



Capt. Malcolm McDonald
Director

CLACKAMAS COUNTY COMMUNITY CORRECTIONS
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June 20, 2019

Board of County Commissioners
Clackamas County

Members of the Board:

Approval to Apply for a Grant Award between Oregon Department of Justice, Crime Victim and Survivor Services Division and Clackamas County to Extend and Enhance Direct Services to Victims of Crime.

Purpose/Outcome	Community Corrections would like to increase service capacity for victims of crime in Clackamas County.
Dollar Amount and Fiscal Impact	Maximum amount of award is \$300,000.
Funding Source	Oregon Department of Justice, Crime Victim and Survivor Services Div.
Duration	Up to 36 months
Previous Board Action/Review	No previous Board action.
Strategic Plan Alignment	Provide outreach, support, safety planning, advocacy and victim notification services to survivors and victims of crime so they can make informed choices, recover, and feel safer.
Contact Person	Captain Malcolm McDonald, Director, Community Corrections – 503-655-8717

BACKGROUND: Community Corrections currently has a Victim Services program to serve victims of crime post-adjudication. We work with crime victims who live in Clackamas County and/or the victims of crime of persons supervised by Community Corrections. Our program is designed to offer high quality, individual care to best meet crime victims' needs and concerns. We help to enforce post-conviction victim rights, provide notification of critical stage hearings, requested change in status, assist in safety planning, work in tandem to hold the offender accountable for continuous violations, and work with the community to offer restorative justice opportunities. Last year we were able to assist over 700 victims of crime, which is only a small fraction of the total number of crime victims associated with Clackamas County. We seek to increase our capacity of working with crime victims so no victim's voice or rights are left out of our process.

This grant will increase our capacity to serve survivors and victims of crime in Clackamas County. This grant will fund a full-time Victims Advocate to focus on the crime victim's rights as well as notifications for other critical stage junction of supervision such as violation hearings, early discharge, transfers to bench supervision or out of state, and communications about violations. We will also establish a training fund to allow staff keep updated on new information and emerging trends in victim rights and working with victims of crime.

RECOMMENDATION: Community Corrections respectfully requests that the Board of County Commissioners approve application of this Grant Award from Oregon Department of Justice, Crime Victim and Survivor Services Division, to increase service capacity for victims of crime in Clackamas County.

Respectfully submitted,

Capt. Malcolm McDonald
Director, Community Corrections

Grant Application Lifecycle Form

Use this form to track your potential grant from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

** CONCEPTION **

Note: The processes outlined in this form are not applicable to disaster recovery grants.

Section I: Funding Opportunity Information - To be completed by Requester

Application for: Subrecipient funds Direct Grant
Lead Department: Community Corrections Victim Services Program Grant Renewal? Yes No
If renewal, complete sections 1, 2, & 4 only

Name of Funding Opportunity: 2019-2022 VOCA Competitive Grant
Funding Source: Federal State Local: _____
Requestor Information (Name of staff person initiating form): Shannon Barkley
Requestor Contact Information: 503-655-8776 Sbarkley@clackamas.us
Department Fiscal Representative: Nora Jones

Program Name or Number (please specify): 2019-2022 Victims of Crime Act (VOCA) Competitive Project Grant

Brief Description of Project:

Add and additional advocate with Community Corrections to work with post-conviction victims of crime. Also establish a training fund for the Victim Service's Program (VSP) as well as Client assistance funds.

Name of Funding (Granting) Agency: Oregon Dept. of Justice Crime Victim and Survivor Services Division (CVSSD)

Agency's Web Address for Grant Guidelines and Contact Information:

Marjorie Doran
503-378-5059
marjorie.doran@doj.state.or.us

OR

Application Packet Attached: Yes No

Completed By: Shannon Barkley Date 6/6/2019

** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE **

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant Non-Competing Grant Other Funding Agency Award Notification Date: August 2019
CFDA(s), if applicable: 16.575
Announcement Date: 5/15/2019 Announcement/Opportunity #: _____
Grant Category/Title: VOCA Competitive Project Grant Max Award Value: \$ 300,000.00
Allows Indirect/Rate: no Match Requirement: 25%
Application Deadline: 7/9/2019 Other Deadlines: _____
Grant Start Date: 10/1/2019 Other Deadline Description: _____
Grant End Date: 9/30/2022 Funding deadline: 10/1/2019
Completed By: Nora Jones Program Income Requirement: _____
Pre-Application Meeting Schedule: 6/10/2019

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal St:

Mission/Purpose:

1. How does the grant support the Department and/or Division's Mission/Purpose/Goals?

This grant will allow for increased service capacity. We will be able to serve more post-conviction crime victims and ensure their post-conviction rights will be upheld. This new position will focus on the crime victim's right to notification. The position will prioritize notifying crime victims when the offender is on supervision and offering their post-conviction rights, as well as notifications for other critical stage junctions of supervision such as violation hearings, Early Discharge, transfers to Bench supervision, transfers out of state, and communications about violations. It will also establish a fund for trainings that have a cost associated with them. Trainings will keep the advocate knowledgeable about new information and emerging trends in victim rights and working with victims of crime.

2. What, if any, are the community partners who might be better suited to perform this work?

Currently there are no community partners who can share in this work. Nor are there any better suited to this work than an advocate situated right in Community Corrections who has direct access to information.

3. What are the objectives of this grant? How will we meet these objectives?

1. Increase victim notification:

We will do this by increasing the capacity to actually notify victims of their victim rights and notification when the offender is on supervision.

2. Increase Victim Safety:

We will do this by increasing the number of victims the Community Corrections Victim Services Program is able to reach.

4. Does the grant proposal fund an existing program? If yes, which program? If no, what is the purpose of the program?

The grant will fund an additional position within Community Corrections Victim Services Program, which at this time consists of one full time employee.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant timeframe?

The Victim Services Program will need to hire an additional staff position for the duration of the grant period, 2019-2022. Notifications of award will be sent out in August, with the grant start of October 1, 2019. VSP will have plenty of time to hire this position in the grant timeframe.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

There are no partnership efforts required, however, the District Attorney Victim Services program has offered to help with the grant application and to be a source of information during the grant period.

3. If this is a pilot project, what is the plan for sunseting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

This position will be grant funding dependant. We will be eligible to apply each grant period this grant remains funded. By being awarded this competitive grant, it will open up funding sources for non-competitive grant funding so hopefully we will continue to be able to fund this position for quite some time. Our hope is that the county will see the need and importance of continued funding for this position and to one day have this position also be fully funded through the County.

4. If funded, this grant would create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

This would not create a new program, just a new position within an already existing program. After initial funding is exhausted, I can apply for the next grant cycle, or different grant funding. In the future I do hope the department sees the need to continue this position through the budget process.

Collaboration

1. List County departments that will collaborate on this award, if any.

Any collaboration is unofficial and in an information sharing capacity. The DA's Victim Assistance Program, the County's DV Coordinator will assist in a non-official capacity.

Reporting Requirements

1. What are the program reporting requirements for this grant?

Reporting for this application will be done through the CVSSD E-Grants system, and as appropriate, in Office for Victims of Crime (OVC) Performance Measures Tool (PMT) online system. See the reporting schedule at the end of this section. Details on reporting in the OVC PMT online system will be provided when awards are final.

1. Financial Reporting

- a. Subrecipients must submit a Quarterly Financial Report (QFR) form, as described in the sample VOCA Grant Agreement. All accompanying progress reports for the quarter must be submitted in order for payment to be made.
- b. In addition to any specified conditions, subrecipients must adhere to the financial guidelines set forth in the fund-specific CVSSD Grant Agreement.

2. Narrative Reporting Requirements

Narrative reports will be submitted annually both in the OVC PMT online system and in a Progress Report through E-grants. See required reporting dates below.

a. Federal Report Outcome Questions in the OVCPMT

The following questions will appear in the OVCPMT due on October 31st.

VOCA Competitive RFA 2019-2022 27

1. Number of requests for services that were unmet because of organizational capacity issues. Please explain.
2. Does your organization formally survey clients for feedback on services received? All VOCA subrecipients must say "yes".
3. Number of surveys distributed (includes, but is not limited to, those distributed by hand, mail, or other methods).
4. Number of surveys completed.
5. Please discuss some of the challenges your victim assistance program faced during the course of the Federal fiscal year.

b. VOCA Annual Report Questions in CVSSD E-Grants

Subrecipients must answer narrative questions in CVSSD E-grants progress reports forms. CVSSD collates subrecipient responses into the annual Performance Report which CVSSD submits to OVC. These questions will appear in your E-grants Progress Report due on October 31st.

1. Please discuss the major issues in your program/organization that either assist or prevent victims from receiving assistance during the reporting period.
2. Please describe ways that your agency promoted the coordination of public and private efforts within the community to help crime victims during the reporting period.
3. Please describe any notable activities during the reporting period that improved delivery of victim services.
4. Please discuss each priority (i.e., child abuse, domestic assault, sexual assault, and underserved) in which VOCA funds have been used to assist crime victims during the reporting period (e.g., using case histories or other descriptions).
5. Please briefly describe efforts taken to serve Victims of Federal crime during the reporting period.

6. Please identify any emerging issues or notable trends affecting crime victim services in your service area during the reporting period.
7. Please briefly outline any staffing retention issues that your program/organization has and why these issues have occurred during the reporting period (e.g., high turnover due to insufficient salary, insufficient benefits, and heavy workload).
8. Please explain the methods your program/organization utilizes to publicize its victim assistance funding for services to victims of crime during the reporting period.
9. Please explain how your program/organization was able to provide direct funding to new/underserved populations during the reporting period.
10. Please explain how your program was able to respond to gaps in services during the reporting period.

c. Semi-Annual Report

Subrecipients must submit a semi-annual progress report in the E-grant system on project goals, objectives, target output numbers and outcomes every six months. Semi-Annual reporting does not apply to Tribal Nations.

3. Statistical Reporting Requirements

CVSSD's Grant Agreement requires that subrecipients report statistical data on a quarterly basis in the OVCPMT.

4. Reporting on CVSSD Common Outcome Measures

All VOCA subrecipients are required to collect feedback on services provided using prescribed common outcome measures listed below. The client feedback will not be tied to the specific, VOCA funded project, but rather to all victim services provided by the program. Programs are asked to collect client feedback from at least 10% of appropriate clients with the goal of a 90% positive response. Subrecipients are only obligated to survey appropriate clients, and should specify which clients will be surveyed via an internal, agency policy. For example, no clients in crisis would be appropriate, whereas clients receiving follow-up services may be more appropriate. Programs may use Client Feedback Forms already in use in their agency.

In addition, programs must ask the following appropriate two discipline specific measures:

For programs serving primarily victims of domestic violence and sexual assault:

1. After working with this agency, I have some new ideas about how to stay safe.
2. After working with this agency, I know more about resources that may be available, including how to access them.

Grant recipients are required to report client responses collected by one of three types of services provided: 1) clients receiving shelter services; 2) clients receiving support group services; and 3) clients receiving non-shelter based advocacy and other services. Agencies do not have to collect evaluations from all three groups.

For programs serving all types of victims of crime (including Prosecutor Based Victim Assistance Programs):

1. As a result of the information I received from the Victim Assistance Program, I better understand my rights as a victim of crime.
2. The information given to me by the Victim Assistance Program helped me better understand the criminal justice system process as it relates to my case.

5. Report Dates

All reports will be submitted electronically through the CVSSD E-Grants system according to the following schedule:
 Reporting Period Quarterly Reports Semi-Annual Goals/Objectives E-Grants Progress Report Reports Due Annual Narrative E-Grants Progress Report OVCPMT Reports Due E-Grants Financial Common Outcome Measures Reports Due OVC PMT Statistics Reports Due

October 1 – December 31

January 31

NA

NA

January 1 – March 31

April 30

April 30

NA

April 1 – June 30

July 20

NA

NA

July 1 – September 30

October 31

October 31

October 31

2. How will grant performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

We will be using a combination of existing data sources as well as creating a new source of data collection. We will create a victim feedback survey as well as a statistical data sheet for grant reporting. They will be easily created within the grant timeframe.

3. What are the fiscal reporting requirements for this grant?

1. Financial Reporting

- a. Subrecipients must submit a Quarterly Financial Report (QFR) form, as described in the sample VOCA Grant Agreement. All accompanying progress reports for the quarter must be submitted in order for payment to be made.
- b. In addition to any specified conditions, subrecipients must adhere to the financial guidelines set forth in the fund-specific CVSSD Grant Agreement.

Fiscal

1. Will we realize more benefit than this grant will cost to administer?

Yes. This grant will fund a 1.0 FTE Victim Advocate as well as training and supplies.

2. Are other revenue sources required? Have they already been secured?

No other revenue will be needed to fund this request beyond the grant.

3. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, Local Grant, etc.)?

25% of awarded grant, which would total \$25,000 per year for three years for a total of \$75,000. Less, if the grant award is less than the requested \$300,000. The current funding for the Existing Victim Services Coordinator meets the grant match requirement.

4. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

No indirect costs will be charged to this grant.

Program Approval:

Shannon Barkley

Name (Typed/Printed)

Date

Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR****

****ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN.****

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)		
n/a		
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR (or designee, if applicable)		
Capt. Malcolm McDonald		
Name (Typed/Printed)	Date	Signature

FINANCE GRANT MANAGER (or designee, if applicable; FOR FEDERALLY-FUNDED APPLICATIONS ONLY)		
Matt Westbrook		
Name (Typed/Printed)	Date	Signature

Section V: Board of County Commissioners/County Administration

*(Required for all grant applications. If your grant is awarded, all grant **awards** must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.

Department: keep original with your grant file.