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OCT 21 2019

DISTRICT ATTORNEY

October 17, 2019

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 #: VW19 37 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 \$410,906, 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.

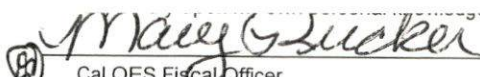

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

3650 SCHRIEVER AVENUE | MATHER, CALIFORNIA 95655
VICTIM SERVICES & PUBLIC SAFETY BRANCH
TELEPHONE: (916) 845-8301

	
Cal OES Fiscal Officer	Cal OES Director (or designee)
10/10/19	10.16.19
Date	Date

KH
SM

(Cal OES Use Only)

Cal OES#	023-00000-16	FIPS#	023-00000	VS #		Subaward #	VW19370120
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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: Humboldt County-District Attorney 2a. DUNS#: 034150203
3. Implementing Agency Address: 825 5th Street, 4th 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: 10/01/2019 to 09/30/2020
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
2018	8. VOCA		\$ 378,119		18,906		18,906 \$0	378,119
2018	8. VOCA				18,906		18,906 \$0	18,906
2019	10. VWA0	\$ 32,787					\$ 0	\$ 32,787
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
TOTALS		\$ 32,787	\$ 378,119	\$ 410,906	\$ 18,906	\$ 0	\$ 18,906	12. G Total Project Cost: \$ 429,812

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: Maggie Fleming Title: District Attorney
 Telephone: 707-445-7411 (area code) FAX: 707-445-7416 (area code) Email: m Fleming@co.humboldt.ca.us
 Payment Mailing Address: 825 Fifth Street, 4th Floor City: Eureka Zip+4: 95501-1107
 Signature: Maggie Fleming Date: 8/24/19

(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.
Mary Gucker 10/10/19 [Signature] 10-16-19
 Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

ENY: 2019-20 Chapter: 23 SL: 18408
 Item: 0690-102-0890 Pgm: 0385
 FAIN #: 2018-V2-GX-0029 10/01/17-09/30/21
 Fund: Federal Trust AL#: 16.575
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC- Partial match waived
 Project ID: OES18VOCA000012 Amount: \$ **378,119**
 Activity ID: LA18408VOCA0000 SC: 2019-18408

ENY: 2019-20 Chapter: 23 SL: 14300
 Item: 0690-101-0903 Pgm: 0385
 Fund: State Penalty Fund
 Program: Victim/Witness Assistance Program
 Match Req.: None
 Project ID: OES19VWA0000000 Amount: \$ **32,787**
 Activity ID: LA14300VWA00000 SC: 2019-14300

RECEIVED
AUG 30 2019
 BY: 689152

SPECIAL CONDITION

Grant Award Agreement No. VW19 38 80370 is hereby approved with the following conditions.

- Place Holder for Out of State Training – Leave No Victim Behind. Before expending funds for out of state travel, the Subrecipient must submit an out of state travel form that includes attendees for approval.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the grant award and/or the denial of future grant funds.

**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 • (916) 845-8511 fax

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2018	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$396,642,274	\$380,776,583
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 #: VW19370120

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: Program Coordinator
Telephone #: 707.445.7417 Email Address: jmoser@co.humboldt.ca.us
Address/City/Zip + 4: 712 4th Street, Eureka, CA 95501-1107 After Hours 707.498.3980

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

Name: Rachelle Davis Title: Legal Office Business Manager
Telephone #: 707.445.7411 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: Rex Bohn Title: Chair, Board of Supervisors
Telephone #: 707.476.2391 Email Address: rbohn@co.humboldt.ca.us
Address/City/Zip + 4: 825 5th Street, 1st Floor, Eureka, CA 95501-1107

Emergency Contact :

SIGNATURE AUTHORIZATION

Subaward #: VW19370120

Subrecipient: County of Humboldt

Implementing Agency: District Attorney's Office

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

***Project Director:** Maggie Fleming

Signature: Maggie Fleming

Date: Aug 15, 2019

***Financial Officer:** Karen Paz Dominguez

Signature: Karen Paz Dominguez

Date: 8/15/19

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

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

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

Subrecipient: County of Humboldt
Implementing Agency: District Attorney's Office
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 (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: Kelly Barns
Title: Interim Director of Human Resources
Address: 825 Fifth Street, Eureka CA 95501
Phone: 707-476-2352
Email: kbarns@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 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

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

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

The Subrecipient agrees to 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 Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by 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 agrees to 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 "2015 DOJ Grants Financial Guide").

6. 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.

7. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, 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:

- o Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- o E-mail: oig.hotline@usdoj.gov;
- o DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499;
and/or
- o DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

8. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to 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, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

The Subrecipient understands and agrees that 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.

10. 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.

11. 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.

12. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

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

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--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 recipient'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.

14. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any

procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, 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 <http://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 \$150,000)] and are incorporated by reference here.

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

The Subrecipient agrees to 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.

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

The Subrecipient agrees to 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.

17. VOCA Requirements

The recipient assures that the State and its subrecipients will 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. Specifically, the State certifies that funds under this award will:

- a. be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b. not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c. be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

18. Demographic Data

The Subrecipient agrees to 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.

19. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to 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.

20. Access to Records

The Subrecipient authorizes 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.

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 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.

Authorized Official's Signature: M Fleming

Authorized Official's Typed Name: Maggie Fleming

Authorized Official's Title: District Attorney

Date Executed: 8/15/19

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

Current System for Award Management (SAM) Expiration Date: 07/21/2020

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

AUTHORIZED BY: (not applicable to State agencies)

- City Financial Officer
- County Financial Officer
- City Manager
- County Manager
- Governing Board Chair

Signature: Karen Paz Dominguez

Typed Name: Karen Paz Dominguez

Title: Auditor-Controller

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office			Subaward #: VW19370120	
A. Personal Services – Salaries/Employee Benefits	18 VOCA	19VWAO	18VOCA Match	COST
SALARIES				\$0
Victim Witness Specialist (Advocate) (1.0FTE)				\$0
Provides Direct Client Services				\$0
\$1,828.92/pp x 26pp @ 1.0 FTE = \$47,551.92	\$14,765	\$32,787		\$47,552 ✓
				\$0
Victim Witness Specialist (Advocate) (1.0FTE)				\$0
Provides Direct Client Services				\$0
\$1,828.92/pp x 26pp @ 1.0 FTE = \$47,551.92	\$47,552			\$47,552 ✓
				\$0
Victim Witness Specialist (Advocate) (1.0FTE)				\$0
Provides Direct Client Services				\$0
\$1,369.50/pp x 26pp @ 1.0 FTE = \$35,607.00	\$35,607			\$35,607 ✓
				\$0
MVA Victim Witness Specialist (Advocate) (1.0FTE)				\$0
Provides Direct Client Services				\$0
\$1,828.92/pp x 26pp @ 1.0 FTE = \$47,551.92	\$47,552			\$47,552 ✓
				\$0
Victim Witness Specialist (Advocate) (.50FTE)				\$0
Provides Direct Client Services				\$0
\$1,369.50/pp x 26pp @ .50 FTE = \$17,803.50	\$17,804			\$17,804 ✓
				\$0
BENEFITS				\$0
Victim Witness Specialist (Advocate) (1.0FTE)				\$0
SUI @ .18% of salary - \$85.59				\$0
Health @ 17% of salary - \$8,083.83				\$0
Life fixed rate determined by CAO \$34.68				\$0
Dental fixed rated determined by CAO - \$720				\$0
PERS @ 33% of salary - \$15,692.13				\$0
FICA @ 6.2% of salary /MC @ 1.45% of salary = \$3,637.72				\$0
Total = \$28,253.95	\$28,254			\$28,254 ✓
				\$0
Victim Witness Specialist (Advocate) (1.0FTE)				\$0
SUI @ .18% of salary - \$85.59				\$0
Health @ 17% of salary - \$8,083.83				\$0
Life fixed rate determined by CAO \$34.68				\$0
Dental fixed rated determined by CAO - \$720				\$0
PERS @ 33% of salary - \$15,692.13				\$0
FICA @ 6.2% of salary /MC @ 1.45% of salary = \$3,637.72				\$0
Total = \$28,253.95	\$28,254			\$28,254 ✓
				\$0
Victim Witness Specialist (Advocate) (1.0FTE)				\$0
SUI @ .18% of salary - \$67.70				\$0
Health @ 17% of salary - \$6,393.19				\$0
Life fixed rate determined by CAO \$34.68				\$0
Dental fixed rated determined by CAO - \$720				\$0
PERS @ 33% of salary - \$12,410.31				\$0
FICA @ 6.2% of salary /MC @ 1.45% of salary = \$2,876.93				\$0
Total = \$22,502.81	\$22,503			\$22,503 ✓

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office			Subaward #: VW19370120	
A. Personal Services – Salaries/Employee Benefits	18 VOCA	19VWAO	18VOCA Match	COST
MVA Victim Witness Specialist (Advocate) (1.0FTE) SUI @ .18% of salary - \$85.59 Health @ 17% of salary - \$8,083.83 Life fixed rate determined by CAO \$34.68 Dental fixed rated determined by CAO - \$720 PERS @ 33% of salary - \$15,692.13 FICA @ 6.2% of salary /MC @ 1.45% of salary = \$3,637.72 Total = \$28,253.95	\$28,254			\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$28,254 ✓
Victim Witness Specialist (Advocate) (.50FTE) SUI @ .18% of salary - \$32.05 Health @ 17% of salary - \$3,026.60 Life fixed rate determined by CAO \$34.68 Dental fixed rated determined by CAO - \$720 PERS @ 33% of salary - \$5,875.16 FICA @ 6.2% of salary /MC @ 1.45% of salary = \$1,361.97 Total = 11,050.46	\$11,050			\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$11,050 ✓ \$0
Personal Section Totals	\$281,595	\$32,787	\$0	\$314,382 ✓
PERSONAL SECTION TOTAL				\$314,382 ✓

✓ VH

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office			Subaward #: VW19370120	
B. Operating Expenses	18 VOCA	19 VWAO	18 VOCA Match	COST
Communcations -				\$0
(3.5 FTE Staff) (landlines/mobile phone/ IPAD mobile computer = \$100 per FTE) (12 months) = \$4,200				\$0
(1 FTE MVA Staff) (landlines/mobile phone/ IPAD mobile computer = \$100 per FTE) (12 months) = \$1,200				\$0
Total= \$5,400.00	\$5,400			\$5,400 ✓
Insurance - General Liability set by County Risk Management Dept.				\$0
(3.5 FTE)(\$65.83/per month per FTE) (12 months) = \$2,764.86				\$0
(1.0 MVA FTE)(\$65.83/per month per FTE) (12 months) = \$789.96				\$0
Total= \$3,554.82	\$3,555			\$3,555 ✓
Postage - (submission of application/ time sensitive documents/Victim&Witness Correspondance) (\$.49/per letter) (6,120 letters) = \$2,998.80 + postage \$563.70				\$0
Total: \$3,562.50	\$3,563			\$3,563 ✓
Office Supplies -				\$0
Paper/lnk/toner (3.5 FTE) (\$232.26 / per month) (12 months) = 9,754.92				\$0
Paper/lnk/toner (1 MVA FTE) (\$231/ per month) (12 months) = \$2,772.00				\$0
Total: \$12,526.92	\$12,527			\$12,527 ✓
Rent - Total VW office rent is \$37,107 / 12 months = \$3,092.25 per month 3,092.25 per month / 3,180 total Sq. FT VW office = \$.97 per Sq Ft. Total Sq. Ft. available for VW staff to utilize = 900 Sq. Ft. Office space = (125 Sq. Ft. X 5.0 FTE) 625 Sq. Ft. total Waiting Room = 125 Sq. Ft. Copy Center/Reception Area/ Meeting/Conference room = 150 Sq. Ft. total (900 Sq. Ft.)(.97per Sq. Ft.)= \$873.00 per month (12 months) = \$10,476				\$0
	\$10,476			\$10,476 ✓
Special Department Expenses				\$0
(outreach events/crisis cards/brochures/pamphlets)				\$0
Tribal Resource cards (.25 each)(1,000cards) = \$250.00				\$0
Victim Witness (We Can Help) cards (.25 each)(2,000cards)=\$500				\$0
Victim Witness (We Can Help) cards- spanish version (.25 each)(2,000cards)=\$500				\$0
\$1,250 total for all X (8.50% sales tax) = \$106.25				\$0
(\$1,250 card total cost) + (\$106.25 sales tax) = \$1,356.25	\$1,356			\$1,356 ✓
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office			Subaward #: VW19370120	
	18 VOCA	19 VWA0	18 VOCA Match	COST
B. Operating Expenses				
Computer Software - Karpel Case management system				\$0
Annual Fees Total Maintenance/hosting/interface fees for				\$0
= 34,130.00/(63 users) = \$541.74 per user				\$0
(4 Licenses)(541.74 per user for 12 months)= \$2,166.96				\$0
(1 MVA License)(541.74 per user for 12 months)= \$541.74				\$0
Total: \$2,708.70				\$0
Sustain Licensing Fee- Court Case Management System				\$0
(2)(1,000.00 per license)= \$2,000.00				\$0
(1 MVA License)(1,000.00)=\$1,000.00				\$0
Total: \$3,000				\$0
Total: (\$2,708.55 +\$3,000.00) = \$5,708.55	\$5,709			\$5,709
				\$0
Equipment maintence fee (Copier)				\$0
(1) year maintenance agreement = \$2,500	\$2,500			\$2,500
				\$0
Transportation - In County -				\$0
Travel for Victim/Witnes transportation				\$0
and outreach events				\$0
Each month (500 miles)(12 months) = 6,000 miles				\$0
Motorpool- (\$.58/mile) (6,000 miles) = \$3,480	\$3,480			\$3,480
				\$0
Utilities - PG&E - based upon program				\$0
and FTE for each program				\$0
(3.5 FTE) (\$60/per month per FTE) (12 months) = \$2,520				\$0
(1 MVA FTE) (\$60/per month per FTE) (12 months) = \$720				\$0
Total: \$3,240	\$3,240			\$3,240
				\$0
Transportation - Out of County -MVA				\$0
This is for any type of critical repsonse in neighboring counties				\$0
/ or travel for out of county trainings				\$0
(2 times of travel)(500 miles per trip) = 1000 miles				\$0
Motorpool- (\$0.58/mile) (1000 miles) = \$580.00	\$580			\$580
				\$0
Petty Cash/Emergency Funding - MVA funding				\$0
(50 victims) (up to \$150 per victim) = \$7,500	\$7,500			\$7,500
This funding will be utilized for emergency needs				\$0
of a victim gas/food/or basic need emergency items				\$0
				\$0
Staff Development/Training -				\$0
National Organization Advocate (NOVA) training Orlando. FI July 26-31, 2020				\$0
Hotel:\$127 per nig.x 5 nig. = \$635.00				\$0
Per Diem \$66 day x 6 days=\$396.00				\$0
(Reg: \$499 + Flight \$1,500+ Hotel/Per Diem \$1,030) = \$3,030 per adv				\$0
(\$3,030 X 2 adv) = Total \$6,060	\$6,060			\$6,060
(1 MVA will be attending)				\$0
				\$0
				\$0
				\$0
CCVAA Entry-Level Advocate Training- San Diego Dec 16-20, 2019				\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office			Subaward #: VW19370120	
B. Operating Expenses	18 VOCA	19 VWA0	18 VOCA Match	COST
(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 1 adv) = Total \$2,876	\$2,876			\$0 \$0 \$2,876 ✓ \$0
CCVAA Advance-Level Advocate Training- Feb 2020 dates and location TBD (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 1 adv) = Total \$2,876	\$2,876			\$0 \$0 \$0 \$2,876 ✓ \$0
CCVAA Crisis Response Training Advocate Training - Solvang, Ca. Nov 5-7 (Hotel:\$171 per nig. + Per Diem \$76 day x 5 days=\$1,235) (Reg: \$500 + Flight \$1,200 + \$1,235) = \$2,935 per adv (\$2,935 X 1 adv) = Total \$2,935	\$2,935			\$0 \$0 \$0 \$0 \$2,935 ✓ \$0
MVA Northern Regional Meeting - Redding dates TDB (Hotel:\$96 per nig. + Per Diem \$55 day x 4 days=\$604) (\$604 X 2 adv) = Total \$1,208	\$1,208			\$0 \$0 \$0 \$1,208 ✓ \$0
Leave No Victim Behind Training - dates TBD 2020 (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			\$0 \$0 \$0 \$0 \$8,139 ✓ \$0
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 Total: \$9,068.54 ✓	\$9,069			\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$9,069 ✓ \$0
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			\$0 \$0 \$0 \$0 \$0 \$0 \$3,475 ✓ \$0 \$0 \$0 \$0 \$0 \$0 \$0
CASH MATCH				\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office			Subaward #: VW19370120	
B. Operating Expenses	18 VOCA	19 VWAO	18 VOCA Match	COST
Indirect Costs- Cash Match 429,812 TPC - 10,476 rent = \$419,336 MTG \$381,215 MTDC x 10% = \$38,121.00 Adjusted to Match requirement = \$18,906 *Indirect costs will be used for Administration support, Human Resources, Risk Management, Auditor and Payroll Services			\$18,906	\$0 \$0 \$0 \$18,906 \$0 \$0 \$0
Operating Section Totals	\$96,524	\$0	\$18,906	\$115,430
OPERATING SECTION TOTAL				\$115,430

$MTDC = \$314,382 + \$86,048 =$
 $\$400,430 \times 10\% = \$40,043$
 charging less \$6

VSPS Budget Summary Report

VW19 Victim/Witness Assistance Program
 Humboldt County
 Victim Witness Assistance Program

Subaward #: VW19 37 0120
 Performance Period: 10/01/19 - 09/30/20
 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	18VOCA	281,595	0	281,595	0	281,595
L	18VOCA	0	0	0	0	0
S	19VWA0	32,787	0	32,787	0	32,787
Total A. Personal Services - Salaries/Employee Benefits:		314,382	0	314,382	0	314,382

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	18VOCA	96,524	0	96,524	0	96,524
L	18VOCA	18,906	0	18,906	0	18,906
S	19VWA0	0	0	0	0	0
Total B. Operating Expenses:		115,430	0	115,430	0	115,430

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	18VOCA	0	0	0	0	0
L	18VOCA	0	0	0	0	0
S	19VWA0	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:	18,906	0	18,906	0	18,906
Total Funded:	410,906	0	410,906	0	410,906
Total Project Cost:	429,812	0	429,812	0	429,812

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

10/17/19

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.

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.

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.

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

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 \$11,058 for rental space at the Victim Witness Office for two full-time Victim Witness Program Specialist.

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. \$1,440

will be allocated for utilities, specifically PG&E which is based upon program FTE staffing, while \$4,498 will be set aside for postage which is not shared with any other victim witness program and \$11,231 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. \$24,978 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. 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. \$6,062 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 \$3,164 has been allocated for two VWPS positions. The Mass Victimization VWPS would greatly benefit from the CCVAA Crisis Response Training and \$3,164 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 \$8,445 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 as

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the entire victim witness division is charged \$26,198 which is divided among the 13 FTE of the entire victim witness staffing for all programs within the Victim Witness division. \$18,906 match requirement is met through a cash match of indirect costs as far as administrative support, human resources, risk management services, and Auditor and Payroll services. With these items in place we should be able to reach our goals set out in the Project Narrative.

Project Narrative

1. Problem Statement

Problem Statement

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

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 2019-2020.

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):

HCDVWP Mass Victimization Advocate (MVA) to prepare our VW Center to participate in a coordinated community response to mass victimization/terrorism incidents and be dedicated to furthering the objectives of supporting response readiness to 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, and implement mutual-aid Memorandums Of Understandings with VW Centers in the Northern Crisis Response Region. The MVA will begin 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, attend Leave No Victim Behind Training, National Organization of Victim Assistance 46th Annual Training, Mass Victimization Northern Regional Meetings, additional trainings relevant to related subject matter to mass victimization:

October 2019	Await Grant Award
November 2019	Northern Regional Mass Victimization Meeting in Redding, CA
December 2019	On-line Trauma Informed Training and other related subject matter to Mass Victimization

January 2020	Work toward meeting all the Mass Victimization objectives, although not all may be accomplished within the current Grant Subaward performance period
February 2020	Northern Regional Mass Victimization Meeting in Redding, CA
March 2020	Work toward meeting all the Mass Victimization objectives, although not all may be accomplished within the current Grant Subaward performance period
April 2020	Work toward meeting all the Mass Victimization objectives, although not all may be accomplished within the current Grant Subaward performance period
May 2020	Northern Regional Mass Victimization Meeting in Redding, CA
June 2020	Work toward meeting all the Mass Victimization objectives, although not all may be accomplished within the current Grant Subaward performance period
July 2020	National Organization for Victim Assistance (NOVA) Training in Orlando, Florida

August 2020 Northern Regional Mass Victimization Meeting
in Redding, CA

September 2020 Leave No Victim Behind Training in TBD

Objective 3: Fill the one (1) 1.0 FTE Victim Witness Program Specialist and the one (1) .5 FTE Extra-help Victim Witness Program Specialist positions:

HCDVWP will fill the 1.0 FTE Victim Witness Program Specialist and the .5 FTE Extra-help Victim Witness Program Specialist positions to provide comprehensive support services to our victims by focusing on services to the victims in the areas of court support, restraining orders, shelter, crisis intervention, court advocacy, community service referrals, assistance with victim of crime claims, case status, and direct counseling.

Objective 4: Training for Mass Victimization Advocate (MVA) and Victim Witness Program Specialists (VWPS):

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

- | | |
|------------|---|
| VWPS | CCVAA Crisis Response Training
November 5-7, 2019, in Solvang, CA |
| VWPS | CCVAA Entry-Level Advocate Training
December 16-20, 2019, in San Diego, CA |
| MVA & VWPS | Northern Regional Mass Victimization Meetings
Nov. 2019, Feb. 2020, May 2020 and Aug. 2020
in Redding, CA |

- VWPS CCVAA Advanced-Level Advocate Training
February 2020, location TBD
- MVA & VWPS NOVA Training
July 27-30, 2020, in Orlando, Florida
- MVA & 2 VWPS Leave No Victim Behind Training
TBD 2020 in TBD
- MVA & VWPS FEMA Online Training
- MVA & VWPS On-line trainings relevant to related subject matter to mass
victimization

Objective 5: 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 6: To meet the needs of the community and promote public awareness:

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 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, CalOES, CalEMA and CalOES funding. Implementation of the program is possible because of the highly 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. Staff consists of eighteen (18) people under the direction of the Program Coordinator: Nine (9) FTE Program Specialists, One (1) FTE Mass Victimization Advocate (Program Specialist), One (1) .80 FTE Extra-help Program Specialist, One (1) .50 FTE Program Specialist, One (1) FTE Legal Office Assistant and five (5) Volunteers.

CalOES 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. CalOES Unserved/Underserved Victim Advocacy & Outreach Program (UV) funds two (2) FTE Program Specialists. CalOES Child Advocacy Center Program (KC) Grant funds two (2) FTE Program Specialists. California Victim Compensation Board (CalCVB) 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.

HCDAVWP 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 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.

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

VICTIM/WITNESS PROGRAM SPECIALIST

DEFINITION

Under general supervision, provides assistance to and coordinates support for victims and witnesses of crimes; coordinates and facilitates victim and witness appearances in court; may provide direction and review for assigned support staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides a variety of client supportive services in the District Attorney's Victim/Witness Program. Incumbents are involved in crisis intervention, counseling, referral of clients to appropriate agencies for continuing support; and claims processing. This class is distinguished from Victim/ Witness Program Coordinator in that the latter is a supervisory class with overall supervisory responsibility for the Victim/Witness Program.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides crisis intervention to victims and witnesses of crimes to assist in reducing trauma, and facilitate adjustment; provides para-professional counseling on a short term and follow-up basis, in the field or program office.
- Assists victims and witnesses in various processes of the criminal justice system such as support at crime scenes and during evidence collection, property return; arranges interviews with sheriff and attorney staff and obtains injunctions.
- Provides referrals to various support organizations and assists victims and witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing and related services.
- Explains court procedures and terms, notifies victims and witnesses of court appointments, arranges transportation and follows up to ensure victims and witnesses appear.
- Assists victims in obtaining compensation and restitution by assessing eligibility, assisting in completing claim forms, billing insurance companies and other responsible agencies and intervening for the victim with creditors and claim authorities.

- Notifies family members of deaths and works with members of the victim's primary support group to assist them in dealing with various aspects of the victim's experiences.
- Prepares correspondence, assessment reports, impact statements, case records, program information and related reports; maintains records and documentation of victim/witness cases.
- Provides information to the public and makes educational presentations regarding the program and its service.
- Oversees the work of and provides training for program volunteers; may provide direction and review for assigned office support staff.
- Assists law enforcement staff at crime scenes as requested.
- Performs various office support and clerical duties such as receiving and screening telephone calls, typing, processing forms and maintaining appropriate files.

QUALIFICATIONS

Knowledge of:

Principles and techniques of personal trauma reduction and crisis intervention.
Basic psychology and sociology as related to victims of crimes and their needs.
Functions, processes and terminology of criminal justice systems.
Office practices and procedures, including filing and the operation of office equipment.
Basic business data processing principles.
Correct English usage.

Skill in:

Providing crisis intervention, trauma reduction and follow-up counseling and assistance.
Dealing effectively with emotionally distraught, traumatized and/or disorderly individuals from various socio-economic groups.
Interpreting, explaining and applying codes and administrative regulations pertaining to victim/witness and victims rights programs.
Preparing effective reports, correspondence and other written materials.
Maintaining accurate records and files.

Exercising sound independent judgment within established policy and procedural guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

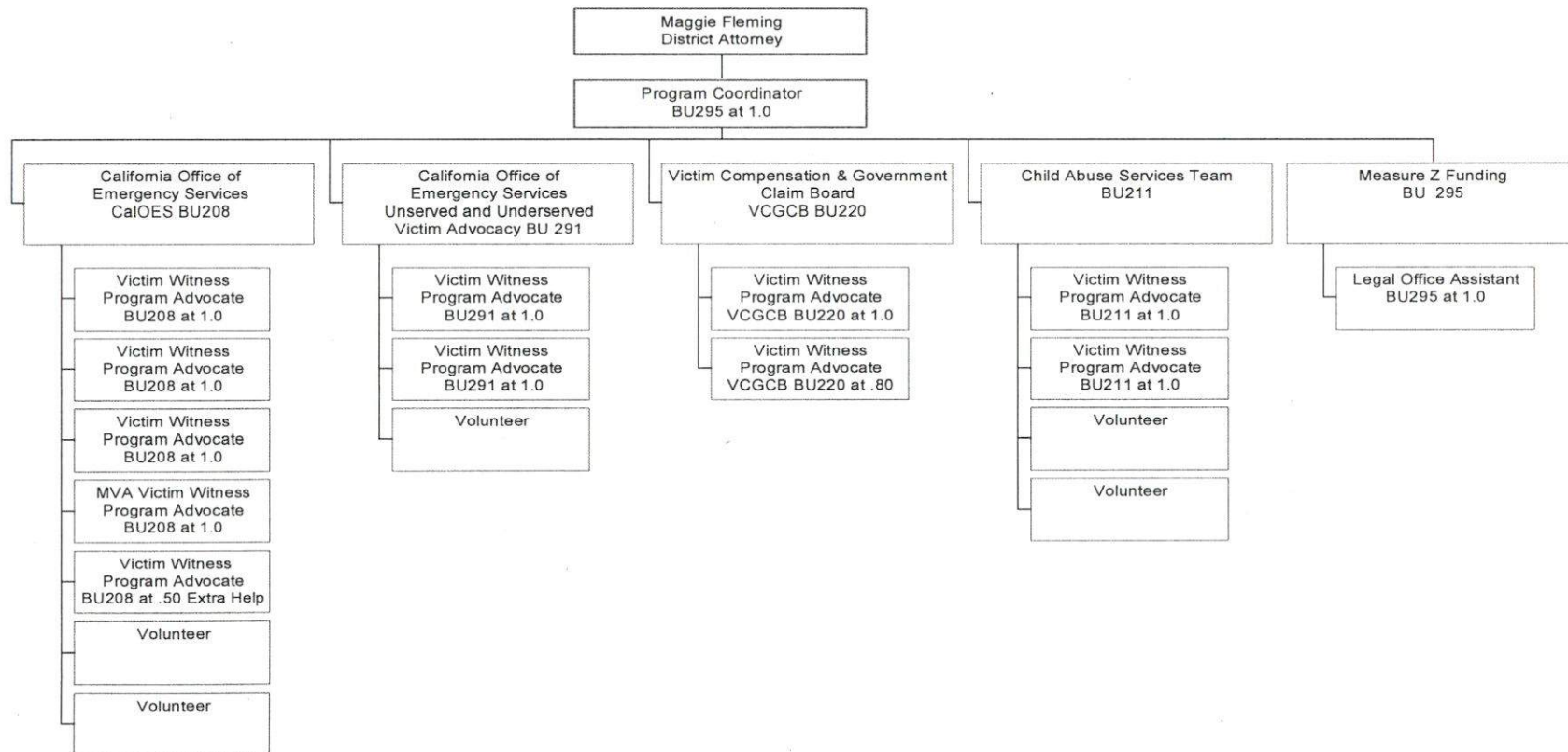
Must possess a valid California driver's license. Must be willing to work off-hours and be subject to call-back in emergency situations.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to possession of an Associate of Arts degree with major coursework in psychology, social services or a closely related field and one year of experience in crisis intervention, counseling, or similar social service delivery work.

Humboldt County District Attorney Victim Witness Assistance Program Projected 2019-2020



PETTY CASH VICTIM FUND PROCEDURE

County of Humboldt

VW19370120

SUBRECIPIENT NAME

SUBAWARD #

In order for a project to develop a Petty Cash Victim Fund with grant funds, certain criteria must be maintained. Petty Cash Victim Fund can be utilized for unforeseen financial intervention paid directly to the victim.

Due to the nature of this Petty Cash Victim Fund, they need to be easily accessible. Safeguards and accountability of the funds must be maintained. For effective management and audit purposes, the following procedures must be followed:

1. The Petty Cash Victim Fund and regular grant allocation funds must be kept separate, each with its own account within the general ledger.
2. The authority to disburse funds to victims from the Petty Cash Victim Fund rests with the Project Director, Financial Officer, and/or those identified on the Signature Authorization Form (Cal OES 2-103).
3. The name and signature of the victim and the employee disbursing the funds must be maintained, as well as the date, amount, and reason for the request.
4. Direct cash disbursements will be limited to no more than \$ 150⁰⁰ per individual. Victims are not eligible to draw on the Petty Cash Victim Fund for more than 2 per year.

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	
8.				to	
9.				to	
10.				to	
11.				to	
12.				to	
13.				to	
14.				to	
15.				to	
16.				to	
17.				to	
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19.				to	
20.				to	

Use additional pages if necessary.

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness Program
&
Humboldt County Child Abuse Services Team

OPERATIONAL AGREEMENT


This Operation Agreement stands as evidence that **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and Humboldt County Child Abuse Services Team** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for; **2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025** will maintain and expand crisis and support services to further this goal.

To this end, each agency agrees to participate in the program by coordinating/providing the following services:

1. Provide a coordinated response to victims of child sexual and physical abuse
2. Maintain an open line of communication between agencies
3. Share information and data needed for future grant funding
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable

This document may be amended at any time with the consent of both parties.

We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Child Abuse Services Team, do hereby approve this document.



Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney

9/10/19
Date



Joyce Moser, Program Coordinator
Humboldt County District Attorney Victim Witness

9/10/19
Date



Maggie Fleming, Director
Humboldt County Child Abuse Services Team

9/10/19
Date

Humboldt County District Attorney Victim Witness Program
&
Humboldt County Office of the District Attorney

OPERATIONAL AGREEMENT


This Operational Agreement stands as evidence that the **Humboldt County District Attorney Victim Witness Program** and the **Humboldt County Office of the District Attorney** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. Both agencies believe that implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for; **2020-2021, 2021-2022, 2022-2023, 2023-2024** and **2024-2025** will maintain and expand crisis and support services to further this goal.

To this end, each agency agrees to participate in the program by coordinating/providing the following services:

1. Provide a coordinated response to victims of all crimes
2. Maintain an open line of communication between agencies
3. Share information and data needed for future grant funding
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable


This document may be amended at any time with the consent of both parties.

We, the undersigned, as authorized representatives of the Humboldt County District Attorney Victim Witness Program and Humboldt County Office of the District Attorney, do hereby approve this document.



Joyce Moser, Program Coordinator
Humboldt County District Attorney Victim Witness Program

9/10/19
Date



Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney

9/10/19
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness Program
&
District Attorney's Office Investigation Bureau

OPERATIONAL AGREEMENT

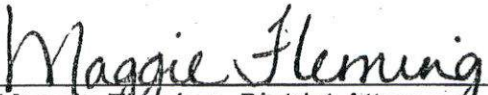
This Operational Agreement stands as evidence that **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program** and the **District Attorney Office Investigation Bureau** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that the implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for: **2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025** will maintain and expand crisis and support services will further this goal.

To this end, each agency agrees to participate in the program by coordinating/providing the following services:

1. Provide a coordinated response to victims of all violent crimes
2. Maintain an open line of communication between agencies
3. Share information and data needed for future grant funding
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable


This document may be amended at any time with the consent of both parties.

We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Humboldt District Attorney Investigation Bureau, do hereby approve this document.



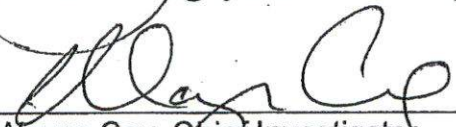
Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney

9/10/19
Date



Joyce Moser, Program Coordinator
Humboldt County District Attorney Victim Witness Program

9/10/19
Date



Wayne Cox, Chief Investigator
Humboldt County District Attorney Investigation Bureau

9/10/19
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness
&
North Coast Rape Crisis Team

OPERATIONAL AGREEMENT

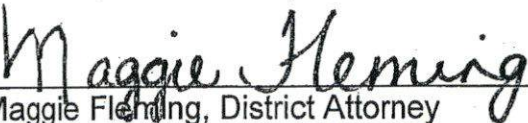
This Operational Agreement stands as evidence that **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and North Coast Rape Crisis Team** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for; **2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025** will maintain and expand crisis and support services will further this goal.

To this end, each agency agrees to participate in the program by coordinating/providing the following services:

1. Provide a coordinated response to victims of sexual assault
2. Maintain an open line of communication between agencies
3. Share information and data needed for future grant funding
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable

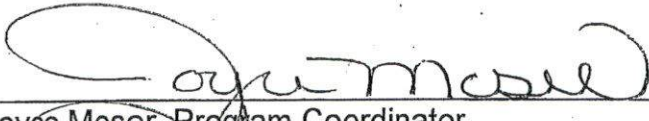
This document may be amended at any time with the consent of both parties.

We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the North Coast Rape Crisis Team, do hereby approve this document.



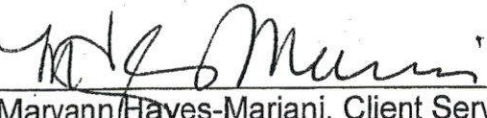
Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney

9/10/19
Date



Joyce Moser, Program Coordinator
Humboldt County District Attorney Victim Witness Program

9/10/19
Date



Maryann Hayes-Mariani, Client Services Coordinator
North Coast Rape Crisis Team

9/10/19
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness Program
&
Sexual Assault Response Team

OPERATIONAL AGREEMENT


This Operational Agreement stands as evidence that the **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program** and the **Sexual Assault Response Team** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for; **2020-2021** Victim Services-Humboldt, **2021-2022** Victim Services-Humboldt, **2022-2023** Victim Services-Humboldt, **2023-2024** Victim Services-Humboldt, **2024-2025** Victim Services-Humboldt to maintain and expand crisis and support services will further this goal.

To this end, each agency agrees to participate in the program by coordinating/providing the following services:

1. Provide a coordinated response to adult/child victims of sexual assault
2. Maintain an open line of communication between agencies
3. Share information and data needed for future grant funding
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable

This document may be amended at any time with the consent of both parties.


We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Sexual Assault Response Team, do hereby approve this document.



Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney

9/10/19

Date


Joyce Mose, Program Coordinator
Humboldt County District Attorney Victim Witness Program

9/10/19

Date


Amber Cosetti, Chairperson
Sexual Assault Response Team

9/10/19

Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness
&
Two Feathers Native American Family Services

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and Two Feathers Native American Family Services intend to work together toward the mutual goal of providing assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the Humboldt County District Attorney Victim Witness Program Grant proposal for; 2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025 will maintain and expand crisis and support services will further this goal.

To this end, each agency agrees to participate in the program by coordinating/providing the following services:

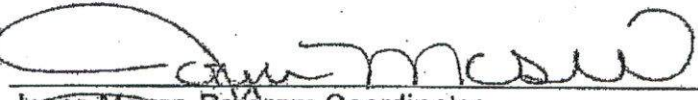
1. Provide a coordinated response to victims of domestic violence & sexual assault
2. Maintain an open line of communication between agencies
3. Share information and data needed for future grant funding
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable

This document may be amended at any time with the consent of both parties.
We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and Two Feathers Native American Family Services, do hereby approve this document.



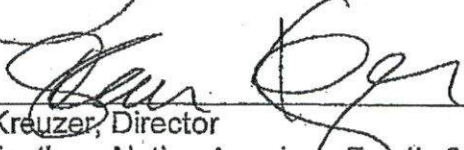
Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney

9/10/19
Date



Joyce Moser, Program Coordinator
Humboldt County District Attorney Victim Witness Program

9/10/19
Date



Blair Kreuzer, Director
Two Feathers Native American Family Services

9/11/19
Date

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Humboldt District Attorney Victim Witness
Project Director: Maggie Fleming Phone #: (707) 445-7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501

ATTENDEE(S)

Name: Marybeth Bian
Title: DA Victim Witness Program Specialist (Advocate) Phone #: 707.445.7417
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 07/26/2020
Destination (City/State) Orlando, Florida
Description (Meeting/Conference/Other) National Organization of Victim Assistance (NOVA) 46th Training

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

This training opportunity will enhance knowledge, skills, and abilities to effectively serve our underserved victims and their families.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve



Disapprove



Rachel Maguire
Program Specialist

9.24.19

Date



Janet Grace
Unit Chief

9/9/19

Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?
Please specify:**

Internal Travel Policy State Travel Policy

Date of Trip: July 26-31, 2020
Destination: Orlando, Florida
Purpose: National Organization of Victim Assistance (NOVA) 46th Annual Training

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ <u>1500</u>
Additional Airport Expenses	
Mileage: (58 cents per mile)	\$ _____
Taxi/Shuttle:	\$ _____
Parking:	\$ _____
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ _____
State/Agency Car:	\$ _____
 HOTEL/PER DIEM	
Hotel:	
<u>5</u> days @ \$ <u>127</u> per day =	\$ <u>635</u>
Per diem:	
<u>6</u> days @ \$ <u>66</u> per day =	\$ <u>396</u>
 OTHER EXPENSES	
Registration/Conference Fee:	\$ <u>499</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL COSTS NOT TO EXCEED:	\$ <u>3030</u> ✓

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Humboldt District Attorney Victim Witness
Project Director: Maggie Fleming Phone #: (707) 445-7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501

ATTENDEE(S)

Name: Nikki Miranda
Title: DA Victim Witness Program Specialist (Mass Victimization Advocate)707.445.7417 Phone #: (707) 445-7417
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 07/26/2020
Destination (City/State) Orlando, Florida
Description (Meeting/Conference/Other) National Organization of Victim Assistance (NOVA) 46th Training

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

This training opportunity will enhance knowledge, skills, and abilities to effectively serve our underserved victims and their families.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove



Rachel Maguire

Program Specialist

7.24.19

Date



Anna Arce
Unit Chief

9/9/19

Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state’s travel policy?
Please specify:

Internal Travel Policy State Travel Policy

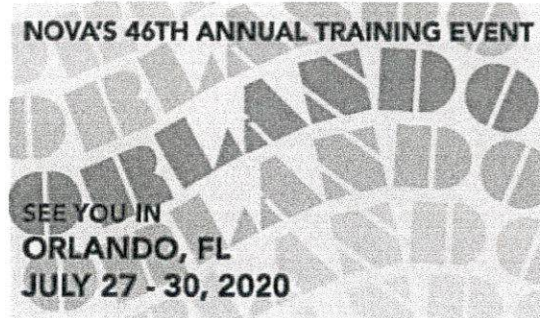
Date of Trip: July 26-31, 2020
Destination: Orlando, Florida
Purpose: National Organization of Victim Assistance (NOVA) 46th Annual Training

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ 1500
Additional Airport Expenses	
Mileage: (58 cents per mile)	\$ _____
Taxi/Shuttle:	\$ _____
Parking:	\$ _____
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ _____
State/Agency Car:	\$ _____
HOTEL/PER DIEM	
Hotel:	
5 _____ days @ \$ 127 _____ per day =	\$ 635
Per diem:	
6 _____ days @ \$ 66 _____ per day =	\$ 396
OTHER EXPENSES	
Registration/Conference Fee:	\$ 499
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL COSTS NOT TO EXCEED:	\$ 3030

ANNUAL TRAINING EVENT – JULY 27-30, 2020 IN ORLANDO

We can't wait to see you in Orlando for NOVA's 46th Annual Training Event!



VICTIM ASSISTANCE HELPLINE 800-879-6682 (800-TRY-NOVA)
9am-5pm Eastern time, Monday-Friday

510 King Street, Suite 424 | Alexandria, VA 22314 | T 703-535-6682 | F 703-535-5500 |

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JULY 27-30, 2020

ORLANDO, FLORIDA

SAVE THE DATE



FY 2020 Per Diem Rates for Orlando, Florida

I'm interested in:

Lodging Rates

Meals & Incidentals (M&IE) Rates

Lodging by month (excluding taxes) | October 2019 - September 2020

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

CSV

Print

Primary Destination ⓘ	County ⓘ	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$127	\$127	\$127	\$153	\$153	\$153	\$127	\$127	\$127	\$127	\$127	\$127

Meals & Incidentals (M&IE) Breakdown ⓘ

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

CSV

Print

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
Orlando	Orange	\$66	\$16	\$17	\$28	\$5	\$49.50

I'm interested in:

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Humboldt County
Project Director: Maggie Fleming Phone #: (707) 445-7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501

ATTENDEE(S)

Name: Marybeth Bian
Title: DA Victim Witness Program Specialist (Advocate) Phone #: (707) 445-7417
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] _____
Destination (City/State) To Be Determined
Description (Meeting/Conference/Other) Leave No Victim Behind Training

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

This training opportunity will enhance knowledge, skills and abilities to effectively serve our underserved victims and their families. +

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve Disapprove

Rachel Maguire

Program Specialist

10.3.19

Date

Steve Price

Unit Chief

10/3/19

Date

** Must submit a modification with attendees listed before out of state travel is approved &c*

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?
Please specify:**

Internal Travel Policy State Travel Policy

Date of Trip: TBD 2020, dates have not been announced. It will be a 3-day training + 2 day travel
 Destination: TBD
 Purpose: Leave No Victim Behind Training

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

	Airfare:	\$ <u>1500</u>
Additional Airport Expenses		
Mileage: (58 cents per mile)		\$ _____
Taxi/Shuttle:		\$ _____
Parking:		\$ _____
Auto Expenses:		
Private Car:		\$ _____
Rental Car:		\$ _____
State/Agency Car:		\$ _____

HOTEL/PER DIEM

Hotel:		
	4 _____ days @ \$ <u>102</u> per day =	\$ <u>408</u>
Per diem:		
	5 _____ days @ \$ <u>61</u> per day =	\$ <u>305</u>

OTHER EXPENSES

Registration/Conference Fee:	\$ <u>500</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL COSTS NOT TO EXCEED: \$ 2713

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Humboldt County
Project Director: Maggie Fleming Phone #: (707) 445-7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501

ATTENDEE(S)

Name: Nikki Miranda
Title: DA Victim Witness Program Specialist (Mass Victimization Advocate) Phone #: (707) 445-7417
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] _____
Destination (City/State) To Be Determined
Description (Meeting/Conference/Other) Leave No Victim Behind Training

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

This training opportunity will enhance knowledge, skills and abilities to effectively serve our underserved victims and their families. +

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove

Rachel Maguire

Program Specialist

10.3.19

Date

[Signature]

Unit Chief

10/3/19

Date

Must submit a modification with out of state travel listed with attendees before traveling. So

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?
Please specify:**

Internal Travel Policy State Travel Policy

Date of Trip: TBD 2020, dates have not been announced. It will be a 3-day training + 2 day travel
Destination: TBD
Purpose: Leave No Victim Behind Training

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

	Airfare:	\$ <u>1500</u>
Additional Airport Expenses		
	Mileage: (58 cents per mile)	\$ _____
	Taxi/Shuttle:	\$ _____
	Parking:	\$ _____
Auto Expenses:		
	Private Car:	\$ _____
	Rental Car:	\$ _____
	State/Agency Car:	\$ _____

HOTEL/PER DIEM

Hotel:
4 days @ \$ 102 per day = \$ 408

Per diem:
5 days @ \$ 61 per day = \$ 305

OTHER EXPENSES

Registration/Conference Fee: \$ 500

TOTAL COSTS NOT TO EXCEED: \$ 2713

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Humboldt County
Project Director: Maggie Fleming Phone #: (707) 445-7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501

ATTENDEE(S)

Name: To Be Determined
Title: DA Victim Witness Program Specialist (Advocate) Phone #: (707) 445-7417
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] _____
Destination (City/State) To Be Determined
Description (Meeting/Conference/Other) Leave No Victim Behind Training

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

This training opportunity will enhance knowledge, skills and abilities to effectively serve our underserved victims and their families.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove



Olga Stupak
Program Specialist

10/7/19
Date



Juan Hulse
Unit Chief

10/3/19
Date

Must submit a modification with out of state travel request including a list of attendees before traveling. su

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?
Please specify:**

Internal Travel Policy State Travel Policy

Date of Trip: TBD 2020, dates have not been announced. It will be a 3-day training + 2 day travel
Destination: TBD
Purpose: Leave No Victim Behind Training

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ <u>1500</u>
Additional Airport Expenses	
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Hotel:	
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Per diem:	
<u>5</u> days @ \$ <u>61</u> per day =	\$ <u>305</u>
 OTHER EXPENSES	
Registration/Conference Fee:	\$ <u>500</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
 TOTAL COSTS NOT TO EXCEED:	 \$ <u>2713</u>

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

Subrecipient County of Humboldt **Duns#** 034150203 **FIPS#** 023-00000-16
Disaster/Program Title: Victim Witness Assistance Program
Performance Period: 10/01/19 to 09/30/20 **Subaward Amount Requested:** ~~\$429,812~~ \$410,906⁵⁶
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?	No
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>M. Fleming</i>	Date: 08/15/2019
Print Name and Title: Maggie Fleming	Phone Number: 707-445-7411

Cal OES Staff Only: SUBAWARD # VW 19370120 SA

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

Subrecipient County of Humboldt **Duns#** 034150203 **FIPS#** 023-00000-16
Disaster/Program Title: Victim Witness Assistance Program
Performance Period: 10/01/19 to 09/30/20 **Subaward Amount Requested:** ~~\$429,812~~ \$410,900⁵⁰
Type of Non-Federal Entity (Check Box): State Gov. Local Gov. JPA Non-Profit Tribe

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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) M. Fleming **Date:** 08/15/2019

Print Name and Title: Maggie Fleming **Phone Number:** 707-445-7411

Cal OES Staff Only: SUBAWARD # VW 19370120 59

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.

4/21 * 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.

6/21 * 1st US 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.

6/21 * 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.

6/21 * 2nd District

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

136,646