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SEP 24 2020

DISTRICT ATTORNEY

September 18, 2020

Maggie Fleming, District Attorney
Humboldt County
825 5th Street, 4th Floor
Eureka, CA 95501-1107

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Victim/Witness Assistance Program
Subaward #: VW20 38 0120, Cal OES ID: 023-00000

Dear Ms. Fleming:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$409,227, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

Cal OES # 023-00000-00 FIPS # 023-00000 VS# _____ Subaward # VW2038 0120

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient: County of Humboldt 1a. DUNS#: 034150203
- 2. Implementing Agency: Office of the District Attorney 2a. DUNS#: 034150203
- 3. Implementing Agency Address: 825 5th Street, 4th Floor, Eureka CA 95501-1107
(Street) (City) (Zip+4)
- 4. Location of Project: Eureka, Humboldt 95501-1107
(City) (County) (Zip+4)
- 5. Disaster/Program Title: Victim Witness Assistance Program 6. Performance Period: 10/1/2020 to 9/30/2021
(Start Date) (End Date)
- 7. Indirect Cost Rate: 10% de minimis Federally Approved ICR (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2019	VOCA		\$377,768					\$377,768
9.	2020	VWAO	31,459	31,549					31,459 31,549
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total Project Cost			31,459	31,549	377,768				409,227 409,317

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:
 Name: Maggie Fleming Title: District Attorney
 Payment Mailing Address: 825 5th Street, 4th Floor City: Eureka Zip Code+4: 95501-1107
 Signature: M Fleming Date: July 13, 2020
 16. Federal Employer ID Number: 94600513

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Mary Buckner 9/16/2020 (Cal OES Fiscal Officer) (Date)
Lutheria Carls 9/16/2020 (Cal OES Director or Designee) (Date)

ENY: 2020-21 Chapter: 6 SL: 18409
 Item: 0690-102-0890 Pgm: 0385
 FAIN #: 2019-V2-GX-0053 10/01/18-09/30/22
 Fund: Federal Trust AL#: 16.575
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC-Match Waived
 Project ID: OES19VOCA000012
 SC: 2020-18409 Amount: \$ 377,768

ENY: 2020-21 Chapter: 6 SL: 14300
 Item: 0690-101-0903 Pgm: 0385
 Fund: State Penalty Fund
 Program: Victim/Witness Assistance Program
 Match Req.: None
 Project ID: OES20VWA0000000
 SC: 2020-14300 Amount: \$ 31,459

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 JUL 15 2020
 BY: 712604

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 (phone)

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / AL#	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2019	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$266,680,824	\$256,013,591
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

3. Project Description Section:

- Project Acronym (Please choose from drop down):
Victim/Witness Assistance Program (VW)
- Project Description (Please type the Project Description):
The purpose of the VW Program is to maintain Victim Witness Assistance Centers (Centers) to provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties.

4. Research & Development Section:

- Is this Subaward a Research & Development grant?
Yes No

PROJECT CONTACT INFORMATION

Subrecipient: County of Humboldt Subaward #: VW20380120

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: Maggie Fleming Title: District Attorney
Telephone #: 707-445-7411 Email Address: m Fleming@co.humboldt.ca.us
Address/City/Zip + 4: 825 5th Street, 4th Floor, Eureka, CA 95501-1107

2. The **Financial Officer** for the project:

Name: Karen Paz Dominguez Title: Auditor-Controller
Telephone #: 707-476-2452 Email Address: kpazdominguez@co.humboldt.ca.us
Address/City/Zip + 4: 825 5th Street, 1st Floor, Eureka, CA 95501-1107

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Joyce Moser Title: Victim Witness Program Coordinator
Telephone #: 707-441-3252 Email Address: jmoser@co.humboldt.ca.us
Address/City/Zip + 4: 825 5th Street, 4th Floor, Eureka, CA 95501-1107

4. The **person** having **Routine Fiscal** responsibility for the project:

Name: Rachelle Davis Title: Legal Office Business Manager
Telephone #: 707-268-2596 Email Address: rdavis@co.humboldt.ca.us
Address/City/Zip + 4: 825 5th Street, 4th Floor, Eureka, CA 95501-1107

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Maggie Fleming Title: District Attorney
Telephone #: 707-445-7411 Email Address: m Fleming@co.humboldt.ca.us
Address/City/Zip + 4: 825 5th Street, 4th Floor, Eureka, CA 95501-1107

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Maggie Fleming Title: District Attorney
Telephone #: 707-445-7411 Email Address: m Fleming@co.humboldt.ca.us
Address/City/Zip + 4: 825 5th Street, 4th Floor, Eureka, CA 95501-1107

7. The **Chair** of the **Governing Body** of the Subrecipient:

Name: Estelle Fennell Title: Chair, Board of Supervisors
Telephone #: 707-476-2392 Email Address: efennell@co.humboldt.ca.us
Address/City/Zip + 4: 825 5th Street, 1st Floor, Eureka, CA 95501-1107

SIGNATURE AUTHORIZATION

Subaward #: VW20380120

Subrecipient: County of Humboldt

Implementing Agency: Office of the District Attorney

*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

*Project Director: Maggie Fleming

Signature: Maggie Fleming

Date: July 13, 2020

*Financial Officer: Karen Paz Dominguez

Signature: Karen Paz Dominguez

Date: 7/15/20

The following persons are authorized to sign
for the **Project Director**

Rachelle Davis

Signature
Rachelle Davis

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

The following persons are authorized to sign
for the **Financial Officer**

Amanda Loftis

Signature
Amanda Loftis

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

APPROVED
By Amanda Loftis at 8:58 am, Jul 15, 2020

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

I, Maggie Fleming hereby certify that
(official authorized to sign; same person as Section 15 on Grant Subaward Face Sheet)

Subrecipient: County of Humboldt

Implementing Agency: Office of the District Attorney

Project Title: Victim Witness Assistance Program (VW) *

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Grant Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Kenneth Spain

Title: Equal Employment Opportunity Officer

Address: 520 E Street, Eureka CA 95501

Phone: 707-445-7745

Email: kspain1@co.humboldt.ca.us

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant-funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)

(This applies to federally-funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)

The above-named organization (Applicant) accepts responsibility for and must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the City Council/Governing Board.

The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this Grant Subaward is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and Subawards ("Subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the Subrecipient must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the Subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The Subrecipient must comply with the DOJ Grants Financial Guide.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. The Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. The Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and

c. The Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

5. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds (FY 2019)

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award – (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC

20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- o Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal

confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a Subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at

<https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. Victims of Crime Act Requirements

The Subrecipient must comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

17. Performance Reports

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

19. All Subawards ("Subgrants") must have specific federal authorization

The Subrecipient must comply with all applicable requirements for authorization of any Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

20. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar

amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

- a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

- b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

- c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

- d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or -Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated – in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute – that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other

outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

28. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the funds.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>	
Authorized Official's Signature:	<u>Maggie Fleming</u>
Authorized Official's Typed Name:	<u>Maggie Fleming</u>
Authorized Official's Title:	<u>District Attorney</u>
Date Executed:	<u>July 13, 2020</u>
Federal Employer ID #:	<u>94-6000513</u> ✓ Federal DUNS # <u>034150203</u> ✓
Current System for Award Management (SAM) Expiration Date:	<u>05/05/2021</u>
Executed in the City/County of:	<u>Eureka, Humboldt</u>
<p>AUTHORIZED BY: (not applicable to State agencies)</p> <p> <input type="checkbox"/> City Financial Officer <input checked="" type="checkbox"/> County Financial Officer <input type="checkbox"/> City Manager <input type="checkbox"/> County Manager <input type="checkbox"/> Governing Board Chair </p>	
Signature:	<u>Karen Paz Dominguez</u> 7/15/20
Typed Name:	<u>Karen Paz Dominguez</u>
Title:	<u>Auditor-Controller</u>

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office		Subaward #: VW20380120	
A. Personal Services – Salaries/Employee Benefits	19VOCA	20VWAO	COST
SALARIES			
Victim Witness Specialist (Advocate) (1.0FTE) Provides Direct Client Services \$1,828.92/pp x 26pp @ 1.0 FTE = \$47,551.92	\$16,093	\$31,459	\$47,552
Victim Witness Specialist (Advocate) (1.0FTE) Provides Direct Client Services \$1,828.92/pp x 26pp @ 1.0 FTE = \$47,551.92	\$47,552		\$47,552
Victim Witness Specialist (Advocate) (1.0FTE) Provides Direct Client Services \$1,369.50/pp x 26pp @ 1.0 FTE = \$35,607.00	\$35,607		\$35,607
MVA Victim Witness Specialist (Advocate) (1.0FTE) Provides Direct Client Services \$1,828.92/pp x 26pp @ 1.0 FTE = \$47,551.92	\$47,552		\$47,552
Victim Witness Specialist (Advocate) (.50FTE) Provides Direct Client Services \$1,369.50/pp x 26pp @ .50 FTE = \$17,803.50	\$17,804		\$17,804
BENEFITS			
Victim Witness Specialist (Advocate) (1.0FTE) SUI; Health; Life Fixed rate determined by CAO; Dental fixed rated determined by CAO PERS; FICA/MC. Total = \$28,253.95 <i>\$47,552 x 59.417%</i>	\$28,254		\$28,254
Victim Witness Specialist (Advocate) (1.0FTE) SUI; Health; Life fixed rate determined by CAO; Dental; fixed rated determined by CAO; PERS; FICA /MC Total = \$28,253.95 <i>\$47,552 x 59.417%</i>	\$28,254		\$28,254
Victim Witness Specialist (Advocate) (1.0FTE) SUI; Health; Life fixed rate determined by CAO; Dental fixed rate determined by CAO; PERS; FICA / MC Total = \$22,502.81 <i>\$35,607 x 63.2%</i>	\$22,503		\$22,503

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office		Subaward #: VW20380120	
A. Personal Services – Salaries/Employee Benefits	19VOCA	20VWAO	COST
MVA Victim Witness Specialist (Advocate) (1.0FTE) SUI; Health; Life fixed rate determined by CAO; Dental fixed rated determined by CAO ; PERS; FICA /MC Total = \$28,253.95 <i>\$47,552 x 59.417% sc</i>	\$28,254		\$28,254
Victim Witness Specialist (Advocate) (.50FTE) SUI; Health; Life fixed rate determined by CAO; Dental fixed rated determined by CAO; PERS; FICA; Total = \$11,050.46 <i>\$17,804 x 62.07% sc</i>	\$11,050		\$11,050
Workers' Compensation Insurance- based upon program staffing (Cost determined by Risk Management Dept) (3.5 FTE staff)(\$64.35/per month per FTE) (12 months)= \$2,702.70 (1.0 MVA staff)(\$64.35/per month per FTE) (12 months)= \$772.20 Total: \$3,474.90	\$3,475		\$3,475
Personal Section Totals	\$286,398	\$31,459	\$317,857
PERSONAL SECTION TOTAL	✓	✓	\$317,857

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office		Subaward #: VW20380120	
B. Operating Expenses	19VOCA	20VWAO	COST
Communcations - (3.5 FTE Staff) (landlines/mobile phone/ IPAD mobile computer = \$100 per FTE) (12 months) = \$4,200 (1 FTE MVA Staff) (landlines/mobile phone/ IPAD mobile computer = \$100 per FTE) (12 months) = \$1,200 Total= \$5,400.00	\$5,400		\$5,400
Insurance - General Liability set by County Risk Management Dept. (3.5 FTE)(\$65.83/per month per FTE) (12 months) = \$2,764.86 (1.0 MVA FTE)(\$65.83/per month per FTE) (12 months) = \$789.96 Total= \$3,554.82	\$3,554		\$3,554
Postage - (submission of application/ time sensitive documents/Victim&Witness Correspondance) (\$.49/per letter) (6,120 letters) = \$2,998.80 \$563.50 stamps fees totaling \$3,562	\$3,562		\$3,562
Office Supplies - Paper/Ink/toner (3.5 FTE) (\$230 / per month) (12 months) = 9,660.00 Paper/Ink/toner (1 MVA FTE) (\$264.25/ per month) (12 months) = \$3,171.00 Total: \$12,831.00	\$12,831		\$12,831
Special Department Expenses (outreach events/crisis cards/brochures/pamphlets) Tribal Resource cards (.25 each)(1,000cards) = \$250.00 Victim Witness (We Can Help) cards (.25 each)(2,000cards)=\$500 Victim Witness (We Can Help) cards- spanish version (.25 each)(2,000cards)=\$500 \$1,250 total for all X (8.50% sales tax) = \$106.25 (\$1,250 card total cost) + (\$106.25 sales tax) = \$1,356.25	\$1,356		\$1,356
Equipment maintence fee (Copier) (1) year maintenance agreement = \$2,500	\$2,500		\$2,500
Transportation Each month (100 miles)(12 months) = 1,200 miles training trips (2 trips)(500 miles) = 1,000 miles Motorpool- (\$.575/mile) (2,200 miles) = \$1,265	\$1,265		\$1,265
Staff Development/Training National Organization Advocate (NOVA)			

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office		Subaward #: VW20380120	
B. Operating Expenses	19VOCA	20VWAO	COST
TBD for location and dates Hotel:\$127 per nig.x 5 nig. = \$635.00 Per Diem \$66 day x 6 days=\$396.00 (Reg: \$499 + Flight \$1,500+ Hotel/Per Diem \$1,030) = \$3,030 per adv (\$3,030 X 2 adv) = Total \$6,060 (1 MVA will be attending)	\$6,060		\$6,060
CCVAA Entry-Level Advocate Training- San Diego TBD Dates (Hotel:\$125 per nig. + Per Diem \$71 day x 6 days=\$1,176) (Reg: \$500 + Flight \$1,200 + \$1,176) = \$2,876 per adv (\$2,876 X 2 adv) = Total \$5,752 (1 MVA will be attending)	\$5,752		\$5,752
CCVAA Advance-Level Advocate Training- San Diego TBD for location and dates (Hotel:\$125 per nig. + Per Diem \$71 day x 6 days=\$1,176) (Reg: \$500 + Flight \$1,200 + \$1,176) = \$2,876 per adv (\$2,876 X 2 adv) = Total \$5,752	\$5,752		\$5,752
CCVAA Crisis Response Training Advocate Training -TBD for location and dates (fees based off solvang location previous yr) (Hotel:\$90 per nig. + Per Diem \$76 day x 5 days=\$830) (Reg: \$500 + Flight \$1,200 + \$830) = \$2,530 per adv (\$2,530 X 2 adv) = Total \$5,060 (1 MVA will be attending)	\$5,060		\$5,060
MVA Northern Regional Meeting - Redding dates TDB (Hotel:\$90 per nig. + Per Diem \$55 day x 4 days=\$580) (\$580 X 2 adv) = Total \$1,160	\$1,160		\$1,160
Leave No Victim Behind Training - TBD for location and dates (fees based off Las Vega location previous yr) (Hotel:\$102 per nig. X 4 days) + (Per Diem \$61 day x 5 days) =\$713) (Reg: \$500 + Flight \$1,500 + \$713) = \$2,713 per adv (\$2,713 X 3 adv) = Total \$8,139 (1 MVA will be attending)	\$8,139		\$8,139
Information Service Charges - IT Dept. Charges for technical service/support/intranet/email/software/ updates (Total Charge to VW Division: \$26,198) Total VW staffing (13 users)/(26,198 total IT charge)=\$2,015.23 per user (3.5 FTE)(2,015.23 per user) = \$7,053.31 (1 MVA FTE)(2,015.23 per user) = \$2,015.23			

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office		Subaward #: VW20380120	
B. Operating Expenses	19VOCA	20VWAO	COST
Total: \$9,068.54	\$9,069		\$9,069
Direct Financial Assistance			
(assistance with short temporary shelter, food and transportation cost)			
(50 Visa Gift Cards)(\$100.00) = \$5,000.00			
(200 Visa Gift Cards)(\$50.00) = \$10,000.00			
(250 Visa Gift Cards)(\$20.00) = \$5,000.00			
total = \$20,000 , charging less <i>sc</i>	\$19,910		\$19,910
	\$20,000		\$20,000
Operating Section Totals	\$91,460		\$91,460
OPERATING SECTION TOTAL	<i>\$91,370</i>		\$91,460

SO ✓
 \$91,370 *sc*

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office		Subaward #: VW20380120	
C. Equipment	19VOCA	20VWAO	COST
Equipment Section Totals			
EQUIPMENT SECTION TOTAL			
Category Totals			
Same as Section 12G on the Grant Subaward Face Sheet	\$377,858 ^{of} 377,768	\$31,459 ✓	
Total Project Cost			\$409,317 ✓

AM
409,317 SC

VSPS Budget Summary Report

VW20 Victim/Witness Assistance Program

Humboldt County

Victim Witness Assistance Program

Subaward #: VW20 38 0120

Performance Period: 10/01/20 - 09/30/21

Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	19VOCA	286,398	0	286,398	0	286,398
S	20VWA0	31,459	0	31,459	0	31,459
Total A. Personal Services - Salaries/Employee Benefits:		317,857	0	317,857	0	317,857

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	19VOCA	91,370	0	91,370	0	91,370
S	20VWA0	0	0	0	0	0
Total B. Operating Expenses:		91,370	0	91,370	0	91,370

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	19VOCA	0	0	0	0	0
S	20VWA0	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	0	0	0	0	0
Total Funded:	409,227	0	409,227	0	409,227
Total Project Cost:	409,227	0	409,227	0	409,227

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

09/18/20

Budget Narrative

The proposed fiscal year (FY) 2019-20 budget supports the activities of this Victim Witness Assistance Program by providing staffing and operating expenses to meet the outlined goals and objectives for the FY 2019-20. This budget has been developed with the intent to respond to the emotional and physical needs of crime victims, help primary and secondary victims of crime to stabilize their lives after victimization, help victims to understand and participate in the criminal justice system and provide victims with a measure of safety and security.

In 2014 Measure "Z" was passed by the citizens of the Humboldt County who agreed upon a ½ cent sales tax increase to be used for improvement in the Humboldt County Services with an emphasis on public safety. After budget negotiations the District Attorney's Office was awarded funding from Measure "Z". Measure Z funding supports the Victim Witness Program Coordinator position at 1.0 FTE. The Program Coordinator is responsible for overseeing day to day operations and has full supervisory responsibility for the staff assigned under this program.

Red
Candidates for this position must have the equivalent of graduation from a four-year College or university with major course work in psychology or related field and three years crisis Intervention or counseling work. Our current Victim Witness Program Coordinator, Joyce Moser, has been the Program Coordinator for the past (22) years. Prior to her selection, she was a Victim Witness Advocate

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for approximately (13) years. Ms. Moser has been with the Victim Witness office since its inception in 1982.

del The Victim Witness Program Specialists (Advocate) (VWPS) provide direct client support services to victims of crime. This includes crisis intervention, counseling referral, support through the criminal justice process and assistance in filling Victim of Crime Applications. In the last year Victim Witness Assistance Program was able to fund (4.0 FTE) and (.50 FTE) Extra help VWPS positions.

Candidates for these positions must have the equivalent of an AA Degree with major course work in crisis intervention or similar social service work. One 1.0 FTE VWPS is held by Marybeth Bian, who more than satisfies the educational / experience requirements with a master's Degree in Social Work and over 15 years of direct experience as a VWPS. The experience level of both Ms. Moser and Ms. Bian more than satisfies the requirement of a 40-hour mandatory training session for entry level candidate. Another (1.0 FTE) VWPS position is held by Velda Gooden. Ms. Gooden also more that satisfies the educational / experience requirements with a master's degree in Counseling and over 21 years of experience in Social Work service. The approval of the 2018-19 Victim Witness Assistance program we were able to hire (1.0 FTE) VWPS who is Humboldt County's Mass Victimization advocate Nicole Miranda. She has over seven (9) years direct work experience as a Victim Witness Program Specialist. The Victim Witness Department was able to fill the (1.50 FTE) VWPS with extra help VWPS who have provided direct client services. In FY 2019-20 we would like

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to fill the (1.0 FTE) VWPS permanently and have the (.50 FTE) VWPS as an extra help position. All positions require cultural competency training and mandatory 40-hour entry-level training to be completed as soon as practical from date of hire. All three of the above-mentioned Victim Advocates are in full compliance with all requirements.

The Coordinator is employed full time with a commitment to this program, to the Cal OES Victim Witness Assistance Program and to the California Victim compensation and Government Claims Board. The Coordinator provides supervision currently over 4.0 FTE staff members and a .5 FTE Extra-help member under the Cal OES Victim Witness Assistance Program. They do not, however, require continual assistance, as their duties are routine in nature. This allows the coordinator to spend a greater percentage of time interacting with staff and implementing victims' services under this program grant.

increases

The Victim Witness Program Specialists (Advocate) positions will incur salary increases in accordance with Merit System Rules as employees become eligible. These potential increases have been considered while calculating the program budget for FY 2019/20. Allocations of Workers' Compensation Insurance and for General Liability Insurance are included, as set by the County Risk Management Office based upon program FTE staffing levels, are included in this budget totaling \$7,030.

The Victim Witness Program Office has been in a non-County owned facility since 1999. It is within a very short distance from the County Courthouse

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for easy access to the court system. Currently, the space leased out for the program is total of approximately 3,180 square feet. The space will accommodate 4.5 FTE VWPS Staff. The facility offers a reception area, victim waiting room, copier/supply room and conference/break room. The rent is divided by the total number of positions housed for the grant programs and proportionally allocated to the grant program according to the number of FTE positions in a particular grant program. Marked in the budget pages is \$10,476 for rental space at the Victim Witness Office for two full-time Victim Witness Program Specialist.

*rent or space
for
in Budget
?*

The District Attorney's Office has taken action by securing a portion of the County Courthouse facility which will have enough space to accommodate both offices and greatly reduce leasing/utility costs as well as the administrative charges required to operate the Victim Witness Program. The District Attorney's Office is in the beginning stages of planning the site along with working and lobbying with the County of Humboldt to make a safe and secure area for these offices. The area currently secured will require significant remodeling which will beginning in the FY 2019/20. The remodeling and move will provide the ability to deliver effective levels of service to the victims of crimes.

All remaining operating allocations represent day to day expenses for services and supplies. \$5,400 in communications will fund the advocates mobile phone, IPAD mobile computers and 5 telephone land lines for the year. \$3,240 will be allocated for utilities, specifically PG&E which is based upon program FTE

Subrecipient: County of Humboldt Subaward #: VW19370120

staffing, while \$3,562 will be set aside for postage which is not shared with any other victim witness program and \$12,527 for various office supplies such as paper, toner, ink, etc. Outreach events provide a perfect opportunity for VWPS to provide crisis cards, brochures, and pamphlets to the community and \$1,356 has been allocated for printing those items. The Computer programs that need to be accessed are the case management system for the District Attorney and Victim Witness program along with the court case management system for the daily inquiring of court information. These systems both have a yearly licensing fees which are based upon per user, these fees are allocated in the budget pages for a total of \$5,709. The copier utilized by the Victim Witness office has a yearly maintenance fee of \$2,500 which covers all equipment failures and repairs. Reaching and accessing victims or witness is sometimes a necessity in order to provide direct services. This does require that county travel and due to the rural areas of our county as such, \$3,480 is being allocated for motor-pool expenses for in-county travel. This will also be helpful with all outreach events where items need to be transported for set. \$580 for motor-pool travel to any areas outside the County which will be used for travel to any advocate trainings or for any mass victimization crisis response events. Petty Cash or Emergency Victim funding in the amount of \$7,500 will be able to provide food and gas vouchers for direct victim assistance for attending court appearances or holiday meals as many victims survive on a very limited income. \$24,094 will be allocated towards staff development and training which will assist advocates in

change to: client assistance
VWAO
not on Budget

Subrecipient: County of Humboldt Subaward #: VW19370120

techniques to help communicate effectively with victims and witness along with learning resources that are available to victims and witness. The National Organization for Victim Witness (NOVA) is offering their 46th training event in Orlando, Florida. This training provides up to date training and networking with advocates around the nation. This opportunity will allow an advocate in this program a chance to enhance their knowledge, skills and abilities in responding to crime victims and their families. \$6,060 has been marked for the NOVA 46th training event for two VWPS personnel. Along with hiring the 40-hour CCVAA Entry-level Advocate training is a necessity and as such \$2,876 has been allocated for two VWPS positions. Advanced CCVAA Entry-level Advocate training is a necessity for one VWPS as well and \$2,876 has been allocated in FY 2019-20 budget. The Mass Victimization VWPS would greatly benefit from the CCVAA Crisis Response Training and \$2,935 has been allocated in the budget. Victim Witness is also required to attend a regional meeting in Redding and \$1,208 has been allocated for 2 VWPS to attend. Along with the Crisis Response training another training titled Leave No Victim Behind has been listed and \$8,139 has been allocated in the budget. This training is TBD for all dates and place of travel. All the listed trainings are budget to provide to provide registration fees, flight arrangements, hotel stay and per diem costs according to the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

\$9,069 is marked for the payment to the Humboldt County IT Department for fees occurred to ensure large scale technical support and network security

OST
not in Budget

OST

Project Narrative

1. Problem Statement

Problem Statement

Funding through Cal OES is VITAL to providing comprehensive victim services. County resources are unable to keep up with the increasing victim population. Cal OES funding equals Personnel; Personnel equals Victims receiving services.

Not Much Here...

2. Plan

Plan

Objective 1: During the grant year, HCDAVWP will continue to deliver mandatory services as outlined in the Program Guidelines to perform the activities mandated in Sections 13835.4 through 13835.5 of the Penal Code and meet the Program's objectives of providing services to 500 new victims and 10 witnesses in 2020-2021.

HCDAVWP will continue to distribute Program Brochures and Crisis Cards, which contain emergency hotline numbers, provide in-services to law enforcement, hospitals and Community Based Organizations (CBOs) which serve victims. Program staff will continue to serve on local crime-related task forces, committees, and councils through this grant.

Objective 2: Obtain training for our 1.0 FTE Mass Victimization Advocate (MVA):

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HCDAVWP Mass Victimization Advocate (MVA) to develop a victim assistance plan to support and enhance immediate response and recovery efforts, and establish readiness in response to crime-related mass victimization/terrorism incidents. The designated MVA will continue to work toward developing a comprehensive crisis response/mass victimization assistance plan, a victim assistance crisis response protocol, develop and implement mutual-aid Memorandums of Understandings with VW Centers in the Northern Crisis Response Region. The MVA will continue meeting with local allied service providers to identify VW's role in the emergency response plan, conduct outreach and participate in community meetings to provide information about trauma-informed response, conduct community outreach and education, management and technology supplies and/or other necessary resources required for deployment, establish an MVA emergency fund, initiate all MVA objectives within the current Grant Subaward performance period, attend CCVAA 40-hour Entry Level Training, CCVAA Crisis Response Advocate Training, Leave No Victim Behind Training, National Organization of Victim Assistance 47th Annual Training, Mass Victimization Northern Regional Meetings, additional trainings relevant to related subject matter to mass victimization:

October 2020	Await Grant Award
November 2020	Northern Regional Mass Victimization Meeting in Redding, CA

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December 2020	Online Secondary Trauma, Grief & Recovery and Psychological First-Aid Training and other related subject matter to Mass Victimization
January 2021	Work toward meeting all the Mass Victimization objectives, although not all may be accomplished within the current Grant Subaward performance period
February 2021	Northern Regional Mass Victimization Meeting in Redding, CA
March 2021	Work toward meeting all the Mass Victimization objectives, although not all may be accomplished within the current Grant Subaward performance period
April 2021	Online Death Notification and FEMA Training and other related subject matter to Mass Victimization
May 2021	Northern Regional Mass Victimization Meeting in Redding, CA
June 2021	Work toward meeting all the Mass Victimization objectives, although not all may be accomplished within the current Grant Subaward performance period

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July 2021	National Organization for Victim Assistance (NOVA) Training location to be determined
August 2021	Northern Regional Mass Victimization Meeting in Redding, CA
September 2021	Leave No Victim Behind Training Location to be determined

Due to COVID-19, the following trainings have not been scheduled at this time: CCVAA 40-hour Entry Level, CCVAA Crisis Response Advocate, Leave No Victim Behind, and the National Organization for Victim Assistance (NOVA) 47th Annual Event.

Objective 3: Training for Mass Victimization Advocate (MVA) and Victim Witness Program Specialists (VWPS):

HCDAVWP will send DA Victim Witness staff to the following trainings:

MVA & VWPS	CCVAA Crisis Response Advocate Training To Be Determined
MVA & VWPS	CCVAA 40-hour Entry-Level Advocate Training To Be Determined
VWPS	CCVAA Advanced-Level Advocate Training To Be Determined
MVA & VWPS	Northern Regional Mass Victimization Meetings Nov. 2020, Feb. 2021, May 2021 and Aug. 2021 in Redding, CA

On-Line

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MVA & VWPS NOVA 47th Annual Training
To Be Determined

MVA & 2 VWPS Leave No Victim Behind Training
To Be Determined

MVA & VWPS FEMA Online Training

MVA & VWPS On-line trainings relevant to related subject matter to mass
victimization

Objective 4: To meet the increasing demand for Domestic Violence -
Restraining Orders and still provide grant-mandated services:

HCDVWP will provide temporary restraining order (TRO) information and assistance when appropriate. We will continue to refer clients to the County Self-Help Office which offers free TRO workshops multiple times a week at the County Courthouse. In addition, we will train community and Tribal advocates on the Restraining Order process.

Approximately 70% of the referrals come from the District Attorney's Office, and 15% of referrals come from law enforcement, which includes Child Welfare. The remaining 15% comes from community-based agencies such as the local Rape Crisis Center, Women's Shelter, and Tribal Social Services. The constant focus on outreach and promoting public awareness increases referrals to the program.

Objective 5: To meet the needs of the community and promote public awareness:

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HCDVWP will focus on outreach to underserved communities and promote awareness and coordination efforts with community-based organizations to assist victims who are hearing impaired, mentally or physically challenged, elderly and/or in need of translation services.

The Humboldt Access Project is a CBO, which provides support services for people with physical disabilities and one that our program has been working with for many years. Services include counseling, parenting classes, stress management, and grief counseling. Easter Seals is another CBO, which provides rehabilitative services as well as support. The Senior Resource Center in Eureka is a multifaceted agency whose services include adult day health care and senior legal services. In addition, HCDVWP works closely with Adult Protective Services. This relationship is critical when a family member or other caregiver has victimized an older person. Translation services have always been a concern and continue to be limited. Information on Certified Translators is maintained through the County Clerk, as well as with the District Attorney's Office. Our program will continue to work to build/strengthen relationships with these entities to offer translation alternatives to our victims and witnesses.

HCDVWP utilize volunteers from the community procured through other CBOs, such as the County Board of Education, Senior Resource Center, Local Youth Groups and the local University and College. Our current Volunteer completes a monthly Volunteer Time Sheet to record and capture her time donated to this program. Her duties include promoting awareness of program

Volunteer

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services at community outreach events. This includes participating/tabling at local Health Fairs, Rape Crisis Take Back the Night events, Victim Rights Awareness Week activities, Tribal events, and College of the Redwoods and Humboldt State University crime victim outreach events. Recruiting new volunteers is a challenge due to the high cost of the background check and fingerprinting required by the District Attorney's Office. Since grant funds cannot pay for these expenses, our program has found other ways to meet the volunteer requirements. High School Students, Future Farmers of America (FFA) and 4-H Youth volunteers provide "Personal Comfort Packs" for crime victims all year long. Each pack includes personal care items that are distributed by Victim Witness staff.

Field visits are conducted by the HCDVWP upon the request of the District Attorney's Office, law enforcement, medical facilities, as well as victims and/or family members. Crimes warranting field visits are usually homicides, attempted homicides or drunk-driving incidents.

3.Capabilities & Implementation

Capabilities & Implementation

The County and the Office of the District Attorney are committed to assisting victims of violent crimes and believe the implementation of this program would greatly enhance services to victims. The HCDVWP has been providing services to victims since 1982 with OCJP, Cal OES, Cal EMA and Cal OES funding. Implementation of the program is possible because of the highly

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trained, committed staff that has been hired for the program. This entails five (5) FTE Program Specialists which includes one (1) FTE Mass Victimization Advocate, Three (3) FTE Program Specialists and one (1) .50 FTE Extra-help Program Specialist that will be paid from the grant to allow for the enhancement of much needed services to crime victims.

Organizationally, the Coordinator answers directly to the District Attorney. DA Victim Witness Staff consists of eighteen (18) people, seventeen (17) are under the direction of the Program Coordinator: Nine (9) FTE Program Specialists, One (1) FTE Mass Victimization Advocate (Program Specialist), One (1) .50 FTE Extra-help Program Specialist, One (1) FTE Legal Office Assistant and five(5) Volunteers.

Cal OES Victim Witness (VW) funds three (3) FTE Program Specialists, one (1) FTE Mass Victimization Advocate (Program Specialist) and one (1) .50 FTE Extra-Help Program Specialist. Cal OES Unserved/Underserved Victim Advocacy & Outreach Program (UV) funds two (2) FTE Program Specialists. Cal OES Child Advocacy Center Program (KC) Grant funds two (2) FTE Program Specialists. California Victim Compensation Board (Cal CVB) funds one (1) FTE Program Specialist and one (1) .80 FTE Program Specialist. The County Measure Z monies fund one (1) FTE Legal Office Assistant and one (1) FTE Program Coordinator.

HCDVWP staff regularly networks with North Coast Rape Crisis Team and Two Feathers Native American Family Services. Our staff meets annually to update MOUs and participates regularly on councils, task forces and

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committees. Specific areas of coordination are outlined in the operational agreements from our various partners. The agencies also appear together at media functions, which include Victim Rights Awareness Week activities, and routinely assist each other to ensure victims receive the best service available.

HCDVWP strives to provide direct services to ALL victims of crime. Direct services include, but are not limited to, all mandated services, as well as optional services listed by Cal OES by participation in a weekly Law Enforcement and Criminal Justice Liaison committee meeting sponsored by the District Attorney's Office. Cases proceeding through the court system are discussed, as well as trends, new arrests and agency issues.

In-services at law enforcement agencies, with emphasis on the Restraining Order process and presentation of Program services to the College of the Redwoods Police Academy (upon request) have proven successful.

The District Attorney, who is designated as the Project Director for the grant, will provide oversight of the program's goals and objectives to ensure the effective and successful administration of the grant.

The HCDVWP "After Hours/Emergency" contact information is: **Joyce Moser, VW Program Coordinator, 1-707-498-3980.**

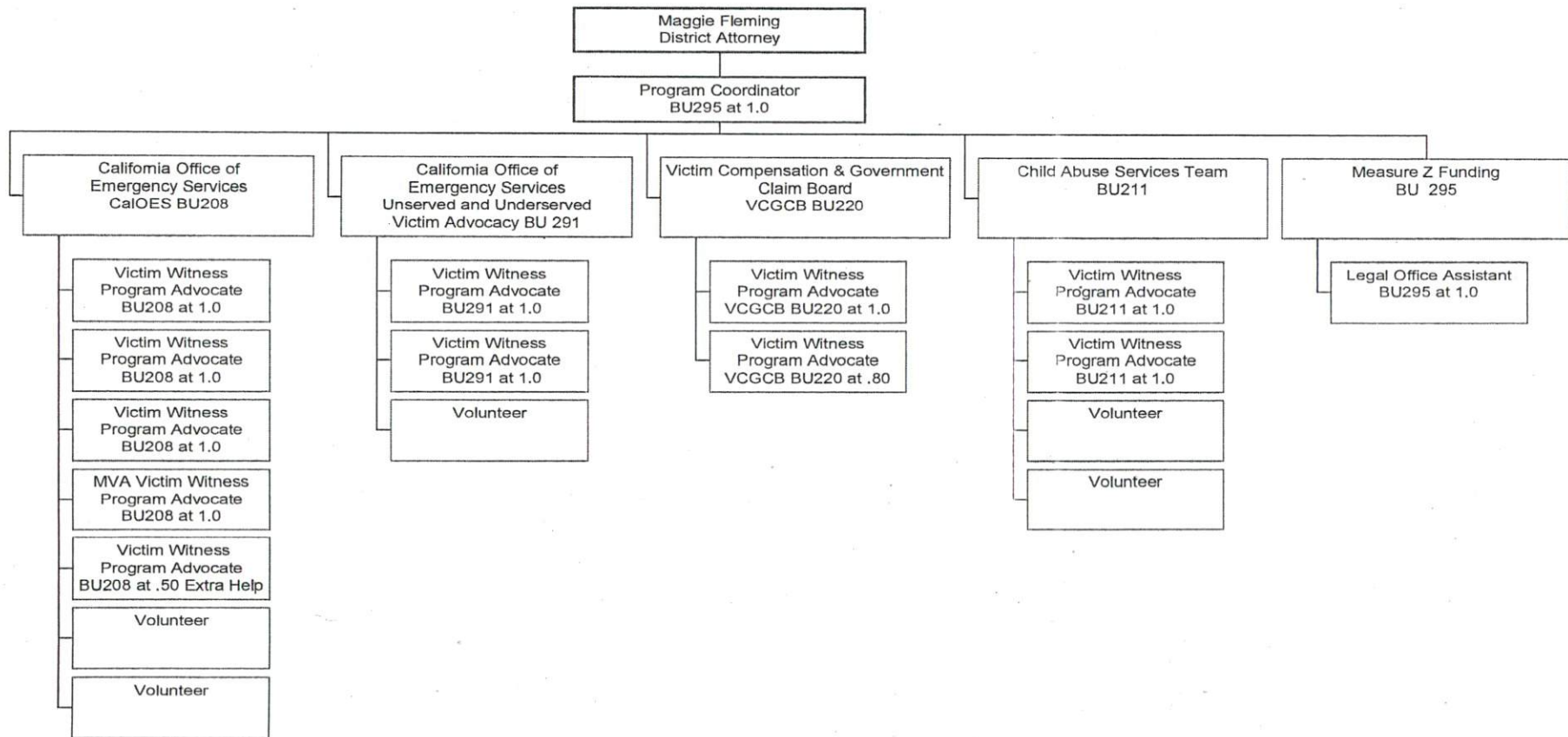
After Hours

Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
			From:	To:
1.	Humboldt County Child Abuse Services Team	09/10/19	01/01/20	to 12/31/25
2.	Humboldt County District Attorney	09/10/19	01/01/20	to 12/31/25
3.	Humboldt County District Attorney Investigation Bureau	09/10/19	01/01/20	to 12/31/25
4.	North Coast Rape Crisis Team	09/10/19	01/01/20	to 12/31/25
5.	Sexual Assault Response Team	09/10/19	01/01/20	to 12/31/25
6.	Two Feathers Native American Family Services	09/11/19	01/01/20	to 12/31/25
7.				to
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Use additional pages if necessary.

Humboldt County District Attorney Victim Witness Assistance Program Projected 2020-2021



VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE FORMULA GRANT PROGRAM
MATCH WAIVER REQUEST

Cal OES Subrecipients may request a partial or full match waiver. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number: 2019-V2-GX-0053
2. Cal OES Subaward Number: VW20380120
3. Subrecipient's Name: Humboldt County
4. Grant Subaward Performance Period 10/01/20 through 9/30/21
5. VOCA Victim Assistance Funds Awarded: \$ 377,768
6. Amount of Cash Match Proposed (post-Match Waiver): \$ 0
7. Amount of In-kind Match Proposed (post-Match Waiver): \$ 0
8. Total Amount of Match Proposed (sum of #6 and #7): \$ 0
9. Briefly summarize the services provided:

Available services during COVID-19 pandemic are accompanying and assisting clients during court hearings and testifying via Zoom from the District Attorney's Office 4th Floor law library. Assisting in transportation needs for court, and victim impact statements via e-mail, telephone or Zoom video conference. Encouraging and assisting clients to sign up for VINE. Assistance in opening CALVCB victim of crime application via email, mail, or by faxing. Crisis intervention, referrals to community partners, completing CDCR 1707's, and court watch/update for clients.

10. Describe practical and/or logistical obstacles to providing match:

A large portion of the general fund is based off of state and local sales tax revenue. Statics are already showing a significant drop in sales tax revenue. Due to our cash match dollars coming from Humboldt County's general fund, having to provide the total match funding may take away from the general funding that supplies salary and benefits to employees and potentially assist in creating a larger employee lay-off situation.

11. Describe any local resource constraints to providing match:

Due to COVID-19 Shelter in Place order and practices of social distancing many local resources are closed temporarily with the potential in sight of not reopening. The various community resources that were already stretched in the our rural community are asking for aid during this time.

Approved

Denied

Susan Grace

Unit Chief Name

 6/28/2020
Unit Chief Signature / Date

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient County of Humboldt **Duns#** 034150203 **FIPS#** 073-00000 (10)
Disaster/Program Title: Victim Witness Assistance Program (VW)
Performance Period: 10/01/20 to 09/30/21 **Subaward Amount Requested:** \$ 409,227
Type of Non-Federal Entity (Check Box): State Gov. Local Gov. JPA Non-Profit Tribe

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, grant manager is the individual who has primary responsibility for day-to-day administration of the grant, bookkeeper/accounting staff means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and organization refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	3-5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	3-5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 705,000
5. Are individual staff members assigned to work on multiple grants?	No
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	No
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent) <i>Maggie Fleming</i>	Date: <i>July 13, 2020</i>
Print Name and Title: Maggie Fleming	Phone Number: 707-445-7411
Cal OES Staff Only: SUBAWARD # <i>W20 38 0120</i>	

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Humboldt County *56

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

1st U.S. Congressional District *56

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

1st District *56

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

2nd District *56

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

135,558