

**Department New Request Form
Fiscal Year 2021**

Program	Administration	Title of New Request:	Rank: 1
Department	Attorney	Victim Witness Coordinator	
Request Category	New		
Request Rating	Maintain Level of Service		
Department Goal	Maintain, expand, and improve system-based services for victims of crime		

1. How will request assist in achieving Department Goal and benefit the customer?

Fund a second Victim Witness Coordinator (VWC) in the City Attorney's Office, focusing on the offenses of Partner Family Member Assault (PFMA), sexual assault, stalking, violation of order of protection, and violations of no contact orders in PFMA cases; serving victims of the these crimes and the attorneys prosecuting them.

2. What specifically is needed to achieve this goal?

One FTE VWC (grant funded with a 20% local match)

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2021 Unfunded	FY 2021 Funded	Proposed FY 2022 Ongoing
One-time Expenses (Year one of two year grant)								
1000.270.419000.110	Salary	1	43631	43,631		43,631	-	
1000.270.419000.140	Fringe	1	19992	19,992		19,992	-	
1000.270.419000.360	Justware Maintenance	1	1208	1,208		1,208	-	
1000.270.419000.370	Travel	1	1700	1,700		1,700	-	
1000.270.419000.380	Training	1	800	800		800	-	
1000.270.419000.210	Desk, chair, supplies	1	2019	2,019		2,019	-	
1000.270.419000.940	PC, software, phone	1	2811	2,811		2,811	-	
1000.270.419000.940	Justware License	1	2000	2,000		2,000	-	
				-		-	-	
				-		-	-	
Expense Sub-Total				74,161	-	74,161	-	-

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.331025.00	N	Grant funding - Salary	34,905	
1000.000.331025.00	N	Grant funding - Fringe	15,993	
1000.000.331025.00	N	Grant funding - Expenses	6,430	
1000.000.311000.00	T	Tax funded	16,834	
Revenue Sub-Total			74,161	-

Net Cost of Impact for New Program

-

4. What sort of data will be used to report results and outcomes of request and how will it be reported?

Quarterly grant reporting to the Montana Board of Crime Control and the VOCA PMT system is required.

SUBGRANT APPLICATION

Montana Board of Crime Control

5 S Last Chance Gulch
P.O. Box 201408
Helena, MT 59620-1408
(406) 444-3604 TTY:(406) 444-7099

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

Section 1. Face Page		RFP Number per Justice Bulletin: #20-01	
Application Agency: Missoula City Attorney			
Address: 435 Ryman			
City: Missoula	State: MT	Zip: 59802	Phone: 552-6020
County: Missoula	E-mail:		
Federal Employer or Payee Identification Number (FEIN): 816001293			
DUNS Number: 014313894			
Agency Type: City			
Project Director Name: Kelleen Roseboom		Title: Legal Services Admin Manager	
Address: 435 Ryman			
City: Missoula	State: MT	Zip: 59802	Phone: 4065526027
County:	E-mail: kroseboom@ci.missoula.mt.us		
Project Title: Victim Services Project			
Project Duration:	Start Date: 7/1/2020	End Date: 6/30/2022	
If previously funded, total number of months of federal support: 0			

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

A. Personnel	Type	MBCC/Fed.	Local Match	Total
Victim Witness Coordinator	Salary	\$70,894.78	\$17,723.70	\$88,618.48
Victim Witness Coordinator	Benefits	\$32,483.99	\$8,121.00	\$40,604.99
TOTAL:		\$103,378.77	\$25,844.70	\$129,223.47
B. Contracted Services		MBCC/Fed.	Local Match	Total
TOTAL:		\$0.00	\$0.00	\$0.00
C. Travel / Per Diem		MBCC/Fed.	Local Match	Total
TOTAL:		\$0.00	\$0.00	\$0.00
D. Equipment		MBCC/Fed.	Local Match	Total
TOTAL:		\$0.00	\$0.00	\$0.00
E. Operating Expenses		MBCC/Fed.	Local Match	Total
Justware Maintenance and Support		\$3,532.00	\$883.00	\$4,415.00
Hardware, software and communication tools		\$2,248.54	\$562.14	\$2,810.68
Office furniture, chair, and desk supplies		\$1,615.04	\$403.76	\$2,018.80
TOTAL:		\$7,395.58	\$1,848.90	\$9,244.48
Total Project Budget - Combined totals for all columns		\$110,774.35	\$27,693.60	\$138,467.95
MBCC Share of Project Budget: 80.00 %		80.00 %	20.00 %	100.00 %

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

Budget Narrative details continue on the following pages.

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

SECTION 3 - BUDGET NARRATIVE

The Missoula City Attorney’s Office (CAO) is requesting VOCA grant funding to hire Victim Witness Coordinator (VWC). The function and duties of the VWC are fully set forth in the job description attached to this grant application.

The majority of grant funding requested is for personnel costs for one FTE VWC bringing the number serving victims in the CAO to two. The grant funding request also includes operating expenses, mostly one time, itemized below.

A. PERSONNEL

	Salary (hourly)	Longevity (hourly)	Total Hours	Annual	Grant Funding	Local Match	Program Total
FY 2021 (07/01/2020 - 06/30/2021)	20.8959	0.0000	2088	43,630.64	34,904.51	8,726.13	43,630.64
FY 2022 (07/01/2021 - 06/30/2022)	21.5228	0.0231	2088	44,987.84	35,990.27	8,997.57	44,987.84
					\$70,894.78	\$17,723.70	\$88,618.48
	Salary	Fringe Rate	Annual		GRANT FUNDING	Local Match	Program Total
FY 2021 (07/01/2020 - 06/30/2021)	43,630.64	45.82%	19,991.56		15,993.25	3,998.31	19,991.56
FY 2022 (07/01/2021 - 06/30/2022)	44,987.84	45.82%	20,613.43		16,490.74	4,122.69	20,613.43
					\$32,483.99	\$8,121.00	\$40,604.99
OVERALL PERSONNEL					\$103,378.77	\$25,844.69	\$129,223.47

Salary rates are recommended by City Administration and Human Resources and approved in the overall budget by City Council on an annual basis. Salaries are based on multiple factors such as union contracts, non-union pay plans, years of service, longevity, and skill & competency based pay. Both Fiscal Year 2021 and 2022

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

have 261 weekdays from July 1 to June 30 each year resulting in 2088 hours per fiscal year for an FTE employee.

The fringe rate used was provided by the City’s Finance/Payroll department. Fringe rates are established annually and include FICA, PERS retirement, unemployment insurance, health insurance, life insurance, workers’ compensation coverage, and Medicare.

Personnel expenses are estimates as decisions are made on a fiscal year basis. Until the City Council passes the annual budget (typically at least one month into the fiscal year) salary increases, health care costs and such are not known. Estimates are derived from the current known numbers and estimates of annual increases pursuant to past practices.

B. CONTRACTED SERVICES

None.

C. TRAVEL

None.

D. EQUIPMENT

None.

E. OPERATING EXPENSES

				80%	20%	
	One Time	Ongoing	Overall	Grant Funding	Local Match	Program Total
Justware license and maintenance	\$ 2,000.00	\$ 2,415.00	\$4,415.00	\$ 3,532.00	\$ 883.00	\$ 4,415.00
Hardware, software and communication tools	\$ 2,810.68	\$ -	\$2,810.68	\$ 2,248.54	\$ 562.14	\$ 2,810.68
Office furniture, chair, and desk supplies	\$ 2,018.80	\$ -	\$2,018.80	\$ 1,615.04	\$ 403.76	\$ 2,018.80
TOTAL OPERATING EXPENSES				\$7,395.58	\$1,848.90	\$9,244.48

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

The CAO maintains paperless prosecution services using the database Justware (Tyler Technologies). Included in operating expenses is a one-time \$2,000.00 license fee and an annual charge for upgrades, support, service, and maintenance of Justware. The maintenance fee is figured by dividing the overall expense \$21,318.00 (annually) by 19 (total users). JTI also has a standard annual rate increase of 5% which is calculated into the fiscal year 2022 fee amount.

The hardware, software and communication tools expenses were provided by the City's Information Technologies Department. The overall cost of \$2,810.68 includes a PC; two monitors and stand; UPS; standard software including but not limited to operating system, network licensing, Microsoft Office, and Adobe pro; and a desk phone. These costs are current as of this application but may fluctuate before implementation of the project.

Finally the request includes one-time costs for a desk, chair, and initial supply needs. When setting up a new staff member a small budget is included for requests for specific ergonomic requests (i.e. keyboard, lumbar support), desk accessories, etc.

Section 4a. Project Narrative

Subgrant Application for Montana Board of Crime Control

Project Narrative details continue on the following pages.

SECTION 4: PROJECT NARRATIVE

A. EXECUTIVE SUMMARY

Program Overview: The Missoula City Attorney's Office (CAO) prosecutes misdemeanor offenses that occur within the Missoula city limits. The CAO's Victim Services proposal is designed to expand victim services and prosecutorial assistance in the CAO.

Scope of Project: The project will fund one FTE Victim Witness Coordinator (VWC) to provide system-based direct services to victims of crimes focusing on partner or family member assault (PFMA), sexual assault, stalking, violations of orders of protection, and violations of no contact orders in PFMA cases.

Need for Project: The CAO handles a substantial case load with a high percentage that case load involving victim crimes. Prosecutors spend a significant amount of time in Court, appearing for upwards of a 100 separate hearings scheduled between the two courtrooms during the course of a single week, and are often in "triage mode" with each prosecutor balancing an average of 300 to 350 active cases on any given day. The case load does not fluxuate significantly over the course of a year, and as one case is closed, it is immediately replaced by a new case. Prosecutors rely heavily on support staff to assist in case preparation and management. Staff assigned to victim services are critical to victims by providing a direct line to a staff member assigned to and familiar with their case.

Objectives and Outcomes: The CAO will continue to expand and improve its system-based victim services program for all victims of crime. The focus of victim services

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

is to educate, involve and assist victims through every stage of the criminal justice proceedings and to facilitate prosecutor and victim collaboration.

Proposal Addresses the Purpose Area: This proposal supports funding system-based victim services so that the CAO can better meet the needs of victims of PFMA, sexual assault, stalking, violations of orders of protection, and violations of no contact orders in PFMA cases. The grant funds requested within this proposal support one FTE VWC to provide these services in partnership with the CAO's present VWC.

B. NEEDS STATEMENT

Improving victim services in the CAO initially began with the passage of Marsy's Law. The Montana electorate sent a clear message that victims of crime needed to be involved in the entire process and afford more services through the stages of the criminal justice process. Although the Montana Supreme Court invalidated the initiative for a number of reasons, those reasons were unrelated to the underlying spirit of the initiative. The initiative inspired within the criminal justice system a reevaluation of victim rights and protections and spurred a movement in the Missoula community to evaluate and improve victim services. The CAO applied for, and received VOCA grant funding for a Victim Witness Assistant (VWA) assigned primarily to cases with victims of assault, DUI, traffic accidents, and property and financial crimes. The project led to training and reclassifying the two legal assistants working in the CAO in the role of VWA. The CAO has employed one VWC assigned to cases with victims of PFMA, sexual assault, stalking, violations of orders of protection, and violations of no contact orders during this phase. Multiple changes in improved services and processes and a significant increase in collaboration with the Crime Victim Advocate Program (CVAP) has revealed the need within the CAO to expand to two VWC positions. Two VWC are necessary to meet the needs of victims of relationship violence and sexual assault, provide additional, specialized assistance to prosecutors, and allow for support and backup in an effort to reduce secondary trauma and general workload burnout associated with such a taxing position.

Missoula Municipal Court (MMC) is historically the busiest court of limited jurisdiction in the state of Montana. The estimated population of the City of Missoula as

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

of July 1, 2018 is 74,428 (or roughly 62% of the total population of Missoula County, estimated at 118,791). Missoula is the second largest city in the state, behind Billings, which has an estimated population of 109,550 as of July 1, 2018. (which makes up roughly 68% of the population of Yellowstone County, estimated at 160,137). (*Source: U.S. Census Bureau <https://www.census.gov>*). Based on these population estimates, the City of Missoula is roughly 68% of the size of City of Billings, and Missoula County is roughly 74% of the size of Yellowstone County. Despite the population differential, Missoula Municipal Court handled an average of 17,470 citations over a five-year period, while Billings Municipal Court handled an average of 16,836 citations over a five-year period. (Exhibit A, attached).

Misdemeanor criminal, traffic, and local ordinance offenses that occur within the Missoula City limits, including on the University of Montana campus, are prosecuted in MMC. The CAO prosecutes all criminal, traffic, and local ordinance cases filed in MMC. In 2017 the MMC went to two full-time courtrooms greatly increasing the amount of time requiring at least one, and often two prosecutors, to be in attendance in each of the courtrooms. The CAO has worked with five prosecutors in MMC for the past six years receiving approval for a sixth prosecutor for one half of Fiscal Year 2020. The CAO is actively recruiting a sixth prosecutor at this time. Each prosecutor is averaging 300-350 active cases on any given day. In contrast, the Missoula Office of the State Public Defender (PDO) has six public defenders assigned to MMC as well as four attorneys staffing the Conflict Defender's Office, and four private investigators. There are also routinely 10-12 private defense counsel who handle the MMC cases. In addition to those cases with defense attorney, the six prosecutors also handle the cases in which

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

the defendants represent themselves, which are referred to as pro se cases. Support staff assistance is essential for the prosecutors to be able to manage their caseloads.

In 2016 a new Chief Prosecutor was selected to lead the prosecution division. During her tenure she has set policies and procedures focusing on victim services in the area of relationship violence and sexual assault. Prosecutors are expected to make early contact with victims and schedule a meeting to sit down with them in person and discuss the underlying case. These meetings are typically facilitated by the VWC and include the prosecutor, VWC and crime victim advocate (CVA) and generally average one hour in length. These meetings between FY 2017 and FY 2019 have increased 695% from 21 recorded meetings in FY 2017 to FY 2019. In FY 2020 after six months there have already been 133 meetings held on pace to exceed FY 2019.

VICTIM MEETINGS			
FISCAL YEAR			
2017	2018	2019	2020
21	65	146	133

These meetings are crucial to successful prosecutions. An important component in prosecution is the collaboration between the prosecutor and the victim. The VWC and CVA establish a relationship with the victim early in the initial stage and are familiar to the victim at the point of these meetings. An established relationship with the victim increases the chances of the victim participating in a meeting with the prosecutor and continued involvement in the prosecution. One VWC is responsible for scheduling and attending these meetings.

The VWC is a conduit for the exchange of information. The VWC has direct contact daily with victims and witnesses, prosecutors, defense attorneys, law

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

enforcement personnel, court staff, and community-based advocates and service providers. The VWC assists in educating victims and witnesses about their role in the prosecution of a case; develops a relationship with victims to facilitate the exchange of information related to the prosecution of a case; and in conjunction with the prosecutor, solicits and recognizes the concerns of the victims and witnesses at different stages of the prosecution. Direct contact with victims increases the likelihood of victim cooperation with the prosecution.

The VWC is responsible for assisting prosecutors with case preparation including reading reports, identifying and locating victims and witnesses, ordering and producing discovery, requesting and gathering restitution information and documentation, attending victim meetings, and trial preparation and attendance. One VWC working with six prosecutors and two courtrooms is an unrealistic expectation and presents an unduly burdensome task for a single individual. With the two courtrooms there is a jury trial calendar every week on Thursday. Each week, a jury calendar routinely has as many as 10-15 cases on the trial. The Court demands that the prosecution be prepared to proceed in each of the scheduled jury trials. This means that VWC must prepare multiple jury trial cases every week. The VWC and CVA meet each Tuesday to go over the trials on that week's docket and create a plan for preparing victims.

The second VWC will benefit victims, prosecutors and the CAO's current VWC. The plan with the addition of the position is to assign a VWC to each Courtroom in MMC and the three prosecutors assigned to that courtroom. Hiring a second VWC is essential to the wellbeing and efficiency of the position within the CAO. It is simply too much to

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

expect one person to take the full caseload of relationship violence and sexual assault cases, prepare for trial weekly, and effectively assist six attorneys.

C. GOALS, D. OBJECTIVES & E. IMPLEMENTATION PLAN

Goal 1: Fund one FTE Victim Witness Coordinator to provide victim services and support.		
Objective #1	To recruit and hire a Victim Witness Coordinator.	
Timeline	Quarter 1 - Progress is monitored and reported quarterly.	
Activity/Action Steps	Pursuant to City of Missoula recruitment and hiring policies and in conjunction with the HR Department: <ul style="list-style-type: none"> • Advertise position. • Screen and select applicants to extend interviews to. • Formulate interview questions in conjunction with HR. • Conduct interviews of candidates. • Select top candidate and make offer of employment contingent upon further verification of qualifications and references by HR and successful completion of a fingerprint background check. 	
Measurable Indicator	Position filled.	
Responsible Parties	Project Director working in conjunction with the Human Resources Department	
Resources needed and Projected Costs	Personnel Costs (2 years) 1 FTE Victim Witness Coordinator	\$129,223.47
	Operating Expenses	\$9,244.48
Objective #2	To provide effective system-based victim services to victims of partner family member assault, sexual assault, stalking, violation of order of protection, and violation of no contact order.	
Timeline	Qtr 1 – Qtr 8. Progress is monitored and reported quarterly.	
Activity/Action Steps	<ul style="list-style-type: none"> • Victim Witness Coordinator serves victims of partner family member assault, sexual assault, stalking, violation of order of protection, and violation of no contact order. • Makes initial contact with victim. • Provide accurate and timely notice of all proceedings involving the criminal conduct, plea, sentencing, adjudication, and disposition of the offender. • Provide Information on the conviction, sentence, 	

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

	<p>adjudication, place and time of incarceration, or other disposition of the offender, including any scheduled release date</p> <ul style="list-style-type: none"> • Inform victims of crime of their rights and assist in understanding those rights and their role in the criminal justice process. • Answer questions, provide information and referral to other services. • Attend prosecutor meetings with victim. • Attend trial with victim.
Measurable Indicator	Number of victims receiving victim rights and notification services, contacts made, and meetings attended, tracked through Justware case management. Feedback on victim services program from those served.
Responsible Party	Victim Witness Coordinator, under the direction of Project Director and Prosecutors.
Resources needed and Projected Costs	Costs associated with 1 FTE Victim Coordinator.
Objective #3	To provide specialized assistance to prosecutors and act as a liaison to help facilitate collaboration between prosecutor and victims of partner family member assault, sexual assault, stalking, violation of order of protection, and violation of no contact order.
Timeline	Qtr 1 – Qtr 8. Progress is monitored and reported quarterly.
Activity/Action Steps	<ul style="list-style-type: none"> • Assign a VWC to each Courtroom in MMC and assign to three prosecutors working that Courtroom. • Make initial contact with victim when case opened. Provide prosecutor with pertinent information from initial contact with victim related to initial appearance of offender and desired conditions to be imposed by the court. • Case preparation including reading reports and identifying and locating victims and witnesses and obtaining current contact information. • Identifying, ordering and producing evidence through the discovery process. • Requesting and processing restitution information and documentation. • Trial preparation including preparing jury instructions, witness letters and subpoenas, exhibits, and continued contact with victims and witnesses.

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

	<ul style="list-style-type: none"> • Attend trial to provide assistance to prosecutor including relaying information to victim.
Measurable Indicator	Track number of cases assigned, level of victim contact and participation, cases prepped for trial, meetings attended.
Responsible Party	Victim Witness Coordinator, under the direction of Project Director and Prosecutors.
Resources needed and Projected Costs	Costs associated with 1 FTE Victim Coordinator.

F. EVALUATION PLAN

The CAO will identify, document and evaluate the continued success of the project and the use of VOCA funds to meet the objectives identified. Quarterly reports will provide a narrative, including statistical information, to measure the success of the project. The Project Director will monitor the project for progress and work to grow and improve victim services provided by the CAO. Voluntary victim information and feedback will be encouraged. An evaluation form is in development to be provided to victims to offer feedback on the CAO victim services. The information gathered will be used for discussions, evaluation, and enhancement to victim services. Prosecutors will also be asked each quarter to provide feedback on the program including strengths and weaknesses and suggestions for expanding and/or improving services.

G. COLLABORATION

In summary, the CAO partners with the Missoula County Crime Victim Advocate program to provide confidential civil and criminal advocacy support to victims of sexual assault and relationship violence. The CAO works with multiple criminal justice agencies to offer high-level prosecution services for the Missoula community. The Victim Witness Coordinator is a primary contact for information sharing between victims and witnesses,

MBCC RFP #20-01 (V) – Victims of Crime Act
Missoula City Attorney Victim Services Project

prosecutors, defense attorneys, law enforcement personnel, court staff, and community-based advocates and service providers, a critical support person in the criminal justice process.

H. SUSTAINABILITY PLAN

The objectives of the project are afforded to and required for victims under Montana state law. The CAO, by demonstrating improvements in the services provided to victims, will work with the City Administration and City Council to recognize the value of the additional FTE VWC and the permanent need to fund the position through the City's general fund. The City has historically approved grant funding to initiate a new program or additional staffing with a commitment to continue those programs after grant funding has expired. The CAO is planning is to request retiring funding requests for the VOCA Victim Witness Assistant grant at the end of the current award (June 30, 2021) and rolling full funding of that position in the CAO's general fund budget. The need and success are clearly established. We will then focus on the VWC grant funding and working to move the position to a position solely funded by the City's general fund.

Section 4b. Objectives
Subgrant Application for Montana Board of Crime Control

Objective #1:

To recruit and hire a Victim Witness Coordinator.

Objective #2:

To provide effective system-based victim services to victims of partner family member assault, sexual assault, stalking, violation of order of protection, and violation of no contact order.

Objective #3:

To provide specialized assistance to prosecutors and act as a liaison to help facilitate collaboration between prosecutor and victims of partner family member assault, sexual assault, stalking, violation of order of protection, and violation of no contact order.

Objective #4:

Objective #5:

Section 5. Special Assurances and Conditions

Subgrant Application for Montana Board of Crime Control

Assurances of Compliance with Civil Rights Act of 1964:

Applicant will comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Â§ 3789d); the Victims of Crime Act (42 U.S.C. Â§ 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. Â§ 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. Â§ 2000d); the Rehabilitation Act of 1973 (29 U.S.C. Â§ 794); the Americans with Disabilities Act of 1990 (42 U.S.C. Â§Â§ 12131-34); the Education Amendments of 1972 (20 U.S.C. Â§Â§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. Â§Â§ 6101-07); 28 C.F.R. pt 31 (U.S. Department of Justice Regulations â€œ OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations â€œ Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations â€œ Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, then recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the MBCC. In accordance with federal civil rights laws, the applicant shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws Applicants are required to take reasonable steps to ensure meaningful access to their services to persons who, as a result of their national origin, are LEP. To help applicants understand and meet this obligation, the DOJ published â€œGuidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Personsâ€? , which can be found at 67 Fed. Reg. 41455 (June 18, 2002) or at www.lep.gov (LEP Guidance).

Non-supplanting Requirements:

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

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

Audit Requirement:

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

Applicants Agreement:

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

1. Competitive bids must be obtained for all equipment, construction and contracted services applications, as required by applicable local, state, or federal law or regulations. Accepting other than the lowest bid requires prior approval of the Board of Crime Control;
2. The grant may be terminated in whole, or in part, by the Board of Crime Control at any time;
3. Appropriate grant records and accounts will be maintained and made available to the Montana Board of Crime Control, Office of the Legislative Auditor, or the Legislative Fiscal Analyst upon request;
4. The grantee shall assume the costs of improvements funded after a reasonable period of federal assistance;
5. If any agency other than the applicant is to contribute matching funds, that agency must document their contribution;
6. Any funds awarded under one subgrant cannot be used in another;
7. Expenditures for items not listed on the original budget are subject to refund and/or penalty. Variances from the approved subgrant will require an amendment approved in advance by the Board of Crime Control;
8. All applicants are subject to federal, state, and local laws and regulations;
9. The subgrantee shall not obligate any funds until subgrant is formally awarded by the Board of Crime Control; and
10. Draw down of funds is contingent upon submission of quarterly financial reports and quarterly progress reports.
11. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds shall clearly state: 1) the percentage of the total cost of the program or project which will be financed with federal money, and 2) the dollar amount of federal funds for the project or program.
12. Rules 23.14.101 et seq. of the Administrative Rules of Montana.
13. The subgrantee agrees to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact requirements in the use of these grant funds either directly or indirectly by subcontractors.

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

Section 7a.

Signed Signature Page Follows

Section 6. Signature Page

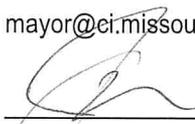
Print this document and have all sections signed. Scan and upload the signed signature page into Section 7.

Subgrant Application for Montana Board of Crime Control

The officials who certify this document to include Section 5: Special Assurances and Conditions, agree to adhere to all terms and conditions relating to this application. Duplication of responsibilities by one individual for any position listed below is NOT acceptable. (Please refer to the Application Guidelines regarding signatures.)

Original Signatures are Required

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

Name: John Engen Title: Mayor
Address: 435 Ryman Street City: Missoula
Zip: 59802 Phone: 406-552-6001
E-mail: mayor@ci.missoula.mt.us Fax:
Signature:  Date: 1/23/2020

B. Project Director

Name: Kelleen Roseboom Title: Legal Services Admin Manager
Address: 435 Ryman City: Missoula
Zip: 59802 Phone: 4065526027
E-mail: kroseboom@ci.missoula.mt.us Fax: 4063272105
Signature:  Date: 1-23-2020

C. Financial Officer

Name: Leigh Griffing Title: Finance Director
Address: 435 Ryman St City: Missoula
Zip: 59802 Phone: (406) 552-6122
E-mail: griffingl@ci.missoula.mt.us Fax:
Signature:  Date: 1-23-2020

Signature Page for OSAS Application #:2541

Section 7b.

System for Award Management (SAM) Verification Follows

SAM Search Results
List of records matching your search for :

Functional Area: Entity Management
Record Status: Active
DUNS Number: 014313894

ENTITY Missoula City Of	Status: Active
DUNS: 014313894 +4:	CAGE Code: 4L0U7 DoDAAC:
Expiration Date: 08/01/2020	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 435 Ryman St	State/Province: MONTANA
City: Missoula	Country: UNITED STATES
ZIP Code: 59802-4207	

Section 7c.

Accounting System & Financial Capability Questionnaire Follows



MONTANA BOARD OF CRIME CONTROL

ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

Section A: Purpose

In compliance with the office of Justice Programs (OJP) Financial Guide, adequate accounting systems shall meet the following criteria:

- (1) Accounting records need to provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records shall refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system shall provide accurate and current financial reporting information.
- (4) The accounting system shall be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed management policies.

Section B: General

1. Complete the following items:

a. When was the entity founded/incorporated
(month, day, year)

c. Board of Directors:

Chair

Vice Chair

Treasurer

b. Employer Identification Number:

2. Fiscal year (date range):

3. Total Revenues in last fiscal year:

Section C: Accounting System / Funds Control

1. Which of the following best describes the accounting system:	Manual	Automated	Combination
2. Does the accounting system identify the receipt and expenditure of program funds separately for each funding source?	Yes	No	Not Sure
3. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:			
a. Total funds available for a grant?	Yes	No	Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	Yes	No	Not Sure
4. Are time distribution records maintained for each employee to encompass his or her total activities and be specifically identified to a particular cost objective?	Yes	No	Not Sure
5. Is the entity generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal grants?	Yes	No	Not Sure
6. If grants funds are commingled with entity's funds, can the grant funds and related costs and expenses be readily identified?	Yes	No	Not Sure

Section D: Applicant Certification

I certify that the above information is complete and correct to the best of my knowledge.

Signature:

Entity Name, Address, and Telephone Number

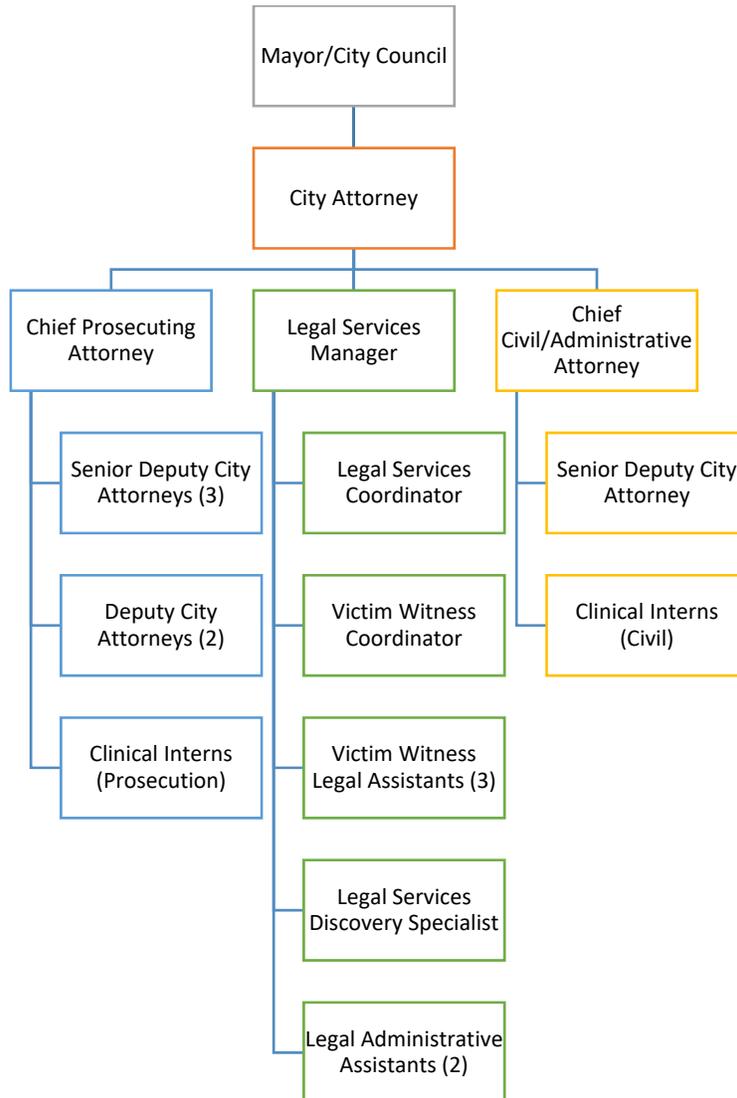
Title:

Section 7

Other Required Documents Follow

Fiscal Year 2020

Missoula City Attorney's Office



CLASS TITLE: VICTIM WITNESS COORDINATOR

DEPARTMENT: City Attorney's Office

ACCOUNTABLE TO: Legal Services Manager

STATUS: Regular, full-time, non-union

Primary Objective of Position: Under general direction, provides statutorily and constitutionally mandated services to victims and witnesses of violent crime whose cases pass through the City Attorney's Office. Exercises independent judgment requiring troubleshooting and analyses to select from known alternatives.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in an office setting where hazards and discomforts are controlled and modifiable. Duties involve significant contact with people who are victims of, or witnessed, violent crime creating the potential for heightened stress for the employee.

Essential Duties:

Serves victims of violent crimes by providing victim's rights information; answering questions and explaining the legal and judicial system processes and procedures; maintains contact with victims and their advocates as a case moves through the criminal justice system, providing accurate and timely notice of all proceedings; responds timely to information requests; assists in gathering and presenting information from victims as to restitution requested.

Reviews files to ensure that all witnesses have been listed; conducts research and locates witnesses as appropriate; determines investigative information to be requested, including medical reports, state crime laboratory reports, possible blood, hair, saliva, and handwriting samples. Maintains accurate documentation, records, case notes, and files on each case; and prepares materials for assigned attorneys as necessary.

Attends judicial hearings and trials, as needed, in order to provide victims and witnesses with information during such sessions. Schedules interviews with victims, their advocates, witnesses, prosecution, and defense. Serves as liaison between the victim, Crime Victim Advocates, and the City's prosecuting attorney. Provides criminal justice agency partners (i.e., law enforcement, advocates, etc.) status updates regarding ongoing cases (i.e., charging decisions for pending cases, continuances, etc.).

Participates in local interagency networks including social service agencies, law enforcement agencies, and community organizations providing a coordinated community response to victims of crime. Attends training meetings, conferences, and workshops as necessary.

Performs other duties as assigned.

Knowledge, Skills, and Other Characteristics:

Knowledge of legal and court policies, procedures, practices, terminology, and systems;
Knowledge of criminal justice system and related Montana laws;
Knowledge of Marsy's Law and the rights afforded to victims of crime;
Knowledge of basic criminal law and its application to crime victims and relevant federal and state laws, rules and procedure;
Knowledge of general office practices and procedures with the office of the City Attorney;
Knowledge of business English, spelling, punctuation, and grammar;
Skill in organization, time management and prioritizing while maintaining a high level of attention to detail and accuracy;
Skill in maintaining confidentiality;
Skill in working under deadlines;
Skill and proficiency in utilizing criminal case management database for criminal prosecution and other complex databases;
Skill and proficiency in utilizing Microsoft applications, PDF editor software, electronic media duplication applications, and network software;
Skill in using audio/visual equipment in the courtroom;
Skill and proficiency in utilizing standard office equipment, including personal computers, copy machines, scanners, electronic media and telephones;
Skill in working independently, quickly and calmly in emergencies, applying good judgment in crisis situations; communicating effectively and well with others, both verbally and in writing;
Skill in establishing and maintaining maintain effective and cooperative working relationships with a wide variety of people in various professional and support roles, and the general public;
and
Skill in working effectively with people of different cultures, sexual orientation, races, and socio-economic backgrounds.

Qualifications:

Four-year degree in criminal justice, human services, sociology, psychology, or a related program; or a minimum of three years working in the criminal justice system providing victim and witness assistance or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Other Requirements:

Must pass a fingerprint criminal history background check.

EXHIBIT A

5 YEAR AVERAGE					
Courts	Criminal	Local Ordinances	Search Warrant	Traffic	Average
Billings Municipal Court	4,624	2,557	0	9,655	16,836
Great Falls Municipal Court	3,367	969	26	7,855	12,216
Missoula County Justice Court	2,509	178	30	7,964	10,680
Missoula Municipal Court	3,855	5,662	57	7,896	17,470
Yellowstone County Justice Court	4,329	27	57	8,380	12,794
CALENDAR YEAR 2018					
Courts	Criminal	Local Ordinances	Search Warrant	Traffic	2017 Grand Total
Billings Municipal Court	4,200	1,978	0	10,199	16,377
Great Falls Municipal Court	3,747	584	50	6,895	11,276
Missoula County Justice Court	2,436	228	33	7,527	10,224
Missoula Municipal Court	3,640	4,358	65	6,536	14,599
Yellowstone County Justice Court	4,681	19	24	7,738	12,462
CALENDAR YEAR 2017					
Courts	Criminal	Local Ordinances	Search Warrant	Traffic	2017 Grand Total
Billings Municipal Court	4,265	1,601	0	12,371	18,237
Great Falls Municipal Court	3,598	1,110	40	8,630	13,378
Missoula County Justice Court	2,849	168	27	7,674	10,718
Missoula Municipal Court	3,857	5,537	58	7,079	16,531
Yellowstone County Justice Court	4,490	47	51	8,590	13,178
CALENDAR YEAR 2016					
Courts	Criminal	Local Ordinances	Search Warrant	Traffic	2016 Grand Total
Billings Municipal Court	4,814	1,386	0	10,224	16,424
Great Falls Municipal Court	3,295	1,156	39	8,909	13,399
Missoula County Justice Court	2,576	186	26	8,095	10,883
Missoula Municipal Court	3,994	6,763	51	8,731	19,539
Yellowstone County Justice Court	4,308	45	58	8,496	12,907
CALENDAR YEAR 2015					
Courts	Criminal	Local Ordinances	Search Warrant	Traffic	2015 Grand Total
Billings Municipal Court	4,763	1,067	0	8,948	14,778
Great Falls Municipal Court	3,092	951	0	7,291	11,334
Missoula County Justice Court	2,458	154	37	7,968	10,617
Missoula Municipal Court	3,993	5,529	63	8,695	18,280
Yellowstone County Justice Court	4,289	16	67	8,993	13,365
CALENDAR YEAR 2014					
Courts	Criminal	Local Ordinances	Search Warrant	Traffic	2014 Grand Total
Billings Municipal Court	5,080	6,751	0	6,534	18,365
Great Falls Municipal Court	3,102	1,043	0	7,550	11,695
Missoula County Justice Court	2,224	153	26	8,554	10,957
Missoula Municipal Court	3,790	6,125	49	8,437	18,401
Yellowstone County Justice Court	3,879	10	86	8,084	12,059

Source: <https://courts.mt.gov/courts/statistics/lcstats>

Victim of Crime Act (VOCA)
SAR
Performance Measure Outcomes (PMT)

Sub-grantee Contact Information: Please fill out the information below. The Point of Contact (POC) is the Project Director or the staff person responsible for reporting and managing the VOCA grant.

Agency Name: Missoula City Attorney's Office
Address: 435 Ryman St
City: Missoula
Zip code: 59802
Point of Contact (POC) Name: Kelleen M. Roseboom, Legal Services Manager
POC Email: roseboomk@ci.missoula.mt.us
POC Phone: (406) 552-6027

Sub-grantee Organization Type: Review the four organization types below. Please select the organization type that best describes applicant agency. Please circle the type of entity under the organization type that best describes applicant agency. You may only select one organization type and one entity type.

Campus Organization Only	Government Agency
Campus-Based Victims Services	Corrections
Law Enforcement	Courts
Physical or mental health service program	Juvenile Justice
Other	Law Enforcement
	Prosecutor
	Other

Victim of Crime Act (VOCA)
SAR
Performance Measure Outcomes (PMT)

Nonprofit Organization Only	Federally Recognized Tribal Government, Agencies, and Organization Only
Child Abuse Service Organization (i.e. Child Advocacy Center)	Child Abuse Service Organization (i.e. Child Advocacy Center)
Coalition (state DV & or SA Coalition)	Court
Domestic & Family Violence Organization	Domestic & Family Violence Organization
Faith-Based Organization	Faith-Based Organization
Organization Provides Domestic & Family Violence & Sexual Assault Services	Juvenile Justice
Organization by &/or for underserved victims of crime (i.e. drunk driving, homicide, elder abuse)	Law Enforcement
Sexual Assault Services Organization (i.e. Rape Crisis Center)	Organization Provides Domestic & Family Violence & Sexual Assault Services
Multiservice Agency	Prosecutor
Other	Sexual Assault Services Organization
	Other Justice-Based Agency
	Other Agency that is NOT Justice Based (i.e. human services, health, education)
	Organization by &/or for a specific traditionally underserved community
	Organization by &/or for underserved victims of crime (i.e. drunk driving, homicide, elder abuse)
	Other

Victim of Crime Act (VOCA)
SAR
Performance Measure Outcomes (PMT)

Sub-grantee Information-

State-assigned Sub-award Number: (i.e. 16-VO1-987451)
Sub-award amount:\$ (MBCC award amount only. Do not list the 20% match here.)
Project Start Date: July 1, 20 <u>20</u>
Project End Date: June 30, 20 <u>22</u>

Sub-award Purpose: Please check the box that best describes your subaward purpose.

- A. Continue a VOCA-funded victim project funding in a previous year
- B. Expand or enhance an existing project not funded by VOCA in the previous year
- C. Start up a new victim services project
- D. Start up a new Native American victim services project
- E. Expand or enhance an existing Native American project

Priority and Underserved Requirements: Please indicate below the dollar amount of your sub-award that is expended to support the following categories and the sub-categories. The total of all categories must be equal to the sub-award amount awarded by the state.

A. Child Abuse: \$ _____
A1. Child physical abuse/neglect: \$ _____
A2. Child sexual abuse: \$ _____

B. Domestic and Family Violence: \$ <u>94,245</u>
--

C. Sexual Assault: \$ <u>5,671</u>
C1. Child Sexual Assault: \$ _____
C2. Adult Sexual Assault: \$ <u>5,671</u>

Victim of Crime Act (VOCA)

SAR

Performance Measure Outcomes (PMT)

D. Underserved: \$ \$38,552

D1. Underserved (DUI, DWI crashes): \$ _____

D2. Underserved (assault): \$ _____

D3. Underserved (adults molested as children): \$ 0

D4. Underserved (elder abuse): \$ 0

D5. Underserved (robbery): \$ 0

D6. Underserved (survivors of homicide victims): \$ 0

D7. Other underserved (other violent crimes): \$ _____

D8. Please briefly describe "other underserved-other violent crimes" :

D9. Other Underserved (non-violent crimes): \$ 38,552

D10. Please briefly describe "other underserved non-violent crimes":

Stalking, Violation of No Contact Order