

## A. Organization & Contact Information

Case Id: 14261

Name: Forsyth County District Attorney DV 2022/23 -

Address: \*No Address Assigned

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/12/2021 1:20 PM

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### A. Organization & Contact Information

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The Request for Proposals and additional materials to assist with completing the application can be found on the City's webpage for [Community Agencies](#)

#### A.1. Organization Name

Forsyth County District Attorney's Office

#### A.2. Project/Program

Domestic Violence Unit

#### A.3. FY 2022-23 Funding Request Amount

\$117,604.00

#### A.4. Agency's Total Operating Budget

\$208,854.00

#### A.5. Mailing Address

200 N Main Street Winston-Salem, NC 27101

#### A.6. Project/Program Location Address

200 N Main Street Winston-Salem, NC 27101

#### A.7. Organization Website

[www.ncdistrictattorney.org/21/home.html](http://www.ncdistrictattorney.org/21/home.html)

#### A.8. Year 501(c)(3) status obtained

NA: see 501(c)(3) statement in Required Documents

#### A.9. Organization Fiscal Year

7/1/2022 - 6/30/2023

#### A.10. Federal Tax ID Number

#### A.11. Federal DUNS Number

#### EXECUTIVE DIRECTOR/MANAGER

##### A.12. Name, Title

James R. O'Neill, District Attorney

##### A.13. Email

[james.r.o'neill@nccourts.org](mailto:james.r.o'neill@nccourts.org)

##### A.14. Phone

(336) 779-6310

#### CONTACT

##### A.15. Name, Title

Bonnie Cline, Administrative Assistant

##### A.16. Email

[bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org)

##### A.17. Phone

(336) 779-6511

#### BOARD CHAIR

##### A.18. Name

NA: see Board of Directors statement in Organizational Capacity, D8

##### A.19. Term Expiration

01/01/2000

##### A.20. Email

[nc@nccourts.org](mailto:nc@nccourts.org)

##### A.21. Phone

(336) 000-0000

## B. Project Overview

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 3:48 PM

**Case Id:** 14261

**Name:** Forsyth County District Attorney DV 2022/23 -

**Address:** \*No Address Assigned

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## B. Project Overview

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Please provide the following information.

### APPROACH (7 POINTS)

**B.1. Provide a concise description of the proposed project/program, indicating specifically how City funds will be used. Briefly, what are the goals/objectives of the project/program?**

The District Attorney's Domestic Violence Unit consists of dedicated domestic violence prosecutors and victim witness legal assistants who operate daily in a specialized court focusing on domestic violence and misdemeanor child abuse.

This formal request seeks funding in the amount of \$117,604 to support two victim witness legal assistants in the Domestic Violence Unit of the Forsyth County District Attorney's Office.

The Domestic Violence Unit is an operating program. One hundred percent of funding will be applied to salaries and benefits.

Goals and objectives of the Domestic Violence Unit include:

1. Raising the quality of life of citizens of Winston-Salem and deterring domestic violence through the successful prosecution of domestic violence and child abuse cases;
2. Reducing the financial impact of domestic violence on the city and county;
3. Connecting victims of domestic violence with local agencies and organizations that assist in their recovery;
4. Facilitating access to justice for victims and witnesses through active participation in the prosecutorial process;
5. Providing victims with accurate information about court processes and prosecution outcomes;
6. Ensuring compliance with state and federal statutory requirements and rules of professional conduct.

**B.2. How will a participant access the proposed project/program, use the services, and derive a beneficial outcome from participation?**

The Domestic Violence Unit reaches out to every victim in a charged criminal case. Victims of domestic violence can gain access to the services of the Domestic Violence Unit by phone, email, coming into the office, and attending court proceedings. Members of the unit make themselves available at the victim's convenience either at the courthouse or in tandem with the new Family Justice Center.

Through the services of the Unit, victims can receive referrals to agencies which provide counseling services and safety planning, or steps toward financial independence. The Unit also provides referrals to the appropriate agencies if a victim wishes to report witness intimidation, request 50-B protective orders, and file police reports. General safety information and tips for keeping families safe are made readily available. The program also provides excuses for missed work and school when victims and witnesses need to attend court proceedings.

Testifying against an abuser can be very stressful. Experienced members of the Unit provide support during this scary and intimidating time. A legal assistant is present in court when a victim or witness is testifying and helps them know what to expect and provides safe waiting areas. Further, they can obtain information on the in-court process, what to expect at each phase of trial, and possible outcomes of the proceedings. The dedicated prosecutor is present to

advocate for the victim, help them give input during sentencing, and explain post conviction procedures. By using the services of the Domestic Violence Unit, victims also receive essential updates concerning court dates, times and location.

Participation in a domestic violence prosecution can provide victims with a feeling of empowerment and make them safer. When a victim goes through the legal process and is safer as result, it is not only beneficial to a victim and their family—it is beneficial to the community at large. Studies have shown that cities with specialized domestic violence units and specialized courts have reduced their domestic homicide rate by more than two thirds. Additional studies have shown that cities with a specific focus on misdemeanor domestic violence prosecution have significantly reduced recidivism rates. See, e.g., Toledo Ohio Study.

The District Attorney's Office and the Domestic Violence Unit work with law enforcement and other agencies to make this goal attainable. By holding offenders accountable for domestic violence crimes, as well as protecting and empowering victims, the Domestic Violence Unit makes the entire community safer.

**B.3. Describe the unmet need that the proposed project/program seeks to address. Include data supporting the need.**

The Domestic Violence Unit of the Forsyth County District Attorney's Office bridges the gap between the criminal prosecution process and the victim's tragic experience. The Unit provides personalized attention to each case, giving the prosecution a better chance to be successful and supporting families in recovery. As noted above, large scale studies show that cities with specialized domestic violence courts have greatly reduced homicide rates and recidivism rates. Specially trained staff are critical to make those courts work properly.

The Domestic Violence Unit and the dedicated Assistant District Attorneys operate in a courtroom specifically designated to handle domestic and child abuse cases. All of the cases heard are similar in nature, creating an atmosphere of safety and shared concern. Pre-pandemic, the Domestic Violence Courtroom handled only 40 cases per day, as opposed to a more generalized misdemeanor courtroom which could handle several hundred cases. Victims are protected in this smaller environment and are not required to relay their stories, concerns, and testimony to a large courtroom filled with strangers.

The Domestic Violence Unit attempts to contact every victim by mail and phone. Contact information is provided, as well as vital information about the victim's case. The prosecutor and assistants talk with victims, explain the prosecutorial process, ensure they are connected to local resources, and address issues of witness intimidation. While a victim's case is being heard, victim witness legal assistants are present to support them, answer any questions they may have about the process, and provide written excuses for missed work and school.

The Assistant District Attorneys assigned to the Unit focus on domestic violence cases and have specialized training and experience. The methods and strategies for prosecuting domestic violence cases have been optimized and the courtroom is designed specifically to accommodate victims of domestic violence. On average, the domestic violence Assistant District Attorneys litigate more cases than other misdemeanor-level prosecutors, affording them an expertise and familiarity with these types of cases. The dedicated focus, combined with the enhanced level of preparation for these cases, results in improved conviction rates and justice for victims of violence.

In 2020, due to pandemic-related court closures and reduced capacity orders, 763 domestic violence cases were resolved in Domestic Violence Court (as compared to the prior average of over 2000 cases). Of those cases, 81.4% resulted in a guilty verdict, 10.2% resulted in a not guilty verdict, and 8.4% of the cases that were tried were dismissed by the assigned judge. As a comparison, before formation of this court, guilty verdicts hovered around the 30% range. Handling cases in this specialized manner has made a huge difference in the effectiveness of prosecution and our ability to support victims.

## **COLLABORATION (6 POINTS)**

### **B.4. Describe any specific collaborative relationships with other organizations (public or private) and how they will impact the project/program. How will collaboration contribute to the planning, implementation, operation, oversight, and performance measurement of the proposed project/program?**

Our office has signed a Memorandum of Understanding with sixteen other agencies regarding the development and implementation of a local family justice center, Bridges to Hope. The family justice center model is recognized as a nationwide best practice by the Department of Justice and prosecution is a core component in meeting those standards. The Domestic Violence Unit of the Forsyth County District Attorney's office collaborates with Bridges to Hope and its member agencies in order to provide referrals to necessary support services for victims, respond to high risk situations promptly, and enhance the investigation and response to local domestic violence cases. Our prosecutors and victim assistants serve as Working Partners to the center, allowing us to bridge gaps and find the best ways to support and seek justice for victims of domestic violence.

The Domestic Violence Unit also works directly with local law enforcement, local service agencies, County agencies, and area colleges to enhance our response to domestic violence and child abuse. Specifically, the Unit reviews and prosecutes cases from all local law enforcement agencies. The Winston-Salem Police Department and Forsyth County Sheriff's Office maintain offices in the Hall of Justice, and our Unit connects with their staff daily to ensure we have all updated information, officers in place for court, and follow up is done as appropriate.

The Domestic Violence Unit also collaborates with local service agencies such as Family Services, Parenting Path, and the Children's Law Center. Our staff refers victims for counseling, safety planning, shelter, education, and support based on the needs of the victim.

The Domestic Violence Unit collaborates with local government agencies such as the Forsyth County Clerk of Court, NC Division of Community Corrections, and Forsyth County Department of Social Services: Adult Protective Services and Child Protective Services. We connect with these agencies to provide enhanced protection and support for victims through collaborations like the specialized domestic violence probation program, elder abuse multidisciplinary team, child abuse multidisciplinary team, and through partnership with the Clerk's office to provide case scheduling and notice to witnesses.

Finally, the Domestic Violence Unit collaborates with area colleges through regular meetings, training area staff on the intersection between criminal investigations and Title IX proceedings, and case response.

## C. Strategy and Performance

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 3:48 PM

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## C. Strategy and Performance

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Please provide the following information.

### STRATEGY (5 POINTS)

C.1. The City of Winston-Salem's strategic priorities, adopted most recently in the [2017-2021 Strategic Plan \(2019 Update\)](#) and under review for adoption by City Council for FY 2022 - FY 2025 Strategic Plan, are used as guiding principles to establish community priorities based on the vision, mission, and values set forward by the Mayor and City Council.

Indicate which of the City's strategic focus areas your program aligns with best (select one):

Safe and Secure Community

C.2. Select the service area(s) that your project/program relates to:

- Housing/Homelessness
- Economic Development
- Construction Rehabilitation
- Poverty Reduction
- Arts and Culture
- Youth
- Public Safety
- Transportation
- Other

### PERFORMANCE (15 POINTS)

C.3. Describe the system to be used to track participant and program data. List any key reports and their frequency that will be used to capture project/program performance.

The Domestic Violence Unit tracks victim participation, contact, meetings, and correspondence for each case. The process begins when the charges are taken out. From there, the Unit records each contact with the victim on a log that accompanies the case file. Notes are then made available to the domestic violence prosecutor for review before trial, so that the prosecutor may discuss any issues arising with the victim.

The Unit also maintains an Excel spreadsheet to record case dispositions, whether the victim appeared in court, and the nature of the charges. The totals from each category are made available to the District Attorney. From there, trends and problems may be identified and quickly addressed.

From the information described above, reports are aggregated quarterly which provide an overview of statistical information and status updates.

**C.4. Explain the steps that will be taken if the stated program goals provided in C.3. are not achieved.**

The District Attorney’s office has a monitoring procedure in place to review and assess the DV Unit’s progress. The DV Unit and prosecutor are directly supervised by a seasoned attorney who has over 20 years of experience prosecuting domestic violence, sexual assault and child abuse cases. The supervising attorney adjusts employee duties to respond to cyclical spikes and dips in DV reports. This direct review allows the supervising attorney to quickly address problems and effect changes as needed. Further, the DV Prosecutor reviews files daily to ensure completeness and contact with victims. Our case management procedure helps support continued good communication and contact with victims. Statistics are also submitted on a regular basis to the elected District Attorney for review. Included in these metrics are the number of cases adjudicated, verdicts, and demographic information. As a result, areas and topics requiring enhanced training for staff and law enforcement officers are identified. There is regular communication and collaboration with local law enforcement to improve the investigative response to domestic violence, as our success hinges on the quality and accuracy of the information provided. With this information, the District Attorney oversees the effectiveness of the operation and has discretion to quickly address any problems that may arise.

**Attach participant/program data sample report**

 **Participant/Program Data Sample Report \*Required**

Participant-Program Data Sample Report.pdf

**C.5. Use the chart below to show how your agency measures program effectiveness. List goals, activities, and performance measures you will use to evaluate services, facilities, and programs that will be funded by the City. Performance measures can be quantitative and/or narrative.**

**Applicants will be reimbursed funds based upon timely submissions of eligible invoices. These invoices should describe services rendered and should align with the goals and objectives cited here. Where outcomes do not align with goals, please be prepared to provide a written summary of shortcomings.**

Stated Program Goals	Program Activities in Support of Goals	FY 20-21 Previous Year Results	FY 21-22 Current Year Projected Results	FY 22-23 Next Year Anticipated Results
Communicate with all victims of domestic violence at the time of First Appearance Court, to share information about court proceedings, bond hearings, safety planning information, and contact	DV Unit Victim/Witness Assistants contact victims both by phone and by mail. They share information about the court process, community resources available to the victim for support	72% of victims contacted by phone prior to the defendant’s release from custody; 88% of victims ultimately contacted within a week of initiation of charges	61% of victims contacted by phone prior to the defendant's release from custody; 90% if victims ultimately contacted within a week of initiation of charges.	61% of victims contacted by phone prior to the defendant's release from custody; 95% of victims ultimately contacted within a week of initiation of charges.

<p>information for DV Unit staff, as well as to gather information from the victim about specific concerns that should be relayed to the Court relevant to bond and release conditions.</p>	<p>and protection, the State Victim's Compensation Fund, and any potential release of the defendant on bond so that that victim can make safety plans. They also gather information about specific safety concerns of victims to be shared with the prosecutor and Court as needed to increase the security and safety of the victim.</p>			
<p>Effectively prosecute domestic violence cases, recommend to the Court appropriate treatment programs for defendants, and continue to support victims by reinforcing the availability of community resources for safety and support, providing case information, opportunities to share their views about the disposition of the case, and safe nursery and waiting areas as needed.</p>	<p>DV Unit Victim/Witness Assistants attend Domestic Violence Court with the assigned Assistant District Attorney (DV ADA). They provide detailed case files, communicate with victims regarding case status, and connect victims with resources such as safe waiting areas and safety planning information as needed. The DV ADA prosecutes the cases, invites input from victims regarding sentencing options, responds to victim concerns in order to increase safety, and uses effective strategies to decrease recidivism.</p>	<p>81% of domestic violence cases prosecuted resulted in guilty verdicts</p>	<p>78% of domestic violence cases prosecuted result in guilty verdicts; this represents a reduction due to pandemic-related issues which affect the ability of victims to get to court.</p>	<p>78% of domestic violence cases prosecuted will result in guilty verdicts.</p>
<p>Decrease dismissal</p>	<p>DV Unit</p>	<p>49% of cases were</p>	<p>Due to the pandemic</p>	<p>Our goal is to have</p>

rates of domestic violence cases due to inability to locate the victim for court.	Victim/Witness Assistants help victims increase participation in the prosecution of their cases by reaching out to all victims, thereby maintaining good contact information and positive communication. The DV ADA opposes unnecessary continuances of domestic cases in court, and brings issues relating to potential intimidation of witnesses to the Court's attention as appropriate.	dismissed due to inability to locate the victim for court, out of a total of 763 cases.	and resulting court closures, we expect to be closer to 50% of cases dismissed due to victims' absence from court.	30% or less of DV cases dismissed due to inability to locate the victim for court.
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	Total Unduplicated Number Served	Total Number Served
FY 20-21 Previous Year Results	763	763
FY 21-22 Current Year Projected Results	2,381	2,381
FY 22-23 Next Year Anticipated Results	2,400	2,400

**C.6. FY 20-21 Program Accomplishments**

The pandemic greatly affected our ability to resolve cases, due to court-ordered shutdowns and then reduced capacity when we reopened. Our county participated in a bail reform pilot project, which also minimized the number of defendants staying in custody for any length of time for misdemeanor cases. As a result, we were able to contact less victims prior to a defendant's release from custody. However, despite these changes, we were successful in contacting the vast majority of victims within the first week after an incident, providing them information about court proceedings, and referring them to services and safety planning. Although we tried less cases due to shutdowns and reduced capacity, 81.4% of prosecutions resulted in guilty verdicts, holding offenders accountable and reducing recidivism. This is a substantial improvement from when the DV Unit was initially founded in 1997, when the conviction rate hovered around 30%. Our domestic homicide rate remains relatively low, despite a nationwide increase in violent crime. To reduce the number of dismissals of domestic cases due to the inability to locate the victim for court, the DV Unit personnel has improved procedures to obtain alternate contact information for victims, coordinated with staff at the family justice center, connected with other agencies to respond to high risk situations quickly, and received specialized training on working with domestic victims.

### **C.7. FY 22-23 Key Objectives**

> To increase community safety by insuring that all victims of domestic violence are supported through and informed about the court process, available resources for protection and support, as well as the defendant's potential release from custody and bond conditions.

> To reduce recidivism and domestic violence homicide by successful prosecution of domestic violence cases, and improving our conviction rate through consistent, skilled prosecution to decrease the rate of dismissals of domestic cases due to inability to locate victims, thereby improving community safety and reducing domestic victims' fear of continued violence.

### **Attach participant/program data sample report**

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#### **Documentation**

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#### **Participant/Program Data Sample Report**

Participant-Program Data Sample Report.pdf

## D. Organizational Capacity

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 3:48 PM

Case Id: 14261

Name: Forsyth County District Attorney DV 2022/23 -

Address: \*No Address Assigned

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### D. Organizational Capacity

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Please provide the following information.

#### MISSION (5 POINTS)

**D.1. Provide an overview of the organization. Include the organization's mission statement and the major services, programs, and activities provided. How does the proposed project/program help advance the mission of your organization?**

The Forsyth County District Attorney's Domestic Violence Unit is dedicated to supporting the victims of domestic violence with understanding and compassion, while simultaneously prosecuting domestic violence offenders in accordance with the law.

The Forsyth County District Attorney's Office Mission Statement reads:

"The Office of the Forsyth County District Attorney is committed to serve and protect the citizens of our community through the vigorous and professional prosecution of those who violate the criminal laws of the State of North Carolina. Our staff is dedicated to supporting victims of crime through understanding and compassionate guidance through the criminal prosecution process.

We will respect each other and all members of the public and endeavor to treat all with dignity, while holding ourselves to the highest standard of integrity and personal and professional conduct. We recognize and appreciate the diversity of both our community and our staff and value the contributions available to Forsyth County as a result of that diversity.

We advocate and support the development of strong and viable partnerships with law enforcement, members of the criminal justice system and the community we serve for the purpose of achieving the highest level of public safety for our citizens."

The Domestic Violence Unit advances the mission of the Forsyth County District Attorney's Office through its experienced and competent personnel. Every day members of the Unit work with the victims of domestic violence, guiding them through the stressful and confusing criminal justice system. Through "vigorous and professional prosecution" of domestic violence offenders, the dedicated domestic violence Assistant District Attorney serves as a zealous advocate before the Court. The dedicated legal assistants collaborate with the prosecutor to offer victims thorough case preparation, document review, witness presentation, explanation of criminal case progression, and comprehensive after-court services.

#### FUNCTION (5 POINTS)

**D.2. How long has your organization been in operation?**

The District Attorney's Domestic Violence Unit has operated successfully and continuously for 24 years.

**D.3. How does your organization benefit and serve the City of Winston-Salem and its citizens?**

Approximately 73% of the DV cases handled occur within the city of Winston-Salem. Incidents of domestic violence

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substantially impact the City of Winston-Salem and its citizens' quality of life. The human toll of domestic violence manifests in physical injury, psychological trauma, and even death. The fiscal toll of domestic violence takes the form of high costs associated with the crisis services, healthcare, and justice sectors. Efforts by the Domestic Violence Unit to decrease recidivism of offenders are cost effective, beneficial to the public, and most likely to break the cycle of domestic violence that is generational, progressive, and traumatic.

The Domestic Violence Unit seeks to provide victims a way out of this cycle through the criminal justice system. Crimes that can be committed in a domestic relationship include assault with a deadly weapon, simple assault, assault on a female, harassing phone calls, communicating threats, protective order violations, child abuse and many others. With an estimated 250,765 citizens, Winston-Salem is the fifth largest city in the state of North Carolina. Incredibly, the Domestic Violence Unit handles every misdemeanor-level domestic violence case in Forsyth County with one dedicated prosecutor and the supporting legal assistants.

Not only does a dedicated Assistant District Attorney serve as the victims' advocate in the Forsyth County Court system, the Domestic Violence Unit staff provide victims with information regarding courtroom procedures, court dates, victim's rights, and sentencing options. An informed and prepared victim is more likely to follow through with prosecution and seek help as needed. Through the District Attorney's Office, the Domestic Violence Unit exists to serve victims, seek justice on their behalf, and make a positive difference in their lives—even after their case has reached its final disposition.

The Unit screens misdemeanor-level domestic violence cases for gun involvement and repeat offender status. Such cases are forwarded to Superior Court Assistant District Attorneys for possible enhancement to felony-level charges. A felony conviction can result in the reduction of firearms on the streets and longer incarceration periods for perpetrators, thereby creating a safer community for all the citizens of Winston-Salem.

The efforts of the Domestic Violence Unit ultimately help to strengthen the tax revenue base of the City of Winston-Salem. Lower crime rates make cities more attractive to prospective businesses. Successful deterrence of domestic violence decreases a would-be victim's healthcare expenses and days of missed work. With more healthy, stable, productive citizens able to participate in the workplace, income tax revenues can increase.

Home buyers, families and college students seek stability when deciding where they want to live, work and go to school. For Winston-Salem to enjoy economic and social vitality, the City must ensure the safety, health and well-being of its citizens. With deterrence as the goal, successful prosecutions by the District Attorney's Office and the Domestic Violence Unit reduce crime and social costs in the long run. As more individuals and families decide to make Winston-Salem their home, more property tax revenue will be generated.

The Unit is committed to helping all victims of domestic abuse in Winston-Salem, which includes the full diversity of the city's population without exception.

**STRUCTURE (5 POINTS)**

**D.4. In the chart below, list key personnel and executive staff involved in the proposed project/program.**

Position Title	Activities/Inputs	Total Work Hours Per Week	% of hours proposed to be funded
DV Victim/Witness Legal Assistant	1. First Appearances/notification of victims 2. Court preparation 3. Assist ADA	40	100.00 %

	4. Update case status 5. Follow up with victims		
DV Victim/Witness Legal Assistant	1. First Appearances/notification of victims 2. Court preparation 3. Assist ADA 4. Update case status 5. Follow up with victims	40	100.00 %

**D.5. List all executive staff and their compensation (other than per diem).**

Executive Staff Name	Title/Role	Compensation	% of Hours Proposed to be Funded
James R. O'Neill	District Attorney	\$137,399.00	0.00 %

**D.6. Attach an organizational chart**



**Organizational Chart \*Required**

Office Organizational Chart 10.21.21.pdf

DV Organizational Chart 10.22.2021.pdf

D.7. Please complete the Diversity of Employment and the Employment Profile below. See the [Request for Proposals \(RFP\)](#) for definitions of position types used in the Employment Profile.

**Describe the hiring process and how it is structured to provide the most diverse candidate pool. Best practices for accessing a diverse hiring process and candidate pool include:**

As a state agency, the District Attorney's Office is required to follow all aspects of the policy governing the hiring process as set out by the Administrative Office of the Courts. Please see AOC Hiring Process and EEO Provisions uploaded in Required Documents, Organizational Policies.

**Please enter the total number of Full-Time Positions and Employees you have in the table below, as well as the employee's appropriate race/ethnicity and gender identity.**

	Male - White	Male - Black	Male - Other	Female - White	Female - Black	Female - Other
Executives/Managers						
Professionals	3			1		
Technicians						
Office/Clerical				2		1
Laborers/Service Workers						
Total Full-Time						

**Please enter the total number of Temporary/Part-Time Positions (FTE) and Employees you have in the table below, as well as the employee's appropriate race/ethnicity and gender identity.**

	Male - White	Male - Black	Male - Other	Female - White	Female - Black	Female - Other
Executives/Managers						

Professionals						
Technicians						
Office/Clerical						
Laborers/Service Workers						
Total Part-Time/Temp						

**D.8.**

**Attach a list of all Board Members AND compensation (other than per diem) \*Required**

Board of Directors statement.pdf

**D.9. Number of full Board meetings held during the last twelve months**

0

**D.10. Number of Board's Executive Committee meetings held during the last twelve months**

0

**ABILITY (5 POINTS)**

**D.11. If this is an application for new funding, please describe the steps your organization will take to establish an action plan for successful program launch, including appropriate stakeholder training and coordination. Articulate a clear methodology for service delivery within the context of established goals and include a timeline of key action items and approximate dates for delivery.**

N/A

**D.12. Describe your organizations' past success with flexibly responding to unforeseen events, which had the potential to negatively impact deliverables. What were best practices learned, if any? How would you successfully use these practices with the proposed program, if necessary?**

The pandemic was certainly an unforeseen event, which had the potential to negatively impact deliverables. The DV Unit worked collaboratively with the courthouse pandemic task force, which included representatives from the judges' office as well as the defense bar, to ensure that domestic cases continued to be prosecuted in a safe way. We adapted by focusing on the jail cases and then on the oldest cases as priority for trial. We published a trial schedule to ensure those cases were reached, and were spread out throughout the day to avoid crowding. We reached out to every victim prior to court to ensure they knew where to be and when, despite the unexpected delays due to shutdowns and case rescheduling. We also developed prosecution teams that worked together, so each prosecutor could have time to prepare in the office as well as bounce ideas off their teammates. The level of communication with victims necessarily had to increase. No longer could we just see who showed up for court and proceed with that case, given the new scheduling and reduced capacity requirements. We will continue to provide that enhanced level of contact with victims if funding is maintained. We further will continue to support the prosecutors by allowing them to work in teams and ensure they have adequate preparation time in the office for these challenging cases.

**D.13. How does your program's policies/procedures ensure fair treatment, equitable access, and utilization of benefits for all persons, particularly marginalized and underserved groups and communities (i.e., marketing, outreach, eligibility determination and appeals)?**

The Domestic Violence Unit actively seeks to engage all victims in the court process. First, victims are contacted by mail. A pamphlet is provided that describes the court process, location of the courtroom, court time and date, what to

do if threatened or intimidated by their abuser, information on the Victim Compensation Act and how to apply for assistance, and the direct contact information for each Unit legal assistant and prosecutor. Additionally, each pamphlet includes a form to complete and return to the District Attorney's Office, should the recipient require additional information.

We are able to provide services to non-English speakers through our bilingual staff, and accessing translation services as needed.

Victims are also contacted by phone. In domestic violence cases, time is a major factor in keeping victims safe. The Unit attempts to contact the victim within hours of a domestic violence incident. A legal assistant arrives at the Magistrate's Office every weekday morning by 7:00 a.m. to obtain paperwork on overnight arrests. At the office, they contact victims to notify them as quickly as possible about court scheduling, hearings, and the conditions of the defendant's release.

The Unit also uses subpoenas to reach victims and ensure their presence in court. Each victim and witness of a domestic violence case is issued a subpoena. The subpoena serves to further ensure that victims are aware of the court date, location, and time that their cases will be heard.

The Domestic Violence Unit works with WSPD, FCSO, KPD, and law enforcement stationed at Wake Forest University, WSSU, Salem College, UNCSCA, FTCC and area high schools to prosecute domestic violence cases arising out of dating violence and stalking.

Victims of domestic violence can gain access the services of the Domestic Violence Unit by phone, email, coming into the District Attorney's office or Family Justice Center, and attending court proceedings. Members of the unit are eager to assist victims and make themselves available at the victim's convenience.

By using the services of the Domestic Violence Unit, victims can receive information concerning court dates, times and location. Further, they can obtain information on the in-court prosecutorial process, what to expect at each phase of trial, and possible outcomes of the proceedings. The victims can receive referrals to other agencies which can provide counseling services or government agencies such as DSS and CPS. General safety information and tips for keeping families safe are made available. The Unit provides excuses for missed work and school when victims and witnesses attend court hearings.

## E. Cost Effectiveness

Case Id: 14261

Name: Forsyth County District Attorney DV 2022/23 -

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 3:49 PM

Address: \*No Address Assigned

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### E. Cost Effectiveness

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Please provide the following information.

#### BUDGET AND FUNDING (10 POINTS)

E.1. Please complete the table to show the organization's operating budget.

Expenditures by Program	Budgeted FY 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
Program Services	\$0.00	\$0.00	\$0.00
Fundraising	\$0.00	\$0.00	\$0.00
Management and General	\$0.00	\$0.00	\$0.00
<b>Total Expenditures by Program</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Expenditures by Category	Budgeted FY 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
Employee Salaries and Wages	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Facility Rent and Utilities	\$38,160.00	\$38,160.00	\$38,160.00
Training and Conference Registration	\$0.00	\$0.00	\$0.00
Membership and Dues	\$0.00	\$0.00	\$0.00
Travel and Transportation	\$0.00	\$0.00	\$0.00
Grants to Individuals and Organizations	\$0.00	\$0.00	\$0.00
Contracted Fundraising Services	\$0.00	\$0.00	\$0.00
Goods Purchased for Resale	\$0.00	\$0.00	\$0.00
Other Contracted Services	\$177,972.00	\$177,972.00	\$170,694.00
Other Operating Expenditures	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00
<b>Total Expenditures by Category</b>	<b>\$216,132.00</b>	<b>\$216,132.00</b>	<b>\$208,854.00</b>

Revenues by Category	Budgeted FY 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
City of Winston-Salem	\$45,000.00	\$45,000.00	\$117,604.00
Forsyth County	\$38,160.00	\$38,160.00	\$38,160.00
State of North Carolina	\$0.00	\$0.00	\$53,090.00
Federal Government	\$132,972.00	\$132,972.00	\$0.00
Admissions/Program Revenues/Sales	\$0.00	\$0.00	\$0.00

Memberships	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00
Foundation Grants	\$0.00	\$0.00	\$0.00
Interest and Investment Income	\$0.00	\$0.00	\$0.00
Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Revenues by Category</b>	<b>\$216,132.00</b>	<b>\$216,132.00</b>	<b>\$208,854.00</b>

Describe any amounts listed under "Other Operating Expenditures" or "Other Revenues." Provide details on any specific federal government revenue sources.

E.2. Has the City of Winston-Salem provided funding in the past? If so, provide a funding history of the most recent five years of City contributions in the table below.

Year	Funding Source	Funding Amount
2020	WS General Fund	\$45,000.00
2019	WS General Fund	\$45,000.00
2018	WS General Fund	\$45,000.00
2017	WS General Fund	\$45,000.00
2016	WS General Fund	\$45,000.00

E.3. Complete the table below to show specific details of proposed City funding and other leveraged funding for the proposed project/program. List each additional funding source for the program.

Activity	Funding Requested from City	Funds from Other Sources	Other Funds Source
Salary/Fringes	\$117,604.00	\$53,090.00	State of NC
Space Rental/Utilities	\$0.00	\$38,160.00	Forsyth County
	\$117,604.00	\$91,250.00	

E.4. For each activity and line item above, please provide a short but detailed description of how City resources will be used to carry out proposed programming.

The money requested from the City will cover the salaries and fringe benefits of two domestic violence unit assistants, who will provide support in the trial courtroom, with new cases and bond sets, and preparing files and responding to victims.

E.5. Where another stakeholder or agency is providing non-monetary assistance with a particular aspect of your programming, please provide a short description of those activities and how they will supplement the use of City funds.

Forsyth County provides office space for the DV Legal Assistants valued at \$38,160 per year.

E.6. If this year's request is different in any way (amount, activities, etc.) from a prior year's request, explain how and why. If you are a new applicant, please describe how you would adjust your project/program if your funding request is not funded at the full amount.

For the fiscal year 2021/22, the Domestic Violence Unit was awarded \$45,000 from the City to support funding for two legal assistant positions. This application requests additional funding for those same assistants in order to ensure they are fully funded.

## **SUSTAINABILITY (7 POINTS)**

### **E.7. Describe the plan to sustain the project/program funding in future years. Include information about other funding sources to leverage City funds requested.**

The Domestic Violence Unit is currently funded by the City of Winston-Salem and a grant from the State of NC and the Governor's Crime Commission. Monies received from all grants are based on both need and merit, and are directly applied to employee salaries and benefits.

For the fiscal year 2022-2023, the projected contribution from Forsyth County is \$38,160 for space rental and utilities.

The Domestic Violence Unit is requesting that the positions described throughout this grant proposal be permanently funded, either through the City of Winston-Salem or the North Carolina Administrative Office of the Courts. In the alternative, this constitutes a formal request that the positions be funded for the 2022-2023 fiscal year. Until permanent and sustained funding is secured, the Unit will continue to work and petition local agencies, foundations, and organizations for assistance. The Unit will also continue to seek additional funding from the State and other grant agencies for these positions.

## **BARRIERS (3 POINTS)**

### **E.8. Describe any potential programmatic barriers to project implementation (e.g. recruitment or outreach challenges, etc.) and your plans for overcoming them.**

No programmatic barriers.

### **E.9. Describe any institutional barriers to project implementation (e.g. staff vacancies, pending departures, etc.) and your plans for overcoming them.**

The primary barrier to implementing the mission of the Domestic Violence Unit is the prospect of financial shortfall. If the project is not fully funded, the amount of services provided to victims of domestic abuse would have to be reduced. The Unit would not be able to provide the same comprehensive response that it has provided the citizens of Winston-Salem for the past 24 years. Realistically, a drop in dedicated funding without alternative support would necessitate reductions in staff. The Unit would be forced to decrease the amount of time devoted to individual cases and victim contact, case preparation would suffer, and conviction rates of abusers would decrease.

## **AVERAGE COST (5 POINTS)**

### **E.10. Use the table below to show the average amount of City funds requested per beneficiary to be served during the year and the average total cost of the service per beneficiary to be served during the year (including all funding sources)**

Proposed funds from the City for this project:	\$117,604
Number proposed to be served for the year:	2400
Average City funds per beneficiary:	\$49.00
Proposed funds from all sources:	\$208,854
Number proposed to be served for the year:	2400
Average total funds per beneficiary:	\$87.00

## F. Required Documents

Case Id: 14261

Name: Forsyth County District Attorney DV 2022/23 -

Address: \*No Address Assigned

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 3:12 PM

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### F. Required Documents

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Please provide the following information.

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#### Documentation

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**Code of Conduct/Conflict of Interest Policy \*Required**

Ethics Rule 3.8 Special Responsibilities of Prosecutor.pdf

**Submit a copy of the agency's latest 990 Form as submitted to the Internal Revenue Service. \*Required**

990 statement.pdf

**Organization By-Laws \*Required**

By-laws statement.pdf

**Articles of Incorporation \*Required**

Articles of Incorporation statement.pdf

**Organization Policies (including personnel, formal non-discrimination, procurement, accounting, etc) \*Required**

Prosecutor Job Specifications.pdf

Legal Assistant Job Specifications.pdf

Whistleblower Statutes.pdf

Creating an Effective Hiring Process.pdf

Equal Employment Opportunity Policy.pdf

Procurement Policy.pdf

Unlawful Workplace Harassment.pdf

Work Hours and Overtime Comp.pdf

**IRS 501(c)3 Designation Letter \*Required**

501(c)(3) statement.pdf

**Audited Financial statements or third-party review from 2019 and 2020. \*Required**

2019-20 NC Judicial Branch Budget-Financial-Statistical-Operational-Report.pdf

2019-20 NC Judicial-Branch-Annual-Report Budget & Operatioins.pdf

**North Carolina Secretary of State - Current and Active Status (<https://www.sosnc.gov/search/index/corp>)**

**\*Required**

Secretary of State statement.pdf

**Participant/Program Data Sample Report \*Required**

Participant-Program Data Sample Report.pdf

**Other**

2022-23 Application Cover Letter.pdf

## G. Income Based Projects/Services Only

Case Id: 14261

Name: Forsyth County District Attorney DV 2022/23 -

Address: \*No Address Assigned

Completed by bonnie.h.cline@nccourts.org on 11/16/2021 3:49 PM

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### G. Income Based Projects/Services Only

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\*\* Complete this section only if you are requesting funds for a Community Development project (for CDBG, HOME and/or ESG funding).\*\*

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

**G.1. In the right-hand column below, indicate the number of participants to be served by the proposed project/program within each income category during the year. Click [here](#) to see Winston-Salem income limits by household size.**

Income Range	# to be served
0 to 30% of median	0
31% to 50% of median	0
51% to 80% of median	0
Greater than 80% of median	0

**G.2. Describe policies, procedures, and criteria for determining who is eligible. Describe the procedures for screening, eligibility determination, intake, assessment and orientation of participants**

## H. Construction/Rehab Only

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 4:16 PM

Case Id: 14261

Name: Forsyth County District Attorney DV 2022/23 -

Address: \*No Address Assigned

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### H. Construction/Rehab Only

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\*\* Complete this section only if you are requesting funds for a Housing Construction or Rehabilitation project.\*\*  
If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

**H.1. Describe the proposed project and provide plans. If the project is approved, we will need a detailed work write-up.**

**H.2. Provide a projected timeline for the proposed work.**

**H.3. Describe how the project will be managed, including the contractor procurement process.**

**H.4. Describe the target market, including any special populations to be served.**

**H.5. Describe the services or program you plan to provide.**

**H.6. Describe the property management plan.**

**H.7. List the development team members.**

**H.8. Describe the financial capability of the sponsor/owner organization.**

**H.9. Listing of projects undertaken by principals over the past ten years, identifying project name and address, type of project, and number of units; please note any projects for which local government funding was received.**

Project Name	Address	Type of Project	No. Units	Govt Funding
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### Documentation

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Development budget that include a detailed sources and uses statement of all funds, including the requested loan from the City, in electronic format, preferably a spreadsheet. **\*Required**

We are not applying for this type of funding.pdf

**Participant/program data sample report \*Required**

We are not applying for this type of funding.pdf

**Market study or other analysis to verify the need for the project. \*Required**

We are not applying for this type of funding.pdf

**Operating pro forma that includes rent and operating cost assumptions and all estimated loan payments, in electronic format. \*Required**

We are not applying for this type of funding.pdf

# I. Emergency Shelter Only

Completed by *bonnie.h.cline@nccourts.org* on 11/16/2021 3:49 PM

**Case Id:** 14261

**Name:** Forsyth County District Attorney DV 2022/23 -

**Address:** \*No Address Assigned

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## I. Emergency Shelter Only

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\*\* Complete this section only if you are requesting funds for an Emergency Shelter project.\*\*

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

Prior to the beginning of any funding year, any ESG-funded program must participate in the local Homeless Management Information System (HMIS) designated by the Winston-Salem/Forsyth County Continuum of Care, or for domestic violence programs, a comparable database in accordance with HUD's standards.

### Emergency Shelter: Essential Services

Activity	Total Budget (\$)
Case Management	\$0.00
Child Care	\$0.00
Education Services	\$0.00
Employment Assistance	\$0.00
Job Training	\$0.00
Outpatient Health Services	\$0.00
Transportation	\$0.00
Legal Services	\$0.00
Services to Special Population	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00
	\$0.00

### Emergency Shelter: Operating Costs

Activity	Total Budget (\$)
Rent	\$0.00
Shelter Security	\$0.00
Fuel	\$0.00
Equipment	\$0.00
Insurance	\$0.00
Utilities	\$0.00
Food	\$0.00
Furnishings (limited to less than \$500 per item)	\$0.00
Supplies	\$0.00
Maintenance or Minor Repairs	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00
	\$0.00

## J. Rapid Rehousing and HMIS Only

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 3:50 PM

Case Id: 14261

Name: Forsyth County District Attorney DV 2022/23 -

Address: \*No Address Assigned

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### J. Rapid Rehousing and HMIS Only

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\*\* Complete this section only if you are requesting funds for a Rapid Rehousing project.\*\*

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

Prior to the beginning of any funding year, any ESG-funded program must participate in the local Homeless Management Information System (HMIS) designated by the Winston-Salem/Forsyth County Continuum of Care, or for domestic violence programs, a comparable database in accordance with HUD's standards.

#### Rapid Rehousing Financial Assistance

Activity	Total Budget (\$)
Rent Assistance	\$0.00
Rental Application Fees	\$0.00
Security Deposits	\$0.00
Last Month's Rent	\$0.00
Utility Deposits	\$0.00
Utility Payments	\$0.00
Moving Cost Assistance	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00

#### Rapid Rehousing Services

Activity	Total Budget (\$)
Case Management	\$0.00
Housing Search and Placement	\$0.00
Mediation	\$0.00
Legal Services	\$0.00
Credit Repair	\$0.00
Counseling	\$0.00
Information and Referral	\$0.00
Monitoring/Evaluation of Progress	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00

#### HMIS/Data Collection Budget

HMIS Activity	City ESG Request	State ESG Request
Staff Costs	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
User Fees	\$0.00	\$0.00
	\$0.00	\$0.00

## K. HOPWA

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 3:50 PM

**Case Id:** 14261

**Name:** Forsyth County District Attorney DV 2022/23 -

**Address:** \*No Address Assigned

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## K. HOPWA

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Please provide the following information.

**Are requesting funds for a HOPWA project?**

## Submit

Completed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 4:18 PM

**Case Id:** 14261

**Name:** Forsyth County District Attorney DV 2022/23 -

**Address:** \*No Address Assigned

---

## Submit

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I certify that the applicant meets the conditions specified in the application instructions and will be able to carry out the proposed services in concert with these conditions. I also certify that the organization is a certified IRS 501(c)(3) non-profit organization.

Bonnie H Cline

Electronically signed by [bonnie.h.cline@nccourts.org](mailto:bonnie.h.cline@nccourts.org) on 11/16/2021 4:17 PM

# IDIS Setup

No data saved

**Case Id:** 14261

**Name:** Forsyth County District Attorney DV 2022/23 -

**Address:** \*No Address Assigned

---

## IDIS Setup

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Please provide the following information.

**Project Name**

**National Objective**

**Activity Number ID**

**HUD Activity Code**

**Project Description**

**Accomplishment Type**

**Initial Application Date**

**Service Area**

**Ward**

**Census Tract(s)**

**Block/Group**

**MWBE**