

Grant Application

Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219 ATTACHMENT 1

Grant Program:	<input checked="" type="checkbox"/> VOCA Victims Services Grant Program	Congressional District(s): 3	district #'s
Applicant:	Hampton Victim Witness Program-Commonwealth's Attorney's Office	Faith Based Org:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Federal ID #	54-6001336	Best Practice:	N/A
Jurisdiction(s) Served:	City of Hampton to include Hampton University and Thomas Nelson Community College		
Program Title/Sponsor:	Hampton Victim Witness Program-Commonwealth's Attorney's Office	CCPC:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Period:	<input checked="" type="checkbox"/> 7/1/19-6/30/20 (FY20)	DUNS Number	66019902
Type of Application:	<input checked="" type="checkbox"/> Services for Victims of Crime	<input type="checkbox"/> One-Time Initiatives	<input type="checkbox"/> Rural
	<input type="checkbox"/> Sexual and Intimate Partner Violence Core Services (list grant #)	FY19 SADVGP Grant Number:	<input checked="" type="checkbox"/> Urban
			<input type="checkbox"/> Suburban

	Project Director	Project Administrator	Finance Officer
Name:	Karla C. Reaves	Mary Bunting	Karl Daughtrey
Title:	VW Director	City Manager	Finance Director
Address:	236 N. King Street Hampton, VA 23669-3522	22 Lincoln Street, 8th Floor Hampton, VA 23669-3522	22 Lincoln Street, 7th Floor Hampton, VA 23669-3522
Phone:	757-726-6978	757-727-6392	757-727-6230
Fax:	757-726-6917	757-728-3037	757-727-6872
E-mail:	kreaves@hampton.gov	mbunting@hampton.gov	kdaughtrey@hampton.gov
Signature of Project Administrator:	<i>ST D. Bunting</i>		

Brief Project Description:
 The Hampton Victim Witness Program provides comprehensive information and direct services to crime victims in accordance with the Crime Victims and Witnesses Rights Act and other applicable victims rights laws. It is estimated that 250 victims will receive program services during fiscal year 2020. Services will support the continuation of current VOCA-supported projects which include providing information about the criminal justice process and victims rights and referrals to other victim service programs. It will also enhance the further development and implementation of our community based violence services through our RESET program designed to provide referrals, assistance, support and resources to secondary victims of violent crime in their communities.

Section A. Project Budget	Summary		Total
	Federal	DCJS Funds MATCH	
Personnel	\$96,538.53	\$24,134.63	\$120,673.16
Consultants	\$0.00	\$0.00	\$0.00
Travel/Subsistence	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies/Other Operating Expenses	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Totals:	\$96,538.53	\$24,134.63	\$120,673.16

Grand Total:

\$120,673

Enter descriptive information in BLUE fields (What is the expense?) (Example data and descriptions below should be deleted).
 Enter REQUESTED funds/values in GREEN cells. (Green Cells REQUIRE a value in order to calculate. Delete example data.
 Provide Non-Grant Funding Information in YELLOW cells at bottom. Delete example data.

Fiscal Year: **FY 20**
 Enter Project Location: **Hampton**
 Enter Project Title Here: **Hampton Victim Services Unit**

Current Grant # (if applicable):
 ESTIMATE % of Requested Grant Funds Supporting: **20** Other **20** Total % **100**

B. Budget Category Identification	1. Personnel/Employees		Social Assault		Other		20		SPW Corp/Services
	Violent Crime Spenalizer		Underserved		Total %		100		
	a. Name of Employee	Grant Funded Annual Salary Requested	Hours Devoted	FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	FEDERAL + STATE (92%)	
New position	Violent Crime Spenalizer	45000	2000	\$36,400.00	\$9,100.00	\$0.00	\$0.00	\$0.00	\$0.00
New position	Victim Services Spenalizer	42000	2000	\$32,160.00	\$8,040.00	\$0.00	\$0.00	\$0.00	\$0.00
		%	Total Cost	\$68,560.00	\$17,140.00	\$0.00	\$0.00	\$0.00	\$0.00
			Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FICA % =		0.0700		\$5,244.84	\$1,311.21				
Retirement		0.1600		\$6,555.05	\$1,638.76				
Group Life Inc.		0.0131		\$3,894.01	\$973.50	\$0.00	\$0.00	\$0.00	\$0.00
Group Term Life Insurance		0.0131		\$3,894.01	\$973.50				
Other (buzzo) = Health Insurance		0.0009		\$65.63	\$16.41	\$224.53	\$56.13	\$224.53	\$56.13
Other (buzzo) = VFS LTD (2 new employees started January, 2017)		0.0009		\$65.63	\$16.41	\$10,235.20	\$2,558.80	\$10,235.20	\$2,558.80
				\$404.50	\$101.13			\$404.50	\$101.13
				\$27,978.53	\$6,994.63	\$0.00	\$0.00	\$0.00	\$0.00
				\$66,538.53	\$16,434.63	\$0.00	\$0.00	\$0.00	\$0.00
			TOTAL PERSONNEL (GIS)						

		Services to Victims of Crime		Operation Initiative		SPV Core Services	
		FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)
2. Consultants							
a. Individual Consultants							
Type	Cost Per Hour	Total Hours					
		0					
		0					
		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
b. Organizations & Associations Fee and Time Devoted							
	Total Cost						
		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Consultants' Subsistence and Travel							
	# Days	Daily Rate					
		0					
		0					
		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Travel and Subsistence for Project Personnel							
a. Local Message \$ per mile =							
b. Non-local Miles \$ per mile =							
c. Subsistence \$ per day =							
d. Air or other fares \$ =							
		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Equipment							
Type	Quantity	Unit Price	Total Cost				
	0	\$0.00	\$0.00				
			\$0.00				
			\$0.00				
			\$0.00				
			\$0.00				
			\$0.00				
		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL TRAVEL							
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EQUIPMENT							
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

5. Supplies and Other Expenses

Type	Quantity	Unit Price	Services (Victims of Crime)			Other Expenses			SPV/Grant Services		
			FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	FEDERAL STATE (92%)	MATCH (8%)	
	0	\$0.00									
TOTAL Supplies and Other			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs											
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL Indirect Costs			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL			\$96,538.53	\$74,134.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p>7. REQUIRED TO DEMONSTRATE NON-SUPPLEMENTATION - Funds from sources, other than grant funds requested above, supporting this project (list in categories below). These are NOT added to Project Budget totals.</p>											
Local Funds		\$137,880.00		\$84,179.28							
Other Federal Funds		\$0.00		\$0.00							
Other Non-Federal Funds		\$0.00		\$0.00							
		\$0.00		\$0.00							
		\$0.00		\$0.00							
TOTAL		\$137,880.00		\$84,179.28							
<p>Required - complete all green-shaded cells below.</p>											
# Grant-funded FTE requested											
# Victims to be served annually with requested grant funds	2.0										500
Current # non-grant-funded victim assistance FTE											
# Victims not served during the past 1.0 year due to lack of funding/capacity.	1.0										500
Annual # volunteer hours expected to support grant-funded project (0880 hrs. = 1 FTE)											100.0

Non-Grant Funds Budgeted for FY 2015/2016

Local/Grant Funds Used Budgeted

Project Contact person: Kara Reeves
 Phone: 757-725-6978
 Email: kcarves@hampton.gov

ck

TOTAL REQUEST
\$45,500.00
\$40,200.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$85,700.00
\$0.00
\$0.00
\$0.00
\$6,555.05
\$13,954.21
\$1,122.57
\$12,794.00
\$505.63
\$34,973.16
\$120,673.16

TOTAL REQUEST	
0	
0	
\$0.00	
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\$0.00	

Grant Application

Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219

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Grant Program:	<input checked="" type="checkbox"/> VOCA Victims Services Grant Program		Congressional District(s):3	district #'s
Applicant:	Hampton Victim Witness Program-Commonwealth's Attorney's Office		Faith Based Org:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Federal ID #	54-6001336		Best Practice:	N/A
Jurisdiction(s) Served:	City of Hampton to include Hampton University and Thomas Nelson Community College			
Program Title/Sponsor:	Hampton Victim Witness Program-Commonwealth's Attorney's Office		CCPC:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Period:	<input checked="" type="checkbox"/> 7/1/20-6/30/21 (FY21)		DUNS Number	66019902
Type of Application:	<input checked="" type="checkbox"/> Services for Victims of Crime		<input type="checkbox"/> One-Time Initiatives	<input type="checkbox"/> Rural
	<input type="checkbox"/> Sexual and Intimate Partner Violence Core Services (list grant #)		FY19 SADVGP Grant Number:	<input type="checkbox"/> Urban

Suburban

	Project Director	Project Administrator	Finance Officer
Name:	Karla C. Reaves	Mary Bunting	Karl Daughtrey
Title:	VW Director	City Manager	Finance Director
Address:	236 N. King Street	22 Lincoln Street	22 Lincoln Street
	Hampton, VA 23669-3522	Hampton, VA 23669-3522	Hampton, VA 23669-3522
Phone:	757-726-6978	757-727-6392	757-727-6230
Fax:	757-726-6917	757-728-3037	757-727-6872
E-mail:	kreaves@hampton.gov	mbunting@hampton.gov	kdaughtrey@hampton.gov

Signature of Project Administrator:

Stu D. Bunt

Brief Project Description:

The Hampton Victim Witness Program provides comprehensive information and direct services to crime victims in accordance with the Crime Victims and Witnesses Rights Act and other applicable victims rights laws. It is estimated that 275 victims will receive program services during fiscal year 2021. Services will support the continuation of current VOCA-supported projects which include providing information about the criminal justice process and victims rights and referrals to other victim service programs. It will also enhance the further development and implementation of our community based violence services RESET program designed to provide referrals, assistance, support and resources to secondary victims of violent crime in their communities.

Section A. Project Budget	Summary	DCJS Funds		Total
		Federal / State	MATCH	
Personnel		\$96,538.53	\$24,134.63	\$120,673.16
Consultants		\$0.00	\$0.00	\$0.00
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Equipment		\$0.00	\$0.00	\$0.00
Supplies/Other Operating Expenses		\$0.00	\$0.00	\$0.00
Indirect Costs		\$0.00	\$0.00	\$0.00
Totals:		\$96,538.53	\$24,134.63	\$120,673.16

Grand Total:

\$120,673

Enter descriptive information in BLUE fields (What is the expense?) (Example data and descriptions below should be deleted).
 Enter REQUESTED funds/values in GREEN cells. (Green Cells REQUIRE a value in order to calculate. Delete example data.
 Provide Non-Grant Funding Information in YELLOW cells at bottom. Delete example data.

Fiscal Year: **FY 21**
Enter Project Location: **Hampton**
Enter Project Title Here: **Hampton Victim Services Unit**

Current Grant # (if applicable):
ESTIMATE % of Requested Grant Funds Supporting: Child Violence 20 Social Assault 20 Other 20
 Domestic Violence 20 Underserved 20 Total % 100

B. Budget Category Itemization	1. Personnel/Employees					2. Services to Victims/Grants			3. Other Match/Funding			SIV/Costs/Services		
	a. Names of Employees	Position Titles	Grant Funded Annual Salary Requested	Hours Devoted	FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	FEDERAL * STATE (92%)	MATCH (8%)		
New position		Victim-Crime Specialist	65500	2000	\$56,400.00	\$9,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New position		Victim Service Specialist	62500	2000	\$52,160.00	\$8,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL														
			Total Cost		\$68,560.00	\$17,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Fringe Benefits														
			%	Salary										
FICA%			0.0765	65700		\$5,244.94	\$1,311.21							
Retirement			0.1653	65700		\$11,195.85	\$2,788.96							
Group Life Ins.			0.0131	65700		\$898.14	\$224.53							
Other (Healthcare = Health Insurance-55.337 x 2						\$10,235.20	\$2,558.80							
Other (Healthcare) = VRSA LTC (2 new employees hired after January, 2017)			0.0559	65700		\$404.50	\$101.13							
					\$96,558.55	\$24,154.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONNEL (SFS)														

Table with columns: Type, Cost Per Hour, Total Hours, Total Cost, Services to Victims of Crime, MATCH, FEDERAL, MATCH, FEDERAL, MATCH, FEDERAL, MATCH. Rows include 2. Consultants, 3. Travel and Subsistence for Project Personnel, 4. Equipment. Sub-sections include Individual Consultants, Organizations & Associations Fee and Time Devoted, Consultants' Subsistence and Travel, Local/Out-of-State, Non-local Miles, Subsistence, Air or other fares, Quantity, Unit Price, Total Cost, TOTAL TRAVEL, TOTAL CONSULTANTS' FEES, TOTAL EQUIPMENT.

5. Supplies and Other Expenses				Services to Victims (State)			Other Non-Federal			SIP/ Grants Services		
Type	Quantity	Unit Price	FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	FEDERAL (80%)	MATCH (20%)	SIP/ Grants Services	MATCH (8%)
	0	\$0.00										
6. Indirect Costs			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL Supplies and Other												
TOTAL Indirect Costs			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL			\$96,538.53	\$24,134.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

7. REQUIRED TO DEMONSTRATE NON-SUBSTITUTION - Funds from sources, other than grant funds requested above, supporting this project (list in categories below). These are NOT added to Project Budget totals.

Local Funds	\$0.00	\$0.00
Other Federal Funds	\$0.00	\$0.00
Other Non-Federal Funds	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

8. REQUIRED TO DEMONSTRATE NON-SUBSTITUTION - Funds from sources, other than grant funds requested above, supporting this project (list in categories below). These are NOT added to Project Budget totals.

Local Funds	\$0.00	\$0.00
Other Federal Funds	\$0.00	\$0.00
Other Non-Federal Funds	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

Required - complete all green-shaded cells below.

# Grant-funded FTE requested	# Victims to be served annually with requested grant funds	
Current # non-grant-funded victim assistance FTE	# Victims not served during the past year due to lack of funding/capacity.	

Annual # volunteer hours expected to support grant-funded project (2020 hrs. = 1 FTE)

Project Contact person	Name
Phone	Phone
Email	Email

TOTAL REQUEST	
C	
0	
\$0.00	
0	
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\$0.00	
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\$0.00	
TOTAL REQUEST	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	



Commonwealth of Virginia
Virginia Department of Criminal Justice Services

Attachment #2

VOCA Victims Services Grant Program (VSGP) Fiscal Years ~~2020~~-2021 Budget Narrative Template

Itemized Budget Narrative Instructions

Applicants must complete a Budget Narrative template for each fiscal year (fiscal years 2020 and 2021). The template must be completed for each category in which you are requesting funding in the Itemized Budget Worksheets (Excel Budget Workbook). Use of this Budget Narrative Template is required. Budget narratives must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required and must correspond directly with the itemized budgets. See the VSGP grant application guidelines for detailed descriptions of each category.

REMINDER: If the grant funded project is part of a dual-program, or a larger umbrella organization, there must be clear documentation that the personnel and items requested are for the exclusive use of the grant-funded project. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

All items listed in your Excel Budget Workbook must also be included on the corresponding Budget Narrative Template. Items not included in the Budget Narrative may not be approved for funding. You can "copy and paste" sections of the Budget Narrative Template, as necessary. For example, the template includes several spaces for grant funded positions. If your grant supports more positions than the templates provide, you can copy and paste the personnel budget category template section, as necessary.

Applications must be received by the Virginia Department of Criminal Justice Services (DCJS) by 5:00 p.m. on Monday, March 4, 2019, and must be submitted electronically. Applicants should email all of the following documents to voca@dcjs.virginia.gov (please note new email address):

1. One (1) completed Excel Budget Workbook file, *AND*
2. One (1) completed Annual Program Service Objectives file, *AND*
3. One (1) PDF copy of the entire complete signed application.

Budgeting Flexibility

As stated in the VSGP grant application guidelines, DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding. For new projects, applicants may allow for up to three months at the beginning of the grant cycle for planning, development, and hiring of project personnel.

In accordance with federal guidelines, only those costs directly related to and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified. Within these broad restrictions, grantees have discretion to determine how grant funds can most effectively be utilized.

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Applicants should also consider how the project will be sustained if funding through this grant program becomes unavailable.

VSGP Fiscal Years 2020-2021 Budget Narrative Template

NARRATIVE TEMPLATE

Agency Name: Hampton Victim Witness Program

DCJS Grant # (if applicable): 19-Y8574VW17

1. Personnel Budget Category

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant (do not include fringe benefits here). Fringe benefits are itemized below. The position description should include the position title and briefly describe grant-related duties performed. The justification should explain how the position is essential and allowable under the VOCA Victims Services Grant Guidelines and VOCA Rule, as appropriate. New positions and pay increases require more detailed justification. You can use one table for multiple positions, if the pay rate is the same. The total fringe should only reflect what you are requesting from the grant.

Name of Employee: NEW			
Position is: <input checked="" type="checkbox"/> Full Time (2080 hours per year) or <input type="checkbox"/> Part Time - Total hours per year: _____			
Total Annual Salary (grant-funded plus other sources):	Number of Grant-Funded Hours (hours per year):	Grant-Funded Full-Time Equivalent ("FTE") (divide grant-funded hours by 2080):	Total Salary Amount Requested from Grant (do not include fringe):
\$ 45,500	2080		\$ 45,500
Description of position (include position title and grant-related duties performed):			
<p>The Violent Crime Specialist will have a myriad of responsibilities to include overseeing and expanding RESET, which is a community based program and coordinated effort with Hampton Police Department and Office of Youth and Adult Opportunities that responds to the community in the event of a violent crime providing resources and Trauma Informed support to secondary victims. The Specialist will also provide direct services to crime victims pursuant to code section 19.2-11.01, coordinate homicide survivor support groups, and conduct individual or group crisis intervention to the community as requested. Recruit and conduct quarterly trainings for volunteers. Develop partnerships with local hospital patient advocates, social workers, and other staff to assist victims of violent crimes.</p>			
Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule):			
<p>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 will be an integral part of this office and essential to the work performed.</p>			
Requested Employee Fringe Benefits Total = \$ 14,339.45			
Description of Fringe Benefits (include rates for each):			
<p>FICA = \$3,481 Retirement = \$3,597 Group Life = \$596 Health Insurance = \$6,397 Workers' Comp = Unemployment = Disability = Other (describe) = \$268.45-VRS LTC (hired after January, 2017)</p>			

VSGP Fiscal Years 2020-2021 Budget Narrative Template

Name of Employee: NEW			
Position is: <input checked="" type="checkbox"/> Full Time (2080 hours per year) or <input type="checkbox"/> Part Time - Total hours per year: _____			
Total Annual Salary <i>(grant-funded plus other sources):</i>	Number of Grant-Funded Hours <i>(hours per year):</i>	Grant-Funded Full-Time Equivalent ("FTE") <i>(divide grant-funded hours by 2080):</i>	Total Salary Amount Requested from Grant <i>(do not include fringe):</i>
\$ 40,200	2080		\$ 40,200
Description of position (include position title and grant-related duties performed):			
The Victim Witness Specialist will be a full time position working 2080 hours per year. This position will provide direct services to crime victims pursuant to code section 19.2-11.01. These services include but are not limited to Virginia Victim Fund assistance, Restitution, Victim Impact Statements, Victim Notification and Interpreters. This position will be the Victim Witness Specialist assigned to the A Team, which prosecutes adult cases of sexual assault, robbery, burglary, malicious wounding, homicides and other crimes against persons.			
Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule):			
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 will be an integral part of this office and essential to the work performed.			
Requested Employee Fringe Benefits Total = \$ 13,833.18			
Description of Fringe Benefits (include rates for each):			
FICA = \$3,075 Retirement = \$3,597 Group Life = \$527 Health Insurance = \$6,397 Workers' Comp = Unemployment = Disability = Other (describe) = \$237.18 VRS LTC (hired after January, 2017)			

Name of Employee:			
Position is: <input type="checkbox"/> Full Time (2080 hours per year) or <input type="checkbox"/> Part Time - Total hours per year: _____			
Total Annual Salary <i>(grant-funded plus other sources):</i>	Number of Grant-Funded Hours <i>(hours per year):</i>	Grant-Funded Full-Time Equivalent ("FTE") <i>(divide grant-funded hours by 2080):</i>	Total Salary Amount Requested from Grant <i>(do not include fringe):</i>
\$			\$
Description of position (include position title and grant-related duties performed):			
Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule):			
Requested Employee Fringe Benefits Total = \$			
Description of Fringe Benefits (include rates for each):			
FICA = Retirement = Group Life = Health Insurance = Workers' Comp = Unemployment = Disability = Other (describe) =			



Commonwealth of Virginia
Virginia Department of Criminal Justice Services

Attachment #2

**VOCA Victims Services Grant Program (VSGP)
Fiscal Years 2020-2021 Budget Narrative Template**

Itemized Budget Narrative Instructions

Applicants must complete a Budget Narrative template for each fiscal year (fiscal years 2020 and 2021). The template must be completed for each category in which you are requesting funding in the Itemized Budget Worksheets (Excel Budget Workbook). Use of this Budget Narrative Template is required. Budget narratives must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required and must correspond directly with the itemized budgets. See the VSGP grant application guidelines for detailed descriptions of each category.

REMINDER: If the grant funded project is part of a dual-program, or a larger umbrella organization, there must be clear documentation that the personnel and items requested are for the exclusive use of the grant-funded project. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

All items listed in your Excel Budget Workbook must also be included on the corresponding Budget Narrative Template. Items not included in the Budget Narrative may not be approved for funding. You can “copy and paste” sections of the Budget Narrative Template, as necessary. For example, the template includes several spaces for grant funded positions. If your grant supports more positions than the templates provide, you can copy and paste the personnel budget category template section, as necessary.

Applications must be received by the Virginia Department of Criminal Justice Services (DCJS) by 5:00 p.m. on Monday, March 4, 2019, and must be submitted electronically. Applicants should email all of the following documents to voca@dcjs.virginia.gov (please note new email address):

1. One (1) completed Excel Budget Workbook file, *AND*
2. One (1) completed Annual Program Service Objectives file, *AND*
3. One (1) PDF copy of the entire complete signed application.

Budgeting Flexibility

As stated in the VSGP grant application guidelines, DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding. For new projects, applicants may allow for up to three months at the beginning of the grant cycle for planning, development, and hiring of project personnel.

In accordance with federal guidelines, only those costs directly related to and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified. Within these broad restrictions, grantees have discretion to determine how grant funds can most effectively be utilized.

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Applicants should also consider how the project will be sustained if funding through this grant program becomes unavailable.

VSGP Fiscal Years 2020-2021 Budget Narrative Template

NARRATIVE TEMPLATE

Agency Name: Hampton Victim Witness Program

DCJS Grant # (if applicable): 19-Y8574VW17

1. Personnel Budget Category

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant (do not include fringe benefits here). Fringe benefits are itemized below. The position description should include the position title and briefly describe grant-related duties performed. The justification should explain how the position is essential and allowable under the VOCA Victims Services Grant Guidelines and VOCA Rule, as appropriate. New positions and pay increases require more detailed justification. You can use one table for multiple positions, if the pay rate is the same. The total fringe should only reflect what you are requesting from the grant.

Name of Employee: NEW			
Position is: <input checked="" type="checkbox"/> Full Time (2080 hours per year) or <input type="checkbox"/> Part Time - Total hours per year: _____			
Total Annual Salary (grant-funded plus other sources):	Number of Grant-Funded Hours (hours per year):	Grant-Funded Full-Time Equivalent ("FTE") (divide grant-funded hours by 2080):	Total Salary Amount Requested from Grant (do not include fringe):
\$ 45,500	2080		\$ 45,500
Description of position (include position title and grant-related duties performed):			
The Violent Crime Specialist will have a myriad of responsibilities to include overseeing and expanding RESET, which is a community based program and coordinated effort with Hampton Police Department and Office of Youth and Adult Opportunities that responds to the community in the event of a violent crime providing resources and Trauma informed support to secondary victims. The Specialist will also provide direct services to crime victims pursuant to code section 19.2-11.01, coordinate homicide survivor support groups, and conduct individual or group crisis intervention to the community as requested. Recruit and conduct quarterly trainings for volunteers. Develop partnerships with local hospital patient advocates, social workers, and other staff to assist victims of violent crimes.			
Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule):			
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 will be an integral part of this office and essential to the work performed.			
Requested Employee Fringe Benefits Total = \$ 14,339.45			
Description of Fringe Benefits (include rates for each):			
FICA = \$3,481 Retirement = \$3,597 Group Life = \$596 Health Insurance = \$6,397 Workers' Comp = Unemployment = Disability = Other (describe) = \$268.45-VRS LTC (bired after January, 2017)			

VSGP Fiscal Years 2020-2021 Budget Narrative Template

Name of Employee: NEW			
Position is: <input checked="" type="checkbox"/> Full Time (2080 hours per year) or <input type="checkbox"/> Part Time - Total hours per year: _____			
Total Annual Salary (grant-funded plus other sources):	Number of Grant-Funded Hours (hours per year):	Grant-Funded Full-Time Equivalent ("FTE") (divide grant-funded hours by 2080):	Total Salary Amount Requested from Grant (do not include fringe):
\$ 40,200	2080		\$ 40,200
Description of position (include position title and grant-related duties performed):			
The Victim Witness Specialist will be a full time position working 2080 hours per year. This position will provide direct services to crime victims pursuant to code section 19.2-11.01. These services include but are not limited to Virginia Victim Fund assistance, Restitution, Victim Impact Statements, Victim Notification and Interpreters. This position will be the Victim Witness Specialist assigned to the A Team, which prosecutes adult cases of sexual assault, robbery, burglary, malicious wounding, homicides and other crimes against persons.			
Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule):			
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 will be an integral part of this office and essential to the work performed.			
Requested Employee Fringe Benefits Total = \$ 13,833.18			
Description of Fringe Benefits (include rates for each):			
FICA = \$3,075 Retirement = \$3,597 Group Life = \$527 Health Insurance = \$6,397 Workers' Comp = Unemployment = Disability = Other (describe) = \$237.18 VRS LTC (hired after January, 2017)			

Name of Employee:			
Position is: <input type="checkbox"/> Full Time (2080 hours per year) or <input type="checkbox"/> Part Time - Total hours per year: _____			
Total Annual Salary (grant-funded plus other sources):	Number of Grant-Funded Hours (hours per year):	Grant-Funded Full-Time Equivalent ("FTE") (divide grant-funded hours by 2080):	Total Salary Amount Requested from Grant (do not include fringe):
\$			\$
Description of position (include position title and grant-related duties performed):			
Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule):			
Requested Employee Fringe Benefits Total = \$			
Description of Fringe Benefits (include rates for each):			
FICA = Retirement = Group Life = Health Insurance = Workers' Comp = Unemployment = Disability = Other (describe) =			

B. Project Description

1. Summary Project Description, Goals, and Objectives

a. Summary Project Description:

The Hampton Victim Witness Services Program prides itself in its ability to provide comprehensive and quality direct services to crime victims in the city of Hampton, Virginia. We can provide these services because of a group of dedicated service providers who have demonstrated a commitment ensuring that the rights of crime victims will always be recognized in the criminal justice process. Our goal is to enhance current services provided to crime victims. Our program will achieve this by ensuring that in the year 2020, 250 additional victims that have encountered an act of violence in the city of Hampton, Virginia, are knowledgeable of available services, connected to resources and are treated with dignity, respect, and sensitivity throughout the process. In the year 2021, it is anticipated that 275 victims will be afforded the same benefit.

b. Annual Program Service Objectives: see attached

2. Organization Background, Mission, Experience, and Capability

a. Mission/History:

In 1984, the Chief Deputy Commonwealth's Attorney Linda D. Curtis wrote the original Victim Witness Program grant. While there was no formal mission statement written, it mirrors that of VA. Code section, 19-2-11.01, to treat victims and witnesses with dignity, respect, sensitivity and protecting their privacy to the fullest extent of the law. Hampton's program has been in existence for 35 years. Its humble beginnings, a Cedar closet that was converted into an office, with a box located on the floor outside of the door which represented a filing system to begin the quest to assist victims of crime through the criminal justice process. During that time, there was one Victim Witness Advocate who provided services to the community. As crime continued to increase within the city, so did the need for additional people and space. In the late 1980s, the Commonwealth's Attorney's office and Victim Witness Program moved into a larger building which provided room for future growth. The program staff grew from one to three, allowing the ability to provide additional services to crime victims. By the early 1990s, we were well on the way of becoming a well-established program, growing from three to now six people. Hampton's program would eventually become a model program for the State of Virginia and newly established programs and Coordinators.

Hampton's program is on the front line of victim/witness interactions when a violent act occurs in the city. Typically the program is the first to contact victims after the police department investigates. We address the emotional and financial hardships that normally accompany violent crime. We help guide and direct individuals to available resources in our community, which includes financial assistance for injuries sustained as well as counseling and other services as needed.

Service Objective: Information About the Criminal Justice Process

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will provide services pursuant to VA code 19.2-11.01. Staff will explain the criminal justice process to victims of crime. This explanation will include their rights to criminal, civil or judicial process.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will call and check witnesses in when they arrive to court daily. They will ensure that victims know where they need to be and that they are knowledgeable of their rights pursuant to the code and the steps of the Criminal Justice process. Staff will provide Victim Services literature, make referrals to services and resources based on the individual needs of the victims being served. They will escort them into the courtroom, be a support person, ensure safety while in court and explain final disposition or next steps after hearing.

Service Target: Number of times services will be provided annually?

250

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Information About Victim Rights, How to Obtain Notifications, etc.

Will this service be provided? (select yes/no)

Yes

<p>Program Specific Definition: Briefly describe specific measurable services funded staff will provide.</p>	
<p>Staff will provide explanations of the services available to victims of crime. This will include protection, financial assistance, notices, victim input, courtroom assistance and appeals. Staff will explain protection when harm or threats are present, information about financial assistance through department of social services or other agencies, as well as intercession services, information about victim impact</p>	
<p>Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?</p>	
<p>Staff will provide this service in person, in writing or by telephone. Staff will provide brochures, assist with notifications registration, attend court daily with all victims on assigned dockets. Staff will utilize local resource manual to refer victims to financial assistance and social services. Staff will provide victims with intercession letters for employer, academic, or landlord. Staff will advise victims of their rights to submit a written victim impact statement and provide victim with state approved victim impact statements form.</p>	
<p>Service Target: <u>Number of times</u> services will be provided annually?</p>	<p>100</p>
<p>Performance: How will the impact be evaluated?</p>	
<p>Staff will utilize Karpel, CIVMS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.</p>	

Service Objective: Referral to Other Victim Service Programs

Will this service be provided? (select yes/no) **Yes**

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims by providing referral(s) to other victim services program within and outside of the state.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will have access to the statewide victim service and local directory to assist victims. Staff will contact victim services programs if the victim resides out of state to make a referral(s). Staff will also provide brochures to victims. This service can be provided in person, by telephone, or in writing.

Service Target: Number of times services will be provided annually? 25

Performance: How will the impact be evaluated?
 Staff will utilize Karpel, CIMIS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Referral to Other Services, Supports, and Resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will refer victims to other victim services program to include legal, medical, faith based, protection, address confidentiality program, as well as other federal victim services programs.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will have access to the statewide victim service directory as well and local directory to assist victims in need of legal, medical, faith or protection. Staff will be trained to complete Attorney General Address Confidentiality Program application as well as assist victims with completing DC-301 form for confidentiality. Staff will also provide brochures to victim. This service can be provided in person, by telephone, or in writing.

Service Target: Number of times services will be provided annually?

75

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Victim Advocacy/Accompaniment to Emergency Medical Care

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance and intervening with employers, creditors, and others on behalf of the victim; assist in filing for losses covered by public and private insurance programs, including workers' compensation, unemployment benefits, and public assistance; and accompanying the victim to the hospital

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will assist victims by providing intercession letters for employers, creditors, schools or landlords. On behalf of victims insurance companies, staff will submit subrogation claims for restitution on behalf of victim's insurance company. Staff will refer victims to unemployment office as well as department of social services. Upon request staff may accompany victims to hospital. Staff will refer victims to appropriate agency for accompaniment.

Service Target: Number of times services will be provided annually? 50

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Victim Advocacy/Accompaniment to Medical Forensic Exam

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will provide assistance to victims with processing vouchers for payment by the Virginia Supreme Court or Virginia Victims Fund for all certified cost relating to the gathering of evidence in forensic medical examinations of a victim.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will make two copies of the Forensic Medical Service form. One copy will be provided to the supreme court and other copy to agency that performed the medical examination. Cover letters for the Office of Executive Secretary and forensic medical services agency will be signed by director and all documents mailed to VA Supreme Court. Copies will be uploaded to Karpel for office records.

Service Target: Number of times services will be provided annually?

15

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Law Enforcement Interview Advocacy/Accompaniment

Will this service be provided? (select yes/no) Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims of crime in scheduling and/or accompanying victims to law enforcement interviews. Staff will utilize law enforcement if victims need an escort to or after court and/or if they would like a "keep check" of their residence.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will coordinate with Hampton Police Department Officers and Hampton Sheriffs Office Deputies to provide escorts to and after court. Staff will coordinate with Hampton Police Department to provide a "keep checks" on victims' residence. Staff will contact officers by email, telephone or in person to arrange such service.

Service Target: Number of times services will be provided annually? 50

Performance: How will the impact be evaluated?
 Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Individual Advocacy (assistance in applying for public benefits, return of personal property or effects, etc.)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims in securing rights, and services from other agencies. Staff will advise victims on how to retrieve as well as assist victims with retrieving any property being held in property and evidence. Staff will assist victims by referring them to the appropriate agency to apply for public benefits.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will coordinate with the Commonwealth's Attorney to determine if property can be returned. The Commonwealth's Attorney will notify property and evidence that the evidence can be returned. Staff will provide victim with the contact information for Hampton Police Property and Evidence Department and explain how the property may be picked up. Staff will utilize resource manual that will list local, state or national agencies that will assist victims. Staff may contact agency on behalf of victim to schedule appointments.

Service Target: Number of times services will be provided annually?

150

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Performance of Medical Forensic Exam or Interview, or Medical Evidence Collection

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will provide assistance to victims with processing vouchers for payment by the Virginia Supreme Court or the Virginia Victims Fund of all certified costs relating to the gathering of evidence in forensic medical examinations of a crime victim. Staff may accompany victim to medical exam or interview.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will make two copies of the Forensic Medical Service form. One copy will be provided to the supreme court and other copy to agency that performed the medical examination. Cover letters for the Office of Executive Secretary and forensic medical services agency will be signed by director and all documents mailed to VA Supreme Court. Copies will be uploaded to Karpel for office records. Staff will coordinate with Center for Sexual Assault Survivors to provide accompaniment to forensic exam.

Service Target: Number of times services will be provided annually?

50

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Immigration Assistance (e.g., special visas, continued presence application, and other immigration relief)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will coordinate and refer crime victims who do not possess citizenship and need assistance to the appropriate agency(s). Staff will refer victims who need assistance with special visas, continued presence application, and other immigration relief.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will coordinate with the Commonwealth's Attorney and law enforcement agency(s) to assist with the U/T visas for victims of certain crimes. Staff will assist immigrant victims of domestic violence under the VAWA act with applying for green card without needing the abuser to file for immigration benefits on their behalf.

Service Target: Number of times services will be provided annually?

5

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Intervention with Employer, Creditor, Landlord, or Academic Institution

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims with intercession with employer, creditor, landlord, or academic institution to ensure that victims are able to fully cooperate with the criminal justice process.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will provide this service in writing, by telephone or in person. Staff may provide a written letter to include staff contact information to employer, landlord, creditor or academic institution. Staff may also contact employer, landlord, or academic institution to assist with intercession. Staff will provide written intercession to private landlord or Hampton Housing and Redevelopment to ensure victims are able to fully cooperate with the criminal justice process.

Service Target: Number of times services will be provided annually?

100

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Child or Dependent Care Assistance (provided by agency)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will provide assistance to gain child/dependent care that is provided by another agency.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will coordinate with a licensed day care to assist victims with child care needs while involved in the criminal justice process. Staff will coordinate with a family member of the victim to attend court to care for the child in the victim services separate waiting area if day care services is not an option for the victim.

Service Target: Number of times services will be provided annually?

10

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Transportation Assistance (provided by agency)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will arrange transportation services for victims and witnesses related to the investigation or adjudication of a criminal crime. Staff will make hotel, airline, bus, or Amtrak reservations for victims and witnesses residing 50 miles from City of Hampton. Staff will also process reimbursements for mileage, hotel, meals, parking, tolls, etc.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Victims and Witnesses are contacted 2 weeks before court date to arrange travel arrangements. Cab reservations can be made the day of the needed services by calling the agency. Agency will have direct billing with travel agent to arrange airline reservations, direct billing with cab company, and a city issued credit card to process payments for hotel, bus, or Amtrak reservations. Agency will process standard documentation to include receipts to submit to the City of Hampton thru the New World System for reimbursement payments.

Service Target: Number of times services will be provided annually?

100

Performance: How will the impact be evaluated?

Tracking of services; staff will utilize Karpel, CLIMS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Agency will utilize New World Database system administrated by the city to keep record of reimbursements, payments, and other financial matters. Data will be monitored monthly.

Service Objective: Interpreter Services

Will this service be provided? (select yes/no)

Yes

<p>Program Specific Definition: Briefly describe specific measurable services funded staff will provide.</p>	
<p>Agency will arrange services of a qualified interpreter for victims and witnesses to avoid any conflict with court hearings. These services will include foreign language and sign interpreters. Staff will coordinate with officers who speak the specific foreign language to assist victims with office meetings.</p>	
<p>Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?</p>	
<p>Staff will coordinate with the Virginia Supreme Court Liaison to arrange interpreter services. Agency will provide the name of victim defendants names, court date, time, location and interpretation needed to the Virginia Supreme Court Liaison by email using a standard form. Staff will assist interpreter with obtaining signatures for DC-40 form to submit for payment. Staff will coordinate with Hampton Police Department to request an officer to assist with foreign language interpretation for office meetings.</p>	
<p>Service Target: <u>Number of times</u> services will be provided annually?</p>	<p>20</p>
<p>Performance: How will the impact be evaluated?</p>	
<p>Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.</p>	

Service Objective: Other (Program Defined)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

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Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

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Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

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Service Objective: Crisis Intervention (in-person, includes safety planning, etc.)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will provide crisis intervention to victims of an emotional state. Staff will provide crisis/emergency counseling, emotional support, and guidance to victims in crisis. This service can be provided immediately following a crime, before/during/after a court hearing or on an ongoing basis.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will be trained in crisis response through National Organization for Victim Assistance to provide crisis intervention to victims of crime. Staff will provide emotional support and crisis intervention daily by attending court with victims on assigned dockets. Staff may provide victim with agency cell phone number to contact if crisis intervention is needed outside of the hearing.

Service Target: Number of times services will be provided annually?

50

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Hotline/Crisis Line Counseling

Will this service be provided? (select yes/no)

No

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Agency does not maintain a hotline/crisis line counseling. Agency does refer victims to 24-hour telephone services which include local domestic violence, sexual assault centers as well as statewide and national victim services hotlines.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will refer victims to 24-hour telephone services number to other agency(s). This will include the Center for Sexual Assault Survivors, Transitions Family Violence Services, FEMA, National Center for Missing and Exploited Children, National Domestic Violence Hotline, National Organization for Victim Assistance, National Suicide Prevention, National Teen Dating Abuse Helpline, etc.

Service Target: Number of times services will be provided annually?

10

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: On-scene Crisis Response (e.g., community crisis response)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

The Violent Specialist will organize, coordinate, and activate the RESET team when a violent crime occurs in the City of Hampton. RESET will cover homicides and serious violent crimes that occur in the city.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Violent Crime Specialist will train local volunteers to go into communities to provide information and local resources to secondary victims who have been impacted a violent offense in their community.

Service Target: Number of times services will be provided annually?

7

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMS or other required databases to capture statistics. Staff will keep track of the number of homes covered during each RESET. Staff will utilize survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Individual Counseling

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will provide individual counseling to victims to include follow-up, short term supportive counseling that is not crisis driven. Staff will provide emotional support, empathetic listening and checking on a victim's progress.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will provide services by phone and in person. Staff will provide empathetic listening daily to victim on assigned dockets.

Service Target: Number of times services will be provided annually?

175

Performance: How will the impact be evaluated?

Staff utilize Karpel, CIVMS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Support Groups (facilitated or peer)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

The Violent Crime Specialist will organize a homicide survivors support group to meet at least once a month.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

The Violent Crime Specialist will partner with the Homicide Support Group Pilot Program in early summer 2019. Staff will coordinate location, mental health professional and clients.

Service Target: Number of times services will be provided annually?

10

Performance: How will the impact be evaluated?

Staff utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will coordinate victims' access to traditional, cultural, or alternative healing such as art, writing, or play therapy.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will coordinate with The Center for Child and Family Services, Transitions Family Violence Services, Center for Sexual Assault Survivors, CHKD and other agency(s) that specialize in such therapy to meet the victims needs. Staff will provide victim with the agency(s) contact information, address, and other pertinent information.

Service Target: Number of times services will be provided annually?

25

Performance: How will the impact be evaluated?

Staff utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Emergency Financial Assistance (includes emergency payment for items such as food and/or clothing, changing windows and/or locks, taxis, etc.)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Agency will provide emergency financial assistance to include items such as food and clothing to victims participating in the criminal justice process.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Agency reserves non VOCA funding to assist victims in emergency situations with food and clothing. Staff will assist victims with meals while attending hearings, as well as clothes(if needed) for court hearings.

Service Target: Number of times services will be provided annually?

10

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIVS or other required database to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Other (Program Defined)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

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Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

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Service Target: Number of times services will be provided annually?

Target #: here

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Service Objective: Emergency Shelter or Safe House

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Agency will assist with arranging short term and long term housing and related support services for victims following a crime

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Agency will coordinate with local resources such as Hampton Housing and Redevelopment, Transitions Family Violence Services, Center for Sexual Assault Survivors and partner with local hotels to provide short term and long term housing.

Service Target: Number of times services will be provided annually?

20

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Transitional Housing

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Agency will assist with arranging short term and long term housing and related support services for victims following a crime.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Agency will coordinate with local resources such as Hampton Housing and Redevelopment, Department of Social Services, Transitions Family Violence Services, and partner with local hotels

Service Target: Number of times services will be provided annually?

20

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIVIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly

Service Objective: Relocation Assistance

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Agency will assist with arranging relocation assistance by providing assistance with Virginia Victim Fund application and working with local, state, and federal resources.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will coordinate with law enforcement, commonwealth's attorney and other agencies to assist victims with relocation assistance. Staff may coordinate with other resources in the state where victim will relocate to assist victim with a successful transition. This may include contacting DMV to assist victim with obtaining a valid form of identification so they are able to travel by air or train.

Service Target: Number of times services will be provided annually?

20

Performance: How will the impact be evaluated?

Agency will utilize Karpel, GLIMS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Other (Program Defined)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

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Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

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Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

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Service Objective: Notification of Criminal Justice Events (e.g. case status, arrest, court proceedings, case disposition, release, etc.)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will provide victims with information on significant developments to include arrest of a suspect, bond, continuance, trial dates, guilty plea or other matters related to the investigation and adjudication of the cases in which they are involved. Staff will also provide final disposition within 30 days of hearing, as well as advance notification of judicial proceedings to inform victims of changes in court dates.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will provide this service in person, by letter, telephone or email. Once notified by the Commonwealth's Attorney of a change in court date, staff will contact victims and witnesses to inform of the change in court date whether it be a continuance or guilty plea. Staff will also provide victims and witnesses with agency's 24-hour docket information line to call the day before their court date.

Service Target: Number of times services will be provided annually?

200

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMIS or other required databases to capture statistics and document contact. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Victim Impact Statement Assistance

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims in preparing victim impact statements. Staff may offer dictation services to illiterate victim or interpreter services to victims in need of such services. Staff will assist victims with preparing statements to be given in written and oral format.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will provide victim impact statements to victims with a date of return of 30 days before sentencing. Staff will make copies of victim impact statements to provide to probation and parole to be included in pre-sentence report. Staff will also provide copies to commonwealth's attorney, defense attorney, and the courts seven days before the sentencing hearing.

Service Target: Number of times services will be provided annually?

125

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Assistance with Restitution

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims in seeking and securing restitution by providing information about local procedures and advising that restitution is available for damages or loss resulting from an offense. Staff will assist victims with determining specific amounts of restitution, check with probation and parole, clerks office, and/or victim if payments are being made, and request show cause summons on the victims behalf when defendants are delinquent in their payments.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will utilize state approved restitution sheets to assist victims with completing restitution paperwork. Staff will distribute state brochure and explain restitution, local procedures, and steps to request show cause. Staff will coordinate with the Commonwealth's Attorney to issue a show cause on behalf of the victim.

Service Target: Number of times services will be provided annually?

75

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMIS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Civil Legal Assistance in Obtaining Protective Order

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims with obtaining protective orders to include emergency, preliminary, and permanent orders of protection.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will explain local procedures to obtaining protective orders. Staff will provide victims with contact information on where to begin the process of protective orders. Staff may accompany victims to each agency to begin the process as well as attend hearings for emotional support.

Service Target: **Number of times** services will be provided annually?

25

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMIS or other required database to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Staff will provide brochures to victims. Data will be monitored monthly.

Service Objective: Civil Legal Assistance with Family Law Issues (e.g. custody, visitation, or support)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims with civil legal assistance in obtaining protection, custody, filing of restraining orders, visitation or support.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will assist victims by providing contact information for civil legal attorneys and/or legal Aid. Staff will also provide brochures to victims to explain the civil versus criminal process.

Service Target: Number of times services will be provided annually?

25

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMIS or other required database to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Other Emergency Justice Related Assistance

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will inform victims where to file warrants whether through the Hampton Police Department or Hampton Magistrate's Office. Staff will coordinate with local jails, department of corrections, or law enforcement when harm or threats arise against victims. Staff will also provide advocacy services in non routine emergency services.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will provide victims with contact information to other justice related agencies. Staff will coordinate with local jails, or Department of Corrections Victim Services Unit to assist when victims are receiving threats or other unwanted matters from defendants in jail or prison. Staff will contact probation and parole if defendant is on community supervision. Staff will refer victims to Hampton Police Department or Magistrates Office to file a police report or initiate charges on their own.

Service Target: Number of times services will be provided annually?

45

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMIS or other required database to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Immigration Assistance (e.g. special visas, continued presence application, and other immigration relief)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will coordinate and refer crime victims who do not possess citizenship and need assistance to the appropriate agency(s). Staff will refer victims who need assistance with special visas, continued presence application, and other immigration relief.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will coordinate with the Commonwealth's Attorney and law enforcement agency(s)/ to assist with the U/T visas for victims of certain crimes. Staff will assist immigrant victims of domestic violence under the VAWA act with applying for green card without needing the abuser to file for immigration benefits on their behalf.

Service Target: Number of times services will be provided annually?

5

Performance: How will the impact be evaluated?

Staff will utilize Karpel, CIMIS or other required databases to capture statistics. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Prosecution Interview Advocacy/Accompaniment

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will provide advocacy and accompaniment to victims for interviews with prosecuting attorneys. Staff will also offer courtrooms tours to minor and adult victims. Staff will also provide "Going To Court" coloring book to minor victims and explain the court process.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

At the request of the victim or commonwealth's attorney, staff will schedule interviews and accompaniment victims to each meeting. Staff will have "Going To Court" coloring book and crayons for minor victims at schedule meetings. Staff will coordinate with Hampton Sheriffs Office court deputies to provide courtroom tours as well as role play with minor victims for them to become comfortable with sitting in the witness stand.

Service Target: Number of times services will be provided annually?

100

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMIS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Law Enforcement Interview Advocacy/Accompaniment

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims of crime in scheduling and/or accompany victims to law enforcement interviews. Staff will utilize law enforcement if victims need an escort to or from court or if they request increased monitoring of their residence.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will coordinate with Hampton Police Department Officers and Hampton Sheriff's Office Deputies to provide escorts and "keep checks" when needed. Staff will contact officers by email, telephone or in person to arrange such services.

Service Target: Number of times services will be provided annually?

25

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMS or other required database to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Criminal Advocacy/Accompaniment

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will assist victims with notification assistance, confidentiality forms, prison status, and criminal justice support. Notification assistance will include completing the VINE, Commonwealth's Attorney Office, Attorney General's Office and Department of Corrections notification forms. Staff will accompany victims to court dail and other criminal justice agencies. Staff will explain the overall criminal justice process and coordinate closed preliminary hearings and closed circuit tv for matters involving minors.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will complete standard internal notification forms and forward to Hampton Sheriffs Office and the Department of Corrections Victim Services Unit for VINE notification. Notification forms will be forward to Commonwealth's Attorney to ensure victims are notified of all court proceedings and plea agreements. Staff will assist with completing DC-301 and Attorney General's Address Confidentiality forms. Staff will assist with coordination with the Virginia State Police for closed circuit tv.

Service Target: Number of times services will be provided annually?

175

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMIS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Other Legal Advice and/or Counsel

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Staff will refer victims to other legal advice and/or counsel .

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Staff will provide victims with a list of local attorneys who will be able to provide legal assistance not offered by the Commonwealth's Attorneys Office. Staff will also provide victims with contact information for Virginia State Bar and Legal Aid.

Service Target: Number of times services will be provided annually?

5

Performance: How will the impact be evaluated?

Agency will utilize Karpel, CIMIS or other required databases to capture statistics and document services. Staff will utilize client information worksheets to manually capture data as well as use survey cards to determine the impact. Data will be monitored monthly.

Service Objective: Other (Program Defined)

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

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Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

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Service Target: Number of times services will be provided annually?

Target # here

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Other Service Objective:

Will this service be provided? (select yes/no) **Yes**

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

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Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

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Service Target: **Number of times** services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

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Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

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Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Service Target: Number of times services will be provided annually?
Performance: How will the impact be evaluated?

Target # here

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Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

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Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?	
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Service Target: <u>Number of times</u> services will be provided annually?	Target # here
Performance: How will the impact be evaluated?	

Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

Service Objective:

Will this service be provided? (select yes/no)

Yes

Program Specific Definition: Briefly describe specific measurable services funded staff will provide.

Implementation Plan: Briefly describe how these services will be provided. What will you do to deliver these services?

Service Target: Number of times services will be provided annually?

Target # here

Performance: How will the impact be evaluated?

b. Current Services:

- Victim Witness Courtroom check-in
- Court accompaniment
- Basic Childcare services
- 24-hour docket information hotline
- Virginia Victims' Fund Assistance
- Restitution assistance
- Travel Arrangements
- Notification Services (i.e. VINE, Case status updates, Bond Hearings, intercession letters to schools and employees, subpoena and disposition letters)
- Victim Impact Statement preparation
- Interpreter services
- Separate Waiting areas within the three courthouses
- Referrals to outside agencies (i.e. Transitions Family Violence Services, the Center for Sexual Assault Survivors, the Center for Child and Family Services, Human Services, Community Services Board, Housing and Redevelopment)
- Intern and Volunteer Services
- Outreach and Community Awareness

c. Current Office Location(s):

Hampton Victim Services Unit is housed in the Commonwealth's Attorney's Office. We have seven offices with additional office space available to the department after construction is completed in August 2019. In addition to our main office, there are satellite offices/separate waiting areas for victim/witness in our Juvenile and Domestic Relations and Circuit Court buildings.

d. Population(s) Served

Hampton Victim Services Unit serves victims in the city of Hampton to include Hampton University and Thomas Nelson Community College. We provide direct services to victims of burglary, larceny, assaults, malicious wounding, robbery, human trafficking, sexual assault, domestic violence, and homicides. We serve a very diverse group of citizens with an average age range from 25- 85 years of age, the cultural/racial make-up include, Black or African American and White/Non-Latino, non-english speaking, deaf and hard of hearing. The underserved population that our program would like to focus on are secondary victims; those who have witnessed the aftermath of the crime and have no resources available to them.

e. Funding Sources:

The program receives funding from the Department of Criminal Justice Services (VOCA), a cash contribution from the City of Hampton, the Commonwealth's Attorney's Office (host agency). The Coliseum Central Business Improvement District's Security Committee has included the Victim Services Unit in the yearly

budget specifically to help promote and increase awareness of services during National Crime Victims' Rights Week. The amount contributed each year is \$500.00.

f. **Sustainability:**

Since 1984, the city of Hampton has continued to support the program with a substantial cash contribution each year. When there are increases in salaries and benefits not covered by the grant, it provides the increase through the General Fund. The Commonwealth's Attorney has continued to provide support and financial assistance to the program as needed by absorbing costs into his annual budget.

3. Problem Statement/Needs Assessment

a. **Summary Problem Statement**

Our plans to improve and expand service delivery in 2020 and 2021 will be a challenge/problem because of our current staffing level of 6 employees, the city of Hampton's increased crime rate, the growth of the number of Assistant Commonwealth's Attorney's this year from 15-21, but most importantly the increased number of victims to be served. The Commonwealth's Attorney's office prosecutes over 6000 cases a year to include Homicides, Sexual Assaults, Robberies, Malicious and Unlawful Woundings, Domestic Violence, DUI's and other Misdemeanor cases. We have a team structure in the Commonwealth's Attorney's office. There are 21 attorneys and three active teams, with a Victim Witness Specialist 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. These numbers are indicative of problems with staff retention and burnout. The staff goes beyond the call of duty to ensure that every victim is provided service every time but with the number of cases handled by this office and the disproportionate number of service providers, unfortunately, this leads to gaps and lack of services to crime victims.

b. **Existing Services and Service Gaps**

The existing services being provided by the program that are of grave concern include daily victim/witness check-ins and providing direct services by phone and in person. Where this problem is most evident is when advocates have jury trials that last on average four to five days and are unable to handle their daily court dockets, respond to calls, emails, and/or appointments to assist crime victims. In most cases, no other advocate is available to help because they are also in other courts handling their dockets and cases. Our statistics have dropped significantly in this current FY 2019, from an anticipated 1800 for the year to under 1000 direct services to victims. This drop in services is attributed to illnesses of staff and family, the death of family members, and our inability to provide coverage to handle these cases. With two additional staff members, we would be able to manage all dockets when staff are handling other court-related matters, ensure that crime victims are getting current services when they come to court and referrals to appropriate services. Underserving crime victims is detrimental to the overall health and well-being of a person and the ability to return to a sense of

normalcy after a violent act occurs. The staff of the program actively take a trauma-informed approach to deal with crime victims. We listen to crime victims express the impact of an act of violence on them; they feel at ease when knowing that an advocate will be there to support them at every stage of the criminal justice process. Our evidence of the inability to adequately serve is obvious in the number of staff assigned to teams, the decrease in direct service numbers and the overall wellness of the current staff who provide services in an effort to reduce direct service gaps.

c. Demand for Proposed Services

The Hampton Victim Services Unit is a full-service program providing an array of resources and direct services. When a standard of excellence has been set in daily service delivery to crime victims and the program is regularly sought out by the general public because of how you execute, the need and demand for the service becomes greater. By adding two additional staff members to the program to provide direct services, we position ourselves to continue the daily service delivery that our victims need, deserve, and are accustomed to receiving. We will also be able to enhance and devote more time to other program needs, such as staff development and training to remain on the cutting edge of service delivery.

d. List and Prioritize Needs

#1 Hire two new full-time positions, one Victim Services Specialist and one Violent Crime Specialist serving the city of Hampton, Hampton University and Thomas Nelson Community College. (Salary and fringe for both positions)= \$96,539

e. Capacity

When the Hampton Victim Services Unit is staffed with the six grant-funded positions, in addition to the two requested, it will be able to provide direct services to over 2000 crime victims a year. We should receive this funding for several reasons: A. Continue to support the needs of crime victims in the city of Hampton without gaps in service delivery. B. Create a more equitable distribution of cases among victim services staff, to avoid burnout and promote healthy retention. C. Rebuild the standard of being a full-service agency, providing professional services in a time sensitive manner. D. Being true to our mission of treating victims with dignity, respect, sensitivity and ensuring that their rights are protected to the extent permissible under law.

f. Priority Areas:

Community Based Violence Services and Resources.

The proposed project will directly impact services to primary and secondary victims of violent crime. The Violent Crime Specialist will identify all violent crime cases by reviewing daily summaries received by the Hampton Police Department. Victims will be contacted and offered services and resources whether or not a person has been charged and convicted of a crime. In addition, this position will be responsible for organizing a RESET activation when a homicide occurs in the city of Hampton. Rapid Engagement and Support in the Event of Trauma is a collaborative effort partnered with the Hampton Police

Department, the Office on Youth and Young Adult Opportunities and locally recruited and trained volunteers. In October of 2017, a RESET program was launched in the City of Hampton. The concept of the program was adopted from a Richmond, Virginia based RESET program. When a crime, more specifically, a homicide occurs in a neighborhood, the entire community is impacted and we want to ensure them that they are not alone. The major purpose of the program is to share information and resources to neighborhoods in communities that have been plagued by gun, gang, and drug violence. In the event a homicide occurs, the Victim Services Unit is contacted and notifies our city's 311 program to muster a group of volunteers to go to the area where the crime occurred and share information with the community. The Hampton Police Department determines, for safety reasons, the number of homes and geographic areas that will be covered. Once determined and volunteers receive notification they meet at location accompanied by HPD, VSU and Office on Youth and Young Adult Opportunities to provide information.

4. Partnership, Collaboration, and Coordination of and Linkages to Services

a. Partnerships:

The Hampton Police Department, Office on Youth and Young Adult Opportunities, city of Hampton volunteers and Hampton Victim Services have developed a great collaborative effort to ensure that the RESET program is equipped with all the necessary components to be successful and provide services to crime victims and secondary victims who have witnessed crime or are negatively impacted by the occurrence.

b. Cooperative Agreements

See attached-proposed Cooperative Agreements are attached but are awaiting City Attorney approvals. Expected completion date: March 31, 2019

5. Community Outreach

a. Awareness:

Each year during National Crime Victims' Rights Week, the VSU uses the time to increase awareness of all victimization types and services and recognizes the efforts of others in the field of criminal justice that support the rights of crime victims. Awareness efforts will include a Homicide Survivors program which will be held in September 2019, quarterly meetings with community groups, sororities, fraternities and other groups about the RESET model to generate interest in volunteering with the program. Promotional items will be purchased through the Victim Services Unit to promote awareness. We currently utilize, Facebook, Instagram and Twitter to share information about Human Trafficking, Sexual Assault, Domestic Violence, Teen Dating Violence, Guns, Drugs, and Gangs and where to get help. Radio ads, local TV stations, Newspaper ads will also be used to promote awareness of Victims' Rights Week as well as daily direct services.

**List of Current Cooperative Agreements
For the Hampton Victim-Witness Assistance Program**

Each Cooperative Agreement is in effect for a period of 3 years and will be reviewed in July of the year it expires.

Hampton Commonwealth's Attorney's Office (Expires 2019)

Hampton Police Division (Expires 2019)

Hampton Magistrate's Office (Expires 2019)

Hampton Sheriff's Department (Expires 2019)

The Center for Sexual Assault Survivors, Inc (Expires 2019)

Transitions Family Violence Services (Expires 2018)

Children's Hospital of The King's Daughters (Expires 2019)



Commonwealth's Attorney City of Hampton



Anton A. Bell
Commonwealth's Attorney

Chief Deputy
Karen A. Rucker

Director, Victim/Witness Services
Karla C. Reaves

**Cooperative Agreement
Hampton Victims Services Unit
Office of Youth and Young Adult Opportunities
Hampton Police Division
311 Citizen Contact Center**

This is a cooperative agreement between the Hampton Victim Witness Program, the Office of Youth and Young Adult Opportunities and the Hampton Police Division. This agreement states under what conditions the above agencies will work and those services which will be provided by the agencies.

This agreement will establish the Rapid Engagement of Support in the Event of Trauma (R.E.S.E.T.) team. The R.E.S.E.T Team is comprised of citizens and city employees who will visit communities in the wake of a traumatic event such as a homicide. Distribution materials will contain information about positive resources available in the community.

The Victim-Witness Director, Youth and Young Adult Opportunities Program Manager and Chief of Police will meet as needed to coordinate RE.S.E.T. team activations, training and outreach efforts.

The Victim Services Unit will coordinate all activation times, warehouse outreach materials and assist in training of volunteers.

The Office of Youth and Young Opportunities will purchase and print outreach materials and coordinate annual volunteer recognition ceremonies.

Hampton Police Division will conduct all background checks for volunteers, confirm activation sites are secure and approved by detectives, forensics, home owner associations, rental managers and business communities. If an individual with information concerning a crime is encountered during a R.E.S.E.T. activation they will be referred to the HPD officer present.

311 will perform all volunteer correspondence and collect data on volunteer attendance.

This agreement will remain in force until either party terminates it in writing. The agreement may be amended, modified or expanded as mutually agreed upon by all parties.

Karla Crump Reaves, Director
Hampton Victim Witness Program

Synethia White, Program Manager
Youth and Young Adult Opportunities

Date

Date

Terry Sult, Chief of Police
Hampton Police Division

Date

Lori Thomas, Acting Director
311 Citizen Contact Center

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
HAMPTON VICTIM WITNESS PROGRAM
AND
TRANSITIONS FAMILY VIOLENCE SERVICES

The following Memorandum of Understanding details the responsibilities of the parties named above in defining procedures for the coordination of victim advocacy services, support and referral services for victims of domestic violence, intimate partner violence and family violence in the City of Hampton.

The goals of this agreement are to facilitate mutual interagency cooperation, eliminate duplication of services to those affected by domestic violence in a timely manner.

Each agency has specific duties that are delineated as follows:

Hampton Victim Witness Program:

1. Program personnel will contact a designated member of Transitions Family Violence Services with information about domestic violence cases.
2. Program personnel will contact a Transitions Family Violence Services representative regularly regarding any domestic violence cases scheduled for trial.
3. Program personnel will contact a designated member of Transitions Family Violence Services to plan, participate and/or attend community events.
4. Program personnel will make referrals for counseling and support services to Transitions Family Violence Services for all residents of Hampton for whom a referral to Transitions Family Violence Services would be more convenient.
5. Program personnel will provide information, training, or technical assistance to Transitions Family Violence Services personnel or clients regarding court legal issues. This may include assistance with Crime Victims Compensation, Victim Impact Statements and the Parole Input Program, as needed.
6. Program personnel will collaborate with Transitions Family Violence Services on initiatives to engage underserved/underrepresented populations experiencing domestic violence, intimate partner violence and/or family violence.
7. Program personnel will provide technical assistance/consultation on matters of mutual trust.

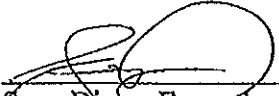
8. Program personnel will provide space for Transitions Family Violence Services staff to engage domestic and sexual violence victims.

Transitions Family Violence Services (TFVS):

1. Program personnel will provide services to Hampton residents who are victims/survivors of domestic violence, intimate partner violence and/or family violence.
2. Program personnel will co-locate a Court Advocate at the Hampton Victim Witness site to engage domestic and sexual violence victims.
3. Program personnel will make every effort to contact the complainant in new cases to provide crisis intervention, safety planning and referrals for services, as appropriate.
4. Program personnel will provide accompaniment and support in court for domestic violence cases.
5. Program personnel will provide technical assistance/consultation on matters of mutual trust.
6. Referrals will be made, as appropriate, for Victim-Witness services.
7. Program personnel will be designated to attend the domestic violence taskforce
8. Program personnel will contact a designated member of the Hampton Victim-Witness Program to plan, participate and/or attend community events.
9. Program personnel will collaborate with the Hampton Victim-Witness Program on initiatives to engage underserved/underrepresented populations experiencing domestic violence, intimate partner violence and/or family violence.


This document is effective once all parties have signed. It will be reviewed every two years and remain in force until either party terminates in writing. Agency representative will take responsibility for committing any amendments in writing.

This agreement has been signed by the Executive Director of Transitions Family Violence Services and the Director of the Hampton Victim-Witness Programs.



Sanu Dieng, Executive Director
Transitions Family Violence Services

3/4/14
Date



Karla C. Reaves, Director
Hampton Victim-Witness Program

3-4-19
Date



Commonwealth's Attorney City of Hampton



Anton A. Bell
Commonwealth's Attorney

Chief Deputy
Karen A. Rucker

Director, Victim/Witness Services
Karla C. Reaves

Cooperative Agreement Hampton Victim-Witness Program Hampton Sheriff's Office

The Virginia General Assembly passed legislations, effective July 1, 1995, that affords victim of crime the right to notice of a prisoner's projected release from jail. To ensure this right, the Hampton Sheriff's Office and the Hampton Victim-Witness Program have agreed to the following measure:

1. **The Hampton Victim-Witness Program** will inform victims of their right to notification when a defendant is sentenced to a period of incarceration in the Hampton City Jail. This can include state prisoners as well as local prisoners.
2. **The Hampton Victim-Witness Program** will provide victims desiring notification with information and assistance with the Virginia Statewide Automated Victim Information and Notification Service (VINE). To receive notification, victims must provide offender name and offender number and develop a personal four digit pin code, email address, or mailing address to be included in the VINE database.
3. **The Hampton Victim-Witness Program** will notify the Sheriff's Office when assistance is needed in locating a prisoner or inmate status.
4. **The Hampton Sheriff's Office** will keep all information pertaining to the victim/witness confidential.
5. **The Hampton Sheriff's Office** will notify the victim of the release, escape, or transfer of a prisoner upon request.
6. **The Hampton Sheriff's Office** will contact the Hampton Victim-Witness Program if they are unable to notify a victim, relative to the release, escape or transfer of a prisoner. The Victim-Witness Program will make a final attempt to contact the victim.

7. **The Hampton Victim-Witness Program** will conduct an evening Court School program once a month in the Juvenile & Domestic Relations Court Building. This program is designed for juvenile victims/witnesses and their parents. It will be conducted the first week of each month.

8. **The Hampton Sheriff's Office** will provide security during the evening Court School program and they will ensure the timely opening and closing of the building.

Either Hampton Victim-Witness Program or Hampton Sheriff's Office shall be entitled to terminate the arrangement contemplated in this cooperative agreement by providing written notice to the other party of its intent to terminate the arrangement and the date of such termination.

This Cooperative Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained in this instrument, and this Cooperative Agreement supersedes all other previous communications, representations, or agreements, either verbal, or written among the parties. This Cooperative Agreement may be amended, modified, or expanded only by a written instrument executed by the authorized agents of all parties.

This term of this agreement shall be for three (3) years and seven (7) months, commencing on the date identify in paragraph one of this agreement, and it shall renew annually each year thereafter on July 1st until such time as either party gives notice to the other party of their intent to terminate this agreement.

Karla Crump Reaves, Director
Hampton Victim Witness Program

B. J. Roberts, Sheriff
Hampton Sheriff's Office

Date

Date



Commonwealth's Attorney City of Hampton



Anton A. Bell
Commonwealth's Attorney

Chief Deputy
Karen A. Rucker

Director, Victim/Witness Services
Karla C. Reaves

Cooperative Agreement Hampton Victim Witness Program The Center for Sexual Assault Survivors

This is a cooperative agreement between the Hampton Victim-Witness Program and The Center for Sexual Assault Survivors, Inc.(CSAS). This agreement states under what conditions the above two agencies will work and those services which will be provided by the agencies.

The Victim-Witness Director and the CSAS Executive Director will meet as needed to coordinate victim service efforts.

The Victim-Witness Director will make the Executive Director of CSAS aware of any new policies and victim services that may be developed by the Victim-Witness Program.

The Executive Director of CSAS will make the Victim-Witness Director aware of policies, procedures, and victim services developments made by CSAS.

The Victim-Witness Program will utilize the hotline number when making a referral to CSAS office and will provide this number to victims of sexual assault.

Both parties will agree to make and accept referrals from one another as related to sexual assault victims. If a Victim Support Worker is assisting a sexual assault victim who may be in need of help with applying for the Criminal Injuries Compensation Fund, court information, return of stolen property, or victim intimidation, that those victims who have been victimized in the City of Hampton, be referred to the Hampton Victim-Witness Program.

This agreement will remain in force until either party terminates it in writing. The agreement may be amended, modified, or expanded as mutually agreed upon by both parties.

Karla Crump Reaves, Director
Hampton Victim Witness Program

Maricella Carter, Executive Director
The Center for Sexual Assault Survivors

Date

Date



Commonwealth's Attorney City of Hampton



Anton A. Bell
Commonwealth's Attorney

Chief Deputy
Karen A. Rucker

Director, Victim/Witness Services
Karla C. Reaves

Cooperative Agreement Hampton Victim-Witness Program Hampton Commonwealth's Attorney's Office

This is a cooperative agreement between the Hampton Victim-Witness Program and the Hampton Commonwealth's Attorney's Office. This agreement states under what conditions the above two agencies will work and those services which will be provided by the said agencies.

Cooperation between these two agencies is essential to providing quality services to victims and witnesses of crime in this community. Victims and witnesses of crime will receive information concerning their rights as victims/witnesses and the services available to them.

1. The Attorneys' for the Commonwealth will advise Victim-Witness staff of court dates, continuances and any other hearing dates. The Victim-Witness staff will notify victims/witnesses of case status and other dates when required.
2. The Attorneys' for the Commonwealth will provide Victim/Witness staff with a witness list in General District, Juvenile and Domestic Relations, and Circuit Courts. The Victim/Witness staff will check in witnesses daily and provide services to victim/witnesses.
3. The Victim-Witness staff will prepare victims and witnesses for court procedures.
4. The Attorneys' for the Commonwealth will refer victims/witnesses to the Victim-Witness Program for services.
5. The Victim-Witness Program will make all travel arrangements for out of town witnesses to appear in court. They will send subpoenas and travel letters to all out of town witnesses who live more than 50 miles one way from Hampton, VA. The Victim-Witness staff request from the attorney handling the case, a two week notice as to when an out of town witness is needed (when possible).
6. The Victim-Witness staff will obtain and provide information regarding restitution. Any information received regarding restitution will be placed in office files. Victim-Witness will notify Attorney and Probation if payments are not being made.

7. The Victim-Witness Program will provide Victim Impact Statements to victims in all felony cases.
8. The Victim-Witness Program will provide the Attorney for the Commonwealth with assistance in court by utilizing interns and volunteers.
9. The Victim-Witness staff and interns/volunteers will sign statements of confidentiality when working with this program, as required by the Commonwealth's Attorney. The Victim-Witness staff will provide the police department and Commonwealth's Attorney with any pertinent information provided by the victim to V/W staff not previously provided but important to the case.
10. The Victim-Witness staff will inform all victims and witnesses that any information released by them to the staff, pertinent to the case, will be provided to police department and Commonwealth's Attorney's Office.

This agreement will remain in force until either party terminates it in writing. The agreement may be amended, modified, or expanded as mutually agreed upon by both parties.

Karla Crump Reaves, Director
Victim Witness Program

Anton A. Bell, Commonwealth's Attorney

Date

Date

Cooperative Agreement
Hampton Magistrate's Office
Hampton Victim-Witness Program

The Hampton Magistrate's Office and the Hampton Victim-Witness Program have agreed to the following measures that will enable these agencies to provide better services to victims of crime. The procedures agreed to herein are intended to ensure that victims of crime will receive information about services available to them and that they are made aware of their rights as victims. These procedures are also designed to encourage the cooperation of victims with the Magistrate, law enforcement, prosecution, and the criminal justice process. This agreement broadly defines the services which will be provided by each agency.

- 1. The Hampton Magistrate's Office (HMO) will comply with the intent of the Crime Victim and Witness Rights §19.2-11.01 et seq.) by providing services described below. However, in accordance with the §19.2-11.01(C) of the Code of Virginia, no liability or cause of action shall arise from the failure of the Hampton Magistrate's Office and/or its members to ensure that victims and witnesses receive such services or from the failure of victims or witnesses to receive any such services.**

HMO will refer victims/witnesses to Hampton Victim-Witness Program.

HMO will identify needs for other special services and notify victim/witness program of those needs. Ex. Interpreters

HMO will provide space for the display of brochures for crime victims to include information on the rights of crime victims, confidentiality, Criminal Injuries Compensation, VINE, and any other pertinent information and will ensure that victims are aware of their availability.

- 2. The Hampton Victim-Witness Program(HVWP) agrees to the following:**

HVWP will refer and accompany victims to the (HMO) per request of the victim.

HVWP will help facilitate any needs that a victim may have through the (HMO) .

HVWP will provide the (HMO) with brochures and literature pertaining to the rights of crime victims and will ensure that brochures are regularly stocked.

HVWP will keep HMO informed of victims' rights legislative changes and will provide training upon request.

This agreement will remain in effect for a period of three years, at which time it will be reviewed. The agreement may be amended, modified, or expanded by written mutual agreement of the parties at any time.

Karla Crump Reaves, Director
Hampton Victim Witness Program

Valla V. Olliver II , Chief Magistrate
Hampton Magistrate's Office

Date

Date



Commonwealth's Attorney City of Hampton



Anton A. Bell
Commonwealth's Attorney

Chief Deputy
Karen A. Rucker

Director, Victim/Witness Services
Karla C. Reaves

Cooperative Agreement Hampton Adult Probation and Parole Office Hampton Victim Witness Program

The Hampton Adult Probation and Parole and the Hampton Victim Witness Program have agreed to the following measures that will enable both agencies to provide better services to victims of crime. The procedures agreed to herein are intended to ensure that victims of crime will receive information about services available to them and that they are made aware of their rights as a victim.

1. The Hampton Victim Witness Program(HVWP) agrees to the following:

The HVWP will provide restitution figures to Adult Probation and Parole Officers when required

The HVWP will send and assist victims in filling out Victim Impact Statements(VIS). Completed VIS forms will be forwarded to Adult Probation to be included with the Pre-sentencing report.

2. The Hampton Adult Probation and Parole(HAPP) Office agrees to the following:

The HAPP will keep all information confidential pertaining to a victim (i.e. address, telephone numbers, etc.)

The HAPP will refer victim to the HVWAP regarding restitution concerns.

3. Both the HVWP and HAPP agree to the following:

The HVWP and the HAPP will meet when necessary to discuss any concerns or ideas that will benefit the two above mentioned programs.

This term of this agreement shall be for three (3) years and seven (7) months, commencing on the date identify in paragraph one of this agreement, and it shall renew annually each year

thereafter on July 1st until such time as either party gives notice to the other party of their intent to terminate this agreement.

Karla Crump Reaves, Director
Hampton Victim Witness Program

Date

Mary Knight, Chief Probation Officer
Hampton Adult P & P Office

Date

b. **Specific Outreach to Underserved:**

We have identified victims of youth violence as an underserved population. Outreach efforts will include going into the middle and high schools to provide information and resources and promotional items with relative phone numbers if services are needed. Service delivery to youth is more challenging than dealing with adults because it takes a little longer for them to trust and identify with adult service providers. We will continue to research best practices when dealing with youth victims of crime.

6. Project Management and Staff

a. **Staff:**

Collectively, the Hampton Victim Witness staff has over 50 years of experience working in the field of victim services. Each direct service advocate has an undergraduate degree in Criminal Justice, Sociology or Human Services and some have Advanced degrees in some of the same fields. Skills and knowledge are paramount in providing direct services to crime victims. Most recently, all direct service providers have or will become Credentialed Advocates through the National Advocate Credentialing Program, which will require regular training to enhance skills and work product. Credentialing is now a requirement of employment with the Hampton Victim Witness program, also referred to as the Hampton Victim Services Unit.

b. **Job Description:**

The Violent Crime Specialist and Victim Services Specialist, will both devote 2080 hours each to the provision of services to crime victims. Both positions will devote 100% of their time to the proposed project. The Violent Crime Specialist will provide trauma-informed survivor centered comprehensive services to survivors of homicides and other violent crimes, to individuals in the community. The Victim Services Specialist will provide information, crisis intervention, and specialized referrals to all victims and witnesses of crime. **SEE ATTACHED JOB DESCRIPTIONS.**

7. Performance Measures and Evaluation

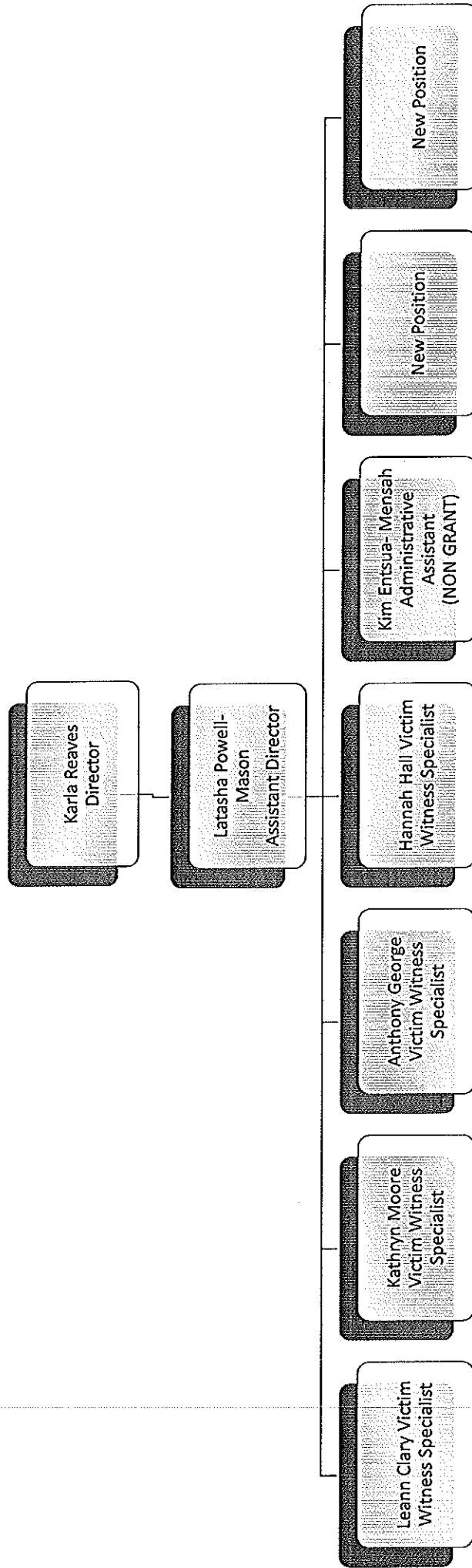
a. **Process:**

It is anticipated that we will utilize our current data management system CIMS, to evaluate the success of the process. In addition, we will utilize the PROSECUTORbyKARPEL. It has an integrated Victim Services component which allows victim advocates the ability to have access to all case information and track all services provided to victims, including VVF claims. This component also includes statistical reports that allow you to track and report to various agencies of the services provided as well as providing needed information for federal grant applications.

PROSECUTORbyKARPEL has specific reports created for Victim Services for grant reporting. These reports include: Assignment Demographic Report; Contact

HAMPTON VICTIM SERVICES

Organizational Chart



CITY OF HAMPTON JOB DESCRIPTION

JOB TITLE: Violent Crime Specialist

Function:

Provides comprehensive, trauma-informed, survivor-centered services to survivors of homicide and other violent crimes. These services will consist of, but are not limited to the following: legal advocacy, individual advocacy, information and referral, outreach and awareness, training, community collaboration, emergency client assistance and transportation, crisis response, crisis counseling, and systems advocacy. Other job responsibilities may include:

- Coordinate and facilitate support and action groups for homicide support group,
- Provide information about the criminal justice process in its entirety, including but not limited to: the investigation, pre-trial procedures, trial and appeal to victims in person, by phone, or in writing,
- Provide support during legal processes including assistance with victim impact statements,
- Assisting in filing claims, protective orders, and registering for Victim Information & Notification Everyday (VINE),
- Providing referrals to community-based victim service programs and other resources as appropriate,
- Ensure free, voluntary, non-discriminatory, accessible services for all clients,
- Assist survivors with funeral arrangements of their deceased loved one.
- Assist with statements to the media,
- Provide individual and group counseling/crisis intervention,
- Provide personal and systems advocacy on behalf of the survivor/victims including housing, economic, medical and sheltering advocacy,
- Provide community organizing and collaboration with related professionals/agencies,
- Provide direct client assistance and maintain a caseload with the Gangs, Guns, and Drugs Commonwealth's Attorney Team,
- Coordinate R.E.S.E.T (Rapid Engagement of Support in the Event of Trauma). R.E.S.E.T was designed to inform community about the help and resources available to community members following a homicide or other serious violent crime,
- Coordinate with Hampton Police Department and Office of Youth and Adult Opportunities to execute R.E.S.E.T,
- Conduct individual or group crisis intervention to the community as requested,
- Develop concentric circles to assist with group crisis intervention,
- Recruit and train volunteers,
- Conduct quarterly training to all volunteers,
- Respond to hospital to assist victims of other violent crimes with services,
- Develop, implement and schedule educational presentations on homicide, trauma and related issues in the public sector including training for law enforcement, schools, and non-profit agencies,
- Developed partnership with local hospital patient advocates, social workers, other staff to assist victims of violent crimes,

- Assist with maintaining a library of information resources (books, pamphlets, articles, etc.) relevant to survivor understanding, recovery, and advocacy,
- Implement community awareness activities regarding survivors and their needs,
- Design, plan, and implement activities for survivors during Victims' Rights Week,
- Participate in community relations/networking,
- Represent the program and agency positively in all public and community contacts,
- Provide immediate response to survivors as requested by law enforcement, medical professionals and other community partners,
- Ensure follow-up communication for survivors as they are identified through victim-witness coordinators, law enforcement, the media, or other sources,
- Provide ongoing support to survivors through face-to-face contacts, cards, telephone calls, and other means,
- Provide crisis counseling for adult & child survivors of homicide, as well as other violent crimes,
- Ensure all appropriate documentation of client contacts,
- Actively participates in program and agency problem identification and resolution,
- Completes job-related paperwork and data entry in a timely and accurate manner,
- Proactively supports the development and attainment of program and agency program goals,
- Proactively supports agency values,
- Follows agency policy on confidentiality,
- Keeps Director informed of relevant issues,
- Other duties as assigned.

CITY OF HAMPTON JOB DESCRIPTION

JOB TITLE: Victim Witness Specialist

M06

Function:

Assists the Victim Witness Director in providing information, crisis intervention, and specialized referrals to victims and witnesses of crime. Provides information and directions regarding available services.

Examples of Work May Include:

1. Provides crisis intervention services and specialized counseling referrals for victims and witnesses of crime. Counsels victims regarding the options available relative to participation in the criminal justice system. Provides referrals to support services such as follow-up counseling, or victim support groups. Implements direct services to victims; distributes materials; maintains a directory of resources. May assist victims, either directly or by referral, with services such as protection, repair of doors and locks, prompt return of property held for evidentiary purposes, and crime prevention.
2. Prepares adult and youth witnesses for participation in trial proceedings through counseling, courtroom tours, accompaniment to court, and explanation of the proceedings. Escorts victims to court and, when necessary, remains with victims during proceedings. Cares for children of victims and witnesses during court proceedings, if necessary.
3. Provides information to victims and witnesses on significant developments in the investigation and adjudication of the cases in which they are involved including; explanations of the steps in the process, how to obtain the program's services, information about case disposition, and employer intercession services. Provides information to minimize unnecessary trips to court and loss of pay.
4. Distributes written materials. Informs victims of compensation available to them, answers information questions from victims about Crime Victims Compensation (CVC) and assists victims in completing CC forms and Victim Loss and Impact Statements. Occasionally makes home visits to assist victims in completing forms. Provides restitution figures to probation and parole officers, defense attorneys, and other interoffice agencies when required.
5. Maintains case records and statistics regarding all aspects of case management. Enters data into the Client Information Management System (CIMS) for submission to the Department of Criminal Justice Services (DCJS) on a regular basis. Updates CIMS as necessary and produces reports from entered data as needed.
6. Performs other related duties as assigned.

JOB TITLE: Victim Witness Specialist

Features:

Performs duties under the general supervision of the Victim Witness Director. Considerable contact with the general public, victims and witnesses of crime, attorneys, and Public Safety Divisions. Must be able to maintain confidentiality of all information. May be required to work some evenings and weekend hours. This is a non-exempt position.

Qualifications:

Graduation from an accredited college or university with an Associate's degree in Criminal Justice, Sociology, Social Work, Psychology, or a related field; Bachelor's degree preferred. Some experience in direct delivery of human services. Thorough knowledge of the local and state criminal justice system; working knowledge of case management and crisis intervention techniques. Ability to assist clients and make referrals following assessment; knowledge of personal computer operations and ability to utilize a variety of applications, especially Microsoft Office; ability to interpret and explain policies and procedures; excellent listening and oral communication skills; ability to communicate effectively in writing; ability to establish and maintain relationships with employees and outside agencies. Must possess a valid driver's license issued by the State of Virginia and a satisfactory driving record based on the City of Hampton criteria. A combination of education and experience may be considered in lieu of the more specific requirements above.

	DATE	HUMAN RESOURCES	DEPARTMENT HEAD
Approval			

City of Hampton, VA
Commonwealth's Attorney Office / Victim-Witness Services
Intern/Volunteer Job Description

Overview

Assist staff of the Victim Witness Services Office to ensure rights of victims and witnesses of crime do not get overlooked in the Criminal Justice Process. Provide information, crisis intervention, and specialized referrals to victims and witnesses of crime. Provide information and directions regarding available services.

General Duties

Duties for volunteers are performed under the direct supervision of a Victim-Witness staff member. Tasks include, but are not limited to:

- Checking-in of victims/witnesses at the courtroom and informing the assigned prosecuting attorney of status of those present / not present
- Assisting prosecuting attorneys with information needed during case litigation, when requested
- Providing administrative support to office staff and attorneys
- Referring victims/witnesses to crisis and social support agencies
- Informing victims and witnesses of all court processes and dispositions or outcomes of cases
- Assisting victims in completing forms such as for restitution or criminal injuries claims
- Collecting and reporting data regarding victims of crimes in accordance with grant requirements
- Attending any scheduled meetings, orientations, or trainings
- Reporting for assigned shifts on time or notifying supervisor if there is a reason for tardiness or inability to report
- Completing timesheets on a weekly basis

QUALIFICATIONS

Interns/Volunteers should possess the following skills and experience:

- High school graduate and/or an equivalent combination of education and experience
- Good verbal and listening skills; the ability to communicate with and empower victims of all types of crimes
- Knowledge of victims' rights and advocacy
- Ability to establish and maintain harmonious relationships with diverse populations
- Knowledge and understanding of criminal justice issues and dynamics of individuals and families in crisis relating to various crimes against persons

- The ability to operate standard office equipment including use of computer software such as Word, Excel and database programs
- Ability to successfully complete a criminal background check
- Valid driver's license issued by the Commonwealth of Virginia and a satisfactory driving record based on city of Hampton criteria

ACCOUNTABILITY

Volunteers reports directly to the Victim-Witness Assistant Director, who is responsible for his/her performance feedback and evaluations. Volunteers found not to be performing at a satisfactory level may be counseled, placed on probation or dismissed from service.

Report; Crime Category Report; Repeat Offender Report (domestic violence); Service Report; Service Statistics and Service Time Statistics.

b. **Tools:**

We will continue to utilize the Victim Survey Cards currently being used by the program in our General District, Juvenile and Domestic and Circuit Courts to evaluate the feedback from crime victims about services they received. Survey cards are mailed and are available in each of the courthouses.

c. **Barriers:**

While utilizing survey cards to generate feedback is a good tool, the anticipated barrier is receiving the completed cards back once they have been sent to crime victims.

d. **Using Feedback:**

The Hampton VSU has been utilizing performance measures and evaluation tools for over 30 years. We have changed the look of the survey card to give it a more professional and uniform appearance. We believe that the best evaluation and measurement tool for our department has been word of mouth. We often receive thank you notes and cards from crime victims showing appreciation for the work that we do. Last year we received recognition in *The Daily Press* newspaper for the work that we did in organizing a memorial service for a victim of child abuse/homicide. The victim was killed by his mother several years before she was brought to trial. His remains were unrecognizable. She rode around with his remains in the trunk of her car until she was stopped by the Virginia State Police a few years ago. At the time of his death, the child was believed to have been 14 years of age and today he would have been 26. We utilize feedback from victims as well as attorneys in the office. We have developed SWOTS-Strengths, Weaknesses, Opportunitites and Threats in our office to assist us in trainings as well as discussing improvement opportunities in our weekly meetings.

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

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69. "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any 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 or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions:

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements) and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and Implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the drug-Free Workplace Act of 1988, and implemented at 28 CFR Parts 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620---

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about---

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace:

***Making it a requirement that each employee to be engaged** in the performance of the grant be given a copy of the statement** required by paragraph (a);

***Notifying the employee in the statement required by** paragraph (a) that, as a condition of employment under the** grant, the employee will**

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 40617.

Check if the State has elected to complete OJP form 40617.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620---

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Hampton Victim Witness Services
236 N. King Street
Hampton, VA

2. Application Number and/or Project Name

19-Y8574VW17

3. Grantee IRS/Vendor number

16.575

4. Typed Name and Title of Authorized Representative

Steven D. Bond, Assistant City Manager

5. Signature

6. Date

SD Bond

3-1-19

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal funds administered by the Department of Criminal Justice Services (DCJS), gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as DCJS shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
2. **REPORTS:** Each applicant shall submit such reports as DCJS shall reasonably request. Financial and progress reports shall be submitted to DCJS on the 12th working day following the close of each quarter unless otherwise informed.
3. **GRANT CLOSEOUT:** The last quarterly report of a project using federal funds must indicate any unpaid obligations, which exist at the expiration of the grant. The applicant has 45 days to liquidate any unpaid obligations and submit a final financial report.
4. **UNUSED FUNDS:** Any funds that have been requested, but unexpended at the end of the grant period will be refunded by check made payable to the Treasurer, Commonwealth of Virginia, and will accompany the final financial report when it is submitted to DCJS. (State agencies will process a BEX in Cardinal to return unused grant funds.) The check should be mailed to the attention of the Finance Department, Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA, 23219.
5. **INSPECTION AND AUDIT:** The applicant agrees to comply with the organizational audit requirements of OMB Circular A-133 or 2 C.F.R. Subpart F, as applicable, "Audits of State, Local Governments and Non-Profit Institutions." In conjunction with the beginning date of the award, the audit report period of the local government entity to be audited under the single audit requirement is the start-date of the project through the end-date of the project as noted on the Statement of Grant Award/Acceptance. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report. A copy of all audits must be forwarded to the Division of Finance and Administration, Grants Management Unit, Department of Criminal Justice Services.
6. The applicant will comply, where applicable, with the following:
 - National Environment Policy Act of 1969 (42 U.S.C. § 4321);
 - Flood Plain Management and Wetland Protection Procedures (28 CFR 63);
 - National Historic Preservation Act (16 USC 470);
 - Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. (42 U.S.C. § 4601 et seq.);
 - Clean Air Act, P. L. 88-206, 42 USC 1857, et seq;
 - Safe Drinking Water Act, P. L. 93-523, 42 USC 3001, et seq;
 - Endangered Species Act of 1973, P. L. 93-205, 16 USC 1531, et seq;

- Wild and Scenic Rivers Act, P. L. 90-542, 16 USC 1271, et seq;
 - Fish and Wildlife Coordination Act, P. L. 85-624, 16 USC 661, et seq;
 - Historical and Archaeological Data Preservation Act, P. L. 93-291, 16 USC 2469, et seq;
 - Coastal Zone Management Act of 1979, P. L. 92-583, 16 USC 1451, et seq. and the Coastal Barrier Resources Act of 1982 (P.L. 97-348);
 - Animal Welfare Act of 1970, P. L. 91-579, 7 USC 2131, et seq;
 - Impoundment Control Act of 1974, P. L. 93-344, 31 USC 1401, et seq; and
 - The Fair Labor Standards Act, if applicable.
7. **POLITICAL ACTIVITY:** The restrictions of the Hatch Act, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
8. **DISCRIMINATION PROHIBITED:** No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or subgrant supported or benefiting from the grant. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 et seq. The sub-recipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs," and the Age Discrimination Act (42 U.S.C. 8101 et seq.). The sub-recipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.
9. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:** Each applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms to the provisions of 28 CFR Section 42.302 specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
- The applicant organization having 50 or more employees who would receive amounts of \$500,000 or more, or grants which in the aggregate exceed \$500,000 or more, in any fiscal year must submit a copy of their Equal Employment Opportunity Plan (EEO) to the DCJS for review. For continuation grant funding that exceed these amounts in any fiscal year the applicant must submit a statistical update from the previous year's plan.
10. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the DCJS.

- 11. RELEASE OF INFORMATION:** All records, papers and other documents kept by recipients of DCJS funds, and their contractors, relating to the receipt and disposition of such funds, are required to be made available to the DCJS. These records and other documents submitted to DCJS and its applicants pursuant to other provisions of the Act, including plans and application for funds, are required to be made available to DCJS under the terms and conditions of the Federal Freedom of Information Act, 5 USC 552.
- 12. INFORMATION SYSTEMS:** With respect to programs related to criminal justice information systems, the applicant agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of the integrity and accuracy of data collection. The applicant further agrees:
- That all computer programs (software) developed with funds provided by this grant will be made available to the DCJS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - To provide a complete copy of the computer programs and documentation, upon request, to the DCJS. The documentation will include but not be limited to system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - That whenever possible any new or upgraded software programs will first be evaluated to determine whether the best fit would be to re-program the existing applications or determine if off the shelf applications is a more appropriate fit to support the business application. Regardless of direction, best practices would be followed in terms of selection of a technical infrastructure databases (Microsoft SQL, Oracle, MySQL) and Net programming languages (SQL, Java, C++).
- 13. CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained through a project funded wholly or in part with DCJS grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
- 14. CRIMINAL INTELLIGENCE SYSTEMS OPERATING POLICIES:** The applicant agrees to be in compliance with all policies as expressed under the Code of Federal Regulations, 28 CFR 23, concerning the operation of criminal intelligence systems funded with DCJS funds.
- 15. COPYRIGHT:** Except as otherwise provided in the conditions of the award, the author is free to arrange for copyright without approval when publication or similar materials are developed from work under a DCJS supported project. Any such copyright materials shall be subject to the DCJS's right to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so for government purposes. In addition, communications in primary scientific or professional journals publishing initial reports or research or other activities and supported in whole or in part by the DCJS project funds may be copyrighted by the journal with the understanding that individuals are authorized to make or have made by any means available to them, without regard to the copyright of the journal, and without royalty, a single copy of any such article for their own use. State employees who develop copyrights during work hours, or within the scope of their employment, or when using state-owned or state-controlled facilities, the copyrights vest in the Commonwealth.

16. **PATENTS:** If any discovery or invention arises or is developed in course of or as a result of work performed under this grant, the applicant shall refer the discovery or invention to DCJS. The applicant hereby agrees that determination of rights to inventions made under this grant shall be made by the DCJS or its duly authorized official representative, who shall have the sole and exclusive powers to determine whether or not and where patent application should be filed and to determine the disposition of all rights in such inventions, including title which may issue thereon. The determination of the DCJS or its duly authorized representative shall be accepted as final. In addition, the applicant hereby agrees and otherwise recognizes that the DCJS shall acquire at least an irrevocable non-exclusive royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The grant shall include provisions appropriate of effectuating the purpose of this condition in all contracts of employment, consultant's agreements, or contracts.
17. The applicant assures that funds made available under this grant will not be used to supplant state or local funds. Federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law.
18. Confidential expenditures for services, evidence and/or information must comply with the requirements stated in the Administrative Guide and Application Procedures Manual.
19. **BIO MEDICAL EXPERIMENTATION:** The applicant assures that no grant funds will be used for any bio-medical or behavior control experimentation on individuals or any research involving such experimentation.
20. The applicant agrees to complete a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion OJP Form 4061/1, prior to receiving funds from DCJS. The guidelines for debarment and suspension are codified in 2 C.F.R. Part 180 and adopted by DOJ, via 2 C.F.R. Part 2867, in subparts A through I, as its policies and procedures for non-procurement debarment and suspension. Sub-grantees will be responsible for checking the exclusion status in SAM for any consultants hired under any award.
21. The applicant must state the percentage of the total cost of this program supported by federal funds and the dollar amount of federal funds for this program. This statement shall be on all press releases, requests for proposals; bid solicitation and other documents describing the program whether funded in-whole or in-part with federal funds.
22. The grantee agrees that any publication (written, visual, or sound, but excluding press releases newsletters, and issue analyses) issued by the grantee or by any Applicant describing programs or projects funded in-whole or in-part with Federal Funds, shall contain the following statement:

This project was supported by the Department of Criminal Justice Services (DCJS) grant # _____, with funds made available to the Commonwealth of Virginia from the Office of _____, U.S. Department of Justice. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Virginia Department of Criminal Justice Services or the United States Department of Justice.

The applicant also agrees that one copy of any such publication will be submitted to the DCJS to be placed on file and distributed as appropriate to other potential applicants or interested parties. DCJS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

23. Applicants with federal grants that procure goods or services that have an aggregate value of \$500,000 or more must specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) a) the amount of Federal funds that will be used to finance the acquisition; and b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition. This complies with Public Law 102-141, section 623 (formally the Stevens Amendment).

CERTIFICATION

I certify that all the information presented is correct, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.

ST. D. B. A. Assistant City Manager
Authorized Official (Project Administrator)

3-1-19
Date



Virginia Department of Criminal Justice Services

**CERTIFICATION OF COMPLIANCE WITH REGULATIONS
OFFICE FOR CIVIL RIGHTS, DEPARTMENT OF JUSTICE**

INSTRUCTIONS: Please read this form completely, identify the person responsible for reporting civil rights findings, certify that the required Civil Rights training has been completed by the Project Director, and check only *one* certification under "II" that applies to your agency. Your Project Administrator must sign at the bottom of page 2, forward a copy to the person identified as being responsible for reporting civil rights findings, and return the original to grantsmgmt@dcjs.virginia.gov within 45 days of the grant award beginning date.

GRANTEE NAME & ADDRESS:

Name: City of HamptonStreet: 22 Lincoln StreetCity/State/Zip Code: Hampton, VA 23669AWARD (\$): 120,673GRANT NUMBER: 19-Y8574VW17

PROJECT TITLE:

VOCA Victim Services Grant ProgramPROJECT DURATION: 2 yearsFROM: July 1, 2019TO: June 30, 2021PROJECT DIRECTOR: Karla C. ReavesPHONE: 757-728-3006

PERSON RESPONSIBLE FOR REPORTING CIVIL RIGHTS FINDINGS OF DISCRIMINATION:

Name: Nicole Clark-Director of Human ResourcesStreet: 22 Lincoln StreetCity/State/Zip Code: Hampton, VA 23669Email: nclark@hampton.gov

I acknowledge that I viewed the training on Civil Rights available on the DCJS website (Victims Services page) or at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>. 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.

Karla C. Reaves

PROJECT DIRECTOR SIGNATURE

8-28-19

DATE

SIGNATURE AUTHORITY'S CERTIFICATION: As the Project Administrator for the above Grantee, I certify, by my signature on page two (2), that I have read and am fully cognizant of our duties and responsibilities under this Certification.

- I. REQUIREMENTS OF GRANT RECIPIENTS: All grant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.
- 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.

**CERTIFICATION OF COMPLIANCE WITH REGULATIONS
OFFICE FOR CIVIL RIGHTS, DEPARTMENT OF JUSTICE (Continued)**

II. EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS: Check the box before **ONLY ONE** APPROPRIATE CERTIFICATION (A, B, or C below) that applies to this grantee agency during the period of the grant duration noted on page one (1).

CERTIFICATION "A" [Applicable, if (1), (2) or (3) apply.] This is the Certification that most non-profits and small agencies will use. Check all that apply to your entity.

This funded entity:

(1) is an educational, medical or non-profit organization or an Indian Tribe;

(2) has less than 50 employees;

(3) was awarded through this single grant award from the Virginia Department of Criminal Justice Services less than \$25,000 in federal U.S. Department of Justice funds.

Therefore, I hereby certify that this funded entity is not required to maintain an EEOP, pursuant to 28 CFR §42.302, but is required to submit a Certification (<https://ojp.gov/about/ocr/eeop.htm>).

CERTIFICATION "B" (Applicable to all entities that do not qualify for Certification "A" above)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees (counting both full- and part-time employees but excluding political appointees) and is receiving, through this single grant award from the Virginia Department of Criminal Justice Services, more than \$25,000, in federal U.S. Department of Justice funds.

Therefore, I hereby certify that the funded entity will prepare and submit an EEOP and Certification at <https://ojp.gov/about/ocr/eeop.htm>, 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.)

As the Project Administrator for the above grantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification. I, hereby, also certify that the content of this form, other than the data entry required, has not been altered.

St D. Bond
PROJECT ADMINISTRATOR SIGNATURE

3-1-19
DATE

Steven D. Bond
TYPED NAME

Assistant City Manager
TITLE

This signed form must be returned to grantsmgmt@dcls.virginia.gov at the Virginia Department of Criminal Justice Services, 1100 Bank Street, Richmond, VA 23219, within 45 days of the grant award beginning date. You must also forward a signed copy to the person identified in the box above.