

# Application: Checklist

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Print and sign the completed application. Complete this checklist prior to scanning/submitting.

## Section 1: Application Form

- ☐ All boxes are checked to indicate the correct answer.
- ☐ All fields are completed according to instructions.
- ☐ Certification is signed.

## Section 2: Proposal Summary

- ☐ Complete this section using the online form at [https://hal.nv.gov/form/DCFS/VOCA\\_SFY22\\_Application](https://hal.nv.gov/form/DCFS/VOCA_SFY22_Application)

## Section 3: Proposal Narrative

- ☐ Complete this section using the online form at [https://hal.nv.gov/form/DCFS/VOCA\\_SFY22\\_Application](https://hal.nv.gov/form/DCFS/VOCA_SFY22_Application)

## Section 4: Scope of Work Table

- ☐ Complete Scope of Work Table

## Section 5: Budget

- ☐ Numbers in the *Proposed Project Budget* match numbers in the *Budget Narrative*.
- ☐ Completed Budget Narrative (All three forms)

## Section 6: Agency Self-Assessment

- ☐ Complete this section using the online form at [https://hal.nv.gov/form/DCFS/VOCA\\_SFY22\\_Application](https://hal.nv.gov/form/DCFS/VOCA_SFY22_Application)

## Section 7: Past Performance with DCFS Grant Management Unit

- ☐ Attached most recent Single Audit or Financial Opinion

## Application Submission/Attachments

- ☐ Agency name is on the bottom of every page
- ☐ Included resumes and copies of licenses of key personnel (including subcontractors)
- ☐ Included any current Memorandums of Understanding and/or Letters of Intent you have for community collaboration
- ☐ Included a copy of completed Scope of Work Table
- ☐ Included a copy of completed "SFY22 Budget Narrative Template" all three (3) forms
- ☐ Included copy of written agreements
- ☐ Included a copy of the negotiated indirect agreement (if applicable)

## Application Submission

- ☐ A PDF will be emailed to [DCFSGRANTS@DCFS.NV.GOV](mailto:DCFSGRANTS@DCFS.NV.GOV) with all required documentation no later than Friday, February 12, 2020 by 5:00 p.m. PST

# Application Form

Please complete each item. Add extra rows if more space is needed to provide complete response.

<b>Applicant Organization Name</b>	
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## Key Personnel

Name	Title	Resume included?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Current Funding:** List all funding sources for your agency. To qualify for VOCA funding your agency must receive at least 25% of its funding from non-federal sources. 28 C.F.R 94.112(b)

Funding	Type (Federal, State, Private, Etc.)	Project Period End Date	Amount Awarded (\$)

## L. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and activities described in this application meets all requirements of the Victims of Crime Act (VOCA) legislation governing the grant as indicated by the Division of Child and Family Services (DCFS) and the certifications in the Application Instructions; that all the information contained in the application is correct; that the appropriate coordination with affected agencies and organizations, including subcontractors, took place; that this agency agrees to comply with all provisions of the applicable grant program and all other applicable federal and state laws, current or future rules, and regulations. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Notice of Subaward and accompanying documents.

Name (type/print)

Christopher Lalli

Title

Assistant District Attorney

Signature



Phone

(702)671-0989

Email

christopher.lalli@clarkcountynvda.com

Date

02/12/2021

# Scope of Work Table

## Description of Services, Scope of Work and Deliverables SFY-2022

Clark County District Attorney's VWAC, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

### Scope of Work for: Victim Witness Assistance Center

**Goal 1:** Improve and increase Clark County District Attorney's Office VWAC's response to victims of crime by providing advocacy, case management, general crime victim services and the ability to provide a liaison between the victims and community services needed for their safety and healing.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. Provide victim notification services to at least 200 crime victims per month	1. Hire Staff. VWAC public specialist will send out victim notification. Office manager will work with advocates and support staff to implement objective. VWAC administrator will monitor and manage VOCA grant.	July 2021 - July 2022	1. Monthly documentation of crime victims notified.	1. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports.
2. Make at least 350 outreach contacts to crime victims each month	2. Hire staff. VWAC advocates will contact crime victims. Office manager will work with advocates and support staff to implement objective. VWAC administrator will monitor and manage VOCA grant.	July 2021- July 2022	2. Monthly documentation of crime victims notified.	2. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports
3. Assist at least 10 crime victims per month with District Court TROs	3. Hire staff. VWAC and SafeNest advocates will assist DV and other crime victims with filing and submitting District Court restraining orders. Office manager will work with advocates and support staff to implement	July 2021- July 2022	3. Daily/Monthly documentation by advocates including SafeNest advocates.	3. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports

# Scope of Work Table

	objective. VWAC administrator will monitor and manage VOCA grant.			
4. Provide accompaniment to criminal justice proceedings to at least 200 victims per month	4. Hire staff. VWAC advocates, Rape Crisis and SafeNest advocates will accompany victims to court. Office manager will work with advocates and support staff to implement objective.	July 2021- July 2022	4. Daily/Monthly documentation by advocates	4. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports
5. Assist at least 70 victims per month in applying for Victim of Crime compensation	5. Hire staff. VWAC advocates will work with Legal Secretary to assist with VOC application. Legal secretary will follow up with VOC for submission. Office manager will work with advocates and support staff to implement objective. VWAC administrator will monitor and manage VOCA grant.	July 2021- July 2022	5. Daily/Monthly documentation of services.	5. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports
6. Provide interpretative and written translation services for at least 200 Limited English Proficiency (LEP) crime victims annually	6. Hire staff. VWAC translation specialist will be available to assist and reach out to Nevada Certified Court Interpreter Program for other languages needed. Office manager will work with advocates and support staff to implement objective. VWAC administrator will monitor and manage VOCA grant.	July 2021- July 2022	6. Daily/Monthly Documentation of services by Advocate.	6. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports.

# Scope of Work Table

7. Provide safety assessments and planning to at least 140 crime victims each month	7. Hire staff. VWAC advocates including SafeNest and Rape Crisis advocates to assist victims in safety planning. Office manager will work with advocates and support staff to implement objective. VWAC administrator will monitor and manage VOCA grant.	July 2021- July 2022	7. Daily/Monthly documentation by Advocates.	7. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports
8. Provide restitution assistance to at least 20 crime victims each month	8. Hire staff. Advocates together with Legal Secretary will assist victims with restitution application and submission. Office manager will work with advocates and support staff to implement objective. VWAC administrator will monitor and manage VOCA grant.	July 2021- July 2022	8. Daily/Monthly documentation by advocates and Legal Secretary.	8. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports
9. Provide communication electronically to at least 100 crime victims per month	9. Hire staff. VWAC advocates, public service specialist, Legal Secretary and Administrative Specialist will reach out to crime victims electronically when needed for court proceedings and/or travel. Office manager will work with advocates and support staff to implement objective. VWAC administrator will monitor and manage VOCA grant.	July 2021- July 2022	9. Daily/Monthly documentation by Advocates, Legal Secretary, and Administrative Specialist.	9. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports

# Scope of Work Table

**Goal 2:** To improve and enhance delivery of victim advocacy and outreach services to crime victim service providers and community partners.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. <i>Victim advocates and VWAC staff will attend training to improve delivery of crime victims' services.</i>	1. Hire staff. Attend local and national training to improve and enhance crime victim delivery. VWAC Administrator will also provide training to VWAC staff	July 2021- July 2022	1. Daily/Monthly documentation of training by VWAC staff to management analyst.	1. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports
2. <i>Increase outreach to crime victim service providers and community partners on Clark County District Attorney's Office and VWAC services.</i>	2. Hire staff. VWAC Administrator will work with Legal secretary, Office Manager and senior victim advocate to contact Clark County victim service providers. VWAC staff will collaborate with community partners and crime victim service agencies to provide presentations and educate on Clark County District Attorney's Office and VWAC services	July 2021- July 2022	2. Daily/Monthly documentation of training by VWAC staff to management analyst.	2. Management Analyst will collect, monitor, and record VOCA data needed and provide monthly reports

# Budget

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## Proposed Project Budget

Category	Amount Requested (\$) Traditional	Amount Requested (\$) Innovative	Total Requested (\$)
Personnel			
Travel/Training			
Operating			
Equipment			
Contractual/Consultant			
Other			
Indirect			
<b>Total Funding Requested (\$)</b>			

Remember to also submit your completed SFY22 Budget Narrative Template.

Applicant Name: CLARK COUNTY DISTRICT ATTORNEY'S OFFICE VWAC

Form 1

## SFY22 BUDGET NARRATIVE

Total Personnel Costs		Including Fringe	Total:	\$	346,951.00
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.					
	Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
New Position					
Administrative Specialist	47091.2	32.15%+ 11300		100	12 \$ 73,531.00
Length of time in Position		26439.8			
Prepare and monitor VOCA operational budget. Collects VOCA data, compile data and figures for the quarterly VOCA report. Ensures forms and requests are in conformance with rules and regulations. Conduct and prepare victim informational survey. Will assist with out of state travel including international travel of victims/witnesses. Provide assittance to the public and victim/witnesses. Will provide case information and refer to community resources. Will assist with witness fees.					\$ -
New Position					
Victim Advocate I	37377.6	32.15% + 11300		100	12 \$ 60,694.00
Lenth of time in Position		23316.9			
Provides case status, victim notification, restitution process and related information to victims and witnesses in a variety of criminal situations; monitors cases through the judicial system. Refers victim to crime victim resources for assitance.					\$ -
New Position					
Victim Advocate I	37377.6	32.15% + 11300		100	12 \$ 60,694.00
Length of time in Position		23316.9			
Provides case status, victim notification, restitution process and related information to victims and witnesses in a variety of criminal situations; monitors cases through the judicial system. Refers victim to crime victim resources for assistance.					\$ -
New Position					
Victim Advocate 1	37377.6	32.15% + 11300		100	12 \$ 60,694.00
Length of time in Position		23316.9			
Provides case status, victim notification, restitution process and related information to victims and witnesses in a variety of criminal situations; monitors cases through the judicial system. Refers victim to crime victim resources for assistance.					\$ -
New Position					
Victim Advocate I	37377.6	32.15% + 11300		100	12 \$ 60,694.00
Length of time in Position		23316.9			

\*revise this formula as needed to include each position listed

Provides case status, victim notification, restitution process and related information to victims and witnesses in a variety of criminal situations; monitors cases through the judicial system. Refers victim to crime victim resources for assistance.					\$ -
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New Position					
Part-Time Management Assistant	\$ 17,680.00	3%	100%	12	\$ 18,149.00
Length of time in Position		469			
*Insert details to describe position duties as it relates to the funding (specific program objectives).					\$ -

\*Revise as needed to include costs of multiple trips.

<b>Travel/Training</b>	<b>Total:</b>	<b>\$</b>	<b>12,495.00</b>
Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to <a href="http://www.gsa.gov">www.gsa.gov</a> ) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.			

<b>Out-of-State Travel</b>	<b>\$ 12,495.00</b>				
<i>Institute on Violence Abuse and Trauma (IVAT) Annual International Summit</i>	<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>	
Airfare: Cost per trip (origin & destination) x # of trips x # of staff	\$ 401.00	1	5	5	\$ 2,005.00
Baggage fee: \$ amount per person x # of trips x # of staff	\$ 30.00	2		5	\$ 300.00
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff	\$ 66.00	1	5	5	\$ 1,650.00
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff	\$ 200.00	1	5	5	\$ 5,000.00
Ground Transportation: \$ per r/trip x # of trips x # of staff	\$ 46.00	2	1	5	\$ 460.00
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					
Parking: \$ per day x # of trips x # of days x # of staff	\$ 36.00	1	6	5	\$ 1,080.00
Registration Fee	\$ 400.00			5	\$ 2,000.00

\*Revise as needed to include costs of multiple trips.

**Justification:**

Victim advocates, district attorney and law enforcement will be attending training conference that wil provide opportunities to enhance their skills to better serve victims of crime.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

<b>In-State Travel</b>	<b>\$ -</b>				
	<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>	
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$ -
Baggage fee: \$ amount per person x # of trips x # of staff					\$ -
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$ -
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$ -
Motor Pool:(\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days					\$ -
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$ -
Parking: \$ per day x # of trips x # of days x # of staff					

**Justification:**

Who will travel and why

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

<b>Operating</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program			
Office supplies: \$ Amount x # of FTE staff x # of months	\$		-
Occupancy	\$		-
Communications	\$		-
Rent: \$ per month x 12 months x # of FTE	\$		-
Utilities: \$ per quarter x 4 quarters	\$		-
State Phone Line: \$ per month x 12 months x # of FTE	\$		-
Voice Mail: \$ per month x 12 months x # of FTE	\$		-
Conference Calls: \$ per month x 12 months	\$		-
Long Distance: \$ per month x 12 months	\$		-
Email: \$ per month x 12 months x # of FTE	\$		-
<b>Justification:</b>			
Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.			

\*Revise this formula as needed to include each Contractor listed

<b>Equipment</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All			
Describe equipment	\$		-

<b>Contractual</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here.			
Name of Contractor/Subrecipient:		\$	-
<u>Method of Selection:</u> Explain, i.e. sole source or competitive bid <u>Period of Performance:</u> July 1, 2021 - June 30, 2022 <u>Scope of Work:</u> Define Scope of Work <u>*Sole Source Justification:</u> Define if sole source method, not needed for competitive bid <u>Method of Accountability:</u>  Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.			
<b>*Add additional Contractor/Subrecipients here with justification or delete this row.</b>		\$	-

<b>Other</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
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Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc.		
Printing Services: \$ amount/month x 12 months	\$	-
Copier/Printer Lease: \$ amount/month x 12 months	\$	-
Property and Contents Insurance per year	\$	-
Car insurance: \$ per month x 12 months	\$	-
Postage: \$ per month x 12 months	\$	-
Audit	\$	-
Justification: Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie		

<b>TOTAL DIRECT CHARGES</b>	<b>\$</b>	<b>359,446.00</b>
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<u>Indirect</u>	<b>Total:</b>	<b>\$</b>	<b>-</b>
Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general			
Identify Indirect Expenses	\$	-	
Add more as necessary and adjust formula in F112	\$	-	
to reflect changes.	\$	-	
<b>TOTAL BUDGET</b>	<b>Total:</b>	<b>\$</b>	<b>359,446.00</b>

**Applicant Name: CLARK COUNTY DISTRICT ATTORNEY'S OFFICE**

**Form 2**

**PROPOSED TOTAL AGENCY BUDGET SUMMARY**

(Form Revised December 2020)

**A.**

**TERN BOXES ARE FORMULA DRIVEN - DO NOT OVER**

<b>FUNDING SOURCES</b>	<b>GMU</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Match</b>	<b>TOTAL</b>
Federal, State, Private						
PENDING OR SECURED						
ENTER TOTAL REQUEST	\$ 359,446.00	\$ -	\$ -	\$ -	\$ 89,861.50	\$ 359,446.00

**EXPENSE CATEGORY**

Personnel	\$ 346,951.00				\$ 89,861.50	\$ 346,951.00
Travel/Training	\$ 12,495.00				\$ -	\$ 12,495.00
Operating	\$ -				\$ -	\$ -
Equipment	\$ -				\$ -	\$ -
Contractual/Consultant	\$ -				\$ -	\$ -
Other Expenses	\$ -				\$ -	\$ -
Indirect	\$ -				\$ -	\$ -

<b>TOTAL EXPENSES</b>	<b>\$ 359,446.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 89,861.50</b>	<b>\$ 449,307.50</b>
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These boxes should equal 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (89,861.50)
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Total Indirect Cost	\$ -
Indirect % of Budget	0%

Total Agency Budget	\$ 359,446.00
Percent of Agency Budget	1

**B. Explain any items noted as pending:**

## MATCH BUDGET NARRATIVE

Funding for Match Received From (State Funding Source): \_\_\_\_\_

Total Personnel Costs					Including Fringe	Total:	\$	89,861.50
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.								
	Annual Salary	Fringe Rate	% of Time	Months	Amount Requested			
Myra Reta Victim Witness Translation Specialist Translation, contact of victim, victim notifications, conduct safety assessments, and conduct safety planning with victims of misdemeanor cases.	\$ 67,301.00	33.52%	100%	12	\$ 89,861.50			
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).								
					\$ -			
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).								
					\$ -			
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).								
					\$ -			
*Insert new row for each position funded or delete this row.								
Total Fringe Cost					\$	22,560.50	Total:	\$ 89,861.50

\*revise this formula as needed to include each position listed

Travel/Training					Total:	\$	-
Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to <a href="http://www.gsa.gov">www.gsa.gov</a> ) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.							
Out-of-State Travel					\$	-	
Title of Trip & Destination such as CDC Conference: San Diego, CA	Cost	# of Trips	# of Days	# of Staff			
Airfare: Cost per trip (origin & destination) x # of trips x # of staff					\$	-	
Baggage fee: \$ amount per person x # of trips x # of staff					\$	-	
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-	
Lodging: \$ per day +\$ tax = total \$ x # of trips x #of nights x # of staff					\$	-	
Ground Transportation: \$ per r/trip x # of trips x # of staff					\$	-	
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$	-	
Parking: \$ per day x # of trips x # of days x # of staff					\$	-	

\*revise as needed to include costs of multiple trips.

**Justification:**

Who will be traveling, when and why, tie into program objective(s) or indicate required by funder.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

**In-State Travel**Origin & Destination

	Cost	# of Trips	# of Days	# of Staff	\$
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$ -
Baggage fee: \$ amount per person x # of trips x # of staff					\$ -
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$ -
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$ -
Motor Pool: (\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days					\$ -
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$ -
Parking: \$ per day x # of trips x # of days x # of staff					\$ -

\*Revise as needed to include costs of multiple trips.

**Justification:**

Who will travel and why

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

**Operating**

Total: \$ -

List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included.

Office supplies: \$ Amount x # of FTE staff x # of months	\$ -
Occupancy	\$ -
Communications	\$ -
Rent: \$ per month x 12 months x # of FTE	\$ -
Utilities: \$ per quarter x 4 quarters	\$ -
State Phone Line: \$ per month x 12 months x # of FTE	\$ -
Voice Mail: \$ per month x 12 months x # of FTE	\$ -
Conference Calls: \$ per month x 12 months	\$ -
Long Distance: \$ per month x 12 months	\$ -
Email: \$ per month x 12 months x # of FTE	\$ -

**Justification:**

Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.

**Equipment**

Total: \$ -

List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

Describe equipment	\$ -
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**Contractual**

Total: \$ -

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

\*Revise this formula as needed to include each Contractor listed

Name of Contractor/Subrecipient:	\$ -
Method of Selection: Explain, i.e. sole source or competitive bid Period of Performance: July 1, 2018 - June 30, 2019 Scope of Work: Define Scope of Work *Sole Source Justification: Define if sole source method, not needed for competitive bid Method of Accountability: Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.	
*Add additional Contractor/Subrecipients here with justification or delete this row.	\$ -

<b>Other</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.			
Printing Services: \$ amount/month x 12 months	\$		-
Copier/Printer Lease: \$ amount/month x 12 months	\$		-
Property and Contents Insurance per year	\$		-
Car insurance: \$ per month x 12 months	\$		-
Postage: \$ per month x 12 months	\$		-
Audit	\$		-
Justification: Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie budget piece to project deliverables.			

<b>TOTAL DIRECT CHARGES</b>	<b>\$</b>	<b>89,861.50</b>
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<b>TOTAL BUDGET</b>	<b>Total:</b>	<b>\$</b>	<b>89,861.50</b>
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# Application Guide

Use this guide to prepare your answers to be entered in the online form located at:  
[https://hal.nv.gov/form/DCFCS/VOCA\\_SFYZ22\\_Application](https://hal.nv.gov/form/DCFCS/VOCA_SFYZ22_Application)

**DO NOT SUBMIT THIS FORM - THIS FORM IS ONLY TO ASSIST YOU IN COMPLETING THE APPLICATION ONLINE.**

## Section 2- Proposal Summary

### Applicant Organization

Name	Clark County Office of the District Attorney Victim Witness Assistance Center (VWAC)
Mailing Address	
City & State, Zip (9-digit)	
Physical Address	200 Lewis Ave. 3 <sup>rd</sup> Floor
City & State, Zip (9-digit)	Las Vegas, NV 89101
Federal Tax ID #	88-6000028
DUNS #	117486331

### Organization Type

☐ For-Profit    ☐ 501(c)(3) Nonprofit    ☒ Government Agency  
☐ Tribal

**Geographic Area of Service** (Check applicable boxes & provide brief narrative of service area) If you provide services in states other than Nevada, numbers or percentages served by state.

<input type="checkbox"/> City <input checked="" type="checkbox"/> County <input type="checkbox"/> Region <input type="checkbox"/> Statewide	
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### Application Type

☒ Traditional VOCA    ☐ Innovative VOCA    ☐ Both (specify amounts below)

**Victim Populations to be served: Specify (%) percentage of funding requested for services by population/client.** *Only services that are specific to a federal priority category should be included. All services not specific to the federal priority category should be included in the "ALL other Victims of Crime" category.*

Victim Population	% of Funding (Must Total 100%)
<input type="checkbox"/> Child Abuse	20
<input type="checkbox"/> Domestic Violence	25
<input type="checkbox"/> Sexual Assault	15
<input type="checkbox"/> Underserved Populations	20
<input type="checkbox"/> Children and Minors	
<input type="checkbox"/> Immigrants	
<input type="checkbox"/> Elderly	
<input type="checkbox"/> People with Disabilities	
<input type="checkbox"/> LGBTQIA2+	
<input type="checkbox"/> Tribal Communities	
<input type="checkbox"/> Homeless	
<input type="checkbox"/> All other Victims of Crime	20
<b>Total</b>	<b>100</b>

#### Program Point of Contact

Name	Ana F. Malafu-Eliesa
Title	Victim Witness Administrator
Phone	702-671-2531
Email	<a href="mailto:Ana.Malafu-Eliesa@ClarkCountyDa.com">Ana.Malafu-Eliesa@ClarkCountyDa.com</a>

#### Fiscal Officer

Name	Michael Li
Title	Senior Management Analyst
Phone	702-671-0988
Email	<a href="mailto:Michael.Li@ClarkCountyDA.com">Michael.Li@ClarkCountyDA.com</a>

#### Subcontracting of Services

Does your organization subcontract its services? ☐ Yes ☒ No

Subcontractor	
Mailing Address	
Physical Address	
City & State, Zip (9-digit)	
Federal Tax ID #	(xx-xxxxxxx)

**Funding Request-** For agencies that received VOCA Supplemental funding in State Fiscal Year (SFY) 21, include that amount in the SFY 21 Traditional award amount.

<b>Funding</b>	<b>SFY 21 Award</b>	<b>SFY 22 Request</b>	<b>Difference</b>
Victims of Crime Act (VOCA)- Traditional			
Victims of Crime Act (VOCA)- Innovative			

### **Section 3- Proposal Narrative**

Overview: 1) Provide Organization's mission statement; 2) Introduce the applicant organization and its role in providing services, including any subcontractor(s) as necessary; 3) Provide three (3) brief examples of the organization's successes; and 4) Describe the organization's desired goals and outcomes with service numbers. (1,000 words maximum)

Clark County District Attorney's Office Victim Witness Assistance Center (VWAC) is dedicated to assisting victims and witnesses through the criminal prosecution system. Created in 1976, VWAC strives to provide victim centered services through best practices and community partnerships.

VWAC's mission is to provide compassionate service to victims, witnesses, and our community.

The FY2022 VOCA Project Description strives to improve the effectiveness of interventions designed to assist crime victims in successfully maneuvering through the criminal justice process as described in the projects below. We plan to address the need to make the criminal justice system and procedures more victim-centered by addressing the most basic needs created by crime victimization:

- **SAFETY**
- **FINANCIAL SUPPORT**
- **PSYCHOLOGICAL/EMOTIONAL SUPPORT**
- **CLEAR AND ACCURATE INFORMATION**

Our projects focus on providing services to crime victims in Clark County based on three primary criteria: (1) the perceived greatest need for support and assistance based on the degree of physical and psycho-emotional impact of the crime, (2) the vulnerability of the target population, and (3) the availability (or lack of) of other resources available for victims of the identified crime categories. In addition, we plan to fully integrate the proposed projects with all current county and state funded services provided by Victim Witness Assistance Center (VWAC). We will also be placing an increasing emphasis on enhancing crime victims' services in Clark County by continuing our effort to improve cooperation and collaboration with

our partner victim services agencies as this is essential to the effectiveness of the services provided by each individual agency. Accurate and timely communication of information to victims has been shown to significantly reduce psychological and emotional trauma. Equally significant is the fact that a knowledgeable victim is better prepared to make the difficult choices that can influence the speed and course of their recovery or protect them from further harm.

Family violence cases represent the most insidious types of crimes as they damage the most basic aspects of our social fabric. These crimes, which have garnered an increasing level of public awareness, continue to produce a growing demand for services. The devastating personal toll on victims as well as the broad societal impact of all forms of family violence rightfully places a high priority on projects addressing this issue. Child abuse and spouse (or partner) abuse both pose unique and challenging demands for effective community response. For the most severe and tragic types of domestic violence cases, domestic violence homicide-suicide cases, we plan to continue providing outreach services to the surviving family members even though no prosecution will be possible. These additional services have been well received and opened some new avenues of cooperation with the Las Vegas Metropolitan Police Department (LVMPD), Clark County Medical Examiner's Office, Stop DUI, and Parents of Murdered Children--our partners in providing services to homicide and negligent homicide survivors. For cases that involve defendants who bail out prior to arraignment and the case is not actioned by a Deputy District Attorney, these cases now receive all the same outreach services that had been previously provided only in arrest and penal summons cases. The primary target for the Domestic Violence Outreach victim witness advocates will provide intensive outreach contact and services that are fully integrated with existing VOCA funded outreach activities.

Other forms of family violence such as elder abuse and sibling abuse (involving juveniles as well as adults) have also garnered increasing attention as public awareness grows. The growing number of misdemeanor abuse cases targeting elders has contributed to increases in the number of misdemeanor cases being assigned to our Domestic Violence Unit. Although the criteria for assignment of Victim Witness Advocates has typically been limited to violent crime cases, we now assign a victim witness counselor to virtually all cases prosecuted by the Clark County District Attorney's Elder Abuse Unit, with Felony cases all being referred to a Victim Witness Advocate in the VWAC Felony Unit. We are intensifying our efforts to integrate our victim support services with Special Prosecution Units and Projects such as the Elder Abuse Unit and Sexual Assault Unit.

The fiscal impact of counseling, medical, law enforcement, and the variety of social services required to respond to this crime are indicative of the high cost of these crimes. During calendar year 2019, VWAC advocates and staff that address family violence yielded significant service numbers, 9,846 domestic violence victims and 1,056 child abuse (physical and sexual) victims, but this still only scratches the surface. Increasing demand and limited funding for victims advocates and VWAC staff have amplified the urgency of addressing this critical community problem.

This year's grant proposal is a continuation of our integrated approach that attempts to build upon current projects and existing community services to develop a more tightly woven safety net for victims. Crime victim contacts with the criminal justice system continue to provide the most fertile ground for effective intervention with both the victim and the perpetrator. There are many remaining gaps in crime victims' services. As noted in our application, there is a critical need to expand crime victims' services beyond

their current parameters. Early intervention with victims following the commission of a crime can reduce the level of psychological trauma and serve as an important catalyst for future healing. The beneficial effects of prompt outreach to crime victims are as applicable to victims of robbery, burglary, and stranger assault, as they are to victims of domestic violence and sexual assault. Rather than maintaining an artificial separation in the provision of victim services in Clark County, our application supports the continued broad outreach program that touches on the needs of all crime victim's countywide. The Victim Witness Assistance Center (VWAC) is designed to meet the needs of an extensive target group of victims, but also retains enough flexibility to address gaps in existing outreach services to victims of crime. The extent to which some local crime victim projects may overlap should be viewed as an effort toward a seamless response system rather than a duplicative one. For example, an immigrant who is the victim of domestic violence benefits from VWAC Outreach, Shade Tree Center, and SafeNest services, thus allowing the victim to maximize the resources of each individual agency.

While Clark County is currently under cost containment efforts countywide and funds to hire additional positions cannot be provided through the general funds, District Attorney's VWAC victim advocates continued to maintain open cases for an average of 12,000 cases per advocate in 2019. This has been a great achievement for VWAC given the limited resources. The Clark County District Attorney's Office developed a college intern and volunteer program for local and national students interested in the field of law, criminal justice, and social work (victim advocacy). Volunteers are provided meaningful work experience as well as the opportunity to serve crime victims. Volunteers are provided training and are assigned duties such as court accompaniment victim support, clerical work, and other related duties in assisting VWAC. Their hours are tracked and reported to the assigned team chief. We have been fortunate to receive several volunteers to assist with staff caseload, another VWAC and department achievement. Lastly, many of our advocates, prior to the pandemic were very active in community outreach and making in difference in people's lives. Some of our advocates served as mentors to local high school students and youth clubs, volunteering at foodbanks, church organizations to assist the homeless and local shelters while others served as board members in their local communities. This showcases the caliber of our staff and the dedication and compassion we have in working and serving in our local communities.

2. Statement of Need: 1) Establish the degree of need of VOCA services within the geographic area; identify the targeted population and explain how the target population would benefit from the proposed project. If applying for both traditional and innovative funds, clarify the need and target population for both programs. (1,000 words maximum)

The Clark County District Attorney's Office Victim Witness Assistance Center (VWAC) seeks to obtain VOCA funds to serve victims of crime in Clark County.

Clark County is the nation's 11<sup>th</sup>-largest county and provides extensive regional services to more than 2.4 million citizens and more than 45.6 million visitors a year (2019). The County provides municipal services that are traditionally provided by cities to more than 1 million residents in the unincorporated area. The Office of the Clark County District Attorney is the legal branch of local government in Clark County. Comprised of four unique divisions: Criminal, Juvenile, Family Support and Civil, the office employs nearly 700 people, of which 170 are attorneys and 500 support staff. From that support staff, the Victim Witness

Assistance Center currently employs 15 staff of which 8 are full time victim advocates, 2 part time victim advocates, 4 support staff and 1 Administrator. In 2018, the Clark County District Attorney's office received 53,030 felony and misdemeanor cases, of which 41,294 was prosecuted, and 11,565 cases were denied/dismissed. In 2019, we saw an increase in crime with 60,775 felony and misdemeanor cases submitted, of which 45,098 cases were prosecuted, and 14,637 cases were denied/dismissed. There is a critical need for resources to serve victims of crime in Clark County through the District Attorney Victim Witness Assistance Center.

A key factor in the debate over the legislative establishment of victims' rights has been the pivotal nature of the right to information as the cornerstone for all other rights. Our state and federal courts with the support of the Clark County District Attorney's office on November 6, 2018 passed Marsy's Law. A big win for victims of crime, which ensures that crime victims have rights that are equal in stature to the constitutional rights of the accused and convicted. These constitutional protections for crime victims would include rights such as being present at all proceedings involving their case, being notified of proceedings in a timely manner, to confer, inform and provide input with the attorney for the government, to be heard in court proceedings, to be provided full restitution and assistance in collecting and several other key victim rights. However, funding for Marsy's Law was cut at the state level due to the current pandemic, which creates a hardship for all crime victim service providers.

In the past 37 years, the Clark County District Attorney's Office VWAC has not had the opportunity to apply for assistance through Victims of Crime Act (VOCA). Victims of Crime Act (VOCA) was passed by Congress in 1984, to provide funds to states for victim assistance and compensation programs that offer support and services to those affected by violent crimes. Our office is seeking this service to fulfill the needs of our victims in Clark County. Our office is dedicated to assisting crime victims/witnesses and their families through criminal prosecution, but due to budget constraints, funding for additional staff is limited, despite the increased need for services to crime victims and their families. The need for case management and supportive services to Clark County District Attorney's Office VWAC has never been greater.

The 2022 VOCA project description strives to improve the effectiveness of interventions designed to assist crime victims in successfully maneuvering through the criminal justice process as described in the projects below. We plan to address the need to make the criminal justice system and procedures more victim-centered by addressing the most basic needs created by victimization: Safety, Financial Support, Psychological/Emotional Support and Clear and Accurate Information.

There are currently eight advocates for 12 Justice Courts and 20 District Courts. Each advocate has an exceedingly large case load, an average of up to 12,000 total cases assigned to each advocate. Each advocate covers two to three tracks from Litigation (5 tracks), Major Violators' Unit, Guns and Gang Unit, Special Victims Unit (which covers all sexual assault and human trafficking cases), Vehicular Crimes Unit, Domestic Violence Unit, Elder Abuse Unit, Fraud Unit, and the Juvenile Division. There are currently not enough advocates to cover and provide the necessary services to victims of crime here in Clark County. These cases cannot be referred to other agencies for certain victim services, VWAC is the only agency that would have access to court related information.

3. Services Proposed: The foundation of the proposed project(s) should be constructed of evidence supported project justification, empirically supported methods, appropriate staffing, a flexible design, and

a clear strategy. 1) Identify what services will be provided; 2) Explain how your agency will ensure that services are accessible to all populations, how the needs of your clients will be assessed, and how services will be individualized; 3) Describe your agency's approach to direct service delivery and how it meets the needs of the client; and 4) If you are already providing the proposed services in the proposed community/communities, indicate whether there is a waiting list for the proposed services and provide the average length of wait and the number of prospective clients on the list. If applying for both traditional and innovative funds, clarify the services proposed for both programs. (1,000 words maximum)

While Clark County District Attorney's Office Victim Witness Assistance Center has made tremendous strides to reduce the caseloads, workers continued to maintain open cases for an average of 12,000 cases each in 2019. There was a total of 9,846 Domestic Violence (DV) cases received by the department which was an increase from the previous year with 9,796 Domestic Violence cases received. In 2019, 1,056 cases of Abuse Neglect or Endangerment of a child was also submitted. Due to budget constraints, funding for additional staff is limited, despite the increased need for services to crime victims and their families. The need for case management and supportive services to the Clark County District Attorney's Office VWAC has never been greater.

In 2019, 90 Court Ordered Temporary or Extend Order cases, 124 Stalking cases, 115 Harassment cases, 166 Elder Abuse cases, and 9,529 Battery which Constitutes DV cases were submitted to our office for prosecution. Also submitted to our office for prosecution in 2019, were 4,465 Battery cases, 1,876 Assault and Battery cases, 1,839 Robbery cases, 520 Kidnapping cases, 659 Sex Assault cases (of which 522 cases had victims over 11 years of age), and 497 Murder cases. This does not account for unreported crimes that are due to language barriers, undocumented status, limited resources, fear of law enforcement and the lack of knowledge regarding services for crime victims.

Our collaboration with SafeNest to assist our Domestic Violence victims has been very helpful in providing service to our Domestic Violence Unit. In 2018, SafeNest reported providing the following services to DV victims: 1075 court accompaniment, 995 safety planning, 1043 criminal justice education, 776 court preparation, 769 victim rights information, 178 crisis intervention, 26 relocation assistance, 23 immigration assistance, and 8 protection order assistance. In 2019, there was a slight increase in services with 1080 court accompaniment, 962 safety planning, 1064 criminal justice education, 951 court preparation, 944 victim rights information, 263 crisis intervention, 6 relocation assistance, 1 immigration assistance and 1 protection order assistance.

All of these numbers are estimates of a far greater incidence of violent crimes. To improve, as well as expand services to victims, requires an increase in resources beyond present staffing. Most of the victims the department serves are children and women who are victims of violent crimes and were sexually assaulted or victims of intra-familial abuse, or homicide survivors. With the assistance of SafeNest and Rape Crisis, Clark County District Attorney's Victim Witness Assistance Center is able to provide crucial services. Unfortunately, in addition to many crimes being unreported, visitors to Clark County especially Las Vegas also become victims of crime and leave Las Vegas to return home without adequate services. Our future goal is to collaborate with Clark County community agencies in the visitor's industry and lodging association to offer our visitors services for when they return for their court hearings.

Due to the limited staff we have, advocates are not assigned to property cases unless victim support is requested by a Deputy District Attorney. Due to the overwhelming number of crimes against a person, property crime victims lack victim service support. With only 8 full time victim advocates to cover the entire Clark County jurisdiction, there is definitely a need for help with victims of crime. Assistance from VOCA funding will assist the Clark County District Attorney's Office to employ victim advocates and support staff to improve resources and expand services to victims of crime throughout Clark County.

Clark County District Attorney's VWAC is requesting funding for positions in the Victim Witness Assistance Division to directly serve crime victims and their families in Clark County. VWAC is requesting funding for eight (8) victim advocates to provide advocacy and case management to crime victims and their families, two (2) public service specialists to provide support services to victims entering the VWAC lobby, one (1) legal secretary to provide support to victims of crime and VWAC staff, one (1) Office Services Manager to supervise the advocates as well as have a case load of the most serious cases and one (1) fiscal analyst who will be responsible for ensuring all data and statistics are gathered and recorded on a regular basis as well as processing all victim witness fees for victims of crime.

VWAC is seeking funding for eight **(8) victim advocates** who will provide advocacy and case management. They will become a liaison between our office, law enforcement, and community crime victim service providers. The requested eight (8) advocates will be utilized for the following units/tracks: Four (4) victims advocate I's will be assigned to the Elder Abuse/Fraud unit, Domestic Violence unit, Repeat Offender cases, Litigation cases. Four victim advocate II's will be assigned to the Major Violators Unit, Sexual Assault Unit, Vehicular Crimes unit and Gangs/Gun Unit. Advocates will assist with the day to day operations of each specialty unit and track. The position is essential to victim and witness maintenance services for the District Attorney's Office. There are currently eight full time advocates for 12 Justice Courts and 20 District Courts. Each Advocate currently has an exceedingly large case load. Our office prosecutes over 20,000 Felony cases and nearly 40,000 misdemeanor cases each year, an average of up to 12,000 cases assigned to each advocate. The advocates appear in court daily. Between sentencing hearings and preliminary hearings, they may be covering 4-6 courtrooms per day. This can consist of escorting victims to court, and/or checking with the attorneys to see if any of the victims need anything, if not, advocates return to the courtroom to check in with their other cases. In addition, each advocate is responsible for the timeliness of returning telephone calls. Currently, the advocates are assigned one of several specialty teams such as Vehicular Crimes, Sexual Assault, Major Violators, Repeat Offender, Gangs/Guns, Elder Abuse, Fraud or Domestic Violence, in addition to one regular track team. The specialty teams cover the cases in that category, while the track teams cover every type of cases from the smallest misdemeanor cases to homicides. Other tasks that advocates perform are referring victims to shelters, medical assistance through the State of Nevada Victims of Crime, and assisting them in registering with VineLink, a national victim notification website that allows victims of crime and the general public, to track the movement of the defendant while in prison/jail. Some of the referral agencies include: Stop DUI, Rape Crisis Center, SafeNest, Shade Tree Shelter, Safe House Shelter, and various social service agencies for housing and/or food assistance. Advocates also assist with witness fee vouchers (mandated per NRS 50.225) and Sexual Assault Victim Assistance (SAVA) applications (mandated NRS 2.52.040) as needed.

Although services will remain concentrated on the victims' involvement in the criminal justice process, they will be carefully coordinated with other Clark County victim service providers. Whenever possible,

victim counselors will accompany victims to preliminary hearings, grand jury proceedings, all pre-trial interviews, and all trials. Whenever needed, we will provide advocacy services to assist victims in dealing with criminal justice personnel, employers, social service agencies, or other individuals or organizations that the victim encounters due to their status as crime victims.

VWAC is seeking funding for two **(2) Public Services Specialist** to provide assistance to the public and victim/witnesses. This position is the first public contact for callers and/or victims to the Victim Witness Assistance Center. Besides directing victims to the proper office or victim advocate, this position will also provide victim support such as case information to the victim and referring victim to community resources if needed. The Public Services Specialists' tasks will include obtaining victim witness fees for victims/witnesses that attend court hearings and keep records (both hard copy and electronic) on all victims. They will also schedule local transportation for victims to attend hearings if they are not able to find transportation for court hearings as well as providing front desk support. With over 60,000 cases that our District Attorney's office receives, there is an urgent need to hire additional Public Services Specialists to assist with the volume of cases received by the Department. In 2019, there was an average of 80-100 vouchers generated each day from victims attending court hearings, and an average of 15-20 calls per hour for a total of 120-160 calls throughout the day. The importance of this position to serve the victims and community of Clark County cannot be overstated.

VWAC is seeking funding for one **(1) Administrative Specialist**. Unfortunately, visitors to Clark County also become victims of crime and leave Clark County to return home without adequate services. Our victim advocates, together with our Administrative Specialist will assist with referrals to victims' services in their area. This position will also assist with the victim/witness's return for court proceedings and contacting victims and witnesses ensuring all travel arrangements such as air travel, ground transportation and lodging accommodations are completed for victims/witnesses locally, nationally and around the world. Out of state travel for victims and witnesses can be very complicated and stressful for victims/witnesses. With the assistance of the Administrative Specialist working through their travel needs, the victim/witnesses will have more peace of mind. This position will also provide victim notification and assistance to victim advocates when needed.

VWAC is required to maintain statistics and data for the VOCA grant to remain compliant with state and federal data collection policies. VWAC does not have the manpower to input or complete this type of data. VWAC will need staff to monitor the VOCA grant, forecast, analyze, and develop management reports based on trends identified for victims of crime in Clark County. However, Clark County is currently under cost containment efforts countywide and funds to hire additional positions cannot be provided through the general fund. We are seeking funds to fund one part-time **Management Analyst** to provide oversight and reporting for the grant award. The part time Management Analyst will be responsible for ensuring that all grant activities and services are provided, and that data and statistics are gathered and recorded on a regular basis. The Management Analyst will provide each service area with a monthly reporting form, which includes all the information requested by VOCA for electronic quarterly reports, including numerical data, and program outcomes.

VWAC is seeking funding for **one (1) Legal Secretary** to provide assistance and support to VWAC staff and the Administrator. The Victims of Crime compensation (VOC) process has been far too long and frustrating

for victims. This position will assist the victim advocates in collaborating with Victims of Crime to develop a streamlined process for successfully completing the process of filing a claim with VOC. This position will also prepare crime summaries and/or prepare police reports to facilitate an expedited claims process. Efforts will be made to identify and obtain medical information (including financial and insurance data) that can be used to quickly verify claims, provide documentation for filing criminal charges, and accurately establish monetary figures for restitution orders. The process of preparing, processing, and submitting verifiable information for restitution for the courts is always in need of greater attention. Similarly, victims often need assistance with monitoring the collection and distribution of collected restitution or we run the risk of restitution becoming nothing but a hollow promise for victims. This often leaves government agencies (and the taxpayers) to assume the total burden of financially restoring victims and lets offenders escape without repaying the losses that they have caused. The Legal Secretary will work closely with victim advocates to collect and submit documentation to the courts in support of restitution requests.

VWAC is also seeking funding for **one (1) Office Services Manager** who will be responsible for supervising Victim Advocates I and II, as well as any volunteers and interns assigned to VWAC, which usually consists of 15-20 volunteers annually. This position will also be responsible for overseeing the VWAC day to day victim advocate operations including providing direct support services to victims/witnesses. In addition, this position will work closely with VWAC Administrator to ensure all victim advocacy and services are provided.

Emergency Assistance funds will be used to purchase items of necessity; assistance for emergency shelter, food, clothing, and other emergency services that are intended to restore the victim's sense of security and immediate safety. This will include relocation expenses for victims, especially victims of domestic violence for their safety. Their eligibility will be determined by considering the victim's financial expenses and obligations as well as exploring other resource assistance they may have received due to their victimization. Victims are only allowed to utilize one VOCA funding assistance from an agency. Currently, there is no waiting list for Emergency Assistance Funds.

The following are a list of services currently provided by VWAC to victims of crime:

**VWAC front reception** assists all call ins and walk ins with case information as well as community referrals if needed. Another task they assist with is setting up necessary local victim transportation from the victims' home to court proceedings.

**Translation Specialist** provides statements from Spanish to English, interpret for Spanish speaking victims/witnesses updating them on their cases including restitution, and accompany's Spanish speaking victims/witnesses to court hearings and explaining the court process.

**SafeNest** advocate provides assistance to our Domestic Violence Unit by enhancing the safety of, and increased positive outcomes for, domestic violence victims, and their families. Assess the needs of the victims/witnesses and performs any necessary crisis intervention.

**Rape Crisis** advocate provides assistance to our Sexual Assault Unit by enhancing the safety of and increased positive outcomes for, sexual assault victims, and their families. Assess the needs of victims/witnesses and performs any necessary crisis intervention.

**Out of State coordinator** assists with out of state travel of victims and witnesses. This position also coordinates international travel and ensures all travel document requirements are met. This position also contacts any agencies and/persons to assist with successfully arranging victims/witnesses' travel.

**Victim Advocates** provides case management, victim notification and accompaniment of victims/witnesses to court. They also assist with restitution, Victims of Crime application (VOC), Sex Assault Victim Assistance (SAVA) applications as well as assistance with victim's impact statement and registration to VINELink, a national website that allows victims of crime, and the general public, to track the movements of prisoners held by the various states and territories.

Because of the immediacy of the victim's need for safety and court notification case management there is not and cannot be a waiting list for services. Victims of crime receive appointments, assessment, referral, case management and transportation from the inception of the case.

4. Goals and Objectives: 1) Describe the organization's goals and objectives to meet the geographic area's needs; and 2) Provide the projected number of services that will be provided with these grant funds. Note that these projections must match the Scope of Work and Budget Narrative. If applying for both traditional and innovative funds, clarify the services proposed for both programs (1,000 words maximum)

This grant proposal will incorporate several objectives, each maintain a focus on specific services that are critically important to crime victims in Clark County. This approach assures broad coverage of victims' needs and the most effective use of currently available funding. The overall goals and objectives of this year's projects are as follows:

**GOALS:**

Provide and improve support services to targeted crime victim categories, with special emphasis on immigrant and human trafficking victims as well as assist victims of crimes of violence and threats of violence, stalking and harassment with applying for District Court Restraining Orders.

Provide continuity for, and improvement of, support services for victims of domestic violence, sexual assault, and child abuse involved with the criminal justice system.

Develop and implement crime victim services that overcome obstacles to services (such as LEP victims and immigrant victims) and provide connections to resources for them.

Develop and implement methods of more timely support services for crime victims in Clark County through earlier intervention.

Increase the speed and capacity of crime victim notification procedures.

Improve the victim's safety during the course of a criminal domestic violence prosecution in the Clark County Justice Courts and District Courts through increased frequency of victim contact, safety assessments, and safety planning.

To assist victims with seeking and achieving the proper ordering, collection, and distribution of restitution in criminal cases prosecuted in the Clark County Justice Courts and District Courts.

## OUTCOMES/OBJECTIVES:

Provide victim notification services (case status and offender custody status) to at least 200 crime victims per month

Make at least 350 outreach contacts to crime victims each month.

Assist at least 10 crime victims per month with District Court TROs with assistance from SafeNest advocates.

Provide accompaniment to criminal justice proceedings (Grand Jury, Preliminary Hearings, Trials, etc.) to at least 200 victims per month.

Assist at least 70 victims per month in applying for crime victim compensation by providing them with applications, assisting them in completing the applications, and preparing police report summaries.

Provide interpretive and written translation services for at least 200 LEP crime victims annually.

Provide safety assessments and planning to at least 140 crime victims each month.

Provide restitution assistance to at least 20 crime victims per month.

Provide communication electronically to at least 100 crime victims per month.

- 5 **Methods of Accomplishment:** 1) Describe the plan to achieve the outlined goals and objectives. Include how, who, where, and when these goals and objectives will be achieved; and 2) Explain what measurements will be used to report on the program's success. If applying for both traditional and innovative funds, clarify the services proposed for both programs. (1,000 words maximum)

### **(1) District Court case, Stalking and TRO**

This project will provide assistance to victims whose cases involve offenses committed by intimate or romantic partners, victims of stalking, and victims seeking temporary restraining orders from the Clark County District Court. In many cases, a Victim Advocate along with a SafeNest advocate will be assigned to assist persons (primarily involved in misdemeanor criminal cases) with seeking temporary restraining orders under *Nevada Revised Statutes (N.R.S) Section 200.591*. Persons in Clark County who are victims of persistent harassment, threats, or assaults by persons who do not fit the legal definition of family or household members will be assisted in completing applications and accompanied to court hearings. Priority will be given to those who have initiated criminal complaints to help reduce instances of witness intimidation. This project will also offer targeted assistance to victims who are subpoenaed to testify at trials or other hearings taking place at the District Courts, particularly those in the rural or outlying areas of Clark County. On a rotating basis, depending on the scheduling of cases, the assigned Victim Advocate would attend court sessions at the rural District Courts and provide support services (including case and criminal justice system information, crisis counseling, assistance with VOC, etc.) on a prearranged or an as-needed basis.

### **(2) Victim Witness Assistance Center Services Outreach**

This project will serve as the forward and backward link between crime victims in Clark County, the Las Vegas Metropolitan Police Department (LVMPD), and the Clark County District Attorney's Office. VWAC's access to confidential information will facilitate the delivery of outreach services to crime victims. In addition to serving as a conduit for early intervention services, this project will initiate early contact with crime victims whose cases will likely lead to the filing of criminal charges, but where active prosecution has not yet commenced, such as felony cases being reviewed for possible action by a grand jury. In a similar vein, the project will focus on establishing and maintaining ongoing contact with victims involved in the numerous domestic violence cases handled by the Clark County District Attorney's Office until they are assigned to Victim Advocate within the Domestic Violence Unit. When possible, and appropriate, victim advocates will also provide court outreach services for victims.

The project is also designed to assist victims with promptly applying for and receiving State Victims of Crime (VOC) compensation. The Victims of Crime compensation process has been far too long and frustrating for victims. In a collaborative effort with the Victims of Crime, VWAC will assist to develop a streamlined process for successfully completing the process of filing a claim with VOC. Again, utilizing the unique access that VWAC has to LVMPD records, the Victim Advocates, volunteers, legal clerk, Administrative Assistant and Office Services Manager for this project will prepare crime summaries and/or required police reports to facilitate an expedited claims process. Efforts will be made to identify and obtain medical information (including financial and insurance data) that can be used to quickly verify claims, provide documentation for filing criminal charges, and accurately establish monetary figures for restitution orders.

### **Domestic Violence Outreach**

This project will continue to provide integrated support and information services for victims of both misdemeanor and felony domestic violence. It will continue to focus on adults who are victims of violence perpetrated by a family or household member. Services provided to victims under this project will include crisis counseling, information and referral, personal advocacy, and court accompaniment. Information services will include advising victims about the criminal justice system, updating them on case status, and informing them about Crime Victim Compensation and other sources of financial assistance. When appropriate, the victim witness advocates will provide assistance with applying for compensation and completing victim impact statements. Although services will remain concentrated on the victims' involvement in the criminal justice process, they will be carefully coordinated with other Clark County domestic violence service providers. In addition to referrals to community agencies for counseling and legal services, direct communication links will be established to organizations providing these services. This process will include formal mechanisms for sharing client information (with the receipt of appropriate waivers of confidentiality) including written working agreements. Whenever possible, victim advocates will accompany victims to preliminary hearings, grand jury proceedings, all pre-trial interviews, and all trials. Whenever needed, we will provide advocacy services to assist victims in dealing with criminal justice personnel, employers, social service agencies, or other individuals or organizations that the victim encounters due to their status as a crime victim.

Information services provided under this project will include written materials furnished directly to victims, through mail, E-mail or fax, and call back services provided upon request through the Victim

Witness Assistance Center. In addition to the victim and witness advocates cited above, other staff assigned to the project include an additional legal secretary, volunteer advocate assistants and an administrative assistant. The victim advocates and Office Service Manager will provide additional support.

### **Support Services for Child Victims**

This project is focused on the needs of child victims involved as witnesses, or potential witnesses, in criminal cases. It will continue to provide support services to child victims in misdemeanor and felony cases involving violent crimes, focusing on those crimes committed by family or household members. Services will be carried out by an experienced victim advocate in the Domestic Violence Unit and/or Sexual Assault Unit.

Recognizing that age, developmental level, and vulnerability are common factors in all types of child victimization, the victim advocates will provide services designed to compensate for these factors during the child's participation in the criminal justice process. These services include crisis counseling, accompaniment to interviews and court appearances, information and referral to community services, and personal advocacy designed to help the child in successfully dealing with criminal justice personnel and procedures. This advocate will also be responsible for similar services to the non-perpetrator parent, guardians, or foster parents. The project will also incorporate ongoing communication between the VWAC advocate, CPS social workers, and Guardians Ad Litem in all appropriate cases.

The role of prosecutors and victim advocates in assisting with successfully surviving the rigors of the criminal justice system also will be explained. The program will include "kid friendly" activities as well as visits to a courthouse and role-playing that will prepare them for their experiences as a witness in court. Although many of these children never actually testify in court, the program is designed to de-mystify and psychologically ease their anxiety over anticipation of the court process.

### **Support Services for Survivors of Victims of Homicide and Negligent Homicide**

The critical importance of victim services that have been provided by Stop DUI and Parents of Murdered Children is clear. A special initiative involving the project is being developed in connection with Clark County District Attorney's Vehicular Crimes Unit. A special effort will be made to work with the LVMPD Traffic Accident Investigative Service to obtain information about survivors of victims involved in Negligent Homicide and Negligent Injury cases to allow early outreach intervention with these survivors. Funding for a victim advocate for this project has been included in the budget to assure that victim assistance and referral to therapeutic services are available for this target population. The past lack of availability of such services has often meant that survivors have suffered unnecessarily through years of anguish following the loss of a loved one through violent crime. Stop DUI has support groups for victims as a critical piece of the response to violent deaths in our community.

### **Immigrant and Human/Sex Trafficking Victim Assistance**

For immigrant and human trafficking victims we will be collaborating with Legal Aid, the Las Vegas Metropolitan Police Department's Victim Witness Division and RISE through the Rape Crisis Center. Services provided will include assistance with navigating the criminal justice system throughout the case,

language interpretation and translation of documents as needed, document preparation and background checks necessary for processing U-Visa and T-Visa application certifications for eligible immigrant victims. Services to victims in Federal cases will be coordinated through the Victim Services Coordinators with the FBI and US Attorney's Office.

### **Support Services for Victims of Sexual Assault**

The project services will include collaboration with the Rape Crisis Center to provide counseling and crisis support that focuses on strategies for overcoming the psychological and emotional effects of sexual assault.

Delays in providing the necessary support services for sex assault victims can create unnecessary trauma and may limit or destroy the ability to collect legal evidence of the sexual assault. Thus, the inclusion of public service announcements will serve to provide awareness of services and encourage and facilitate early intervention of support services.

### **Victim Interpretive Services**

Residents and visitors that have either limited or no English-speaking ability have both an increased vulnerability to crime and a difficulty in accessing law enforcement and victim assistance resources. While preventing crime against those with language limitations is complex, enhancing access to services is relatively easy. This project will be meeting the expanding needs of victims who have previously experienced language barriers in receiving assistance from victims' services programs in Clark County. Continuing collaboration with the Nevada Certified Court Interpreter Program for interpretive and translation services with multiple interpretive services providers will permit the continued interpretive services to victim service agencies in Clark County. The current service provides for both oral interpretation and written translation services. The Nevada Certified Court Interpreter Program was established in 2002 through Nevada Revised Statutes (N.R.S) Section 1.510.

Currently, Clark County District Attorney's Office has one translation specialist who assists with translation of Spanish to English. This position is currently placed in VWAC to assist with victims, witnesses, and their families.

### **Crime Victim Restitution Assistance**

This project is designed to improve the restitution process through effective and timely collection of restitution, and the compilation and dissemination of complete and accurate victim restitution information. Emphasis will be placed on establishing and maintaining contact with crime victims regarding all restitution related issues. From first contact to the full completion of restitution payments a top priority will be collecting accurate, thorough and up to date victim contact information. Various personal and technological methods will be employed to maintain the accuracy of this information throughout the criminal justice process. Project personnel will similarly and simultaneously focus on establishing verified amounts of restitution owed to victims and will provide updated restitution details as they become available. Each victim contacted will be provided with a copy of the restitution application. Primary responsibility for maintaining contact and fielding post conviction inquiries from victims will also be vested

with this personnel. They will also be the main point of contact for those individuals and agencies involved in the collection and disbursement of restitution.

## **Project Timeline**

### **(1) District Court Case, Stalking and TRO**

#### **July 2021:**

Hire limited term and contract project staff.  
Train new project staff on District Court TRO procedures.  
Implement Project services.  
Review MOU with SafeNest

#### **August 2021:**

Prepare and review July District Court TRO Report  
Contact District Court Administrative Judge regarding District Court TRO project staff

#### **September 2021:**

Prepare and review August District Court TRO Report

#### **October 2021:**

Prepare and review July Outreach and VOC Report Outreach and VOC Report District Court TRO report and Quarterly Reclassified Case statistics  
Review Quarterly Reclassified and Stalking Case statistics

#### **November 2021:**

Prepare and review October District Court TRO Report

#### **December 2021:**

Prepare and review November District Court TRO and Reclassified Report

#### **January 2022:**

Prepare and review Quarterly District TRO and Reclassified Report  
Review Quarterly Reclassified and Stalking Case statistics with project staff

#### **February 2022:**

Prepare and review January District Court TRO and Reclassified Report

#### **March 2022:**

Prepare and review February District Court TRO and Reclassified Report

#### **April 2022:**

Prepare and review Quarterly District TRO and Reclassified Report  
Review Quarterly Reclassified and Stalking Case statistics with project staff

#### **May 2022:**

Prepare and review April District Court TRO and Reclassified Report

#### **June 2022:**

Prepare and review May District Court TRO and Reclassified Report

#### **July 2022:**

Prepare and Review Quarterly District Court TRO and Reclassified Report

### **(2) Victim Witness Assistance Center Services Outreach**

#### **July 2021:**

Hire limited term and contract project staff.

Train new project staff on Outreach and VOC procedures.

Implement Project Services

**August 2021:**

Prepare and review July Outreach and VOC Report

**September 2021:**

Prepare and review August Outreach and VOC Report

**October 2021:**

Prepare and review Quarterly Outreach and VOC Report

Review Quarterly Outreach and VOC statistics with Project Staff

**November 2021:**

Prepare and review October Outreach and VOC Report

**December 2021:**

Prepare and review November Outreach and VOC Report

**January 2022:**

Prepare and review Quarterly Outreach and VOC Report

Review Quarterly Outreach and VOC statistics with Project Staff

**February 2022:**

Prepare and review January Outreach and VOC Report

**March 2022:**

Prepare and review February Outreach and VOC Report

**April 2022:**

Prepare and review Quarterly Outreach and VOC Report

Review Quarterly Outreach and VOC statistics with Project Staff

**May 2022:**

Prepare and review April Outreach and VOC Report

**June 2022:**

Prepare and review May Outreach and VOC Report

**July 2022:**

Prepare and review Quarterly and Annual Outreach and VOC Reports

**(3) Domestic Violence Outreach**

**July 2021:**

Hire limited term and contract project staff.

Train new project staff on Domestic Violence Outreach procedures

Implement Project Services

Review MOU with SafeNest

**August 2021:**

Prepare and review July Domestic Violence Outreach Report

**September 2021:**

Prepare and review August Domestic Violence Outreach Report

**October 2021:**

Prepare and review Quarterly Domestic Violence Outreach Report

Review Quarterly Domestic Violence Outreach statistics with Project Staff

**November 2021:**

Prepare and review October Domestic Violence Outreach Report

**December 2021:**

Prepare and review November Domestic Violence Outreach Report

**January 2022:**

Prepare and review Quarterly Domestic Violence Outreach Report

Review Quarterly Domestic Violence Outreach statistics with Project Staff

**February 2022:**

Prepare and review January Domestic Violence Outreach Report

**March 2022:**

Prepare and review February Domestic Violence Outreach Report

**April 2022:**

Prepare and review Quarterly Domestic Violence Outreach Report

Review Quarterly Domestic Violence Outreach statistics with Project Staff

**May 2022:**

Prepare and review April Domestic Violence Outreach Report

**June 2022:**

Prepare and review May Domestic Violence Outreach Report

**July 2022:**

Prepare and review Quarterly and Annual Domestic Violence Outreach Reports

**(4) Support Services for Child Victims**

**July 2021:**

Hire limited term and contract project staff.

Train new project staff on Child Victim Services procedures

Implement Project Services

**August 2021:**

Prepare and review July Child Victim Services Report

**September 2021:**

Prepare and review August Child Victim Services Report

**October 2021:**

Prepare and review Quarterly Child Victim Services Report

Review Quarterly Domestic Child Victim Services statistics with Project Staff

**November 2021:**

Prepare and review October Child Victim Services Report

**December 2021:**

Prepare and review November Child Victim Services Report

**January 2022:**

Prepare and review Quarterly Child Victim Services Report

Review Quarterly Child Victim Service statistics with Project Staff

**February 2022:**

Prepare and review January Child Victim Services Report

**March 2022:**

Prepare and review February Child Victim Services Report

**April 2022:**

Prepare and review Quarterly Child Victim Services Report

Review Quarterly Child Victim Services statistics with Project Staff

**May 2022:**

Prepare and review April Child Victim Services Report

**June 2022:**

Prepare and review May Child Victim Services Report

**July 2022:**

Prepare and review Quarterly and Annual Child Victim Services Reports

**(5) Support Services for Survivors of Victims of Homicide and Negligent Homicide**

**July 2021:**

Hire limited term and contract project staff.

Train new project staff on VCU and Homicide/Negligent Victim Services procedures

Implement Project Services

Meet with Stop DUI and Parents of Murdered Children to introduce victim advocate

Meet with LVMPD Traffic Accident Investigative Services

**October 2021:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**January 2022:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**April 2022:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**July 2022:**

Review Quarterly PMT Report

Review Annual VOCA Report

**(6) Immigrant and Human/Sex Trafficking Victim Assistance**

**July 2021:**

Hire limited term and contract project staff.

Train new project staff on Human/Sex Trafficking and Immigrant Victim Assistance procedures.

Implement Project Services

Review MOU with Rape Crisis to include RISE

**August 2021:**

Prepare and review July Human Trafficking and Immigrant Victim Assistance Report

**September 2021:**

Prepare and review August Human Trafficking and Immigrant Victim Assistance Report

**October 2021:**

Prepare and review Quarterly Human Trafficking and Immigrant Victim Assistance Report

Review Quarterly Human Trafficking and Immigrant Victim Assistance statistics with Project Staff

**November 2021:**

Prepare and review October Human Trafficking and Immigrant Victim Assistance Report

**December 2021:**

Prepare and review November Human Trafficking and Immigrant Victim Assistance Report

**January 2022:**

Prepare and review Quarterly Human Trafficking and Immigrant Victim Assistance Report

Review Quarterly Human Trafficking and Immigrant Victim Assistance statistics with Project Staff

**February 2022:**

Prepare and review January Human Trafficking and Immigrant Victim Assistance Report

**March 2022:**

Prepare and review February Human Trafficking and Immigrant Victim Assistance Report

**April 2022:**

Prepare and review Quarterly Human Trafficking and Immigrant Victim Assistance Report

Review Quarterly Human Trafficking and Immigrant Victim Assistance statistics with Project Staff

**May 2022:**

Prepare and review April Human Trafficking and Immigrant Victim Assistance Report

**June 2022:**

Prepare and review May Human Trafficking and Immigrant Victim Assistance Report

**July 2022:**

Prepare and review final Project Report

**(7) Support Services for Victims of Sexual Assault****July 2021:**

Review MOU with Rape Crisis Center

**October 2021:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**January 2022:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**April 2022:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**July 2022:**

Review Quarterly PMT and Annual VOCA Report

**(8) Victim Interpretive Services****July 2021:**

Meet with Nevada Certified Court Interpreter Program

**October 2021:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**January 2022:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**April 2022:**

Review Quarterly PMT Report

Review Quarterly Expenditure Report

**July 2022:**

Review Quarterly PMT Report

Review Annual VOCA Report

We will collect program service data in all the categories listed below. This data will undergo basic quantitative analysis and comparison to ensure adequate service delivery to the designated client populations in each project. In addition, client satisfaction surveys will be mailed/e-mailed, or both, to every victim receiving services at the conclusion of the criminal prosecution. The results of these surveys will then be tabulated and aggregated for analysis (target average: better than 4.0). Survey respondents who have indicated a willingness to provide more details will then be contacted via telephone to complete an additional set of more in-depth questions. Among those contacted for personal telephone interviews a smaller group will be selected to participate in a focus group (or groups) that would involve an in-depth discussion of specific victim needs within the criminal justice process.

1. Number of outreach letters sent to crime victims (Target 175/month)  
Victims will receive information about case status, criminal justice process, and about community resources thus lessening their stress and trauma and making them more informed and empowered.
2. Number of victims provided with Court Accompaniment (target 100/month)  
Victims will have an advocate to assist them while waiting and participating in court proceedings, thus providing them with psychological and emotional support, information, and greater safety. Victims who understand the process experience reduced stress, trauma, and anxiety.
3. Number of victims provided with criminal justice system and case information electronically (Target 50/month) Victims receiving case updates, criminal justice information and community referrals suffer less stress and trauma.
4. Number of sexual assault victims provided with crisis support services (target 100 annually).
5. Number of immigrant victims provided with U-Visa and T-Visa assistance (target 10/year) U-Visa and T-Visa applicants who receive Prosecutor Certification are permitted to legally remain in the U.S., may be lawfully employed, and may have family members join them.
6. Number of LEP victims of crime provided with language interpretation and translation services (target 200/year) for crime victims with limited English proficiency who receive language interpretation and or translation services can fully participate in the criminal justice process and have a greater understanding of the rights and services available to them.
7. Number of deaf/hard of hearing crime victims provided with sign interpretation (target 10/year) Crime victims who are deaf or hard of hearing who receive sign interpretation services can fully participate in the criminal justice process and have a greater understanding of the rights and services available to them.
8. Number of survivors of victims of Homicide and Negligent Homicide provided with support services. (target 40/year) Survivors of Victims of homicide or negligent homicide who receive

support services have a better understanding of the criminal justice process, reduced levels of trauma, and have a better understanding of the rights and services available to them.

9. Number of victims provided with restitution assistance including copies of Judgements (target 20/month). Victims who receive restitution assistance are more likely to achieve financial recovery thus reducing stress and trauma. They also experience a greater sense of satisfaction and justice at the conclusion of the criminal justice process.

6 Availability and Accessibility of Services: 1) Detail the availability of services within the organization's geographic area; 2) Identify other organizations providing similar services and describe why duplication of services is warranted; and 3) Describe resources or planning that support sustainability, including diverse funding resources, staff commitments, and longevity of the organization. (1,000 words maximum)

The Clark County District Attorney's Office supports the VWAC by providing office space, office supplies, desks, and collateral staff. Clark County District Attorney's VWAC office partners with SafeNest and The Rape Crisis Center in providing office space. To maintain the agreement to work collaboratively to enhance the safety of the victim and increase the positive outcomes for domestic and/or sexual assault victims, and their families.

VWAC currently obtains funding from numerous resources to sustain its programs. Federal, state, and local government dollars provide the foundation for the agency. The Victim Witness Assistance Center's creation in 1976 as a separate division to assist victims/witnesses through the criminal prosecution system followed a long history as a component of the Clark County District Attorney's Office. The department can maintain sustainability of program functions; however, it is uncertain whether the staffing levels could be sustained due to decreased county revenues, ongoing countywide cost containment efforts and the nationwide economic crisis. Following economic recovery VWAC will seek Clark County general funds to sustain these critical services.

As stated earlier, we have identified safety, financial support, psychological/emotional support, and clear and accurate information as the key needs of crime victims. If these needs are met as we propose in the projects described above victims are far more likely to participate in the criminal justice process. With support, both crime victims at the public at large will benefit from a more effective and satisfying criminal justice system.

Clark County District Attorney's Office VWAC will continue to seek substantial financial support from Clark County and the State of Nevada for the services outlined above. We plan to continue and intensify these efforts.

7. Community Coordination/Collaboration: 1) Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration; 2) Describe how this program will encourage the collaborative effort of various agencies or organizations by working with existing programs or forming new partnerships to provide the proposed services; and 3) include any current Memorandums of Understanding and/or Letters of Intent in your application packet. (1,000 words maximum)

The primary participating agencies are identified in the project description above. The conduit method of funding will be utilized to fund certain services identified in the project descriptions. The VOCA grant and the agencies we collaborate with will be used to target identified priority victim populations or services. Priorities are determined by considering a variety of factors and based on the belief that utilizing experienced and qualified community-based agencies is the most effective means of addressing the basic crime victim needs identified in our problem statement. To establish priority services, consideration is given to VOCA priority categories, input from crime victims through our client satisfaction surveys and follow up telephone surveys, and periodic input from community service providers.

As noted earlier in our application, Legal Aid Center of Southern Nevada is our primary collaborating agency for immigrant victims. Nevada Certified Court Interpreter Program will provide interpretive and translation services and will be a key partner for service delivery to immigrants, visitors, and other non-English speakers. The Rape Crisis Center has been an active partner both operationally and as providing support services to victims of sexual assault.

Legal Aid Center of South Nevada, RISE through Rape Crisis Center, and the Las Vegas Metro Police Department Victim Witness are active partners with our services to human/sex trafficking and immigrant victims. This interaction consists of both cross referrals as well as some direct operational cooperation.

We regularly coordinate with U.S. Attorney's Victim Assistance Program.

Stop DUI and Parents of Murdered Children continues to collaborate with VWAC VCU on several levels to insure proper support services to survivors of victims of homicide and negligent homicide and victims of negligent injury.

For domestic violence victims SafeNest, Shade Tree Center, and Safe House Shelter are active partners daily. Las Vegas Metropolitan Police Department CID, particularly the Domestic Violence and Sexual Assault Units collaborate extensively with us in providing DV and sex assault victim support services. FBI Victim Services will also assist us in providing services to victims and parents in interstate and international child kidnapping cases, human trafficking cases, and mass casualty response. The Judiciary Adult Client Services Branch assists us with providing support and safety planning services to domestic violence victims.

The Department of Public Safety and Paroling Authority are key partners in providing victims with offender release notifications both manually and through the SAVIN (VineLink) automated victim notification system.

8. Vicarious Trauma: Vicarious trauma, also known as secondary trauma, provider fatigue, or compassion fatigue can have long-lasting effects on service providers who work closely with crime victims. 2) Describe what services or strategies will be utilized to address vicarious trauma involving direct service providers. (1,000 words maximum)

- Maximize collegiality and support from colleagues to avoid isolation.
- Plan workload, allowing space and time in between exposure to traumatic materials.
- Adopt a healthy lifestyle to ensure physical wellness (diet and exercise).
- Explore one's own personal attitudes towards victims and perpetrators.
- Reflect on personal experiences with the topic.
- Find the 'humour' in situations to alleviate stress and tension<sup>4</sup>.
- Know that this work will affect employees and learn how to identify early warning signs of vicarious trauma and emotional distress.
- Know that this is a normal reaction to doing work on traumatic material.
- Develop and employ self-care strategies, including personal debriefing and safety plans

Provide supportive and effective supervision during intensive data collection / analysis, and create opportunities for balancing workload and rotating responsibilities.

- Supervisors and project managers should have referral mechanisms in place and understand the nature and manifestations of vicarious trauma in order to recognize symptoms in team members and refer if and when necessary.
- In research projects where fieldwork requires teams of researchers to directly interact with victims or perpetrators of sexual and intimate partner violence, team dynamics must be monitored to address and manage possible conflict within teams.
- Individuals and research teams must be well prepared before initiating data collection. This includes preparation in terms of materials, food, lodging, payment, transportation and other logistics to carry out the research project efficiently and effectively.
- Planning of field research should take into account the safety and security of researcher teams (e.g. Driving at night in rural areas where there are animals on the roads, violent reactions from abusive partners of participants aimed at researchers; working in institutions such as prisons which may render researchers vulnerable). Planning could include training on dealing with potential violent responses while conducting research.
- Provision for ongoing emotional support and workload management for researchers must be made within the research protocol. This may include regular debriefing sessions, in groups and individually by an external professional, defining how many interviews to be done per day, and providing an option for referral to professional support to those who may need it.
- Provision of a referrals contact list or a map of referral mechanisms post-project

9. Underserved Priority Areas: DCFS has determined that the previously underserved populations that will be targeted for funding are: Children and Minors, Immigrants, Elderly, People with Disabilities, LGBTQIA2+, Tribal Communities, and Homeless. For each underserved population that you indicated your agency was going to use this funding for provide the following information: 1) Provide data on the number of individuals in this group that your agency is/has served; 2) How your services are or will be tailored to meet the specific needs of the population, including how your agency provides culturally sensitive services; and 3) How your agency plans on increasing outreach and services for individuals in the targeted group. (1,000 words maximum)

Currently, VWAC is not able to provide data on the number of individuals in the underserved priority areas. Our current case management system does not have this capability because it was not information that our department collected. Moving forward, our current case management system will be upgrading to a more advance system and this will be implemented to reflect and provide the information requested by VOCA.

10. Innovation: For Innovation Application ONLY- 1) Describe what qualification(s) of innovation (see list in the Program Requirements section of this NOFO) your program will have and how that will benefit the victims you will serve. (1,000 words maximum)

**NON-APPLICABLE – NOT APPLYING**

11. Innovative Priority Funding Areas: For Innovation Application ONLY- DCFS has determined that the priority funding areas are: children as secondary victims of domestic violence, military sexual trauma, service delivery innovation for sexual assault victims in rural communities, homeless related victim services excluding shelter, human trafficking, and Native American Tribes/Organizations. For each underserved population that you indicated your agency was going to use this funding for provide the following information: 1) Provide data on the number of individuals in this group that your agency plans to serve, 2) How your services are or will be tailored to meet the specific needs of the population, and 3) How your agency plans on increasing outreach and services for individuals in the targeted group

**NON-APPLICABLE – NOT APPLYING**

Population: For Innovation Application ONLY- 1) Describe the unique needs of the population that your innovation program will be serving and how your agency is prepared to address those needs. (1,000 words maximum)

## **Section 6- Agency Self- Assessment**

<b>Section A: GENERAL INFORMATION</b>	
Organization Name	Clark Count Office of the District Attorney
Fiscal Point of Contact	<p>Name: Michael Li Title: Senior Management Analyst</p> <p>Address: 200 Lewis Avenue 3<sup>rd</sup> Floor</p> <p>Phone: (702)-671-0988 Email: Michael.li@clarkcountyda.com Fax: (702)455-2294</p>
Program Point of Contact	<p>Name: Ana Malafu-Eliesa Title: Victim Witness Administrator</p> <p>Address: 200 Lewis Avenue 3<sup>rd</sup> Floor</p> <p>Phone: (702)617-2531 Email: <a href="mailto:ana.malafu-eliesa@clarkcountyda.com">ana.malafu-eliesa@clarkcountyda.com</a> Fax: (702)455-2294</p>

Organization Info	DUNS #:117486331	EIN #:88-6000028	URL: clarkcounty.nv.gov
	State Vendor #:N/A	# of Employees:15,000	
	Registered with SAM.gov? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO      Expiration Date: <u>04/14/2021</u>		
	Is your organization or its principles presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions by any federal department or agency? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, please skip the rest of questionnaire, sign, and return)		
1. Type of Organization (check all that apply):			
<input type="checkbox"/> University <input type="checkbox"/> Foundation <input type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For-Profit <input type="checkbox"/> Government Entity – City <input type="checkbox"/> Government Entity – District <input checked="" type="checkbox"/> Government Entity – County <input type="checkbox"/> Government Entity – State <input type="checkbox"/> Other: _____			
2. Organizational Fiscal Year (Month and Year):July 2021			
3. Name of Cognizant Federal Agency (if applicable): N/A		Approved Indirect Rate: N/A	
4. Approximate total organization-wide annual operating budget:			
Federal Funds	Previous Fiscal Year \$29,618,224	Current Fiscal Year \$28,023,424__	
Non-Federal Funds	\$1,646,983,260	\$ <u>1,521,458,154</u>	
5. Did your organization expend more than \$750,000 in Federal funds combined? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
6. Have your organizations' annual financial statements been audited by an independent audit Firm? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			

7. Has your organization received funds for activities which are similar to, or the same as the currently proposed subgrant award? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
8. Has your organization managed federal or state funds in the last 5 years? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
9. Organization Director has been in place for:
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3-5 years <input checked="" type="checkbox"/> 5+ years
10. Fiscal key personnel have been in place for:
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3-5 years <input checked="" type="checkbox"/> 5+ years
11. Program key personnel have been in place for:
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3-5 years <input checked="" type="checkbox"/> 5+ years
12. Certify that checked policies and procedures exist within your organization:
<input checked="" type="checkbox"/> Personnel (including Time and Attendance, Pay Rate & Benefits, Time and Effort, Discipline and Conflict of Interest)
<input checked="" type="checkbox"/> Travel <input checked="" type="checkbox"/> Financial Management (including Purchasing, Receivables, and Payables) <input checked="" type="checkbox"/> Internal Controls
<input checked="" type="checkbox"/> Equipment & Inventory <input checked="" type="checkbox"/> All National Policy Regulations (i.e., Civil Rights, Disability etc.)
<b>Section B: BUDGET FORMATION &amp; ADMINISTRATION</b>
1. Does the organization have an operating budget for each of its grants? (UG §200.302) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. Who are the people responsible for developing and reviewing the budget(s) for your organization?

Names and titles: Jessica Colvin-Chief Financial Officer, Anna Danchik-Comptroller	
3. Does the organization have fiscal controls that result in (UG §200.303):	
a. Control of expenditures within the approved operating budget?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Management review and approval prior to issuing budget amendments or incurring obligations or expenditures that deviate from the operating budget?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4. Is there timely, periodic financial reporting to management that permits (UG §200.308):	
a. Comparison of actual expenditures with the budget for the same period?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Comparison of revenue estimates with actual revenue (including program income, if applicable) for the same period?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
5. Is the responsibility for maintain budget control established at all appropriate levels?	
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
6. What steps are taken if projected revenues were insufficient to cover actual expenditures?	
Describe: Reduction of Expenditures	
<b>Section C: INTERNAL CONTROLS</b>	
1. Describe your organization-wide segregation of responsibilities in context of checks and balances and advise where they reside within your policies or procedures regarding segregation of responsibilities: Clark County Finance	
2. Are specific officials designated to approve payrolls and financial transactions at various dollar levels?	
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3. Do the procedures for cash receipts and disbursements include the following safeguards:	
a. Receipts are promptly logged, restrictively endorsed, and deposited in an insured bank account.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Bank statements are promptly reconciled to the accounting records and are reconciled by someone other than the individual(s) handling cash, disbursements and maintaining accounting records.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
c. All disbursements (except petty cash and electronic disbursements) are made with pre-numbered checks.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

d. Supporting documents (e.g., purchase orders, invoices, etc.) accompany the checks submitted for signature, and are marked paid or otherwise prominently noted after payments are made. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
e. Checks drawn to "cash" and advance signing of checks are prohibited. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
f. Multiple signatures are required on checks. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
4. Are individuals of trust required to take leave and delegate their duties to others while on leave? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Section D: ACCOUNTING</b>		
1. Does the organization have written accounting policies and procedures to assure uniform practice in the following areas:		
a. Procurement	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. Contract Administration	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
c. Payroll	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
d. Records to justify costs of salaries and wages	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
e. Inventory	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
f. Vendor payments	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
g. Federal draws	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
h. Grants budgeting and accounting	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
i. Cash management	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
j. Audit resolution	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
k. Cash receipts	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
l. Disbursements	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
m. Records retention	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. Does the organization use the same policies and procedures for accounting for and expending federal funds as it does for its organization funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
3. Are all appropriate accounting staff trained on current federal policies, procedures, and instructions on accounting for and expending federal funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
4. What accounting system does your organization use (e.g. QuickBooks, Peachtree, Socrates Media or custom)? Describe: SAP  How long it has been in use: 15 years		
5. Which accounting basis is used by your organization? <input type="checkbox"/> Cash basis <input checked="" type="checkbox"/> Accrual basis <input type="checkbox"/> Modified Accrual		
6. Are grant funds accounted for separately in your financial management system? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Have separate module for grants funds in our financial management system		
7. Does your organization use a chart of accounts and accounting manual? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
8. For each grant, does the accounting system provide the following information:		
a. Authorizations	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. Obligations	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
c. Funds received	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
d. Program income	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
e. Subawards	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
f. Outlays	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
g. Unobligated balances	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
9. Are obligation records by:		
a. Funding source	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. Object codes	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

10. Are accounting records supported by source documentation (e.g., canceled checks, paid bills, payrolls, contract and subaward documents, etc.) ☒ YES ☐ NO

11. Are purchasing and payment functions separate? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
12. Do accounting staff review the following items prior to entry into the system:		
a. Authorizations	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. Purchase Orders	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
c. Payments	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
13. Are there controls to preclude:		
a. Over-obligation	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. Under-or overstatement of unliquidated obligations	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
c. Duplicate payments	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
d. Inappropriate charges to grants	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
14. Does the organization have effective control over, and accountability for, all funds, property, and other assets? The organization must adequately safeguard all assets and assure they are used solely for authorized purposes (UG §200.302) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
15. Does the organization reconcile bank statements (at least) monthly? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
16. Are vouchers or supporting documents identified by grant, number, date, and expense classifications? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
17. Are checks submitted for signature accompanied by supporting documents? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
18. Are invoices and vouchers approved in advance by authorized officials, prior to payment? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
19. For credit cards:		
a. Does the bank provide the subrecipient with a list of credit-card users?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. Are the balances of credit cards capped?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
c. Are credit card purchases used for business purposes only?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

## Michael Li

(702)338-1147  
1734 Stagecoach Drive  
Henderson, NV 89014

[Danieltess@msn.com](mailto:Danieltess@msn.com)

### Professional Accomplishments

- Associates Degree in Accounting
- Bachelors Degree in Business Management
- Certificate of Accounting
- Enrolled Agent
- Accounting Courses Taken:
  - Accounting Principles I
  - Accounting Principles II
  - Personal Income Tax
  - Quickbooks Accounting
  - Peachtree Accounting
  - Intermediate Accounting I
  - Intermediate Accounting II
  - Cost Accounting
  - Audit
- 25 years experience in Microsoft Excel, Word, and Outlook
- 9 years experience in SAP

**Work  
History**

01/20-Present Intuit Seasonal Tax Expert Full Service and Audit

- Help TurboTax customers who are working on their tax return with 1) Tax advice, including return preparation and signature when required; 2) Product/software inquiries, and 3) Tax calculations

10/16-04/18 HR Block

Master Tax Preparer

Enrolled Agent

- Prepare clients income tax returns

05/20- Present Clark County District Attorney Las Vegas, NV

Senior Management Analyst

- Provides complex and sensitive management and programmatic support to the County Manager, Board of Commissioners and/or a major department.
- Assists in developing goals, objectives, policies, procedures and work standards for the department or program to which assigned; coordinates budget development for the function(s) and administers expenditures for assigned areas of responsibility.
- Develops and implements funding and staffing requirements for the programmatic area to which assigned; prepares grant and alternative funding requests; monitors activities and ensures that all programmatic and reporting requirements are met

10/14-05/20 Clark County Department of Aviation Engineering Las Vegas, NV

Management Analyst II

- Expert in compliance and grant funding with Federal Aviation Administration (FAA) Construction and Planning grants.
- Prepare initial grant allocation, pay estimates review and reimbursement of current FAA Grants Project.
- Coordinator for all Airport Projects including Capital Projects, In-House Projects and tenant improvements.
- Construction cost accounting for 7L/25 \$25 Million Reconstruction Project.
- Expert on SAP-Fund Management/Fixed Asset/Capital Project for current Airport Capital Projects
- Expert on Governmental (Enterprise Fund) accounting.
- Advanced Excel skills on spreadsheets as well as analytical and accounting research techniques.
- Produce expense report and reimbursements for Law Enforcement Agreement and Canine Handling Agreement with Homeland Security.

11/08-Present Clark County Department of Aviation Planning Las Vegas, NV  
Management Analyst II

- Expert in compliance and grant funding with Federal Aviation Administration (FAA) Construction and Planning grants.
- Prepare initial grant allocation, pay estimates review and reimbursement of current FAA Grants Project.
- Perform routine project analytical, and support duties related to the Department of Aviation's planning section.
- Expert on SAP-Fund Management/Fixed Asset/Capital Project for current Airport Capital Projects
- Advanced Excel skills on spreadsheets as well as analytical and accounting research techniques.
- Produce expense report and reimbursements for Law Enforcement Agreement and Canine Handling Agreement with Homeland Security.
- Plan and organize administrative, operational, budgetary, and other analytical studies related to the activities of the Planning Section. Implement changes resulting from studies and analyzes.
- Process all Planning procurements and invoices in a timely and accurate manner.
- Process Federal program reimbursements for the Airport : Paradise Pad Ramp and Apron Reconstruction \$29 million Taxiway G Reconstruction \$9 million Terminal 3 Apron \$6.3 million Taxiway E and H Reconstruction \$22 million D Gate apron and Taxiway C \$28 million North Las Vegas Airport Airfield Improvements \$990,000.

11/07-11/08 Clark County Department of Aviation Las Vegas, NV

Administrative Specialist

- Assistant to management analyst and manager of the consolidated rental car facility for the McCarran International airport.
- Expert on SAP- for purchase requisition, purchase order and migo payments.
- Advanced Excel skills on spreadsheets as well as analytical and accounting research techniques.
- Budget liaison for the Consolidated Rental Car Facilities with an operational budget of \$14 million. Coordinates a variety of operational activities including interacting with on-site security, rental car agencies, bus operators, etc., to ensure that established procedures are followed.
- Process end of year accrual adjustment for the Department.

03/06-11/07 Clark County Department of Aviation Las Vegas, NV  
Administrative Secretary

- As the Budget Liaison for my division with an operational budget of \$8 million per year. I am responsible for the purchase orders, payments using the software sap.
- Expert on SAP- for purchase requisition, purchase order and migo payments.
- Advanced Excel skills on spreadsheets as well as analytical and accounting

research techniques.

- Process end of year accrual adjustment for the Department.
- Prepare Board of County Commissioners agenda items and accompanying materials for Employee Services section contracts.
- Assistant to the assistant director of aviation-employee/risk management services with labor relations, training, recruitment, fmla, working compensation, safety and environmental.
- Database administrator for grievance and discipline tracking for all airport employees.
- Responsible for office supplies, purchase orders, accounts payable.

9/05 - 3/06      Clark County Department of Aviation      Las Vegas, NV  
Office Specialist

- Discusses recruitment plans with management staff, prepares recruitment and selection materials; Uses appropriate software to prepare selection process statistics and other departmental records and reports.
- Responds to questions and provides factual information and interprets procedures and regulations to Airport.

9/05 - 3/06      City of Los Angeles-Street Lighting      Los Angeles, CA  
Project Coordinator-Supervisor

- Plans and organizes administrative, operational, budgetary or other studies related to the activities or operational area street lighting projects under Enterprise Funding.
- Advanced Excel skills on spreadsheets as well as analytical and accounting research techniques.
- Supervised and coordinated activities of workers engaged in service information of street lighting assessment and projects for the bureau of street lighting
- Process end of year accrual adjustment for the Department.
- Budget administrator with operational budget of \$17 million per year.
- Research and adjust databases for assessments of street lights.

1/03-08/04      City of Los Angeles-Housing      Los Angeles, CA  
Management Assistant

- Coordinating departmental budget development and administration with an operational budget of \$25 million per year, reviewing, coordinating the development of departmental automated systems and representing the department.
- Expert on Governmental (Enterprise Fund) accounting.
- Responsible for budget monitoring and evaluation.
- Advanced Excel skills on spreadsheets as well as analytical and accounting research techniques.

- Post and reconcile daily payments.
- Prepare weekly revenue budget report for the assistant manager.
- In charge of monthly performance and budget reports of my division.
- Negotiates and administers a variety of agreements and service contracts with vendors for the Billing and Collection Department.
- Provides liaison and staff support to a variety of committees.

10/01-08/04    City of Los Angeles-Sanitation                      Los Angeles, CA  
Assistant Supervisor

- Perform monthly expense and revenue accrual analysis for trash service collection.
- Supervised and coordinated activities of workers engaged in service information by telephone to callers for the Bureau of Sanitation regarding trash services.
- Responsible for budget monitoring and evaluation.
- Advanced Excel skills on spreadsheets as well as analytical and accounting research techniques.
- Conducted classroom and on-the-job training to maintain and improve service standards, supervised and coordinated activities of workers engaged in resolving customer problems and complaints concerning matters, such as service and billing.

5/95-10/01    600 Spring Cafeteria                                      Los Angeles, CA  
General Manager

- Financial statements reported on full accrual based accounting.
- Perform monthly expense and revenue accrual analysis.
- Responsible for budget monitoring and evaluation.
- Responsible for orders, purchases, inventory and bookkeeping.
- Expert in Excel Spreadsheets.
- In charge of monthly financial statements. Responsible for contracts for leases for the equipment as well as the building lease.
- Supervise accounts payable, accounts receivable and payroll.
- Perform the daily business operations from opening to closing, weekly, monthly, annual budgetary analysis with revenue and expense reports.

**Education**      Van Nuys High School      Van Nuys, CA

- High School Diploma

Santa Monica College      Santa Monica, CA

- Associates Degree in Accounting

Kaplan University      Davenport, IA

- Bachelors in Science Business Management

**References**      Available upon request.

# **ANA F. MALAFU-ELIESA**

## **SKILL HIGHLIGHTS**

- Leadership and communication skills
- Interpersonal skills
- Self-motivated
- Training and development
- Departmental operational management
- Fast Learner and Self Starter
- Problem Resolution
- Analytical Skills
- Change Implementation
- Procedure Development
- Program Management
- Collaboration of agencies
- Hawaii Judiciary Court certified Tongan Interpreter

## **EMPLOYMENT HISTORY**

### **Clark County District Attorney's Office**

#### **Victim Witness Administrator**

#### **March 2020 – Current**

- Principal staff person on all operations, technical, planning, personnel, and development matters for Division
- Supervises and trains victim witness counselors, volunteers, and clerical staff, and, assigns duties, evaluates performance
- Formulates policies and procedures for the Division for approval by the District Attorney
- Advises and keeps the Assistant Director of the District Attorney's Office informed regarding the operational and management of the Division and its units
- Participates in the interviewing and makes recommendations regarding the selection of professional staff, including deputy prosecutors
- Prepares and submits annual operating budget requests and funding proposal to local, State, and Federal sources
- Manages two agencies that provide services to victims of domestic violence and sexual assault in the Clark County
- Guides and instructs staff in providing direct services to victims, including crisis counseling, trial preparation, social services referral, advocacy, and case information
- Plans and develops training for staff, volunteers, and other victim service-related agencies.
- Develop and facilitate training of government and community staff victim service providers

- Assess, triage and provides intervention and direct assistance services to persons who have suffered direct or threatened physical, emotional, psychological, or financial harm as a result of violent crime, severe trauma, acts of terrorism, and/or fraud.
- Contacts victims, conducts need assessments and develops an action plan for immediate and on-going services as indicated by the need's assessment.
- Provides crisis intervention services, which are directed toward de-escalating a situation, establishes physical and emotional safety, provides concrete/basic needs services, emergency needs and reinforcing the victim's ability to make choices regarding possible courses of action.
- Maintains involvement through outreach/membership on multidisciplinary teams, with local agencies that provide services to local, state, and federal crime victims.
- Develops and implements public educational activities related to victim concerns and coordination with other federal and local law enforcement agencies, health, social services, schools, and advocacy organizations.
- Coordinates activities relating to the administration of programs for violent crime victims
- Meets with community leaders, business groups, government officials, and others to promote awareness and support for victims of crime.
- Meets with state and local officials, college and high school athletic staff/personnel and others to promote awareness of sexual violence/misconduct
- Facilitates training of school and government faculty/employees on their duties to report incidents as mandated reporters
- Provides consultation and technical assistance to local agencies
- Developed training materials
- Initiates requests for special grants and funding from State and Federal resources
- Maintains Division records and prepares reports required by State and Federal agencies
- Acts as the primary liaison with local, State and Federal law enforcement, judicial, social services for coordination of services to crime victims
- Ability to establish and maintain effective working relationships with persons of different cultures, ethnicities, and socio-economic status and a variety of personnel in varying positions both internal and external to the Prosecutors, treating all individuals with patience, sensitivity, respect, and dignity
- Ability to handle stress and make sound decisions

## **Department of the Prosecuting Attorney Maui County**

### **Victim Witness Division Director**

**June 2014 – March 2020**

- Principal staff person on all operations, technical, planning, personnel, and development matters for Division
- Supervises and trains victim witness counselors, volunteers, and clerical staff, and, assigns duties, evaluates performance
- Formulates policies and procedures for the Division for approval by the Prosecuting Attorney
- Advises and keeps the Prosecuting Attorney informed regarding the operational and management of the Division and its units

- Participates in the interviewing and makes recommendations regarding the selection of professional staff, including deputy prosecutors
- Prepares and submits annual operating budget requests and funding proposal to local, State, and Federal sources
- Prepare and manage annual operating budget value up to 1.2 million of the federal Victims of Crime Act (VOCA) grant for the County of Maui
- Ensures detailed and accurate record keeping of the federal Victims of Crime Act (VOCA) grant
- Manages two agencies that provide services to victims of domestic violence and sexual assault in the County of Maui which covers three different islands (Maui, Molokai, Lanai)
- Establishes working agreements and protocols with related Federal, State, County, and private agencies
- Guides and instructs staff in providing direct services to victims, including crisis counseling, trial preparation, social services referral, advocacy, and case information
- Plans and develops training for staff, volunteers, and other victim service-related agencies.
- Develop and facilitate training of government and community staff victim service providers
- Assess, triage and provides intervention and direct assistance services to persons who have suffered direct or threatened physical, emotional, psychological, or financial harm as a result of violent crime, severe trauma, acts of terrorism, and/or fraud.
- Contacts victims, conducts need assessments and develops an action plan for immediate and on-going services as indicated by the need's assessment.
- Provides crisis intervention services, which are directed toward de-escalating a situation, establishes physical and emotional safety, provides concrete/basic needs services, emergency needs and reinforcing the victim's ability to make choices regarding possible courses of action.
- Maintains involvement through outreach/membership on multidisciplinary teams, with local agencies that provide services to local, state, and federal crime victims.
- Develops and implements public educational activities related to victim concerns and coordination with other federal and local law enforcement agencies, health, social services, schools, and advocacy organizations.
- Coordinates activities relating to the administration of programs for violent crime victims
- Meets with community leaders, business groups, government officials, and others to promote awareness and support for victims of crime.
- Meets with state and local officials, college and high school athletic staff/personnel and others to promote awareness of sexual violence/misconduct
- Facilitates training of school and government faculty/employees on their duties to report incidents as mandated reporters
- Manages and develops the Return Witness Program and Witness Protection Program
- Provides consultation and technical assistance to local agencies
- Developed training materials
- Meets monthly with State Division of Child and Family Services, Child Protective Services, law enforcement victim advocates, Adult Probation and Parole, and various local and federal agencies that serve victims.
- Initiates requests for special grants and funding from State and Federal resources
- Maintains Division records and prepares reports required by State and Federal agencies

- Acts as the primary liaison with local, State and Federal law enforcement, judicial, social services, and other agencies such as the FBI, Child Protection/welfare program, Maui Police Dept., Children's Justice Center, Hawaii Immigration, Homeland Security, Dept. of Public Safety, Hawaii Paroling Authority, Crime Victim Compensation, Family Court/Juvenile Probation Judiciary division, Adult Probation, Adult Protective Services, Domestic Violence Shelter for coordination of services to crime victims
- Ability to establish and maintain effective working relationships with persons of different cultures, ethnicities, and socio-economic status and a variety of personnel in varying positions both internal and external to the Prosecutors, treating all individuals with patience, sensitivity, respect and dignity
- Ability to handle stress and make sound decisions

**Department of the Prosecuting Attorney Maui County**  
**Community Violence Prevention Program Manager**  
**February 2011 - August 2013**

- Oversee Direct Service programs through supervision and support of the Head Prosecutor.
- Maintain collaborative relationships with Community Partners who support violence prevention work
- Design, implement, and conduct ongoing process and outcome evaluation for prevention strategies and project implemented.
- Coordinates activities relating to the administration of programs for violent crime victims
- Developed training materials.
- Maintain continuous quality improvement plan and evaluation plan
- Develop and conduct community education on public safety issues
- Data input as needed
- Supervision of staff, including approving time and effort reports and other human resource aspects.
- Oversee and execute administrative tasks such as drafting/approving Memorandums of Understandings, Check Requests.
- Actively engage in relevant research within the fields of juvenile justice, criminal justice, violence prevention, and youth development
- Grant-writing to ensure continuity of programs in addition to strategic expansion
- Participate in organizational strategies/structural activities.
- Assess and identify issues and strategies to improve response to community violence
- Contracts with caterers, community social suppliers and others for scheduled events
- Train, supervise and provide professional advice to agency heads, employees and the public regarding community violence, sexual violence, domestic violence, and the criminal justice system

**Department of the Prosecuting Attorney Maui County**  
**Victim Witness Counselor**  
**November 2007 - August 2010**

- Assess, triage and provide intervention and assistance to victims at the time they suffered direct or threatened physical, emotional, psychological, or financial harm as a result of a violent crime.
- Contacts victims, conducts need assessments and develops an action plan for immediate and on-going services as indicated by the need's assessment.
- Provides crisis intervention services, which are directed toward de-escalating a situation, establishes physical and emotional safety, provides concrete/basic needs services, emergency needs and reinforcing the victim's ability to make choices regarding possible courses of action.
- Maintains involvement through outreach/membership on multidisciplinary teams, with local agencies that provide services to local, state and federal crime victims.
- Advocate for victims of sexual assault and domestic violence
- Organize and maintain list of victim resources
- Maintain a confidential record of cases where victim advocacy services are requested
- Perform direct client services and program development functions
- Counsel and provides information on sexual violence, domestic violence, law enforcement, the judicial system proceedings, the role of the prosecutor and all other court positions and proceedings
- Arrange and informs victims and their families of court appearances and prepares victims testifying in court
- Accompany and provide moral support to sex assault, domestic violence, and homicide victims in a courtroom setting
- Acts as liaison between the victims and the criminal justice system agencies
- Provide and assist victims and their families with Crime Victim Compensation Commission application
- Refer victims to appropriate community agencies for assistance and services
- Event planning and implementation of victim services
- Assists in making arrangements for transportation, emergency food, clothing and shelter for victims and their families
- Increase public awareness of the Victim/Witness Assistance program

### **Salt Lake County Government Youth Services**

#### **Community Outreach Coordinator and Juvenile Justice Services Liaison**

**August 2005 – May 2007**

- Development and promotion of Federal program Workforce Investment Act (WIA) services to community organizations
- Prepare and manage program budgets and finances
- Ensure program compliance with Federal and state guidelines
- Program liaison and youth recruiter to 3rd District Court Juvenile Justice Services
- Demonstrate knowledge and effectiveness in policy and procedures governing WIA services
- Maintain databases and documentation
- Supervise and train staff and students on community outreach efforts
- Develop, schedule and conduct employment and life skills related workshops and other small group activities with youth participants at Salt Lake County schools and youth correction facilities such as Decker Lake Youth Center and Wasatch Youth Detention center.

- Work closely with Salt Lake City Police and other community agencies
- Advise Program Manager on actions necessary to develop partnerships with outside agencies
- Provide regular outreach report to the Division Director and State Youth council
- Develop networks of contacts and collaborating with individuals from community school-based organizations to ensure student successful service potential
- Train and educate youth service providers on YES program services.
- Interact with immigrants, refugees, low income and culturally diverse populations to promote access to WIA services that result in greater workforce diversity
- Staff YES program's outreach, certification and summer employment committees
- Prepare and update the annual YES targeted population plan
- Juvenile Justice Services/Youth Educational Support Services Program Council Member
- Work closely with AmeriCorps Director and program to provide out of school program services

**Salt Lake County Government Youth Services (formerly under Economic Development)  
Senior Lead Case Manager**

**May 1999 – May 2007**

- Provide case management and advocacy services for student participants
- Administer and prepare budget reports to Director
- Supervise and train Youth Employment Services (YES) case managers and interns on current policies and procedures applicable to their job function
- Assumes duties of Program Manager in her absence
- Monitor and oversee a caseload between 45-60 youth participants
- Assess, triage and provide intervention and assistance to youth who are victims of a crime such as sex assault and domestic violence victims.
- Perform direct client services
- Evaluate requests by those who report sexual misconduct and make referrals to appropriate agencies
- Acted as a liaison by establishing and maintaining relationships with schools, service providers, refugee and immigrant offices, worksites, and other community agencies
- Assist with reviewing and filing W4 and I-9 forms for employment
- Referral of students if they are victims of crime to the Utah Crime Victim Compensation office
- Contacting Immigration Naturalization Services of Utah to determine client eligibility and retrieving necessary
- Counsel, assist and direct youth ages 14-21 to school and social services in the community
- Arrange staffing with school counselor, youth and parent or other involved counselor/agency to resolve issues and/or conflicts to develop employment goal strategies and promote successful program outcomes including any report of sexual misconduct or inappropriate behavior
- Interview applicants to gather information needed to complete certification and determine appropriateness for program
- Develop an employment plan in partnership with the youth that outlines educational and employment goals to be achieved in the program
- Develop, schedule and conduct employment and life skills related workshops and other small group activities with youth participants at Salt Lake County schools and youth correction facilities such as Decker Lake Youth Center and Wasatch Youth Detention center.

- Coordinate trainings for youth ages 14-21 in employment field, education field, sex assault and domestic violence prevention, including date rape
- Monitor progress of training including meeting with teachers, school counselors and worksite supervisors. Provide supportive documents such as report cards, class schedules, progress reports and time sheets.
- Assist youth in job applications, college applications, financial aid and social service applications
- Provide orientation to worksite supervisors at initial worksite learning placement
- Monitor worksite and progress including a mid and final evaluation of youth performance

## **ACCOMPLISHMENTS**

- Assisted in drafting and implementing a memorandum of understanding for Mass Casualty between all the four County Prosecuting Attorneys outlining the shared commitment to victim assistance in mass casualty events. The MOU is part of the statewide effort to ensure that Hawaii has a coordinated and collaborative plan to assist victims of mass violence crimes and terrorism.
  - Assisted in coordinating and developing Maui County sex trafficking committee which included in coordinating and negotiating with community leaders to find housing for victim survivors.
- Partnered with Honolulu FBI Victim Specialist to plan and coordinate a domestic violence/sex assault symposium for entire Pacific Island region which I hosted on Maui, Hawaii with over 100 attendees.
- Developed, organized and directed a two-day symposium for Maui County on Meeting the Needs of Victims, Survivors and Affected Communities: Coordinated and Collaborative Response to Terrorism and Mass Violence Crimes.
- Coordinated, developed and organized with our Maui Police Department a Maui County Mass Casualty committee. Part of this committee's role included changing several government policies/manuals to include victim services and the Family Assistance Center.
- Partnered and participated with Honolulu FBI Victim Specialist in Operation Cross Country, sex trafficking operation in the last 3 years
- Took the lead in coordinating the Hawaii statewide mass violence response planning committee with victim witness coordinators, federal victim specialists, and the crime victim compensation commission.
- Reached out to Maui County Hotel & Resort Security Association to develop and coordinate training for staff and members on sex trafficking and mass casualty
- Part of the Law Enforcement First Responder team to train and educate mandated reporters in reporting child sex abuse. Have trained over 100 attendees.
- Supervised and directed high school seniors with their senior projects in victim service and criminal justice.
- Trained and educated over 4,000 students and teachers on Maui County schools on Cyberbullying, sex trafficking, victim witness services and on the criminal justice.

## **ADDITIONAL TRAINING**

- Certified Cyber bullying Trainer
- Certified Tongan Court Interpreter Hawaii Judiciary

- Critical Incident Stress Management Debriefing certified
- Salt Lake County Government Supervisory Certificate
- Certified Apprenticeship in Utah

I have attended various seminars/trainings/conferences on domestic and sexual violence, human and sex trafficking, homicide, elderly abuse, child sex abuse, trauma informed care, stalking and financial fraud, identity theft, workplace violence, mass casualty and terrorism, Ethics, EEO compliance, diversity in the workplace and EEO complaints and resolutions.

### **EDUCATION**

MASTERS - Public Administration Executive Program, Brigham Young University, Provo, UT: 2007

BACHELOR OF SCIENCE - Economics, University of Utah, Salt Lake City, UT: 1998

HIGH SCHOOL DIPLOMA - Henry P. Baldwin High School, Wailuku, HI: 1992

### **HONORS AND AWARDS**

Maui County Team of the Year - Dept. Of Prosecuting Domestic Violence Unit 2010

Maui County Team of the Year - Dept. Of Prosecuting Sex Assault Team 2009

Maui County Team of the Year - Dept. Of Prosecuting Attorney on Capobianco Case 2017

Maui Children Justice Center Annual Outstanding Contribution Award 2018

### **PROFESSIONAL ASSOCIATIONS & COMMUNITY INVOLVEMENT**

APSAC - American Professional Society on the Abuse of Children member

NOVA - National Organization for Victims Assistance member

State of Hawaii Victims of Crime Act (VOCA) committee member

Hawaii Statewide Training Committee member

Kihei Youth Center Vice-President Board Member

Hawaii Coalition Against Human Trafficking Member

Maui Domestic Violence Task Force Member

Maui Sex Assault Response Team Member

State of Hawaii SAVIN Victim Notification Member

State of Hawaii Dept. Of Health Sexual Violence Prevention Maui Team Leader

Hawaii Statewide Justice Reinvestment Initiative committee member

Hawaii Statewide Mass Violence Response Planning committee

Hawaii Statewide Attorney General Sexual Assault Kit committee

Maui County First Responder Critical Incident Stress Management member

Maui County Community Advisory Council Member (former)

State of Hawaii Bullying Task Force Board Member (former)

Member of the Maui Immigrant concerns committee (former)

Kihei School Community Board Member (former)

## **MEMORANDUM OF UNDERSTANDING**

### **Between**

#### **Safe Nest, Temporary Assistance for Domestic Crisis, Inc. (TADC), Clark County District Attorney's Office, Domestic Violence Unit and Clark County Victim Witness Assistance Center**

This Memorandum of Understanding (MOU) memorializes the on-going partnership, developed in 2007, between Temporary Assistance for Domestic Crisis, Inc. dba Safe Nest (Safe Nest), and Clark County, by and through the Clark County District Attorney's Office and its Victim Witness Assistance Center.

The Clark County District Attorney's Office, Domestic Violence Unit, Clark County Victim Witness Assistance Center and Safe Nest maintain the agreement to work collaboratively to enhance the safety of and increase the positive outcomes for domestic violence and/or sexual assault victims, and their families.

Roles and responsibilities are defined as follows:

#### **Safe Nest agrees to:**

1. Provide 2 Victim Advocates for victims and or witnesses of domestic violence or sexual assault (within the context of intimate partner violence). One victim advocate will be bi-lingual (English/Spanish). The Victim Advocates will be employees of Safe Nest and supervised by solely by Safe Nest's Director of Advocates.

The Victim Advocates are neither employees of nor report to Clark County, Clark County District Attorney's Office or Clark County Victim Witness Assistance Center. The Clark County District Attorney's Office will be able to request the removal of the Victim Advocates if the terms of this agreement are not met, and may at any time withhold access to the District Attorney's premises if, in the discretion of the District Attorney, such action is in the best interest of the District Attorney's office or the public.

2. Coordinate quarterly meetings with the Team Chief of the Domestic Violence Unit, the Victim Witness Program Administrator and Safe Nest Director of Advocacy Services. These meetings will be focused on assessing and improving the collaborative process.

3. The Victim Advocates will perform the following functions:
  - A. Establish contact with Victims and Witnesses involved in domestic violence or sexual assault related crimes.
  - B. Assess the needs of Victims and Witnesses and perform any necessary crisis intervention.
  - C. Provide Victims and Witnesses with appropriate information, referrals and facilitated access to other community services.
  - D. Assist victims in obtaining all available legal remedies and victim related financial compensation.
  - E. Attend daily court hearings and provide assistance requested by the prosecutor.
  - F. Prepare Victims and Witnesses for and provide them with essential support throughout the criminal justice process as needed.
  - G. Maintain the confidentiality of information provided to the Victim Advocate by the Clark County District Attorney's Office.
  - H. Serve as a resource for and liaison to the Clark County District Attorney's Office, Domestic Violence Unit personnel to enable attorneys to carry out their duties by:
    - i. Assisting in contacting victims.
    - ii. Providing support during court proceedings.
    - iii. Developing and presenting instruction on domestic violence when appropriate or requested by Unit personnel.
    - iv. Responding to attorney queries regarding domestic violence services, dynamics, etc.
    - v. Participating in briefings as appropriate or requested by the Unit.
    - vi. Facilitating Department access to other available Safe Nest information or services.
    - vii. Utilizing the Client Limited Release of Information form created to adhere to VAWA guidelines (Attachment A).

**Clark County District Attorney agrees to:**

1. Make available an appropriate space, administrative support as required and **limited support services (utilities, local phone service) for the Victim Advocate** to carry out their duties and afford the victim all possible confidentiality and privacy.
2. Ensure access to case information that is necessary for the Victim Advocates to carry out their professional duties. All documents related to the cases must remain on the premises of the Clark County District Attorney's Office, except for

No Contact order documentation which is signed by the Judges and uploaded into Odyssey and/or Just Ware.

Safe Nest/DA/VWAC MOU

Page 3 of 4

3. Attend quarterly meetings with the Safe Nest Director of Advocacy Services and the Victim Witness Program Administrator to assess and improve the collaborative process.
4. Provide feedback on the contributions made by Safe Nest advocates via comment sheets provided by Safe Nest.
5. Comply with Violence Against Women Act confidentiality policies as set forth below.

#### **Violence Against Women Act Confidentiality Policies**

Victim Advocate primary goals are to obtain sufficient information from victims to conduct lethality assessment, provide subsequent safety planning and to address other (perhaps long-term) needs of the victim. Another goal is to encourage the victim to consent to sharing information which may aid in prosecution. The Client Limited Release of Information forms provide an opportunity for limited release of information to assist prosecution.

#### **Both parties to this Memorandum of Understanding will abide by the following confidentiality guidelines.**

Statements made by a victim or survivor of domestic violence to a Safe Nest Victim Advocate will be treated as confidential communication. (All Victim Advocates employed by Safe Nest are qualified as a "domestic violence advocate" under NRS 49.2541) As such, any information disclosed to the advocate will not be released to a prosecutor or any other source barring the existence of one of the following conditions:

- Permission to release information is granted by the victim/survivor after informed consent is provided in writing utilizing Safe Nest's Client Limited Release of Information document (copies in English and Spanish attached). For the purpose of this project informed consent is achieved when the following criteria has been met:
  1. The situation is explained carefully and in detail.
  2. The information is provided to the client in a language and style that client understands.
  3. Any and all of the client's questions were diligently elicited and answered.
  4. The client has the opportunity to decline giving permission to release information.

5. The client has opportunity to rescind the permission to release information at the client's discretion. (In the event this occurs, the Advocate will sign and date the document and note "VOID" in large letters across the face of the document.)
6. The Victim Advocate signs and dates the document.
7. The client indicates by signature that the previous actions have taken place.

Safe Nest/DA/VWAC MOU

Page 4 of 4

- There exists a *court order* requesting specific information.
- Special circumstances:
  1. if and when child abuse is initially disclosed
  2. if and when elder abuse is initially disclosed

This Memorandum of Understanding shall be effective as of the date of signing and supersedes any previous MOUs. The MOU will be reviewed at least biennially for any material changes program.

This agreement may be terminated by either party subsequent to a thirty (30) day prior written notice of the date of cancellation being served on the other party. No element of this agreement will be construed to imply any form of financial or monetary obligation or liability, or to confer on one party the capacity to represent or act as an agent of the other.

**Authorized signatures:**

**Clark County District Attorney's Office**

Las Vegas, Nevada

By: 

Date: 04/30/2020

**Safe Nest (TADC, Inc.)**

Las Vegas, Nevada

By: \_\_\_\_\_

Date: \_\_\_\_\_

## **MEMORANDUM OF UNDERSTANDING**

### **Between**

**Community Action Against Rape DBA The Rape Crisis Center, Clark County  
District Attorney's Office Special Victims Unit and Clark County Victim Witness  
Assistance Center**

This Memorandum of Understanding (MOU) memorializes the on-going partnership, developed in 2010, between Community Action Against Rape, DBA The Rape Crisis Center (RCC), and Clark County, by and through the Clark County District Attorney's (CCDA) Special Victims Unit and its Victim Witness Assistance Center.

The CCDA's Victim Witness Assistance Center and RCC maintain the agreement to work collaboratively to enhance the safety of and increase the positive outcomes for domestic violence and/or sexual assault victims, and their families.

Roles and responsibilities are defined as follows:

#### **RCC agrees to:**

1. Provide one or more victim advocates for victims and or witnesses of sexual assault and abuse as needed, with the ability to support victims and witnesses who are fluent in both English and Spanish. The Victim Advocates will be employees of RCC and supervised solely by RCC's staff.

The Victim Advocates are neither employees of nor report to CCDA's or Clark County Victim Witness Assistance Center. CCDA will be able to request the removal or replacement of the Victim Advocates if the terms of this agreement are not met, and may at any time withhold access to the District Attorney's premises if, in the discretion of CCDA, such action is in the best interest of the CCDA's office or the public.

2. Coordinate quarterly meetings with the Team Chief of the Special Victims Unit, the Victim Witness Program Administrator, the RCC victim advocates and supervisors from the RCC. These meetings will be focused on assessing and improving the collaborative process.
3. The Victim Advocates will perform the following functions:
  - A. Establish contact with Victims and Witnesses involved in sexual assault related crimes.
  - B. Assess the needs of Victims and Witnesses and perform any necessary crisis intervention.
  - C. Provide Victims and Witnesses with appropriate information, referrals and facilitated access to other community services

- D. Assist victims in obtaining all available legal remedies and victim related financial compensation.
  - E. Attend daily court hearings and provide assistance requested by the prosecutor.
  - F. Prepare Victims and Witnesses for and provide them with essential support throughout the criminal justice process as needed.
  - G. Maintain the confidentiality of information provided to the Victim Advocate by the CCDA's office.
  - H. Serve as a resource for and liaison to the CCDA's Special Victims Unit personnel to enable attorneys to carry out their duties by:
    - i. Assisting in contacting victims.
    - ii. Providing support during court proceedings.
    - iii. Developing and presenting instruction on sexual violence and the services of RCC when appropriate or requested by Unit personnel.
    - iv. Responding to attorney queries regarding sexual violence services, dynamics, etc.
    - v. Participating in briefings as appropriate or requested by the Unit.
    - vi. Facilitating Department access to other available RCC information or services.
    - vii. Utilizing the Client Limited Release of Information form created to adhere to VAWA guidelines (Attachment A).
4. Provide the CCDA with RCC's annual costs associated with the advocate services for reporting purposes.

CCDA agrees to:

- 1. Make available an appropriate space, administrative support as required and limited support services (utilities, local phone service) for the victim advocate to carry out their duties and afford the victim all possible confidentiality and privacy
- 2. Ensure the access to necessary case information for the victim advocates to carry out their professional duties. All documents related to the cases must remain on the premises of the CCDA's office.
- 3. Attend quarterly meetings with the RCC victim advocates and supervisors and the Victim Witness Program Administrator to assess and improve the collaborative process. Provide training, in collaboration with RCC, as required when staffing changes occur to both CCDA employees and RCC employees regarding the partnership identified by this Memorandum of Understanding.
- 4. Provide feedback on the contributions made by RCC

5. Comply with Violence Against Women Act confidentiality policies as set forth below.

#### **Violence Against Women Act Confidentiality Policies**

Victim Advocate primary goals are to obtain sufficient information from victims to conduct lethality assessment, provide support and assistance to primary and secondary victims of sexual violence to support active participation in testifying and support of the criminal prosecution of perpetrators of sexual violence. This includes assisting with addressing both long and short term needs that victims may face as a result of sexual violence. Another goal is to encourage the victim to consent to sharing information which may aid in prosecution. The Client Limited Release of Information forms provide an opportunity for limited release of information to assist prosecution.

**Both parties to this Memorandum of Understanding will abide by the following confidentiality guidelines.**

Statements made by a victim or survivor of sexual violence to a Safe Nest Victim Advocate will be treated as confidential communication. (All Victim Advocates employed by RCC are qualified as a sexual violence advocates under NRS 49.2543) As such, any information disclosed to the advocate will not be released to a prosecutor or any other source barring the existence of one of the following conditions:

- Permission to release information is granted by the victim/survivor after informed consent is provided in writing utilizing RCC's Client Limited Release of Information document (copies in English and Spanish attached). For the purpose of this project informed consent is achieved when the following criteria has been met:
  1. The situation is explained carefully and in detail.
  2. The information is provided to the client in a language and style that client understands.
  3. Any and all of the client's questions were diligently elicited and answered.
  4. The client has the opportunity to decline giving permission to release information.
  5. The client has opportunity to rescind the permission to release information at the client's discretion. (In the event this occurs, the Advocate will sign and date the document and note "VOID" in large letters across the face of the document.)
  6. The Victim Advocate signs and dates the document.
  7. The client indicates by signature that the previous actions have taken place
- There exists a court order requesting specific information.
- Special circumstances:
  1. if and when child abuse is initially disclosed
  2. if and when elder abuse is initially disclosed

This Memorandum of Understanding shall be effective as of the date of signing and supersedes any previous MOUs. The MOU will be reviewed at least biennially for any material changes program.

This MOU may be terminated by either party subsequent to a thirty (30) day prior written notice of the date of cancellation being served on the other party. No element of this agreement will be construed to imply any form of financial or monetary obligation or liability, or to confer on one party the capacity to represent or act as an agent of the other.

**Authorized signatures:**


**Clark County District Attorney's Office**

**Community Action Against Rape  
DBA The Rape Crisis Center**

Las Vegas, Nevada

Las Vegas, Nevada

By: 

By: 

Date: 11-20-2014

Date: 11/18/14

## ATTACHMENT A



## CLIENT LIMITED RELEASE OF INFORMATION (ADULT)

I understand that The Rape Crisis Center has an obligation to keep my personal information, identifying information, and my records confidential. I also understand that I can choose to allow The Rape Crisis Center to release some of my personal information to certain individuals or agencies.

I, \_\_\_\_\_, authorize The Rape Crisis Center to share the following specific information with:  
name \_\_\_\_\_

Who I want to have my information:	Name: _____ Specific Office at Agency: _____ Phone Number: _____
------------------------------------	--

The information may be shared: ☐ in person ☐ by phone ☐ by fax ☐ by mail ☐ by e-mail  
☐ I understand that electronic mail (e-mail) is not confidential and can be intercepted and read by other people.

What info about me will be shared:	(List as specifically as possible, for example: name, dates of service, any documents).
------------------------------------	---

Why I want my info shared: (purpose)	(List as specifically as possible, for example: to receive benefits).
--------------------------------------	---

Please Note: there is a risk that a limited release of information can potentially open up access by others to \_\_\_\_\_ of your confidential information held by The Rape Crisis Center.

I understand:

That I do not have to sign a release form. I do not have to allow The Rape Crisis Center to share my information. Signing a release form is completely voluntary. That this release is limited to what I write above. If I would like The Rape Crisis Center to release information about me in the future, I will need to sign another written, time-limited release.

That releasing information about me could give another agency or person information about my location and would confirm that I have been receiving services from The Rape Crisis Center.

That The Rape Crisis Center and I may not be able to control what happens to my information once it has been released to the above person or agency, and that the agency or person getting my information may be required by law or practice to share it with others.

This release expires on \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

*Expiration should meet the needs of the victim, which is typically no more than 15-30 days, but may be shorter or longer.*

I understand that this release is valid when I sign it and that I may withdraw my consent to this release at any time either orally or in writing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Time: \_\_\_\_\_ Witness: \_\_\_\_\_

I, \_\_\_\_\_, understand that the purpose of this release is to \_\_\_\_\_  
and that the release is not \_\_\_\_\_  
Date: \_\_\_\_\_ Witness: \_\_\_\_\_

## ATTACHMENT B

7-2001

Created for adaptation by Julie Kuncz Field, J.D. and NNEOV.

**Lea Primero:** Antes de que usted decida en si o no dejar compartir con The Rape Crisis Center algo confidencial con otra agencia o persona, un abogado de The Rape Crisis Center discutirá con usted todos los alternativos y cualquier riesgos y ventaja potenciales que podrían resultar por compartir su información confidencial. Si usted decide que desea manifestar The Rape Crisis Center algo de su información confidencial, usted puede utilizar esta forma para elegir lo qué se comparte, cómo se comparte, con quien, y por cuánto tiempo.



Entiendo que The Rape Crisis Center tiene una obligación de guardar mi información personal, identificando la información, y mis expedientes confidenciales. También entiendo que puedo elegir permitir que el The Rape Crisis Center puede compartir algo de mi información personal a ciertos individuos o agencias.

Yo, \_\_\_\_\_, autorizo The Rape Crisis Center que comparte la siguiente información específica con:

<b>A quien deseo que tenga mi información:</b>	Nombre: _____ Oficina específica o Agencia: _____ Numero de Teléfono: _____
--	---

La información puede ser compartido:

- ☐ en persona   
 ☐ por teléfono   
 ☐ por fax   
 ☐ por correo   
 ☐ por correo electrónico  
☐ Entiendo que el correo electrónico (E-mail) no es confidencial y puede ser interceptado y leído por la gente.

<b>Qué información sobre mí será compartida:</b>	(liste tan específicamente como sea posible, por ejemplo: nombre, fechas del servicio, cualquier documentos).
<b>Por qué deseo compartir mi información: (propósito)</b>	(liste tan específicamente como sea posible, por ejemplo: para recibir ventajas).

Por favor Note: hay un riesgo que un lanzamiento limitado de la información puede potencialmente abrir el acceso por otros a toda su información confidencial llevada a cabo The Rape Crisis Center.

Yo entiendo:

Que no tengo que firmar una forma del lanzamiento. No tengo que permitir The Rape Crisis Center que comparta mi información. La firma de una forma del lanzamiento es totalmente voluntaria. Que este lanzamiento está limitado a lo que escribo arriba. Si quisiera The Rape Crisis Center lanzar la información sobre mí en el futuro, necesitare firmar otro lanzamiento por tiempo-limitado por escrito.

Que lanzar la información sobre mí podría darle información de la agencia o de la persona sobre mi localización y confirmarla que ha estado recibiendo servicios de The Rape Crisis Center.

Que él The Rape Crisis Center y yo podremos controlar lo qué sucede con mi información una vez se ha lanzado a la persona o a la agencia antedicha, y que la agencia o la persona que obtenga mi información se puede requerir por la ley o la práctica de compartirla con otras.

*La expiración debe resolver las necesidades de la víctima, que es típicamente no más de 15-30 días, pero puede ser más corta o más de largo.*

Este lanzamiento se vence \_\_\_\_\_ Fecha \_\_\_\_\_ Hora \_\_\_\_\_

Entiendo que este lanzamiento es válido cuando lo firmo y puedo retirar mi consentimiento a este lanzamiento en cualquier momento u oral o en la escritura.

Fecha: \_\_\_\_\_  
 Firmado: \_\_\_\_\_ Hora: \_\_\_\_\_ Testigo: \_\_\_\_\_

Reafirmación y Exten \_\_\_\_\_  
 Si el tiempo adicional es necesario resolver el propósito de este lanzamiento, \_\_\_\_\_  
 Firma \_\_\_\_\_ Fecha \_\_\_\_\_  
 Firma \_\_\_\_\_ Fecha \_\_\_\_\_