



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-8

For the meeting of: March 8, 2016

Date: February 9, 2016

To: Board of Supervisors

From: Maggie Fleming, District Attorney

M. Fleming

Subject: California Governor's Office of Emergency Services (Cal OES) Grant Award Augmentation for Fiscal Year (FY) 2015-16 Victim Witness Assistance Program and Supplemental Budget (requires 4/5 vote)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorizes the Chair to sign the attached Grant Award Amendment
2. Approves the attached supplemental budget in Fund 1100, Budget Unit 208, District Attorney's Victim Witness Assistance Program (requires 4/5 vote);
3. And Directs the Clerk of the Board to process and return the Grant Award Amendment to the District Attorney's Office, attention Rachelle Davis, for submission to Cal OES

SOURCE OF FUNDING:

State of California - Cal OES, Office of Violence Against Women

DISCUSSION:

In September 2015, the Office of the District Attorney of Humboldt County submitted an application for annual funding through California Governor's Office of Emergency Services for FY 2015-16, for the

Prepared by Rachelle Davis

CAO Approval *Cheryl D. McJannet*

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

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*
Ayes *Sandberg, Fennell, Lovelace, Bohn, Bass*
Nays
Abstain
Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *March 8, 2016*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

District Attorney Victim Witness Assistance Program. The funding is available through the Violence Against Women Act (VAWA) and the Victims of Crime Act (VOCA), a combination of Federal and State funds which are managed and dispersed annually to eligible counties by Cal OES. The annual application was approved for funding in the amount of \$185,380 in September 2015. The District Attorney has since been given permission by Cal OES to apply for a grant award augmentation in the amount of \$45,203 with a VOCA match of \$11,301.

The District Attorney (DA) Victim Witness Program Staff will be working with Humboldt County Information Technology to update and upgrade a data collection system for statistical report requirements to Cal-OES. Having a new case management system will aid in the ability to provide support and help victims of crime by decreasing the amount of time used for statistical reporting by hand or multiple collection systems and increasing the amount of time and focus on direct client services.

FINANCIAL IMPACT:

Approval of the grant augmentation will allow the County to be reimbursed up to a maximum of \$45,203 for services performed in accordance with the scope of work described in the grant for the period of July 1, 2015 through June 30, 2016. A match in funding is required of \$11,301. This match is obtained through the previously awarded Victim/Witness Assistance Program VOCA funding in the fiscal year 2015-2016. \$45,203 will be allocated to purchase a new data collection system and with information technologies assistant implement a fully functional data collections system.

Approval of the requested grant augmentation for \$45,203 supports the Boards Strategic Framework by seeking outside funding sources to benefit Humboldt County needs.

OTHER AGENCY INVOLVEMENT:

Cal OES

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the grant augmentation. This is not recommended as it would cause a loss of anticipated revenue for the District Attorney Victim Witness Department. Furthermore it would leave the community, as well as the region, with a decrease in direct service to victims and witnesses of crime.

ATTACHMENTS:

1. Grant Subaward Amendment, Cal OES Supplemental Information Form and Grant Subaward Modification
2. Supplemental Budget for 1100-208

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD AMENDMENT

SUBAWARD #: VW15330120

Federal Grant # _____ FIPS# _____ Amendment# One
 Project # _____ DUNS# 034150203 Performance Period 07/01/2015 to 06/30/2016

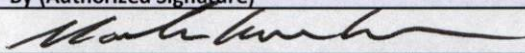
This amendment is between the California Governor's Office of Emergency Services, hereafter called Cal OES, and the Grant Subrecipient: County of Humboldt

Grant Subaward VW15330120 between the parties hereto is hereby amended to:

Increase the 15 VOCA funds by \$45,203 from \$84,517 to \$129,720

Increase the Total Project Cost by \$45,203 from \$185,380 to \$230,283.

All other provisions of this agreement shall remain as previously agreed upon.

Subrecipient (Certification and Signature of Authorized Agent)				
By (Authorized Signature)			Date	
			3.8.16	
Printed Name			Title	
Mark Lovelace			Chair, Board of Supervisors	
Address				
825 Fifth Street, Eureka, CA 95501				
Governor's Office of Emergency Services (For Cal OES use only)				
By Director or Designee			Date	
Printed Name			Title	
Amount Encumbered by this Document	Program/Component	Match	Item	
Prior Amount Encumbered	Fund Source	Chapter	Statute	Fiscal Year
Total Amount Encumbered to Date	PCA #	Project #	CFDA #	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.				
Signature of Cal OES Fiscal Officer			Date	



Victim of Crime Act Victim Assistance Formula Grant 2015/2016 Increase
Supplemental Information Form

Please complete all information below and submit with the Cal OES Grant Subaward Amendment or Grant Subaward Application.

1. Subrecipient Name: County of Humboldt
2. Grant Subaward #: VW15330120
3. Original Grant Subaward Amount (cash only): \$164,251
4. VOCA Increase Amount (cash only): \$45,203
5. Percent of Increase (increase cash amount ÷ original cash amount): 28%

6. Please indicate what the increased funds will be used for, including an approximate percent of funds used for each category chosen.

		Projected Percent of Increase
<input type="checkbox"/>	Access to Services for Victims with Disabilities	%
<input type="checkbox"/>	Additional Programmatic Objectives (specify in narrative)	%
<input type="checkbox"/>	Civil/Criminal Legal Assistance	%
<input type="checkbox"/>	Clinical Therapy	%
<input type="checkbox"/>	Court Accompaniment Dog	%
<input checked="" type="checkbox"/>	Data Collection Systems	100 %
<input type="checkbox"/>	Direct Financial Assistance	%
<input type="checkbox"/>	Increased Staffing	%
<input type="checkbox"/>	Improving Community Coordination	%
<input type="checkbox"/>	Language Access Plans	%
<input type="checkbox"/>	Salary Increase	%
<input type="checkbox"/>	Other, please specify:	%

7. Do you anticipate an increase in services provided due to this increase? Yes No

8. Please provide a narrative description of your agency's plan for use of additional funds.
 Problem: Local and Statewide statistics have shown Humboldt County to be a more violent place to live. The increasing number of victimization has multiplied the number of cases assigned to each District Attorney Victim Witness Advocate. It is challenging to meet the

increased demands of providing comprehensive direct services and at the same time finding enough time for the collection of vital statistical data. The current method of statistical tracking is largely done by hand, retrieving information from multiple antiquated data collection systems, information is then compiled by hand, then hand-type into a report that is submitted to Cal OES. Advocates have also found when a Deputy District Attorney or District Attorney Investigator needs the assistance of an Advocate, an email requesting assistance is sent to all District Attorney Victim Witness staff. Each staff member will “reply to all” if they are working/or not with the victim. This process is time consuming and can be frustrating.

Plan: Our office would like to create or modify an All in One – District Attorney Victim Witness Statistical Collection System. This will streamline our current data collection and will allow for a better use of the District Attorney Victim Witness Advocate’s time. Time saved will allow the advocate to engage in victim outreach and offer vital direct victim services. Enhancing Deputy District Attorney and District Attorney Victim Witness communication and coordination by having the information at the advocates’ fingertips the question will be answered immediately. This will provide information to the District Attorney Criminal Division and District Attorney Investigators regarding which District Attorney Advocate is assigned to the case and thereby reducing advocate response time.

Implementation: The District Attorney Victim Witnesses Branch will work with Humboldt County Information Technology Department to create and/or modify the existing programs that will have the ability to calculate and populate pertinent statistical data into the excel format provided by Cal OES. This system will improve our coordination efforts with the District Attorney Criminal Division and the District Attorney Investigators.

Time saved will allow our District Attorney Victim Witness staff to;

- Enhance advocate response time,
- Coordinate comprehensive direct services,
- Increase referral services,
- Improve and implement our outreach programs,
- Reduce the amount of trauma victims experience when navigating the sometimes difficult and confusing Criminal Justice System,

This statistical data will monitor our program evaluation and successes. It will assist us in identifying where to focus our resources and outreach efforts.

This plan would allow the Humboldt County District Attorney Victim Witness to provide an immediate response to Cal OES requests for crucial statistical data.

GRANT SUBAWARD MODIFICATION

MAIL TO: California Governor's Office Of Emergency Services
 3650 Schriever Ave
 Mather, CA 95655:

Check correct unit:

Criminal Justice DV, SA, VW & Children's
 (Indicate unit on envelope)

1. Subaward #: VW15330120

2. Modification # 1

3. Subrecipient/Implementing Agency: County of Humboldt / Office of the District Attorney

4. Project Title: Victim/Witness Assistance Program

5. Contact Person: Rachelle Davis Phone: 707-268-2596 Fax: 707-445-7416

Email Address: rdavis@co.humboldt.ca.us 6. Performance Period: 07/1/2015 to 06/30/2015

7. Payment Mailing Address: 825 5th Street, 4 th Floor, Eureka, CA 95501 Check here if new.

8. Revision to Budget

FISCAL YEAR	Current Allocation Select Acronym from list	Grant Funds				Required Match				Total
		A. Personal Services	B. Operating Expenses	C. Equipment	Fund Total	A. Personal Services	B. Operating Expenses	C. Equipment	Match Total	
15	VWA0	\$100,863			\$100,863				\$0	\$100,863
15	VOCA	\$35,392	\$49,125		\$84,517				\$0	\$84,517
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Proposed Change {add (+) or subtract (-) from budgeted amount}										
15	VWA0				\$0				\$0	\$0
15	VOCA		\$45,203		\$45,203				\$0	\$45,203
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Revised Allocation										
15	VWA0	\$100,863	\$0	\$0	\$100,863	\$0	\$0	\$0	\$0	\$100,863
15	VOCA	\$35,392	\$94,328	\$0	\$129,720	\$0	\$0	\$0	\$0	\$129,720
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

9. Justification for Modification: (If necessary, continue the justification on page 3.) Check to Total

Grant Augmentation of \$45,203 with a VOCA match of \$11,301 fund necessitates this Modification.

10. Subrecipient Approvals

<p><u>Maggie Fleming</u> Project Director (typed name)</p> <p><u>Maggie Fleming</u> Project Director Signature</p> <p style="text-align: center;"><u>2/22/16</u> Date</p>	<p><u>Joseph Mellett</u> Financial Officer (typed name)</p> <p><u>Joseph Mellett</u> Financial Officer Signature</p> <p style="text-align: center;"><u>2/22/16</u> Date</p>
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Cal OES USE ONLY

Cal OES Approval Signatures

Program Specialist	Date	Unit Chief	Date
Grants Processing	Date		

GRANT SUBAWARD MODIFICATION
Cal OES 2-223 INSTRUCTIONS

9. Justification for Modification (cont.)

All Additional Funds will be allocated toward program applicable operating expenses in a new Victim/Witness Advocate assignment and Data Collection software system. All other provisions of the grant will remain the same.

Attachment 2

**District Attorney
Victim/Witness Assistance Program
Supplemental Budget FY 2015-16**

REVENUE:

1100 208 515032	D.A. Victim Witness Assistance Program	\$45,203
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EXPENDITURES:

1100 208 2148	Computer Software	\$45,203
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TOTAL EXPENDITURES:		\$45,203
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