



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-12

For the meeting of: February 9, 2016

Date: 02/01/2016
To: Board of Supervisors
From: Maggie Fleming, District Attorney *M Fleming*
Subject: Grant Application for Fiscal Year (FY) 2016-17 Unserved/Underserved Victim Advocacy and Outreach Program

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Authorize the Chair to sign both the Grant Sub-Award Face Sheet and the Certification of Assurance of Compliance; and
- 2. Direct the Clerk of the Board to process and return the executed original copy of the Grant to the District Attorney's Office, attention Rachele Davis, for submission to the State.

SOURCE OF FUNDING:

State of California, Governor's Office of Emergency Services (Cal OES)

DISCUSSION:

The Office of the District Attorney (DA) is applying for grant funding through the State of California, Governor's Office of Emergency Service, for the period April 1st 2016 through March 31th 2017, to continue the Underserved Victim Advocacy and Outreach Program in the amount of \$175,000. The grant funding is made available through the Federal Victims of Crimes Act (VOCA) Assistance and is authorized

Prepared by Rachele Davis CAO Approval *Chyl Dilligan*

REVIEW: Auditor *NRG* County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Dess Fennell*
Seconded by Supervisor _____
And unanimously carried by those members present,
The Board hereby adopts the recommended action
contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. B-2
Meeting of: August 24, 2010

Dated: *February 9, 2016*
Kathy Hayes, Clerk of the Board
By: *Kathy Hayes*

by the Victims of Crime Act of 1984, as amended.

The primary goal of the Underserved Victim Advocacy and Outreach Program is to enhance the safety of underserved victim populations in Humboldt County by establishing victim advocate positions and specialized services to victims of violent crimes who have historically been underserved due to race, socio-economic status, disability, or sexual orientation. Some of the services provided to underserved victims include crisis counseling, criminal justice support/advocacy, filing victim compensation claims, emergency financial assistance, and referrals to other support agencies.

The DA's Office has participated in this program for the length of the non-competitive grant award of five years. The Office is now applying for a competitive grant award. The grant would cover 5 years if awarded. The grant award is currently used to fund 1.5 full-time equivalent (FTE) Victim Witness Program Specialists. In the current proposal we request funds for 1.5 FTE Victim Witness Program Specialists and 0.5 FTE for an Extra-help Victim Witness Program Specialist.

FINANCIAL IMPACT:

Approval of the one year grant agreement will allow the County to be reimbursed up to a maximum of \$175,000 for services performed in accordance with the scope of work described in the grant for the period of April 1, 2016 through March 31, 2017. The grant requires a cash match from the Humboldt County General Fund in the amount of \$25,075; this match would be covered for FY 2015-16 by 0.25 FTE Victim Witness Program Coordinator Salary and benefits. The grant also requires "in-kind" match which have been made possible through generous donations of satellite office space with phone service from K'ima:W Medical Center, Karuk Tribal Office and Yurok Tribal Office and through Cultural Guidance Volunteers representing 8 Tribes/Rancherias. These donations create a total "in-kind" match of \$18,675. The \$175,000 of support from Cal OES would cover the two requested positions at a cost of \$113,778 in salary and benefits. The remaining \$61,222 would fund program-related operating expenses.

Approval of this grant application supports the Board's Strategic Framework by protecting vulnerable populations and seeking outside funding sources to benefit Humboldt County needs.

OTHER AGENCY INVOLVEMENT:

Cal OES

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Disapproval of the grant application. Disapproval of the application will cause a loss of revenue for the Humboldt County Victim Witness Assistance Program as well as a substantial reduction in the services provided to victims of crime in the local community.

ATTACHMENTS:

1. Grant Application containing Grant Sub-Award Face Sheet and Certification of Assurance of Compliance.



Proposal Cover Sheet

RFP PROCESS

Unserved/Underserved Victim Advocacy and Outreach (UV) Program and
Unserved/Underserved Victim Advocacy and Outreach (XV) Program

Submitted by:

**Maggie Fleming, District Attorney
Office of the District Attorney
Victim Witness Services Program**

**County of Humboldt
825 5th Street
Eureka, CA 95501**

(707) 445-7417

(Cal OES Use Only)

Cal OES#	FIPS#	VS #	Subaward #
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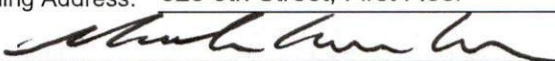
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth 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, Fourth Floor Eureka 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: 04/01/16 to 03/31/17
 7. Indirect Cost Rate: N/A; 10% de minimis; Federally Approved ICR _____%

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2016	8. VOCA		\$ 175,000		\$ 25,075	\$ 18,675	\$ 43,750	\$ 218,750
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 175,000	\$ 175,000	\$ 25,075	\$ 18,675	\$ 43,750	12. G Total Project Cost: \$ 218,750

13. 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. Official Authorized to Sign for Subrecipient: Mark Lovelace 15. Federal Employer ID Number: 946000513
 Name: Mark Lovelace Title: Chair, Board of Supervisors
 Telephone: 707-476-2393 FAX: 707-445-7299 Email: mlovelace@co.humboldt.ca.us
(area code) (area code)
 Payment Mailing Address: 825 5th Street, First Floor City: Eureka Zip+4: 95501-1107
 Signature:  Date: 2.9.16

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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PROJECT CONTACT INFORMATION

Subrecipient: County of Humboldt

Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

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

Name: Maggie Fleming Title: District Attorney

Telephone #: 707.445.7411 Fax#: 707.445.7416 Email Address: m Fleming@co.humboldt.ca.us

Address/City/Zip: 825 Fifth Street, Fourth Floor, Eureka, CA 95501

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

Name: Joseph Mellett Title: Auditor-Controller

Telephone #: 707.476.2452 Fax#: 707.445.7449 Email Address: jmellett@co.humboldt.ca.us

Address/City/Zip: 825 Fifth Street, First Floor, Eureka, CA 95501

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

Name: Joyce Moser Title: DA Victim Witness Program Coordinator

Telephone #: 707.445.7417 Fax#: 707.445.7490 Email Address: jmoser@co.humboldt.ca.us

Address/City/Zip: 712 Fourth Street, Eureka, CA 95501 After Hours 707.498.3980

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

Name: Rachelle Davis Title: Legal Office Business Manager

Telephone #: 707.268.2596 Fax#: 707.445.7416 Email Address: rdavis@co.humboldt.ca.us

Address/City/Zip: 825 Fifth Street, Fourth Floor, Eureka, CA 95501

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 Fax#: 707.445.7416 Email Address: m Fleming@co.humboldt.ca.us

Address/City/Zip: 825 Fifth Street, Fourth Floor, Eureka, CA 95501

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 14 of the Grant Subaward Face Sheet:

Name: Mark Lovelace Title: Chair, Board of Supervisors

Telephone #: 707.476.2393 Fax#: 707.445.7299 Email Address: mlovelace@co.humboldt.ca.us

Address/City/Zip: 825 Fifth Street, First Floor, Eureka, CA 95501

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Mark Lovelace Title: Chair, Board of Supervisors

Telephone #: 707.476.2393 Fax#: 707.445.7299 Email Address: mlovelace@co.humboldt.ca.us

Address/City/Zip: 825 Fifth Street, First Floor, Eureka, CA 95501

SIGNATURE AUTHORIZATION

Subaward #: _____

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, District Attorney

Signature: Maggie Fleming
Date: Feb 2, 2016

***Financial Officer:** Joseph Mellett, Auditor-Controller

Signature: [Handwritten Signature]
Date: 2/2/16

The following persons are authorized to sign for the
Project Director

Signature _____

Print Name _____

Signature _____

Print Name _____

Signature _____

Print Name _____

Signature _____

Print Name _____

Signature _____

Print Name _____

The following persons are authorized to sign for the
Financial Officer

Signature _____

Steve Edmiston, Assistant Auditor-Controller

Print Name _____

Signature _____

Print Name _____

Signature _____

Print Name _____

Signature _____

Print Name _____

Signature _____

Print Name _____

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

I, Maggie Fleming, District Attorney hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of Humboldt

IMPLEMENTING AGENCY: Office of the District Attorney

PROJECT TITLE: Victim Witness Assistance Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the 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 OMB Uniform Guidance 2 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 by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **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: Dan Fulks

Title: Personnel Director

Address: 825 Fifth Street, First Floor, Eureka, CA 95501

Phone: 707.476.2349

Email: dfulks@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

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to 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 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 agreement 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) Funds

The grant Subrecipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines, and the Office of Justice Programs Financial Guide.

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

I, the official named below, am the same individual authorized to sign the Subaward [Section 14 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.

Authorized Official's Signature: Mark Lovelace

Authorized Official's Typed Name: Mark Lovelace

Authorized Official's Title: Chair, Board of Supervisors

Date Executed: 2-9-16

Federal Employer ID #: 94-6000513 Federal DUNS #: 034150203

Current Central Contractor Registration Expiration Date: 12-29-16

Executed in the City/County of: Eureka, County of Humboldt

AUTHORIZED BY: *(not applicable to State agencies)*

- | | |
|---|--|
| <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 | |

Signature: Joseph Mellett

Typed Name: Joseph Mellett

Title: County Auditor-Controller

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

FEDERAL GRANTS FUNDING LOG

List all federal grant funds direct awarded and subawarded to the applicant during the current year. Include the fiscal year of operation, funding agency and the amount of funding.

If your agency receives no federal grant funds check this box:

	FISCAL YEAR	FUNDING AGENCY	GRANT AMOUNT
1	2015	Improving the Investigation and Prosecution fo Child Abuse and Regional and Local Children's Advocacy Centers (National Children's Alliance)	\$9,000
2	2015/2016	Crime Victim Assistance (Victim Witness Assistance Program)	\$84,517
3	2015/2016	Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Assistance Program	\$169,995
4			
5			
6			
7			
8			
9			
10			
		Federal Grant Total:	\$263,512

Project Narrative

1. **Problem Statement** – Humboldt County District Attorney Victim Witness Program

(HCDVWP) has been providing services to crime victims for the past 33 years.

Humboldt County is rural with a geographical area of 3,573 square miles located on the North Coast, 100 miles south of Oregon. It has an ethnic population of 77.2%

Caucasian, 5.7% Native American, 4.7% Hispanic, 2.2% Asian, 1.1% African American, and 9.1% other, totaling 134,809 people¹ with a crime index of 2,023. In 2014/2015, the

Unserved/Underserved Victim Advocacy and Outreach Program (UV) served a victim population of 51% Native American, 40% Caucasian, 7% Hispanic, 1% Asian and .8% African American. Other programs within the HCDVWP served a victim population of 89% Caucasian, 6% Hispanic, 3% Native American, and 2% African American.

Collectively, the UV Program and other programs within the HCDVWP served a victim population of 76% Caucasian, 15% Native American, 6% Hispanic, 2% African

American, .6% Asian and 1% other. Economically, Humboldt County has a high rate of poverty and unemployment. Although Native Americans make up 5.7% of the County's

population, Native American clients make up 15% of our clients served. In 2009-2013, persons below poverty level in California were estimated at 15.9%. During the same

time frame, Humboldt County's poverty rate was estimated at 20.4%² In this 2009 study, the poverty rate for Native Americans is estimated to be at 18.9%.³ Combined with the

County's isolation and limited access to resources, this poverty rate contributes to many social problems, including substance abuse, family violence and high divorce rates.

California's second largest population of child molesters live in Humboldt. The Humboldt County Drug Task Force has cited an increase in gang activity and in the number of

¹ <http://www.census.gov/quickfacts/table/PST045215/06023,00>

² <http://www.census.gov/quickfacts/table/PST045215/06023,00>

³ <http://stepupca.org/povertyInfo.htm>

Mexican Nationals conducting large-scale drug trade with local marijuana growers, trading meth and heroin for the highly prized "Humboldt Homegrown".

Humboldt County is the home of eight Federally Recognized Native American Tribes: Bear River Band of Rohnerville Rancheria, Blue Lake Rancheria, Big Lagoon Rancheria, Hoopa Valley Tribe, Karuk Tribe, Trinidad Rancheria, Wiyot Tribe and the Yurok Tribe. The Yurok, Karuk and Hoopa Tribes are the three largest in California in membership. Hoopa has the largest reservation in California. Within Humboldt County, there are two separate Tribal Law Enforcement Departments, five separate Tribal Courts, three Indian Health Facilities and four Tribal Temporary Assistance for Needy Families (TANF) Programs, which often create jurisdictional confusion.

Due to cultural differences, remote locations of Tribal lands, the general distrust of law enforcement and the Criminal Justice System, providing services to the American Indian community has historically and continues to be a challenge. Given the geographic isolation of Tribal lands, law enforcement and advocacy response time can take hours, days and sometimes is nonexistent. Lack of public transportation, private transportation costs and travel time add to the list of barriers victims face when attempting access to services.

Indian Boarding Schools were a major source of trauma in Indian communities. There are victims alive today that share their stories of sexual, physical and emotional abuse suffered at Indian Boarding Schools. Government agents would come to the home and take the Indian children. Some children were as young as 3 or 4 years old, destroying families by separating the children from their family and siblings and not allowing family visits. Children's traditional clothes were stripped, their hair cut off, and they were forced to wear shoes that may have not fit. Children would be beaten for speaking their Native language; they were stripped of their culture and customs. They were also robbed of the opportunity to learn how to parent, function as a family and

problem solve. One generation without these skills and all generation to follow are impacted. Some children were stripped of their given names. A young girl named Ausi was taken; her name was changed to Elsie. Boarding Schools were a magnet for child molesters. Sexual and physical abuse was rampant due to the lack of Mandatory Reporting Laws. Some children were raped, molested, tortured and sometimes beaten to death. Some rapes resulted in pregnancies, and the babies were sold. Students were "leased out" (slave labor) during the Summers to farm or work as domestics for White families. It was common for sterilization procedures to occur as well as experimentation on the eyes, which caused blindness, among many other health issues. Some would run away, the agents would retrieve them. Some victims have become sex abusers and some have become suicidal or alcoholic. This abuse has devastated the traditional social structure of Indian communities. Some refer to the destruction of their culture as a "Soul or Spirit Wound." Not understanding this history has created an information gap for the non-tribal service providers, making response to crime victim's emotional and physical needs very difficult. Before colonization, violence against women, children, and elders was virtually nonexistent. Today, sexual abuse and violence have reached epidemic proportions in Native communities, along with suicide and substance abuse. Alcoholism is 6 times the national average. By the end of the 1990's, the sexual assault rate among Native Americans was 3.5 times higher than for any other ethnic group in the United States (Bureau of Justice Statistics, Department of Justice). 37.5% of Native American and Alaskan Native women will be victimized by intimate partner violence in their lifetime (National Violence Against Women Survey). Local and statewide statistics show that Humboldt County is becoming a more violent place to live and our County resources are unable to keep up with the increasing victim population. The risk of abuse is greatest when a victim is separated from supportive networks. Many suffer the continuing trauma without the services and support they need.

Currently, the limited HCDAVWP services for these communities are funded by the Cal OES Unserved/Underserved Victim Advocacy and Outreach Program. When there is an arrest by Tribal Police or a Tribal Advocate accompanies a victim to court, it can take at least 4 hours' travel time to attend a ½-hour court appearance, leaving these areas with no resources. The geographic isolation, lack of telephone service, electricity and public transportation add to victim vulnerability. Tribal and non-tribal agency collaboration is crucial to improving services and strengthening partnerships. Bridges of trust take years to build. The UV Program has enabled our office to reach crime victims in the American Indian Communities. We now have 3 DA Victim Witness Satellite Offices to provide direct services, enhance access, increase agency response time, and improve the awareness and delivery of program services located on 3 different Reservations. We provide services 2 days per month on the Hoopa Reservation, 1 day per month to the Karuk Community in Orleans and 1 day per month on the Yurok Reservation in Weitchpec.

Funding through Cal OES is VITAL in providing wide-ranging measures of safety and security for crime victims, while responding to their emotional and physical needs, and increasing their participation and understanding of the Criminal Justice System, in an effort to stabilize their lives after victimization.

2. Plan – Our plan is to reach crime victims and their families in the American Indian Community in the most rural and remote tribal communities in the county. To collaborate and cross-educate with Tribal and non-tribal entities to better serve the American Indian population. We will continue to serve this community with three designated Program Advocates (1.0FTE, .5FTE, .5FTE Extra-help) and one Program Coordinator (.25FTE) solely dedicated to increase our response to the needs of victims of violent crimes in Indian Country. UV Staff will focus on responding 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. This focus will improve the safety and provide direct assistance to the unserved/underserved American Indian population in a culturally competent manner. UV staff will work to enhance advocacy response time, coordinate direct and referral services, reduce the severity of the psychological consequences and trauma of the victimization. UV staff will continue to improve and implement an outreach awareness program to the American Indian communities.

UV Staff will collaborate with the Hoopa, Karuk and Yurok Tribes to continue providing direct victim services, assistance with Victim of Violent Crime Applications as well as Restraining Order Assistance at our Orleans, Hoopa and Weitchpec Satellite Offices (in-kind), the Satellite Offices are centrally located on the Karuk, Hoopa and Yurok Reservations providing safe and secure environments for clients and staff. Each location is used for many reasons. If the perpetrator were to see a victim's car in the parking lot, the victim could tell the perpetrator, that he/she is seeking medical attention, or a variety of reasons, thereby reducing the threat of retaliation and enhancing access and victim confidentiality.

UV Staff will provide court orientation and court accompaniment to the underserved Humboldt County American Indian population saving tribal advocates up to 4 hours in travel time to accompany a victim to a ½-hour court appearance thereby increasing services on the reservation. Victims are more likely to follow through with prosecution and restraining orders when supported by an advocate, therefore increasing offender accountability. Vertical co-advocacy reduces trauma, alleviating the victim having to repeat their story over and over, increases the victim's trust with the advocate and the Criminal Justice System.

Program Coordinator will continue to coordinate with County agencies to create a County Resource Information Panel. Panel members will include a representative from the Office of the District Attorney, DA Investigator, HSCAVWP Program Advocate, UV Advocate, Child Abuse Services Team, Sexual Assault Response Team, North Coast Rape Crisis Team, Humboldt Domestic Violence Services, Adult Protective Agency and Child Welfare. The County panel members will share their agency's purpose and services, educating first responders in Indian Country. Program staff will promote and distribute event posters to tribal and non-tribal law enforcement, medical personnel, school personnel, tribal staff, and tribal and non-tribal advocacy groups in the outlying areas. The County Resource Informational Panel will present in Hoopa, the largest reservation in California. It is culturally appropriate to offer nourishment at American Indian events. Collaboration partners will provide food and venue (in-kind).

UV Staff will continue to collaborate with the Office of the District Attorney, DA Chief Investigator, Tribal Police, California Office of the Attorney General - Office of Native Affairs, and the members of the Northern California Tribal Healing Coalition, to bring a two-day training bi-annually (every other year) to tribal/non-tribal service providers, including Law Enforcement. The Northern California Tribal Healing Coalition is comprised of members from all eight Humboldt County Tribes/Rancherias, DA Victim

Witness is the only non-tribal agency member. The training will educate first responders on the impacts of crime in a culturally competent manner, the emotional, physical and spiritual needs of families in Indian Country. Tribal and non-tribal agency collaboration is crucial to improving services and strengthening partnerships.

UV Staff will update our Tribal Resource brochure/lists/crisis cards, that tribal/non-tribal Law Enforcement and other first-responders can hand to victims during their first contact. This Tribal Resource Card will be in addition to the DA Victim Witness Crisis Card.

UV Staff will continue to provide in-services and cross training opportunities for Tribal and Non-Tribal agencies; distribute crisis cards and brochures describing DA Victim Witness and UV Program services and community resources.

UV Staff will continue to actively participate in community events with Tribal agencies on tribal lands to raise public awareness of program services, victim rights, and the impacts of crime; domestic violence, sexual assault, homicide, elder abuse, family violence, driving while intoxicated with injuries, hate crime, gang violence human trafficking and stalking. District Attorney Maggie Fleming and UV staff have been invited and participate in both the Hoopa "Walk of Honor" event and the Orleans Victim Candlelight Ceremony. Standing together with Tribal Leaders, we strengthen tribal and non-tribal partnerships, increase direct services, victim referrals and reduce jurisdictional confusion.

UV Staff will attend the District Attorney and Tribal Governments Roundtable monthly meeting. Former District Attorney Paul Gallegos created a platform to provide a meaningful opportunity for representatives from ALL of the Humboldt County Tribes/Rancherias to discuss concerns and devise strategies related to community safety and the administration of justice in Humboldt County. Our first meeting was on April 26, 2007. This monthly meeting has served to enhance communications between

non-tribal and tribal agencies. The mission statement is to create and increase communications between sovereign Tribal Governments and the Humboldt County District Attorney's Office. The Roundtable fosters education of our mutual constituencies to meet our needs by multi-level training, in-services and presentations. The Roundtable is committed to ensuring a mechanism is emplaced to address concerns or issues between the entities. On December 9, 2014, both the District Attorney and District Attorney Elect, Maggie Fleming signed the Humboldt County District Attorney and Tribal Governments Roundtable Memorandum of Understanding. Current District Attorney Maggie Fleming has given the DA & Tribal Governments Roundtable her full support and participation.

UV Staff will continue to gather data/statistics on American Indian victims of crime. Data collected in 2004 reflects that among the 88 cases where the city of the Native American defendant's home was known, 43 were from Hoopa. This statistical data tells us where to focus our resources and outreach efforts. It is vital that we gather this statistical data. Increased funding equals more personnel, more personnel equals more victims receiving services.

UV Staff will continue to deliver all services in a culturally competent manner. Program Coordinator and UV Advocate will continue to be active members of the Northern California Tribal Healing Coalition to offer Cultural Competency training to the Office of the District Attorney, DA Investigators, Victim Witness staff, tribal and non/tribal agencies and community.

Program Coordinator and all Program Advocates have successfully completed the mandated Entry Level Victim Advocate Training.

UV Staff will continue to deliver mandatory services as outlined in the Cal OES 2014 Sub Recipient Handbook (SRH), until the release of the 2015 SRH. UV Staff will follow Program Guidelines and meet the Program's objectives.

HCDVWP depends upon community-based organizations (CBO) 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. 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. 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 are limited; information on Certified Translators is maintained through the County Clerk's Office and the Office of the District Attorney.

UV Staff will do field visits upon the request of the District Attorney's Office, law enforcement, medical facilities, as well as victims and/or their family members.

Cultural Guidance Volunteers are available on a continual basis to mentor staff on culturally sensitive and appropriate methods to provide assistance to communities most in need. HCDVWP utilized volunteers from the community procured through other CBO's, County Board of Education, Senior Resource Center, Local Youth Groups and our local Jr. College and University. Volunteers complete a monthly Volunteer Time Sheet. The DA's Office requires an extensive background check and fingerprinting.

UV Staff will partner with the Humboldt County DA, Office of the Attorney General – Office of Native Affairs, DA Investigators, Child Abuse Services Team, Sexual Assault Response Team, North Coast Rape Crisis Team, Humboldt Domestic Violence Services, Adult Protective Agency, Bear River Band of Rohnerville, Blue Lake, Big Lagoon, and Trinidad Rancherias, Yurok, Karuk, Hoopa Valley and Wiyot Tribes, Tribal Police, Law Enforcement, Tribal Courts, K'ima:w Medical Center, United Indian Health Services, Tribal Social Services, Two Feathers Native American Family Services,

Northern California Tribal Healing Coalition, CA Tribal Temporary Assistance for Needy Families (TANF) Partnership, Hoopa, Karuk, and Yurok TANFs, Inter-Tribal Women's Advocacy Network, Tribal Victim Advocacy groups, Cal OES and Victim Compensation and Governments Claims Board. Working together, we are able to offer American Indian victims and their family members direct services here in Humboldt County.

UV Staff will follow the rules and regulations as outlined in the Cal OES Sub Recipient Handbook, County of Humboldt Policy and Procedures, Humboldt County District Attorney Office Policy and Procedures. UV staff will be supervised by the Program Coordinator and adhere to the said requirements for all mandatory services; be dedicated to providing services to the American Indian population and cases arising from the Tribal regions served; deliver services in a culturally sensitive manner, non-judgmental or non-discriminatory, consistent with legal, ethical, and professional standards of practice; provide crisis intervention and help victims cope with trauma they have experienced; provide assistance with Victim of Crime application for financial reimbursement for: medical, mental health, loss wages or support, funeral and burial expenses, relocation; offer community resources and referrals to the victims; providing case status and court support if desired; problem solve with victims any obstacles that may be preventing access to community resources and treatment; be available for program presentations, in-services and cross training opportunities; participate in victim subject trainings; collaborate with community partners to bring awareness to victim rights and the impacts of crime; support agency partners and appear together at community events, which include Victim Rights' Awareness Week Activities; keep detailed records and data of advocacy activities to comply with the requirements of the grant.

This is our plan/attempt to see that those harmed by crime do not fall through the cracks of the very systems that were created to protect them.

3. Capabilities – HCDVWP has been providing victim services since 1982. We have been providing services to the unserved/underserved tribal community through the Unserved/Underserved Victim Advocacy and Outreach Program since 2010. We plan to hire a .5 FTE extra-help Program Advocate. Current UV Staff; Coordinator Joyce has over 34 years of victim advocacy experience, UV Advocate Holly has over 25 years of experience advocating in the tribal communities and UV Advocate Nikki has over 6 years of victim advocacy experience. All UV Staff has attended Cultural Competency Training and Entry level Advocate Training. Joyce and Holly both have completed the Certified National Community Crisis Response Training. Joyce is a member of the Yurok Tribe and is recognized as a Native American Subject-Matter-Expert by Cal OES. Holly is a member of the Karuk Tribe and a Cultural Practitioner. Both have an in-depth understanding of local American Indian cultural beliefs and customs. In 2002, Joyce represented our HCDVWP as a founding member of the Inter-Tribal Women's Advocacy Network (ITWAN), ITWAN is a group of women of Native American descent meeting monthly to identify the gaps and create safety nets, advocating for culturally competent services to the Native community. In 2003, our office initiated the establishment of the Humboldt County District Attorney & Tribal Governments Roundtable. It was six years between the time the conversation was started to the formal adoption & signing of the MOU, our mission to create and increase communications between sovereign Tribal Governments and the Humboldt County District Attorney. In 2004, in collaboration with the Hoopa Tribe, we opened our Hoopa Satellite Office. In 2008, Joyce and Holly were founding members of the Northern California Tribal Healing Coalition, working to bring culturally competent training to our local tribal/non-tribal service providers. In 2009, Joyce presented the Cultural Competency segment at the Western Regional Children's Advocacy Center (WRAC) Native American Multi-Disciplinary Team Forum (MDT). In 2010, we were selected to

receive funding through California Emergency Management Agency, Unserved/Underserved Victim Advocacy & Outreach Grant. In 2010, Joyce was a consultant at the WRCAC Native American MDT Development Academy. In 2011, working with the Karuk and Yurok Tribes, we opened our Orleans and Weitchpec Satellite Offices. 2012, Holly was hired as first-ever DA Tribal Liaison, Holly is currently our full time UV Advocate. 2012, District Attorney, Joyce and Holly presented at the National Indian Nations – Justice for Victim of Crime, our presentation was titled, Creating Bridges of Trust Across Jurisdictional Boundaries to Increase Safety and Justice. In 2014, Joyce presented at the CA Victim Witness Advocacy Academy Entry Level Training sharing her culture and the collaboration efforts between tribal/non-tribal agencies that are working successfully in Humboldt. In 2014, at the request of the Modoc County District Attorney Victim Witness, Joyce and Holly responded to the horrible tragedy that occurred at the Cedarville Indian Rancheria Tribal Office in Modoc County. Four tribal members/employees were shot dead and two others shot and stabbed. Modoc County wanted the response to be delivered in a culturally competent and respectful manner. Tribal Advocates responding to victimization on tribal lands was much appreciated by the tribal victims, their families and the Tribal Government. Having experienced the value of a Native Crisis Response to tragedies in Tribal communities, Joyce and Holly continue to participate in the development of the local and State Tribal Crisis Response Team. 2015, Joyce presented at the Tribal Law Enforcement Professional Development Training on the benefits of creating a California Tribal Crisis Response Team. 2015, Holly presented at the Strategic Collaborations of Reaching Underserved Victims of Crime Northern Regional Conference, sharing her innovative outreach approach to connect with crime victims in Tribal Communities and isolated regions. In addition, Holly was honored by the Humboldt County Domestic Violence Coordinating Council for her outstanding work in the field of Domestic Violence.

UV Staff serve on Advisory Committees for the Bear River Rancheria Domestic Violence, Hoopa Project Connect Tribal Domestic Violence, Inter-Tribal Women's Advocacy Network, Sexual Assault Response Team, and the Child Abuse Services Team and the Northern California Tribal Healing Coalition. We will continue to attend the DA & Tribal Government Roundtable monthly meetings.

UV Staff will continue to participate regularly on councils, task forces and committees addressing victim of crime issues. The agencies will also appear together at media functions, which include Victim Rights' Awareness Week activities, and routinely assist each other to ensure that primary and secondary crime victims receive the best direct services possible.

UV Staff will continue to partner with the Northern California Tribal Healing Coalition to bring local training to educate first-responders on the impacts of crime. The trainings will also include traditional song, storytelling, customs and beliefs. The mission of the coalition is to promote the general welfare of Native Americans by empowering and training individuals as well as working with social service agencies to provide them practical information and culturally appropriate approaches when serving their American Indian clients. The Coalition represents tribes and tribal agencies in Humboldt and Del Norte Counties. Humboldt DA Victim Witness is the only non-tribal agency coalition member. Our Conferences have grown over the years; 2008, DV & SA in Indian Country over 135 attendees, 2010, Healing Families in Indian Country over 165 attendees, 2011, Family Matters in Indian Country-over 200 attendees, 2012, Planting Seeds of Wellness in Indian Country over 225 attendees, 2013, Walking in Balance in Indian Country over 230 attendees, 2015 Mending the Basket-Weaving Wellness in Indian Country over 240 attendees. We are currently in the planning stages of our 7th Conference to be held in 2017. Tribal/non-tribal agency learning together is crucial to strengthening partnerships and improving services in the American Indian community.

UV Staff will continue to create and honor Operation Agreements specific to this grant with all existing partners, in addition to new partners such as tribal/non-tribal medical centers. We will strive to establish ourselves as an active participant in the local public and non-profit social services network to promote coordinated victim service efforts with the American Indian community.

UV staff have extensive knowledge of local community resources and the ability to connect victims to resources as appropriate. UV Staff is known, accepted, trusted and familiar with the Tribal communities, allowing for updated information on our Resource brochure, crisis cards and referrals lists. Thereby increasing awareness and strengthen victim's support system.

We will strengthen tribal and non-tribal partnerships, increase direct services to the American Indian population in Humboldt County, increase victim referrals and reduce jurisdictional confusion. We will promote program services and raise public awareness of the impact of crime throughout the year at our main location and our 3 Satellite Offices located on the Yurok, Karuk and Hoopa Reservations, the three largest tribes in California. Trust takes time, and it is important to know that there may be Tribal Ordinances in place that could impact program services.

We will submit Progress Reports and Data Collection to both Cal OES and the Office of Victims of Crime (OVC), all three Cal OES Progress Reports; Status Report, 1st Report and 2nd Report. The two on-line OVC reports; a Sub Grant Award Report and a Sub Grantee Report.

Our goals for this grant year is to reach 150 American Indian victims, conduct 10 Program in-services, one Cultural Competency Training, one training to educate first responders, and participate in the development of a California Tribal Crisis Response Team.

Budget Narrative

The proposed fiscal year (FY) 2016-17 budget supports the activities of this Unserved/Underserved Victim Advocacy and Outreach Program by providing staffing and operating expenses to meet the outlined goals and objectives for the FY 2016-17. 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. This focus will improve the safety and provide direct assistance to the unserved/underserved American Indian population in a culturally competent manner. Some small direct administrative costs are included for central service charges as required by the County Administrative Office, to cover the costs of provided services by other County departments to the Victim Witness Program, which includes but is not limited to the County Administrative (CAO), Personnel, Payroll, Auditor/Controller (Accounts payable & receivable) Department, and General Services. Allocations for Workers' Compensation Insurance and General Liability Insurance are included, as set by the County Risk Management Office, which are direct expenses for the employees funded under this grant program. Departmental administrative overhead costs (A-87 allocations) have not been included in this budget nor will they be claimed regardless of the impact to the department's cost of doing business by providing the District Attorney Victim Witness Program in our County. The District Attorney's Office will continue to absorb this indirect cost for the coming budget year in order to support direct services with grant funds.

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". All of this 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.

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 (19) years. Prior to her selection, she was a Victim Witness Advocate for approximately (11) years. Ms. Moser has been with the Victim Witness office since its inception in 1982.

The Victim Witness Program Specialists 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. Candidates for this position must have the equivalent of an AA Degree with major course work in crisis intervention or similar social service work. The full-time position is held by Holly Hensher. She has her AA Degree and over six (6) years direct work experience as an Advocate. The half-time position is held by Nicole Miranda. She has over six (6) years direct work experience as a Victim Witness Program Specialist. With the funding available we plan to hire a .5 FTE Extra-Help advocate. All positions require cultural competency training and mandatory 40-hour entry-level training to be completed as soon as practical from date of hire. Both 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 over the 1.5 FTE staff members and a .5 FTE Extra-help member under the Cal OES Unserved/Underserved Victim Advocacy & Outreach 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. The Cash

Match requirements are met by the Victim Witness Program Coordinator Salary for overseeing a portion of this program.

The 1.0 FTE Program Specialist and .50 FTE Program Specialist 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 2016/17. The County of Humboldt is aware of the American Disabilities Act (ADA) requirements and strives to continue to comply with the requirements of the ADA Act in providing facilities and accommodation to its victims and witnesses that meets these standards.

The Victim Witness Program Office has been located in a non-County owned facility since 1999. It is within a very short distance from the County Courthouse for easy access to the court system. 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 in order to provide an effective level of service to the victims of crimes.

Currently, the space leased out for the program is total of approximately 3,180 square feet. The space will houses 2.0 FTE UV 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 programs and proportionally allocated to the program according to the number of FTE positions in a particular grant program. The program can anticipate a 2% annual increase in the lease payment.

The In-Kind Match requirements will continue to be met with charitable donations from the eight local Tribes and Rancherias. Three satellite office locations will be provided to the Victim Witness Program Specialists to allow access to safe and secure environments for clients

and staff while providing services to the most rural and remote tribal communities in the county. Cultural Guidance Volunteers will also be available on a continual basis to mentor staff on culturally sensitive and appropriate methods to provide assistance to the communities most in need.

All remaining operating allocations represent day to day expenses for services and supplies. \$1,680 in communications will fund an advocate mobile phone, IPAD mobile computer and 2 telephone land lines for the year. \$1,440 will be allocated for utilities, specifically PG&E, while \$120 will be set aside for postage and \$4,203 for various office supplies such as paper, toner, ink, etc. Along with \$4,930 allocated for office supplies upgrading advocate office furniture due to ergonomic standards for employees and victim comfortability. Accessing the most rural areas of the county requires transportation and as such, \$12,000 is being allocated for motor-pool expenses for in-county travel by county car, \$1,891 for motor-pool travel to any areas outside the County which will be used for travel to any advocate trainings or for any crisis response events. Due to the reporting requirements and software changes upgrading desktop computers are required along with computer operating software packages an allocation of \$4,204 was listed. \$7,504 will be allocated towards staff development and training which will assist advocates in techniques to help communicate effectively with victims and witness along with learning resources that are available to victims and witness. \$3,339 will be allocated towards cultural competency training and education training to first responders. \$3,339 will be allocated towards participating in the development of a California Tribal Crisis Response Team. With these items in place we should be able to reach our goal of reaching 150 American Indian victims.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt				Subaward #:			
A. Personal Services – Salaries/Employee Benefits	VOCA 2015	Match (VOCA 2015)					COST
SALARIES							\$0
Program Coordinator @ .25 FTE CASH MATCH							\$0
(\$71,578.78/yr)(.25) = \$17,894.70		\$17,895					\$17,895
Victim Witness Program Specialist 1.0 FTE							\$0
(6 pp @ \$1,383.23/pp = \$8,299.38) 15/16 FY	\$8,299						\$8,299
Victim Witness Program Specialist 0.5 FTE							\$0
(6 pp @ \$657.97/pp = \$3,947.82) 15/16 FY	\$3,948						\$3,948
Victim Witness Program Specialist 1.0 FTE							\$0
(20 pp @ \$1,453.97/pp = \$29,079.40) 16/17 FY	\$29,079						\$29,079
Victim Witness Program Specialist 0.5 FTE							\$0
(20 pp @ \$691.62/pp = \$13,832.40) 16/17 FY	\$13,832						\$13,832
Victim Witness Program Specialist 0.5 FTE Extra-Help							\$0
(960hrs)(16.69213/per hr) = \$16,024.44) 16/17 FY	\$16,024						\$16,024
BENEFITS							\$0
Program Coordinator @ .25FTE CASH MATCH							\$0
SUI - \$453.70 @ 25% = \$113.43							\$0
Dental - \$874.92 @ 25% = \$218.73							\$0
Life - \$58.32 @ 25% = \$14.58							\$0
Health - \$15,134.64 @ 25% = \$3,783.66							\$0
PERS - 16,910.40 @ 25% = \$4,227.60							\$0
FICA/MC - \$4,627.74 @ 25% = \$1,156.94							\$0
16/17FY Total = \$9,514.94 adjusted to match requirement \$7,180.00		\$7,180					\$7,180
Victim Witness Program Specialist 1.0 FTE	\$4,582						\$4,582
SUI: (\$9.84)(6pp 15/16FY) = \$59.04							\$0
Dental: (\$72.91)(3pp 15/16FY) = \$218.73							\$0
Life: (\$2.94)(3pp 15/16FY) = \$8.82							\$0
Health: (\$346.58)(5pp 15/16FY) = \$1,732.90							\$0
PERS: (\$326.78) (6pp 15/16FY) = \$1,960.68							\$0
FICA/MC: (\$100.33)(6pp 15/16FY) = \$601.98							\$0
Total 15/16FY = \$ 4,582.15							\$0
Victim Witness Program Specialist .05 FTE	\$4,417						\$4,417
SUI: (\$4.93)(6pp 15/16FY) = \$29.58							\$0
Health: (\$630.61)(5pp 15/16FY) = \$3,153.05							\$0
PERS: (\$155.44) (6pp 15/16FY) = \$932.64							\$0
FICA/MC: (\$50.33)(6pp 15/16FY) = \$301.98							\$0
Total 15/16FY = \$ 4,417.24							\$0
Victim Witness Program Specialist 1.0 FTE	\$16,007						\$16,007
SUI: (\$9.84)(20pp 16/17FY) = \$196.80							\$0
Dental: (\$72.91)(9pp 16/17FY) = \$656.19							\$0
Life: (\$2.94)(9pp 16/17FY) = \$26.46							\$0
Health: (\$346.58)(19pp 16/17FY) = \$6,585.02							\$0
PERS: (\$326.78) (20pp 16/17FY) = \$6,535.60							\$0
FICA/MC: (\$100.33)(20pp 16/17FY) = \$2,006.60							\$0
Total 16/17FY = \$ 16,006.67							\$0
Victim Witness Program Specialist .05 FTE	\$16,196						\$16,196
SUI: (\$4.93)(20pp 16/17FY) = \$98.60							\$0
Health: (\$630.61)(19pp 16/17FY) = \$11,981.59							\$0
PERS: (\$155.44) (20pp 16/17FY) = \$3,108.80							\$0
FICA/MC: (\$50.33)(20pp 16/17FY) = \$1,006.60							\$0
Total 16/17FY = \$ 16,195.99							\$0
Victim Witness Program Specialist .05 FTE Extra-Help	\$1,394						\$1,394
SUI: (960hr)(16.69213hr) (1.05%) = \$168.26							\$0
FICA/MC: (960hr)(16.69213hr)(6.2%)/(960hr)(16.69213hr)(1.45%)							\$0
(\$993.52 + \$232.35) = \$1,225.87							\$0
Total 16/17FY=\$1,394.13							\$0
Workers' Compensation Insurance - set by County Risk Management	\$1,250						\$1,250
Personal Section Totals	\$115,028	\$25,075	\$0	\$0	\$0	\$0	\$140,103
PERSONAL SECTION TOTAL							\$140,103

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt						Subaward #:	
	VOCA 2015	Match (VOCA 2015)					COST
B. Operating Expenses							
2-106 communications -							\$0
(2 landlines/1 mobile phone/1 IPAD mobile computer = \$140) (12 months) = \$1,680	\$ 1,680						\$1,680
2-110 Insurance - General Liability set by County Risk Management Dept.	\$ 822						\$822
(\$68.50/month) (12 months) = \$822							\$0
2-116 Postage -	\$ 120						\$120
(submission of application/time sensitive documents)							\$0
(\$20.00/per package)(6) = \$120							\$0
2-117 Office Supplies - paper/ink/toner/	\$ 9,133						\$9,133
desks/file cabinets/book cases/desk chairs /client chairs							\$0
Paper/Ink/toner (\$350.25/month) (12 months) = \$4,203							\$0
Desks(2)(\$600.00/per desk)=\$1,200							\$0
File Cabinets(2)(\$600.00/per desk) = \$1,200							\$0
Bookcases(2)(\$215.00/per desk) = \$430							\$0
desk chairs(2)(\$450.00/per chair) = \$900							\$0
client chairs(4)(\$300.00/per chair) = \$1,200							\$0
2-121 Rent - (2.0FTE) (125ft) (\$1.75/ft) (12months) = \$5,250	\$ 5,250						\$5,250
(Total UV Program Rent: (\$916.67 X 12 months = \$11,000)							\$0
2-123 - Special Department Expenses	\$ 2,500						\$2,500
(outreach events/crisis cards/brochures/pamphlets)							\$0
2-125 Transportation - In County -							\$0
Motorpool- (\$.75/mile) (16,000 miles) = \$12,000	\$ 12,000						\$12,000
2-126 Utilities - PG&E - (\$120/month) (12 months) = \$1,440	\$ 1,440						\$1,440
2-148 Computer Software - (2)							\$0
(Office Pro Plus and Adobe Acrobat IX = \$601.75) = \$1,204	\$ 1,204						\$1,204
2-225 Transportation - Out of County -							\$0
Motorpool- (\$.75/mile) (2,521 miles) = \$1,890.75	\$ 1,891						\$1,891
2-240 Emergency Fund - (\$100.00/per victim/witness)(5) = \$500	\$ 500						\$500
2-317 Office Expense - Equipment -							\$0
Upgrade of computer systems (2) (\$1,500.00/per desktop computer) = \$3,000	\$ 3,000						\$3,000
2-614 Staff Development/Training/Presentations -	\$ 14,182						\$14,182
Advocate training TBD:							\$0
(Reg: \$500, Hotel:\$1,200, Per Diem \$44 day x4= \$176)(3) = \$7,504							\$0
Presentation:							\$0
(presenter fee: \$450, Flight:\$1,200, Per Diem \$44 day x4= \$176)(3) = \$5,478							\$0
Facility rental for conferences(\$400.00/per day)(3) = \$1,200							\$0
3-940 Central Service Charges - Purchasing Charges for PO's/Credit Cards	\$ 500						\$500
and bids issued, set by County Administrative Office							\$0
3-125 Information Service Charges - IT Dept. Charges for technical service/support/	\$ 5,750						\$5,750
intranet/email/software updates (Total Charge to VW Division: \$17,250)							\$0
\$17,250/3 grant programs=\$5,750							\$0
IN-KIND MATCH							\$0
Hoopla Satellite Office - K'ima:W Medical Center							\$0
Office Space w/phone (125 sq ft) (\$1.75/sq ft) (12months) = \$2,625		\$2,625					\$2,625
Orleans Satellite Office - Karuk Tribal Office							\$0
Office Space w/phone (125 sq ft) (\$1.75/sq ft) (12 months) = \$2,625		\$2,625					\$2,625
Weitchpec Satellite Office - Yurok Tribe Office							\$0
Office Space w/phone (125 sq ft) (\$1.75/sq ft) (12 months) = \$2,625		\$2,625					\$2,625
Cultural Guidance Volunteers							\$0
Representing 8 Tribes/Rancherias							\$0
(9hrs) (\$100/hr) (12 months) = \$10,800		\$10,800					\$10,800
Operating Section Totals	\$59,972	\$18,675	\$0	\$0	\$0	\$0	\$78,647
OPERATING SECTION TOTAL							\$78,647

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA From: To:		
1.	Bear River Band of Rohnerville Rancheria		01/01/16	to	12/31/21
2.	Big Lagoon Rancheria		01/01/16	to	12/31/21
3.	Blue Lake Rancheria		01/01/16	to	12/31/21
4.	Child Abuse Services Team	01/13/16	01/01/16	to	12/31/21
5.	District Attorney's Office	01/13/16	01/01/16	to	12/31/21
6.	District Attorney Criminal Investigation Bureau	01/13/16	01/01/16	to	12/31/21
7.	Hoopa Project Connect-DV Advocacy Program		01/01/16	to	12/31/21
8.	Hoopa Valley Tribal Police Department		01/01/16	to	12/31/21
9.	Hoopa Valley Tribe		01/01/16	to	12/31/21
10.	Humboldt County Sheriff Department		01/01/16	to	12/31/21
11.	Humboldt Domestic Violence Services		01/01/16	to	12/31/21
12.	K'ima:w Medical Center		01/01/16	to	12/31/21
13.	Karuk Tribe		01/01/16	to	12/31/21
14.	Mad River Community Hospital		01/01/16	to	12/31/21
15.	North Coast Rape Crisis Team	01/13/16	01/01/16	to	12/31/21
16.	Sexual Assault Response Team		01/01/16	to	12/31/21
17.	St. Joseph Hospital		01/01/16	to	12/31/21
18.	Trinidad Rancheria		01/01/16	to	12/31/21
19.	Two Feathers Native American Family Services		01/01/16	to	12/31/21
20.	United Indian Health Services		01/01/16	to	12/31/21

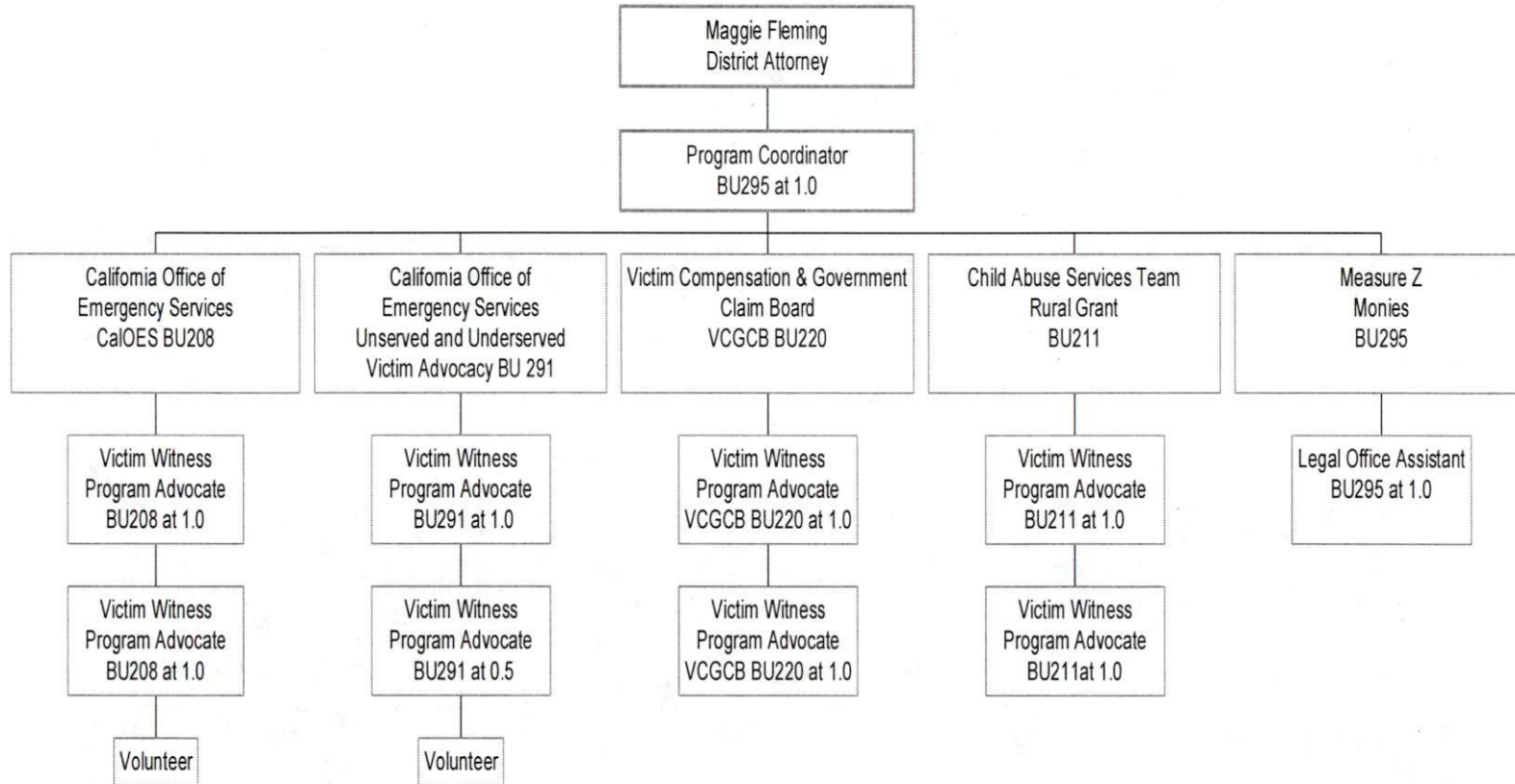
Use additional pages if necessary.

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA	
			From:	To:
21.	Wiyot Tribe		01/01/16	to 12/31/21
22.	Yurok Tribe		01/01/16	to 12/31/21
23.	Yurok Tribe Public Safety		01/01/16	to 12/31/21
4.				to
5.				to
6.				to
7.				to
8.				to
9.				to
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.

Humboldt County District Attorney
Victim Witness Program
2015 - 2016



EMERGENCY FUND PROCEDURES

County of Humboldt

SUBRECIPIENT NAME

SUBAWARD #

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care.

Due to the nature of these Emergency funds, they need to be easily accessible. Some safeguards are necessary and accountability of these funds be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept in separate accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to Rachelle Davis.

Checks require a counter signature in order to be valid. Cal OES must be notified in writing of any changes in responsibility within ten days of the change.

4. If an imprest cash fund is used, the name, address and signature of the Subrecipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime, if applicable, will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$150.00 per individual. Victims are not eligible to draw on the emergency fund for more than twp crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan (and if so, full or partial repayment is expected), or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

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

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

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

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

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

134,809

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION**

**COMPUTERS AND AUTOMATED SYSTEMS
PURCHASE JUSTIFICATION GUIDELINES**

As stated in the *Subrecipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following questions. Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Subaward.
2. If the request is for hardware and software in which the total costs exceed \$25,000, describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one, and whether it will be integrated with other systems. In your description please, be specific as to type and location of hardware/software and how the system will be operated and maintained.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE AND VICTIM SERVICES DIVISION
COMPUTERS AND AUTOMATED SYSTEMS
PURCHASE JUSTIFICATION**

1. A Victim Witness Program Specialist if approved would be required to have a computer station provided for the purposed of direct victim services.

This desktop computer is needed to:

- Keep Crime Victims and their families updated with court dates and times
- Provide case status
- Assist our Joint Powers Unit with needed case status for Victim of Crime Applications
- Keep needed data for Grant mandated reports
- Have access to State Forms
- To participate in Webinars
- To receive and send correspondences to better serve the clients we serve.

The computers currently in use are becoming out dated and continually having maintenance issues. Due to County of Humboldt's Information Technology requirements the purchase of a desk top computer has to be made from the County's contract established with Dell computer Inc. For stability and cohesiveness on the County of Humboldt system network function ability the purchase of a computer station would be necessary to contract noncompetitively. A competitive bid process was completed by Humboldt County Purchasing Department who then prepared cost comparisons by the information provided by a variety of companies and the most cost effective solution/bid was determined. The contract was awarded to Dell INC companies.

The proposed computer system purchase of one Dell Optiplex 7010 desktop computer with 23" monitor and Windows 8 has an estimated acquisition cost of \$1,495. The software purchase of Office Pro Plus which includes Microsoft office suite included access which is essential for in house databases along with Adobe Acrobat IX so that documents/flyers/pamphlets can be easily edited and created. This program will let PDF documents easily be converted into computer programs that will enhance the capabilities of the Specialist in keeping needed dada for grant mandated reports and access to state forms. This will create time saved in document production and leave a larger amount of time for direct client services.