SUBGRANT APPLICATION

Montana Board of Crime Control

3075 North Montana Avenue
P.O. Box 201408
Helena, MT 59620-1408
(406) 444-3604 TTY:(406) 444-7099

PLEASE FILL OUT THIS FORM COMPLETELY TO AVOID DELAYS IN PROCESSING THIS APPLICATION

Section 1. Face Page — RFP Number per Justice Bulletin: #06-07

Application Agency: Office of Public Instruction			
Address: PO Box 202501			
City: Helena	**State:** MT	**Zip:** 59620	**Phone:** 406-444-
County: Lewis & Clark	**E-mail:** john_doe@noagency.mt.gov		
Federal Employer or Payee Identification Number (FEIN): 810302402			
Agency Type: State			

Project Director Name: Jane Doe		**Title:** Company President	
Address: 900 Larch Ln			
City: Missoula	**State:** MT	**Zip:** 59811	**Phone:** 406-543-
County: Missoula		**E-mail:** jane_doe888@nosuch.mt.gov	

Project Title: Teenage Drinking Prevention and Education		
Project Duration:	**Start Date:** 11/4/2006	**End Date:** 3/24/2007
If a continuation grant, previous MBCC grant number: MADD0031		
If previously funded, total number of months of federal support: 12		
Other Federal Support: None		

Section 2. Project Budget
Subgrant Application for Montana Board of Crime Control

A. Personnel	Type	MBCC/Fed.	Local Match	Total
Salary	Salary	$5,000.00	$20,000.00	$25,000.00
Benefits	Benefits	$1,000.00	$2,000.00	$3,000.00
Retirement	Benefits	$2,000.00	$2,000.00	$4,000.00
TOTAL:		**$8,000.00**	**$24,000.00**	**$32,000.00**

B. Contracted Services	MBCC/Fed.	Local Match	Total
Food	$200.00	$200.00	$400.00
TOTAL:	**$200.00**	**$200.00**	**$400.00**

C. Travel / Per Diem	MBCC/Fed.	Local Match	Total
Plane Ticket for Conferences	$200.00	$2,000.00	$2,200.00
TOTAL:	**$200.00**	**$2,000.00**	**$2,200.00**

D. Equipment	MBCC/Fed.	Local Match	Total
PC	$200.00	$2,000.00	$2,200.00
Laptop	$500.00	$2,000.00	$2,500.00
TOTAL:	**$700.00**	**$4,000.00**	**$4,700.00**

E. Operating Expenses	MBCC/Fed.	Local Match	Total
Office Utilities	$100.00	$100.00	$200.00
Afternoon Espressos	$50.00	$150.00	$200.00
TOTAL:	**$150.00**	**$250.00**	**$400.00**

Total Project Budget - ***Combined totals for all columns***		**$9,250.00**	**$30,450.00**	**$39,700.00**
MBCC Share of Project Budget:	**23.30%**	**23.30%**	**76.70%**	**100.00%**

Section 3. Budget Narrative
Subgrant Application for Montana Board of Crime Control

Budget Narrative details continue on the following pages.

Section 3 - BUDGET NARRATIVE

A. PERSONNEL

This system-based program will continue under the administration and supervision of the Custer County Attorney, and Custer County will continue to provide substantial financial support through hard-cash match of funds.

This sub grant application continuation will utilize the full time victim/witness assistant to provide direct services to victims of all types of crimes, as well as utilizing a community volunteer to enter daily incident, victim and service information in PDQ. Victims primarily served are victims of violent crimes such as domestic violence, child abuse, sexual assault and physical assault within Custer County. These services will also focus on providing direct services to the children, elderly, and disabled victims of these crimes. Services will continue to be provided to victims of all "other" felony offenses and violent misdemeanor offenses prosecuted by the Custer County Attorney.

Services provided include criminal justice support/advocacy, referrals to and information about other service agencies, assistance in filing compensation claims with Crime Victims Compensation, emergency legal and personal advocacy, transportation, crisis counseling, follow¬up contact, and restitution advocacy.

Assistance and services will also be available to the surrounding counties of Carter, Fallon, Garfield, and Powder River when program receives a referral from any system-based agency, or if a victim makes direct contact.

The victim/witness assistant salary is based on last fiscal year's hourly wage, plus cost of living increase, and estimated increased fringe benefits.

Proposed Salary:	$29,349.00
$13.70/hr x 3% COLA = $14.11/hr	
$14. l1/hr x 2080 hrs.	
Fringe Benefits:	$9,685.00
33 % of proposed salary	
Retirement, FICA, Medicare, State Unemployment Insurance, Workman's	
Compensation, Health Insurance	
TOTAL PERSONNEL	**$39,034.00**

B. CONTRACTED SERVICES

None

C. TRAVEL

Mandatory surcharges, collected from Justice Court and District Court for victim advocate program, will supplement travel costs associated with providing services to neighboring counties, as well as training seminars.

D. EQUIPMENT

No anticipated equipment needs in excess of $1,000.00.

E. OPERATING EXPENSES

All general operating expenses will be absorbed by County Attorney department. Miles City Police Department (City of Miles City) will continue to provide office space, local telephone services, and internet access at no additional cost to the program.

F. PROJECT BUDGET

The project's anticipated personnel costs will be $39,034.00. Supplies, postage, utilities, computer upgrades, and travel expenses (not reflected in this application) are estimated to be $5,025.00. Custer County will provide the required 20% hard-cash match. In addition to the grant match, Custer County Attorney will continue to absorb all other costs and expenses.

Grant amount application request is for the same amount the program received in fiscal years 2003, 2004 and 2005, $23,120.00.

MBCC SHARE OF PROJECT BUDGET	$23,120.00
0% CASH AWARD	
CUSTER COUNTY SHARE OF PROJECT BUDGET	$5,780.00
20% LOCAL MATCH	
TOTAL PROJECT BUDGET	**$28,900.00**

Section 4. Project Narrative
Subgrant Application for Montana Board of Crime Control

Project Narrative details continue on the following pages.

SECTION 4 - PROJECT NARRATIVE

A. EXECUTIVE SUMMARY

This subgrant application will focus its efforts to improve the program's crisis response to victims of violent crime by offering face to face crisis counseling, emotional support and guidance to assist victims in dealing with the impacts of a crime. With a quicker response time to victims by providing support, information, referral and advocacy, victims can regain their physical, emotional, social and economic well-being by means of intervention and advocacy. Daily coordination and communication with the City Police Department, Child Evaluation Center coordinator, DPHHS social workers, and CNADA community advocates, as well as monthly contact with the neighboring County Attorneys and law enforcement agencies, will improve the crime victims' accessibility to services especially those living in remote areas.

The program's full-time assistant will continue to provide victims of violent crimes, particularly the crimes of child abuse, domestic violence, sexual assault, and victims of assault with a variety of services and information, including assistance in seeking available crime victim compensation benefits, information about their case, the role of the victim and witness in the criminal justice process, what they can expect from the system, as well as what the system expects from them. Victims will also be informed of and referred to the various community services available to help them deal with the impacts of a crime.

These same services will be offered and available to the surrounding counties of Carter, Fallon, Garfield, and Powder River.

To address these problems the following objectives will be met, and the following outcomes gained:

#1 Problem and Solution: Providing direct services to elderly crime victim clients. Victim Assistant is a team member of Adult Protective Services and will be aware of any victim in need of services.

Objective: To provide 4 senior citizen victims of physical abuse or financial harm support services, during the course of the fiscal year, that address their economic and emotional needs as soon as possible after the crime occurs.

Outcome: Eliminate or significantly reduce the time period between when a crime is reported to law enforcement and when services and personal contact with victim begins to improve the victim's willingness to cooperate with the criminal justice system.

#2 Problem and Solution: Victim's of domestic violence willingness to cooperate with the criminal justice process, after a bad experience. Have one-on-one contact with victim continually until disposition of the case.

Objective: Each quarter, assist 2 victims of repeated partner/family member assault by responding to their safety, financial and support needs throughout the prosecutorial phase.

Outcome: Increase prosecution/conviction rates and restore the victim's faith in the criminal justice system.

#3 Problem and Solution: Overlooking children victims of crime by having majority of contact with the parent(s). Need to provide initial and on-going contact and offer them the appropriate direct services given to other crime victims, by giving a child an opportunity to talk about events and express feelings in a safe environment, by building alliances with

parents, and by working effectively with child protective services and other community resources.

Objective: Personally contact 3 children of incest and child molestation to assess their needs and make appropriate referrals to agencies for services within the fiscal year.

Outcome: Recognize children have a voice, to reduce the severity of the consequences of the victimization.

The total projected cost to maintain the program for fiscal year 2006-07 is $44,059.00. The assistant's position, and only program employee, provides the varied direct services to victims, to meet these specific outlined goals and objectives. The personnel expense includes a 3 % cost of living increase, plus all county fringe benefits. The estimated operating expenses remain the same as last year.

Custer County has again agreed to provide a 20 % hard-cash match for this project, plus absorb all general operating expenses and travel costs associated with the program. The City of Miles City (Miles City Police Department) has generously agreed to provide the program with office space, local telephone services, and internet access at no additional cost to the program.

SECTION 4 - PROJECT NARRATIVE (SUBSECTION B-F)

B. NEEDS STATEMENT

Since 1996 this program has provided direct assistance to -victims of crime, maintaining an average of 120 victims being served each year. The community's size has seen little change, but crime rate is constant, and there is never a shortage of crime victims. (See PDQ reports attachment #1 and #2)

Target Population: The program continues to give priority consideration to victims of domestic violence, sexual assault, child abuse, and physically assaulted victims. Program will also focus on elderly victims, developmentally disabled victims and children victims to domestic violence. Program will continue to serve all victims offelony crimes, including property crimes, and violent misdemeanor crimes prosecuted by the County Attorney. Program's daily caseload average is 45 to 50 cases.

Currently, Custer county has 10 registered violent offenders (9 men & 1 woman) and 17 registered sexual offenders (16 men & 1 woman) living within Miles City. (See DOJ Registered Offenders attachment #3) As of February 1, 2006, the 16th Judicial District's Adult Probation/Parole office is currently supervising 53 offenders living in Custer County, 19 of which have committed violent/sexual crimes. (See Officer's caseload list attachment #4) In 2005, Custer County Attorney filed 68 new felony cases in District Court (reported by office of County Attorney).

Rural eastern Montana will continue to offer significant challenges to law enforcement agencies, advocates, prosecutors, services agencies, and courts in providing assistance to victims of crime because of lack of resources and funding cuts. However the forming of

multidisciplinary teams to respond to victims, share resources, track cases and clients, and investigate cases has provided a timely and appropriate response to this challenge. This program recognizes the need for, and value of, collaboration with other disciplines, agencies, and systems. And, will continue working to promote the coordination and teamwork needed to ensure a response to minimize additional trauma to victims. Assistant is currently a member of the Child Protection Team, Adult Protection Services, Child Evaluation Center, Coordinated Community Response Team, and Foster Care Review committee.

C. GOALS

Provide effective response to women and children who have suffered physical abuse and/or sexual abuse, children who witness domestic violence, elderly individuals, and victims of violent crimes in Custer County and surrounding rural counties by providing timely services to crime victims, by responding to their safety and support needs throughout the prosecutorial phase, and making personal contact to assess their needs and make appropriate referrals to agencies and services.

D. OBJECTIVES

To provide 4 senior citizen victims of physical abuse or financial harm, each fiscal year, support services that address their physical, economic, and emotional needs.

Each quarter, assist 2 victims and their children of repeated partner/family member assault by responding to their safety, financial and support needs throughout the prosecutorial phase.

Personally contact 3 children victims of incest and child molestation, within the fiscal year, to assess their needs and make appropriate referrals to agencies for services.

E. IMPLEMENTATION PLAN

OBJECTIVE #1	To provide 4 senior citizen victims of physical abuse or financial harm support services that address their physical, economic and emotional needs.
TIME LINE	Start: July 1, 2006 End: June 30, 2007
HOW	Victim Assistant will help senior citizen with compensation claims, make referrals to police community service program to address their personal and home security and explain thoroughly court procedures.
RESOURCES	Adult Protective Services team consisting of DPHHS social worker, police officer,public health nurse, Medicaid waiver case manager, county attorney, EMI representative, home health care, assisted living manager, and victim assistant.
COSTS	Personnel Salary
OBJECTIVE #2	To assist 2 victims of repeated PFMA by responding to their safety, financial and support needs throughout the prosecutorial phase.
TIMELINE	Quarterly: July 1, 2006 to September 30,2006; October 1, 2006 to December 31, 2006; January 1, 2007 to March 31,2007; April 1, 2007 to June 30,2007
HOW	Victim Assistant will work to prevent continual threats by defendant, assist in procuring order of protection, develop safety plan, refer to attorney for child custody/divorce issues, intervene with employer if necessary, and assist with job search.
RESOURCES	Collaboration with local community advocates, county attorney, justice of the peace, local attorneys, job service.
COSTS	Personnel Salary
OBJECTIVE #3	Personally contact 3 children victims of incest and child molestation to assess their needs and make appropriate referrals to agencies for services.
TIME LINE	Start: July 1, 2006 End: June 30, 2007
HOW	Assistant will make initial contact with parents to arrange meeting in

	their home.
RESOURCES	Child & Family Services, Mental Health Center, Holy Rosary Health Center, Custer Network Against Domestic Abuse, Child Evaluation Center
COSTS	Personnel Salary

F. EVALUATION AND INTERNAL ASSESSMENT

Data will be collected using the mandatory PDQ database application provided by the Montana Board of Crime Control. Summary statistics relating to victims, county, type of crime, and services provided will be entered on a weekly basis by volunteer. Documentation will be made to verify contact times and dates with victims. Data collected will confirm when victim contact is made, for comparison against when the crime was committed, and outcome ofPFMA proscutions.

Case lists are updated weekly to track all open cases handled by the VictimlWitness Assistant. These list are also provided to the County Attorney, Deputy County Attorney and investigating officers. List states defendant's name, investigating officer, prosecuting attorney, defense counsel, court handling case, crimes charged, case status, ie hearing dates, etc., and whether victim has been notified. (see attachment #5)

G. SUSTAINABILITY/FUTURE FUNDING PLAN

MBCC's requested share of the project's budget is **$23,120.00.** Applicant has requested the same amount as was awarded to the program in the previous four years!

Custer County's share of project budget stated is a *hard-cash match*. All operating expenses and travel expenses will be absorbed directly through budget of the County Attorney **and are not** reflected in this project budget. The total projected cost to maintain the assistant's position at last year's hourly wage, plus a 3 % cost of living increase, and

fringe benefits is $39,034. Requested operating expenses, travel, etc. will be $5025.00. Custer County will provide 47.5% of the project's total budget. Last year's share for the County was at 46%.

The County Attorney's mandated statutory requirements has continually provided a good argument for the County Commissioners to provide monies to the program. (See attachment #6 County Budget Report 2005-06)

H. ATTACHMENTS

Research documentation: #1, #2, #3, #4, #5, #6 Job description #7

Section 5. Special Assurances and Conditions
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Assurances of Compliance with Civil Rights Act of 1964: The applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, as amended, and all requirements imposed by or pursuant to Regulations of the Department of Justice (28 CFR Part 42) issued pursuant to that title, to the end that no person shall on the ground of race, color, religion, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

Non-supplanting Requirements: Funds or other resources of the applicant normally devoted to programs and activities designed to meet the needs of criminal justice will not be diminished in any way as a result of a grant award of federal funds.

The project for which assistance is being requested will be in addition to, and not a substitute for, criminal justice services previously provided without federal assistance.

Audit Requirement: Acceptance of this grant award requires the subgrantee organization or governmental entity to include this subgrant in the scope of their regularly scheduled annual or biennial audit. The audit must be conducted in accordance with the appropriate OMB Circular (A-128, A-133, A-102/Common Rule).

Applicants Agreement: It is understood and agreed by the applicant: that any grant received as a result of this application shall be subject to the Grant Conditions and other policies, regulations, and rules issued by the Department of Justice for the administration of grant projects under (P.L. 100-690) including, but not limited to, the following:

1. Competitive bids must be obtained for all equipment, construction and contracted services applications, as required by applicable local, state, or federal law or regulations. Accepting other than the lowest bid requires prior approval of the Board of Crime Control;
2. The grant may be terminated in whole, or in part, by the Board of Crime Control at any time;
3. Appropriate grant records and accounts will be maintained and made available to the Montana Board of Crime Control, Office of the Legislative Auditor, or the Legislative Fiscal Analyst upon request;
4. The grantee shall assume the costs of improvements funded after a reasonable period of federal assistance;
5. If any agency other than the applicant is to contribute matching funds, that agency must document their contribution;
6. Any funds awarded under one subgrant cannot be used in another;
7. Expenditures for items not listed on the original budget are subject to refund and/or penalty. Variances from the approved subgrant will require an amendment approved in advance by the Board of Crime Control;
8. All applicants are subject to federal, state, and local laws and regulations;
9. The subgrantee shall not obligate any funds until subgrant is formally awarded by the Board of Crime Control; and

10. Draw down of funds is contingent upon submission of quarterly financial reports and quarterly progress reports.
11. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds shall clearly state: 1) the percentage of the total cost of the program or project which will be financed with federal money, and 2) the dollar amount of federal funds for the project or program.
12. Rules 23.14.101 et seq. of the Administrative Rules of Montana.
13. The subgrantee agrees to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact requirements in the use of these grant funds either directly or indirectly by subcontractors.
14. In the event a Federal or State court of Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, disability, or age against a recipient of funds, the recipient will forward a copy of the funding to the Office of Civil Rights, Office of Justice Programs.

The Official Budget Representative signature in Section 6 certifies agreement with this Special Assurances and Conditions.

Section 6. Signature Page **Be sure to print and sign this page. Mail this page to MBCC.**

Subgrant Application for Montana Board of Crime Control

The officials who certify this document agree to adhere to all terms and conditions relating to this application. Duplication of responsibilities by one individual for any position listed below is NOT acceptable. (Please refer to the Application Guidelines regarding signatures.)

Original Signatures are Required

A. Official Budget Representative (City/County Commissioner, Mayor, Department Head, or President of Board of Directors)

Name:	Jon Sans	**Title:**	The Boss
Address:	888 A Ln	**City:**	Missoula
Zip:	MT 59802	**Phone:**	406-077-9999
E-mail:	jsans@123.mt.gov	**Fax:**	
Signature:	_____	**Date:**	_____

B. Project Director

Name:	Jay Wang	**Title:**	Company President
Address:	200 Only Ln	**City:**	Missoula
Zip:	59811	**Phone:**	406-555-1234
E-mail:	jwg@888.mt.gov	**Fax:**	
Signature:	_____	**Date:**	_____

C. Financial Officer

Name:	Alan Green	**Title:**	CFO
Address:	200 Treasure St	**City:**	Missoula
Zip:	MT 598022	**Phone:**	406-544-9999
E-mail:	ag1234@z.mt.gov	**Fax:**	406-999-9999
Signature:	_____	**Date:**	_____

D. Clerk/Clerk & Recorder

Name:	Radar O'reilly	**Title:**	Corporal
Address:	O'Nell Drive	**City:**	Seoul
Zip:	KO49800	**Phone:**	406-999-1123
E-mail:	mash000@xyz.mt.gov	**Fax:**	999-999-9999
Signature:	_____	**Date:**	_____