

State of Wisconsin

SENATE CHAIR
Alberta Darling

317 East, State Capitol
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ASSEMBLY CHAIR
John Nygren

309 East, State Capitol
P.O. Box 8593
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Joint Committee on Finance

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Alberta Darling
Representative John Nygren

Date: January 17, 2017

Re: s. 16.515/16.505(2), Stats. Request

Attached is a copy of a request from the Department of Administration, received January 17, 2017, pursuant to s. 16.515/16.505(2), Stats., on behalf of the Dane County District Attorney's Office.

Please review the material and notify **Senator Darling** or **Representative Nygren** no later than **Friday, February 3, 2017**, if you have any concerns about the request or if you would like the Committee to meet formally to consider it.

Also, please contact us if you need further information.

Attachments

AD:JN:jm

Date: January 10, 2017

To: Waylon R. Hurlburt

From: Nick Peak

Subject: Section 16.505(2) Request

JAN 17 2017

St. Finance

Attached is a s. 16.505(2) request analysis for your approval and processing. Listed below is a summary of each item:

DOA RECOMMENDATION:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2015-16</u>		<u>2016-17</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DAs 20.475(1)(h)	Gifts and grants				1.0*

* Project position ending 2/4/2019.

AGENCY REQUEST:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2015-16</u>		<u>2016-17</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DAs 20.475(1)(h)	Gifts and grants				1.0**

** Project position ending 10/31/2017.

WRH APPROVAL WRH (FORWARD TO Gail Tappen)



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

SCOTT A. NEITZEL
SECRETARY

Division of Executive Budget and Finance
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TTY (608) 267-9629

Date: January 10, 2017

To: Scott A. Neitzel, Secretary
Department of Administration

From: Nick Peak
Executive Policy and Budget Analyst

Subject: Request Under s. 16.505 from the Dane County District Attorney to Extend a 1.0 FTE Program Revenue Assistant District Attorney Project Position.

Request:

The Department of Administration, on behalf of the Dane County District Attorney's Office, requests the extension of a 1.0 FTE program revenue assistant district attorney project position for a term extending from the time of approval through October 31, 2017.

Revenue Sources for Appropriation(s):

The revenue source for the position in the gifts and grants appropriation under s. 20.475(1)(h) is a grant from the state Department of Justice, Office of Crime Victim Services to the Dane County District Attorney's Office. As the grant is funded from a program revenue continuing appropriation, there is no accompanying request for an increase in expenditure authority. The Dane County District Attorney's Office will reimburse the salary and fringe benefit costs for the assistant district attorney prosecutor position from the grant award.

Background:

The STOP Violence Against Women Act (VAWA) Specialized Prosecution Regional Resource Prosecutor program is part of a competitive bid process through the Department of Justice to seek funding for a full-time assistant district attorney position, which acts as a regional prosecutor specializing in cases of violence against women. The Dane County Regional VAWA Prosecutor grant is a three-year grant, for which the first year is competitive, whereas the second and third years are noncompetitive. Position authority for the first year of grant was approved by the Joint Committee on Finance via passive review for October 28, 2015, through October 31, 2016. This request would extend position authority and program revenue funding for an additional year through October 31, 2017.

Scott A. Neitzel, Secretary
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According to the Department of Justice Web site, the goals of the program are "to ensure prosecution response to violence against women is effective, keeps victims safe, and holds perpetrators accountable." The Regional Violence Against Women Resource Prosecutors are to be established in four regions across the state "to provide technical assistance and training to their established region." Dane County is in Region 2.

Other program responsibilities for grant recipients include:

- Working with local, regional and state partners, including law enforcement, domestic violence and sexual assault victim service providers, court systems, domestic violence and sexual assault statewide coalitions, Department of Justice, and other identified partners to assess the need for, and develop and provide, technical assistance for prosecutors and others;
- Providing legal research and technical assistance to prosecutors on issues of crimes of violence against women, including sexual assault, domestic violence and stalking;
- Providing technical assistance to trial prosecutors in the form of research and briefing assistance, trial strategy and victim/witness preparation;
- Identifying best practice policies for the prosecution of crimes of violence against women; and
- Serving on advisory councils, local community coordinated response and/or sexual assault response teams, committees and other related boards.

The prosecutor is required to maintain a 40 percent caseload in the county and perform outreach to each county in the established region, which for the southwest region encompasses 18 counties. The remaining 60 percent of the position's activity is focused on the items above.

Analysis:

The Dane County Regional VAWA Prosecutor has maintained a caseload of domestic violence and sexual assault cases in Dane County. From January 1, 2016, to October 31, 2016, the prosecutor charged 65 new cases out of the many referrals that were reviewed. In addition, the Regional Prosecutor has served as a resource for assistant district attorneys who have less experience prosecuting domestic violence and sexual assault cases. The Dane County District Attorney's Office holds monthly meetings with its Regional Prosecutor to address consistency in charging practices, to provide strategies for working with law enforcement, to improve communication with domestic violence and sexual assault victims and to assess judicial behaviors on trying these cases.

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In addition to working with prosecutors in Dane County, the Dane County Regional VAWA Prosecutor has an obligation to work with prosecutors in other counties in the Southwest Region. The primary method of outreach to other counties in the region has been an e-mail forum where the Regional Prosecutor facilitates conversation on topics, concerns and trends relevant to domestic violence and sexual assault. In addition to the e-mail forum, the Regional Prosecutor has started a Webinar series to address some of the relevant topics and concerns.

In the first year of the grant award, the Regional Prosecutor was able to meet prosecutors from District Attorney offices in the region at trainings and conferences. In some instances, the Regional Prosecutor was able to cochair several trials with assistant district attorneys who had less experience trying sensitive domestic violence and sexual assault cases.

In addition to the prosecutors in Dane County and in other nearby counties, the Regional Prosecutor has begun to form relationships with community groups to address areas for improvement. Particularly, the Regional Prosecutor has attended meetings of the Sexual Assault Response Team for an added perspective in the adjudication of domestic violence and sexual assault. The plan for the second year of the grant application is to invite the community partners to meetings the Regional Prosecutor will hold with the various District Attorney offices in the region.

The assistant district attorney position furthers the State's policy to fight domestic violence by developing and strengthening effective responses to violence against women and building relationships with collaborative partners in the criminal justice system and the advocacy groups that serve victims in Dane County and the southwest region of the state.

The Dane County Regional VAWA Prosecutor grant is a three-year grant, for which the first year is competitive, whereas the second and third years are noncompetitive. Position authority for the first year of the grant was approved by the Committee through October 31, 2016. While the request was to extend position authority for an additional year through October 31, 2017, due to the timing of receipt and review of the request, the end date of the previously approved project position has passed. The second and third years of the grant are noncompetitive and similar grants in the past have been funded for the entire grant award period. Therefore, it is recommended that a new 1.0 FTE assistant district attorney two-year project position be approved to replace the expired project position to accomplish the trainings and other duties required under the grant.

Recommendation:

Modify the request to approve the creation of 1.0 FTE assistant district attorney two-year project position for the period of February 5, 2017, to February 4, 2019.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR
SCOTT A. NEITZEL
SECRETARY
Division of Enterprise Operations
State Prosecutors Office
Post Office Box 7869
Madison, WI 53707-7869
Voice (608) 267-2700
Fax (608) 264-9500

DATE: October 7, 2016

TO: Waylon Hurlburt, Administrator
Division of Executive Budget and Finance

FROM: Kasey Deiss, Director
State Prosecutors Office

SUBJECT: **REQUEST UNDER S. 16.505 FOR DEPARTMENT 475: DANE
COUNTY DISTRICT ATTORNEY'S OFFICE**

On behalf of the Dane County District Attorney's Office, I am submitting the attached request to extend position authorization of a 1.0 FTE program revenue project position in Department 475, District Attorneys.

Thank you for your attention to this matter.

Attachment

**DEPARTMENT OF ADMINISTRATION REQUEST UNDER S. 16.505 FOR
POSITION AUTHORIZATION**

I. REQUEST

The Department of Administration requests, under s.16.505, the extension of a 1.0 FTE Program Revenue (PR) assistant district attorney (ADA) project position from October 30, 2016, to October 30, 2017. The position is in the Dane County District Attorney's (DA's) Office and will be funded via appropriation s.20.475(1)(h).

II. BACKGROUND

In August, 2015, the Wisconsin Department of Justice (DOJ) Office of Crime Victim Services awarded \$120,300 for a full-time ADA position in the Dane County District Attorney's Office for one year. The funds were utilized by the Dane County DA's office to create a regional resource prosecutor position specializing in cases of violence against women. This grant funded ADA is responsible for the management of a caseload within the Dane County DA's office, and works collaboratively with local, regional, and State partners, including law enforcement, domestic violence and sexual assault victim services providers, court systems, Statewide coalitions, Wisconsin DOJ, and other partners. The ADA also consults with other District Attorney offices within Region 2. The prosecutor identifies and utilizes best practice policies and research publications to enhance prosecution processes and outcomes. The ADA serves on a variety of advisory councils, local domestic violence community coordinated response or sexual assault response teams, committees, and other broad entities to work on issues of crimes of violence against women.

The ADA is a resource for other counties in Region 2, ensuring a prosecutorial response to violence against women that increases victim safety while holding perpetrators accountable.

Due to time constraints related to initially staffing the position, DOA requested legislative authority for the position through October 31, 2016, due to vacancy and turnover, and the timeframe required for the legislature to create the position.

The Dane County Regional VAWA Prosecutor grant, which received Joint Finance approval on October 28, 2015, is a three-year grant. The first year is a competitive process; whereas, the second and third years are non-competitive but require the grantee to provide documentation of the work performed under the grant. Approaching the second year of the grant, the Dane County DA's office will request continued funding of approximately \$111,700 for salary and fringe benefit costs of the Regional VAWA prosecutor through October 31, 2017.

From July 1, 2014, through July 1, 2015, the Dane County DA's Office received over 10,300 criminal referrals. Over 8400 of the referrals were non-traffic referrals, over 200 referrals for sexual assault or sexual assault of a child, 61 for stalking, and over 2800 for domestic violence. This caseload volume presents an extraordinary challenge for primarily 29.85 prosecutors who also prosecute significant numbers of other violent crimes and property crimes.

The VAWA prosecutor has worked to: streamline the investigation and prosecution of domestic violence, sexual assault, and stalking cases using best-practices-based policies; provide technical assistance to Region 2 counties as requested; and, continue to reduce any existing backlog of sensitive crimes cases in Dane County. Overall, the VAWA prosecutor will continue work to improve prosecution outcomes in sensitive crimes cases by increasing the quality of case preparation without increasing the time expended on case management.

The DA's Office realizes that best practices call for a timely and in-depth victim consultation upon receipt of each referral, prior to a charging decision, or a decision not to prosecute. Ongoing contact with victims is needed, as is a victim-centered prosecution.

III. ANALYSIS

This position is in furtherance of the State's policy to fight domestic violence by developing and strengthening effective responses to violence against women. The grant encourages collaboration between the primary players in the criminal justice system (prosecutors, law enforcement, and corrections) and the advocacy groups that serve victims in Dane County and Region 2 counties. The grant also is intended to encourage ongoing contact between the prosecutor and the victim. Victim safety and offender accountability are important aspects of the grant.

IV. FISCAL ANALYSIS

A second year of funding of \$111,700 has been authorized through an intent to award letter by the DOJ Office of Crime Victim Services for a 1.0 FTE ADA position

for one additional year. The program revenue appropriation, s.20.475(1)(h), is continuing and will be re-estimated based on actual experience.

V. REVENUE SOURCE FOR APPROPRIATION

The source of the grant funds is a U.S. Department of Justice VAWA grant that is administered through the Wisconsin DOJ. The Dane County DA's office will reimburse the salary and fringe benefit costs for the State-paid ADA in the Department of District Attorneys.

VI. SPECIAL INFORMATION

The co-chairs of the Joint Committee on Finance, in a letter to the Department of Administration Secretary dated June 12, 1996, set forth four additional items of information that should be included in a s.16.505 request for additional positions in the DA program.

- a. *An explanation of the effect of the position on weighted caseload for the requesting counties (the LAB methodology is suggested).*

Table 1 indicates the results of the LAB methodology using the modifications recommended by the Wisconsin District Attorneys Association and highlights the impact of the continuing position requested on the DA's Office. The table uses the most current court data available (2012-2014) and the positions authorized as of July 20, 2016. It is important to note that the position need shown in the LAB methodology is a general need corresponding to all duties of a DA Office, and is not specific to a particular type of activity or caseload such as that covered by this grant. As this position existed at the time of the July 20, 2016, caseload study, no change in the needs analysis is shown if position authority is granted for this position.

- b. *An assessment of similar caseload problems in counties not addressed by the request.*

Data with which to make this assessment are not available.

- c. *An explanation of why the request has greater priority than similar needs existing in other counties.*

Other counties had the opportunity to apply for the funds to the extent permitted by law.

- d. *If the request is intended to address a specific type of caseload, an explanation of why this type of caseload has a greater priority than other types.*

This grant, funded by the U.S. Department of Justice OVW, and authorized by the OCVS, is intended for the Dane County DA's Office to develop and strengthen effective responses to violence against women.

FINAL 2012-2014 DISTRICT ATTORNEY OFFICE WORKLOAD ANALYSIS

DA Office	7/20/16 GPR- Funded FTE Positions*	7/20/16 Program Revenue- Funded FTE Positions*	7/20/16 Total FTE Positions*	Additional FTE Needed	Estimated Total FTE Needed	Additional FTE Needed as a % of 7/20/16 GPR- Funded FTE	Additional FTE Needed as a % of 7/20/16 Total FTE	GPR- Funded FTE as a % of Estimated Total FTE Needed	Total FTE as a % of Estimated Total FTE Needed
Adams	1.20		1.20	1.36	2.56	113.33%	113.33%	46.88%	46.88%
Ashland	2.00		2.00	0.87	2.87	43.50%	43.50%	69.69%	69.69%
Barron	3.00		3.00	3.22	6.22	107.33%	107.33%	48.23%	48.23%
Bayfield	1.00		1.00	0.90	1.90	90.00%	90.00%	52.63%	52.63%
Brown	12.00	1.00	13.00	11.46	24.46	95.50%	88.15%	49.06%	53.15%
Buffalo	1.00		1.00	0.61	1.61	61.00%	61.00%	62.11%	62.11%
Burnett	1.25		1.25	1.95	3.20	156.00%	156.00%	39.06%	39.06%
Calumet	2.00		2.00	1.01	3.01	50.50%	50.50%	66.45%	66.45%
Chippewa	5.00		5.00	1.49	6.49	29.80%	29.80%	77.04%	77.04%
Clark	2.00		2.00	0.56	2.56	28.00%	28.00%	78.13%	78.13%
Columbia	4.75		4.75	3.32	8.07	69.89%	69.89%	58.86%	58.86%
Crawford	1.00		1.00	-0.25	0.75	-25.00%	-25.00%	133.33%	133.33%
Dane	26.85	3.00	29.85	3.21	33.06	11.96%	10.75%	81.22%	90.28%
Dodge	4.00		4.00	2.12	6.12	53.00%	53.00%	65.36%	65.36%
Dor	2.00		2.00	0.71	2.71	35.50%	35.50%	73.80%	73.80%
Douglas	3.50		3.50	3.07	6.57	87.71%	87.71%	53.27%	53.27%
Dunn	3.00		3.00	2.93	5.93	97.67%	97.67%	50.59%	50.59%
Eau Claire	8.00	1.00	9.00	4.46	13.46	55.75%	49.56%	59.44%	66.88%
Florence	0.50		0.50	0.39	0.89	78.00%	78.00%	56.18%	56.18%
Fond du Lac	5.00	2.00	7.00	5.44	12.44	108.80%	77.71%	40.19%	56.27%
Forest	1.00		1.00	1.91	2.91	191.00%	191.00%	34.36%	34.36%
Grant	2.00		2.00	2.09	4.09	104.50%	104.50%	48.90%	48.90%
Green	2.00		2.00	0.99	2.99	49.50%	49.50%	66.89%	66.89%
Green Lake	1.50		1.50	0.67	2.17	44.67%	44.67%	69.12%	69.12%
Iowa	1.75		1.75	0.98	2.73	56.00%	56.00%	64.10%	64.10%
Iron	1.00		1.00	-0.27	0.73	-27.00%	-27.00%	136.99%	136.99%
Jackson	2.00		2.00	1.62	3.62	81.00%	81.00%	55.25%	55.25%
Jefferson	5.30		5.30	1.83	7.13	34.53%	34.53%	74.33%	74.33%
Juneau	2.50		2.50	0.67	3.17	26.80%	26.80%	78.86%	78.86%
Kenosha	15.00	1.00	16.00	7.16	23.16	47.73%	44.75%	64.77%	69.08%
Kewaunee	1.50		1.50	-0.14	1.36	-9.33%	-9.33%	110.29%	110.29%
La Crosse	8.00		8.00	4.85	12.85	61.88%	61.88%	61.78%	61.78%
Lafayette	1.00		1.00	0.26	1.26	26.00%	26.00%	79.37%	79.37%
Langlade	1.50		1.50	1.99	3.49	132.67%	132.67%	42.98%	42.98%
Lincoln	2.00		2.00	1.44	3.44	72.00%	72.00%	58.14%	58.14%
Manitowoc	5.00		5.00	2.73	7.73	54.60%	54.60%	64.68%	64.68%
Marathon	8.50	2.50	11.00	3.60	14.60	42.35%	32.73%	58.22%	75.34%
Marquette	2.50	0.10	2.60	0.49	3.09	19.60%	18.85%	80.91%	84.14%
Marquette	1.00		1.00	0.49	1.49	49.00%	49.00%	67.11%	67.11%
Milwaukee	87.00	33.60	120.60	-21.80	98.80	-25.06%	-18.09%	88.15%	122.09%
Monroe	3.00		3.00	3.15	6.15	105.00%	105.00%	48.78%	48.78%
Oconto	2.00		2.00	0.94	2.94	47.00%	47.00%	68.03%	68.03%
Oneida	2.50		2.50	1.55	4.05	62.00%	62.00%	61.73%	61.73%

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Outagamie	9.00	9.00	8.83	17.83	98.11%	98.11%	50.48%	50.48%
Ozaukee	3.00	3.00	1.66	4.66	55.33%	55.33%	64.38%	64.38%
Pepin	0.80	0.80	-0.18	0.62	-22.50%	-22.50%	129.03%	129.03%
Pierce	2.50	2.50	0.67	3.17	26.80%	26.80%	78.86%	78.86%
Polk	3.00	3.00	2.84	5.84	94.67%	94.67%	51.37%	51.37%
Portage	4.00	4.00	3.93	7.93	98.25%	98.25%	50.44%	50.44%
Price	1.00	1.00	0.09	1.09	9.00%	9.00%	91.74%	91.74%
Racine	18.00	18.00	11.23	29.23	62.39%	62.39%	61.58%	61.58%
Richland	1.80	1.80	-0.10	1.70	-5.56%	-5.56%	105.88%	105.88%
Rock	14.00	14.00	2.57	16.57	18.36%	18.36%	84.49%	84.49%
Rusk	1.50	1.50	0.52	2.02	34.67%	34.67%	74.26%	74.26%
Saint Croix	6.00	6.00	1.05	7.05	17.50%	17.50%	85.11%	85.11%
Sauk	5.00	0.80	5.80	7.16	27.20%	23.45%	69.83%	81.01%
Sawyer	2.00	2.00	1.10	3.10	55.00%	65.00%	64.52%	64.52%
Shaw/Men	3.00	3.00	2.19	5.19	73.00%	73.00%	57.80%	57.80%
Sheboygan	7.50	7.50	4.08	11.58	54.40%	54.40%	64.77%	64.77%
Taylor	1.00	1.00	0.41	1.41	41.00%	41.00%	70.92%	70.92%
Trempealeau	2.00	2.00	1.13	3.13	56.50%	56.50%	63.90%	63.90%
Vernon	2.00	2.00	-0.09	1.91	-4.50%	-4.50%	104.71%	104.71%
Vilas	2.00	2.00	1.17	3.17	58.50%	58.50%	63.09%	63.09%
Walworth	5.00	5.00	2.46	7.46	49.20%	49.20%	87.02%	87.02%
Washburn	1.25	1.25	0.96	2.21	76.80%	76.80%	56.56%	56.56%
Washington	5.00	5.00	4.08	9.08	81.60%	81.60%	55.07%	55.07%
Waukesha	14.50	2.00	16.50	7.68	52.97%	46.55%	69.97%	68.24%
Waupaca	3.50	3.50	1.36	4.86	38.86%	38.86%	72.02%	72.02%
Waushara	2.00	2.00	1.16	3.16	58.00%	58.00%	63.29%	63.29%
Winnebago	10.00	10.00	5.97	15.97	59.70%	59.70%	62.62%	62.62%
Wood	4.00	4.00	5.40	9.40	135.00%	135.00%	42.55%	42.55%
TOTALS	382.96	46.80	429.85	139.66	569.51			

*Modifications:

- 1) The 0.5 GPR FTE in Washburn (0.25 FTE) that also serves Burnett (0.25 FTE) is divided by the FTE shown in parentheses.
- 2) In Milwaukee, the total FTE used is 120.50 rather than 121.50 due to the following factor:
 - a) the 1.0 FTE DNA position serves the entire state; so, showing it as a Milwaukee position distorts the data.
- 3) In Brown the total FTE used is 13.00 rather than 14.00 due to the following factor:
 - a) the 1.0 ADA FTE sex predator position in Brown is excluded because it also serves approximately 20 other DA offices.
- 4) In Fond du Lac the total FTE used is 7.00 rather than 8.00 because the Title IV-E CHIPS/TPR position has no funding.
- 5) In Outagamie the total FTE used is 9.00 rather than 10.00 because the VAWA position has no funding.
- 6) The weighted time estimate for CHIPS cases was changed from 2.61 hours to 6.0 hours effective in the 2004-06 study, based on a 7/04 WDA Executive Board recommendation.
- 7) CHIPS extensions include permanency plan review petitions filed under s. 48.365 beginning with data for 2006.
- 8) Immunization cases filed by DA Offices under s. 48.13(13) are included with CHIPS cases beginning with data for 2006.
- 9) WDA Executive Board authorized the following changes to the weighted time estimates beginning with the 2007-09 caseload study:
 - a) Increase the "reviewing case referrals that are not prosecuted" from 35 to 100 hours per year, thereby reducing hours available per prosecutor to handle individual cases to 1162 per year.
 - b) Weighted time estimate for Class A and First Degree Reckless homicides changed from 100 hours each to 160 hours each.
 - c) Weighted time estimate for "All other Homicides" changed from 50 to 80 hours each.
 - d) The weighted time estimate for misdemeanors changed from 2.17 hours each to 2.81 hours each.
 - e) The weighted time estimate for criminal traffic changed from 1.68 hours each to 2.91 hours each.
 - f) Weighted time estimate for juvenile delinquency changed from 3.32 hours each to 3.44 hours each.

WISCONSIN DEPARTMENT OF JUSTICE

Applicant Hereby Applies to the DOJ for Financial Support for the Within-Described Project:

SUBGRANT #: 12099

DOJ USE ONLY

Receipt Date	Award Date	Subgrant Number(s)
8/26/2016	10/10/2016	2014/2016-VA-02B 12099

SHORT TITLE: Specialized Regional Resource Prosecutor 2016

1. Type of Funds for which you are applying.	() VAWA STOP: Specialized Prosecution Regional Resource Prosecutor Non-Competitive 2016		
2. Applicant	Name Of Applicant:		County: Dane
	Dane County District Attorney's Office		
	Street Address: 215 South Hamilton Street		
	Address Line 2: Room 3000		Address Line 3:
	City: Madison	State: WI	Zip: 53703-3293
3. Recipient Agencies	Dane County District Attorney's Office		
4. Signatory	Name:		Title: County Executive
	County Executive Joseph Parisi		Agency: Dane County
	Street Address: 210 Martin Luther King Jr. Blvd.		
	Address Line 2:		Addr Line 3:
	City: Madison	State: WI	Zip: 53709-3340
	Phone:	Fax:	Email: Parisi@countyofdane.com
5. Financial Officer	Name:		Title: Controller
	Mr. Charles R. Hicklin		Agency: Dane County District Attorney's Office
	Street Address: 215 South Hamilton Street		
	Address Line 2: Room 3000		Addr Line 3:
	City: Madison	State: WI	Zip: 53703-3293
	Phone: 608-266-4109	Fax:	Email: hicklin@co.dane.wi.us
6. Project Director	Name:		Title: Domestic Violence Unit Manager
	Ms. Marlys K Howe		Agency: Dane County District Attorney's Office
	Street Address: 215 South Hamilton Street		
	Address Line 2: Room 3000		Addr Line 3:
	City: Madison	State: WI	Zip: 53703-3293
	Phone: 608-284-6888	Fax: 608-267-2545	Email: marlys.howe@da.wi.gov
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (may not exceed 50 characters) Specialized Regional Resource Prosecutor 2016		
	Our specialized Regional Prosecutor, Cara Throckmorton, will continue to carry a reduced specialized domestic violence (DV) and sexual assault (SA) caseload with in the Dane County District Attorney Office. She will also continue to reach out to the other Region 2 prosecutors to provide technical assistance as need. She has created a list serve for Region 2 that is used to discuss best practices and share information amongst all of those regions. She continues to participate in monthly DV and SA committee meetings, such as DV and SA CCR and SART, to participate in the ongoing discussions on how to work on offender accountability and providing effective options to keeping victims safe. She serves as a liaison for the community and Dane County DA's office. She continues the goal of establishing a best practice way to prosecute DV and SA cases while improving collaborations between offices in Region 2 that ultimately will benefit all victims in the state.		

8. SubGrant Budget

Categories	Sources			Category Total
	Federal	Cash Match (New Approp.)	In-Kind Match	
Personnel	73,200.00	0.00	37,233.00	110,433.00
Employee Benefits	34,500.00	0.00	0.00	34,500.00
Travel (Including Training)	4,000.00	0.00	0.00	4,000.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00
Consultants/Contractual	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Source Total	111,700.00	0.00	37,233.00	148,933.00

9. Project Start Date: 10/1/2016

Project End Date: 9/30/2017

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Dane County District Attorney's Office	148,933.00	148,933.00
Total:	148,933.00	148,933.00

Allocation/Recipient Agency: Dane County District Attorney's Office

Category:	Year 1	Total
Personnel	110,433.00	110,433.00
Employee Benefits	34,500.00	34,500.00
Travel (Including Training)	4,000.00	4,000.00

Total:	148,933.00	148,933.00
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11. **Budget Details:**

Master Budgets:

Line Item Details for Dane County District Attorney's Office

YEAR 1

PERSONNEL

Justification: To cover the cost of salary and benefits for Colette Sampson for one year.

COST

Position In Kind Match

Name Marlys Howe-DV Unit Manager

Description of your computation: 25% Match for SRP for one year of grant

Source: Federal	0.00
Source: Cash Match (New Approp.)	0.00
Source: In-Kind Match	37,233.00

Position Specialized Regional Prosecutor

Name Colette Sampson

Description of your computation: One year salary

Source: Federal	73,200.00
Source: Cash Match (New Approp.)	0.00
Source: In-Kind Match	0.00

Personnel

Year 1 Total:

110,433.00

EMPLOYEE BENEFITS

Justification: This covers the benefits for one year of Specialized Regional Prosecutor

COST

Position Specialized Regional Prosecutor

Name Cara Throckmorton

Description of your computation: One year of benefits for Regional Prosecutor position

Source: Federal	34,500.00
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Source: Cash Match (New Approp.) 0.00
 Source: In-Kind Match 0.00

Employee Benefits Year 1 Total: 34,500.00

TRAVEL (INCLUDING TRAINING)

Justification: This money will be used to attend DOJ trainings, in state conferences, monthly meetings, site visits to meet ADA's, (preferably to include the VW, Community advocates and other community players in the county) and trainings related to DV/SA topics and prosecution. The money will cover registration fees, lodging, mileage and meals related to these trainings. **COST**

Breakdown:
 2 SPET conferences: registration with flash drive: 2 @ \$140=\$280
 Mileage: estimate: \$100 x 2 conferences= \$200. Food: \$15 x 2= \$30 Total SPET=\$510
 Monthly meetings: CCR/SART/Commission (not inclusive list)= 10-20 miles monthly x 12 months @.54 = \$130
 3 conferences: in state related to DV/SA topics
 Hotel x 6 nights= \$600 (no tax), registration fees= \$450, mileage 3 x 100 miles @ .54=\$162, meals (all) daily \$28.60 X 6 =\$172=\$1,384
 17 site visits: mileage broke down per county totals 1,200 x 2 (round trip) @ .54= \$1,300, meals 17 lunches @ \$7.20= \$123 total for site visits=\$1423.00
 All of these items: rough estimates, total \$3,447.00
 We are requesting the \$4,000 to cover any additional costs that may arise regarding the site visits, meetings and trainings. We want to be sure that the SRP is able to attend any and all opportunities presented during this grant period.

Purpose of Travel In state trainings/conferences, monthly meetings, site visits

Location TBD

Item Registration fees, mileage, meals and lodging reimbursement.

Description of your computation: In state Training and conferences-registration fees, mileage, meals and lodging reimbursement

Source: Federal 4,000.00
 Source: Cash Match (New Approp.) 0.00
 Source: In-Kind Match 0.00

Travel (Including Training) Year 1 Total: 4,000.00

YEAR 1 TOTAL: 148,933.00

12. Sections:

A PROJECT DEVELOPMENT & IMPACT TO DATE

1. Discuss any challenges or obstacles you have encountered during the pilot year of this grant project. How do you plan to address these issues for the second year?

2. Discuss your progress in working with the other counties in your region. Include your outreach to multidisciplinary teams throughout your region; types of technical assistance provided; trainings attended and provided; and any additional relevant collaboration.

3. How has this grant program benefitted your region?

4. Please include any additional relevant information about the pilot year of this grant program.

RESPONSE:

Please see attached document that outlines the project development and impact to date.

PROJECT DEVELOPMENT & IMPACT TO DATE - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
PROJECT DEVELOPMENT12099.docx	Project Development/Impact to date # 12099

B GOALS AND OBJECTIVES

The purpose of this section is to: (1) describe the broad goals for your project, (2) present clear objectives designed to achieve those goals, and (3) outline a plan to evaluate or assess success in achieving your proposed outcomes.

Choose the most critical expectations to develop into objectives for this project. (Use the VAWA Goals and Objectives Chart. The template can be accessed through the DOJ website in the VAWA document library.)

Your Goals and Objectives must address both sexual assault and domestic violence.

Goals are defined as:

Functional or behavioral outcomes that you believe will address the problem you describe above. Be as specific as possible about the behavioral and functional outcomes needed. Your proposal should include at least 2 broad goals that guide your project.

Objectives are defined as:

List the behavioral outcomes and attitudinal changes that need to be achieved as steps toward achieving the project goals. Objectives are the focus of project activities and should identify outcomes you believe are achievable by your project. **Objectives should be measurable.** List 2-4 specific objectives for each broad goal.

RESPONSE:

Please see the attached goals and objectives sheet

GOALS AND OBJECTIVES - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
goalsSRP2016.docx	Goals & Objectives #12099

C IMPLEMENTATION PLAN

1. Outline the project operations and tasks intended to accomplish the objectives you describe in program goals and objectives.
2. Include a timeline for implementation steps.
3. Describe coordination efforts with other relevant community programs.

Your Implementation Plan must address both sexual assault and domestic violence.

RESPONSE:

See attachment of the implementation guide.

The remainder of the counties that need to have face to face meetings will also include setting up meetings with the local CCR and SART team participants.

IMPLEMENTATION PLAN - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
IMPLEMETATION2016.docx	IMPLEMENTATION PLAN # 12099

D REQUIRED ATTACHMENTS

Please attach the following documents to your application in this section:

- Position Descriptions for each funded or partially funded position
- Resumes for any STOP VAWA funded staff
- Certification of Consultation
- WI DOJ-OCVS Additional Budget Summary (Use the template on the DOJ website under Program Reporting in the VAWA Document Library)

RESPONSE:

Attachments include: Resume, Position description, certification of Consultation and the Budget summary.

REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
ADApositiondescription.doc	Job Description
cara's resume.pdf	Resume
certificationletter.doc	Certification Letter
OCVS Additional Budget Summary.xlsx	Personnel Budget Sheet

14. Approval Checklist:

A. Have you, the grant recipient, had any discrimination findings after a due process hearing on the basis of race, color, religion, national origin or sex within the last 5 years? (federal EEOP required response)

Yes

No

B. If yes, have the discrimination findings been reported to the Office of Civil Rights as required for all recipients of Federal funds? (see <http://www.njp.usdoj.gov/ocr/>). If no, a copy should be forwarded to: Wisconsin Department of Justice, Attn: EEOP, 17 West Main Street, PO Box 7857, Madison, WI 53707-7857 (federal EEOP required response)

Yes

No

N/A

C. Have you utilized the DOJ Administrative Guide located on the DOJ website? (grants-admin-guide-2012.pdf)

Yes

No

D. Would you like someone from DOJ to contact you?

Yes

No

E. Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more? If yes, you are required to prepare and implement an Equal Employment Opportunity Plan (EEOP) or Certification form (if applicable). A copy of your EEOP federal approval letter must be submitted to DOJ. (More information may be found at <http://www.doj.state.wi.us/grants/grantee-civil-rights-information>) (federal EEOP required response)

Yes

No

N/A

F. If this application is \$25,000 or more, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year (1) 80% or more of your annual gross revenues in US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?; AND (2) \$25,000,000 or more in annual gross revenues from US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? (required by The Federal Funding Accountability and Transparency Act)

Yes

No

N/A

G. If you answered yes to the previous question, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If you answered no to the first part of this question; you must attach to this application the full names and compensation of the top 5 highly compensated individuals of your organization as required by The Federal Funding Accountability and Transparency Act.

Yes

No

N/A

15. Attachments:

List of Attachments required for submission of this Application for funding:

Section: Goals and Objectives

<u>File Name</u>	<u>File Description</u>
goalsSRP2016.docx	Goals & Objectives #12099

Section: Implementation Plan

<u>File Name</u>	<u>File Description</u>
IMPLEMETATION2016.docx	IMPLEMENTATION PLAN # 12099

Section: Project Development & Impact to Date

<u>File Name</u>	<u>File Description</u>
PROJECT DEVELOPMENT12099.docx	Project Development/Impact to date # 12099

Section: Required Attachments

<u>File Name</u>	<u>File Description</u>
ADApositiondescription.doc	Job Description
cara's resume.pdf	Resume
certificationletter.doc	Certification Letter
OCVS Additional Budget Summary.xlsx	Personnel Budget Sheet

Dane County Specialized Resource Prosecutor: Grant Application # 12099

Goal # 1: To continue to be a resource for other counties within Region 2 to ensure a prosecutorial response to violence against women that increases victim safety while holding perpetrators accountable across the state.

- **Objective:** Be a resource to prosecutors in other counties in Region #2 to provide a consistent response to domestic violence, sexual assault and stalking criminal cases.
 - Maintain and update a list serve of all prosecutors in region # 2 to be able to send legislative updates, current research and upcoming trainings related to this specialized caseload.
 - Provide ongoing technical assistance in person, by phone or via email to prosecutors in region #2 who are in need assistance to include but not limited to: tips on how to prepare briefs, case and trial preparation tips, assistance with best practice for working with victims, researching criminal histories and preparing other acts motions, preparing witnesses and utilizing expert witnesses for trial.
 - Maintain and update a frequently asked question and response “blog” related to DV/SA topics to allow sharing of information about what is working and best practices between counties in a timely manner.
 - Coordinate access to any training that occurs in Dane County District Attorney office, via streaming online (maybe recorded and shared), via conference call or in person.
 - Continue to add to the library of recorded webinars that have taken place in Dane County to be shared with other regions upon request.
 - Encourage collaboration with victim witness staff within each office and community advocates who work with victims of sensitive crimes.
 - Send emails to Region #2 DA offices relating to statewide Coalitions and advocacy programs in their area. Define collaborations that currently exist in each county and ways to improve those interactions.

- Encourage all counties to participate in SPET trainings. Arrange a meeting during SPET to have a face to face with each county to get updates on any progress that is occurring.
- Attend any and all meetings required by the Department of Justice.
- Update Dane County District Attorney domestic violence best practice manual, in collaboration with other regions input, to include sexual assault and stalking cases and to be shared within Region #2 and statewide as requested.
- Report all of activities listed above in quarterly reports.

Evaluation Process: Documentation provided in quarterly reports to show activities and participation. Evaluate whether there are increased contacts and what kinds of topics are being discussed to gage whether these activities are meaningful to participants.

- **Objective:** To Increase the number of contacts/interactions with each county.
 - Document all of the contacts by category, via face to face or email.
 - Document types of contact; technical assistance, request for examples of briefs/motions etc or training inquiries.
 - Improve outreach opportunities by traveling to counties to do face to face with DA office and community partners.
 - Send semi-monthly emails with information to encourage engagement and participation amongst the list serve members.

Evaluation Process: Documentation provided in quarterly reports to show activities and participation. Monitoring volume of contacts and documenting content of the contacts to predict gaps or areas of need. Create a survey monkey with questions to send out to each county to engage them in identifying areas of needs/wants related to the SRP and how they feel the SRP is beneficial to them.

Goal #2- To improve the Dane County District Attorney's office and over all Criminal Justice systems response to holding perpetrators accountable for their behaviors and crimes while meeting the needs and concerns of victims of sensitive crimes.

- **Objective:** Continue the SRP with a specialized caseload dedicated to Sexual Assault, Domestic Violence and Stalking.
 - Prosecutor participates in conferences, trainings, and webinars and stays current in research to be updated with the dynamics/trends and current practices of maintaining a sensitive crimes specialized caseload.
 - Maintain and update database to capture volume of cases assigned to specialized prosecution to include the type of crimes committed, demographics of the cases (both victim and perpetrator) and outcomes.
 - Maintain vertical prosecution of all cases on specialized caseload, with possible exceptions of cases that are transferred due to complexity of case.

Evaluation Process: Track caseload and statistics related to caseload and present in quarterly reports.

- **Objective:** Be available to other prosecutors in the Dane County District Attorney office to be able to provide technical assistance on any aspect of working complex sexual assault, domestic violence and stalking cases to strengthen prosecution of all of these kinds of cases in the office.
 - Provide in house guidance and training on items such as brief writing, other act motions, obtaining expert witnesses, how to prepare voir dire, opening and closing arguments, preparing a witness for trial and other aspects of trial preparation.
 - Documenting all questions or areas of concern from prosecutors to create a Frequently Asked Questions list for prosecutors to be shared within office.
 - Ongoing emails to prosecutors in the Dane County District Attorney office relating to domestic violence, sexual assault or stalking cases to include but not limited: legislative updates, current research, trending topics related to these topics or upcoming training opportunities.
 - Mentor and assist other ADA's with charging decisions, trial issues and any other relevant topic related to sensitive crime caseload.

- Plan and coordinate to have DOJ staff provide ongoing training opportunities in the office.
- Attend monthly DV/SA CCR and SART meetings and any other related community meetings or committees that will improve processes within Dane County.
- Attend spring and fall SPET and create opportunity to discuss the SRP to others attending the SPET conferences.
- Encourage collaboration with victim witness staff within each office and community advocates working with victims of sensitive crimes.
- Attend any and all required meetings with Department of Justice.
- Report all of activities listed above and submit any documentation in quarterly reports.

Evaluation Process: Documenting whether there is an increase in mentoring, coaching, or technical assistance being provided by SRP to Dane County office. Documenting types of information requested within office. Keeping track of any training attended or presented within office or at outside setting. Report all activities in quarterly reports.

PROJECT DEVELOPMENT/IMPACT TO DATE

- 1. Discuss challenges/obstacles you have encountered during pilot project year. How do you plan to address these issues for second year?**

Once the hiring for the specialized prosecutor was done, the first challenge was working with that ADA, who was already in the office working on a domestic violence (DV) caseload, to decrease her caseload to reflect the 40% requirement. That process took some time, just due to her finalizing cases in court. Since she already worked DV cases and some sexual assault cases (SA), it was not reasonable for her to just transfer some of those cases to other ADA's due to time invested and familiarity with the case and victims. Time has worked out a lot of these issues. Several cases have resolved through either pleas or trials. Her caseload assignment has been reduced to a more reasonable number to represent the 40% mark. She has been a resource for the ADA's in Dane county on numerous cases and has assisted in trials with ADA's who have less experience in the DV/SA arena. There are now monthly meetings with the Dane County DA office that includes the DV ADA's, the DV specialists (who work the victim side) and the DV paralegal. These meetings have already created a forum to problem solve numerous issues that were occurring around DV cases that included addressing the need for consistency in charging practices, how to provide feedback to law enforcement for proactive actions while working on DV/SA cases, improving communication practices when working with victims, specifically for trial, addressing trends that we were seeing related to judges behaviors when working with sensitive crime cases and other common practices that occur around DV/SA cases. The plan for the second year of the grant also includes these meetings continuing and inviting anyone who

works on sensitive crime cases to be included and to be able to introduce topics as they need to be addressed.

The second issue that arose for Cara was mainly time management. Due to the fact this regional prosecutor was assigned by nature of case and not branch assigned, she was unable to assign specific days/times where she would be able to work just on grant issues with the other regions. Her court calendar dictated when she needed to be in court and the other part of her time was spent on grant related items and also prepping for trials, writing briefs etc. She has created a list serve that covers all of the other counties in Region #2. She invited the DA/ADA's in those counties to meet with her at the spring SPET. 6 counties out of 18 attended her presentation at SPET. She has sent out emails related to topics, such as other acts motions and the DV repeater statute. There has been some communication, but it has been limited. The plan for the remainder of this first year and into the second year has been established. There will be face to face meetings set up with the remainder of the counties that have not connected with to date. There will be semi-monthly emails that will include a topic and then the option for all counties to share concerns/topics/trends that they have regarding sexual assault and domestic violence cases.

The next hurdle was getting her to attend all of the SART, CCR (DV and SA) and Commission meetings with her court schedule. Once she was able to work those into her schedule, she was able to start connecting with the community advocates and learn more about what their concerns were and what gaps needed to be addressed between our office and those agencies. The monthly meetings are now part of her regular calendared events. The plan into the second year is when conducting the face to face meetings that it would

include community partners in those meetings. There will be semi-monthly emails that will go out relating to prosecution of DV/SA cases. The goal is to get more input and interaction from the other counties in these conversations and to be able to share information amongst the 18 counties, while understanding that each county has different dynamics. Being able to share example briefs, motions, open/closing argument concepts etc will be part of those email exchanges.

2. Discuss progress working with other counties; include outreach to multidisciplinary teams; types of technical assistance; trainings attended and provided; and any other relevant collaboration.

Cara reached out prior to spring SPET conference and was able to meet with 6 counties at the conference. There was a presentation as to what the regional prosecutors would be doing. She was also able to meet with the Rock County DV intervention group and attend one of their meetings in Rock County. She has created a list serve off all the DA/ADA's in the 18 counties. There has been some outreach with that, but it has been limited in the first year timeline. She has had some inquiry from those other counties on technical assistance, including other acts motions, DV repeater and inquiry on specific arguments in trials, i.e. recanting victims. Cara has set up webinars in the office library for staff and has had them taped, so that we can create a library and be able to offer those to the other counties, if they were unable to view them at the time they were presented. She hopes to build on that webinar library and those will be offered to the other counties in the semi-monthly emails. She has attended a DOJ sponsored training related to Sexual Assault prosecutions. She has scheduled and held monthly meetings with the DV staff in the office to address pressing issues related to DV/SA cases. She has co-chaired several trials on DV and SA with

ADA's who have less experience working on sensitive crimes. She has provided mentoring opportunities on all aspects of these crimes as well. Her intentions are to share all of these types of activities with the Region 2 prosecutors as well to more effectively work DV/SA cases and connect with the community partners in the process.

3. How has this grant benefited your region?

To date, there is still outreach needed with some of the counties. There is a plan in place for the second year to make face to face contacts with the counties who did not participate in the Spring SPET meeting. These meetings will not only include the DA's offices, but their multi-disciplinary teams as well. For the first year, there has been logistical issues with reducing Cara's caseload to meet the 40 % mark, establishing the list serve, coordinating the necessary meetings within Dane county, to include SART and CCR's and creating and hosting the monthly meetings with the office. All of this is assisting her with her plan for the second year of the grant. Becoming familiar with what support there is for victims in the community, being a part of the CCR's and SART group and learning the impact these teams bring to the community and victim has improved the overall response the regional prosecutor can present to other counties if they are not as engaged in these activities.

4. How will you meaningfully address SA in our region?

Cara has been regularly attending the SA CCR and the SART team meetings. She has been a part of the mapping of systems in the SA CCR as well as is keeping the office up to date on the new SA victim bill of rights that the Rape Crisis Center is working on with the intent to share that with all of the regions upon its completion. She has been participating

with case reviews as a part of a multi-disciplinary team in the SART meetings. This knowledge that she has gained will assist her in reaching out to the other counties and presenting her activities and how advantageous that these meetings have been for her in regards to working on SA cases. The semi-monthly emails will also be addressing SA topics in the future.

IMPLEMENTATION TASK #12099	IMPLEMENTATION TIMELINE	IMPLEMENTATION COORDINATION/ACTION
SRP maintains and updates list serve for Region 2	Ongoing throughout pendency of grant	With assistance of office Database coordinator and other DA's office in region.
SRP maintains and updates database to track caseload	Ongoing throughout pendency of grant	With assistance of office Database Coordinator to identify data needed and how reporting will be done.
SRP continues to attend monthly DV/SA CCR's, SART and the Commission on sensitive crimes meeting.	Ongoing throughout pendency of grant	Work with DV Manager and community advocacy groups to determine participation needs. Map out meeting schedules and participation plan. Keep track of all activities. Participate in any workgroups related to these entities that relate to DV/SA and prosecution.
Set up trainings for Dane County DA office and other regional offices.	Ongoing throughout pendency of grant	Document all activities. Work with DV manager to coordinate and arrange trainings. Contact DOJ Staff to provided needed trainings, whether in house with an opportunity to create regional trainings or video conference/videotape. SRP participates in training of Law enforcement, 911 and DA office staff trainings related to DV/SA.
SRP maintains reduced specialized caseload-working towards a vertical prosecution case management style.	Ongoing throughout pendency of grant	Assigned by Deputy District Attorney (DDA) in collaboration with DV Specialists and other VW Staff.

IMPLEMENTATION TASK #12099	IMPLEMENTATION TIMELINE	IMPLEMENTATION COORDINATION/ACTION
Attend SPET	Spring and Fall SPET conferences.	Create a meet and greet opportunity for all the ADA's in Region 2.
Create a Frequently Asked Questions document.	Ongoing throughout pendency of grant. Update as inquiries occur and email out quarterly to list serve.	Working with other regional offices, create document/list with Database Coordinator and disseminate on list serve quarterly. Working with DV manager to provide input to FAQ that is received on DV/SA cases.
Document all activities, to include on-going caseload issues, on-going office issues related to SRP position.	Ongoing throughout pendency of grant and reported in quarterly reports.	SRP to work with DV Manager and Database Coordinator to be sure all reports are in on time and all requirements are met.
Maintain all requirements of the grant	Ongoing throughout pendency of grant	Coordination include DV Manager and DDA assigned to supervise the SRP