

**FORSYTH COUNTY  
BOARD OF COMMISSIONERS**

MEETING DATE: JANUARY 27, 2014 AGENDA ITEM NUMBER: 6

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

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:** Recommend Approval

**SUMMARY OF INFORMATION:**

Over the past six fiscal years, Forsyth County has applied for and received N.C. Department of Public Safety-Governor's Crime Commission (GCC) Division grant funding to support the Safe on Seven (SOS) Program.

The 21<sup>st</sup> Judicial District Attorney's Office requests Forsyth County to apply for a two-year grant to continue the program. This proposed grant will be submitted to the N.C. Department of Public Safety-Governor's Crime Commission Division in the amount of \$104,999.23 for FY 2015 and \$103,581.69 for FY 2016 representing total funding in the amount of \$208,580.92 for FY 2014-15 and FY 2015-16, if approved by the State.

This grant will provide funding for one District Attorney's Office position and the SOS Program Coordinator, which are not funded through the U.S. Department of Justice-Office on Violence Against Women Grant.

A 25% match is required under the grant. The SOS Program plans to meet this match requirement by including volunteer/intern hours, various donated supplies and equipment, and furnished office space at the Hall of Justice which is provided by Forsyth County. **No County Dollars will be included in this grant application. All matching funds will be provided by in-kind services or donated materials.**

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

ATTACHMENTS:  YES  NO

SIGNATURE: *J. Audrey Chittam* DATE: January 22, 2014  
COUNTY MANAGER

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

**WHEREAS**, the 21<sup>st</sup> Judicial District Attorney's Office requests that Forsyth County apply for a two-year Governor's Crime Commission continuation grant for FY 2015 and FY 2016 in the total amount of \$208,580.92 to support the Safe on Seven (SOS) Program, which provides an integrated team approach to prosecuting domestic violence cases with the assistance and support of the following organizations: Family Services, Inc., the Forsyth County Clerk of Court's Office, the Forsyth County Sheriff's Office, the Forsyth County Department of Social Services, Legal Aid Society of Northwest North Carolina, the Winston-Salem Police Department, and Winston-Salem State University's Center for Community Safety; and

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

**WHEREAS**, the proposed grant requires a 25% local match, which will be met by including volunteer/intern hours, donated supplies and equipment, and furnished office space at the Hall of Justice which is provided by Forsyth County;

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

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

Adopted this 27<sup>th</sup> day of January 2014.



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

(Official GCC Use Only)

Grant Application

Project Number: PROJ009645

**Application Review**

This application has failed verification. Review & Submit cannot continue until the Application Verification process is complete.

Name of Project: Safe on Seven Forsyth Domestic Violence Center 2014      Committee Assignment: CRIME VICTIMS' SERVICES

**Organization Contacts and Personnel Information**

**Application Organization Information**

Organization Name: County of Forsyth  
 Billing Address: Finance Department  
 201 North Chestnut Street  
 City: Winston-Salem  
 State: North Carolina  
 Zip Code: 27101-0000  
 Phone: (336) 703-2063  
 DUNS Number: 72433159  
 CCR Registration: Yes  
 Federal Tax ID: 568000450  
 Fiscal Year End Date: 06/30

**Implementing Agency Information**

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

**For Law Enforcement Agencies**

# of Sworn Officers: 0

Authorizing Official: Jack D Watts

*If the applicant agency is a non-profit, the Authorizing Official must be the Board Chair, Sheriffs, Police Chiefs, and Executive Directors can not be Authorizing Officials.*

Financial Officer: Paul L Fulton

*If the applicant agency is a non-profit, the Financial Officer must be the Board Treasurer.*

Project Director: James R O'Neill

**General Information**

Program Priority: 2014 Prosecutor's Offices - CVS

Project Start Date: 7/1/2014

Project End Date: 6/30/2016

US Congressional Districts:  
 05, 12  
 N.C. House Districts:  
 71, 72, 73, 74, 76  
 N.C. Senate Districts:  
 31, 32

Population of Project Area:  
 358137  
 Project Counties:  
 Forsyth

**Project Summary:**  
 Safe on Seven (SOS) will continue to provide access for all victims of DV, SA, ST in need of services by on site access to multiple agencies for the prosecution of civil and criminal DV, SA, ST cases; victim advocacy, safety planning, legal assistance & referrals to community agencies.

**Principal Place of Performance:** The primary site where the work is performed  
 City: Winston Salem  
 ZIP Code: 27101-3901

**Qualifying Information**

Does your proposal improve and/or develop interagency protocols on effective victim response?

Yes

Does your proposal improve and/or develop an advocacy council or task force to meet regularly to review current services/cases?

N/A

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

No

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

No training funds proposed with project but travel/training funds are available from Federal DOJ OVW grant 2010 W-E AX 0069 for OVW approved trainings for all partners.

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

Yes

If yes, identify them below by their agency name.

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

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

Yes

If yes, identify them below by their agency name.

Family Services, Inc.

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

No

If yes, identify them below by their agency name.

No comprehensive Supervised Visitation and Exchange Center. Note: Exchange SCAN (Stop Child Abuse Now) operates limited supervised visitation services only when child abuse has been alleged and the court orders supervised visitation at that agency.

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

Yes

If yes, identify them below by their agency name.

Family Services, Inc; Vantage Pointe Advocacy Center

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

No

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

Yes

If yes, identify them below by their agency name.

Family Services, Inc Time Out Program offers Abuser Intervention Services as well as comprehensive victim services. C.O.O.L. - New Abuser Intervention program

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

Yes

If yes, identify them below by their agency name.

Family Services, Inc Shelter & advocacy is available for identified/referred victims of human trafficking

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

No

If yes, identify them below by their agency name.

Family Services, Inc offers services to Spanish speaking victims through 24 hr crisis line, shelter, advocacy, support groups and individual crisis intervention. Legal Aid of NC has Spanish speaking attorneys and paralegals in the Family Law Unit. The WSPD Victim's Assistance Unit has a bi-lingual staff available for LEP victims.

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

Yes

If yes, identify them below by their agency name.

Legal Aid Of North Carolina, Forsyth County Office, Family Law Unit assists with DVPO, No Contact orders and child custody in certain DV cases.

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

Yes

If yes, identify them below by their agency name.

Winston Salem PD has a Victims Assistance Unit, employs 2 victim assistance coordinators; FCISO conducts follow up investigations for identified DV, SA, ST cases and works in coordination with other victim services agencies.

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

Yes

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

Winston Salem Police Dept employs 2 victim assistance coordinators, Forsyth County Sheriff's Office conducts investigative follow up on identified victims of DV,SA,ST and works in coordination with all other victim service providers, attends Family Services Domestic Violence Community Council as well as SOS staff

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

Yes

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

Forsyth County District Attorney's Office- Domestic Violence Unit: 4 DA Legal Assistants, 1 full time ADA to prosecute misdemeanor DV cases, 2 ADA assigned part time to assist with screening and prosecution of felony DV cases, 1 ADA assigned part time to supervise staff.

**Abstract and Narrative**

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

Safe on Seven, multi-disciplinary coordinated community response team provides services to victims of domestic violence, sexual assault & stalking through on site access to Forsyth County District Attorney's Domestic Violence Unit, Family Services, Legal Aid of NC, Clerk of Court, Forsyth Co. Sheriff's Office, Winston Salem Police Dept. & referrals to community agencies. Victims are able to receive information regarding resources that are available to them, how to access the resources & to be supported in making decisions that could affect their safety. Victims are able to obtain confidential legal assistance, advice, support, advocacy, safety plans, referrals, protective orders & information concerning their civil and criminal court cases. The need for coordinated response to DV,SA,ST victims in Forsyth Co. is evidenced by 2012 victims sought services in 2011, 1869 in 2012 and in 2013. Since 2005 SOS has served 13,000 victims seeking relief. In 2012, Forsyth LE received 8285 DV calls for service & served 1017 civil protective orders & DA processed 2470 misdemeanor DV criminal cases. SOS has demonstrated a dependable & reliable response to victims requesting assistance & has promoted safety and stability for individuals in crisis. Victim surveys show a satisfaction rating average of 4.7 on a scale of 1 (poor) to 5 (excellent), 95% of SOS clients report feeling safer after receiving services at SOS & 100% report information provided was helpful in making decisions regarding their safety.

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

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

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

No Travel costs will be requested in the proposal.

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

NC Administrative Office of the Courts provides office supplies and postage costs for the DA legal Assistant. The costs are estimated/prorated costs for position. Supply Budget line item for downtown office space and donated furnishings in the Safe on Seven center for SOS project will be an In-Kind donation.

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

NC Administrative Office of the Courts provides computer hardware, software and support services as well as phone line and data connectivity for the DA Legal Assistant position. The costs listed are estimate/prorated costs. New computer, monitor and printer will be to replace the old equip. used by SOS Coordinator (equipment purchased in 2005). Audit performed on the computer found current memory configuration is insufficient for proper operation of computer, staff encumbered by extreme slowness and sites not loading consistently. Recommend replace: Lenovo ThinkCentre Edge 72 Desktop PC. Current printer HPLaserjet 1160, purchased in 2005, needed service on a regular basis due to print failure. Scanner is needed to submit grant reports and other program tasks. Only scanner is connected to the Clerk of Court staff computer. This scanner is owned by NCAOC and can not be connected to non state equipment. A scanner for Coordinator's computer will ensure reports will remain confidential.

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

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

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

Victims receive vital information & access to resources available to help w/decisions that could affect their safety. Advocates assist victim in assessing risks & needs, discuss options, explain civil process, provide support, referrals & safety plans. Legal Aid explains & assists w/ civil process, paperwork & screening for possible legal representation. Clerks assist victim w/preparing case for court & presenting case to court. Sheriff staff provide service of DVPO on abuser, assist victim w/ returning home & transport to shelter. DALA provides information (court date, bond, victim comp, referrals) to victims in criminal cases. SOS has demonstrated a dependable and reliable response to victims requesting assistance and has promoted safety and stability for individuals in crisis. Client surveys on services provided show a ave. of 4.7 on a 1 (poor) to 5 (excellent) scale, 95% of SOS clients report feeling safer after services at SOS, 100% report info/services helpful in making decisions on safety.

**Project Timeline of Activities:**

Timeline: The SOS project will continue, maintain and further refine the victim intake process, victim advocacy, civil legal process assistance, as well as provide focused prosecution of violent offenders. 1st Quarter: • Develop all appropriate contracts for involved partner agencies and develop any new procedural guidelines; • Maintain efficient service delivery to victims; 2nd Quarter: • Post and hire new staff if needed; • Provide training and orientation to staff as needed; 3rd Quarter: • Collect, evaluate and report on victim data, current practices and survey results to further develop program procedures and guide partners in program oversight; 4th - 8th Quarters: • Maintain service delivery and semi-annual assessment and evaluation of project

**Project Goals**

<p><b>Goal 1</b> Provide DV victims access to multiple agency resources: DA, Legal Aid, Clerk of Court, Family Services, Inc (victim service agency), Forsyth Co. Sheriff's Office, WS Police Dept at one central location, provide information, support and safety planning which enables the DV victim to break ties to a violent relationship. Victim input into services will be a vital part of shaping ongoing service delivery.</p>	<p><b>Goal 2</b></p>
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**Project Objectives**

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

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

**Evaluation Method:**  
SOS client database tracks victims seeking services, services received and referrals made. Comparison to previous years service reports. Reviewed by Coordinator and partners.

**2. Project Objective:**

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

**Performance Measure:**

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

**Evaluation Method:**

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

**3. Project Objective:**

District Attorney Domestic Violence Unit legal assistant staff will attempt to contact victims and provide information regarding criminal case information (Bond, court date etc), referral information, Victim Compensation information and applications

**Performance Measure:**

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

**Evaluation Method:**

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

**Project Sustainability Planning**

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

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

**Project Budget Summary**

Category	Total	Year 1 Total	Year 2 Total
CONTRACTUAL	\$203,695.60	\$101,797.80	\$101,797.80
EQUIPMENT	\$3,777.48	\$2,601.24	\$1,176.24
PERSONNEL	\$1,624.86	\$822.48	\$802.40
SUPPLIES	\$59,109.66	\$34,777.48	\$34,332.48
<b>Total Budget:</b>	<b>\$278,107.90</b>	<b>\$139,998.98</b>	<b>\$138,108.92</b>
<b>(-) Match Funds:</b>	<b>-\$69,626.97</b>	<b>-\$34,999.76</b>	<b>-\$34,627.22</b>
<b>TOTAL FEDERAL REQUEST:</b>	<b>\$208,480.93</b>	<b>\$104,999.23</b>	<b>\$103,481.70</b>

**CRIME VICTIMS' SERVICES - Description of Match**

Matching funds may include local, state or private funds, but not other federal funds. 25 % cash match or in-kind match required

Describe amount and source of cash or in-kind match:

Donated 2953 sq ft office space in the court at a cost of \$10.16 per sq ft = \$30,002.48; furnishings: 19 desks/credenzas \$30 = \$570 (Yr2 12 \$30 = \$720), 23 side tables \$10 = \$230, 22 file cabinets \$20 = \$440, 7 book cases \$20 = \$140, 20, 39 side chairs \$15 = \$585 (Yr2 38 @ \$15 = \$570), 6 children's furniture \$40 = \$240, 5 desk chair \$10 = \$50. Total \$ 4,175. In-kind donation Intern/volunteer work totaling 82 hours, at \$10.03 per hour = \$822.46 (\$822.27) (Yr2 78h \$10.03 = \$802.40) Total match amount \$34,999.75 (Yr2 \$34,632.48)

**Budget Details with In-Kind Match**

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

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

Budget SubTotal	Match Required	Match Remaining	In-Kind Match SubTotal	Cash SubTotal
\$278,107.90	\$69,626.98	\$0.01	\$69,999.76	\$0.00

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

Short Description	Quantity	Unit Cost	Total	In Kind Match Total	Cash Match Total
bookcases	7.00	\$60.00	\$420.00	\$420.00	\$0.00
bookcases::2nd Year	7.00	\$60.00	\$420.00	\$420.00	\$0.00
childrens furniture	5.00	\$40.00	\$200.00	\$200.00	\$0.00
desk chairs	5.00	\$10.00	\$50.00	\$49.98	\$0.00
desks/credenzas	19.00	\$60.00	\$1,140.00	\$1,140.00	\$0.00
desks/credenzas::2nd Year	16.00	\$60.00	\$960.00	\$960.00	\$0.00
Downtown Office space	2953.00	\$10.16	\$30,002.48	\$30,002.48	\$0.00
Downtown Office space::2nd Year	2953.00	\$10.16	\$30,002.48	\$30,002.48	\$0.00
Family Ser. Contractual Lenovo Thinkcenter PC	1.00	\$675.00	\$675.00	\$0.00	\$0.00
Family Ser. Contractual Epson GT-S50 Scanner	1.00	\$300.00	\$300.00	\$0.00	\$0.00
Family Services Contractual Acer LED Monitor	1.00	\$160.00	\$160.00	\$0.00	\$0.00
Family Services contractual HP Laserjet printer	1.00	\$300.00	\$300.00	\$0.00	\$0.00
Family Services, Inc Contractual Project Coordinator	1950.00	\$28.14	\$54,873.00	\$0.00	\$0.00
Family Services, Inc Contractual Project Coordinator::2nd Year	1950.00	\$28.14	\$54,873.00	\$0.00	\$0.00
file cabinets	22.00	\$60.00	\$1,320.00	\$1,320.00	\$0.00
file cabinets::2nd Year	22.00	\$60.00	\$1,320.00	\$1,320.00	\$0.00
NC AOC contract hardware/software,	12.00	\$21.35	\$256.20	\$0.00	\$0.00
NC AOC contract hardware/software::2nd Year	12.00	\$21.35	\$256.20	\$0.00	\$0.00
NC AOC Contract telecommunications phone/	12.00	\$23.75	\$285.00	\$0.00	\$0.00
NC AOC Contract telecommunications phone/::2nd Year	12.00	\$23.75	\$285.00	\$0.00	\$0.00
NC AOC contractual Forsyth Co DA Legal Assistant	2080.00	\$22.59	\$46,924.80	\$0.00	\$0.00
NC AOC contractual Forsyth Co DA Legal Assistant::2nd Year	2080.00	\$22.59	\$46,924.80	\$0.00	\$0.00
NCAOC contract computer support services	12.00	\$35.67	\$428.04	\$0.00	\$0.00

NCAOC contract computer support services::2nd Year	12.00	\$35.67	\$428.04	\$0.00	\$0.00
NCAOC contract data connectivity	12.00	\$17.25	\$207.00	\$0.00	\$0.00
NCAOC contract data connectivity::2nd Year	12.00	\$17.25	\$207.00	\$0.00	\$0.00
NCAOC office supplies DA Legal Assistant	60.00	\$12.00	\$600.00	\$0.00	\$0.00
NCAOC office supplies DA Legal Assistant::2nd Year	50.00	\$12.00	\$600.00	\$0.00	\$0.00
Salaries:Project Volunteers	82.00	\$10.03	\$822.46	\$822.29	\$0.00
Salaries:Project Volunteers::2nd Year	80.00	\$10.03	\$802.40	\$794.74	\$0.00
side chairs	39.00	\$15.00	\$585.00	\$585.00	\$0.00
side chairs::2nd Year	38.00	\$15.00	\$570.00	\$570.00	\$0.00
side tables	23.00	\$20.00	\$460.00	\$460.00	\$0.00
side tables: 2nd Year	23.00	\$20.00	\$460.00	\$460.00	\$0.00

**First Year Job Information**

**Job Title:** Family Services, Inc Contractual Project Coordinator  
**Position Type:** Contractual  
**Job Type:** Full Time  
**Employee/Contractor/Volunteer Name:**  
**Job Duties:**

**Professional Licensure:**  
**Time Spent:** 100

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

**Fringe Benefits:**

Salary \$ 42,322; FICA 7.65% \$3,226.00; Pension 5% \$2,109.00; 403B 2.60% \$1,037.00; Life Ins 0.25% \$105.00; Disability Ins 0.95% \$491.00; Health Ins 10.74% \$4,529.00; Unemployment 0.30% \$380 Workmans Comp 1.67% \$704.00.

**Job Title:** Project Volunteers  
**Position Type:** Volunteer  
**Job Type:** Part Time  
**Employee/Contractor/Volunteer Name:** Karen Staring, FSI & WombleCarlyle volunteer  
**Job Duties:**

**Professional Licensure:**  
**Time Spent:** 100

Assist with data entry and provide victims with overview of civil legal process and paperwork for civil protective orders

**Fringe Benefits:**

NA

**Job Title:** NC AOC contractual Forsyth Co DA Legal Assistant  
**Position Type:** Contractual  
**Job Type:** Full Time  
**Employee/Contractor/Volunteer Name:**  
**Job Duties:**

**Professional Licensure:**  
**Time Spent:** 100

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

**Fringe Benefits:**

Salary \$92,584.80; FICA 7.65% \$2,492; Retirement 15% \$4,206; Health Ins \$5,600; Workman's Comp \$162; Unemployment \$1,200.

**Second Year Job Information**

**Job Title:** Family Services, Inc Contractual Project Coordinator  
**Position Type:** Contractual  
**Job Type:** Full Time  
**Employee/Contractor/Volunteer Name:**  
**Job Duties:**

**Professional Licensure:**  
**Time Spent:** 100

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

**Fringe Benefits:**

Salary \$ 42,322; FICA 7.65% \$3,226.00; Pension 5% \$2,109.00; 403B 2.60% \$1,037.00; Life Ins 0.25% \$105.00; Disability Ins 0.95% \$491.00; Health Ins 10.74% \$4,529.00; Unemployment 0.30% \$380 Workmans Comp 1.67% \$704.00.

**Job Title:** Project Volunteers  
**Position Type:** Volunteer  
**Job Type:** Part Time  
**Employee/Contractor/Volunteer Name:** Karen Staring  
**Job Duties:**

**Professional Licensure:**  
**Time Spent:** 100

Assist with data entry and provide victims with overview of civil legal process and paperwork for civil protective orders

**Fringe Benefits:**

NA

**Job Title:** NC AOC contractual Forsyth Co DA Legal Assistant**Position Type:** Contractual**Professional Licensure:****Job Type:** Full Time**Time Spent:** 100**Employee/Contractor/Volunteer Name:****Job Duties:**

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

**Fringe Benefits:**

Salary \$30,584.80; FICA 7.65% \$2,492; Retirement 15% \$4,896; Health Ins \$5,000; Workman's Comp \$163; Unemployment \$1,200.

**Project Certifications****A. Certification of Non-Supplanting**

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

**B. Certification of Filing an Equal Employment Opportunity Program**

- The project director certifies that the applicant/grantee has formulated an Equal Opportunity Program, which is dated December 12, 2013 in accordance with the Amended Equal Employment Opportunity Guidelines (28 C.F.R. 42.301, et seq.) and that it is on file in the office of:

Office: Forsyth County Human Resources

Name: Karen White

Title: Interim Human Resources Director

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

Telephone: 336-703-2400

**C. Certification of Submission of Annual Audit:**

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

**D. Certification of Submission of Current Annual Operating Budget:**

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

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

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

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

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

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

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

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

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

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

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

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

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



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

**Governor's Crime Commission  
Budget Detail Work Sheet  
Safe on Seven Forsyth County 2014-2016**

**Equipment:**

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

NCAOC contract phone line and data connectivity \$492 per NCAOC position	\$ 492.00
NCAOC contract hardware/software support services \$ 684.24 estimated for each NCAOC position	\$ 684.24
Family Services Contract Acer LED Monitor For Coordinator position	\$ 150.00
Family Services Contract HP Laserjet printer For Coordinator position	\$ 300.00
Family Services Contract Lenovo Thinkcenter PC For Coordinator position	\$ 675.00
Family Services Contract Epson GT-S50 Scanner For Coordinator position	<u>\$ 300.00</u>
<b>Equipment Total</b>	<b>\$ 2,601.24</b>

*(Year 2)*

<i>NCAOC contract phone line and data connectivity \$492 per NCAOC position</i>	<i>\$ 492.00</i>
<i>NCAOC contract hardware/software support services \$ 684.24 estimated for each NCAOC position</i>	<i><u>\$ 684.24</u></i>
	<i>\$ 1,176.24</i>

**Contractual:**

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

Family Services, Inc  
Safe on Seven Project Coordinator

Salary:	\$ 42,322.00
Benefits:	

FICA	7.65%	\$ 3,226.00
Pension	5%	\$ 2,109.00
403B	2.60%	\$ 1,097.00
Life Ins	0.25%	\$ 105.00
Disability	0.95%	\$ 401.00
Health	10.74%	\$ 4,529.00
Unemployment	0.90%	\$ 380.00
Workman's Comp	1.67%	\$ 704.00
	Sub-Total	\$ 54,873.00

NC Administrative Office of the Courts  
District Attorney Legal Assistant

Salary: \$ 32,584.80  
Benefits:

FICA	7.65%	\$ 2,492.00
Retirement	15%	\$ 4,886.00
Health	Estimate	\$ 5,600.00
Workman's Comp	0.5%	\$ 163.00
Unemployment		\$ 1,200.00
	Sub-Total	\$ 46,924.80

\$ 54,873.00  
\$ 46,913.65 \$ 46,924.80  
**Contractual Total \$101,797.80**

**Personnel:**

All personnel will be volunteers. The actual staff positions will be under contractual section.

**Volunteers**

Safe on Seven(SOS) will use volunteers from Family Services, Inc. and Womble, Carlyle, Sandridge and Rice law firm through Legal Aid of NC to assist with: 1) screening, 2)safety planning, 3)case management of referral requests, 4)victim follow up contact, 4)legal assistance, 5)administering victim surveys and 6) data entry. These volunteers will be trained by a SOS team of Legal Aid and Family Services, Inc. Volunteer hours will be in-kind match at \$10.03 per hour of work.

Volunteers 80 hours @ \$10.03/hour      **Personnel Total \$ 822.46**  
*(Year 2 Volunteers 78 hours @ \$10.03 = \$802.40 (\$794.75))*

**Travel:**

There will be no travel costs included in this grant request.      \$      **0.00**

**Supplies and Operating Expenses:**

NC Administrative Office of the Courts provides office supplies and postage for the DA Legal Assistant position. The Costs are estimated costs for the position and will be included in the contracts with NCAOC. Office supplies include but not limited to pens, pencils, paperclips, markers/highlighters, staples, white out, scissors, paper, envelopes, toner/ink etc. Postage is for mailings from the DALA mailings to victims in criminal cases regarding court dates, DA contact information and Victim's Compensation information.

Office Supplies – DALA \$ 600.00

Supply Sub-Total \$ 600.00

Supply Budget line item for donated downtown office space and office furnishings in the SOS project offices will be an In-Kind donation.

Downtown Office Space: 2953 @ \$10.16sq ft \$ 30,002.48

In Kind Donated furnishings:

19 desks/credenzas @\$60 = \$1,140; 23 side tables \$20 = \$460;

22 file cabinets @\$50 = \$1,320; 7 book cases @\$60 = \$420;

39 side chairs @\$15 = \$585; 5 children's furniture @\$40 = \$200;

5 desk chair @\$10 = \$50. Total \$ 4,175

\$ 4,175.00

In-Kind Supply Sub-Total \$ 34,177.48

Supply Sub-Total \$ 600.00

In-Kind Supplies Sub-Total \$ 34,177.48

**Supply Total \$ 34,777.48**

*(Year 2)*

*(Office Supplies – DALA*

*\$ 600.00*

*Downtown Office Space: 2953 @ \$10.16sq ft*

*\$ 30,002.48*

*In Kind Donated furnishings:*

*16 desks/credenzas @\$60 = \$960; 23 side tables \$20 = \$460;*

*22 file cabinets @\$50 = \$1,320; 7 book cases @\$60 = \$420;*

*38 side chairs @\$15 = \$570;*

*Total \$ 3,730.00*

*\$ 3,730.00*

*\$ 34,332.48)*

Year 1

Year 2

Total Grant Funds: \$104,999.23

\$103,581.69

Total In-Kind Match Funds: (\$ 34,999.75)

(\$ 34,332.48)

**Total Project Costs: \$139,998.98**

**\$138,108.92**

**Governor's Crime Commission  
Budget Category Amount  
Safe on Seven Forsyth County 2014-2016**

	<u>Year 1</u>	<u>Year 2</u>
A. Equipment	\$ 2,601.24	\$ 1,176.24
B. Contractual	\$ 101,797.80	\$ 101,797.80
C. Personnel		
a. 1. Volunteers (Match)	\$ 822.46	\$ 802.40
D. Supplies/Operating	\$ 34,777.48	\$ 34,332.48
E. Travel	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	\$ 139,998.98	\$ 138,108.92
<b>TOTAL PROJECT COSTS</b>	<b>\$ 139,998.98</b>	<b>\$ 138,108.92</b>
<b>MATCH 25%</b>	<b>(\$ 34,999.75)</b>	<b>(\$ 34,527.23)</b>
<b>FEDERAL REQUEST</b>	<b>\$ 104,999.23</b>	<b>\$ 103,581.69</b>