

**ACTION ITEM
BOARD OF SUPERVISORS**

DATE: August 18, 2009

TO: Board of Supervisors

FROM: Daniel M. Chichester
Commonwealth's Attorney




ISSUE: A Resolution to Budget and Appropriate Grant Funds from the Department of Criminal Justice Services Violence Against Women Stimulus (VAWS) Grant and Authorize a Temporary Full-Time Domestic Violence Detective and Temporary Full-Time Victim/Witness Program Assistant.

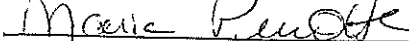
STAFF RECOMMENDATION: Approval

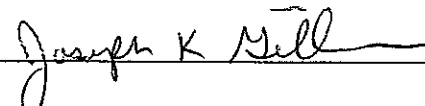
BUDGET IMPACT: See background report

ATTACHMENTS: (3)

- | | | | |
|-----|-----------------------|-----|--------------------------------|
| [1] | Background Report | [3] | <u>Reso/Ord/Proc</u> # R09-318 |
| [2] | Grant Award Statement | [] | <u>Reso/Ord/Proc</u> # |
| [] | | [] | <u>Reso/Ord/Proc</u> # |

REVIEW: [X] County Administrator's Office 

[X] Finance and Budget 

[X] Human Resources 

- | | | |
|----------------------------|---------------------------|--------------------------------|
| [X] Consent Agenda | [] Other Business | [] Public Hearing |
| [] Discussion Item | [] Presentation | [] Unfinished Business |
| [] New Business | | |

PRESENTATION BY: N/A

ELECTION DISTRICT: N/A

BACKGROUND REPORT

The Department of Criminal Justice Services has approved the County's grant application for funds totaling \$141,322 to hire a temporary full-time Domestic Violence Detective and temporary full-time Victim/Witness Program Assistant. This grant requires a local match of \$47,107 of which \$36,368 will be in-kind through the Victim/Witness Assistance Program and Sheriff's Office using existing payroll and supplies, and \$10,739 in cash match from contingency.

This grant will allow the Sheriff's Office, Victim/Witness Assistance Program, Commonwealth's Attorney's Office and community agencies to establish a Domestic Violence Response Team, which will foster stronger and more cohesive community partnerships to serve female victims of violent crimes. This Domestic Violence Response Team will serve four primary areas:

- 1) To expand law enforcement, prosecutors, and the Victim/Witness program specifically targeting violent crimes against women to include sexual assault and domestic violence;
- 2) To develop and implement more effective police, court, Victim/Witness and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women to include sexual assault and domestic violence;
- 3) To develop, increase and strengthen our victim services programs to include sexual assault, domestic violence, and dating violence programs to include more involvement in the protective order services with the hope to increase reporting and reduce attrition rates for all populations including underserved; and
- 4) Developing, enlarging, or strengthening programs addressing stalking.

This grant requires quarterly reporting to the Department of Criminal Justice Services to measure effectively the goal for which it is intended.

Proposed Resolution R09-318 authorizes two temporary full-time positions for 18 months from hire date and budgets and appropriates grant funds.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Leonard G. Cooke
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

July 20, 2009

Mr. Anthony J. Romanello
County Administrator
Stafford County
P. O. Box 339
Stafford, VA 22555

Title: Violence Against Women Stimulus (VAWS)

Dear Mr. Romanello:

I am pleased to advise you that grant number **10-A6109VS09** for the above-referenced grant program has been approved in the amount of \$141,322 in Federal Funds and \$47,107 in Matching Funds for a total award of \$188,429.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Please note that the Federal Recovery Act Funds require a special reporting instrument, which is due five days after the end of the quarter. Post Award Instructions and Reporting Requirement information will be sent under separate cover at a later date.

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Cassandra Edwards at (804) 786-3973.

Sincerely,

A handwritten signature in cursive script that reads "Leonard G. Cooke".

Leonard G. Cooke

cc: Ms. Marilyn Dufrat, V/W Program Director
Ms. Shelley K. Carmichael, Asst. Financial Director
Kassandra Edwards, DCJS Monitor

Department of Criminal Justice Services

1100 Bank Street, 12th floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Stafford County

Date: July 20, 2009

Grant Period:

Grant Number:

From: 07/01/2009

Through: 12/31/2010

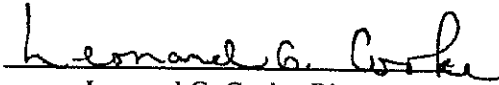
10-A6109VS09

Project Director	Project Administrator	Finance Officer
Ms. Marilyn Dufrat V/W Program Director Stafford County 1300 Courthouse Road Stafford, VA 22554 Phone: (540) 658-4301 Email: mdufrat@co.stafford.va.us	Mr. Anthony J. Romanello County Administrator Stafford County P. O. Box 339 Stafford, VA 22555 Phone: (540) 658-8605 Email: aromanello@co.stafford.va.us	Ms. Shelley K. Carmichael Asst. Financial Director Stafford County P. O. Box 339 Stafford, VA 22555 Phone: (540) 658-8692 Email: scarmichael@co.stafford.va.us

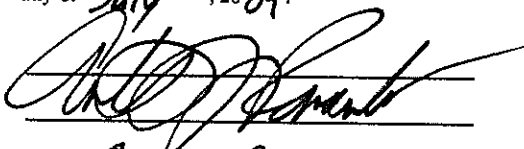
Grant Award Budget

Budget Categories	DCJS Funds		Locality Match	TOTALS
	Federal	State		
Consultant	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0
Personnel	\$141,322	\$0	\$47,107	\$188,429
Supplies/Other	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Totals	\$141,322	\$0	\$47,107	\$188,429

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.


 Leonard G. Cooke, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 31st day of July, 2009.

Signature: 
 Title: County Administrator

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

For the V-STOP Grant Program – Local and State Agencies

Subgrantee: Stafford County

Grant Number: 10-A6109VS09

Federal Catalog Number: 16.588

Title: Victim Witness Recovery Act Program

Date: July 20, 2009

The following conditions are attached to and made a part of this grant award:

1. For state or local government recipients and for any agency that is NOT a non-profit victims services agency, federal funds may be used to pay no more than 75% of the total costs of the project supported by this grant; the remaining 25% of project costs must be provided in cash or in-kind from non-federal sources. For non-profit victim services agencies, there is no match requirement. All funds must be spent in accord with the grant budget approved by DCJS.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
 - to comply with the "Recovery Act V-STOP Grant Application Program Guidelines," dated May 1, 2009 and its Attachments.
 - The subgrantee assures that all personnel whose activities are charged to the award will maintain daily time and attendance records.
 - The grant recipient understands and agrees that this award under the Recovery Act will be a one-time award and accordingly, that its proposed project activities and deliverables are to be accomplished without additional funding.
3. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period
4. A no-cost extension may be granted after September 30, 2010 to extend the grant period for up to three months.
5. The subgrantee agrees to promptly refer to the Department of Criminal Justice Services and the Department of Justice Office of the Inspector General any credible evidence that anyone has submitted a false claim, committed fraud, conflict of interest, bribery, or similar conduct involving the Recovery Act funds.
6. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
7. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
8. The grant recipient agrees to track, account for and report on all funds from this Recovery Act award (including specific outcome and benefits attributable to Recovery Act funds) separately from all other funds including federal funds from non-Recovery Act awards issued for the same or similar purposes or programs.

9. The grant recipient understands by accepting the Recovery Act funds, that the U.S. Department of Justice, U.S. Government Accountability Office and the VA Department of Criminal Justice Services shall have access to and the right to examine all records related to this Recovery Act award and is authorized to interview any officer or employee of the organization regarding transactions related to the Recovery Act award
10. Within 60 days of the starting date of the project, the grant recipient must initiate the program funded. If not started during this period, the grant recipient must report to the DCJS, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the grant recipient must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
11. No amendment to the approved grant budget may be made without the prior written approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested through Grants Management Information System (GMIS). No budget amendments will be allowed after October 31, 2010.
12. The recipient agrees to notify DCJS in writing within thirty (30) days of any hiring of or change in grant-funded personnel, or any change in the Project Administrator, Project Director or Finance Officer from the persons listed in the Grant Application.
13. The grant recipient agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
14. The subgrantee agrees to separately identify Recovery Act funding on the Schedule of Federal Awards (SEFA).
15. Acceptance of this grant award by a local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
16. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award..
17. The subgrantee assures that in the event that a finding of discrimination after a due process hearing on the grounds of race, religion, national origin, sex or disability against a recipient of victim assistance formula funds under this award, will forward a copy of the findings to the Department of Criminal Justice Services and to the OJP Office for Civil Rights.
18. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
19. All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported in whole or in part by Grant No. _____ awarded by the Department of Criminal Justice Services from the Recovery Act STOP Violence Against Women Formula Grant Program administered by the U.S. Department of Justice.
20. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).

21. Grant recipient must submit a final report outlining the progress and accomplishments of the program on forms provided by DCJS.
22. DCJS will not disburse funds from this grant if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
23. DCJS will perform on-site monitoring as required. DCJS staff will notify grant recipient in advance of the visit. The monitoring report used during the site visits may be viewed at the following web address:
<http://www.dcjs.virginia.gov/grants/grantDescription.cfm?grant=22>
24. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions (if any):
 - a. Submit a revised budget and budget narrative totaling the amount of the award. Please provide justification of benefits for the DV Investigator/Detective.
 - b. Submit to DCJS by August 14, 2009 revised goals and objectives (with activities) which are specific, quantified, verifiable and an evaluation to include deliverables and performance measures.
 - c. Submit to DCJS by August 14, 2009 a revised job description specific to the funded position.
 - d. Submit signed cooperative agreements with the following: Rappahannock Council Against Sexual Assault; Court Services Unit and SANE Program.

PROPOSED

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, Stafford County Administration Center, Stafford, Virginia, on the 18th day of August, 2009:

MEMBERS:

- George H. Schwartz, Chairman
- Harry E. Crisp II, Vice Chairman
- M. S. "Joe" Brito
- Mark Dudenhefer
- Paul V. Milde III
- Cord A. Sterling
- Robert "Bob" Woodson

VOTE:

On motion of , seconded by , which carried by a vote of , the following was adopted:

A RESOLUTION TO BUDGET AND APPROPRIATE GRANT FUNDS FROM THE DEPARTMENT OF CRIMINAL JUSTICE SERVICES VIOLENCE AGAINST WOMEN STIMULUS (VAWS) GRANT AND AUTHORIZE A TEMPORARY FULL-TIME DOMESTIC VIOLENCE DETECTIVE AND TEMPORARY FULL-TIME VICTIM/WITNESS PROGRAM ASSISTANT

WHEREAS, the County was awarded federal funds by the Department of Criminal Justice Services; and

WHEREAS, a local match of \$47,107 is required; and

WHEREAS, \$36,368 will be in-kind and \$10,739 will be a cash match from contingency; and

WHEREAS, this Domestic Violence Detective and Victim/Witness Program Assistant will develop a Domestic Violence Response Team dedicated to the investigation and prosecution of domestic violence and provide intervention and services to women victims of violent crimes;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 18th day of August, 2009, that the County Administrator be and he hereby is authorized to budget and appropriate funds in the amount of One Hundred Forty-one Thousand Three Hundred Twenty-two Dollars (\$141,322) to the General Fund; and

BE IT FURTHER RESOLVED that a temporary full-time position as a Domestic Violence Detective and temporary full-time Victim/Witness Program Assistant to full-time be and it hereby is authorized for 18 months from the hire date.

AJR:DMC:MD