



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 01/07/2025

\* = Mandatory, information must be provided

or Procurement Director Award:

**\*Contractor/Vendor Name/Grantor (DBA):**

State of Arizona, Governor's Office of Youth, Faith, and Family

**\*Project Title/Description:**

Arizona STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Grant (RFGA-STOP-GOYFF-010124-15Y2)

**\*Purpose:**

The Pima County Attorney's Office, through its Victim Services Division, will fund two fulltime advocates and a 0.5 Assistant Advocate for the Domestic Violence Court and training. The funds will help provide more Victim Advocates in Misdemeanor Domestic Violence Specialty Court, known as DV Court. This request is made under the Victim Service Providers service area and aligns with the County criminal justice system's comprehensive victim-centered services programming, which is intended to help crime victims heal from trauma and pick up their lives, while holding offenders accountable and aiming to deter repeat offenses.

By its acceptance of this award, the Pima County Board of Supervisors authorizes initialing of the grant agreement and electronic acceptance of the award by an authorized designee of the Pima County Attorney's Office.

Amendment 1 is for Year 2 grant activities from original grant award GTAW-PCA-24\*098.

**\*Procurement Method:**

This grant award was reviewed and signed by PCAO.

**\*Program Goals/Predicted Outcomes:**

Additional resources to provide contact with victims will be instrumental in providing safety planning, giving information on resources and education on the criminal justice system, and will increase the likelihood of victim participation throughout the case. All of these factors combined could potentially lead to a significant increase in individual and community safety.

**\*Public Benefit:**

The project that this grant funds will empower victims in Pima County who may be reluctant to discuss personal details in open court to come forward, address the court, and face the accused, with the support of a Victim Advocate. Additionally, this project could lead to a significant increase in community safety by providing resources on the criminal justice system.

**\*Metrics Available to Measure Performance:**

The performance of this program will continue to be measured through Victim Surveys.

**\*Retroactive:**

Yes, this is retroactive due to PCAO receiving the Grantee Agreement on 12/5/2024 and needing review and signatures internally before proceeding. Due to this delay, we were not able to submit before the Board of Supervisors before commencement date of the grant. If the award is not approved, it would result in loss of compensation causing strain to the general fund.

*GMI approved  
KBO  
12/13/24*

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
 Expense Amount \$ \_\_\_\_\_\*  Revenue Amount: \$ \_\_\_\_\_

\*Funding Source(s) required: \_\_\_\_\_

Funding from General Fund?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified?  Yes  No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number?  Yes  No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense  Revenue  Increase  Decrease

Amount This Amendment: \$ \_\_\_\_\_

Is there revenue included?  Yes  No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: \_\_\_\_\_

Funding from General Fund?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

Award  Amendment

Document Type: Grant Amendment Department Code: PCA Grant Number (i.e., 15-123): 70382  
Commencement Date: 01/01/2025 Termination Date: 12/31/2025 Amendment Number: 1

Match Amount: \$ 49,116.00  Revenue Amount: \$ 147,196.00

\*All Funding Source(s) required: State of Arizona Governor's Office of Youth, Faith, Family; US Department of Justice, Office on Violence Against Women; General Fund

\*Match funding from General Fund?  Yes  No If Yes \$ 49,116.00 % \_\_\_\_\_

\*Match funding from other sources?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Funding Source: \_\_\_\_\_

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?  
Pass-through from the State of Arizona's Governor's Office of Youth, Faith, and Family.

Contact: Katie Conley

Department: PCA

Telephone: (520) 724-5542

Department Director Signature: Nicole Heath

Digitally signed by Nicole Heath  
Date: 2024.12.11 10:15:56 -07'00'

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

Deputy County Administrator Signature: \_\_\_\_\_

Date: 12-18-2024

County Administrator Signature: \_\_\_\_\_

Date: 12-18-2024



**GRANTEE AGREEMENT  
No. GR-STOP-GOYFF-010124-15Y2**

**Between the**

**STATE OF ARIZONA,  
GOVERNOR'S OFFICE OF YOUTH, FAITH AND FAMILY**

**And**

**PIMA COUNTY ATTORNEY'S OFFICE**

Pursuant to *RFGA-STOP-GOYFF-010124-00*, section III. FUNDING INFORMATION, subsection B. Funding Available, the State of Arizona hereby exercises its option to renew Agreement No. GR-STOP-GOYFF-010124-15 for a second year of funding. A new award amount for the second year of this Agreement is provided from the Arizona STOP Violence Against Women Formula Grant Program (CFDA No. 16.588). Grantee agrees to adhere to the goals, strategies and activities related to Agreement No. GR-STOP-GOYFF-010124-15 and the approved, updated grant activities in the Grantee's renewal application for Year Two funding. The attached *Summary of Award – Year 2 Renewal* is incorporated into this Agreement as if fully set forth herein.

**Section 7. PERFORMANCE PERIOD**

The performance period for Year Two grant activities shall be effective January 1, 2025 through December 31, 2025.

**Section 15. AWARD INFO**

Grantor shall provide up to \$147,196.00 as a new contract award amount for reimbursement of Year Two costs approved in the Grantee's renewal application for Year Two funding in accordance with *Attachment D – Year 2 Budget & Scope of Work*, incorporated into this contract in its entirety. The budgeted match amount is \$49,116.

**Section 21. PROGRAM REPORTING**

The Year Two reporting schedule is as follows:

- Quarter 1: April 30, 2025
- Quarter 2: July 31, 2025
- Quarter 3: October 31, 2025
- Quarter 4: January 30, 2026
- Annual Muskie: February 17, 2026

Except as specifically stated herein, all other terms and conditions of this Agreement remain unchanged.

**In Witness Whereof**, the parties hereto agree to execute this Agreement.

**PIMA COUNTY ATTORNEY'S OFFICE**

**GOVERNOR'S OFFICE OF  
YOUTH, FAITH AND FAMILY**

Nicole Heath  
Nicole Heath (Dec 5, 2024 08:54 MST) 12/05/2024

Nicole Heath  
Legal Administrator Date

Tonya Hamilton  
Tonya Hamilton (Dec 5, 2024 09:30 MST) 12/05/2024

Tonya Hamilton  
Director Date

Travis Price  
Travis Price (Dec 5, 2024 09:30 MST) 12/05/2024

Travis Price  
Compliance Finance and Procurement Manager  
Governor's Accounting Office Date



**State of Arizona**  
**Governor's Office of Youth, Faith and Family**  
*Summary of Award – Year 2 Renewal*

<b>1. Type of Agreement</b> Grant Award	<b>2. Title of Grant</b> Arizona STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Grant	<b>3. Action Type</b> Year 2 Renewal	<b>4. Amendment No.</b> 0
<b>5. Contract No.</b> GR-STOP-GOYFF-010124-15Y2	<b>6. Effective Date</b> 01/01/2025	<b>7. Performance Period</b> 01/01/2025 – 12/31/2025	<b>8. Sponsoring Federal Agency</b> United States Department of Justice, Office on Violence Against Women
<b>9. Grantee Name</b> Pima County Attorney's Office 32 North Stone Avenue Tucson, AZ 85701	<b>10. Grantee ID</b> EIN: 86-6000543 UEI: FVS1C9XG5748	<b>11. Grantee's Program Name</b> Engaging More Victims of Domestic Violence Through DV Court	<b>12. CFDA No.</b> 16.588
			<b>13. FAIN No.</b> 15JOVW24GG00568-MUMU
<b>14. Award Info</b> Grant Funding: \$147,196.00 Grantee Match: \$49,116.00 Grantee Indirect: 15%	<b>15. Agreement Type</b> Cost Reimbursement	<b>18. Program Report Contact</b> Emily Uline-Olmstead Justice Program Manager Governor's Office of Youth, Faith and Family 1700 W. Washington Suite 230 Phoenix, AZ 85007 <a href="mailto:euolmstead@az.gov">euolmstead@az.gov</a>	<b>19. Statutory Authority</b> Violence Against Women Act of 2000, the Violence Against Women Act of 2005, and the Violence Against Women Act of 2013 under 34 U.S.C §§ 10441, 10446-10451.
	<b>16. Method of Payment</b> Electronic or Warrant		
	<b>17. Financial Reporting</b> Monthly 20 days after month end		
<b>20. Program Reporting</b> Quarterly Reports Due: Q1: April 30, 2025 Q2: July 31 2025 Q3: October 31, 2025 Q4: January 31, 2026 DOV/OVW Annual Progress Report (Muskie) Due: February 17, 2026 The Governor's Office of Youth, Faith, and Family shall provide the forms for the quarterly reports and requests for reimbursement.	<b>21. Remittance Address</b> State of Arizona Governor's Accounting Office 1700 W. Washington Suite 500 Phoenix, AZ 85007 <a href="mailto:grantrfr@az.gov">grantrfr@az.gov</a>	<b>22. Grantee Program Contact</b> Virginia Rodriguez Victim Services Director Pima County Attorney's Office 32 North Stone Avenue Tucson, AZ 85701 520-724-8142 <a href="mailto:virginia.rodriguez@pcao.pima.gov">virginia.rodriguez@pcao.pima.gov</a>	<b>23. Grantee Financial Contact</b> Rosa Ramos Administrative Services Pima County Attorney's Office 32 North Stone Avenue Tucson, AZ 85701 520-724-8231 <a href="mailto:Rosa.Ramos@pcao.pima.gov">Rosa.Ramos@pcao.pima.gov</a>

**24. Special Conditions**

*The above grant program is approved subject to such conditions of limitations as are incorporated by reference to the grantee's contract materials. Contract materials incorporated by reference include:* The Request for Grant Solicitation No. RFGA-STOP-GOYFF-010124-00 and all Attachments; solicitation amendment(s); grantee's response application (including narrative responses and all Exhibits); clarification requests and responses; countersigned Offer and Acceptance Form; and year 2 renewal documents, all of which are in the possession of the grantee.

The State of Arizona's Uniform Terms and Conditions (Revision No. 10.4) are incorporated into this contract as if fully set forth herein. Copies of this document may be accessed at:  
[https://spointra.az.gov/sites/default/files/Uniform%20Terms%20and%20Conditions\\_r10.4\\_05-23\\_0.pdf](https://spointra.az.gov/sites/default/files/Uniform%20Terms%20and%20Conditions_r10.4_05-23_0.pdf)

In the event of any divergence between these contract materials and the Uniform Terms and Conditions, the contract shall control. Grantee warrants that it has read and understands the State of Arizona's Uniform Terms and Conditions (Revision No. 10.4), and agrees to be bound by them in their entirety.

Budget Report

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
<b>Personnel</b>										
Rachel Brongo	Victim Advocate	DV Court Advocate	1	\$45,070.74	\$45,070.74	\$45,070.74	\$6,760.61		\$0.00	
Jamie Farmer	Victim Advocate	DV Court Advocate	1	\$45,070.74	\$45,070.74	\$45,070.74	\$6,760.61		\$0.00	
Claire Miller	Assistant Victim Advocate	DV Court Advocates Assistant	0.3	\$44,183.88	\$13,255.00	\$13,255.00	\$1,988.25		\$0.00	
<b>Personnel Total</b>			<b>1</b>	<b>\$134,325.36</b>	<b>\$103,396.48</b>	<b>\$103,396.48</b>	<b>\$15,509.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Fringe Benefits</b>										
Rachel Brongo	Victim Advocate	DV Court Advocate	1	\$9,680.58	\$9,680.58	\$9,680.58	\$1,452.09		\$0.00	
Jamie Farmer	Victim Advocate	DV Court Advocate	1	\$9,680.58	\$9,680.58	\$9,680.58	\$1,452.09		\$0.00	
Claire Miller	Assistant Victim Advocate	DV Court Advocates Assistant	0.3	\$17,463.68	\$5,239.10	\$5,239.10	\$785.87		\$0.00	
<b>Fringe Benefits Total</b>			<b>1</b>	<b>\$36,824.84</b>	<b>\$24,600.26</b>	<b>\$24,600.26</b>	<b>\$3,690.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Travel</b>										
<b>Travel Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Equipment</b>										
<b>Equipment Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Supplies</b>										
<b>Supplies Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Contractual</b>										
<b>Contractual Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Construction</b>										
<b>Construction Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Indirect Costs</b>										
<b>Indirect Costs Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Other

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
<b>Other</b>										
<b>Other Total</b>			0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Grant Total</b>			2.3	\$171,150.20	\$127,996.74	\$127,996.74	\$19,199.51	\$0.00	\$0.00	

## EXHIBIT B Line Item Budget

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Contracted/Professional Services, Travel (In-State/Out of State), Pass-Thru, Other Operating Expenses and Administrative/Indirect Costs. **Please round budget category totals to the nearest dollar.**

**Budget period: January 1, 2025 – December 31, 2025**

Budget Category	Line Item	Requested Funds	Total Cost
<b>Personnel and Fringe Benefits</b>			
Personnel	Victim Advocate Rachel Brongo, 100%, 12 months	\$45,070	\$45,070
	Victim Advocate Jamie Farmer 100%, 12 months	\$45,070	\$45,070
	Asst. Victim Advocate Claire Miller 30%, 12 months	\$13,255	13,255
Fringe Benefits	Besides FICA and Workers' Comp, Pima County employees choose from a menu of benefits for insurance, retirement, health care and other options.		
	Rachel Brongo (21.5% of salary)	\$9,681	\$9,681
	Jamie Farmer (21.5% of salary)	\$9,681	\$9,681
	Claire Miller (39.5% of prorated salary)	\$5,239	\$5,239
<b>Contracted Services/Professional Services</b>			
		\$0	\$0
<b>Travel</b>			
		\$0	\$0
<b>Pass Through</b>			
		\$0	\$0
<b>Supplies and Other Operating</b>			
		\$0	\$0
<b>Administrative/Indirect Costs</b>			
15% De Minimis rate		\$19,200	\$19,200
<b>Total</b>		<b>\$147,196</b>	<b>\$147,196</b>

\*As shown, a line item budget justification for each component **MUST** be included in the application that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens applications. See the following page for budget narrative format.



## **EXHIBIT C**

### **Budget Narrative**

If awarded \$147,196 in funding, \$127,999 would be used by the Pima County Attorney's Office (PCAO) Victim Services Division for the salaries and EREs of two full-time Victim Advocates and one-third Assistant Victim Advocate FTE to cover DV Courtrooms during 2025. They would initiate support services for more than 350 victims who are identified in prosecutor charging documents, as well as by meeting those who simply show up in Domestic Violence Court for sessions related to their victimization. In addition to discussing victim safety strategies, victim rights and offer to take victims to apply for public benefits and other services, when victims choose to cooperate with the prosecution in their victimization cases, the Victim Advocates would work with prosecutors in helping the victims. (The Pima County Attorney's Office never charges for services and provides support for victims regardless of whether they wish to help in the prosecution of those cases.)

**SALARIES AND EREs.** One of the two DV Court Victim Advocates and the part-time Assistant Victim Advocate have recently left those positions. Jamie Farmer and Claire Miller have undergone Pima County Attorney's Office Victim Services Division (VSD) intensive training and should be ready to serve permanently in those functions no later than by the end of this year.

The FTE that Ms. Farmer will have as the new Victim Advocate would be based on the salary and EREs of current DV Court Victim Advocate Rachel Brongo, while Claire Miller is expected to receive 0.3 the FTE compensation of Alec Hausman, the half-time Assistant Victim Advocate she would replace on this grant program. There is no supplanting.

Ms. Brongo and Ms. Farmer would each receive \$45,070.74 fulltime salary (\$90,141.48 total salaries) and \$9,680.58 in EREs (19,361.16 total EREs), which amounts to compensation of \$54,752 each. Ms. Miller, the candidate for Assistant Victim Advocate, would dedicate 30% of her efforts to database entries and coordination of meetings and follow-up services for the victims. The award would cover \$13,255 of her \$44,184 salary and \$5,239 of her \$17,464 EREs, for a total of \$18,494. ( $54,752 \text{ each Victim Advocate} \times 2 = \$109,505 + \$18,494 = \$127,999$ )

<b>Brongo and Farmer EREs</b>	<b>Percent of Salary</b>
Payroll Taxes	7.5
Dental and Life Insurance	1.1
AZ Retirement	12.1
Worker's Comp + Unemploymt	0.2
Short- and Long-Term Disability	0.6
Total Fringe Benefit Rate	21.5

<b>Claire Miller EREs</b>	<b>Percent of Salary</b>
Payroll Taxes	7.2
Health, Dental and Life Ins.	19.2
AZ Retirement	12.1
Worker's Comp + Unemploymt.	0.2
Short- and Long-Term Disability	0.6
Total Fringe Benefit Rate	39.3

**DE MINIMIS.** The award would also include \$19,199.51 to cover Pima County's newly increased 15% de minimis rate. (Pima County has not negotiated a federal rate.)

**MATCH.** The \$49,116 in-kind Match would be provided by 60.2% of the Pima County General Fund salary and EREs of veteran Victim Advocate Kristin Carter. She receives \$51,809 in yearly salary and

\$29,715 in EREs for a total of \$81,524. The in-kind match of \$49,116 equals 60.2% of \$81,524.

## PIMA COUNTY ATTORNEY'S OFFICE GOYFF STOP 25 APPLICATION

### SCOPE OF WORK

A. Each year, hundreds of women show up at the Pima County Superior Court's Misdemeanor Domestic Violence Courtrooms. They often go in search of justice, to see people who harassed, assaulted and abused them face a judge. But sitting in the visitors' section of the two courtrooms used for these hearings, they may go unnoticed and uninvited to share what they know of the defendants' behaviors, unaware of the judge and attorneys' interest in learning from them. Many haven't been identified in the charging papers that prosecutors get from law enforcement. Sometimes, as they sit anonymously in the back of the courtroom, they don't get a measure of consolation. Instead, some are pained to see their perpetrators walk away unpunished and free to mistreat others or kill someone.

The Domestic Violence Specialty Court was established by the Superior Court and Pima County Justice Courts more than 10 years ago in Tucson. The Pima County Attorney's Office, which pioneered the Victim Services movement nationally, had long assigned two Victim Advocates, one for each courtroom holding simultaneous hearings, given that many sexual crime victims are reluctant to identify themselves to authorities. Indeed, a 2003-2012 study of nonfatal domestic violence by U.S. Bureau of Justice statisticians found that only 34% of people hurt by intimate partners get medical care. (Truman, J.L. & Morgan, R.E. 2014) In 2014, for instance, "About 12% of victims of serious violence and 28% of intimate partner violence victims received assistance from a victim service agency," BJS statisticians found in the Criminal Victimization, 2014 Bulletin. (Truman, J.L. & Langton, L. 2015) <https://bjs.ojp.gov/content/pub/pdf/cv14.pdf>

Then the pandemic struck and, from 2021 until last spring, there was a service gap. There had been no Victim Advocates covering those hearings, meeting sexual assault victims, making sure they were aware of their rights and how to stay safe, as well as asking whether they would want to aid in the prosecution of the cases in which they were victimized. (The Pima County Attorney's Office Victim Services never charges victims, nor does it ever make its services contingent on their aiding the prosecution.)

The need is clear, since the GOYFF STOP funding in 2024 allowed the hiring of two fulltime Victim Advocates and a halftime Assistant Victim Advocate, who were able to support 273 intimate partner abuse victims.

B. This request for \$147,196 involves two goals: 1) to have Victim Advocates attend misdemeanor domestic violence court proceedings so that in 2025 they can meet and begin to help at least 350 victims of domestic violence, who may not have been previously identified, and 2) in cases where victims wish to be present at hearings and/or cooperate with the prosecution, the Victim Advocates work closely with prosecutors to support them. (The Pima County Attorney's Office Victim Services never charges victims, nor does it ever make its services contingent on their aiding the prosecution.)

B1) Funding for the first goal allows for Victim Advocates to connect with victims of misdemeanor sexual abuse and offer support, regardless of the case outcome or whether they wish to collaborate with the prosecution. By being identified and accepting trauma-informed support by Victim Advocates, these victims need not feel isolated, alone in the back of the courtroom. They often experience the healing effect of knowing that they are believed, that they have rights they may be unaware of, and that they can count on government and nonprofit

support for which they may be eligible, to move forward with their lives. To do so, their cases are entered in the confidential Victim Advocates database to assure continuity of contacts and services.

B2) Funding for the second goal propitiates, in cases in which the victims are willing to cooperate with the prosecution, prosecution interactions with the victims by allowing Victim Advocates to work closely with misdemeanor prosecutors. Depending on the case, it can open the way for victim meetings with prosecutors present, either in person or electronically. Prosecutors and the court can use compelling information from victims to assure that defendants don't go away unpunished and increases safety for the victim as well as the community.

C. Once a Victim Advocate contacts the victim and the victim agrees to the free service, each contact is documented in a way that assures the services are provided and the victim gets where she/he needs to go in their healing process and in practical terms. Victim Advocates Supervisor Blue Norush oversees the activities of the two Victim Advocates and halftime Assistant Victim Advocate, and she reports to Victim Services Director M. Virginia Rodriguez. Together, the Supervisor and the Director assure compliance with best practices in serving victims contacted through misdemeanor DV Court and in working with prosecutors.

Advocates always use a victim-centered, trauma-informed approach to assure (orally and in writing) that each victim knows her/his rights, takes steps to stay safe, and is empowered to make choices and advance the individual's healing process. Not only do the Pima County Attorney's Victim Services Division's Victim Advocates embrace best practices, but they also are keenly aware of navigating cultural differences in helping traumatized people trying to stay safe and pick up their lives. And many are fluent in Spanish, or other languages.

All staff and volunteer Advocates and Assistant Advocates complete a 66-hour training program with in-house Advocate/Trainers, followed by a skills-based mentorship with senior staff and volunteers. Topics include: crisis intervention and communications, and in-depth training on: dynamics of domestic violence; stalking and risk assessments; sexual assault; homicide; death, and responding to child victims. Additionally, Advocates receive specialized instruction through the National Organization for Victim Assistance Advanced Crisis Response Training and the National Center for Victims of Crime Training Institute, as well as the Arizona Coalition of Victim Assistance Academy.

D. Given the uncertainties surrounding the number of victims that can be anticipated in any given year, evaluation efforts for this project will focus on the numbers of contacts entered in the database, signifying how much communication and provision of services to victims resulted from the initial contacts. Through those contacts, the frequency of advocacy with prosecutors and courtroom personnel can also be measured.

Victim Services Director M. Virginia Rodriguez would have overall responsibility for monitoring Performance Measures, survey questions and other data collection and analysis tools. She analyzes data and shares results at quarterly stakeholder meetings, so any new strategies or adjustments can be developed and implemented to improve the program.

The 2.5 DV Court staffers meet weekly with Advocate Supervisor Blue Norush, and quarterly, with minutes being shared, with court personnel and other stakeholders. Victims identified through the program are surveyed quarterly about their experiences from Victim Advocate contacts.

PIMA COUNTY ATTORNEY'S OFFICE  
GOYFF STOP 25 APPLICATION  
SCOPE OF WORK | Page 2 of 2

### EXHIBIT E

#### Goals, Objectives and Performance Measures

In the table below, state the goal(s) that will address the identified problem/need.

<b>Goal 1</b>	Have Victim Advocates attend Justice Court sessions for misdemeanor domestic violence (DV) cases, so they can meet and help victims of domestic violence.
<b>Goal 2</b>	Have two Victim Advocates work closely with prosecutors to support people victimized in misdemeanor domestic violence cases.
<b>Goal 3</b>	

In the table below provide at least two output and two outcome measures. The selected performance measures must demonstrate the results of the expansion and/or enhancement, not the entire program.

ACTIVITY	PERFORMANCE MEASURE	DEFINITION	OBJECTIVE	GOAL # (Goal must be listed in above table)	EXPLAIN HOW THE PERFORMANCE MEASURE DEMONSTRATES PROGRESS TOWARD THE GOAL
Train dedicated Victim Advocates to contact and serve in 2025 at least 350 victims of intimate partner violence who go to misdemeanor DV court and/or are identified in DV Court charging papers	<b>Output 1:</b> By Jan. 2025, have 2 Advocates present at all misdemeanor DV hearings in 2 Consolidated Justice Courtrooms meeting simultaneously.	<b>1)</b> Assistant Victim Advocate would enter all DV victim data in the confidential Victim Advocate database to track initial contacts in court with DV victims and help coordinate follow-up meetings and services.	<b>1a)</b> By their presence and skills, to be a source of support for misdemeanor DV crime victims.	<b>1)</b> Have Victim Advocates at Justice Court sessions for misdemeanor Domestic Violence cases to help victims of domestic violence.	Increased victims contacted by the presence of Advocates in DV Court would result in: 1) more cases tracked through data entered in the Advocate database using Prosecutor by Karpel (PbK), 2) more services to help more crime victims to heal and pick up their lives. The initial contacts, with victims who wish to be helped, trigger ongoing support, which includes safety planning, explanation of victims' rights, information about the criminal justice system, information on Orders of Protection, and help finding appropriate resources for ongoing care.
	<b>Outcome 1:</b> Trained DV Victim Advocates will increase feelings of safety and trust in criminal justice process, by con-				

	necting previously unknown victims to services that can help them to further heal and pick up their lives.	<b>2)</b> Victim Services Division (VSD) leaders could then track the number of additional DV victims and other data to improve their services.	<b>1b)</b> To provide victims with resources and info about their rights, services, available to them, and the DV Justice Court process itself.	<b>2a)</b> To increase opportunities for victims, who wish to participate in criminal cases in which they were victimized, to aid in the prosecution of their case.	Increase capacity to serve at least 350 victims of DV misdemeanor cases in Justice Courtrooms.
<b>Activity 2:</b> Assign 2 dedicated Victim Advocates to work closely with misdemeanor case prosecutors in DV cases.	<b>Output 2:</b> Jan.-Dec. 2025, have two full-time Advocates work closely with DV misdemeanor prosecutors.	<b>2a)</b> In addition to providing victim services, victim contacts can include working with a victim in Justice Court, victim meetings with prosecutors present, and having contact with the DV victims by electronic means, such as phones and/or email.	<b>2a)</b> To create a more cohesive DV misdemeanor collaboration between Victim Advocates and prosecutors.	<b>2a)</b> Have two Victim Advocates work closely with prosecutors to support people victimized in misdemeanor domestic violence cases.  <b>2b)</b> Increase possibility that victims won't see their perpetrators walk away unpunished.	More misdemeanor domestic violence victims would be able to connect with Victim Advocates and, if the victims wish to, help in the prosecution of their victimization case. Compelling information from victims can contribute to keeping offenders off the streets, avoiding additional crimes, and helping victims to heal.
	<b>Outcome 2:</b> Have misdemeanor prosecutors coordinate with Advocates on DV cases to improve efforts to hold defendants accountable, when victims wish to participate.	<b>2b)</b> Prosecutors and Victim Advocates would be able to collaborate more on outreach to victims.	<b>2b)</b> To provide better access for DV victims to give input on their rights and participation in the criminal justice system.	<b>2c)</b> To have a cohesive Victim Advocate/misdemeanor prosecutor team.	Victim Advocates can be instrumental in strengthening prosecutions by collaborating with prosecutors when the victims that they have contacted wish to participate in their DV cases. Doing so makes convictions more likely, and increases the safety of victims and the community.

## EXHIBIT F Implementation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested. Sequentially list the key tasks and activities needed to implement the strategies/approaches including timelines and responsibilities as they relate to the achievement of the task. In the final column, list how the effectiveness of the implementation will be measured (e.g. number of participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc.)

STRATEGY	KEY TASK	ACTIVITIES	PERSON RESPONSIBLE	BY WHEN	AS MEASURED BY
For the Pima County Attorney's Victim Services Division (VSD) to provide ongoing support to victims of misdemeanor domestic violence (DV) in the Pima County Consolidated Justice Court System courtrooms that specifically target misdemeanor domestic violence charges.	Hire and train Victim Advocates and an Assistant Victim Advocate to work solely with misdemeanor domestic violence victims. Each one will receive basic Victim Advocate training, which includes trauma-informed approaches for victims of sexual assault and victimology, as well as court procedures and the use of PbK software, among other topics. The basic training is more than 40 hours long, with at least two additional trainings every year.	Be present at all intimate partner violence hearings in misdemeanor DV court.	Advocates Rachel Brongo and Jamie Farmer, under the direction of DV Advocates Supervisor Blue Norush.	Ongoing	Data entries into the Victim Advocates database for victim contacts.
		Meet DV victims who may show up at DV court sessions related to their victimization.	Brongo and Farmer, supervised by Norush	January – December	Data entries and staff meeting reports to Norush, and from Norush to VSD Dir. Virginia Rodriguez
		If they are willing, discuss with them their rights, needs and services available to them.	Brongo and Farmer, supervised by Norush	January – December	Data entries and staff meeting reports to Norush and from Norush to VSD Dir. Virginia Rodriguez

		Enter data on contacts and plans for followup calls and meetings with each DV victim.	Assistant Victim Advocate Claire Miller, in collaboration with Brongo, Farmer and Norush		
Victim Advocates to coordinate with Misdemeanor Domestic Violence Prosecutors in contacting DV victims about criminal cases involving their victimization, when those victims wish to be involved.	Create an ongoing schedule with prosecutors of misdemeanor domestic violence cases every week to review cases that are charged, so that Advocates can try to contact the victims, discuss their safety, rights and needs, and get input from victims related to the prosecution of their victimization cases.	Schedule weekly calls with prosecutors and victims to review the case before and after DV Court arraignments and other sessions.	Misdemeanor DV Court Victim Advocates Brongo and Farmer, supervised by Norush.	Ongoing	All contacts with victims will be entered into the confidential Division database.



**EXHIBIT E**

**Goals, Objectives and Performance Measures**

In the table below, state the goal(s) that will address the identified problem/need.

Goal 1	Have Victim Advocates attend Justice Court sessions for misdemeanor domestic violence (DV) cases, so they can meet and help victims of domestic violence.
Goal 2	Have two Victim Advocates work closely with prosecutors to support people victimized in misdemeanor domestic violence cases.
Goal 3	

In the table below provide at least two output and two outcome measures. The selected performance measures must demonstrate the results of the expansion and/or enhancement, not the entire program.

ACTIVITY	PERFORMANCE MEASURE	DEFINITION	OBJECTIVE	GOAL # (Goal must be listed in above table)	EXPLAIN HOW THE PERFORMANCE MEASURE DEMONSTRATES PROGRESS TOWARD THE GOAL
Train dedicated Victim Advocates to contact and serve in 2025 at least 350 victims of intimate partner violence who go to misdemeanor DV court and/or are identified in DV Court charging papers	<b>Output 1:</b> By Jan. 2025, have 2 Advocates present at all misdemeanor DV hearings in 2 Consolidated Justice Courtrooms meeting simultaneously.	1) Assistant Victim Advocate would enter all DV victim data in the confidential Victim Advocate database to track initial contacts in court with DV victims and help coordinate follow-up meetings and services.	1a) By their presence and skills, to be a source of support for misdemeanor DV crime victims.	1) Have Victim Advocates at Justice Court sessions for misdemeanor Domestic Violence cases to help victims of domestic violence.	Increased victims contacted by the presence of Advocates in DV Court would result in: 1) more cases tracked through data entered in the Advocate database using Prosecutor by Karpel (PbK), 2) more services to help more crime victims to heal and pick up their lives. The initial contacts, with victims who wish to be helped, trigger ongoing support, which includes safety planning, explanation of victims' rights, information about the criminal justice system, information on Orders of Protection, and help finding appropriate resources for ongoing care.
	<b>Outcome 1:</b> Trained DV Victim Advocates will increase feelings of safety and trust in criminal justice process, by con-				

	necting previously unknown victims to services that can help them to further heal and pick up their lives.	<b>2)</b> Victim Services Division (VSD) leaders could then track the number of additional DV victims and other data to improve their services.	<b>1b)</b> To provide victims with resources and info about their rights, services, available to them, and the DV Justice Court process itself.	<b>2a)</b> To increase opportunities for victims, who wish to participate in criminal cases in which they were victimized, to aid in the prosecution of their case.	Increase capacity to serve at least 350 victims of DV misdemeanor cases in Justice Courtrooms.
<b>Activity 2:</b> Assign 2 dedicated Victim Advocates to work closely with misdemeanor case prosecutors in DV cases.	<b>Output 2:</b> Jan.-Dec. 2025, have two full-time Advocates work closely with DV misdemeanor prosecutors.	<b>2a)</b> In addition to providing victim services, victim contacts can include working with a victim in Justice Court, victim meetings with prosecutors present, and having contact with the DV victims by electronic means, such as phones and/or email.	<b>2a)</b> To create a more cohesive DV misdemeanor collaboration between Victim Advocates and prosecutors.	<b>2a)</b> Have two Victim Advocates work closely with prosecutors to support people victimized in misdemeanor domestic violence cases.  <b>2b)</b> Increase possibility that victims won't see their perpetrators walk away unpunished.	More misdemeanor domestic violence victims would be able to connect with Victim Advocates and, if the victims wish to, help in the prosecution of their victimization case. Compelling information from victims can contribute to keeping offenders off the streets, avoiding additional crimes, and helping victims to heal.
	<b>Outcome 2:</b> Have misdemeanor prosecutors coordinate with Advocates on DV cases to improve efforts to hold defendants accountable, when victims wish to participate.	<b>2b)</b> Prosecutors and Victim Advocates would be able to collaborate more on outreach to victims.	<b>2b)</b> To provide better access for DV victims to give input on their rights and participation in the criminal justice system.	<b>2c)</b> To have a cohesive Victim Advocate/misdemeanor prosecutor team.	Victim Advocates can be instrumental in strengthening prosecutions by collaborating with prosecutors when the victims that they have contacted wish to participate in their DV cases. Doing so makes convictions more likely, and increases the safety of victims and the community.

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		Enter data on contacts and plans for followup calls and meetings with each DV victim.	Assistant Victim Advocate Claire Miller, in collaboration with Brongo, Farmer and Norush		
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**PIMA COUNTY**

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Adelita Grijalva Chair,  
Pima County Board of Supervisors

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Date

**ATTEST**

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Clerk of Board  
Pima County Board of Supervisors

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Date

**APPROVED AS TO FORM**

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*Kyle Johnson*  
Deputy County Attorney

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12/9/2024  
Date