

W. Q. A.

Memorandum Date: May 21, 2004
Order Date: June 1, 2004

TO: Board of County Commissioners
DEPARTMENT: District Attorney's Office
PRESENTED BY: F. Douglass Harclerod, District Attorney

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF RATIFYING THE COUNTY ADMINISTRATOR'S EXECUTION OF A GRANT APPLICATION FOR A VICTIMS OF CRIME ACT PROJECT GRANT FOR \$80,000 FOR A .62 FTE VICTIM ADVOCATE AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE GRANT ACCEPTANCE DOCUMENTS

I. PROPOSED MOTION

Adopt the Order In the Matter of ratifying the County Administrator's execution of a grant application for a Victims of Crime Act Project Grant for \$80,000 for a .62 FTE Victim Advocate and delegating authority to the County Administrator to execute grant acceptance documents.

II. ISSUE OR PROBLEM

The Oregon Department of Justice has issued a request for applications for federal Victims of Crime Act (VOCA) funding for projects to provide services to crime victims. The Lane County District Attorney is seeking approval of the Board of Commissioners for Lane County to apply for these grant funds.

III. DISCUSSION

A. Background

The project for which funding is being sought is continuation of the Protective Order Unit in the DA's Victim Services Program (VSP). Budget reductions will lead to elimination of the .62 FTE position allotted to these program.

B. Analysis

The Protective Order Unit provides trained volunteer Victim Advocates to assist victims seeking Protective Orders. These victims frequently have just experienced a traumatic event, are often in crisis and can benefit from safety planning, and require information to navigate through the justice system. Operation of the daily Protective Order Clinic puts advocates in contact with approximately 200 people per month, most of whom VSP would not see in a

normal day as a victim services provider. In addition, advocates are available 8:00 a.m. to 5:00 p.m. for drop-in assistance with filing and obtaining orders. The courts are neither equipped nor allowed to provide this service. VSP is the only program available to provide this critical assistance.

VSP operates with a small paid staff (4.0 FTE for the coming year) but the program recruits, trains, and supervises volunteers to provide direct advocacy services to victims. Over the past year, VSP has had an average of 51 volunteers at a time. Together, volunteers have provided 23,663 hours of time to victims during the period April 1, 2003 – March 31, 2004, an equivalent of 11.4 FTE.

The information required by the Board of County Commissioners prior to approval of grant applications and receipt of grant funds is provided below.

1. Match Requirement – This grant requires matching funds equaling 20% of the total proposed Project Grant or 25% of the dollar amount requested from VOCA. The DA is requesting \$80,000 for 2004-06. In-kind match of \$20,000 in skilled volunteer labor will be provided.
2. Materials and Services Expenditures – M&S used by this project are minimal and are covered in the VSP budget
3. Schedule of Expenditures – Grant funds of \$80,000 matched by volunteer time will be spent evenly over the two year period of October 1, 2004 – September 30, 2006.
4. Administrative Costs – Administrative costs for this project are included in the DA's budget.
5. Grant Sunset Policy – These are services which will be eliminated or greatly reduced without grant funding. VOCA grants are often renewable. The DA intends to seek continuation of VOCA funds and other outside funding to cover this service when this grant sunsets.
6. Accounting, Auditing, and Evaluating – This grant is bound by standard federal accounting and auditing regulations. The funder requires goals, objectives, outcomes, and performance measure targets for both outcomes and outputs. The program must report data semi-annually to the Oregon Department of Justice Crime Victims' Assistance Section to track the program's progress in meeting these performance targets.
7. Costs of Accounting, Auditing, and Evaluating – Lane County's current accounting and auditing practices meet the federal requirements. A database is already established to collect and report data required for state reporting and staff are accustomed to collecting this data as part of their day to day responsibilities.
8. Indirect Costs – The County is not allowed to apply indirect charges to this grant. County General Funds allocated to the DA's Office will cover indirect expenses the County incurs.
9. Unique or Unusual Conditions – If this grant is awarded, these funds will be in addition to the funds currently budgeted for the Victim Services Program. The funds will not be used to replace County funds.

C. Alternatives/Options

1. Adopt the Order and approve the grant application.
2. Reject the Order and application as currently being drafted and provide the DA VSP staff with direction for revisions to the application.
3. Reject the Order and do not apply for the funds.

D. Recommendation

Option 1, adopt the Order. The Protective Order Unit provides critical services for victims of crime in Lane County.

E. Timing and Implementation

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| 1. Sign award documents | September 30, 2004 |
| 2. Project startup/continuation (if funded) | October 1, 2004 |

IV. ATTACHMENTS

Order

