

Resolution # 12-1

WHEREAS, County policies and procedures require both the assigned oversight committee and the Finance Committee to approve all requests to apply for grants from Federal and State agencies, as well as grants from all other entities; and,

WHEREAS, County policies and procedures require that the acceptance of grants of \$30,000 or more must be approved by the full County Board;

WHEREAS, the Department of Sangamon County State's Attorney's Office wishes to apply for and accept an a grant from Illinois Attorney General for the Victim-Witness Services Program program in the amount of approximately 31,000.00; and

WHEREAS, this grant will allow Sangamon County State's Attorney's Office to provide Victim-Witness Services Advocate; and

WHEREAS, as documented by the approval of this resolution, the Finance Committee has approved the Sangamon County State's Attorney's Office Department's request to apply for the Violent Crime Victim Assistance (VCVA) FY20 grant and the committee recommends that the County Board approve the acceptance of this grant, if awarded by Illinois Attorney General.

NOW, THEREFORE, BE IT RESOLVED that the Sangamon County Board, in session this 5th day of February, 2019, approves the acceptance of the Violent Crime Victim Assistance (VCVA) FY20 grant, which is detailed above, if the grant is awarded to the County by Illinois Attorney General. The County Administrator is authorized to sign required grant documents to execute the agreement for this grant.

FILED

JAN 31 2019

Don J. Hagan
Sangamon County Clerk

RECEIVED
2660

JAN 31 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

SANGAMON COUNTY - GRANT APPROVAL FORM

12-2.

Requesting Department: Sangamon County State's Attorney's Office

Grant Program Title: Violent Crime Victims Assistance (VCVA)

This request is for: a new grant renewal or extension of an existing grant

Grantor: Illinois Attorney General

Brief description of the grant program and its benefits to Sangamon County:

The Sangamon County State's Attorney's Office provides victim-witness services to the residents of Sangamon County. VCVA funds assist in maintaining a Victim-Witness Coordinator/Advocate position in the Victim-Witness Program. With funds from VCVA, the program is able to offset approximately 75% of the salary and benefits to an employee in this division.

Anticipated Grant Revenue Amount: 31,000.00

Are matching funds required? Yes No

If yes, please state the amount and the source of matching funds:

If this grant is approved, will any new personnel be hired: Yes No

If Yes, please indicate the number and cost of personnel:

Are there any *indirect* costs or *legal* requirements associated with this grant (i.e., increased workload on existing staff, requirements to continue specific programs after grant periods, etc.): Yes No

If Yes, please provide details. Include attachment if needed:

	Current FY	Current FY + 1	Current FY + 2
Number of Employees			
Personnel Costs (in dollars)			
Fringe Benefit Cost			
Other Costs (Equipment, etc)			
Total Cost			

Requested by: 
 (Department Head Signature)

Date: 1-29-19

RECEIVED
 2660
 JAN 31 2019
 Andy Goleman
 SANGAMON COUNTY AUDITOR

**FY2020
Violent Crime Victims Assistance
Grant Program Application Kit**

**Application Must be Postmarked by:
February 1, 2019**

Office of the Illinois Attorney General
VCVA Program
100 W. Randolph, 13th Floor
Chicago, IL 60601

APPLICATION REQUIREMENTS: Please review this document carefully before submission. Please use the link below and review the rules governing the grant program before completing the application.

<http://www.ilga.gov/commission/jcar/admincode/089/08901100sections.html>

SUBMISSION:

The Original and two (2) complete copies of the entire application packet MUST be postmarked no later than February 1, 2019. Late applications may not be considered. Applications that are incomplete or do not comply with page limitations, font requirements, spacing and margin requirements may not be considered.

Submit all application copies and supporting documents to:

**OFFICE OF THE ILLINOIS ATTORNEY GENERAL
VIOLENT CRIME VICTIMS ASSISTANCE PROGRAM
100 WEST RANDOLPH, 13TH FLOOR
CHICAGO, ILLINOIS 60601
ATTN: Kathy Carroll**

NARRATIVE SECTIONS:

This document is created in Word2010. Please check that your computer is compatible with Word2010. All narratives and attachments **MUST** be included in the order listed below. All narratives and attachments must be completed in the page limitations indicated in each section. The font and margins are set and are protected. Spacing is set at 1.5 spacing except for the Goals and Objectives pages. **It is the writer's obligation to observe the page limits.**

REQUESTED CHARTS AND BUDGET PAGES:

All pages must be completed as directed.

APPLICATION ORDER:

1. Applicant Organization Information
2. Agency Requirements page
3. Agency History and Purpose (1 page)
4. Program Description (2 pages)
5. Clients Served (1 page)
6. Community Needs and Responses (1 page)
7. Program Goals and Objective (3 pages)
8. Data Elements (1 page)
9. Progress Summary (2 pages)
10. FY19 VCVA Budget Page (1 page, if applicable)
11. Complete List of all Funding Sources
12. Budget Summary
13. Budget Worksheets

ATTACHMENTS ORDER:

Board of Directors

Letters of Support

Job Descriptions

Charitable Trust Registration letter (if applicable)

CAC Accreditation letter (all CAC's)

Fee Schedule (if applicable)

Audit (ONE copy only, not-for-profits only)

Attachment Descriptions:

- A. List of current Governing Board for not-for-profits and governmental entities.
- B. Three (3) **original, distinctly worded** letters of support for the program for which funding is sought. Letters must be dated within six months of application date and must be the original from the submitting agency. Letters must be attached to the application. Letters received at the Attorney General's office independent of the application will not be kept or filed with the application.
- C. Job descriptions for positions for which funding is requested. Do not include resumes.
- D. Attach a copy of the letter from the Attorney General's Charitable Trust Division verifying the agency's Charitable Trust Status. An applicant must be compliant with the Charitable Trust Division at the time of grant application and remain compliant throughout the grant period. Failure to remain in compliance may result in the suspension or termination of funding.
- E. All Children's Advocacy Centers must be accredited by the National Children's Alliance to be eligible for funding. Include a copy of the most recent letter confirming the agency's accreditation status.
- F. Copy of any fee schedule used.
- E. Not-for profits must submit 1 copy only of the most recent completed audit, including any Management Letters or Findings. Agencies with a total budget of under \$300,000, or who have

been in operation less than a year at the time of filing a grant application, may submit a financial statement detailing revenue sources and expenses in lieu of an audit.

QUESTIONS:

Please direct all questions to:

Kathy Carroll
 Director, VCVA/AVN
 312-814-3683
 Kcarroll@atg.state.il.us

ORIGINAL AND TWO COMPLETE COPIES APPLICATION POSTMARK DATE FEBRUARY 1, 2019

Do not submit the cover page or these instruction pages with the application.

EXPLANATIONS AND DEFINITIONS

REQUIRED SIGNATURES

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be the head of a state agency, mayor, city manager, chairperson of the County Commissioners, Chairperson of the Board of Directors, Executive Director of the Agency or the State's Attorney. The signature of the Chief Executive Officer is required on the following documents:

- APPLICANT CERTIFICATION
- AGENCY REQUIREMENTS

PROGRAM

The program refers to the specific people in the applicant agency that have responsibility to carry out the goals and objectives listed in the application. For example, The Domestic Violence Intervention Service is the agency that applies for funding. The DV Advocacy program is the specific program for which they are requesting funding. DVIS may also have programs that provide emergency shelter, job training and placement and children's services.

RIGHTS OF CRIME VICTIMS AND WITNESS ACT COMPLIANCE

Only **Prosecution** programs need to complete this section.

FUNDED PROGRAM GOALS

The goals and objectives must relate to the program that is requesting funding and the services to be provided by the staff for whom funding is requested. The following explanations may be helpful in developing your goals and objectives.

Goal: A broad general statement about what you want to accomplish. The goal is the expected outcome. Goals typically do not contain specific numbers. Goals should be realistic and specific.

Weak goal statement: The goal of this program is to eliminate domestic violence.

Strong goal statement: The goal of this program is to improve the response to domestic violence in the community. Use action verbs in goals: to increase, to expand, to reduce, to train.

Objective: the means to accomplish the goal. **SMART** objectives are:

Specific

Measurable

Attainable

Relevant

Time-oriented

Objectives should identify who will have done what and by when. Strong objectives contain numbers identifying how many people are served, how many services will be performed, and when it will be accomplished.

Do not submit the cover page or these instruction pages with the application

**OFFICE OF THE ATTORNEY GENERAL
VIOLENT CRIME VICTIMS ASSISTANCE PROGRAM
FY20 GRANT APPLICATION**

APPLICANT ORGANIZATION INFORMATION

1. AGENCY NAME: Sangamon County State's Attorney

TYPE OF PROGRAM: (CHOOSE ONE)

- Bias Violence CAC CASA Child Victimization (non-CAC or CASA)
 Community Based Domestic Violence DUI Elder Abuse Homicide Survivor
 Hospital Based Police Based Prosecution Sexual Assault
 Training and Technical Assistance Therapy

ADDRESS: 200 S. Ninth St. Room 402

CITY: Springfield

ZIP CODE: 62701

TELEPHONE: 217-753-6690

FAX #: 217-535-3179

E-MAIL: tami.richmond@co.sangamon.il.us

FEIN #: 37-6002039

CHARITABLE TRUST #: N/A
(Include most recent letter of Registration)

NAME OF CHIEF EXECUTIVE OFFICER: State's Attorney Daniel K. Wright
(Type name)

NAME OF CHIEF FINANCIAL OFFICER: Kelly Reed
(Type name)

GRANT CONTACT PERSON: Tami Richmond
(Type name)

PHONE # 217-747-5133

E-MAIL: tami.richmond@co.sangamon.il.us

2. FY20 AMOUNT REQUESTED \$31,000.00

FY19 AMOUNT FUNDED (if applicable): \$31,000.00

FY19 VCVA GRANT NUMBER (if applicable): 19-1380

3. **ORGANIZATION TYPE:**

- Government Entity
- Not-for-profit Corporation

DESCRIBE YOUR SERVICE AREA:

- Urban Suburban Rural

NUMBER OF YEARS AGENCY HAS PROVIDED VICTIM SERVICES:

41

4. **COUNTIES SERVED:**

Sangamon

5. **IMPORTANT NOTICE:**

This state office is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 725 ILCS 240/ et seq. This application will not be processed unless all the information is provided.

6. **APPLICANT CERTIFICATION:**

To the best of my knowledge, the data and statements in this application are true and correct and the application complies with all format requirements. The applicant agrees to comply with all state/federal statutes and rules/regulations applicable to the program.

CHIEF EXECUTIVE OFFICER

Type Name

Title

Signature

Date

AGENCY REQUIREMENTS:

The agency applying for funding certifies that they have developed and implemented the following requirements (please check). Target dates must be included for those which are yet to be developed. **If a requirement does not apply to your agency, please indicate in the comments section why it does not apply.** Copies of policies, rules, and fee schedules must be available for inspection.

- Reasonable accommodation policy for persons with disabilities. (Compliance with ADA requirements.)
- Written policies for a drug free workplace.
- Written policies for non-discrimination.
- Written procedures for client intake.
- Written policies for client rights.
- Written policies for volunteer training.
- Written personnel policies and procedures.
- Rules to govern conflict of interest situations.
- Fee schedule with detailed charges for specific victim services.

Comments: _____

For Children's Advocacy Programs Only (CAC)

- I certify this CAC is accredited with the National Children's Alliance and have attached the most recent accreditation letter from the NCA.

CHIEF EXECUTIVE OFFICER (Same person who signed previous page)

Signature: _____

Title

Date

AGENCY HISTORY AND PURPOSE

Summarize your agency's history and purpose including the program for which funding is sought. Please include any new initiatives in the past year. **No more than ONE (1) page, including this page.** Do **not** delete these directions.

The Sangamon County State's Attorney's Office is a prosecuting agency which represents the people of Sangamon County. The primary responsibility of the office is to review, file and prosecute criminal charges. The State's Attorney is elected by the citizens of Sangamon County every four years and, as the prosecutor for the county, is mandated by law to charge any criminal offense and conduct in court all criminal and other prosecutions in the name of the County. The State's Attorney has jurisdiction over all felony, misdemeanor and summary offenses. The office also provides legal guidance for police agencies and departments in Sangamon County. The Sangamon County State's Attorney's Office also includes the Victim-Witness Services Program. This program has been in existence for over forty years and provides services for victims, witnesses and family members of deceased victims. Our program staff is in place to support and guide victims and witnesses before, during and after the criminal justice process.

PROGRAM DESCRIPTION

Provide a detailed description of the victim/witness program for which funding is sought. Describe your geographic service area and any programmatic service limitations/restrictions. Include a description of the direct services provided by the program. **No more than TWO (2) pages including this page.** Do not delete these directions.

The Sangamon County State's Attorney's Office provides victim-witness services to victims of crimes in Sangamon County. The Victim-Witness Services Program includes four full time positions; Director of Victim Services/Personnel Manager, the Assistant Victim-Witness Director/Victim-Witness Coordinator/Advocate, Felony Victim-Witness Coordinator/Advocate and a Domestic Violence Victim-Witness Coordinator/Advocate. Whenever possible victims will meet with the same coordinator/advocate throughout the judicial process to ensure consistency and to make a victim feel more at ease. A Courthouse Facility Dog program was implemented in Victim-Witness Services Program in 2017.

In 2018 there were over 1,500 felony cases and over 1,300 misdemeanor cases filed in Sangamon County. With the volume of cases it takes the entire four-person team to provide quality services to victims of crime. Crimes include, but are not limited to; domestic battery, assault, homicide, stalking, sexual assault, etc. Services include initial contact, education pertaining to court proceedings throughout the case, victim support, service referrals and follow up contact. The Victim-Witness Services Program of the Sangamon County State's Attorney's Office does not offer any on-site professional counseling services. None of the Victim-Witness staff responds to secured crime scenes. Child victims of physical and sexual abuse are provided direct service through the Sangamon County Child Advocacy Center, with follow up court procedure services in conjunction with the State's Attorney's Office Victim-Witness Services.

The Direct Services provided by the Victim-Witness Program personnel include the following:

Informational Letters to Crime Victims: Each contact letter contains charging information, contact information, Assistant State's Attorney assignment and Crime Victim Rights are sent to all victims of crime.

Person-to-Person contact: The State's Attorney's Office provides walk-in service to any victim of crime. A victim can meet with the ASA and a Victim-Witness Coordinator/Advocate to discuss criminal prosecution of a case.

Initial Phone Contact: The Victim-Witness Coordinator/Advocate contacts victims by phone

whenever possible to make an initial personal contact and introduce available services.

Victim Notification: We provide victim information regarding defendant imprisonment and release information, assistance with AVN and the Illinois Prisoner Review Board.

Courtroom Advocacy: We provide information prior to a court proceeding, explain the process, visit a courtroom to allow our victim to become familiar with the environment, accompany victims and their families to court and obtain security as needed.

General Case Information: We provide status updates for victims of crimes. These updates include court dates, plea agreements, information to assist in determining restitution, monitoring of restitution payments, contacting the Probation Department concerning restitution payments.

Safety Plan Creation: We educate domestic violence victims to assure they are keeping themselves and their families safe. We refer to Sojourn Services for counseling and shelter services. We communicate with local law enforcement to provide additional patrols as needed.

Violent Crime Victim's Compensation Fund: We provide information, preparation, and assistance in completing the VCVF application. We will assist a victim in completing the application and answer any questions in person or by phone conference.

Referrals to Service Providers: We keep updated information on local service providers. This allows us an opportunity to connect victims directly with a service in Sangamon County. With the previous grants we have been able to update and maintain information by offering a larger variety of service information in our victim services office.

Information: We ensure that victims and their families are aware of a variety of motions, hearings and court dates by sending letters and making personal contacts by phone.

AVN Assistance: We provide information, education and assistance in registering victims. If necessary we will assist with online or telephone registration as needed.

Witness Assistance: We coordinate witness information and contact with the prosecuting attorneys. We create witness lists, assure that witnesses receive subpoenas and provide direction and information to each witness. We also provide courtroom assistance and witness coordination during a trial.

Emotional Support: We provide comfort and support to crime victims and their families from initial contact to disposition of each case. The Courthouse Facility Dog program also provides emotional support for victims served in Sangamon County.

CLIENTS SERVED

Define the victim service population of the program for which funding is sought (eg. persons to whom services will be provided). Indicate any services specifically directed to underserved populations. Specify all services provided to witnesses and significant others. Explain any age, income, or geographic limitations for clients served. **No more than ONE (1) page, including this page.** Do not delete these directions.

The Sangamon County State's Attorney's Office serves victims and witnesses of crimes in Sangamon County. According to the 2017 United States Census Bureau, the population in Sangamon County was 196,452. There are no income limitations and all victims of crimes occurring in Sangamon County are eligible for our services. There are no age limitations with the exception of child victims of physical or sexual abuse. Any cases involving children under the age of 18 who have been the victim of a physical or sexual assault are initially coordinated with the Sangamon County Child Advocacy Center. The State's Attorney's Office Courthouse Facility Dog program will provide service as needed to child victims.

The Victim-Witness Coordinators/Advocates are responsible for initiating and maintaining contact with a victim of crime. The initial contact is extremely beneficial in answering immediate questions victims have. Contact throughout the judicial process is necessary due to the length of the process. Many victims become frustrated and overwhelmed as a case often takes months and even years to come to a disposition so our availability to provide support is vital.

Although not victims, witnesses play a key role in achieving justice for victims of crime. Victim-Witness Coordinators/Advocates assist witnesses by explaining court procedures and trial etiquette, thus allowing them to feel more at ease.

Sangamon County can also provide specific services for clients, including; interpreters for the deaf population and foreign speaking populations. Amplified headsets are available to our hearing impaired victims to ensure they can hear all court proceedings. In some cases, when a victim or witness has no transportation, we will will arrange for transportation to and from the building during the court proceedings.

COMMUNITY NEEDS AND RESPONSES

Describe the community support for and involvement with your program. Describe functioning work relationships with other service providers within the community. List any memberships in multidisciplinary organizations/coalitions. Indicate participation in any record/data exchange systems. List the most frequently utilized agencies with which you have current networking agreements/MOUs. **New or developing programs should describe their memorandum of intent for proposed network of working relationships, including target dates for implementation. No more than ONE (1) page, including this page. Do not delete these directions.**

Community support for the Victim-Witness Services Program remains very positive. Our office works closely with many area service providers.

The Prairie Center Against Sexual Assault assists victims of sexual abuse cases. We work closely with the case workers to provide victims additional emotional support, information, courtroom advocacy, trial preparation and victim meetings with the prosecutor. Our office also works in conjunction with Sojourn Shelter and Services to assist victims of domestic violence in obtaining and filing the correct paperwork to receive Orders of Protection and to assure these victims are supported by counseling services. The Springfield Chapter of Mothers Against Drunk Driving works directly with our program staff providing much needed support for DUI victims and their family members. MADD Advocates and our Victim-Witness Coordinators work closely with local law enforcement agencies to assure that these victims and witnesses receive the support and resources needed after coping with the trauma of a tragic incident.

The Illinois Department of Corrections Victim Services Unit works closely with our program to ensure victims are notified of inmate release dates and information in a timely manner.

The Victim/Witness Assistance Program maintains a close working relationship with Senior Services of Central Illinois. Our Victim-Witness Director and Assistant Director are members of the multi-disciplinary team that meets once a month. The team consists of case workers, private attorneys, advocates, law enforcement, prosecutors and financial institution professionals. These round table discussions focus on finding solutions and assistance to address the needs of older victims of abuse and neglect.

Our Victim-Witness Coordinators/Advocates are all active members of the Illinois Prosecutor-based Victim Assistants Association.

Rights of Crime Victims and Witnesses Act Compliance

Only **Prosecution programs** must complete this section: Please explain in detail your agency's procedures to comply with the Rights of Crime Victims and Witnesses Act (the Act) (725 ILCS120). Please include, but do not limit comments to, completion and the filing of Notice of Assertion of Rights, protective orders for victims of Domestic Violence, Sexual Assault and Stalking, and notification to the victim the prosecutor will not assert a victim's rights. Also, identify any legal issues you have addressed related to the enforcement of victim's rights. **No more than TWO (2) pages, including this page.** Do not delete these directions.

The Sangamon County State's Attorney's Office strives to uphold and maintain the Rights of Crime Victims and Witnesses on a daily basis. Since the Victim-Witness Services Program was in its infancy the primary focus has been to meet the needs of the community and all victims of crime in a professional, confidential and courteous manner.

Victims and witnesses in Sangamon County are provided with information and services in various ways. Our program provides a walk-in service in order to address any immediate needs of a victim. We also provide court date information through letters and phone calls. Pre-trial meetings are held with victims and witnesses to put them at ease and acclimate them to courtroom protocol and procedures. Victims and witnesses are provided a secure room within the State's Attorney's Office or within the county complex during court proceedings. Our office works directly with Court Security ensuring the safety of the victims and witnesses at all times.

Victim-Witness Coordinators/Advocates within the State's Attorney's Office provide crime victims with information concerning emotional and financial support. Initial contact letters contain information regarding the rights of victims, initial information on the Illinois Attorney General's Office Violent Crime Victims Compensation Fund, as well as case information and our contact information. These letters encourage victims to contact our office to address their concerns, answer their questions, offer support and information and provide referrals to area agencies, counselors and support groups. This communication is key in promoting further assistance and comfort, thus allowing us to address individual needs. Restitution is considered at plea negotiations and sentencing through victim contact and working closely with the State's Attorney or Assistant State's Attorney assigned to each case.

Every effort is made to return stolen items and items of personal property to the victim and/or family members in a timely manner. When a Victim-Witness Coordinator/Advocate receives a request for property to be returned, there is a consultation with the appropriate prosecuting attorney and law enforcement agency to determine the time in which any items can be returned.

Occasionally it is necessary for us to contact a victim or witnesses' employer to assure cooperation of the employer throughout the court process. Our program coordinators will make contact via phone or written correspondence with an explanation of the necessity of the employer's cooperation. We also provide an employer information on VESSA for any victims of domestic violence.

Victims and witnesses are accompanied to court proceedings whenever possible. A Victim-Witness Coordinator/Advocate is always present during trials. When a defendant is sentenced to prison our office provides information to the victim and/or the family of the length of the sentence and any MSR or other penalties associated. Victims and their families are encouraged to register with AVN (Automated Victim Notification) system and to contact the Prisoner Review Board. Victim-Witness Services Program receives notice upon a defendant's release from prison. Every attempt is made to contact victims and/or family members upon the defendant's release from prison.

Prior to a sentencing hearing the Victim-Witness Coordinator/Advocate works closely with victims and their family members in preparing Victim Impact Statements. These statements allow the victim and family members to address the court and often provides a sense of closure for the victim.

Crime victims or witnesses with any impairment or language barrier can be provided a translator. The Sangamon County State's Attorney's Office and Victim/Witness Coordinators/Advocates have access to translators through the court administrator's office in the Sangamon County Complex.

FUNDED PROGRAM GOALS

- The goals, objectives, and activities of a grant proposal are related.
- *Goals* are general statements of a desired result or outcome of the program.
- *Objectives* are specific results of a program's activities that must be achieved to reach the goals. Objectives are quantifiable and time oriented to the fiscal year of the grant.
- *Objectives* contain performance measures that determine whether the objectives were achieved.
- *Activities* are the specific steps taken to meet the objectives.
- Please use the VCVA Rules to determine required services for the specific types of programs and use this as a guide for the objectives. (Administrative Code, Title 89, Social Services, Chapter IX Attorney General, Part 1100.)

<http://www.ilga.gov/commission/jcar/admincode/089/08901100sections.html>

- Use the following outline format in this section:

I. Goal(s)

A. Objectives/Performance Measures

1. Activities

Each program must submit at least two (2) Goals with two (2) objectives for each Goal.

NO MORE THAN THREE (3) PAGES, including this page.

Do not delete these directions.

I. GOAL: As a prosecuting agency, the Victim-Witness Services Program frequently refers victims to local service agencies for additional services. We wish to broaden our service approach in a collaborative effort with at least three other agencies. Working together to provide more defined communication between our program and these agencies will ultimately assist the victim in feeling more fully supported.

A. Objective: Work in collaboration with 3 previously identified local service agencies to provide more comprehensive service to victims of crime through communication and teamwork. These will include a domestic violence agency, a sexual assault agency and a child abuse agency. A minimum of 50 victims per quarter or 200 per fiscal year are to be served.

1. Identify a key person in each agency to communicate with.
2. Meet with each agency to outline two to three areas in which we can collaborate more effectively to serve the victim.
3. Create a contact guideline to communicate per victim regarding services received; phone, email, etc.
4. Create a log to track services completed with each victim.
5. Meet quarterly with our staff representative and the agency representative to discuss services in place for individual victims, what is working best and any other potential services necessary.

II. GOAL: Our office strives to provide the best service and notification to the victims we serve. It is difficult to assess this as we send out all of our Victim's Assertion of Rights by mail and many are not returned. We want to ensure that victims are aware of their rights by Illinois statute and are returning the Victim's Assertion of Rights more frequently.

A. Objective: Victims have an opportunity to sign and return the Victim's Assertion of Rights to the State's Attorney's Office. We find that we are only receiving a small percentage of these so we will establish a system to ensure that we receive more notices. A minimum of 25 per quarter or 100 per fiscal year are to be obtained.

1. Identify person to person contact opportunities
2. Make Victim's Assertion of Rights available at the table in our victim lobby area
3. During the initial face-to-face with a victim (during a first appearance, walk-in, etc.) make sure victim understands and signs the Victim's Assertion of Rights document.
4. Note on each charged felony case following a preliminary hearing if we do not have a copy of the Victim's Assertion of Rights Form. Make a follow-up phone call to victim to obtain the form if possible.

III. GOAL: To minimize trauma for a victim of crime we will institute an emergency response protocol. While this is not a common problem, there are some instances where the victim is a young child or an adult who is emotionally traumatized and needs immediate assistance or information. During these events, Victim-Witness Services and the Courthouse Facility Dog can be available to provide additional support.

A. Objective: Make available the Courthouse Facility Dog for emergency interviews of a child victim or to comfort an adult victim of a violent crime who is severely traumatized. Based on previous years, emergency interviews/responses may occur approximately 10-20 times annually. While this is a low number, we would like to assure that we can be available to those in the most need at the moment. We will provide this service a minimum of 10 times during the grant fiscal year.

1. Contact the Child Advocacy Center regarding emergency response and evaluate together when it would be necessary to contact the program.
2. Contact lead law enforcement agencies regarding emergency response and evaluate together when it would be necessary to contact our Advocate/Facility Dog Handler during or after hours.
3. On call protocol will be put in writing.
4. Provide protocol and contact information to each agency.
5. Track all emergency response calls for further evaluation in the program after grant period is complete.

DATA ELEMENTS

To report a program's achievements, each program must collect data. Please list the number of victims served by the program from July 1, 2017, through June 30, 2018. DO NOT include non-offending significant others or witnesses.

No more than ONE (1) page, including this page. Do not delete these directions.

Crime	Number of Victims Served
Assault	49
Battery	120
Child Abuse	6
Child Neglect	0
Child Sexual Assault	23
Criminal Neglect of the Elderly	2
Domestic Violence	143
Elder Abuse	2
Hate/Bias Crime	1
Homicide Survivor	1
Sexual Assault/Abuse (Adult)	7
Stalking	5
Other (specify)	VOP 44

CONTINUING PROGRAMS ONLY - PROGRESS SUMMARY

For programs requesting continuing funding, report the progress that has been achieved with the goals and objectives in the current grant award. Please list the Goals and Objectives from the FY19 application by number/letter and describe the progress for each one.

No more than TWO (2) pages, including this page. Do not delete these directions.

The Sangamon County Victim-Witness Services program is on track to meet and/or exceed the goals set forth in the FY19 Grant.

Goal I was to continue to improve the education of victims regarding court procedures. This goal included creating a brochure that would reach a minimum of 100 people during the grant period. The first two quarters have allowed us to create the document and we are currently placing the brochures and sending out the information in our initial contact letters to victims. To date, we have recorded 27 victims who have received the information, however, with the quantity of cases we will have during third and fourth quarter, we will easily reach our goal of over 100 victims. Reaching a minimum of Court advocacy is an important aspect of the victim services department within the State's Attorney's Office. Victims are often confused by court proceedings and vocabulary surrounding them. Our goal is to continue to improve our education of victims regarding procedure; including arraignments, hearings, trials and other court proceedings. We can provide this information to a minimum of 100 victims during the grant period.

In the administration of Goal II we are working to contact victims to find a preference on the best way to communicate our information. To date, we are still sending letters but we are gathering data in order to determine victim preference between phone calls, letters and texts. We have set this goal in order to assess how our office can evolve and implement technology we use. At this time we have obtained feedback from over 100 victims with a large percentage preferring text or phone contact. For documentation purposes, we will continue to provide letters, however we are looking into other options based on this feedback.

Goal III has been to update our referral information and pass on this updated information to victims. The update has allowed us to obtain a larger selection of services for the victims we serve and it has given us the opportunity to reciprocate by sending our Victim-Witness Services information to local agencies. We have already completed the brochure and

updated informational brochures for immediate referrals. So far in FY19 we have given out 38 referrals with many more planned for the next six months. We will likely exceed our goal of providing contact/referral information to a minimum of 100 victims.

CONTINUING PROGRAMS ONLY – FY19 BUDGET PAGE

If you received a VCVA grant in FY19, please include the Budget page from your Grant Agreement (the last page of your Agreement) behind this page.

EXHIBIT A
VIOLENT CRIMES VICTIM ASSISTANCE PROGRAM
PROJECT BUDGET
Grant 19-1380

PERSONNEL:

SALARIES	\$31,000.00
BENEFITS	\$0.00
CONTRACTUAL EMPLOYMENT	\$0.00
PROFESSIONAL INSURANCE	\$0.00
OTHER	\$0.00
TOTAL PERSONNEL	\$31,000.00

OPERATING EXPENSES:

CONTRACTUAL SERVICES	\$0.00
SUPPLIES	\$0.00
PRINTING	\$0.00
OTHER	\$0.00
TOTAL OPERATING EXPENSES	\$0.00

TRAVEL:

TRAVEL	\$0.00
TRAINING - ATTENDANCE	\$0.00
TRAINING - HOSTING	\$0.00
TOTAL TRAVEL EXPENSES	\$0.00

TOTAL EXPENSES	\$31,000.00
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Funding Sources for Victim Service Programs

(Include all funding sources for victim service programs for which funding is requested in this application. Do not include this funding request. The figures shown below are for the period of July 1, 2017, to June 30, 2018.)

FUNDING SOURCE	AMOUNT
Local Funding	\$
Private Funding/Contributions	\$
U.S. Department of Justice (VAWA or other)	\$
United Way	\$
State Appropriations (do not include VCVA funding)	\$
Department of Mental Health	\$
Dept. of Children and Family Services	\$
Department of Human Services - Federal and State	\$
Department of Health - Federal and State	\$
Dues, Program Fees, Misc.	\$
VOCA Funding	\$
ICJIA	\$
State Coalition	\$
County Fines/Fees	\$
Other :	\$
TOTAL	\$236,683.24

Please indicate below the number of Full Time and Part Time positions in the program.

Full time positions: 4

Part time positions: _____

BUDGET WORKSHEETS

Instructions: The proposed budget should include each item for which funding is requested. All sections of the worksheet must be completed. Budget totals must match amount requested and narrative totals. Complete narratives detailing each requested line item and reflecting how those grant funds will be used to accomplish the goals and objectives of the proposal on each worksheet. Please note: the budget narrative is included at the bottom of the budget worksheets and must be completed for each requested item. Please do not attach a separate budget narrative page.

OVERALL BUDGET SUMMARY

CATEGORY	VCVA FUNDS REQUES TED	OTHER FUNDING FOR THIS PROGRA M*	TOTAL PROGRAM COST
A. Personnel	31,000	3107.45	34107.45
B. Personnel Benefits		6715.06	6715.06
C. Contractual			
D. Supplies			
E. Printing			
Other			
F. Travel			
G. Training			
TOTAL			40,822.90

See definition of "Program" on the Explanations and Definitions Page.

PERSONNEL

Instructions: For each requested position, list the job title. List the **total** annual salary* and **total** benefits** for this position. List the **total** number of hours this position works in a regular workweek. Determine the number of hours the position will dedicate to VCVA work. List the amount of salary and benefits requested from VCVA funds. List the total request of VCVA funds for this position.

Job Title	Total Annual Salary *	Total Benefits **	Total # Hours / Week	# Hours to be Paid by VCVA	VCVA Salary Amount Requested	VCVA Benefits Amount Requested	Total VCVA Request
Victim-Witness Coordinator	34,107.45	6715.06	37.5	29	31,000.00	0	31,000.00
TOTAL PERSONNEL BUDGET							31,000.00

***Total annual salary:** This is the total amount the employee receives from all sources, including other grants, county funds, general agency funds, etc.

****Total Benefits:** This is the total amount paid by the employer to have the person on the payroll, including FICA, Medicare contribution, Unemployment taxes, Disability Insurance, Health Insurance, and any other costs associated with employment paid by the employer.

Personnel Budget Narrative: (explain any salary or benefit increases from FY19 funding)

OPERATING EXPENSES

Instructions: List any contractual services requested. Identify all supplies to be purchased by type and amount. Itemize all printing costs and include quantities to be produced. List details of any other requested funds not covered by previous categories. This must be specific.

Contractual Services			
Type (Specify)	Total Amount		VCVA Amount

	Contractual Services Subtotal	N/A
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Supplies			
Type (Specify)	Cost/Month	# of months	VCVA Amount

	Supplies Subtotal	N/A
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Printing Expenses			
Type (Specify)	Total Cost		VCVA Amount

	Printing Subtotal	N/A
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Other Operating Expenses			
Type (Specify)	Total Cost		VCVA Amount

	Other Subtotal	
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	Total Operating Expenses	N/A
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Operating Expense Budget Narrative:

Sangamon County employees all received an annual pay increase based on evaluations. The VCVA funded employee received a 2% increase from the previous year. VCVA funded employee benefits include: Dental Insurance \$419.38; Life Insurance \$55.90; Employee Assistance Program \$27.82; IMRF \$3576.30; FICA (Social Security 6.20%) \$2099.76; FICA (Medicare 1.45%) \$490.80; Workers Compensation (.1320%) \$48.09.

TRAVEL AND TRAINING

Instructions: List travel costs for clients and staff and indicate the reason for travel. Indicate the purpose of the training, personnel to attend and anticipated outcomes.

Travel				
	Type	Cost/Month	# of Months	VCVA Amount Requested
Program Staff				N/A
Client Transportation				N/A
Other (Specify)				N/A
			Travel Subtotal	N/A
Trainings - Attendance				
	Total Cost	# of people	# of days	VCVA Amount Requested
Travel				N/A
Per Diem				N/A
Lodging				N/A
Registration				N/A
Other (Specify)				N/A
			Subtotal Training - Attendance	
Trainings - Hosting				
	Total Cost	# of people	# of days	VCVA Amount Requested
Facilities				N/A
Speaker Fees				N/A
Supplies				N/A
Materials				N/A
Other (Specify)				N/A
			Subtotal Training - Hosting	N/A
			Total Travel-Training Expenses	N/A

Travel and Training Narrative:

Sangamon County Board
2019

- District 1 - Harry "Tom" Fraase, Jr.
- District 2 - Todd P. Smith
- District 3 - David Mendenhall
- District 4 - Jeffrey A. Thomas
- District 5 - Pam Deppe
- District 6 - Sam Snell
- District 7 - Craig Hall
- District 8 - Lori Williams
- District 9 - Tom Madonia Jr.
- District 10 - Jason Ratts
- District 11 - Mike Sullivan
- District 12 - Linda Fulgenzi
- District 13 - Brad Miller
- District 14 - Joel Tjelmeland, Jr.
- District 15 - Tim Krell
- District 16 - Greg Stumpf
- District 17 - Annette Fulgenzi
- District 18 - Rose Ruzic
- District 19 - Vera Small
- District 20 - Linda Douglas-Williams
- District 21 - Clyde Bunch
- District 22 - Tony DelGiorno
- District 23 - Lisa Hills
- District 24 - Andy Van Meter
- District 25 - George Preckwinkle
- District 26 - John O'Neill
- District 27 - Abe Forsyth
- District 28 - Catie Sheehan
- District 29 - Cathy Scaife



STATE OF ILLINOIS
CIRCUIT COURT
SEVENTH JUDICIAL CIRCUIT

RYAN M. CADAGIN
CIRCUIT JUDGE

January 25, 2019

COUNTIES:
GREENE
JERSEY
MACOUPIN
MORGAN
SANGAMON
SCOTT

Seventh Floor
200 South Ninth Street
Springfield, IL 62701
Telephone (217)753-6813
Fax (217)753-6357

Honorable Kwame Raoul
Illinois Attorney General
Violent Crime Victim Assistance Program
100 West Randolph
Chicago, IL 60602

Dear Attorney General Raoul:

I am writing to you on behalf of the Victim/Witness Program of the Sangamon County State's Attorney's Office and their request for renewed funds to support the Violent Crime Victim's Assistance Grant Program for Sangamon County in 2019-2020. This program is invaluable to their office and this community.

As a former prosecutor and Assistant State's Attorney of Sangamon County, I have witnessed the benefits of this vital program. Under the leadership of Diane Bell, the Victim/Witness Assistance Program continues to provide valuable emotional support and advocacy to crime victims here in Sangamon County.

Your continued support will allow this essential program to maintain its level of excellence. It is without reservation that I recommend funding from your office continue for the successful operation of the Sangamon County State's Attorney's Office, Violent Crime Victim's Assistance Grant Program.

Sincerely,

RYAN M. CADGIN
Circuit Judge

RMC/lkb

RECEIVED

JAN 25 2019

SANGAMON COUNTY
STATE'S ATTORNEY OFFICE

January 25, 2019

12-33 .

Honorable Kwame Raoul
Illinois Attorney General
Violent Crime Victim Assistance Program
100 West Randolph
Chicago, IL 60602

Dear Attorney General Raoul:

I am writing to you regarding the Victim/Witness Department of the Sangamon County State's Attorney's Office and their request for renewing financial support of the Victim/Witness Department for Sangamon County in 2019-2020. This department and their program are vital to the Citizens of Sangamon County.

As a court reporter who is entering her 32nd year in the judicial system here at the Sangamon County Complex, I have personally observed the genuine compassion and assistance given to victims of crimes in a variety of cases. The Victim/Witness program provides support that can be shown in something as simple as providing a tissue to a victim who is struggling to hold back tears in the courtroom or as an arm around a shoulder for them to lean in to during a hearing or as a full-out supportive person physically holding them back and/or hugging them when that person might be either in a position of wanting to lunge at the Defendant or just simply unable to stand on their own from the emotional trauma they are feeling at that point.

Sometimes people also just need to have a compassionate, caring ear to either vent to or to have the legal process and procedures explained to them in a more detailed, simplified manner than maybe what our attorneys have the time to give to them at that moment so they can possibly know more what to expect regarding their upcoming proceedings.

Your continued support permits this crucial program to persevere in its level of quality assurance to help comfort the innocent people that through no fault of their own became a casualty of someone else making bad choices.

I truly hope that you would waste no time in doing whatever is in your power to sign whatever documents are needed so that the critical service provided by the Victim/Witness Assistance Department of the Sangamon County State's Attorney's Office can remain in full force and effect.

Sincerely,



Marybeth Evans
Official Court Reporter

12-34

Angela M. Bertoni, MPA
Chief Executive Officer
sojdirector@gmail.com



1800 Westchester Blvd.
Springfield, Illinois 62704
Business Line: (217) 726-5100
24-Hour Hotline: (217) 726-5200
Fax: (217) 726-8664
Toll Free: (866) 435-7438
Website: www.sojournshelter.org

Crime Victim Services Division
Illinois Attorney General's Office
100 West Randolph Street Suite, 13th Floor
Chicago, IL 60601

January 28, 2019

Dear Office of the Attorney General:

I support the Sangamon County Victim Advocacy Program request for funding for the Crime Victim Assistance program. I believe their request is tremendously important because they provide an invaluable service to victims of crime in Sangamon County.

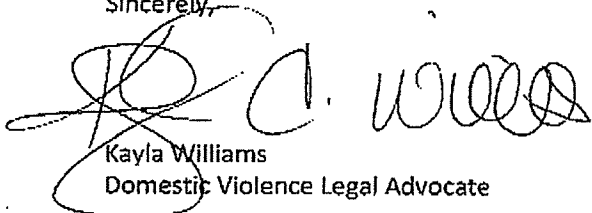
Without the support of these advocates, many victims would find themselves frustrated and intimidated by the criminal justice system. Often time's victims have no familiarity with the criminal justice system. These advocates provide a safe place for victims to seek answers to their questions on what to expect during this confusing and challenging chapter of their lives.

As a legal advocate with the local domestic violence shelter, this office works extensively with our domestic violence victim advocates program to ensure victims are receiving the best system of care and communication possible. There is not a word existing in the English language to explain how much of a resource it has been to have reliable, concerned, and hard-working advocates available for victims whenever needed. The care and attention each victim receives is unprecedented and is truly of an utmost value to the community.

In conclusion, I fully support this programs efforts to ensure that victims of Sangamon County have a place to contact should they need assistance in such a tumultuous time in their lives. Without these services, I fear that victims will be much more reluctant to go through the process alone and without the guidance of these knowledgeable advocates.

If you have any further questions or concerns please feel free to contact me directly at (217) 726-5200 ext. 215.

Sincerely,


Kayla Williams
Domestic Violence Legal Advocate

Our mission is to build a community free of violence through service, leadership and education.
Counties Served: Sangamon ♦ Logan ♦ Menard ♦ Christian ♦ Montgomery



JOB DESCRIPTION

VICTIM-WITNESS COORDINATOR/ADVOCATE

DISTINGUISHING FEATURES OF WORK: Provide direct services to victims and witnesses who become involved in the Criminal Justice System. Responsible for effectively responding to victims regarding the emotional, physical, financial and social aftermath of victimization. Must be familiar with knowledge of the criminal justice system, the procedures and mandates of the State's Attorney's Office, and all victim issues. Work is performed under the direction of the State's Attorney and Victim-Witness Director, however, close working relationships with all Assistant State's Attorney must be maintained.

ILLUSTRATIVE EXAMPLES OF WORK

The primary function of the Victim/Witness Coordinator is to serve as a contact point for victims/witness throughout the criminal justice process and to coordinate/deliver a wide variety of services. Services provided include but are not limited to:

- Prepare and maintain record of victim/witness contacts

- Assess individual situations in conference with attorneys in the felony and misdemeanor divisions.

- Orient the victim/witness to the criminal justice process, explain why his/her appearance in court is required and what the witness should expect in court. In addition, increase the victim/witness' knowledge of the criminal justice process, thus decreasing the anxiety that the witness experiences during the court appearance.

- Keep the victims and witness informed about changes in court dates, procedures, reasons for postponements and delays.

- Assess the service needs of the victim/witness and make the appropriate social service referrals to existing community agencies.

- Assess individual needs of a victim/witness needing to testify in court and arrange to meet/coordinate those needs. Types of assistance may include witness on call/call off, transportation, translation, employment problems, school problems, the need for emotional support and court advocacy.

- Keep State's Attorney personnel informed about the victim/witness' availability and alert them to any problems regarding a victim/witness.

Assess financial loss of a victim and provide information and assistance regarding restitution and Illinois Crime Victims Compensation.

Assist in the preparation of Victim Impact Statements

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

Firm understanding of the techniques of effective interviewing and issue counseling.

Ability to maintain confidential material.

Ability to establish effective working relationships with clientele, fellow employees and community agencies.

Ability to communicate with people of varied educational and occupational backgrounds.

Ability to analyze problems and develop effective solutions.

Good judgment, tact and courtesy.