



Submitted Applications

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Application Details

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1029 - Hampton Victim Witness Program

Application Details

Funding Opportunity:	26-SFY 2022-2023 Victim Witness Grant Program
Funding Opportunity Due Date:	Mar 29, 2021 5:00 PM
Program Area:	Victim Witness Grant Program
Status:	Editing
Stage:	Final Application

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information



Mrs. Karla Crump Reaves Suffix
 Salutation First Name Middle Name Last Name



Title*: Director
Email*: kreaves@hampton.gov
Address*: 236 N. King Street

Hampton Virginia 23669 3522
 City State/Province Postal Code/Zip Zip +4

Phone*: (757) 726-6978 Ext.
 Phone
 ###-###-####

Fax: (757) 726-6917
 ###-###-####

Organization Information

Federal ID Number*: 546001336
Organization Name*: City of Hampton VA
Organization Type*: City Government
Unique Entity Identifier (UEI): 000000000
SAM Validation:
SAM Expiration Date:
Organization Website: For example: <http://www.dcjs.virginia.gov>
Address*: City of Hampton
 22 Lincoln Street

Hampton Virginia 23669 Zip +4
 City State/Province Postal Code/Zip

Phone*: (757) 727-6230 Ext.
 ###-###-####

Fax: ###-###-####



Faith Based Organization*: no



FIPS Code (Only Required for Local Government): 650-Hampton

Face Sheet

Face Sheet

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: 3rd
Choose all that apply.

Best Practice?: No
For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served*: HAMPTON
Choose all that apply.

Program Title: Hampton Victim Services Unit- Hampton Commonwealth's Attorney's Office

[Click here to see if you are certified.](#)

Certified Crime Prevention Community?*: Yes

Type of Application*: Continuation of Grant

If Continuation or Revision of a grant,

Grant Number: 21-A8574VW19

If Continuation of a grant,

Performance Statement:

From July 1, 2018 - March 21, 2021, this program has provided direct services to 2,694 victims and witnesses.

Check the box(s) that best describes the applicant service area.

Community Setting*: Urban

In this space, provide a short description of the project.

Brief Project Overview*:

The Hampton Victim Witness Program provided comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During SFY 2022, it is estimated that 1000 victims and 200 witnesses will receive direct services through this program. During FY2023, it is estimated that 1025 victims and 210 witnesses will receive direct services through this program. We anticipate 250 volunteer hours to be provided in each year of the grant cycle.

provided in each year of the grant cycle.



Project Director

Name: Prefix Karla Middle Name Reaves Suffix
First Name Last Name

Title*: Director

Address*: 236 N. King Street

Address Line 2

Hampton Virginia 23669 3522

City State Zip Code +4

Phone Number*: 757-726-6978

Fax Number: 757-726-6917

Email Address*: kreaves@hampton.gov

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:

Address Line 2

City State Zip Code +4

Project Administrator

Name: Prefix Mary Middle Name Bunting Suffix
First Name Last Name

Title*: City Manager

Address*: 22 Lincoln Street

8th Floor

Address Line 2

Hampton Virginia 23669 3522

City State Zip Code +4

Phone Number*: 757-727-6392

Fax Number: 757-728-3037

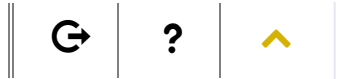
Email Address*: mbunting@hampton.gov

Is the mailing address the same as the physical address?

Is the mailing address the same as the physical address?

Mailing Address*:

Yes



Mailing Address:

Address Line 2

City State Zip Code +4

Finance Officer

Name:

Prefix Karl Middle Name Daughtrey Suffix
First Name Last Name

Title*:

Finance Director

Address*:

22 Lincoln Street

Address Line 2

Hampton Virginia 23669 3522

City State Zip Code +4

Phone Number*:

757-727-6320

Fax Number:

757-727-6872

Email Address*:

kdaughtrey@hampton.gov

Is the mailing address the same as the physical address?

Mailing Address*:

Yes

Mailing Address:

Address Line 2

City State Zip Code +4

Budget

Budget



Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$402,934.00	\$0.00	\$0.00	\$0.00	\$0.00	\$402,934.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$402,934.00	\$0.00	\$0.00	\$0.00	\$0.00	\$402,934.00

Match Percentage

Match Percentage: 0.0%

Funds From Other Sources

Source	Amount
Local funds	\$141,736.00
	\$141,736.00

Project Narrative Form

Project Narrative

Demonstration of Need*:



The Hampton Victim Witness Program has identified the need to provide trauma informed services to expand beyond that of daily courtroom accompaniment and assistance. It is imperative that we broaden our reach to include those who are secondary victims of crime. We want to ensure that they receive the necessary resources to avoid them becoming potential victims and or in some cases, offenders of crime. Based on the previous two years and the increase in Homicides in Hampton, we anticipate serving 35 victims(co-victims) and/or witnesses to violent crime in our community. On average that would be service delivery to 5 victims/co-victims per homicide. 50% of those eligible would be provided direct services. The types of services that would be provided would include homicide survivor support groups, court accompaniment assistance, Virginia Victims Fund, referrals to counseling, assistance with housing and other needs that may arise. The plans to improve and amplify service delivery will be fulfilled by partnering with agencies and programs that provide the needed services for this demographic to include the VOCA grant recently written to carry out the mission. The requested funding level for Personnel will allow us to maintain the level of expertise currently serving in the Hampton Victim Witness program.

While the current funding level will allow us to continue to find ways to creatively improve, expand and enhance service delivery for 2022 and 2023, it will continue to be a challenge. The staffing level for this grant, the City's increased crime rate, staff increases in the Commonwealth's Attorney's office and the increase in the number of victims needing to be served will have us working at a deficit. The Commonwealth's Attorney's Office prosecutes 6000+ cases a year to include, Homicide, Sexual Assault, Robbery, Malicious and Unlawful Wounding, Domestic Violence, DUI's and other Misdemeanor cases. The office utilizes a team structure and there are 23 attorneys and three active teams, with Victim Services Specialists assigned to each team. There are two adult teams and one Juvenile and Domestic Relations Court team. The Adult teams rotate weekly between General District Court and Circuit Court. There are 6 advocates on the Victim Witness grant and 2 advocates on the VOCA grant. There is clearly a disproportionate number of victim service providers, which could unfortunately, lead to gaps and lack of services to crime victims, in addition to burn out of service providers. The problem becomes more evident today in light of the COVID-19 pandemic. The need for continued funding becomes greater because the courts have not resumed a normal schedule and the current changes have made it difficult to maintain service delivery in the manner in which we are accustomed. Many cases and jury trials have been continued in to 2022. The number of current violent crimes in the city are steadily increasing, not to mention court having to be suspended for weeks because of internal and external COVID cases that plagued the judicial system. All of this delays processes, requires quick action to ensure that cases are continued, victims and witnesses are notified and multiple cases having to be stacked for trials. This creates a barrier and impacts all courts, services and the victims being served. We believe that we are operating at an appropriate cost effective level, however mindful that the quality of service continues.

Project Description*:

The Commonwealth's Attorney's Office was responsible for writing the original Victim Witness Grant developed in 1984 and it has been in existence for 36 years. The mission is to provide quality and compassionate assistance to victims and witnesses of crime in the City involved in the criminal justice system. The program complies with the Crime Victims' Bill of Rights and the Crime Victim and Witness Rights Act by supporting and aiding crime victims and witnesses. We treat victims and witnesses with dignity, respect, sensitivity and protect their privacy to the fullest extent of the law. We strive to address the emotional and financial hardships and help guide and direct individuals to available resources in our community. Our goal is to pursue justice on behalf of all victims and traditionally underserved populations to provide the best possible support as their case proceeds. Hampton Victim Services Unit is housed in the Commonwealth's Attorney's Office, which is located in the General District Court Building on the first floor.

We have eight offices with additional office space available to the department. In addition to our main office, there are satellite offices and separate waiting areas for victims/witnesses in our Juvenile and Domestic Relations and Circuit Court buildings. All services and offices are located in the city of Hampton, VA.

The Hampton Victim Service Unit recruits and train volunteers to participate in providing direct services delivery to crime victims and witnesses. Volunteers will offer emotional support, resources, referrals, and courtroom assistance. In addition to assisting with direct services, volunteers will assist with other program related activities such as National Crime Victims Rights' Week and other other victim related projects.



The current service area is the city of Hampton where our current population is 134,510. The service area includes, Hampton University and Thomas Nelson Community college which are both institutions of higher learning. One is a 4 year institution with domicile style living, while the other is a 2 year school, providing opportunities of trade school style work as well as preparing students for advancement to the 4 year college experience. Our target underserved population are youth ages 12-25, the elderly, ages 65 and older, the LGBTQ community and non English speaking/Latino victims and witnesses of crime. We continue to maintain, develop and expand initiatives in the four priority areas for VOCA funding: Services to Victims of Child Abuse, Services for Traditionally Underserved Populations, Services to Victims of Domestic Violence and Services to Victims of Sexual Assault. We spend an equitable amount of time providing direct services in these four priority areas at 25%. Occasionally, these percentages may change depending upon a spike or decline in one or more of these services areas.

Sustainment Plan*:

Since 1984, Hampton's city has continued to support the program with a substantial cash contribution each year. When there are cost of living increases in salaries and benefits not covered by the grant, it is covered through the City's General Fund. The Commonwealth's Attorney has continued to provide support and financial assistance as needed by absorbing some costs into his annual budget. The Coliseum Central Business Improvement District's Security Committee has also included the Victim Services Unit in the yearly budget to help promote and increase awareness during National Crime Victims' Rights Week for several years. With a clear understanding of grants and funding streams, we consistently stay proactive about potential funding opportunities. The program has received grant funding from the Department of Criminal Justice Services for many years. The original agreement between the city of Hampton and DCJS in 1984 was that the city would absorb a percentage of the grant each year until funded by the locality 100%. Through the years, the requirement for cash match amounts has been minimal. Fortunately, the State's allocations have been sufficient enough that the locality has not had to fulfill that original agreement in 36 years. Although the possibility could arise, we would intend to appeal to the city to fulfill the original agreement as related to the Victim Witness Grant. The department will continue to look for ways to sustain this grant through other funding opportunities so that no one is ever in jeopardy of losing employment. The Hampton Victim Witness Program has been a beacon of hope to so many crime victims through the years. It has been a model program for others to follow and for some to emulate. The program has received National, State, and Local recognition for its work in the community. Lastly, the program creates leaders who become Directors, Assistant Directors, Educators in Victim Advocacy, and other fields. Unfortunately, as the crime rate increases, so will the need for trained advocates to sustain and enhance services to provide and respond to the emotional, psychological, and physical needs of crime victims; to assist victims in stabilizing their lives, ensure that they understand and participate in the criminal justice system and attempt to restore a sense of security and safety as defined by the VOCA Rule.

Goals and Objectives

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Goals and Objectives required by the funding opportunity?* No

Goals and Objectives



Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)
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No Data for Table

Program Service Objectives - Victims

Direct Service Victims

Row	1st Fiscal Year	2nd Fiscal Year
Number of Victims	1000	1025
Total Number of Direct Service Witnesses to be Served by Program	725	750

Information & Referral Services

**Information and Referral Services****1st Fiscal Year****2nd Fiscal Year**

Criminal Justice Process

725

750

Victims' Rights Explanation

Victims' Rights Explanation: Protection

500

525

Victims' Rights Explanation: Financial Assistance and Social Services

475

500

Victims' Rights Explanation: Notices

600

625

Victims' Rights Explanation: Victim Input

800

825

Victims' Rights Explanation: Courtroom Assistance

550

600

Victims' Rights Explanation: Appeal/Habeas Corpus Services

15

20

Referral to Other Victim Services Program

Referral to Other Victim Services Program

100

100

Referral to Other Services, Supports, Resources: Crisis Referrals

75

75

Referral to Other Services, Supports, Resources: Crime Prevention

5

5

Referral to Other Services, Supports, Resources: Emergency Assistance

5

5

Victims' Compensation

Victims' Compensation

80

85

3930**4115*****Personal Advocacy / Accompaniment***

**Personal Advocacy / Accompaniment****1st Fiscal Year****2nd Fiscal Year**

Emergency Medical Care

2

2

Medical Forensic Exam Accompaniment

0

0

Medical Forensic Exam Perform / Collect

0

0

Law Enforcement

5

5

Individual Advocacy

200

200

Immigration Assistance

0

0

Intercession

Intercession: Employer

25

30

Intercession: Creditor

0

0

Intercession: Landlord

5

5

Intercession: Academic Institution

5

5

Child / Dependent Care

Child / Dependent Care

1

1

Transportation Services

Transportation Services: A. Transport provided by Agency

0

0

Transportation Services: Reservations

25

25

Transportation Services: Reimbursement

25

25

Interpreter Services

Interpreter Services

5

5

298**303*****Emotional Support or Safety Services***

**Emotional Support or Safety Services**

	1st Fiscal Year	2nd Fiscal Year
Crisis Intervention	225	250
Hotline / Crisis Line Counseling	0	0
On-Scene Crisis Response	0	0
Individual Counseling	75	80
Support Groups	5	5
Other Therapy	0	0
Emergency Financial Assistance	5	5
	310	340

Shelter / Housing**Shelter / Housing**

	1st Fiscal Year	2nd Fiscal Year
Emergency Shelter / Safe House	5	5
Transitional Housing	30	45
Relocation Assistance	5	5
	40	55

Criminal / Civil Justice System Assistance

**Criminal / Civil Justice System Assistance**

1st Fiscal Year

2nd Fiscal Year

Event Notification

Event Notification: Case Status

725

750

Event Notification: Case Disposition

500

525

Event Notification: Advance Notification

450

475

Victim Impact Statement

Victim Impact Statement

150

150

Restitution Assistance

Restitution Assistance: Explanation

100

175

Restitution Assistance: Monitoring

0

0

Restitution Assistance: Collection

0

0

Restitution Assistance: Enforcement

15

20

Business Restitution

Business Restitution: Explanation

25

30

Business Restitution: Monitoring

0

0

Business Restitution: Collection

0

0

Business Restitution: Enforcement

5

5

Protective Order

Protective Order

30

40

Family Law Issues Assistance

Family Law Issues Assistance

5

5

Other Emergency Justice - Related Assistance

Other Emergency Justice - Related Assistance

25

25

Immigration Attorney Assistance

Immigration Attorney Assistance

0

0

Prosecution Interview

Prosecution Interview

4580
1504900
175

Criminal Advocacy / Accompaniment

Criminal Advocacy/Accompaniment: Notification Assistance	175	200
Criminal Advocacy/Accompaniment: Liaison re: Prisoner Status	110	125
Criminal Advocacy/Accompaniment: Confidentiality Forms	30	35
Criminal Advocacy/Accompaniment: Criminal Justice Process	600	625

Criminal Justice Process

Criminal Justice Process: Support	145	175
Criminal Justice Process: Explanation of Steps	725	725
Parole Input	5	5
Escort	600	625
Closed Preliminary Hearing	10	10
Closed Circuit TV	0	0
	4580	4900

Other

Row	Description	1st Fiscal Year	2nd Fiscal Year
<i>Describe Service Provided (50 Charters Maximum) and unduplicative of existing service objectives.</i>			
Other	Restorative Justice Program	10	10
Other			
Other			

Program Service Objectives - Witnesses

Maximum Service

The Program services a maximum of 5% of witnesses per fiscal year with the grant funds.

The Program Services a Maximum of 5% of Witnesses?*: Yes

Service Provided	1st Fiscal Year	2nd Fiscal Year
Witness' Rights Information (Pre-Printed)		
Witness' Rights Information (Pre-Printed)	200	210
Witness' Rights Explanation		
Witness' Rights Explanation: Protection	5	5
Witness' Rights Explanation: Employer Services	5	5
Witness' Rights Explanation: Confidentiality	5	5
Witness' Rights Explanation: Interpreter Services	0	0
Protection	0	0
Protection		
Intercession-Employers	0	0
Intersession - Employers		
Assistance w/ Interpreter Services	0	0
Assistance with Intepreter Services		
Optional: Dispositions	10	10
Dispositions		
Optional: Courtroom Explanations	25	25
Courtroom Explanations		
Optional: Courtroom Tours	5	5
	255	265

Direct Service Witnesses

Row	1st Fiscal Year	2nd Fiscal Year
Number of Witnesses	200	210
Total Number of Direct Service Witnesses to be Served by Program	200	210

Program Development

Separate Waiting Areas*: Yes



Directory of Services*: Yes

Continuance Notification*: Yes

Campus Sexual Assault*: Yes

Service Provision Number of Hours: 5.00



Other Required Certifications

Grant funded staff hours devoted to the provision of services to witnesses will be limited to 5% or less.

5% or Less*: Yes

Grant funds will enhance or expand direct services to crime victims and witnesses and will not be used to supplant (replace) other funds. Grant funds may **not** be used to replace or substitute for state and/or local government funds that would otherwise be available for crime victim assistance services.

Expand or Enhance Services*: Yes

Applicant agrees to collect required evaluation and reporting data and submit it to DCJs by the 15th working day after the close of each quarter and comply with any other programmatic and financial reporting requirements.

Evaluation and Reporting Data*: Yes

Applicant agrees to maintain confidentiality of client-counselor information, as required by law. See attachment 9 for sample Confidentiality Statement.

Confidentiality*: Yes

Applicant agrees to use volunteers. The Victim/Witness Program will use volunteers and interns to provide direct and generic services to crime victims and witness under the supervision of program staff. The volunteers or interns can be recruited from local high schools and area colleges or universities and will be trained and supervised by program staff members.

Volunteers*: Yes

Personnel and Employee Fringe Benefits

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?* Yes

Personnel



Employee Name	Position Title	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other sources)	Percent being requested	Number of Grant-Funded Hours per year	Grant-Funded Full Time Equivalent ("FTE")	Total Salary Requested from Grant	New Position?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total
Karla Crump Reaves	Director	Full Time	40	2080	\$92,876.00	100.0%	2080	1.00	\$92,876.00	No	\$92,876.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,876.00
Latasha Powell Mason	Assistant Director	Full Time	40	2080	\$68,959.00	100.0%	2080	1.00	\$68,959.00	No	\$68,959.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,959.00
Kathryn Moore	Victim Services Specialist	Full Time	40	2080	\$50,430.00	100.0%	2080	1.00	\$50,430.00	No	\$50,430.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,430.00
Leann Clary	Victim Services Specialist	Full Time	40	2080	\$48,033.00	100.0%	2080	1.00	\$48,033.00	No	\$48,033.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,033.00
Paulina Ramirez	Victim Services Specialist	Full Time	40	2080	\$46,137.00	100.0%	2080	1.00	\$46,137.00	No	\$46,137.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,137.00
Joshua Williamson	Victim Services Specialist	Full Time	40	2080	\$46,137.00	100.0%	2080	1.00	\$46,137.00	No	\$46,137.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,137.00
			240	12480	\$352,572.00		12480	6.0	\$352,572.00		\$352,572.00	\$0.00	\$0.00	\$0.00	\$0.00	\$352,572.00

Employee Fringe Benefits



Employee Name	FICA	Retirement	Group Life	Health Insurance	Workers' Comp	Unemployment	Disability	Other	Requested Employee	If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee
									Fringe Benefits Total							Fringe Benefits Total
Joshua Williamson	\$3,529.00	\$8,808.00	\$618.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$13,055.00		\$13,055.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,055.00
Paulina Ramirez	\$3,529.00	\$8,808.00	\$609.00	\$6,996.00	\$0.00	\$0.00	\$272.00	\$0.00	\$20,214.00		\$20,214.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,214.00
Leann Clary	\$0.00	\$9,170.00	\$644.00	\$6,996.00	\$0.00	\$0.00	\$283.00	\$0.00	\$17,093.00		\$17,093.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,093.00
	\$7,058.00	\$26,786.00	\$1,871.00	\$13,992.00	\$0.00	\$0.00	\$655.00	\$0.00	\$50,362.00		\$50,362.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,362.00

Position and Justification



Employee

Name	Description of Position	Justification for Position
Latasha Powell Mason	Latasha is the Assistant Director of the Hampton Victim-Witness grant program. She is a full-time employee working 2080 hours per year. She continues to provide direct services to crime victims pursuant to VA. Code Section 19.2-11.01 and to manage daily operations and service delivery of the victim witness specialists in General District, Juvenile and Domestic and Circuit Courts. In addition, Latasha continues to provide direct services to victims of Sexual Assault and other cases as needed.	This position has an advanced knowledge and expertise necessary to ensure that all project matters are handled effectively. This position is necessary, essential and allowable under the VWP guidelines because it oversees and assists in the day to day operation of the victim services unit. It is essential to have an Assistant Director to ensure that advocates understand and carry out daily direct service delivery to crime victims in accordance with 19.2-11.01 of the Code of Virginia, maintain quarterly statistics and manage staff. Without this position it would negatively impact the program's success.
Kathryn Moore	Kathryn is a Victim Witness Specialist for the Hampton Victim-Witness grant program. She is a full-time employee working 2080 hours per year. Continues to provide direct services to crime victims pursuant to code section 19.2-11.01 on the A Team which prosecutes adult cases of sexual assault, robbery, burglary, malicious wounding, homicides and other crimes against persons. These services include but are not limited to: Virginia Victims' Fund assistance, Restitution, Victim Impact Statements, Victim Notification and Interpreters. In addition, this position is responsible for planning Victim Witness Outreach activities to increase public awareness of services available to crime victims.	This position is considered key personnel and is one of the most important because of the daily direct contact and service delivery provided to crime victims. The staff often work numerous hours and work at a deficit because of the increased crime rate, victim/witnesses, growth of Commonwealth's Attorney's and lack of victim/witness staff to accommodate the growth. Without this position our statistical data decreases giving a false illusion of need. This position is an integral part of this office and services would suffer without it.
Karla Crump Reaves	Karla is the Director of the Hampton Victim-Witness grant program. She is a full-time employee working 2080 hours per year. She continues to oversee, prepare Victim Witness Grant, and provide supervision and guidance and to ensure that direct services to crime victims are in compliance with grant requirements and the Virginia Victims and Witnesses of Crime Act. In addition, she continues to provide direct services to crime victims and families in Homicide cases and other cases as needed.	This position is necessary and essential to the overall operation of this program. It ensures that staff is equipped, trained, knowledgeable of the Crime Victims and Witnesses Rights Act and that the program continues to be in compliance with all financial and direct service delivery requirements at a reasonable cost. Without this position, over 30 + years of experience would be jeopardized, negatively impacting the overall success of the program, it's history and its continued success in providing quality customer service to the victims and witnesses served in the Hampton community.
Leann Clary	Leann is a Victim Witness Specialist for the Hampton Victim-Witness grant program. She is a full-time employee working 2080 hours per year. To provide direct services to crime victims pursuant to code section 19.1-11.01 on the Juvenile and Domestic Relations team which prosecutes cases involving juveniles who commit crimes of sexual assault, robbery, burglary, malicious wounding, homicides and other crimes against persons. These services include but are not limited to: Virginia Victims' Fund assistance, Restitution, Victim Impact Statements, Victim Notification and Interpreters,	This position is considered key personnel and is one of the most important because of the daily direct contact and service delivery provided to crime victims. The staff often work numerous hours and work at a deficit because of the increased crime rate, victim/witnesses, growth of Commonwealth's Attorney's and lack of victim/witness staff to accommodate the growth. Without this position our statistical data decreases giving a false illusion of need. This position is an integral part of this office and services would suffer without it.



Paulina Ramirez	Paulina is a Victim Witness Specialist for the Hampton Victim-Witness grant program. She is a full-time employee working 2080 hours per year. Continues to provide direct services to crime victims pursuant to code section 19.2-11.01 on the A Team which prosecutes adult cases of sexual assault, robbery, burglary, malicious wounding, homicides and other crimes against persons. These services include but are not limited to: Virginia Victims' Fund assistance, Restitution, Victim Impact Statements, Victim Notification and Interpreters. In addition this position is responsible for providing direct services to Spanish speaking victims of crime.	This position is considered key personnel and is one of the most important because of the daily direct contact and service delivery provided to crime victims. The staff often work numerous hours and work at a deficit because of the increased crime rate, victim/witnesses, growth of Commonwealth's Attorney's and lack of victim/witness staff to accommodate the growth. Without this position our statistical data decreases giving a false illusion of need. This position is an integral part of this office and services would suffer without it.
Joshua Williamson	Joshua is a Victim Witness Specialist for the Hampton Victim-Witness grant program. He is a full-time employee working 2080 hours per year. To provide direct services to crime victims pursuant to code section 19.2-11.01 on the Juvenile and Domestic Relations prosecution team, with emphasis on Domestic Violence cases. These services include but are not limited to: Virginia Victims' Fund assistance, Restitution, Victim Impact Statements, Victim Notification and Interpreters.	This position is considered key personnel and is one of the most important because of the daily direct contact and service delivery provided to crime victims. The staff often work numerous hours and work at a deficit because of the increased crime rate, victim/witnesses, growth of Commonwealth's Attorney's and lack of victim/witness staff to accommodate the growth. Without this position our statistical data decreases giving a false illusion of need. This position is an integral part of this office and services would suffer without it.

Personnel and Employee Fringe Benefits Totals

DCJS FUNDS

Federal Funds:	\$402,934.00
State Funds:	\$0.00
Special Funds:	\$0.00
Match Funds	
Cash Match:	\$0.00
In-Kind Match:	\$0.00
Personnel/Fringe Total	
TOTAL:	\$402,934.00

Consultant Subsistence & Travel



Requested



If this is not requested, please indicate that here and then mark this form as complete.

Are Consultant and/or Consultant Travel being requested?* No

Consultant

Name of Consultant	Consultant Hourly Rate	Total Number of Hours	Total Consultant Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Consultant Total
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No Data for Table

Consultant Subsistence (lodging + meals) & Travel

Name of Consultant	Number of Lodging Nights	Lodging Rate	Total Lodging	Number of Days	Per Diem Rate	Total Meals	Number of Miles	Mileage Rate	Total Travel	Other Subsistence/Travel	Total Other Travel	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Consultant Subsistence & Travel Total
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No Data for Table

Consultant Role Description and Justification

Name of Consultant	Description of Consultant's Role	Justification for Use of Consultant
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No Data for Table

Consultant Subsistence & Travel Totals

DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

TOTAL: \$0.00

Travel

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Travel being requested?*: No

Local Mileage

Number of Miles	Mileage Rate	Total Local Mileage	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Local Mileage Total
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No Data for Table

Non-Local Mileage

Number of Miles	Mileage Rate	Total	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Non-Local Mileage Total
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No Data for Table

Mileage Description and Justification

Type	Description of Mileage	Justification for Mileage
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No Data for Table

Travel Totals

DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match:

\$0.00



Travel Total

TOTAL: \$0.00

Subsistence/Other Travel Costs

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Subsistence/Other Travel Costs being requested?*: No

Subsistence

Event Title	Number of People Attending	Number of Nights	Lodging Rate	Total	Number of Days	Per Diem Rate	Total	Total Subsistence	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Subsistence Total
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No Data for Table

Subsistence Description and Justification

Event	Description of Costs	Justification for Costs
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No Data for Table

Other Travel Costs

Event Title	Number of People Attending	Number of Airfare Tickets	Airfare Rate	Total Airfare	Other Travel Costs	Total Cost for Air and Other Fares	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Other Travel Costs Total
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No Data for Table

Other Travel Costs Description and Justification

Event	Description of Other Costs	Justification for Other Costs
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No Data for Table

Subsistence/Other Travel Costs Totals

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Subsistence/Other Travel Costs Total

TOTAL: \$0.00

Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?* No

Equipment

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
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No Data for Table

Equipment Description and Justification

Equipment Item	Description of Equipment	Justification for Equipment
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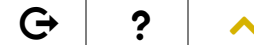
No Data for Table

Additional Documentation

Description	File Name	Type	Size	Upload Date
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No files attached.

Equipment Totals



DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Equipment Total

TOTAL: \$0.00

Supplies & Other Expenses

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Supplies & Other Expenses being requested? No

*:

Supplies & Other Expenses

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
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No Data for Table

Supply/Item Requested Description and Justification

Supply/Item	Description of Supply/Item	Justification for Supply/Item
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No Data for Table

Supplies & Other Expenses Totals

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Supplies & Other Expenses Total

TOTAL: \$0.00

Indirect Costs

Requested

If this is not requested, please indicate that here and mark this form as complete.

Are Indirect Costs being requested?* No

Certification of De Minimis Indirect Cost Rate

Eligibility Criteria:

- The award recipient has never received a Federally-negotiated indirect cost rate for any federal awards.
- The award recipient has received less than \$35 million in direct federal funding for the fiscal year requested.
- The de minimis rate approved will be applied to the MTDC. This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (subgrants and subcontracts).
- The MTDC will exclude equipment, capital expenditures, and the portion of each subaward in excess of \$25,000. Other items will only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant federal agency for indirect costs.
- The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.
- The proper use and application of the de minimis rate is the responsibility of the award recipient. The Office of Justice Programs and/or the Virginia Department of Criminal Justice Services may perform a financial monitoring review to ensure compliance with 2 CFR Part 200.

Are you requesting De Minimis Indirect Cost? :

I certify that the above eligibility criteria has been met to use a de minimis indirect cost rate of up to 10%.

Certification:

Date:

Title:

Direct Expenditures

Category	Amount
Salaries and Wages	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Supplies and Other	\$0.00
Consultants/Contractual	\$0.00
Other Expenses (equipment, other)	\$0.00
	\$0.00

Tuition Remission

Amount: \$0.00

Contractual

Name	Amount	Excess Amount	Total Amount
No Data for Table			

Equipment and Capital Expenditures

Amount: \$0.00

Other Expenses

Category	Amount
Space/Rental Costs	\$0.00
Scholarships/Fellowships	\$0.00
Participant Support Cost	\$0.00
Patient Care	\$0.00

Expenditure Totals

Total Direct Expenditures (Excluding Match):	\$0.00
Total Excluded Expenditures:	\$0.00
Base Expenditures:	\$0.00
Indirect Cost Rate (from ICRA or DE Minimis 10%):	0.0%
INDIRECT COSTS AMOUNT:	\$0.00

DCJS Funds

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$0.00

Match Funds

Cash Match:	\$0.00
In-Kind Match:	\$0.00

Total

Total:	\$0.00
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Indirect Cost Agreement:

Attachments

Attachments Required?

Are additional attachments required by the funding opportunity?* Yes

Attachments



Description	File Name	Type	Size	Upload Date
Organization Chart. Includes all staff working in the unit. The staff located in the grey block are on a different grant or not grant funded.	Hampton Victim Witness Program Organization Chart1.docx	docx	30 KB	03/16/2021 05:01 PM
SAM Registration. This is proof of SAM registration for the City of Hampton. This information was retrieved from https://sam.gov/SAM	SAM REGISTRATION.docx	docx	15 KB	03/16/2021 05:12 PM
Job Description: This includes job description for Director, Assistant Director, Victim Services Specialist, Volunteer and Intern.	Victim Witness Job Descriptions.docx	docx	22 KB	03/21/2021 10:32 AM
List of cooperative agreements.	Cooperative agreements.docx	docx	11 KB	03/23/2021 11:59 AM

Non-Supplantation

Non-Supplantation

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

Certification*: Yes

Project Administrator*: Steven Bond
 First Name Last Name
 Assistant City Manager 03/25/2021
 Title Date

Civil Rights Certification of Compliance

Certification of Compliance - Project Information

Is This Applicable to Your Project?* Yes

PERSON RESPONSIBLE FOR REPORTING CIVIL RIGHTS FINDINGS OF DISCRIMINATION

Name: Karla Crump Reaves
 First Name Last Name
 236 N. King Street
 Address Line 1



236 N. King Street
Address Line 2



Hampton Virginia 23669-
City State Zip Code +4

Email Address: kreaves@hampton.gov

Project Director Certification

Is This Applicable to Your Project?*: Yes

I acknowledge that I viewed the training on Civil Rights available on the DCJS website (Victims Services page) or at the Office for Civil Rights Training for Grantees. I accept responsibility for ensuring that project staff understands their responsibilities as outlined in the presentations. I understand that if I have any questions about the material presented and my responsibilities as a grantee that I will contact my grant monitor.

Project Director Certification: Yes

Project Director: Karla Reaves 03/24/2021
First Name Last Name Date

Project Administrator Certification

Is This Applicable to Your Project?*: Yes

Certification: Certification B

Therefore, I hereby certify that the funded entity will prepare and submit an EEOP and Certification HERE within 60 days of the award. The EEOP shall be submitted in accordance with 28 CFR §42, subpart E, to Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice that will include a section specifically analyzing the grantee (implementing) agency. (If you have already submitted an EEOP applicable to this time period, send a copy of the letter received from the Office for Civil Rights showing that your EEOP is acceptable.)

Certification: Yes

SIGNATURE AUTHORITY’S CERTIFICATION: As the Project Administrator for the above Grantee:

I certify that I have read and am fully cognizant of our duties and responsibilities under this Certification.

I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 et seq.; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (See also, 2000 Executive Order #13166).

I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings, if any, to the DCJS within 45 days of the finding, and/or if the finding occurred prior to the grant award beginning date, within 45 days of the grant award beginning date.

Project Administrator Certification: Yes

Project Administrator: Steven Bond 03/25/2021
First Name Last Name Date

Title: Assistant City Manager



Authority Certification

Authorized Individual*:

Steven	Bond
First Name	Last Name
Assistant City Manager	03/25/2021
Title	Date