

Internal Grant Approval Form

Instructions

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

If the grant will fund a new position, the position should have already been requested in the department Heads Up. Please submit the Heads Up form along with this form.

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to Lindsay.ray@chathamnc.org; vicki.mcconnell@chathamnc.org, lisa.west@chathamnc.org, hope.tally@chathamnc.org 14 days prior to the BoC meeting. Please refer to the Board of Commissioner meeting dates below to be sure to make the deadline.

If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to lisa.west@chathamnc.org, hope.tally@chathamnc.org vicki.mcconnell@chathamnc.org at least 2 weeks prior to submitting your grant application.

Board of Commissioner Meeting Dates

At the Board of Commissioner retreat in January 2012, the Chatham County Board of Commissioners voted to move to a monthly meeting schedule beginning in February 2012.

Dated of the monthly meetings are found on the [website](http://www.chathamnc.org/index.aspx?page=45): <http://www.chathamnc.org/index.aspx?page=45>

Please check the website for the meeting dates. Agenda abstracts must be submitted two weeks prior to the meeting.

1. Grant Information

Is a county match required for this grant application?	<input checked="" type="checkbox"/> Yes, cash match required <input type="checkbox"/> Yes, in-kind match required <input type="checkbox"/> No
Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? **	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
BoC meeting date for entry on consent agenda (Answer only if you answered Yes to any of the above)	02/18/2019
Agency or group offering the grant	NC Governor's Crime Commissions
Title of Grant	Crime Victims' Services
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$94,692.93
Total match required	\$31,564.31
Source of match	General Fund
Length of grant term	One year
Type of disbursement	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe)
Reporting schedule	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Twice a year <input type="checkbox"/> Yearly <input type="checkbox"/> Other (describe)

2. Applicant Information

Department	<i>Sheriff's Office</i>
Contact Person and title	<i>Chris Cooper – Administration Captain</i>
County, non-profit, or other grant partners	
Name of person responsible for grant reporting and/or administration	<i>Chris Cooper</i>
<i>Signature of Department Head and Date</i>	

3. Grant Project Description

<p>Does the grant pertain to one of the measures in the department work plan or Request for New Staff Resources? <i>If so, attach that document and skip to Section 4.</i></p>	<p><input type="checkbox"/> Yes, the project is included in the department work plan <input checked="" type="checkbox"/> Yes, the position has been noted in the Request for New Staff Resources <input type="checkbox"/> No – <u>Please explain</u></p>
<p>Provide a brief description of the grant project.</p>	<p>Provides funding for domestic violence investigator, domestic violence supervisor, GPS monitoring equipment, and training.</p>
<p>What needs/issues/problems does the grant address?</p>	<p>This grant allows the Sheriff's Office to continue to fund critically needed positions for providing domestic violence investigations and GPS monitoring of pre-trial defendants.</p>
<p>What are the measurable goals and objectives of the grant? <i>(For help with goals and objectives, see the grant planning worksheet.)</i></p>	<p>Goal 1 To Improve victim's safety and law enforcement response to domestic violence through enhanced investigation, monitoring of jail calls, and monitoring of offenders on pretrial release. Goal 2 To improve victim awareness and law enforcement response through direct victim contact and safety planning.</p> <p>1 ProjectObjective: By September 30, 2020, we will decrease the number of domestic violence cases dropped due to lack of victim participation by 12% by increasing direct contact with the victim and maintaining communication with the District Attorney's Office.</p> <p>Performance Measure: We will track the number of cases dropped by the DA's Office and the reasons for dropping the charges. These will be kept in a database with the Chatham County Sheriff's Office.</p> <p>Evaluation Method: We will compare the number of cases dropped on the database wit the 2015 baseline.</p> <hr/> <p>2. Project Objective: By September 30, 2020, we will increase the number of witness intimidation charges filed with the District Attorney's Office in Domestic Violence cases to 23 over a baseline of 19 in 2016.</p> <p>Performance Measure: We will monitor charges filed in domestic violence cases, currently tacked through agency software.</p> <p>Evaluation Method: We will review the charges filed and compared to baseline.</p> <hr/> <p>3. Project Objective: We will follow-up on all domestic patrol calls and make staff available for office hours to the public.</p> <p>Performance Measure: We will track all domestic violence calls received by patrol and</p>

		<p>conduct a follow-up investigation for all calls to included closed cases by patrol.</p> <p>Evaluation Method: We will review all cases and follow through with all victims until the victim no longer needs assistance.</p> <hr/> <p>4. Project Objective: We will conduct safety plans for all victims of domestic violence and refer victims to other agencies for victim's needs.</p> <p>Performance Measure: We will monitor all victims for safety concerns and conduct a safety plan for all domestic violence victims.</p> <p>Evaluation Method: Staff will review all domestic violence cases weekly and ensure that a safety plan has been conducted for every domestic violence victim.</p>
	<p>If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?</p>	<p>These positions have been funded by grants for many previous years.</p>
	<p>What are the major outcomes and benefits to the county that the grant will provide?</p>	<p>Continue to provide a high level of services for domestic violence victims.</p>
	<p>If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?</p>	<p>This is a one year grant.</p>

4. Budget and Funding (Feel free to modify item descriptions as needed)

ITEM	GRANT FUNDS YEAR 1	COUNTY/OTHER FUNDS YEAR 1	GRANT FUNDS YEAR 2	COUNTY/OTHER FUNDS YEAR 2	EXPLANATION
Salary & Benefits (use Benefit calculator)	85,037.40	28,345.80			Salaries, benefits, and on-call pay.
Grant financial oversight & reporting					
Personnel oversight					
Contracted services (program service provider, publication writing/design, speakers, consultants)					
Office supplies & equipment (photocopies, computers, printers, supplies)	6,487.53	2,162.51			
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel, airfare, registration fees, parking)	2,250.00	750.00			Travel and training. National conference.
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)					
Publications – professional printing fees.					
Communication (postage, telephone, internet access, advertising)	918.00	306.00			Cellphone
Office space (space, utilities, furnishing)					
Dues & Subscriptions					
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
TOTAL COST	94,692.93	31,564.31			

