial District Attorney's Office requests Forsyth County to apply for a two-year grant to continue the program. This proposed grant will be submitted to the N.C. Department of Public Safety – Governor's Crime Commission Division in the amount of \$144,678.34 for FY 2017 and \$144,678.34 for FY 2018 representing total funding in the amount of \$289,356.68 for FY 2016-17 and FY 2017-18, if approved by the State.

This grant will provide funding for one District Attorney's Office position and the SOS Program Coordinator. Forsyth County has partially funded the DA's Legal Assistant position in FY 2016, as the previous award did not provide full funding for both positions over the two year grant period.

A 25% match is required under the grant. The SOS Program plans to meet this match requirement by including volunteer/intern hours and the salary of a District Attorney's Domestic Violence Legal Assistant funded by the North Carolina Administrative Office of the Courts. **No County Dollars will be included in this grant application. All matching funds will be provided by in-kind services or salaries funded by other sources.**

The purpose of this agenda item is to authorize execution of necessary documents for Forsyth County to apply for this GCC grant on behalf of the District Attorney's Office to support the SOS Program.

ATTACHMENTS: YES NO

SIGNATURE: *J. Dudley Watts, Jr. /cdh*
COUNTYMANAGER

DATE: January 20, 2016

**RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE
N.C. DEPARTMENT OF PUBLIC SAFETY-GOVERNOR'S CRIME
COMMISSION DIVISION, ON BEHALF OF THE 21ST JUDICIAL DISTRICT
ATTORNEY'S OFFICE, FOR GRANT FUNDS TO SUPPORT THE
SAFE ON SEVEN (SOS) PROGRAM
(COURT SERVICES)**

WHEREAS, the 21st Judicial District Attorney's Office requests that Forsyth County apply for a two-year Governor's Crime Commission continuation grant for FY 2017 and FY 2018 in the total amount of \$289,356.68 to support the Safe on Seven (SOS) Program, which provides an integrated team approach to prosecuting domestic violence cases with the assistance and support of the following organizations: Family Services, Inc., the Forsyth County Clerk of Court's Office, the Forsyth County Sheriff's Office, the Forsyth County Department of Social Services, Legal Aid Society of Northwest North Carolina, and the Winston-Salem Police Department; and

WHEREAS, the proposed grant will be used to fund one District Attorney's Office position and the SOS Program Coordinator position; and

WHEREAS, the proposed grant requires a 25% local match, which will be met by including volunteer/intern hours and the salary of a District Attorney's Domestic Violence Legal Assistant funded by the North Carolina Administrative Office of the Courts;

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the submission of the above-described continuation grant application to the North Carolina Department of Public Safety-Governor's Crime Commission Division, on behalf of the 21st Judicial District Attorney's Office to support the Safe on Seven (SOS) Program, subject to a pre-audit certificate thereon by the Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

BE IT FURTHER RESOLVED by the Forsyth County Board of Commissioners that the Chairman or County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, any necessary documents to apply for the said grant as described herein on behalf of the 21st Judicial District Attorney's Office to support the Safe on Seven (SOS) Program, subject to a pre-audit certificate thereon by the Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

Adopted this 25th day of January 2016.



Governor's Crime Commission
 1201 Front Street, Suite 200
 Raleigh, NC 27609
 Phone: (919) 733-4564 Fax: (919) 733-4625

(Official GCC Use Only)

Grant Application

Project Number: PROJ011396

Application Review

Before your application can be submitted to GCC, the following personnel must approve the application:

Project Role	Name	Review Status
Financial Officer	Paul L Fulton	Not Reviewed
Authorizing Official	Jack D Watts	Not Reviewed
Project Director	James R ONeill	Not Reviewed

Application is complete. Send Review Request to Financial Officer

[View My Projects](#)

Project Review Comment History

Date	Comment By	Review Comment

Name of Project: 2016 Safe on Seven Forsyth County

Committee Assignment: CRIME VICTIMS' SERVICES

Organization Contacts and Personnel Information

Application Organization Information

Organization Name: County of Forsyth
 Billing Address: Finance Department
 201 N. Chestnut Street
 City: Winston-Salem
 State: North Carolina
 ZipCode: 27101-0000
 Phone: (336) 703-2063
 DUNS Number: 072433159

Implementing Agency Information

Implementing Agency Name: District Attorney's Office -- 21
 Address: 200 N Main Street
 Address 2: Hall of Justice
 City: Winston Salem
 State: North Carolina
 ZIP Code: 27101-4120
 Phone: 336-779-6511
 Fax: 336-779-6338

CCR Registration: Yes Federal Tax ID: 566000450 Fiscal Year End Date: 06/30	<u>For Law Enforcement Agencies</u> # of Sworn Officers: 0
Authorizing Official: Jack D Watts <i>If the applicant agency is a non-profit, the Authorizing Official must be the Board Chair. Sheriffs, Police Chiefs, and Executive Directors can not be Authorizing Officials.</i> Financial Officer: Paul L Fulton <i>If the applicant agency is a non-profit, the Financial Officer must be the Board Treasurer.</i> Project Director: James R O'Neill Project Director/District Attorney	
General Information	
Program Priority: 2016 Prosecutors' Offices / VAWA	Project State Date: 10/1/2016 Project End Date: 9/30/2018
US Congressional Districts: 05, 12 N.C. House Districts: 71, 72, 74, 75, 79 N.C. Senate Districts: 31, 32	Population of Project Area: 361220 Project Counties: Forsyth
Project Summary: Safe on Seven will continue to provide access to all victims of DV,SA,ST in need of services victim advocacy, safety planning, legal assistance, and referrals to community recourses by on site access to multiple agencies for the prosecution of civil and criminal DV,SA,ST cases.	
Principal Place of Performance: The primary site where the work is performed City: Winston Salem ZIP Code: 27101-3901	
Qualifying Information	
Does your proposal improve and/or develop interagency protocols on effective victim response? Yes	
Does your proposal improve and/or develop an advocacy council or task force to meet regularly to review current services/cases?	

N/A

Does your proposal provide opportunity for professional development and/or Coordinated Community Response through training conducted by the Office on Violence Against Women, office of Victims of Crime, North Carolina Coalition Against Domestic Violence, North Carolina Coalition Against Sexual assault, North Carolina Victim Assistance Network, Department of Health and Human Services, North Carolina Justice Academy and/or North Carolina Statewide automated Victim Assistance and Notification(NC SAVAN)?

Yes

If Yes, identify the agencies included in your proposal that will provide training.

Bi-Annual US Attorney Statewide Conference: The US Attorney's Office holds a multi- disciplinary conference on Domestic Violence every other year. US Attorney's Office sponsored training for those working to combat the problem of domestic violence in North Carolina. SOS was able to send 29 local Safe on Seven partners to this training in 2014 and it was extremely valuable to all attendees. Some of our staff positions turnover and we continue to need training for newer staff. US Attorney's Fall Domestic Violence Conference Registration 30 attendees @ \$100.00 registration fee, Travel Total \$ 3,000.00

Are there any other victim service providers located in your service area that are related to DV/SA Services?

Yes

If yes, identify them below by their agency name.

Family Services, Inc Safe Relationship Division provides crisis intervention and supportive services to families in a three county area that includes Forsyth County. Family Services operates North Carolina's oldest family shelter for victims of domestic violence. Specific services to families suffering from domestic violence, sexual assault, stalking and human trafficking include 24 hour crisis intervention, safety planning, advocacy and support, individual and group counseling. Next Step Ministries in Kernersville NC provides shelter and crisis line services for that area.

Are there any other victim service providers located in your service area that are related to Transitional Housing for DV victims?

No

Are there any other victim service providers located in your service area that are related to Supervised Visitation and Exchange?

No

If yes, identify them below by their agency name.

No comprehensive Supervised Visitation and Exchange Center is available in Forsyth County. Note: Exchange Scan operates limited supervised visitation services only when child abuse has been alleged and the court orders supervised visitation at Scan.

Are there any other victim service providers located in your service area that are related to Accredited/Provisional Children's Advocacy Center serving child victims?

Yes

If yes, identify them below by their agency name.

Family Services Vantage Pointe Advocacy Center

Are there any other victim service providers located in your service area that are related to Other Children's Services?

No

Are there any other victim service providers located in your service area that are related to Batterer's Intervention Program serving batterer's?

Yes

If yes, identify them below by their agency name.

Family Services, Inc Time Out Program, C.O.O.L., Pathways.

Are there any other victim service providers located in your service area that are related to Services to Victims of Human Trafficking?

Yes

If yes, identify them below by their agency name.

Family Services, Inc shelter and advocacy is available for identified /referred victims of human trafficking.

Are there any other victim service providers located in your service area that are related to Services to Underserved population?

Yes

If yes, identify them below by their agency name.

Family Services offers services to Spanish speaking victims through 24 hour crisis line, shelter, advocacy, support groups and individual crisis intervention. Legal Aid has Spanish speaking attorney's and paralegals in the Family Law unit. Safe on Seven has Family Services, Inc. bilingual intake advocate staff and Legal Aid paralegal on site.

Are there any other victim service providers located in your service area that are related to Legal Services to victims?

Yes

If yes, identify them below by their agency name.

Legal Aid of NC, Forsyth County Office, Family Law Unit assists with DVPO, No Contact orders and certain child custody cases involving DV.

Are there any other victim service providers located in your service area?

Yes

If yes, identify them below by their agency name.

Family Services, Inc., Next Step Ministries, Winston Salem PD Victim Assistance Unit 2 victim assistance staff.

Within your service area, is there a law enforcement agency that has a dedicated unit focusing on victim response/support?

Yes

If so, please identify each law enforcement agency and the number of officers and victim advocates in law enforcement (VALE's) included on each team.

Winston Salem PD Victim Assistance Unit 2 victim assistance staff and a DV investigator.

Within your service area, is there a dedicated prosecutorial unit focusing on victim response/support?

Yes

If so, please indicate the location of each unit and the number of prosecutors and victim/witness legal assistants (VWLA's) included on each team.

Forsyth District Attorney DV Unit: 4 DADV legal Assistants, 1 specialized DV ADA to prosecute misdemeanor cases, 2 ADA assigned to assist with screening and prosecution of felony DV cases, 1 senior ADA assigned to supervise DV Unit.

Abstract and Narrative

Project Abstract (The Problem): Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need.

Safe on Seven, a multi-disciplinary co-located, coordinated community response team, (FJC) provides services to victims of domestic violence, sexual assault & stalking through on site access to Forsyth County District Attorney's Domestic Violence Unit, Family Services, Inc., Legal Aid of NC, Clerk of Court, Forsyth Co. Sheriff's Office, Winston Salem Police Dept. & referrals to community agencies. Victims are able to receive information regarding resources that are available to them, how to access the resources & to be supported in making decisions that could affect their safety. Victims are able to obtain confidential legal assistance, advice, support, advocacy, safety plans, referrals, protective orders & information concerning their civil and criminal court cases. The need for coordinated response to DV, SA, ST victims in Forsyth Co. is evidenced by SOS having served over 17,000 victims seeking relief since opening in 2005. In 2014- Forsyth LE received 8985 DV calls for service & served 1504 DVPO's, Clerks issued 1207 filings & DA processed 2184 misdemeanor DV criminal cases. SOS has demonstrated a dependable & reliable response to victims requesting assistance & has promoted safety and stability for individuals in crisis. Victim surveys show a satisfaction rating average of 4.7 on a scale of 1 (poor) to 5 (excellent), 97% of SOS clients report feeling safer after receiving services at SOS & 100% report information & services provided were helpful in making decisions regarding their safety.

Personnel & Contractual Positions - Provide an overview as to the purpose and function positions listed in the personnel and contractual categories in the budget detail contribute to the success of the project. Please note specific job duties for the positions are provided within the budget detail. Focus on the project -- do not give agency history, do not repeat the abstract.

Contracts for 2 critical staff positions in the budget; 1 with NCAOC and 1 w/Family Services. Positions and duties: District Attorney Domestic Violence Legal Assistant (DADVLA): 1) staff contact victims immediately after domestic violence arrests are made to assess safety 2) provide information on court process, bonds, release, referrals and victim safety 3) prepare the DA file for first appearance/bond hearing & court (LE reports, medical reports, photos, defendant's criminal record); Project Manager (employed by the Family Services, local DV service agency) 1) provides over site and direction to all members and staff of the collaborative partnership, striving to keep project victim focused, 2) direct services for advocacy, 3) convene the SOS partner and staff meetings, 4) review victim risk factors & victim survey results, 5) grant management and 6) oversee collection/reporting of data. Volunteers will assist w/data entry and paralegal duties as trained.

Travel Budget – Please describe the purpose and benefit of travel items listed in the detail budget. Explain the types of travel to occur during the project period, such as the type of conference, training or meetings to be held for which travel is requested. Each travel item should be justified and explanation provided in this section. Training registrations should be listed under the travel category.

Bi-Annual US Attorney Statewide Conference: The US Attorney's Office holds a multi-disciplinary conference on Domestic Violence every other year for those working to combat the problem of domestic violence in North Carolina. Conference provides updated state and federal domestic violence and firearms laws and how they can be used to assist in the investigation and prosecution of crimes of domestic violence. The conference provides training for many disciplines involved in the domestic violence prevention, advocacy, detection and prosecution arenas with the goal of unifying our response to domestic violence in the state of North Carolina. The last conference was held September 10-12, 2014. Conference Agenda is attached. Using OVW training funds available in 2014, I was able to send 29 local Safe on Seven partners to this training and it was extremely valuable to all attendees. Staff positions turnover and we continue to need updated training. Registration fee \$100 x 30 partner staff

Supplies/Operating Budget - Provide an explanation as to the purpose items (office supplies, field supplies, printing, postage, computer software, office rent, cell phone, utilities) listed in the supply category in the budget detail contribute the success of the project. If your budget includes a general office supply line item, please upload an attachment listing each item to be purchased within the line item. Food Beverages are unallowable expenses of the Office of Justice Programs as of October, 21, 2011.

NC Administrative Office of the Courts provides office supplies and postage costs for the DA legal Assistant. The costs are estimated/prorated costs for position. Copy of supply list attached. SOS Manager Family Services' home office is off site and parking in downtown area of court house is required at \$70/month x 12 months = \$840 year.

Equipment Budget – Provide an explanation as to the purpose items listed in the equipment category in the budget detail contribute to the success of the project.

NC Administrative Office of the Courts provides computer hardware, software and support services as well as phone line and data connectivity for the DA Legal Assistant position. The costs listed are estimate/prorated costs. NCAOC will submit actual costs for reimbursement.

Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur.

Collaborative partners in this project include: Forsyth County District Attorney's Office (victim assistance & prosecution of DV, SA, ST cases); Clerk of Court (swears victim to DVPO, prepares case file for court/judge); Legal Aid of NC (staff and volunteer paralegals explain legal paperwork); Family Services (intake, advocacy, referrals & safety plan); Forsyth County Sheriff's Office (court security at DVPO exparte hearings, serves all DVPO in Forsyth County, talks with victim regarding safety and service of DVPO on abuser); Winston Salem Police Department (victim assistance services); Forsyth County Department of Social Services (referrals for victims requesting financial assistance programs); NC Department of Community Corrections (supervision of offenders).

Please describe your efforts to assist Federal Crime Victims. To ensure local federal authorities are aware of your services, you must send a letter (current year) on your agency's letterhead to your local US ATTORNEY describing the services you provide and upload a copy in Project Attachments. You may describe any additional efforts to provide services to Federal Crime Victims.

A letter is sent to our local US Attorney explaining our services and our availability to provide services to any victims of federal crimes. US Attorney staff are familiar with Safe on Seven Project and have made referrals for victims in the past.

Project Narrative Summary: Please provide additional information about your project application.

Victims receive vital information & access to resources available to help w/decisions that could affect their safety. Advocates assist victim in assessing risks & needs, discuss options, explain civil process, provide support, referrals & safety plans. Legal Aid explains & assists w/ civil process, paperwork & screening for possible legal representation. Clerks assist victim w/preparing case for court & presenting case to court. Sheriff staff provide service of DVPO on abuser, assist victim w/ returning home & transport to shelter. DALA provides information (court date, bond, victim comp, referrals) to victims in criminal cases. SOS has demonstrated a dependable and reliable response to victims requesting assistance and has promoted safety and stability for individuals in crisis. Client surveys on services provided show a ave. of 4.7 on a 1 (poor) to 5 (excellent) scale, 97% of SOS clients report feeling safer after services at SOS, 100% report info/services helpful in making decisions on safety.

How will you use volunteers for this project?

Trained volunteers from Family Services, Inc and Legal Aid of NC will assist with work at the center. Volunteer duties include data entry, processing referrals, assisting with intake, advocacy and safety planning and legal assistance in regards to the legal paperwork and process of DVPO's. Legal Aid and Safe on Seven partner with Law Firm Womble Carlyle, Sandridge & Rice to provide paralegals to assist at Safe on Seven.

Who will be responsible for assisting victims with victims' compensation?

The District Attorney staff provides information and assistance with NC Victims Compensation applications. At initial contact, the DALA provides information on the availability of NC Victim Assistance to all victims and also sends written information to all victims involved in criminal cases. Other SOS staff provide applications and assistance with victims wishing to file.

Project Timeline of Activities:

Timeline: The SOS project will continue, maintain and further refine the victim intake process, victim advocacy, civil legal process assistance, as well as provide focused prosecution of violent

offenders. 1st Quarter: • Develop all appropriate contracts for involved partner agencies and develop any new procedural guidelines; • Maintain efficient service delivery to victims; 2nd Quarter: • Post and hire new staff if needed; • Provide training and orientation to staff as needed; 3rd Quarter: • Collect, evaluate and report on victim data, current practices and survey results to further develop program procedures and guide partners in program oversight; 4th -- 8th Quarters: • Maintain service delivery and semi-annual assessment and evaluation of project.

Project Goals

Goal 1

Provide DV victims access to multiple agency resources: DA, Legal Aid, Clerk of Court, Family Services, Inc (victim service agency), Forsyth Co. Sheriff's Office, WS Police Dept at one central location, provide information regarding civil and criminal justice resources, victim assistance, advocacy, support and safety planning which enables the DV victim to break ties to a violent relationship. Victim input into services will be a vital part of shaping ongoing service delivery.

Goal 2

Project Objectives

1. Project Objective:

SOS and its one-stop integrated services, will remain open and efficiently serve victims of domestic violence, sexual assault and stalking by providing them access & information regarding civil and criminal justice resources, victim assistance, victim advocacy, safety planning and referrals to multiple community agency services.

Performance Measure:

of victims accessing SOS services, services received and # of referrals for additional services provided by partner agencies will be tracked and compared to previous years data.

Evaluation Method:

SOS client database tracks victims seeking services, services received and referrals made. Comparison to previous years service reports. Reviewed by Manager and partners.

2. Project Objective:

Random victim satisfaction surveys will be conducted to collect feedback, recommendations and input of victims to ensure project is meeting victims needs. Feedback will be regarding services received, helpfulness of information/resources provided in making decisions regarding safety and feeling safer after services received.

Performance Measure:

Victim surveys will be conducted on random basis, information provided will be collected in confidential manner.

Evaluation Method:

Confidential victim survey information will be collected, data evaluated and report submitted to partners for review

3. Project Objective:

District Attorney Domestic Violence Unit legal assistant staff will attempt to contact victims and provide information regarding criminal case information (bond, no contact conditions, court date etc), referral information, Victim Compensation information and applications.

Performance Measure:

of victims per month contacted, provided with information and services.

Evaluation Method:

DALA database of all victims contacted, referrals made and victim compensation information and applications provided per month.

Project Sustainability Planning

Describe your formal, working sustainability plan for the project and how it will result in permanent operational funding (not GCC funding) once this grant ends.

Safe on Seven serves as model of best practice for domestic violence centers. Forsyth County, Forsyth County District Attorney, Forsyth County Clerk of Court, Legal Aid of NC, Family Services, Inc. & other partnering agencies continue to be committed to the continuation of SOS. Each agency is committed to seeking more permanent funding for these two positions. The SOS Partners will meet to 1) identify potential community areas of support 2) further explore sustainability options, 3) seek support options with state & local level agencies. Sources for this funding will include, but is not limited to the following: Legal Aid of NC, Forsyth County Commissioners, Winston Salem City Council, NC Administrative Office of the Courts & local foundations.

Project Budget Summary

Category	Total	Year 1 Total	Year 2 Total
CONTRACTUAL	\$206,380.20	\$103,190.10	\$103,190.10
EQUIPMENT	\$2,352.48	\$1,176.24	\$1,176.24
PERSONNEL	\$72,344.00	\$36,172.00	\$36,172.00
SUPPLIES	\$2,280.00	\$1,140.00	\$1,140.00
TRAVEL	\$6,000.00	\$3,000.00	\$3,000.00
Total Budget:	\$289,356.68	\$144,678.34	\$144,678.34
(-)Match Funds:	-\$72,339.17	-\$36,169.59	-\$36,169.58
TOTAL FEDERAL REQUEST:	\$217,017.51	\$108,508.75	\$108,508.76

CRIME VICTIMS' SERVICES - Description of Match

Matching funds may include local, state or private funds, but not other federal funds. 25 % cash match or in-kind match required
 Describe amount and source of cash or in-kind match:

In-Kind Match: Salary and Benefits of Forsyth County DA DV Legal assistant staff for 8.83 months = \$35,289.59, and 80 volunteer hours at \$11/hours = \$880.00 match.

Budget Details with In-Kind Match

This project requires a match of %. This can be either cash match or in-kind match. Please select the budget items you intend to provide in-kind or cash match for by clicking the In-Kind or Cash Match link to record the match for that line item.

Matching funds may include local, state or private funds, but not other federal funds.

Budget SubTotal	Match Required	Match Remaining	In-Kind Match SubTotal	Cash SubTotal
\$289,356.68	\$72,339.17	\$0.00	\$72,339.17	\$0.00

Please note: The Match required must be accounted for before you will be allowed to submit this application to GCC.

Short Description	Quantity	Unit Cost	Total	In Kind Match Total	Cash Match Total
Family Services, Inc Contractual Project Manager	1950.00	\$28.31	\$55,204.50	\$0.00	\$0.00
Family Services, Inc Contractual Project Manager::2nd Year	1950.00	\$28.31	\$55,204.50	\$0.00	\$0.00
In-State:Registration Fees:US Attorney, Training on Domestic Violence	30.00	\$100.00	\$3,000.00	\$0.00	\$0.00
In-State:Registration Fees:US Attorney, Training on Domestic Violence::2nd Year	30.00	\$100.00	\$3,000.00	\$0.00	\$0.00
NC AOC contractual DA Legal Assistant	2080.00	\$23.07	\$47,985.60	\$0.00	\$0.00
NC AOC contractual DA Legal Assistant::2nd Year	2080.00	\$23.07	\$47,985.60	\$0.00	\$0.00
NCAOC contractual computer support services	12.00	\$35.67	\$428.04	\$0.00	\$0.00
NCAOC contractual computer support services::2nd Year	12.00	\$35.67	\$428.04	\$0.00	\$0.00
NCAOC contractual data connectivity	12.00	\$17.25	\$207.00	\$0.00	\$0.00

NCAOC contractual data connectivity::2nd Year	12.00	\$17.25	\$207.00	\$0.00	\$0.00
NCAOC contractual Desktop PC fee	12.00	\$21.35	\$256.20	\$0.00	\$0.00
NCAOC contractual Desktop PC fee::2nd Year	12.00	\$21.35	\$256.20	\$0.00	\$0.00
NCAOC contractual phone line	12.00	\$23.75	\$285.00	\$0.00	\$0.00
NCAOC contractual phone line::2nd Year	12.00	\$23.75	\$285.00	\$0.00	\$0.00
Office Supplies for NC AOC DALA position	12.00	\$25.00	\$300.00	\$0.00	\$0.00
Office Supplies for NC AOC DALA position::2nd Year	12.00	\$25.00	\$300.00	\$0.00	\$0.00
Parking fees for SOS Manager position	12.00	\$70.00	\$840.00	\$0.00	\$0.00
Parking fees for SOS Manager position::2nd Year	12.00	\$70.00	\$840.00	\$0.00	\$0.00
Salaries:DA DV legal assistant In Kind Match	12.00	\$2,941.00	\$35,292.00	\$35,289.59	\$0.00
Salaries:DA DV legal assistant In Kind Match::2nd Year	12.00	\$2,941.00	\$35,292.00	\$35,292.00	\$0.00
Salaries:Project Volunteers In Kind Match	80.00	\$11.00	\$880.00	\$880.00	\$0.00
Salaries:Project Volunteers In Kind Match::2nd Year	80.00	\$11.00	\$880.00	\$877.58	\$0.00

First Year Job Information

Job Title: NC AOC contractual DA Legal Assistant

Position Type: Contractual

Job Type: Full Time

Employee/Contractor/Volunteer Name: Tiffany Rogers

Job Duties:

DA Domestic Violence Legal Assistant will contact victim immediately after domestic violence arrests are made to check on victim safety, provide information on court processes and victim compensation/notifications, notify victim of court dates, obtain information to present to judge regarding immediate concerns for bonds, release conditions, victim safety and prepare criminal case file for the court, including LE reports, photos, evidence, statements, defendant criminal record.

Fringe Benefits:

Salary 32,945:FICA 7.65% 2,520.00, Retirement 15.80% 5,205.00, Health Ins. 5,750, Workers Comp 0.50% 165.00, Unemployment 1,400.00. Total Fringe \$15,039.00

Professional Licensure:

Time Spent: 100

Job Title: Family Services, Inc Contractual Project Manager

Position Type: Contractual

Job Type: Full Time

Employee/Contractor/Volunteer Name: Alison Cranford

Job Duties:

The Project Manager (employed by the Family Services, Inc, the local DV service agency) will: 1) provide oversight & direction to all members & staff of the collaborative partnership, 2) direct services for advocacy, 3) convene the SOS partner meetings, SOS staff meetings, 4) review client report danger assessments, 5) conduct grant management & 6) oversee collection and reporting of data

Fringe Benefits:

Professional Licensure: Certified Social Worker

Time Spent: 100

Salary \$42,322.00: Fringe FICA 7.65% \$ 3,238; Pension 2.89% \$ 1,223; Retirement 403B 2.50% \$ 1,058; Life Ins 2.50% \$ 1,058; Disability 0.90% \$ 381; Health Ins 10% \$4,233; Unemployment 1.50% \$ 635; Workers Comp 2.50 % \$ 1,058

Job Title: Project Volunteers In Kind Match

Position Type: Volunteer

Job Type: Part Time

Employee/Contractor/Volunteer Name: Safe on Seven Volunteers

Job Duties:

Professional Licensure:

Time Spent: 100

In partnership with Legal Aid of NC, 30 + pro bono volunteer paralegals with law firm Womble Carlyle. Assist with data entry and paralegal assistance with victims regarding civil court process and DVPO paperwork. In addition, Family Services trained volunteers assist with follow up calls to victims, intake, safety planning, referrals and data entry.

Fringe Benefits:

Job Title: DA DV legal assistant In Kind Match

Position Type: Personnel

Job Type: Full Time

Employee/Contractor/Volunteer Name: In Kind Match Forsyth DA DV LA Virginia Artice

Job Duties:

Professional Licensure:

Time Spent: 100

DA Domestic Violence Legal Assistant will contact victim immediately after domestic violence arrests are made to check on victim safety, provide information on court processes and victim compensation/notifications, notify victim of court dates, obtain information to present to judge regarding immediate concerns for bonds, release conditions, victim safety and prepare criminal case file for the court, including LE reports, photos, evidence, statements, defendant criminal record.

Fringe Benefits:

Salary \$42,468, FICA 7.65% \$3,248.80, Retirement 15.80% \$6,709.94, Health Ins \$5,750, Workers Comp. 0.50% \$212.34, Unemployment \$1,400.00.

Second Year Job Information

Job Title: NC AOC contractual DA Legal Assistant

Position Type: Contractual

Job Type: Full Time

Employee/Contractor/Volunteer Name: Tiffany Rogers

Job Duties:

Professional Licensure:

Time Spent: 100

DA Domestic Violence Legal Assistant will contact victim immediately after domestic violence arrests are made to check on victim safety, provide information on court processes and victim compensation/notifications, notify victim of court dates, obtain information to present to judge regarding immediate concerns for bonds, release conditions, victim safety and prepare criminal case file for the court,

including LE reports, photos, evidence, statements, defendant criminal record.

Fringe Benefits:

Salary 32,945: FICA 7.65% 2,520.00, Retirement 15.80% 5,205.00, Health Ins. 5,750, Workers Comp 0.50% 165.00, Unemployment 1,400.00. Total Fringe \$15,039.00

Job Title: Family Services, Inc Contractual Project Manager

Position Type: Contractual

Professional Licensure: Certified Social Worker

Job Type: Full Time

Time Spent: 100

Employee/Contractor/Volunteer Name: Alison Cranford

Job Duties:

The Project Manager (employed by the Family Services, Inc, the local DV service agency) will: 1) provide oversight & direction to all members & staff of the collaborative partnership, 2) direct services for advocacy, 3) convene the SOS partner meetings, SOS staff meetings, 4) review client report danger assessments, 5) conduct grant management & 6) oversee collection and reporting of data

Fringe Benefits:

Salary \$42,322.00: Fringe FICA 7.65% \$ 3,238; Pension 2.89% \$ 1,223; Retirement 403B 2.50% \$ 1,058; Life Ins 2.50% \$ 1,058; Disability 0.90% \$ 381; Health Ins 10% \$4,233; Unemployment 1.50% \$ 635; Workers Comp 2.50% \$ 1,058

Job Title: Project Volunteers In Kind Match

Position Type: Volunteer

Professional Licensure:

Job Type: Part Time

Time Spent: 100

Employee/Contractor/Volunteer Name: Safe on Seven Volunteers

Job Duties:

In partnership with Legal Aid of NC, 30 + pro bono volunteer paralegals with law firm Womble Carlyle. Assist with data entry and paralegal assistance with victims regarding civil court process and DVPO paperwork. In addition, Family Services trained volunteers assist with follow up calls to victims, intake, safety planning, referrals and data entry.

Fringe Benefits:

Job Title: DA DV legal assistant In Kind Match

Position Type: Personnel

Professional Licensure:

Job Type: Full Time

Time Spent: 100

Employee/Contractor/Volunteer Name: In Kind Match Forsyth DA DV LA Virginia Artice

Job Duties:

DA Domestic Violence Legal Assistant will contact victim immediately after domestic violence arrests are made to check on victim safety, provide information on court processes and victim compensation/notifications, notify victim of court dates, obtain information to present to judge regarding immediate concerns for bonds, release conditions, victim safety and prepare criminal case file for the court, including LE reports, photos, evidence, statements, defendant criminal record.

Fringe Benefits:

Salary \$42,468, FICA 7.65% \$3,248.80, Retirement 15.80% \$6,709.94, Health Ins \$5,750, Workers Comp. 0.50% \$212.34, Unemployment \$1,400.00.

Volunteer Job Information

Job Title: Safe on Seven volunteers

Position Type: Volunteer

Professional Licensure:

Job Type: Part Time

Time Spent: 100

Employee/Contractor/Volunteer Name: Family Services volunteers

Job Duties:

Volunteers from Family Services assist with follow up calls to victims, intake, safety planning, referrals and data entry.

Fringe Benefits:

Job Title: LANC Paralegal volunteer

Position Type: Volunteer

Professional Licensure:

Job Type: Part Time

Time Spent: 100

Employee/Contractor/Volunteer Name: LANC/Womble Carlyle volunteer paralegals

Job Duties:

In partnership with Legal Aid of NC 30 + pro bono volunteer paralegals with law firm Womble Carlyle assist with data entry and paralegal assistance with victims regarding civil court process and DVPO paperwork.

Fringe Benefits:

Project Certifications

A. Certification of Non-Supplanting

- The applicant hereby certifies that federal funds will not be used to supplant or replace State or local funds, but will instead be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

B. Certification of Filing an Equal Employment Opportunity Program

- The project director certifies that the applicant/grantee has formulated an Equal Opportunity Program, which is dated 12/13/15 in accordance with the Amended Equal Employment Opportunity Guidelines (28 C.F.R. 42.301, et seq.) and that it is on file in the office of:

Office: Forsyth County Human Resources

Name: Shontell Robinson

Title: HR Director

Address: 201 N. Chestnut Street Winston Salem, NC 27101

Telephone: 336-703-2400

C. Certification of Submission of Annual Audit:

- The project director certifies that a copy of the annual audit will be submitted to the Office of the State Auditor and the Governor's Crime Commission, as required by General Statute 143C-6-23. NOTE: If you receive, expend, or obligate over \$500,000 in State and Federal pass-through grants funds received directly from a State agency, then you must file a "yellow book" audit, done by a CPA, with your funding agencies and with the Office of State Budget and Management.

D. Certification of Submission of Current Annual Operating Budget:

- The project director certifies that a copy of the implementing agency's current annual operating budget will be submitted upon request.

E. Certification that Applicant is Eligible to Receive Federal Funds:

- The project director certifies that neither the grant applicant nor any of its officers, directors or consultants are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from receiving federal funds. [If the director cannot make this certification, an explanation must be attached. If this certification cannot be provided, the applicant will not necessarily be denied participation in this program. The certification or explanation will be considered in connection with the determination by the Governor's Crime Commission as to whether or not to approve the application. However, if neither the certification nor an explanation is provided, the application will be rejected.]

F. Certification Regarding Lobbying: (for agencies receiving \$100,000 or more)

- The project director certifies that (1) no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any agreement; (2) If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant, the project director shall complete and submit Standard Form #LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

G. Drug Free Workplace Compliance: (for state agencies only)

- The project director certifies that (1) a drug-free workplace awareness program was held on and/or will be held annually on which all grant project employees are required to attend; (2) a copy of the agenda of that program, including an attendance sheet signed by all employees, will be provided to the Governor's Crime Commission; (3) a statement will be published notifying employees that any unlawful involvement with a controlled substance is prohibited in the grantees workplace and that specific actions will be taken against employees who violate this rule; (4) all employees will receive a copy of this notice; (5) all employees must agree to abide by the statement and to notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace within 5 days of the conviction; (6) within 10 days of receiving such notice, the applicant will inform the Governor's Crime Commission of an employee's conviction; (7) any employee so convicted will be disciplined or required to complete a drug abuse treatment program; and (8) the applicant will make a good faith effort to maintain a drug-free workplace, in accordance with the requirements of Sections 5153 and 5154 of the Anti-Drug Abuse Act of 1988 and Sections 8103 and 8104 of Title 41 of the United States Code.

H. Certification of Compliance with General Statute 114-10.01: (for law enforcement agencies only)

- The project director certifies that the implementing agency is presently in compliance and will remain in compliance with the traffic stop reporting provisions of General Statute 114-10.01 for the duration of the funded project. An agency may be in compliance with the reporting provisions of General Statute 114-10.01 where traffic stops are reported to the Division of Criminal Information, North Carolina Department of Justice, or where the agency does not meet any of the statutory criteria requiring the reporting of stops. A listing of law enforcement agencies currently required to report traffic stop information may be found at <http://www.ncdoj.gov/AgenciesRequiredList.aspx>.

I. IRS Form 990 and IRS Form 990-EZ:

- The project director certifies that the most recently-filed IRS Form 990 ("Return of Organization Exempt From Income Tax") or IRS Form 990-EZ ("Short Form Return of Organization Exempt from Income Tax") for the implementing agency has been uploaded with this project application as one or more pdf (Portable Document Format) attachments.

The project director certifies that neither an IRS Form 990 nor an IRS Form 990-EZ has been uploaded with this project application for the following reason:

- The implementing agency is not a nonprofit organization.
- The implementing agency is a nonprofit organization that is exempt from the requirement to file an IRS Form 990 or an IRS Form 990-EZ.
- The implementing agency is a nonprofit organization that is not exempt from the requirement to file an IRS Form 990 or an IRS Form 990-EZ and that has not to-date filed an IRS Form 990 or an IRS Form 990-EZ.

**Governor's Crime Commission
Budget Detail Work Sheet
2016 Safe on Seven Forsyth County**

Equipment:

NC Administrative Office of the Court provides computer hardware, software and support services as well as phone line and data connectivity for DA Legal Assistant position. The costs listed are estimated costs for the position and will be included in the contracts with NCAOC.

Year 1 Fiscal Year 2016-2017

NCAOC contract phone line (\$285) and data connectivity (\$207) \$492 for NCAOC position	\$ 492.00
NCAOC contract hardware/software support services (\$256.20+\$428.04)\$ 684.24 for NCAOC position	<u>\$ 684.24</u>
Equipment Total	\$ 1,176.24

Year 2 Fiscal Year 2017-2018

NCAOC contract phone line (\$285) and data connectivity (\$207) \$492 for NCAOC position	\$ 492.00
NCAOC contract hardware/software support services (\$256.20+\$428.04)\$ 684.24 for NCAOC position	<u>\$ 684.24</u>
Equipment Total	\$ 1,176.24

Contractual:

All covered staff will be on a contractual basis. The Project Manager staff position will be contracted out with Family Services, Inc. (victim services agency). The District Attorney Legal Assistant position will be contracted out with North Carolina Administrative Office of the Courts on behalf of the Forsyth District Attorney.

Year 1 Fiscal Year 2016-2017

Family Services, Inc.

2016 Safe on Seven Forsyth County

Safe on Seven Project Manager

Salary:		\$ 42,322.00
Benefits:		
FICA	7.65%	\$ 3,237.00
Pension	2.89%	\$ 1,223.00
403B	2.50%	\$ 1,058.00
Life Ins	2.50%	\$ 1,058.00
Disability	0.90%	\$ 381.00
Health	10.74%	\$ 4,233.00
Unemployment	1.50%	\$ 635.00
Workman's Comp	2.50%	\$ 1,058.00
	Sub-Total	\$55,205.00

NC Administrative Office of the Courts
District Attorney Legal Assistant

Salary:		\$ 32,945.00
Benefits:		
FICA	7.65%	\$ 2,520.00
Retirement	15.80%	\$ 5,205.00
Health	Estimate	\$ 5,750.00
Workman's Comp	0.5%	\$ 165.00
Unemployment		\$ 1,400.00
	Sub-Total	\$ 47,985.00

\$ 55,205.00
\$ 47,985.00
Contractual Total \$103,190.00

Year 2 Fiscal Year 2017-2018

Family Services, Inc.
Safe on Seven Project Manager

Salary:		\$ 42,322.00
Benefits:		
FICA	7.65%	\$ 3,237.00
Pension	2.89%	\$ 1,223.00
403B	2.50%	\$ 1,058.00
Life Ins	2.50%	\$ 1,058.00
Disability	0.90%	\$ 381.00

2016 Safe on Seven Forsyth County

<i>Health</i>	<i>10.74%</i>	<i>\$ 4,233.00</i>
<i>Unemployment</i>	<i>1.50%</i>	<i>\$ 635.00</i>
<i>Workman's Comp</i>	<i>2.50%</i>	<i>\$ 1,058.00</i>
	<i>Sub-Total</i>	<i>\$55,205.00</i>

NC Administrative Office of the Courts
District Attorney Legal Assistant

Salary: \$ 32,945.00
Benefits:

<i>FICA</i>	<i>7.65%</i>	<i>\$ 2,520.00</i>
<i>Retirement</i>	<i>15.80%</i>	<i>\$ 5,205.00</i>
<i>Health</i>	<i>Estimate</i>	<i>\$ 5,750.00</i>
<i>Workman's Comp</i>	<i>0.5%</i>	<i>\$ 165.00</i>
<i>Unemployment</i>		<i>\$ 1,400.00</i>
	<i>Sub-Total</i>	<i>\$ 47,985.00</i>

\$ 55,205.00
\$ 47,985.00
Contractual Total \$103,190.00

Personnel:

Personnel will be volunteers and in kind match staff position. The actual funded staff positions will be under contractual section.

Volunteers In Kind Match

Safe on Seven(SOS) will use volunteers from Family Services, Inc. and Womble, Carlyle, Sandridge and Rice law firm through Legal Aid of NC to assist with: 1) screening, 2)safety planning, 3)case management of referral requests, 4)victim follow up contact, 4)legal assistance, 5)administering victim surveys and 6) data entry. These volunteers will be trained by a SOS team of Legal Aid and Family Services, Inc. Volunteer hours will be in-kind match at \$11.00 per hour of work.

Year 1 Fiscal Year 2014-2015

Volunteers 80 hours @ \$11.00/hour

Volunteer Personnel Total \$ 880.00

Year 2 Fiscal Year 2015-2016

Volunteers 80 hours @ \$11.00/hour

Volunteer Personnel Total \$ 880.00

2016 Safe on Seven Forsyth County

Match In Kind Staff

Match In Kind Staff will be a current state funded District Attorney Legal Assistant assigned to the DA Domestic Violence Unit. Duties are the same as the grant funded position and 100% towards the Safe on Seven project.

Year 1 Fiscal Year 2016-2017

NC Administrative Office of the Courts

Match In Kind District Attorney Legal Assistant-State Funded Virginia Artice

Salary:		\$ 42,468.00
Benefits:		
FICA	7.65%	\$ 3,248.80
Retirement	15.8%	\$ 6,709.94
Health		\$ 5,750.00
Workers' Comp	0.50%	\$ 212.34
Unemployment		\$ 1,400.00
	Sub-Total	\$ 59,789.08

\$ 59,789.08/ 12 months = \$2,941.00/ month
In Kind Match for 8.82 month X 2,941.00 = \$35,292.00

In Kind Staff Match Total \$ 35,292.00

Total Yearly In Kind Match (Volunteers/Staff)	\$ 880.00
	\$ 35,292.00
	\$ 36,172.00

Year 2 Fiscal Year 2017-2018

NC Administrative Office of the Courts

Match In Kind District Attorney Legal Assistant-State Funded Virginia Artice

Salary:		\$ 42,468
Benefits:		
FICA	7.65%	\$ 3,248.80
Retirement	15.8%	\$ 6,709.94
Health		\$ 5,750.00
Workers' Comp	0.50%	\$ 212.34
Unemployment		\$ 1,400.00
	Sub-Total	\$ 59,789.08

2016 Safe on Seven Forsyth County

$\$ 59,789.08 / 12 \text{ months} = \$2,941.00 / \text{month}$
In Kind Match for 8.82 month X 2,941.00 = \$35,292.00

In Kind Staff Match Total \\$ 35,292.00

<i>Total Yearly In Kind Match (Volunteers/Staff)</i>	<i>\$ 880.00</i>
	<i><u>\$ 35,292.00</u></i>
	<i>\$ 36,172.00</i>

Travel:

Bi-Annual US Attorney Statewide Conference: The US Attorney’s Office holds a multi-disciplinary conference on Domestic Violence every other year. US Attorney’s Office sponsored training for those working to combat the problem of domestic violence in North Carolina. During the program, participants learned about state and federal domestic violence and firearms laws and how they can be used to assist in the investigation and prosecution of crimes of domestic violence. The conference provided training for virtually every person involved in the domestic violence prevention, detection and prosecution arenas with the goal of unifying our response to domestic violence in the state of North Carolina. The last conference was held September 10-12, 2014. Conference Agenda is attached. Using OVW training funds available in 2014, SOS was able to send 29 local Safe on Seven partners to this training and it was extremely valuable to all attendees. Some of our staff positions turnover and we continue to need training for newer staff. The anticipated cost per attendee is estimated to be \$100. Request to send up to 30 partner staff/team from Forsyth County to this conference in the fall of 2016 or 2018 depending on conference being scheduled for September or October of 2016 or 2018 to coordinate with grant beginning and ending dates.

There will be no additional travel/lodging costs as training is held regionally and all Forsyth County attendees will commute daily.

US Attorney’s Fall Domestic Violence Conference Registration		
30 attendees @ \$100.00 registration fee	Travel Total	\$ 3,000.00

Supplies and Operating Expenses:

NC Administrative Office of the Courts provides office supplies for the DA Legal Assistant position. The Costs are estimated costs for the position and will be included in the contracts with NCAOC. Office supplies list is attached.

Year 1 Fiscal Year 2016-2017

Parking fees for SOS Manager position 12 x \$70.00	\$ 840.00
Office Supplies – DALA	<u>\$ 300.00</u>
Supplies Total:	\$ 1,140.00

2016 Safe on Seven Forsyth County

Year 2 Fiscal Year 2017-2018

<i>Parking fees for SOS Manager position 12 x \$70.00</i>	<i>\$ 840.00</i>
<i>Office Supplies – DALA</i>	<i><u>\$ 300.00</u></i>
<i>Supplies Total:</i>	<i>\$ 1,140.00</i>

2016 Safe on Seven Forsyth County

**Governor's Crime Commission
Budget Category Amount
2016 Safe on Seven Forsyth County**

	YEAR 1	YEAR 2
A. Equipment	\$ 1,176.24	\$ 1,176.24
B. Contractual	\$ 103,190.10	\$ 103,190.10
C. Personnel	\$ 36,172.00	\$ 36,172.00
D. Supplies/Operating	\$ 1,140.00	\$ 1,140.00
E. Travel	<u>\$ 3,000.00</u>	<u>\$ 3,000.00</u>
	\$ 144,678.34	\$ 144,678.34

	YEAR 1	YEAR 2
Total Grant Funds:	\$ 108,508.75	\$ 108,508.75
Total 25% Match Funds:	<u>(\$ 36,169.59)</u>	<u>(\$ 36,169.59)</u>
Total Project Costs:	\$ 144,678.34	\$ 144,678.34

2016 Safe on Seven Forsyth County