

State of Wisconsin

SENATE CHAIR
Alberta Darling

317 East, State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-5830



ASSEMBLY CHAIR
John Nygren

309 East, State Capitol
P.O. Box 8593
Madison, WI 53708-8953
Phone: (608) 266-2343

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 Waukesha 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
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1736
Fax (608) 267-0372
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 Waukesha 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 Waukesha 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 Waukesha County District Attorney's Office. As the grant is funded from a program revenue continuing, all moneys received appropriation, there is no accompanying request for an increase in expenditure authority. The Waukesha 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 Waukesha 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 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 (Regional VAWRP) are to be established in four regions across the state "to provide technical assistance and training to their established region." Waukesha County is in Region 1.

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 southeast region encompasses 14 counties. The remaining 60 percent of the position's activity is focused on the items above.

Analysis:

The Regional VAWA Prosecutor is required to maintain a 40 percent caseload. For the period of December 2015 to October 2016, the Waukesha County Regional VAWA Prosecutor charged 37 cases out of the many referrals the prosecutor received during that period. The prosecutor also assumed prosecution of seven cases that were opened before the October 2015 to October 2016 grant period.

The Waukesha County Regional VAWA Prosecutor, in addition to specializing in domestic violence and violence against women cases, acts as an expert witness and

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assists other District Attorney offices in outreach efforts regarding the prosecution of violence against women cases.

In the second year of the grant award, the Waukesha County Regional VAWA Prosecutor hopes to collaborate with the Wisconsin Department of Justice to provide expert witness trainings for the prosecutors in Southeast Wisconsin. These trainings would cover how and when it is appropriate to use expert witness testimony in a VAWA case. In addition, these trainings would provide the prosecutors in the region with a list of regional expert witnesses they could call on for VAWA cases. For the upcoming year, the Regional Prosecutor hopes to provide these trainings to at least 5 of the 14 counties in the region.

Further, the Waukesha County Regional VAWA Prosecutor plans to provide trainings on effective jury selection methods for VAWA cases. Specifically, these trainings would teach the prosecutors to make jurors think critically about the various circumstances involved in many domestic violence cases in order to combat common misconceptions in these types of cases. For the upcoming year, the Regional Prosecutor plans to provide these trainings to at least 5 of the 14 counties in the region.

The Waukesha County Regional VAWA Prosecutor hopes to provide trainings in prosecutors' offices regarding domestic violence cases with reluctant or unwilling victims. Smaller District Attorney offices with less experience in domestic violence cases need additional strategies on how to prove domestic violence cases without help from the victims. The Regional Prosecutor plans to provide these trainings to at least 5 of the 14 counties in the region in the upcoming year.

The Waukesha 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: WAUKESHA
COUNTY DISTRICT ATTORNEY'S OFFICE*

On behalf of the Waukesha 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

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s.16.505 Request

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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 31, 2016, to October 31, 2017. The position is in the Waukesha 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 \$107,349 for a full-time ADA position in the Waukesha County District Attorney's Office for one year. The funds were utilized by the Waukesha 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 Waukesha 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 1 and has worked as a special prosecutor on several cases in neighboring counties. 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 1, ensuring a prosecutorial response to violence against women that increases victim safety while holding perpetrators accountable.

The Waukesha County Regional VAWA Prosecutor grant, which received Joint Finance approval on October 28, 2015, is a three-year grant. 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 first year was 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 Waukesha County DA's office has requested continued federal funding of approximately \$106,249 for salary and fringe benefit costs of the Regional VAWA prosecutor through October 31, 2017.

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From July 1, 2014, through July 1, 2015, the Waukesha County DA's Office received nearly 7800 referrals. Over 4100 of the referrals were non-traffic (civil or criminal traffic) referrals, over 150 referrals for sexual assault or sexual assault of a child, 2 for stalking, and nearly 1000 for domestic violence. This caseload volume presents an extraordinary challenge for primarily 16.5 FTE (including this position) 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 1 counties as requested; and, continue to reduce any existing backlog of sensitive crimes cases in Waukesha 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 (victim/witness counselors, prosecutors, and law enforcement) and the advocacy groups that serve Waukesha County and surrounding counties. Victim safety and offender accountability are important aspects of the grant.

IV. FISCAL ANALYSIS

A second year of funding of \$106,249 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 the DOJ Office of Crime Victim Services. Waukesha County will reimburse the salary and fringe benefit costs for the State-paid ADA position 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

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Waukesha County VAWA Regional Resource Prosecutor - Southeastern Wisconsin

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information that should be included in a s.16.505 request for additional positions in the District Attorney program.

- 1) *An explanation of the effect of the positions 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.

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

Data with which to make this assessment are not available.

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

The DOJ Office of Crime Victim Services awarded this grant to the Waukesha County DA's Office.

- 4) *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 DOJ Office of Crime Victim Services, is intended for the Waukesha County DA's Office to develop and strengthen effective responses to violence against women in Waukesha County and surrounding counties.

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	0.67	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%	90.29%
Dodge	4.00		4.00	2.12	6.12	53.00%	53.00%	65.36%	65.36%
Door	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	66.75%	49.56%	59.44%	66.86%
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	4.95	12.95	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	42.36%	32.73%	58.22%	75.34%
Marinette	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	33.50	120.50	-21.80	98.70	-25.06%	-18.09%	86.15%	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	1.56	4.06	62.00%	62.00%	61.73%	61.73%
Outagamie	9.00		9.00	8.83	17.83	98.11%	98.11%	50.48%	50.48%

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Waukesha County VAWA Regional Resource Prosecutor - Southeastern Wisconsin

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Ozaukee	3.00		3.00	1.68	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	1.36	7.16	27.20%	23.45%	69.83%	81.01%
Sawyer	2.00		2.00	1.10	3.10	55.00%	55.00%	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%	67.02%	67.02%
Washburn	1.25		1.25	0.95	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	7.88	24.18	52.97%	46.55%	59.97%	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	382.95	46.90	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 WDAA 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) WDAA 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 2.91 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

DOJ USE ONLY

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

SUBGRANT #: 12146

Receipt Date	Award Date	Subgrant Number(s)
8/25/2016		-- 12146

SHORT TITLE: Waukesha County DA - Regional Resource Prosecutor

1. Type of Funds for which you are applying.	<input type="checkbox"/> VAWA STOP: Specialized Prosecution Regional Resource Prosecutor Non-Competitive 2016		
2. Applicant	Name Of Applicant:		County: Waukesha
	Waukesha County District Attorney's Office		
	Street Address: 515 W Moreland Blvd		
	Address Line 2: Room G-72		Address Line 3:
	City: Waukesha	State: WI	Zip: 53188-2428
3. Recipient Agencies	Waukesha County District Attorney's Office		
4. Signatory	Name:		Title: District Attorney
	District Attorney Susan L. Opper		Agency: Waukesha County
	Street Address: 515 West Moreland Blvd		
	Address Line 2: Suite 370		Addr Line 3:
	City: Waukesha	State: WI	Zip: 53188-2428
	Phone: 262-548-7076	Fax:	Email: sus.opper@da.wi.gov
5. Financial Officer	Name:		Title: Office Manager
	Ms. Dani M Danielski		Agency: Waukesha County District Attorney's Office
	Street Address: 515 W Moreland Blvd		
	Address Line 2: Room G-72		Addr Line 3:
	City: Waukesha	State: WI	Zip: 53188-2428
	Phone: 262-548-7076	Fax: 262-896-8244	Email: dani.danielski@da.wi.gov
6. Project Director	Name:		Title: Assistant District Attorney
	Michael D Thurston		Agency: Waukesha County District Attorney's Office
	Street Address: 515 W Moreland Blvd		
	Address Line 2: Room G-72		Addr Line 3:
	City: Waukesha	State: WI	Zip: 53188-2428
	Phone: 262-896-8268	Fax:	Email: michael.thurston@da.wi.gov
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (may not exceed 50 characters)		
	Waukesha County DA - Regional Resource Prosecutor Funds will be used by the Waukesha County District Attorney's Office to create a regional resource prosecutor position specializing in cases of violence against women. The regional resource prosecutor will improve safety in Wisconsin by strengthening the prosecution response to domestic violence, sexual assault and other violence against women within Waukesha County and the surrounding counties in Southeastern Wisconsin.		

8. SubGrant Budget

Sources

Categories	Federal	Cash Match (New Approp.)	In-Kind Match	Category Total
Personnel	55,000.00	21,085.00	0.00	76,085.00
Employee Benefits	38,100.00	10,112.00	0.00	48,212.00
Travel (Including Training)	3,321.00	0.00	0.00	3,321.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	1,169.00	0.00	4,585.00	5,754.00
Consultants/Contractual	0.00	0.00	0.00	0.00
Other	9,759.00	0.00	0.00	9,759.00
Source Total	107,349.00	31,197.00	4,585.00	143,131.00

9. Project Start Date: 10/1/2016

Project End Date: 9/30/2017

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Waukesha County District Attorney's Office	143,131.00	143,131.00
Total:	143,131.00	143,131.00

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

Category:	Year 1	Total
Personnel	76,085.00	76,085.00
Employee Benefits	48,212.00	48,212.00
Travel (Including Training)	3,321.00	3,321.00

Supplies & Operating Expenses	5,754.00	5,754.00
Other	9,759.00	9,759.00
Total:	143,131.00	143,131.00

11. Budget Details:

Master Budgets:

Line Item Details for Waukesha County District Attorney's Office

YEAR 1

PERSONNEL

Justification: Personnel funds will be used to pay the salary of the prosecutor assigned to work on the grant project. The personnel category also includes cash match from portion of a Senior Administrative Specialist, an Office Services Coordinator, and a Deputy District Attorney. The source of cash match is county and state funding of the positions. **COST**

Position Assistant District Attorney

Name Michael D. Thurston

Description of your computation: 1.0 FTE, 100% VAWA, \$26.442/hour x 2080 hours/year

Source: Federal 55,000.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Position Deputy District Attorney

Name Ted S. Szczupakiewicz

Description of your computation: 1.0 FTE, 5% VAWA, \$49.529/hour x 104 hours/year (2 hours per week)

Source: Federal 0.00

Source: Cash Match (New Approp.) 5,151.00

Source: In-Kind Match 0.00

Position Office Services Coordinator

Name Dani Danielski

Description of your computation: 1.0 FTE, 5% VAWA, \$28.731/hour x 104 hours/year (2 hours per week)

Source: Federal 0.00

Source: Cash Match (New Approp.) 2,988.00

Source: In-Kind Match 0.00

Position Senior Administrative Specialist

Name Andren Palmersheim

Description of your computation: 1.0 FTE, 30% VAWA, \$20,746/hour x 624 hours/year (12 hours per week)

Source: Federal 0.00

Source: Cash Match (New Approp.) 12,946.00

Source: In-Kind Match 0.00

Personnel

Year 1 Total:

76,085.00

EMPLOYEE BENEFITS

Justification: Employee benefits include Social Security, retirement, health insurance, dental insurance, life insurance, vision insurance, disability insurance, Medicare, worker's compensation, and post-employment health plan costs. These funds will pay for the employee benefits of the prosecutor funded by the grant project. Also included are a portion of the benefits of a Senior Administrative Specialist, an Office Services Coordinator, and a Deputy District Attorney, used as cash match. The source of cash match is county and state funding of the positions.

COST

Position Assistant District Attorney

Name Michael D. Thurston

Description of your computation: 1.0 FTE, 100% VAWA: Social Security \$4200, Retirement \$6400, Health Insurance \$27,500

Source: Federal 38,100.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Position Deputy District Attorney

Name Ted S. Szczupakiewicz

Description of your computation: 1.0 FTE, 5% VAWA: Health Insurance \$1055, Life Insurance \$6, ICI \$14, Retirement \$131

Source: Federal 0.00

Source: Cash Match (New Approp.) 1,206.00

Source: In-Kind Match 0.00

Position Office Services Coordinator

Name Dani Danielski

Description of your computation: 1.0 FTE, 5% VAWA: Social Security \$185, Retirement \$197, Health Insurance \$898, Dental Insurance \$56, Vision Insurance \$4, Life Insurance \$16, Medicare \$43, Disability \$7, Post Employment Health Plan \$28

Source: Federal 0.00

Source: Cash Match (New Approp.) 1,434.00

Source: In-Kind Match 0.00

Position Senior Administrative Specialist

Name Andrea Palmersheim

Description of your computation: 1.0 FTE, 30% VAWA, Social Security \$803, Retirement \$854, Health Insurance \$5025, Dental Insurance \$336, Vision Insurance \$35, Life Insurance \$35, Medicare \$188, Disability \$32, Post Employment Health Plan \$165

Source: Federal 0.00

Source: Cash Match (New Approp.) 7,472.00

Source: In-Kind Match 0.00

Employee Benefits Year 1 Total: 48,212.00

TRAVEL (INCLUDING TRAINING)

Justification: Cost for VAWA prosecutor training and travel associated with requirements of the grant. COST

Purpose of Travel Prosecutor Development - Region 1 Prosecutors

Location Outlying District Attorney's Offices - Calumet, Manitowoc, Sheboygan, Winnebago

Item Hotel

Description of your computation: 2 Overnight Visits to Each Outlying DA's Office: 4 nights hotel X \$82.00 = \$328.00 x 2 trips = \$656

Source: Federal 656.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Purpose of Travel Prosecutor Development - Region 1 Prosecutors

Location District Attorney's Offices - Region 1

Item Mileage

Description of your computation: 2 Visits to Each County in Region 1: 3000 miles x \$0.51 = \$1530.00

Source: Federal 1,530.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Purpose of Travel Quarterly Meetings with DOJ Program Oversight Group - VAWA Prosecutor
Location Madison, WI
Item Mileage
Description of your computation: 4 trips x 130 miles roundtrip = 520 miles x \$0.51/mile = \$265.00

Source: Federal	265.00
Source: Cash Match (New Approp.)	0.00
Source: In-Kind Match	0.00

Purpose of Travel Staff Development - VAWA Prosecutor
Location SPET Conferences (Fall 2016, Summer 2017) Appleton, WI and Lake Geneva, WI
Item Registration
Description of your computation: 2 Conferences x \$135/each = \$270.00

Source: Federal	270.00
Source: Cash Match (New Approp.)	0.00
Source: In-Kind Match	0.00

Purpose of Travel Staff Development - VAWA Prosecutor
Location VAWA Training Locations TBD
Item Registration, Hotel, Mileage and Meals
Description of your computation: Registration Fees: 2 x \$75=\$150.00, Hotel: 2 nights x \$82.00=\$164.00, Mileage: 412 miles x \$0.51/mile=\$210.00, Meals: 2 days x \$38/day=\$76.00

Source: Federal	600.00
Source: Cash Match (New Approp.)	0.00
Source: In-Kind Match	0.00

Travel (Including Training)	Year 1 Total:	3,321.00
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SUPPLIES & OPERATING EXPENSES

Justification: Estimated cost of supplies and equipment. This category also includes in-kind match for rental space (rental space cost for Waukesha County provided by Shane Waeghe, Facilities Manager, Waukesha County Department of Public Works), as well as in-kind match for trial/case preparation expense, office supply expense, telephone expense, and postage expense based on 2016-2017 District Attorney's Office budget appropriations. **COST**

Supply Item General Office Supply Expense - Michael Thurston and Andrea Palmersheim
Description of your computation: \$664/year per 1.0 FTE DA Staff = \$664.00 x 1.30 FTE = \$863.00/year

Source: Federal	0.00
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Source: Cash Match (New Approp.) 0.00
 Source: In-Kind Match 863.00

Supply Item iPad Pro and Protective Case for Training and Use of Law Enforcement/Investigative Apps

Description of your computation: 1 iPad Pro 9.7 WI-Fi+Cellular 256 GB = \$1030.00; 1 Protective Case = \$70.00

Source: Federal 1,100.00
 Source: Cash Match (New Approp.) 0.00
 Source: In-Kind Match 0.00

Supply Item Postage Expense - Michael Thurston and Andrea Palmersheim

Description of your computation: \$373/year per 1.0 FTE DA Staff = \$373.00 x 1.30 FTE = \$485.00/year

Source: Federal 0.00
 Source: Cash Match (New Approp.) 0.00
 Source: In-Kind Match 485.00

Supply Item Rental space - Match (Office space Deputy DA Ted Szczepakiewicz)

Description of your computation: 234 Sq Ft x \$16.91 = \$3957/year x .05 FTE = \$198.00/year

Source: Federal 0.00
 Source: Cash Match (New Approp.) 0.00
 Source: In-Kind Match 198.00

Supply Item Rental space - Match (Office Space Office Services Coordinator Dani Danielski)

Description of your computation: 143 Sq Ft x \$16.91 = \$2418/year x 0.05 FTE = \$121.00/year

Source: Federal 0.00
 Source: Cash Match (New Approp.) 0.00
 Source: In-Kind Match 121.00

Supply Item Rental Space - Match (Office space Sr. Administrative Specialist Andrea Palmersheim)

Description of your computation: 63 Sq Ft x \$16.91 = \$1065/year x .30 FTE = \$320/year

Source: Federal 0.00
 Source: Cash Match (New Approp.) 0.00
 Source: In-Kind Match 320.00

Supply Item	Rental Space - Match (Office space VAWA Prosecutor Michael Thurston)		
Description of your computation:	102 Sq Ft x \$16.91 = \$1724.82/year		
	Source: Federal		0.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		1,725.00
Supply Item	Set of Wisconsin Statutes 2015-2016 Edition		
Description of your computation:	1 set of Wisconsin Statutes: \$69.00		
	Source: Federal		69.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		0.00
Supply Item	Telephone Expense - Michael Thurston and Andrea Palmersheim		
Description of your computation:	\$319/year per 1.0 FTE DA Staff = \$319.00 x 1.30 FTE = \$415.00/year		
	Source: Federal		0.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		415.00
Supply Item	Trial/Case Preparation Expense - VAWA Prosecutor Michael Thurston		
Description of your computation:	Expenses for transcripts, witness notification, witness travel, certified documents: \$1145/year per 1.0 FTE Prosecutor = \$1145/year x .40 FTE = \$458.00/year		
	Source: Federal		0.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		458.00
		Supplies & Operating Expenses	
		Year 1 Total:	5,754.00

In first 8 months that this VAWA Grant has been in place here in Waukesha, this grant has absolutely strengthened domestic violence and sensitive crimes prosecutions locally and regionally. Locally, I am a point person for sexual assault and domestic violence cases here in Waukesha County. I am proud to say that my interactions with my colleagues in Waukesha has led to the strengthening of some of these cases. For example, in a false imprisonment and battery case where a victim was refusing to cooperate with the prosecution, my colleague and I carefully put together a case that did not involve her testimony. That defendant did eventually plead guilty to two domestic violence related charges.

In another case where a pharmacist had been viciously beaten by her husband over a six week period of time, we strengthened that case forensically (coordinated the submission of crime scene items to the state crime lab) and legally (when we charged the defendant with previously unreported instances of sexually assaulting this same victim. In a third case, involving prolonged neglect and cruelty towards a 12 year developmentally delayed victim by her parents, we carefully enhanced two misdemeanor child neglect charges to six felony causing mental cruelty charges. This VAWA Grant has considerably strengthened the prosecution of these complicated, entangled cases here in Waukesha.

This grant, over the past nine months, has also strengthened the bonds that connect law enforcement and victims' rights groups across southeast Wisconsin. Although much work is still left to be done, I have been honored to attend multiple CCRTs and SARTs in Jefferson, Dodge, Kenosha, Washington and Waukesha Counties. As a result of those efforts, I recently presented to a group of regional Advocacy Center Executives. The presentation pertained to developing a list of domestic violence expert witnesses. My hope is that this list could be available to domestic violence prosecutors in southeast Wisconsin. This goal, coincidentally, dovetails with statewide efforts that the Department of Justice is engaged in to train domestic violence expert witnesses to testify at trial.

Another off-shoot of my outreach efforts has been acting as a special prosecutor in other counties. In Walworth County, we successfully convicted a former police lieutenant for strangling his ex-girlfriend and violating (in multiple ways) the conditions of his bail. In Milwaukee County, I am quietly but carefully involved in the investigation of a sexual assault by a Circuit Court Judge's son. In Dodge County, I was consulted about a sexual relationship that a county employee had with a woman who he was having a sexual relationship with. These are small, but tangible benefits that this VAWA Grant has had in southeast Wisconsin.

There is still a ton of work to do, and a number of obvious challenges to overcome. One obvious challenge involved networking. When I started here in Waukesha in late December, 2015, I did not know anyone 12 of the 14 counties. I had many former friends and colleagues who I worked with in Milwaukee County. I was rapidly meeting new friends and colleagues in Waukesha County. But I did not know anybody elsewhere. Over time, attending CCRT and SART meetings, I have slowly met the major players. Over time, and after a lot of hard work, I believe that I am also developing a reputation as a person who cares about domestic violence and sensitive crimes issues. Continuing in this vein, I hope to build relationships among the major players in these 14 communities.

A related challenge, and one that I take full responsibility for, is my failure (as of now) to fully coordinate my outreach efforts with the DOJ's efforts and with my VAWA Regional Colleague in Milwaukee County. Statewide Assistant AG's periodically put on very useful, informative trainings in this southeast region. I haven't yet figured out how I should coordinate with those prosecutors. Further, my colleague from Milwaukee County (that VAWA Regional Prosecutor assigned there) and I have not yet designed a plan for providing training and outreach in a systematic way, yet.

But overall, despite these challenges, this VAWA regional prosecutor grant has resulted in significant gains for Waukesha County, and for southeast Wisconsin in general. These gains will only continue as I make deeper inroads into many of these smaller counties.

PROJECT DEVELOPMENT & IMPACT TO DATE - RELATED ATTACHMENTS:

File Name

File Description

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:

GOAL #1 - Improve the prosecutions of domestic violence and sensitive crimes cases throughout Southeast Wisconsin Objectives for the Program Indicators to Measure Objectives Evaluation Plan **Objective 1A** - Create and deliver county-wide trainings for using expert witness testimony in domestic violence and sensitive crimes cases By September of 2017, 5 of the 14 counties (or more than a third) will have received this training on using expert witness testimony in domestic violence and sensitive crimes cases Conduct post training assessments (using surveys) about how helpful / beneficial these trainings were to local ADAs **Objective 1B** - Create and deliver county-wide trainings for prosecuting domestic violence cases with reluctant or entirely uncooperative domestic violence victims By September of 2017, 5 of the 14 counties (or more than a third) will have received this training on using alternative methods to trying domestic violence cases with reluctant or uncooperative victims Conduct post training assessments (using surveys) about how helpful / beneficial these trainings were to local ADAs **Objective 1C** - Create and deliver county-wide trainings for jury selection in complicated sexual assault and domestic violence cases By September of 2017, 5 of the 14 counties (or more than a third) will have received this training on jury selection in complicated sexual assault and domestic violence cases Conduct post training assessments (using surveys) about how helpful / beneficial these trainings were to local ADAs **Objective 1D** - Increase in-person meetings with victims of sensitive crimes during the charging phase and trial preparation phase of cases in Waukesha County By September of 2017, sexual assault victims will have met in-person with the Regional VAWA prosecutor in at least 75% of cases Document and assess the number of sensitive crimes cases in which in-person meetings between the victim, Victim Witness staff, and Regional VAWA prosecutor have occurred

GOAL #2 - Improve the multidisciplinary response to domestic violence and sensitive crimes throughout Southeastern WI Objectives for the Program Indicators to Measure Objectives Evaluation Plan **Objective 2A** - Provide legal and technical outreach and assistance to prosecutors on issues of violence against women in-person, by phone and email. By September of 2017, reach out to all 14 counties in the Southeast WI region and offer technical assistance and advice; by the end of the grant period, 8 of 14 counties will have been provided technical assistance Document all instances of technical assistance provided to partners; conduct a survey at the end of the grant to determine if prosecutors found this assistance helpful **Objective 2B** - Attend and serve on state and local advisory committees and multidisciplinary teams regarding violence against women By the end of the grant period, the Regional VAWA prosecutor will have participated in multidisciplinary coalitions and teams in 8 of 14 counties in Southeastern WI Document all participation with local and state multidisciplinary teams dedicated to violence against women

GOALS AND OBJECTIVES - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
goals and objectives version 2 2016.xlsx	Goals and Objectives

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:

Strengthening local (within Waukesha County) and regional (other 13 counties in the region) prosecutions of

domestic violence and sensitive crimes related cases will involve patient, and hard work.

Strengthening Prosecutions

I believe that strengthening our regional prosecutions for domestic violence and sensitive crimes cases can occur only through regular trainings. I recognize how truly busy prosecutors are. I recognize how difficult these trainings are to attend. To most effectively provide these trainings, I believe that it will be necessary to host trainings on a county-by-county basis.

An obvious place to start, in my opinion, is to provide trainings on when and how to present expert witness testimony. I am hoping that in the process of providing expert witness training to prosecutors, I can also provide them with a list of regional expert witnesses that they can call on. I will work with the Department of Justice on developing and training domestic violence experts here in southeast Wisconsin. My understanding is that the DOJ is hoping to introduce these expert witness trainings, beginning in January of 2017.

I hope to provide these expert witness trainings to at least 5 of the 14 counties by next September, 2017. This expert witness training will be entirely practical in nature, discussing the written notice requirements that must be complied with, what occurs at a Daubert hearing, an overview of the law here in Wisconsin (prior to its change in 2011, and following its change in February of 2011), and finally how to prepare and present expert witness testimony at trial. The goal is to embolden ADAs to more aggressively think about domestic violence cases, how to charge them, and how to prove them.

A second critical area is training concerning the prosecution of domestic violence cases with reluctant or unwilling victims. This unfortunately was commonplace in Milwaukee County. In counties that have less experience with the deeply entrenched forms of domestic violence, and the trauma that they victims have faced for many months or years, we can certainly provide training to smaller DA's Offices about how to prove domestic violence cases without victims. There are multiple methods for doing so. Most critically, we hope to impart in our colleagues in smaller offices the confidence that is necessary to handle more complicated domestic violence cases. By September of 2017, I hope to provide this training to at least 5 of the 14 counties in this southeast region.

Finally, jury selection is a critical phase in many domestic violence and sensitive crime cases. I hope to provide a training about the art of jury selection, including ways of getting jurors to think critically about why victims remain in relationships, the factors that may hinder a victim's ability to leave a batterer, about the trauma that a victim may be experiencing during a sexual assault. This training must also occur locally, county-by-county. I hope to provide this training to at least 5 of the 14 counties in this southeast region by the end of September, 2017.

As far as meeting more often with victims of sexual assaults, the practice prior to my position here in Waukesha County was to inform victims of charging decisions by phone or by letter. In my experience, meeting firsthand with victims, prior to making a charging decision, is the better way to evaluate the strength of a case. Meeting firsthand with a sexual assault victim (along with a victim advocate) is also a more humane way of sharing with them that in some circumstances, we are unable to charge a case.

Implementing this procedure will occur on a case-by-case basis. But I will clearly explain this procedural preference to the Victim Assistance advocates that I work with. Already in these first nine months, it appears that we are meeting dramatically more often with sexual assault victims than we did prior to the creation of my grant position. This helps not only in reaching and explaining charging decisions. That initial communication also helps when a case does ultimately proceed to trial.

Multidisciplinary Response

I have already offered technical assistance to all of the counties within the Southeastern region, and I plan to renew that offer at the start of the second grant year. I will make my colleagues aware that they may utilize me for assistance by phone, in person or via email, and that I can help provide legal advice, assistance with briefing, and more. As ADAs from other counties contact me, I will provide case by case technical assistance regarding crimes of violence against women. By the end of the grant period, I will have provided outreach to all of the counties in the region, and actual technical assistance to at least 8 of the 14 counties in

Southeast Wisconsin.

I have already participated in many Domestic Violence CCR teams and Sexual Assault Response Teams. During this second grant year, I will attend and serve on as many advisory committees, state coalitions, and multidisciplinary teams related to domestic abuse and sexual assault as possible. Working together with these teams will strengthen the region's response to domestic violence and sexual assault, and by the end of the grant year I will have participated on such task forces in at least 8 of the 14 counties in our region.

IMPLEMENTATION PLAN - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
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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:

See required attachments.

REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
ADA position description 2016.doc	ADA Job Description
certification letter 2016.pdf	Letter of Certification
dda job description.pdf	DDA Job Description
OCVS Additional Budget Summary.xlsx	WI DOJ-OCVS Additional Budget Summary
Office Serv Coordinator Job Description.pdf	Job Description - Office Services Coordinator
Sr. Admin Specialist Job Description.pdf	Job Description - Sr Admin Specialist
Thurston resume.docx	Thurston Resume

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 BEOP 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.ojp.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>
goals and objectives version 2 2016.xlsx	Goals and Objectives

Section: Required Attachments

<u>File Name</u>	<u>File Description</u>
ADA position description 2016.doc	ADA Job Description
certification letter 2016.pdf	Letter of Certification
dda job description.pdf	DDA Job Description
OCVS Additional Budget Summary.xlsx	WI DOJ-OCVS Additional Budget Summary
Office Serv Coordinator Job Description.pdf	Job Description - Office Services Coordinator
Sr. Admin Specialist Job Description.pdf	Job Description - Sr Admin Specialist
Thurston resume.docx	Thurston Resume