



# PAC

Prosecuting  
Attorneys'  
Council of Georgia

*Seeking Justice with Honor*

**PETER J. SKANDALAKIS**  
Executive Director

**November 17, 2021**

**SHANNON WALLACE**  
Chair  
District Attorney  
Blue Ridge Judicial Circuit

Re: Federal Fiscal Year 2021 VOCA Allocation - October 1, 2021 through September 30, 2022

**C.R. CHISHOLM, JR.**  
Vice Chair  
Solicitor-General  
Athens-Clarke County

Dear Ms. Coleman-Stribling:

**TASHA M. MOSLEY**  
Secretary  
District Attorney  
Clayton Judicial Circuit

It is my pleasure to inform you that the Criminal Justice Coordinating Council (CJCC) has approved the Federal Fiscal Year 2022 VOCA Continuation Base funding applications as submitted by the Prosecuting Attorneys' Council of Georgia (PAC). Therefore, your office has been selected to receive a portion of those funds. Below are the specifics with regard to your allocation of the statewide grant distribution.

**JONATHAN L. ADAMS**  
District Attorney  
Towaliga Judicial Circuit

County: **DeKalb**

Implementing Prosecuting Attorney: **Solicitor-General Donna Coleman-Stribling**

Grant Period: **October 1, 2021 through September 30, 2022**

**KEITH E. GAMMAGE**  
Solicitor-General  
Fulton County

**VOCA Allocation (BASE VWAP Program Funding):**

VOCA Federal Funds: **\$212,075**

VOCA Waived Match Funds: **\$53,019**

CJCC Sub-Grant Number: **C21-8-001**

Federal Grant Number: **15POVC-21-GG-00619-A**

CFDA Number: **16.575**

**REBECCA GRIST**  
Solicitor-General  
Macon-Bibb County

**LEIGH PATTERSON**  
District Attorney  
Rome Judicial Circuit

Please note that CJCC is requiring a mandatory match waiver on VOCA funds for Federal Fiscal Year 2022.

**BERT POSTON**  
District Attorney  
Conasauga Judicial Circuit

The activation documents (see included checklist for guidelines on submitting documents) must be returned to PAC by December 31, 2021. If you have any questions, please contact Sarai Leonides ([sleonides@pacga.org](mailto:sleonides@pacga.org)) or at (770) 282-6290.

**BRADFORD L. RIGBY**  
District Attorney  
Cordele Judicial Circuit

Sincerely,

Peter J. Skandalakis  
Executive Director  
Prosecuting Attorneys' Council



## Office of the Chief Executive Officer

Zachary L. Williams  
Executive Assistant, Chief Operating Officer

Chief Executive Officer  
Michael L. Thurmond

### Board of Commissioners

District 1  
Robert Patrick

District 2  
Jeff Rader

District 3  
Larry Johnson

District 4  
Steve Bradshaw

District 5  
Mereda D. Johnson

District 6  
Edward 'Ted' Terry

District 7  
Lorraine Cochran-Johnson

January 17, 2022

Peter J. Skandalakis  
Executive Director, Prosecuting Attorneys' Council of Georgia  
1590 Adamson Parkway, Fourth Floor  
Morrow, GA 30260-1755

County: **DeKalb**

Implementing Prosecuting Attorney: **Solicitor-General, Donna Coleman-Stribling**

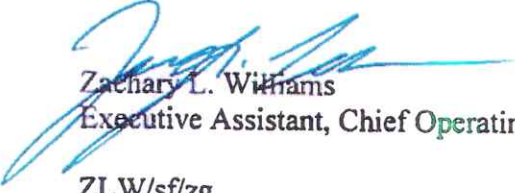
Grant Period: **October 1, 2021 through September 30, 2022**

Subgrant Number: **C21-8-001**

Dear Mr. Skandalakis:

Please allow this letter to serve as notification that I, Zachary L. Williams – COO of DeKalb County Government, designate DeKalb Solicitor-General Donna Coleman-Stribling, effective 1/17/2022, as the authorized signing official on all subsequent matters relevant to the Victims Of Crime Act grant expiring 9/30/2022.

Sincerely,

  
Zachary L. Williams  
Executive Assistant, Chief Operating Officer

ZLW/sf/zg



# CJCC Budget Detail Worksheet

Agency Name:	PAC
Subgrant Number:	C21-8-001
Project Name:	DeKalb Solicitor-General VWAP
Select grant type:	VOCA

**Purpose:** This Budget Detail Worksheet is used to verify all Subgrant Expenditure Requests (SERs) and to determine whether costs are allowable, reasonable and justified. Please fill it out completely with the Subgrant Adjustment Request (SAR) #1 in your award packet and for each subsequent SAR that requires a budget change. All required information must be present in the budget narrative, regardless of format.

**NOTE -** If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row or block of lines within the same category 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row or block and chose the option "insert copied cells" by left clicking. If you selected only a block and not the entire row, a new tile will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

**A (1). Personnel--** List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
Victim Witness Advocate						
Victim Witness Advocate	Joyceclin Campbell	\$46,000.00	100%	Biweekly	\$46,000.00	
Victim Witness Advocate	Jeremy Hall	\$46,000.00	100%	Biweekly	\$46,000.00	
Victim Witness Advocate	Dilianes Gonzalez-Castillo	\$46,000.00	100%	Biweekly	\$46,000.00	

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
<b>PERSONNEL TOTAL</b>						<b>\$138,000</b>	

**A (2). Volunteers --** If applicable, simply enter the number of hours of service volunteers will perform. Volunteers must be valued at \$15/hour unless approved by CJCC staff for a higher rate. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

Volunteers	Hours	Rate	Total value	Match
			\$ -	In-Kind
<b>VOLUNTEERS TOTAL</b>			<b>\$0.00</b>	

**A (3). Fringe--** Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a percentage of salary or wages	% Time to Project	Cost	Match?
Victim Advocate	Joyceclin Campbell	\$46,000.00	FICA	7.65%	100%	\$3,519.00	
Victim Advocate	Joyceclin Campbell	\$46,000.00	Insurance		100%	\$9,120.00	
Victim Advocate	Joyceclin Campbell	\$46,000.00	Retirement	18.56%	100%	\$8,537.60	
Victim Advocate	Jeremy Hall	\$46,000.00	FICA	7.65%	100%	\$3,519.00	
Victim Advocate	Jeremy Hall	\$46,000.00	Insurance		100%	\$9,120.00	
Victim Advocate	Jeremy Hall	\$46,000.00	Retirement	18.56%	100%	\$8,537.60	
Victim Advocate	Dilianes Gonzalez-Castillo	\$46,000.00	FICA	7.65%	100%	\$3,519.00	
Victim Advocate	Dilianes Gonzalez-Castillo	\$46,000.00	Insurance		100%	\$9,120.00	
Victim Advocate	Dilianes Gonzalez-Castillo	\$46,000.00	Retirement	18.56%	100%	\$8,537.60	
<b>FRINGE TOTAL</b>						<b>\$63,529.80</b>	

**PERSONNEL GRAND TOTAL** **\$201,530**

**B. Travel--** Funds must be budgeted in compliance with State of Georgia Statewide Travel Regulations. Itemize travel expenses of program personnel by category (e.g. mileage, meals, lodging, incidentals, and airfare) and purpose (e.g. training, field interviews, and advisory group meetings) and identify the location, if known. For training programs, list travel and meals for participants separately. Show the budget calculation (e.g. six people attending three-day training at \$X airfare, \$X lodging, \$X meals/ incidentals). If selecting "airfare" enter 1 in the nights/days field and use the round-trip costs. Travelers are eligible for the state mileage rate, but if your agency's reimbursement rate is lower you must use that rate instead.

Trainings and Conferences <small>**All trainings and conferences must be pre-approved by submitting an agenda to your Specialist or Auditor.</small>									
Purpose of Travel	Staff member	Item	Cost	# Individuals	# Nights/Days	# Trips	Cost	Match?	
VWAP Conference Training	Victim Advocates	Hotel	\$175.00	3	2	1	\$1,050.00		



	Victim Advocates	Meals	\$36.00	3	3	1	\$324.00
NOVA Conference	Victim Advocates	Hotel	\$205.00	3	2	1	\$1,230.00
	Victim Advocates	Meals	\$36.00	3	3	1	\$324.00

Mileage							
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?	
Training and Conferences	Victim Witness Advocates	\$100.00	\$0.560	1000	\$560.00		
					\$0.00		
<b>TRAVEL TOTAL</b>					<b>\$3,488.00</b>		

**C. Equipment--** List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	

**D. Supplies--** List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
Hygiene Products	\$1,000.00	1	TBD	\$1,000.00	
Safety Packs / Emergency Kits	\$1,000.00	1	TBD	\$1,000.00	
Toiletries	\$1,000.00	1	TBD	\$1,000.00	
Reusable Bags	\$1,000.00	1		\$1,000.00	
<b>SUPPLY TOTAL</b>				<b>\$4,000.00</b>	

**E. Printing--** List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter \$15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
Victim Notification Card	\$500.00	1.00	TBD	\$500.00	
Go Bag Card	\$500.00	1.00	TBD	\$500.00	
				\$0.00	
<b>PRINTING TOTAL</b>				<b>\$1,000.00</b>	

**F. (1) Other Costs--** List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
VWAP Training Registration	\$250.00	3.00	100.00%	TBD	\$750.00	
NOVA Conference	\$250.00	3.00	100.00%	TBD	\$750.00	
Virtual Training Registration	\$139.38	4.00	100.00%	TBD	\$557.52	
<b>F. (1) Subtotal</b>					<b>\$2,057.52</b>	

**F. (2) Consultant Fee:** Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the estimated number of units (eg., 1 hour of therapy).

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
<b>F. (2)Subtotal</b>					<b>\$0.00</b>	

**F. (3) Contracts:** Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Name of Consultant	worksheet	Cost per unit	Define Unit of Service	# Units	Cost	Match?
<b>F. (2)Subtotal</b>					<b>\$0.00</b>	

**F. (4) Indirect Cost:** If your agency has a negotiated rate, a copy of the Indirect Cost Rate Agreement must be submitted with your contract budget. Applicants may elect to use an amount up to the ten percent (10%) de Minimis rate of their Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and fringe benefits of personnel that work directly on the project, and other operational costs such as supplies, printing, and travel that are directly related to the project. To use the de Minimis indirect cost rate complete the MTDC Calculator in the next tab. When you have completed this calculator, the total indirect cost will transfer to the space below.

Indirect Cost \$0

F. OTHER TOTAL \$2,058

**G. Match Waiver:** If your agency would like to request a match waiver, you should submit a letter, on your agency's letterhead, to the Georgia Criminal Justice Coordinating Council (CJCC). The letter should outline the reasons why your agency will have trouble meeting the full match requirement and should indicate the amount of match you are able to provide for the proposed project.

G. Match Waiver Amount: \$53,019

**Budget Summary**--When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of grant funds requested and the amount of non-grant funds that will support the project.

Budget Category	Amount		
A. Personnel and Fringe	\$201,530		
B. Travel	\$3,488		
C. Equipment	\$0		
D. Supplies	\$4,000		
E. Printing	\$1,000		
F. Other	\$2,058		
<b>TOTAL PROJECT COSTS</b>	<b>\$212,075</b>		
Award	\$212,075		
Match Amount	\$0		
Match Breakdown	Cash	\$0	100%
	In-Kind	\$0	0%

**Budget Narrative**

**Personnel**  
VOCA Award funding supports the salaries and benefits of four (3) full-time Victim Advocates employed with the DeKalb Solicitor General's Office (budget includes any pay increases projected for FY22)

**Training**  
Our office has allocated funds for registration, lodging, per diem, and personal vehicle use costs for these trainings for all advocates within the office.

**Supplies**  
Many victims of crime are lacking the essentials needed to care for themselves and/children after leaving a dangerous situation or simply seeking refuge. Our office is committed to creating an atmosphere where victims/survivors feel safe and trusting. Victim Advocates in our office will put together and store care kits for victims seeking services and/or refuge upon entering our office. These kits will be distributed throughout the county law enforcement and partnering agencies.

Hygiene Products – to include shampoo, conditioner, hair care products, face wash, soap, deodorant etc.  
 Safety / Emergency Kits – to include car-phone chargers, stress balls, mini flashlights, mini first aid kit  
 Important Documents Kit – to include pens, memo pads, notebooks, document holder  
 Toiletries – tissue, hand sanitizer, wet wipes, toothbrushes and paste, mouth wash, small face towels  
 Reusable bags for care packs

**Printing:**  
 Victim Notification Card (to be widely distributed throughout the county and provided to law enforcement and partner agencies)  
 "Go Bag Card" – Printed card to go in care packs and for general distribution. Card will contain information about domestic violence and safety planning.  
 Victim-Witness Assistance Program brochures  
 Crime Victims Awareness Week – Event flyers, posters and educational handouts

**NOTE:** If a Non-Grant expense amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.