

# Issue Analysis Form



**Date:** September 22, 2020  
Appropriation – Budget  
Amendment – DCJS  
Coronavirus Emergency  
Supplemental Funding Grant  
Commonwealth’s Attorney

**Item:** \$49,590  
Commonwealth’s Attorney /

**Lead Department(s):** County Finance

**Contact Person(s):** Susan Fierro & Betsy Drewry

## Description and Current Status

On August 31, 2020 the Prince George County Commonwealth’s Attorney received an email notice of an award of a Department of Criminal Justice Services (DCJS) Coronavirus Emergency Supplemental Funding grant in the amount of \$49,590. We received the formal notice of award and Statement of Grant Award on September 10 (signed document attached).

Susan Fierro, Commonwealth’s Attorney, applied for the grant (which does not require a local match) on June 30, 2020 [see attached application].

Department **0205** was established within the General Fund to separately track expenditures for this grant funding. The funds will be used to pay for:

- Compensation and FICA tax for a part-time COVID-19 Response Docket Facilitator - \$49,240.00
- Supplies and Equipment totaling \$350.00

**Board Action Requested:** Approve budget amendment / increase in General Fund revenues and expenditures. A Draft budget amendment / appropriation is attached for Board consideration.

### Appropriation Increase Entry is (FY2021):

**Revenues:**

0100-30-601-8305-330315 – DCJS CESF Grant - \$49,590

**Expenditures:**

0100-02-020-0205-41300	CA CESF Grant Part-Time Wages	\$45,741.00
0100-02-020-0205-42100	CA CESF Grant FICA Tax	\$ 3,499.00
0100-02-020-0205-46001	CA CESF Grant Office Supplies	\$ 100.00
0100-02-020-0205-46024	CA CESF Grant Data Processing Supplies	\$ 250.00
<b>TOTAL</b>		<b>\$49,590.00</b>

**Government Path**

- Does this require IDA action?  Yes  No
- Does this require BZA action?  Yes  No
- Does This require Planning Commission Action?  Yes  No
- Does this require Board of Supervisors action?  Yes  No
- Does this require a public hearing?  Yes  No
- If so, before what date?  Yes  No

**Fiscal Impact Statement**

Increases in appropriation of increased DCJS Coronavirus Emergency Supplemental Funding grant funding for use by the Commonwealth's Attorney to assist with docket management of \$49,590.

**Total Increase in FY2020-21 Budget = \$49,590.**

**County Impact**

Allows for increased expenditures for docket management within the office of the Prince George County Commonwealth's Attorney (and court system).

**Notes**

## STATEMENT OF GRANT AWARD (SOGA)

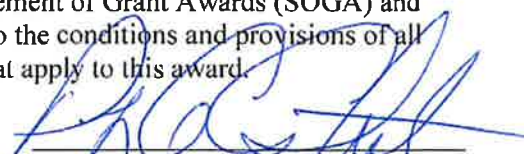
Virginia Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia

<b>CESF Commonwealth's Attorneys</b>	
Subgrantee: Prince George DUNS Number: 057884058 Grant Start Date: 01/20/2020	DCJS Grant Number: 20-A5144CE20 Grant End Date: 09/30/2021
Federal Grant Number: Federal Awardee: Federal Catalog Number: Project Description: Federal Start Date:	2020-VD-BX-0141 OJP 16.034 To support a broad range of activities to prevent, prepare for, and respond to the coronavirus. 1/20/2020
Federal Funds: State General Funds: State Special Funds: Agency Match:  Total Budget:	<b>\$49,590</b> \$ \$ \$ _____  <b>\$49,590</b>

<b>Project Director</b>	<b>Project Administrator</b>	<b>Finance Officer</b>
The Hon. Susan Fierro Commonwealth's Attorney Prince George County P. O. Box 730 Prince George, VA 23875 (804) 733-2790 sfierro@princegeorgecountyva.gov v	Mr. Percy C. Ashcraft County Administrator Prince George County P. O. Box 68 Prince George, VA 23875 (804) 722-8600 pashcraft@princegeorgecountyva.gov v	Ms. Betsy Drewry Finance Director Prince George County P. O. Box 68 Prince George, VA 23875 (804) 722-8720 bdrewry@princegeorgecountyva.gov v

**\*Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: \_\_\_\_\_

  
Authorized Official (Project Administrator)

Title: \_\_\_\_\_

County Administrator

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

9/10/2020



# COMMONWEALTH of VIRGINIA

## *Department of Criminal Justice Services*

Shannon Dion  
Director

Megan Peterson  
Chief Deputy Director

Washington Building  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

September 8, 2020

Mr. Percy C. Ashcraft  
County Administrator  
Prince George County  
P. O. Box 68  
Prince George, VA 23875

RE: CESF Commonwealth's Attorneys

Dear Mr. Ashcraft:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **20-A5144CE20** and was approved for a total award of **\$49,590**, funded through Federal Grant **2020-VD-BX-0141**. The project period is **01/20/2020** through **09/30/2021**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note your General Special Conditions, Reporting Requirements and Projected Due Dates have been combined and are now referred to as **Conditions and Requirements**. All are posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> for your review. In addition to the General Special Conditions, there may be Specific Special Conditions related to your Grant Award. You are required to view these conditions online via the Grants Management Information System (GMIS) at <https://grants.dcjs.virginia.gov/> under menu item View Status -> Special Conditions. You must obtain a user name and password set up by your Finance Officer in order to use this system.

To indicate your acceptance of this award and conditions, please sign the included SOGA and complete both the Sub-Grantee Questionnaire and the Certifications Regarding Lobbying forms posted at <https://dcjs.virginia.gov/grants/forms>. **Return all three documents within the next 60 days to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov) and reference your DCJS grant number in the subject line of your email.**

We will be happy to assist you in any way we can to assure your project's success. If you have questions, contact Lacey Payne at (804) 786-8003 or via email at [CESF@dcjs.virginia.gov](mailto:CESF@dcjs.virginia.gov).

Sincerely,

Handwritten signature of Shannon Dion in cursive script.  
Shannon Dion



**Commonwealth of Virginia**  
**Virginia Department of Criminal Justice Services**  
**Grant Application**

<b>Grant Program:</b>	Coronavirus Emergency Supplemental Fund Grant (CESF)	<b>Congressional District(s)</b>	Third and Fourth
<b>Applicant:</b>	Prince George County Commonwealth's Attorney's Office	<b>Faith Based Organization?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicant Federal ID Number:</b>	54-6001528	<b>Best Practice?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Jurisdiction(s) Served and Zip Codes:</b>	Prince George County 23805, 23842, 23875, 23881, 23830, 23801, 23860		
<b>Program Title:</b>	Prince George County COVID-19 Response Docket Facilitator	<b>Certified Crime Prevention Community?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Grant Period:</b>	January 20, 2020 to September 30, 2021	<b>DUNS NUMBER:</b>	057884058
<b>Type of Application:</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number _____ <input type="checkbox"/> Revision of Grant Number _____		<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban

	Project Director	Project Administrator	Finance Officer
<b>Name:</b>	Susan Fierro	Percy C. Ashcraft	Betsy Drewry
<b>Title:</b>	Commonwealth's Attorney	County Administrator	Finance Director
<b>Address:</b>	P.O. Box 730 Prince George, VA 23875	P.O. Box 68 Prince George, VA 23875	P.O. Box 68 Prince George, VA 23875
<b>Phone:</b>	(804) 733-2790	(804) 722-8600	(804) 722-8720
<b>Fax:</b>	(804) 862-3586	(804) 732-3604	(804) 732-1966
<b>E-Mail:</b>	sfierro@princegeorgecountyva.gov	pashcraft@princegeorgecountyva.gov	bdrewry@princegeogecountyva.gov

Signature of Project Administrator: 

**Brief Project Description:**

This position will assist the Commonwealth's Attorney's Office and courthouse entities with ensuring proper administration of justice while protecting the health and safety of courthouse personnel and participants. The position will be responsible for segmenting criminal dockets, coordinating increased use of video conferencing, and assisting with crowd management in the courthouse.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel	\$49,240			\$49,240
Consultants				
Travel				
Equipment	\$250			\$250
Supplies/Other	\$100			\$100
Indirect Costs				
<b>Total Requested</b>	<b>\$49,590</b>			<b>\$49,590</b>

# PRINCE GEORGE COUNTY COMMONWEALTH'S ATTORNEY'S OFFICE

## COVID-19 RESPONSE DOCKET FACILITATOR – PROJECT NARRATIVE

### Need Statement

The Prince George County Commonwealth's Attorney's Office prosecutes criminal felonies and misdemeanors in Prince George County as well as handling civil cases as required by Virginia Code. The office prosecutes all felony cases in the Circuit Court and District Courts as well as most Class 1 and Class 2 misdemeanors in all courts, including, but not limited to, driving under the influence, driving on a suspended license, driving without a valid license, and domestic violence cases. The office also heads a regional Drug Court Program, teaches new law enforcement recruits at Crater Criminal Justice Academy, provides legal updates for our local law enforcement, and participates in community outreach programs with our local law enforcement partners.

The COVID-19 response efforts have included coordinating with our courthouse partners in order to segment dockets and manage the number of persons and flow of persons during ingress, egress, and within the court facility. Because each agency within the courthouse has limited personnel, we have struggled with controlling the number of persons in the courthouse and the first step in solving this problem is managing the structure of the criminal dockets. Additionally, we need to develop ways to notify the public of changes in the docket to ensure persons are arriving at the appropriate, staggered time rather than in a large group at 9:00 a.m. The courthouse relies upon the County's IT department for assistance, which is a small department that, in times of crisis, is focused on solving County IT issues. The courthouse needs a person to coordinate an IT response to allow more video hearings, rather than in-person hearings, and to explore expanded use of video testimony as envisioned by the Virginia Supreme Court. We need to adapt our court procedures to ensure the proper administration of justice and timely resolution of criminal cases while protecting the health and safety of courthouse personnel and participants.

### Project Description

The COVID-19 Response Docket Facilitator (hereinafter referred to as "Docket Facilitator") will segment the Circuit Court Criminal Docket into case-specific time increments and develop means to notify the public, defense counsel, defendants, witnesses, and victims of the changes. The Docket Facilitator will coordinate with the Sheriff's Office regarding the Circuit Court docket—specifically, to utilize video hearings whenever possible, ensure courthouse detention facilities are not over-crowded, and to assist in crowd management for all criminal dockets at the courthouse entrance when appropriate. In addition, the Docket Facilitator will liaison with the District Court Clerk's Office to develop the same docket segmenting in the District Courts, should the District Courts desire such assistance.

## **Prince George County Commonwealth's Attorney's Office**

### **COVID-19 Response Docket Facilitator– PROJECT NARRATIVE**

The Docket Facilitator will become familiar with the IT systems in the courthouse and investigate ways to increase the use of video hearings. In addition, the Docket Facilitator will investigate how to improve video hearings in Circuit Court to ensure the judge, defendant, witness, and attorneys are all able to see and hear each other. The Docket Facilitator will also provide assistance with increasing video usage should COVID-19 cases increase this fall and winter—exploring how the attorneys could appear via video in lieu of an in-person courthouse appearance and other possible solutions.

The Docket Facilitator would assist our courthouse partners as we consider how to safely begin holding jury trials. The Docket Facilitator will liaison with the Circuit Court Clerk's Office and Sheriff's Office to ensure jurors are notified of jury procedures and assist each office with crowd management as prospective jurors appear for the jury selection process.

These docket management and crowd management duties will assist the courthouse in maintaining social distancing and help prevent the spread of coronavirus. The IT solutions will prepare us for responding to an outbreak in the future and will give us the tools necessary to timely resolve criminal matters while protecting the rights of the defendant and victim. The timely resolution of criminal matters will likely result in shorter incarceration periods for offenders, thus, lessening the burden on our regional jail. The Docket Facilitator would assist us in timely scheduling of our backlog of cases within speedy trial so that public safety is protected. Since March 17, 2020, our office has continued over 265 cases due to the pandemic. Our Circuit Court generally has three criminal dockets per month and our judges, who travel a circuit of six jurisdictions, have been adding dockets to address the backlog of criminal cases. Creating additional dockets is not enough. We need a staff member to redistribute cases to these added dockets and the Docket Facilitator will fill that need.

#### **Statement of Coordination**

I have consulted with the Clerk's Office and the Sheriff's Office regarding this grant application. Neither office is applying for grant funds and both offices support this application as the position will also benefit their offices. The County is not applying for grant funds under this grant per our Director of Finance. The County has not received FEMA funds and it does not appear the County will receive FEMA funds. The County has received funds from the CARES Act and has not allocated any of those funds to assist my office with scheduling, dissemination of information, or crowd management. Additionally, no staff has been allocated to improve and increase our ability to conduct video hearings. The County may spend some of its funds on equipment for my office.

## **Prince George County Commonwealth's Attorney's Office**

### **COVID-19 Response Docket Facilitator– PROJECT NARRATIVE**

Among the IT equipment my office requested from the County is webcams and headsets with microphones for our office desktops, which I hope to utilize for court proceedings if we experience an increase of cases this fall or winter. However, without the Docket Facilitator to determine how to interface with the Court's video equipment, we will not be able to use our cameras and headsets for court hearings.

There will be no duplication of resources and this position will not replace another position in my office or the courthouse. Because our dockets have always been set at a singular time (9:00 a.m. for several pages of Circuit Court cases), there is no person assigned to segmenting the cases into specific time slots. This duty has fallen on my office, and it is an overwhelming task for my current staff members who are already over-burdened. We are falling behind in our other prosecution duties due to managing the now time-segmented Circuit Court docket.

In addition, the courthouse has a deputy or two working the front door, but they are not consistently screening unnecessary persons from entering the courthouse or the courtroom. There is a backlog at the front door with every large docket we have in the District Courts and Circuit Court. The front desk deputy simply does not have the time to ask the proscribed COVID questions and manage the movements of those persons once admitted to the courthouse. The Sheriff's Office does not have sufficient staff to allocate additional resources to managing the entry into the courthouse.

As an example, for one recent Circuit Court docket, I looked around and all of the socially distant seating was occupied. Based on what we had on the docket, this did not make sense to me, so I began asking each individual why they were there. Within minutes, I had cleared the courtroom as the cases had either been continued or had been scheduled for a late morning or afternoon time. If we had a Docket Facilitator that day, those persons would have been re-directed at the courthouse entrance rather than having them sit in a courtroom for hours. Our pandemic response must include eliminating unnecessary contact and reducing time of contact in addition to social distancing.

The use of volunteers to manage these duties is not workable. Our office handles confidential information and criminal record information and we must be cautious about granting access. The Docket Facilitator will be taught our case management system and the court databases that we use when preparing the docket. Volunteers can be unreliable and we cannot spend our resources training new persons. Because the Docket Facilitator will be tasked with studying and improving our courthouse IT processes, we need a person with IT experience who can be a persistent voice for change and improvements. We need a consistent voice speaking with the courthouse agencies to achieve the best result.

(A)



# ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
To be determined	Docket Facilitator	34320	30/wk	\$40,260				\$40,260
								\$0
								\$0
								\$0
								\$0
<b>TOTAL</b>				\$40,260	\$0	\$0	\$0	\$40,260
<b>b. Fringe Benefits</b>								\$0
FICA % = 7.65%				\$3,080				\$3,080
RETIREMENT =				\$0				\$0
OTHER (Itemize) =				\$5,900				\$5,900
<b>TOTAL</b>				\$8,980	\$0	\$0	\$0	\$8,980
<b>TOTAL PERSONNEL (A+B)</b>				\$49,240	\$0	\$0	\$0	\$49,240

2. Consultants (including Travel and Subsistence)		DCJS FUNDS		APPLICANT MATCH		TOTAL
		FEDERAL	STATE	CASH	IN-KIND	
<b>a. Individual Consultants</b>						
Type						\$0
Hours Devoted:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>b. Organizations and Associations</b>						
Type:						\$0
Fee:						\$0
Time Devoted:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>c. Consultants' Subsistence and Travel</b>						
Number of Days:						\$0
Rate/Day:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CONSULTANTS (a+b+c)</b>		\$0	\$0	\$0	\$0	\$0

3. Travel and Subsistence for Project Personnel			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
a.	Local Mileage = No. of Miles X Rate Per mile	X					\$0
b.	Non Local Mileage = No. of Miles X Rate Per mile	X					\$0
c.	Subsistence = number of days X rate per day	X					\$0
d.	Air or other fares						\$0
<b>TOTAL TRAVEL:</b>			\$0	\$0	\$0	\$0	\$0

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## ITEMIZED BUDGET Continued

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
Cellular Phone	1	250	Purchase	\$250				\$250
								\$0
								\$0
								\$0
<b>TOTAL EQUIPMENT:</b>				\$250	\$0	\$0	\$0	\$250

5. Supplies and Other Expenses				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Price		FEDERAL	STATE	CASH	IN-KIND	
Software Licenses	1	100		\$100				\$100
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
<b>TOTAL SUPPLES AND OTHER:</b>				\$100	\$0	\$0	\$0	\$100

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
<b>TOTAL INDIRECT COST:</b>			\$0	\$0	\$0	\$0	\$0

<b>GRAND TOTAL:</b>	\$49,590	\$0	\$0	\$0	\$49,590
<b>7. Cash Funds</b>					
Cash funds from sources other than grant program supporting this project- (itemize)					
Do not add to requested Project Budget Summary accounts.)					
<i>* See narrative *</i>					
<b>TOTAL:</b>					

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**PRINCE GEORGE COUNTY COMMONWEALTH'S ATTORNEY'S OFFICE**  
**COVID-19 RESPONSE DOCKET FACILITATOR – BUDGET NARRATIVE**

**1. Personnel/Employees**

The position title is "Docket Facilitator" and it would be classified in the Prince George County Pay Schedule as a 310 salary grade, which is likened to the support staff members in my office. The hourly wage range for this salary grade is \$16.72 to \$25.92, with a mid-point of \$21.32. I have estimated a salary of \$22 per hour as this position will require some IT expertise. The position would be part-time at 30 hours per week. We anticipate a start date of August 1, 2020 with an end date of September 30, 2021, which represents 61 weeks of employment. Based on 61 weeks of employment, the salary for the duration of the grant would be \$40,260.

Additional salary costs would be FICA (7.65%) at \$3080 and an offering of benefits with the grant covering half of the cost of the benefits, which is \$5900 for 61 weeks of employment.

**4. Equipment**

The Docket Facilitator would need to be in contact with the prosecuting attorneys while they are in court and other members of courthouse staff, such as members of the Sheriff's Office, and will need a work phone for those contacts. As the Docket Facilitator is informed about cases being concluded, the Docket Facilitator can inform the persons involved in the next case to enter the courthouse for screening. We envision having defendants and witnesses provide the Docket Facilitator with their cell numbers so that they can be texted when they need to enter the courthouse for their case. Keeping attendees outside of the courthouse until their case is called will allow easier social distancing inside the courthouse, will stagger attendees, and will lessen duration of contact between courthouse staff and court participants.

**5. Supplies and Other Expenses**

The Docket Facilitator would need a license to access our case management database in order to update and generate the Circuit Court docket. In addition, a license for the Supreme Court database is needed to have complete information regarding the courts' dockets. At current cost, these licenses are \$57 and \$24 for a year. The leftover funds will be used to purchase the additional nine weeks needed to complete the grant duration.

**7. Cash Funds from Sources Other than the Grant**

My office will provide a computer, software, and accessories to the Docket Facilitator. My office will use refurbished equipment provided by the County or will purchase new equipment with Asset Forfeiture funds.

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 22<sup>nd</sup> day of September, 2020:

<u>Present:</u>	<u>Vote:</u>
Donald R. Hunter, Chairman	
Alan R. Carmichael, Vice-Chairman	
Floyd M. Brown, Jr	
Marlene J. Waymack	
T. J. Webb	
A-2	

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; APPROPRIATION (\$49,590 DCJS CORONAVIRUS EMERGENCY RELIEF FUNDS – COMMONWEALTH’S ATTORNEY)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of September, 2020, does hereby authorize the following increase of funds within the 2020-2021 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
GENERAL FUND	
0100-02-020-0205-41300 CA CESF Grant – PT Wages	\$45,741.00
0100-02-020-0205-42100 CA CESF Grant – FICA Tax	\$ 3,499.00
0100-02-020-0205-46001 CA CESF Grant – Office Supplies	\$ 100.00
0100-02-020-0205-46024 CA CESF Grant – Data Processing Supplies	\$ 250.00
<b>TOTAL</b>	<b>\$49,590.00</b>
 <u>Revenue:</u>	
0100-30-601-8305-330315 General Fund: DCJS CESF Grant Comm. Atty	\$49,590.00

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator