



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Mark S. Ghilarducci
MARK S. GHILARDUCCI
DIRECTOR

January 24, 2019

RECEIVED

FEB 19 2019

DISTRICT ATTORNEY

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

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Unserved/Underserved Victim Advocacy and Outreach Program
Subaward #: UV18 03 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 \$175,000, 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

MFB
SM

(Cal OES Use Only)

Cal OES#	023-00000-16	FIPS#	023-00000	VS #		Subaward #	UV18030120
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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 - Office of the District Attorney 2a. DUNS#: 034150203
3. Implementing Agency Address: 825 fifth Street, Fourth Floor Eureka 95501-1107
Street City Zip+4
4. Location of Project: Eureka Humboldt 95501-1107
City County Zip+4
5. Disaster/Program Title: unserved/underserved Victim Advocacy & Outreach Program (UVA) 6. Performance Period: 10/01/2018 to 09/30/2019
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
2017	8. VOCA		\$ 175,000		\$ 43,750		\$ 43,750	\$ 218,750
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
TOTALS		\$ 0	\$ 175,000	\$ 175,000	\$ 43,750	\$ 0	\$ 43,750	12. G Total Project Cost: \$ 218,750

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

16. Federal Employer ID Number: 94-6000513

Name: Maggie Fleming 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, Fourth Floor City: Eureka Zip+4: 95501-1107

Signature: M Fleming Date: 10/22/18

[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 Suaker 11/01/19 Sara Stillwell 1/22/19
 Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2018-19 / Chapter: 29/ PCA No: 18407
 Item: 0690-102-0890 Component: 40.20.451
 FAIN #: 2017-VA-GX-0084 CFDA#: 16.575
 Federal Award Dates: 10/01/16 - 09/30/20
 Fund: Federal Trust
 Program: Unserved/Underserved Victim Advocacy and Outreach Program
 Match Req.: 20%, C/IK based on TPC
 Project No.: 17VOCA Amount: \$ 175,000

RECEIVED
OCT 23 2018
CAL OES
GRANTS MANAGEMENT
667455

RECEIVED

**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
2017	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$218,943,281	\$210,185,550
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):
Unservd/Underserved Victim Advocacy and Outreach Program (UV)
- Project Description (Please type the Project Description):
Provides funding focus on advocacy and support services to victims of violent crime within unserved/underserved communities.

4. Research & Development Section:

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

PROJECT CONTACT INFORMATION

Subrecipient: County of Humboldt

Subaward #: UV18030120

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

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

Name: Maggie Fleming

Title: District Attorney

Telephone #: 707-445-7411

Fax#: 707-445-7410

Email Address: m Fleming@co.humboldt.ca.us

Address/City/Zip: 825 5th Street, 4th Floor, Eureka, CA 95501

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

Name: Cheryl Dillingham

Title: Interim Auditor-Controller

Telephone #: 707-476-2452

Fax#: 707-445-7449

Email Address: cdillingham@co.humboldt.ca.us

Address/City/Zip: 825 5th Street, 1st Floor, Eureka, CA 95501

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

Name: Joyce Moser

Title: Program Coordinator

Telephone #: 707-445-7417

Fax#: 707-445-7490

Email Address: jmoser@co.humboldt.ca.us

Address/City/Zip: 712 4th Street, Eureka, CA 95501 After Hours: 707-498-3980

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

Name: Rachelle Davis

Title: Legal Office Business Manager

Telephone #: 707-445-7411

Fax#: 707-445-7416

Email Address: rdavis@co.humboldt.ca.us

Address/City/Zip: 825 5th Street, 4th Floor, Eureka, CA 95501

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

Name: Maggie Fleming

Title: District Attorney

Telephone #: 707-445-7411

Fax#: 707-445-7410

Email Address: m Fleming@co.humboldt.ca.us

Address/City/Zip: 825 5th Street, 4th Floor, Eureka, CA 95501

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

Name: Maggie Fleming

Title: District Attorney

Telephone #: 707-445-7411

Fax#: 707-445-7410

Email Address: m Fleming@co.humboldt.ca.us

Address/City/Zip: 825 5th Street, 4th Floor, Eureka, CA 95501

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

Name: Ryan Sundberg

Title: Chair, Board of Supervisors

Telephone #: 707-476-2395

Fax#: 707-445-7299

Email Address: rsundberg@co.humboldt.ca.us

Address/City/Zip: 825 5th Street, 1st Floor, Eureka, CA 95501

SIGNATURE AUTHORIZATION

Subaward #: UV18030120

Subrecipient: County of Humboldt

EP

Implementing Agency: ~~District Attorney's Office~~ Humboldt County - District Attorney

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

*Project Director: Maggie Fleming

Signature: Maggie Fleming

Date: Oct 10, 2018

*Financial Officer: Cheryl Dillingham

Signature: Cheryl Dillingham

Date: 10/10/18

The following persons are authorized to sign for the
Project Director

Rachelle Davis
Signature

Rachelle Davis
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Amanda Loftis
Signature

Amanda Loftis
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

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

I, Maggie Fleming 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~~ Humboldt County - District Attorney

PROJECT TITLE: ~~Victim Witness Assistance Program~~ unserved/underserved Victim Advocacy + outreach Program (UVIS)

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 ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **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: Lisa Dematteo

Title: Director of Human Resources

Address: 825 Fifth Street, Eureka CA 95501

Phone: 707-476-2355

Email: ldematteo1@co.humboldt.ca.us

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

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

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

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

V. Lobbying – (Subrecipient Handbook Section 2154)

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

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

(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

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

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

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

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

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. 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").

5. 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.

6. 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:

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

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

7. 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.

8. 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:

- 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
- 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:

- 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

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

9. Encouragement of Policies to Ban Text Messaging while Driving

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

10. 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.

11. 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>.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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 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: Maggie Fleming
Authorized Official's Typed Name: Maggie Fleming
Authorized Official's Title: District Attorney
Date Executed: 09/30/2018
Federal Employer ID #: 94-6000513 Federal DUNS # 034150203
Current System for Award Management (SAM) Expiration Date: 9/25/2019
Executed in the City/County of: Eureka, County of Humboldt

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

- | | |
|---|--|
| <input type="checkbox"/> City Financial Officer | <input checked="" type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> County Manager |
| <input type="checkbox"/> Governing Board Chair | |

Signature: Cheryl Dillingham
Typed Name: Cheryl Dillingham
Title: Interim Auditor-Controller

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt		Subaward #: UV18030120	
A. Personal Services – Salaries/Employee Benefits	2017 VOCA	2017 VOCA Match	COST
Victim Witness Specialist (Advocate) (1.0FTE)			\$0
Provides Direct Client Services			\$0
\$1,722.67/pp x 26pp @ 1.0 FTE = \$44,789.41	\$44,789		\$44,789
Victim Witness Specialist (Advocate) (1.0FTE)			\$0
Provides Direct Client Services			\$0
\$1,411.11/pp x 26pp @ 1.0 FTE = \$36,688.86	\$36,689		\$36,689
			\$0
BENEFITS			\$0
Victim Witness Specialist (Advocate) (1.0FTE)			\$0
SUI @ .18% of salary - \$80.62			\$0
Health @ 17% of salary - \$7,614.13			\$0
Life fixed rate determined by CAO \$17.64			\$0
Dental fixed rated determined by CAO - \$874.92			\$0
PERS @ 33% of salary - \$14,780.37			\$0
FICA @ 6.2% of salary /MC @ 1.45% of salary - \$3,426.34			\$0
Total = \$26,794.02	\$26,794		\$26,794
			\$0
Victim Witness Specialist (Advocate) (1.0FTE)			\$0
SUI @ .18% of salary - \$66.04			\$0
Health @ 17% of salary - \$6,237.13			\$0
Life fixed rate determined by CAO \$17.64			\$0
Dental fixed rated determined by CAO - \$874.92			\$0
PERS @ 33% of salary - \$12,107.37			\$0
FICA @ 6.2% of salary /MC @ 1.45% of salary - \$2,806.71			\$0
Total = \$22,109.81	\$22,110		\$22,110
			\$0
District Attorney Maggie Fleming - Salary - Cash Match			\$0
Roundtable Meetings/CAST protocol meetings/outreach/townhall events/training/presentations			\$0
(\$86.82 per hour X 3hrs per month)(12 months) = \$3,125.52			\$0
Outreach/townhall events/training/presentations			\$0
(\$86.82 per hour X 25) = \$2,170.50 adjusted to meet match requirement \$1,770.40			\$0
Total Cash Match = \$4,895.92		\$4,896	\$4,896
			\$0
Personal Section Totals	\$130,382	\$4,896	\$135,278
PERSONAL SECTION TOTAL			\$135,278

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	2017 VOCA	2017 VOCA match	COST
B. Operating Expenses			
Communications -	\$2,400		\$2,400
(2 FTE Staff) (landlines/mobile phone/ IPAD mobile computer = \$100) (12 months) = \$2,400			\$0
			\$0
Insurance - General Liability set by County Risk Management Dept.	\$1,215		\$1,215
(2 FTE)(\$50,625/per month per FTE) (12 months) = \$1,215			\$0
			\$0
Postage - (submission of application/time sensitive documents/Victim&Witness Correspondance) (\$40/per package)(12 months) = \$480	\$480		\$480
			\$0
			\$0
Office Supplies - Paper/lnk/toner (\$449.75 / per month) (12 months) = \$5,397.00	\$5,397		\$5,397
			\$0
Rent -			\$0
Office space = .97/sq ft x 125 Sq. Ft x 2 FTE x 12 months = \$2,910	\$7,878		\$7,878
Total sq footage used for individual offices is 1,275 sq ft. (including UV FTE office sq ft from above)			\$0
.97/sq ft x 1,905 shared common space x 12 months = \$22,174.20			\$0
\$22,174.20 / 9 FTE all program staffing = \$2,463.80 per FTE for use of common sp. For 1 year			\$0
2 FTE x \$2,463.80 for common sp. use = \$4,927.60			\$0
\$2,910 + \$4,927.60 = \$7,837.60			\$0
			\$0
Special Department Expenses			\$0
(outreach events/crisis cards/brochures/pamphlets) = \$2,066	\$2,066		\$2,066
Tribal Resource cards (.25 each)(3,850 cards) = \$962.50			\$0
Victim Witness (We Can Help) cards (.25 each)(2800 cards)=\$700			\$0
Victim Witness (We Can Help) cards- spanish version (.25 each)(965 cards)=\$241.25			\$0
\$1,903.75 (8.50% sales tax) = \$161.82			\$0
(\$1,903.75 card total cost) + (\$161.82 sales tax) = \$2,065.57			\$0
			\$0
Transportation - In County -	\$4,360		\$4,360
This is for traveling once a week to satellite offices within the county			\$0
Each month (667 miles)(12 months) = 8,004 miles			\$0
Motorpool- (\$.545/mile) (8,000 miles) = \$4,360.00			\$0
			\$0
Utilities - PG&E - based upon program and FTE for each program	\$1,440		\$1,440
(2.0 FTE) (\$60/per month per FTE) (12 months) = \$1,440			\$0
			\$0
Computer Software - Karpel Case management system Annual Fees	\$2,083		\$2,083
Total Maintenance/hosting/interface fees for = 34,130.00/(63 users) = \$541.74 per user			\$0
(2)(541.74 per user for 12 months)= \$1,083.48			\$0
Sustain Licensing Fee- Court Case Management System			\$0
(1)(1000.00 per license)= \$1,000.00			\$0
Total Licensing Fees = \$2,083.48			\$0
			\$0
Transportation - Out of County	\$545		\$545
This is for any type of critical repsonse in neighboring counties with tribal enties / or travel for out of county trainings			\$0
(2 times of travel)(500 miles per trip) = 1000 miles			\$0
Motorpool- (\$.545/mile) (1000 miles) = \$545.00			\$0
			\$0
Petty Cash/Emergency Funding - (30 victims) (up to \$150 per victim) = \$4,500	\$2,100	\$2,400	\$4,500
This funding will be utilized for emergency needs of a victim gas/food/or basic need emergency items			\$0
			\$0
Staff Development/Training/Presentations -			\$0
National Advocate training NOVA:- Arizona			\$0
(Hotel:\$94 per nig.) (5 nights)= 470 + (Per Diem \$56 day)(6 days)=\$336			\$0
(Reg: \$500 + Flight: \$1,200 + Hotel + Per Diem: \$806 + Renal Veh \$168) = \$2,674 per adv	\$2,674		\$2,674
			\$0
CCVAA Mass Victimization Advocate Training - Santa Barbara			\$0
(Hotel:\$168 per nig. + Per Diem \$76 day x 6 days=\$1,464)			\$0
(Reg: \$500 + Flight \$1,200 + \$1,464) = \$3,164 per adv	\$3,164		\$3,164
			\$0
Presentation: Co-Host 2 day "In Indian County" training			\$0
This is in collaboration with Healing Coalition to provide training to the community			\$0
(1) partnership fee \$915 towards the venue rental for 2 day training	\$915		\$915
(1) partnership fee \$11,639 towards the venue rental for 2 day training		\$11,639	\$11,639
			\$0
Leave No Victim Behind Training - Las Vegas			\$0
(Hotel:\$108 per nig. + Per Diem \$61 day x 5 days=\$845)			\$0
(Reg: \$500 + Flight \$1,200 + \$845) = \$2,545 per adv	\$2,545		\$2,545
			\$0
Cal OES 2-106a (Revised 4/2016)			\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt		Subaward #: UV18030120	
B. Operating Expenses	2017 VOCA	2017 VOCA match	COST
Information Service Charges - IT Dept. Charges for technical service/support/intranet/email/software/ updates (Total Charge to VW Division: \$24,753)	\$3,808		\$3,808
Total VW staffing (13 users)/(24,753 total IT charge)=\$1,904.08 per user			\$0
(2.0 FTE)(1,904.08 per user) = \$3,808.16			\$0
Workers' Compensation Insurance- based upon program staffing	\$1,548		\$1,548
(Cost determined by Risk Management Dept)			\$0
(2 FTE staff)(\$64.50/per month per FTE) (12 months)= \$1,548			\$0
CASH MATCH			\$0
ADA IFS Charges- Cash Match			\$0
(1.5 UV FTE / 2,283 total county FTE)(100%)=.07%		\$837	\$837
(.07% UV FTE)(\$1,329,343 County ADA Budget) = \$837 UV Program ADA compliance charge			\$0
Central Service Charges - Cash Match		\$358	\$358
(27.6 UV uses of purchasing 2017 yr / 21,506 total county uses of purchasing)=.001283%			\$0
(.0012835% UV use of purchasing)(\$279,046 purchasing Budget) = \$358 UV central services charge			\$0
Special Department Expenses- Cash Match		\$3,087	\$3,087
Educational items for outreach events = \$3,087			\$0
Water bottles (\$14.95 each)(100 water bottles) = \$1,495			\$0
Color books for adults/children (\$8.00 each) (115 coloring books) = \$920			\$0
Composition books (20.00 per 100) (10 packs) = \$200			\$0
Crayon coloring 8 crayons (\$10.00 each per 12 packs)(20 packs) = \$200			\$0
Box of Sharpend pencils 150 count (12.49 a box)(3 box) = \$37.47			\$0
Total: (2,852.47 + 242.46 taxes @ 8.50%) = \$3,094.93 adjusted to meet match needed @ \$3,087			\$0
In House Background hours for processing new hires - Salary - Cash Match		\$1,360	\$1,360
Hiring 1.0 FTE VW Specialist will require a background analysis for new hire			\$0
(30.23 per hour X 45 hrs)=\$1,360.35			\$0
Indirect Costs- Cash Match			\$0
A. 17VOCA - (\$167,162) X (10%) = \$16,716.20			\$0
B. 17VOCA Match - (\$24,573) X (10%) = \$2,457.30			\$0
Total = (\$16,716.20) + (\$2,457.30) = 19,173.50		\$19,173	\$19,173
*Indirect costs will be used for Administration support, Human Resources, Risk Management, Auditor and Payroll Services			\$0
Operating Section Totals	\$44,618	\$38,854	\$83,472
OPERATING SECTION TOTAL			\$83,472

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VSPS Budget Summary Report

UV18 Unserved/Underserved Victim Advocacy and Outreach Program

Humboldt County

Unserved/Underserved Victim Advocacy & Outreach Program

Subaward #: UV18 03 0120

Performance Period: 10/01/18 - 09/30/19

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	17VOCA	130,382	0	130,382	0	130,382
L	17VOCA	4,896	0	4,896	0	4,896
Total A. Personal Services - Salaries/Employee Benefits:		135,278	0	135,278	0	135,278

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	17VOCA	44,618	0	44,618	0	44,618
L	17VOCA	38,854	0	38,854	0	38,854
Total B. Operating Expenses:		83,472	0	83,472	0	83,472

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	17VOCA	0	0	0	0	0
L	17VOCA	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:	43,750	0	43,750	0	43,750
Total Funded:	175,000	0	175,000	0	175,000
Total Project Cost:	218,750	0	218,750	0	218,750

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

01/24/19

Budget Narrative

The proposed fiscal year (FY) 2018-19 budget supports the activities of this Unserved/Underserved Victim Advocacy and Outreach Program by providing staffing and operating expenses to meet the outlined goals and objectives for the FY 2018-19. This budget has been developed with the intent to respond to the emotional and physical needs of crime victims, help primary and secondary victims of crime to stabilize their lives after victimization, help victims to understand and participate in the criminal justice system and provide victims with a measure of safety and security. This focus will improve the safety and provide direct assistance to the unserved/underserved American Indian population in a culturally competent manner.

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 (21) years. Prior to her selection, she was a Victim Witness Advocate for approximately (12) years. Ms. Moser has been with the Victim Witness office since its inception in 1982.

The Victim Witness Program Specialists provide direct client support services to victims of crime. This includes crisis intervention, counseling referral, support through the criminal justice process and assistance in filling Victim of Crime Applications. Candidates for this position must have the equivalent of an AA Degree with major course work in crisis intervention or similar social service work. A full-time position is held by Holly Hensher. She has her AA Degree and over seven (8) years direct work experience as an Advocate. Grant funding for the UV program has given assigned advocates the ability to do more community outreach and education which has ultimately increased the workload for the allocated half-time position into a full-time position. We would like to increase the half-time position to a full-time position Victim Witness Program Specialist (Advocate) (1.0 FTE). With the approval of the 2018-19 application the County of Humboldt will begin the hiring process with the County of Humboldt Human Resources Division. In the interim the position is will be filled by Nicole Miranda. She has over seven (8) years direct work experience as a Victim Witness Program Specialist. All positions require cultural competency training and mandatory 40-hour entry-level training to be completed as soon as practical from date of hire. Both above-mentioned Victim Advocates are in full compliance with all requirements.

The Coordinator is employed full time with a commitment to this program, to the Cal OES Victim Witness Assistance Program and to the California Victim compensation and Government Claims Board. The Coordinator provides supervision over the 1.5 FTE staff members and a .5 FTE Extra-help member under the Cal OES Unserved/Underserved Victim Advocacy & Outreach Program. They do not, however, require continual assistance, as their duties are routine in nature. This allows the coordinator to spend a greater percentage of time interacting with staff and implementing victims' services under this program grant.

The 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 2018/19. 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 \$2,763.

The Victim Witness Program Office has been located in a non-County owned facility since 1999. It is within a very short distance from the County Courthouse for easy access to the court system. The District Attorney's Office has taken action by securing a portion of the County Courthouse facility which will have enough space to accommodate both offices and greatly reduce leasing/utility costs as well as the administrative charges required to operate the Victim Witness Program. The District Attorney's Office is in the beginning stages of planning the site along with working and lobbying with the County of Humboldt to make a safe and secure area for these offices. The area currently secured will require significant remodeling in order to provide an effective level of service to the victims of crimes.

Currently, the space leased out for the program is total of approximately 3,180 square feet. The space will accommodate 2.0 FTE UV Staff. The facility offers a reception area, victim waiting room, copier/supply room and conference/break room. The rent is divided by the total number of positions housed for the programs and proportionally allocated to the program according to the number of FTE positions in a particular grant program. Marked in the budget pages is \$7,838 for rental space at the Victim Witness Office for two full-time UV Victim Witness Program Specialist. The program can anticipate a 2% annual increase in the lease payment.

All remaining operating allocations represent day to day expenses for services and supplies. \$2,400 in communications will fund an advocates mobile phone, IPAD mobile computers and 2 telephone land lines for the year. \$1,440 will be allocated for utilities, specifically PG&E which is based upon program FTE staffing, while \$480 will be set aside for postage which is not shared with any other victim witness program and \$5,397 for various office supplies such as paper, toner, ink, etc. Outreach events provide a perfect opportunity for UV Victim Witness Program Specialist to provide crisis cards, brochures, and pamphlets to the community and \$2,066 has been allocated for printing those items. Computer programs that need to be accessed for the daily inquiring of court information require licensing and maintenance fees is based upon per user licensing, these fees are allocated in the budget pages for a total of \$2,083. Accessing the most rural areas of the county requires transportation and as such, \$4,360 is being allocated for motor-pool expenses for in-county travel to satellite office locations in rural areas of Humboldt County along with all outreach events by a county car, \$545 for motor-pool travel to any areas outside the County which will be used for travel to any advocate trainings or for any crisis response event. Petty Cash or Emergency Victim funding in the amount of \$2,100 along with \$2,400 in cash matching funds 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. \$10,012 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 45th training event in Phoenix Arizona. 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 underserved/unserved crime victims and their families. A total of \$10,012 has been allocated in staff development and training for the unserved/underserved grant program. \$2,674 has been marked for the NOVA 45th training event. Due to the response efforts by the Humboldt County Victim Witness office in assisting Modoc County during to the mass victimization that occurred at the Cedarville Indian Rancheria Tribal Office in Modoc County in 2014 a vital training that is on the horizon is the CCVAA Mass Victimization Training and \$3,164 in training funds for a UV advocate attendance has been allocated in the budget. Along with the Mass Victimization training another training titled Leave No Victim Behind has been listed and \$2,545 has been allocated in the budget for this training. All of the listed trainings are budgeted 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>. One other item allocated as part of the \$10,012 Staff development and training is with the Victim Witness program assisting in organizing a local 2-day training with the Northern California Tribal Healing Coalition. This training has provided the community an opportunity to come together in leaning and discussing social services and referral services available in a culturally appropriate approach. This training has proven to open doors of communication with various agencies in rural areas of the community and provided avenues for victims to feel comfortable to reach out to victim witness for advocacy. We have marked \$915 along with \$11,639 in match funding to be provided to the National California Tribal Healing Coalition to provide for the cost of renting a large enough location to accommodate the continually growing 2-day training. Being a Co-host to this event allow for Victim Witness Coordinator and advocates an opportunity for advocating and networking while also displaying referral resources and funding awareness. \$3,808 is marked

for the payment to the Humboldt County IT Department for fees occurred to ensure large scale technical support and network security as the entire victim witness division is charged \$24,753.00 which is divided among the 13 FTE of the entire victim witness staffing for all programs within the Victim Witness division. To engage participation from the community during outreach events \$3,087 in cash matching funds from the District Attorney's office budget will be utilized to purchase positive educational items for the public in order open another avenue communication and discuss a blanket of services available to victims and families of crime. \$4,896 is met by the salary of District Attorney Maggie Fleming not only during 25 hours of outreach, training, presentations, and town hall events but also the three hours monthly attending the District Attorney Roundtable meeting and Child Abuse Services Team Protocol meeting. This outreach, training, and presentations is provided to the unserved/underserved community which helps to break down barriers for victims in reporting crimes. The hiring process due to the Department of Justice compliance this office must maintain an extensive out sourced or in-house background for each employee. Our office chooses to complete them in house, which require up to 45 hours of administrative analyst services at a cost of \$30.23 an hour totaling \$1,360. This is anticipated for the hiring process of the anticipated full-time Victim Witness specialist in the UV program for the fiscal year 2018-19. Other items that are being utilized as a cash match are program-based county fees for the processing of purchase orders and contract bidding by the purchasing department based upon a programs prior year of use of the purchasing department. Humboldt County's Purchasing Department purpose is to maintain continuity of supplies and services to support county departments and programs enabling them to provide services to the public and to ensure the lowest cost consistent with quality and quantity that is required. The Purchasing Department is charging a fee to each program based upon the

number of prior years' use for services and multiplied by the total purchasing budget and charged to each program. The Central Services Charge for the UV program is \$358. The County of Humboldt is aware of the American Disabilities Act (ADA) requirements and strives to continue to comply with the requirements of the ADA Act in providing facilities and accommodation to its victims and witnesses. In order to meet the ADA Act standards and ensure compliance each program is evaluated yearly by County Administrative Office personnel and the Department of Justice. This evaluation takes coordinating efforts and written documentation provided by the County Administrative Office personnel for each program to the Department of Justice. Humboldt County Administrative Office is charging a fee to each program based upon the percentage of FTE's in each program multiplied by the total (ADA) IFS budget and charged to each program. This will also be a Cash Match for the program at \$837. The Central Services Charges and ADA above cash matches will be provided for by the District Attorney's office general fund budget. \$19,173 was allocated as a 10 percent (not including rent, contracts over 25 thousand and all cash matches) Indirect Costs as a Cash Match for administrative support, human resources, risk management, auditor and payroll services provide to help create a successful UV program. With these items in place we should be able to reach our goal in reaching 200 American Indian victims.

PROJECT SUMMARY

1. Subaward #: UV18030120		3. PERFORMANCE PERIOD	
2. PROJECT TITLE unserved/underserved Victim Advocacy & Outreach Program (UV) ^{ep}		10/01/2018 to 09/30/2019	
4. SUBRECIPIENT		5. GRANT AMOUNT	
Name:	County of Humboldt	Phone:	707.476.2394
Address:	825 Fifth St., Fourth Floor	Fax #:	707.445.7299
City:	Eureka	Zip:	95501
		(this is the same amount as 12G of the Grant Subaward Face Sheet)	
		\$ 218,750	

6. IMPLEMENTING AGENCY

Name: Office of the District Attorney Phone: 707.445.7411 Fax #: 707.445.7416

Address: 825 Fifth St., Fourth Floor City: Eureka Zip: 95501

7. PROGRAM DESCRIPTION

Outreach to victims in the American Indian community, to educate and collaborate with both tribal and non-tribal entities to better serve the American Indian population, who have been historically underserved in our community. Our program will focus on improving the safety and direct assistance to the underserved American Indian population in a culturally responsive manner. In addition, our program will dedicate resources in order to increase our response to victimization of violent crimes of violent crimes in Indian Country. Our program will focus on domestic violence, sexual assault, homicide, elder abuse, hate crimes, driving under the influence crimes and gang violence.

8. PROBLEM STATEMENT

Humboldt County District Attorney's Victim Witness Program has provided services to crime victims for the past 33 years to our community. Humboldt County is a rural area located on the North Coast, and is home to eight Native American Tribes and Rancherias. The poverty rate in our community is 19.8%. In 2009, the poverty rate for Native Americans in our community was 18.9%. In Addition, our County has the second largest population of child molestation in California coupled with increased drug and marijuana drug trafficking. Historically, providing and identifying services for the Native American Community have been difficult due to cultural difference, remote locations of tribal lands, and general distrust of law enforcement agencies and the Criminal Justice System. Currently, no advocacy resources are allocated from the DA's Office at these communities.

- 9. OBJECTIVES**
- To increase UV staff and delivery of victim services to the unserved/underserved population/communities;
 - To increase UV Advocates knowledge, skills, and abilities to effectively respond and serve crime victims;
 - To collaborate with Northern CA Tribal Healing Coalition to bring culturally structured training to local partners;
 - To increase outreach an the delivery of direct victim services by adding one more Satellite Office on Tribal Lands;
 - To enhance transportation services tot he unserved/underserved population/communities;
 - To increase emergency services to the unserved/underserved population/communities;
 - To establish a CAST & Tribal Governments MOU & increase Operation Agreements specific to the UV Grant;
 - To promote awareness to the UV services & gather statistics for UV Reports and program sustainability.

10. ACTIVITIES

1. Hire an additional 1.0 FTE UV Advocate to deliver all services in a culturally competent and respectful manner.
2. UV Advocate attend NOVA, Mass Victimization, Leave no victim behind trainings, locations TBD.
3. Co-Host 2-day "In Indian Country" Training.
4. Increase Satellite locations from our current 3 locations to 4 locations on Tribal Lands to serve victims
5. Sustain our vehicle to be exclusively by UV and VW staff, costs will be shared equally between the grants.
6. Purchase gas cards and food vouchers for UV Emergency Fund/Victim Petty Cash.
7. To assist in the development of the Child Abuse Services Team & Tribal Government MOU
8. Gather signatures for our UV specific Operation Agreements with the remaining partners.
9. Conduct 10 in-services, cross-train, educate tribal & non-tribal partners to promote awareness of UV services.
10. UV Staff will report & enter all victim services in Karpel Case Management System

11. EVALUATION (if applicable)

1. Statistics
2. In-service provided - 10
3. Training provided - 2
4. Number of Underserved Crime Victim Population served - 200

12. NUMBER OF CLIENTS

(if applicable)
200

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
VOCA 17	\$130,382	44,658 \$88,368 \$44,648		175,000 \$248,750
VOCA 17 MATCH	4896	38,854 43,750		43,750 \$0
				\$0
				\$0
				\$0
				\$0
Totals:	135,278 \$130,382	83,472 \$88,368 83,512	\$0	\$218,770 \$218,750 \$218,772

CWB

CWB

Project Narrative

Humboldt DA Victim Witness UV Program has been reaching crime victims and their families in the American Indian Community in the most rural and remote tribal communities in the county since 2010. UV staff responds to the emotional and physical needs of crime victims, helps primary and secondary victims of crime to stabilize their lives after victimization, helps victims to understand and participate in the criminal justice system, and provides victims with a measure of safety and security.

Hire an additional 1.0 FTE UV Advocate and deliver all services in a culturally competent and respectful manner - The hiring and addition of a 1.0 FTE UV Advocate will increase the number of victims receiving UV services. Hiring staff that reflects the population, training all staff on the cultural norms of the population, and delivering services in a culturally competent and respectful manner is a priority. All UV Staff and Program volunteers must submit an Application, be interviewed by Program Coordinator, the District Attorney, undergo an extensive background investigation and fingerprinting. It can take 6 months-plus to hire personnel. Current UV Staff: Coordinator Joyce has over 35 years of victim advocacy experience; UV Advocate Holly has over 27 years of experience advocating in the tribal communities; UV Advocate Nikki has over 8 years of victim advocacy experience, UV Extra-Help Advocate Keosha Chambers is beginning her advocacy career and UV Volunteer Kayla Henry has over 5 years of victim advocacy experience. With the exception of UV Extra-help Advocate, all UV Staff have attended Cultural Competency Training, Entry Level Advocate Training and Advanced Advocate Training. Joyce is a member of the Yurok Tribe and is recognized as a Native American Subject-Matter-Expert by CalOES. Holly is a member of the Karuk Tribe and a Cultural Practitioner. Kayla is a member of the Yurok Tribe and graduated this year with her Master's in Social Work. All have an in-depth understanding of local American Indian cultural beliefs and customs. UV staff deliver services in a culturally sensitive manner,

nonjudgmental and nondiscriminatory, consistent with legal, ethical, and professional standards of practice; provide crisis intervention and help victims cope with trauma they have experienced; provide assistance with Victim of Crime Application for financial reimbursement for: medical, mental health, lost wages or support, funeral and burial expenses, relocation; offer community resources and referrals to the victims; providing case status and court support if desired; problem solve with victims regarding any obstacles that may be preventing access to community resources and treatment; be available for program presentations, in-services and crosstraining opportunities; participate in victim subject trainings; collaborate with Tribal and non-tribal community partners to bring awareness to victim rights and the impacts of crime.

UV Advocates attend National Advocacy Training – We will send 2 UV Advocates to the National Organization for Victim Assistance (NOVA) 45th Training Event. It was just announced that the 45th NOVA Training will be in July 2019 and held in Phoenix, Arizona. This training opportunity will enhance the UV Advocates knowledge, skills and abilities to effectively respond and serve underserved/unserved crime victims and their families. This National Training also allows the opportunity to network with other advocates to share and learn innovative solutions as well as current national resources. Learning together is crucial to strengthening partnerships and improving victim services.

Co-host 2-day “In Indian Country” Training - In 2008, Joyce and Holly were founding members of the Northern California Tribal Healing Coalition. The mission of the coalition is to promote the general welfare of Native Americans by empowering and training individuals, as well as working with social service agencies to provide them practical information and culturally appropriate approaches to better serve American Indian crime victims and their families. The Coalition is based in Eureka and represents tribes and agencies of Humboldt and Del Norte Counties. Members include: Bear River Band of Rohnerville Rancheria, Big Lagoon Rancheria, Blue Lake Rancheria, California Tribal TANF Partnership, Cher-Ae Heights Indian Community of the Trinidad Rancheria, District Attorney Victim Witness, Hoopa Project Connect, Hoopa Tribe,

Karuk Tribe, Karuk TANF, Karuk Transitional House Program, Northern California Indian Development Council, Smith River Rancheria, Two Feathers Native Family Services, UIHS Behavioral Health, UIHS Youth Suicide Prevention, Wiyot Tribe, Yurok Tribe Social Services and Yurok Tribal TANF. Humboldt County DA Victim Witness is the only non-tribal coalition member. Tribal/non-tribal agency learning together is crucial to strengthening partnerships and improving services in the American Indian community. UV Staff will continue to partner with the Northern California Tribal Healing Coalition to bring local training to educate first-responders on the impacts of crime. The trainings also include traditional song, storytelling, customs and beliefs. Our Conferences have grown over the years: 2008 DV & SA in Indian Country, over 135 attendees; 2010 Healing Families in Indian Country, over 165 attendees; 2011 Family Matters in Indian Country, over 200 attendees; 2012 Planting Seeds of Wellness in Indian Country, over 225 attendees; 2013 Walking in Balance in Indian Country, over 230 attendees; 2015 Mending the Basket-Weaving Wellness in Indian Country, over 240 attendees; 2017 Honoring Our Past, Present and Future in Indian Country, over 150 attendees. I am very proud to share that people traveled from 2 states and 13 counties to attend our 2017 conference. In addition, conference attendees represented over 23 Tribes. Joyce and Holly are instrumental in the planning of the Conference. The committee is currently working on our 8th Conference to be held October locally, in conjunction with Domestic Violence Awareness Month. The planning committee is currently deciding the Conference name, presenters, cultural sharing and topics to be addressed. The connection between culture and service delivery will be strongly emphasized.

Increase Satellite locations – We will work with the Tribes/Rancherias to add one more Satellite Office, a place where an UV Advocate will provide direct services, coordinate referral services, assist with Victim of Violent Crime Applications, assist with Restraining Orders, and promote public awareness of the vital services the UV Grant has to offer. I believe it is

important to note the travel distance and drive time from our Eureka location to our current Satellite offices of outreach:

Hoop Valley Tribe	Hoop Valley Satellite Office	59 miles	1 hour & 10 minutes
Karuk Tribe	Orleans Satellite Office	85 miles	1 hour & 50 minutes
Yurok Tribe	Weitchpec Satellite Office	71 miles	1 hour & 30 minutes

In 2004, in collaboration with the Hoopa Valley Tribe, we opened our Hoopa Valley Satellite Office. In 2011, working with the Karuk and Yurok Tribes, we opened our Orleans and Weitchpec Satellite Offices. The Satellite Offices are centrally located on the Karuk, Hoopa and Yurok Reservations, the three largest tribes in California, providing a safe and secure environment for clients and staff while providing services to the most rural and remote tribal communities in the county. Each location is used for many reasons. If the perpetrator were to see a victim's car in the parking lot, the victim could tell the perpetrator that he/she is seeking medical attention, or a variety of other reasons, thereby reducing the threat of retaliation and enhancing access and victim confidentiality. The isolation, lack of both telephone and electricity services and inadequate public transportation add to victim vulnerability. UV staff will continue to provide court orientation and accompaniment to the underserved American Indian population from crimes arising out of these communities saving Tribal Advocate's time. When a Tribal advocate accompanies a crime victim to court, it would take at least 4 hours (weather permitting) in travel time to attend a ½-hour court appearance, leaving those areas with no resources. Vertical co-advocacy reduces trauma, alleviating the victim having to repeat their story over and over and increases the victim's trust with both the Tribal and State Victim Advocates and the Criminal Justice System. Trust takes time.

Enhance Criminal Justice Support and Advocacy – To assist victims with transportation to criminal justice offices and court. It is extremely beneficial to have immediate access to a vehicle that is used exclusively by DAVW & UV staff allowing us the ability to provide direct services at our Satellite Offices, attend council meetings, task forces and

committee monthly meetings, attend local and out-of-area trainings, provide in-services and cross training opportunities, distribute crisis cards and program brochures, participate in community events with Tribal and non-tribal agencies, raising public awareness of program services and accompaniment to criminal justice office court, assistance with victim impact statements and assist victims in obtaining child care to enable a victim to attend court.

Transportation expenses, including vehicle maintenance and fuel costs, will continue to be shared between UV and DA Victim Witness.

Purchase Gas and Food Cards to provide UV Emergency Services – Our UV Emergency Fund includes gas, restaurant and grocery store vouchers/cards and bus tickets.

Chevron and Renner Gas vouchers/cards - often victims are asked to come speak with an Investigator, meet with the District Attorney, or transport their child to our CAST Unit to speak with a Child Abuse Forensic Interview Specialist. Due to the distance in travel, this takes money and many survive on a limited income. There is only a Chevron and Renner gas station in Eastern Humboldt.

Restaurant Gift vouchers/cards - We do work with Salvation Army during the holidays to distribute food boxes, but we have some clients that are in a hotel with no cooking facilities. A restaurant gift card would allow the victim the opportunity to get a hot meal or meals. Blue Lake Rancheria gifted DA Victim Witness 5 \$40.00 Denny's Gift Cards. What a blessing for a DV victim that was being housed in a hotel that was within walking distance for her and her children to have a hot holiday meal. We would follow the Emergency Fund Procedures outlined in the CalOES 2-153 (Revised 7/2015).

Grocery Outlet Gift vouchers/cards – We do work with victims that must travel the day before to make early morning court appearances. There are times when a DV victim will get a ride from a family member. This family member will babysit victim's young children while victim is testifying. A gift card to the Grocery Outlet can go a long way in feeding a victim and her family when she is away from home.

Humboldt Regional Transit System Cards – We work with victims that do not have vehicles of their own. The Regional Transit System Card is much like a debit card. They are used by victims to get to and from court dates, meetings with our attorneys and investigators and medical appointments.

Develop Child Abuse Services Team (CAST) & Tribal Governments MOU - CAST is a multidisciplinary team comprised of specially trained individuals representing Child Welfare Services, the District Attorney's Office, District Attorney Victim Witness, Humboldt Domestic Violence Services, Law Enforcement, Mental Health, North Coast Rape Crisis Team, and Tribal Agencies providing a child-friendly setting for forensic interviews to occur for children who are victims of sexual and physical abuse. Our CAST Unit is a Nationally Accredited Child Advocacy Center through the National Children's Alliance.

In 2003, our office initiated the establishment of the Humboldt County District Attorney & Tribal Governments Roundtable, a platform to provide a meaningful opportunity for representatives from all of the Humboldt County Tribes/Rancherias to discuss concerns and devise strategies related to community safety and the administration of justice in Humboldt County. It was six years between the time the conversation was started to the formal adoption and signing of the MOU. Our mission is to create and increase communications between sovereign Tribal Governments and the Humboldt County District Attorney. These monthly meetings are hosted by the District Attorney, held in the DA Law Library, and facilitated by UV Advocate Holly Hensher.

Currently a subcommittee of the Roundtable has been established to work on the development of the CAST & Tribal Governments MOU and policies to determine how Tribal Social Services will participate in the CAST process and develop a referral system between Tribal Child & Family Services and CAST. District Attorney Maggie Fleming and UV Advocate Holly Hensher are both serving to facilitate this committee.

Gather and Honor Operational Agreements - It is crucial that we continue to meet and create Operational Agreements specific to this grant with all existing partners, in addition to new partners such as tribal medical centers, tribal and non-tribal victim service agencies specific to this grant. Currently our office has signed Memorandum of Understandings (MOUs) with Blue Lake Rancheria, DA Child Abuse Services Team, District Attorney Criminal Division, District Attorney Criminal Investigation Bureau, Humboldt Domestic Violence Services, Karuk Tribe, North Coast Rape Crisis Team, Sexual Assault Response Team, in addition to the District Attorney and Tribal Governments Roundtable MOU. Currently we are working to secure signatures with the remaining Tribes, Rancherias, and Victim Service Agencies that are listed on our Operational Summary pages. This has been challenging due to change in Tribal Leadership and the time involved for the Tribal Chairperson to have authorization to sign. Tribes have their Tribal Attorney review the document, make changes, ask questions and approve, then on to a Tribal Council Meeting. The ongoing conversations are beneficial allowing us the opportunity to provide in-services and cross train, distribute crisis cards and brochures describing DA Victim Witness Program Services, UV Services and community resources. We actively participate in community events with Tribal agencies raising public awareness of program services. Working together we are able to offer American Indian victims and their family members direct services here in Humboldt County.

Promote Awareness of UV Services – UV staff will provide in-services and cross training opportunities to tribal and non-tribal agencies, distribute crisis cards and brochures describing UV & DA Victim Witness Program services and community resources. UV staff will actively participate in community events with tribal agencies, raise public awareness of program services, victim rights, and the impact of crime, domestic violence, sexual assault, homicide, elder abuse, driving while intoxicated with injuries, hate crime and gang violence. Standing together we will strengthen tribal and non-tribal partnerships, increase direct services, victim referrals and reduce jurisdictional confusion.

Program Sustainability Plan - Currently, the District Attorney's Criminal Division, DA Investigations and DA Victim Witness are using the Karpel Data Collection system allowing us to share information at the touch of a button. Karpel is specifically designed for Prosecution Offices and has a component to track and manage direct victim services. We know immediately the assigned Attorney, Investigator and Advocate for each case, what victim services have been offered, court dates and times, criminal protective order information, which has improved services to crime victims. This system is an excellent staff management tool. It allows us to track advocate caseload, victim services provided under each grant and the number of Victim of Crime Applications submitted. It helps us to identify our services gaps and where to focus our resources and outreach efforts to monitor our program evaluation and success. Karpel is utilized to collect extensive demographic information, which the Tribes have been requesting for decades. We are confident that other population groups and organizations can benefit from this data as well. It is vital that we gather this statistical data for future funding opportunities. Increased funding equals increased personnel. More personnel equal more crime victims and their families receiving services. This is our plan for sustainability that will allow our Program to continue following the end of the five-year funding cycle.

Deliver all services in a culturally competent and respectful manner - Most of the Humboldt County UV staff culturally reflects the identified victim population we serve. Program Coordinator Joyce Moser is a member of the Yurok Tribe. UV Advocate Holly Hensher is a member of the Karuk Tribe and a Cultural Practitioner. UV Volunteer Kayla Henry is a member of the Yurok Tribe. Joyce and Holly are recognized as a Native American Subject-Matter-Expert and have an in-depth understanding of local American Indian cultural beliefs and customs. They are available on a continual basis to mentor staff on culturally sensitive and appropriate methods to provide assistance to communities most in need. With the exception of the newly hired UV Extra-Help Advocate, the UV staff have attended Cultural Competency Training. Joyce (founding member) and Holly are members of the Inter-Tribal Women's Advocacy

Network (ITWAN). ITWAN is a group of women of Native American descent meeting monthly to identify the gaps and create safety nets, advocating for culturally competent services to the Native community. Joyce and Holly are founding members of the Northern California Tribal Healing Coalition working together to bring culturally competent training to our local tribal/non-tribal service providers.

Joyce presented at the Cultural Competency segment at the Western Regional Children's Advocacy Center (WRCAC) Native American Multi-Disciplinary Team Forum (MDT). Joyce was a consultant at the WRCAC Native American MDT Development Academy. Joyce presented at the CA Victim Witness Advocacy Academy Entry Level Training sharing her culture and the collaboration efforts between tribal/non-tribal agencies that are working successfully in Humboldt County. In addition, Joyce presented at the Tribal Law Enforcement Professional Development Training on the benefits of creating a California Tribal Crisis Response Team. Holly was hired as the first ever Humboldt County DA Tribal Liaison.

Holly is currently our full-time UV Advocate. Holly has presented at the Strategic Collaborations of Reaching Underserved Victims of Crime Northern Regional Conference sharing her innovative outreach approach to connect with crime victims in Tribal Communities and isolated regions. In addition, Holly was honored by the Humboldt County Domestic Violence Coordinating Council for her outstanding work in the field of Domestic Violence in Tribal Communities.

Both Joyce and Holly presented at the National Indian Nations – Justice for Victim of Crime. Our presentation was titled Creating Bridges of Trust Across Jurisdictional Boundaries to Increase Safety and Justice. Joyce and Holly responded to the mass victimization that occurred at the Cedarville Indian Rancheria Tribal Office in Modoc County in 2014. Holly was requested by Modoc County District Attorney's Office to respond to Placerville County to assist Modoc County at the Capital Murder Trial of the perpetrator of this horrible crime.

Currently, UV staff is known, accepted, trusted and familiar with the tribal communities, allowing for updated information on our Tribal Resource brochure, crisis cards and referrals lists. Collaboration between UV staff and Tribal agencies is the key in increasing program awareness and strengthen victim support system. Standing together we enhance culturally appropriate approaches to better serve American Indian crime victims and their families.

Future Funding Goal - Co-Host NOVA Crisis Response Training - In 2014, at the request of the Modoc County District Attorney Victim Witness, Joyce Moser and Holly Hensher responded to the horrible tragedy that occurred at the Cedarville Indian Rancheria Tribal Office in Modoc County. Four tribal members/employees were shot dead and two others shot and stabbed. Modoc County wanted the response to be delivered in a culturally competent and respectful manner. Tribal Advocates responding to victimization on tribal lands was much appreciated by the tribal victims, their families and the Tribal Government. Having experienced the value of a Native Crisis Response to tragedies in Tribal communities, Joyce and Holly continue to participate in the development of the Local and State Tribal Crisis Response Team.

2015, Joyce presented at the Tribal Law Enforcement Professional Development Training on the benefits of creating a California Tribal Crisis Response Team.

2015, Holly presented at the Strategic Collaborations of Reaching Underserved Victims of Crime Northern Regional Conference sharing her innovative outreach approach to connect with crime victims in Tribal Communities and isolated regions.

2016, at the request of the Modoc County District Attorney Victim Witness, Holly Hensher responded to Placerville, CA, to assist Modoc County District Attorney's Office at the Capital Jury Trial (change of venue). "I believe that the Native crime victims who are subpoenaed to testify and those family members who are wishing to attend the trial will be comforted by having a Native advocate who is familiar to them there," Robin Farnam, Program Coordinator, Modoc County DA Victim Witness. The shooter was found guilty and sentenced to death.

It is not a question of "if." It is a question of "when." We need to be better prepared locally, especially due to the remote location of our community. It is our hope to one day co-host a National Organization Victim Assistance (NOVA) Crisis Response Training. Attendees being Tribal and Non-tribal people representing a variety of disciplines: Advocates, clergy, law enforcement and school personnel to mention a few. At this time, I know of only two Native American Victim Witness Advocates with training in Crisis Response that have responded to a Crisis in the State of California. We need to increase that number.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), **Humboldt County**, California will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The **County** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication: The **County** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **County** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The **County** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all **County** programs, services, and activities. For example, individuals with service animals are welcomed in **County** offices, even where pets are generally prohibited. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a **County** program, service, or activity, should contact the office of **Human Resources, Interim ADA Coordinator Karen Clower, 825 5th Street, Room 100, Eureka, CA 95501, telephone number 707-476-2383, email**

kclower@co.humboldt.ca.us, as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require the **County** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a **County** program, service, or activity is not accessible to persons with disabilities should be directed to **Human Resources, Interim ADA Coordinator Karen Clower, 825 5th Street, Room 100, Eureka, CA 95501, telephone number 707-476-2383, email kclower@co.humboldt.ca.us.**

The **County** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

er The UV program actively recruits and hires volunteers to work under and provide direct services to clients, as required per the RFA, and original RFP.

PETTY CASH VICTIM FUND PROCEDURE

County of Humboldt, District Attorney

UV18030120

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 ~~two~~ per year.

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA From: To:	
1.	Bear River Band of Rohnerville Rancheria		01/01/16	to 12/31/21
2.	Big Lagoon Rancheria		01/01/16	to 12/31/21
3.	Blue Lake Rancheria	02/05/16	01/01/16	to 12/31/21
4.	Child Abuse Services Team	01/13/16	01/01/16	to 12/31/21
5.	District Attorney's Office	01/13/16	01/01/16	to 12/31/21
6.	District Attorney Criminal Investigation Bureau	01/13/16	01/01/16	to 12/31/21
7.	Hoopa Project Connect - DV Advocacy Program		01/01/16	to 12/31/21
8.	Hoopa Valley Tribe		01/01/16	to 12/31/21
9.	Hoopa Valley Tribal Police Department		01/01/16	to 12/31/21
10.	Humboldt County Sheriff Department		01/01/16	to 12/31/21
11.	Humboldt Domestic Violence Services	03/03/16	01/01/16	to 12/31/21
12.	K'ima:w Medical Center		01/01/16	to 12/31/21
13.	Karuk Tribe	02/18/16	01/01/16	to 12/31/21
14.	Mad River Community Hospital		01/01/16	to 12/31/21
15.	North Coast Rape Crisis Team	01/13/16	01/01/16	to 12/31/21
16.	Saint Joseph Hospital		01/01/16	to 12/31/21
17.	Sexual Assault Response Team	03/15/16	01/01/16	to 12/31/21
18.	Trinidad Rancheria		01/01/16	to 12/31/21
19.	Two Feathers Native American Family Services		01/01/16	to 12/31/21
20.	United Indian Health Services		01/01/16	to 12/31/21

Use additional pages if necessary.

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals

Date OA Signed
(xx/xx/xxxx)

Dates of OA
From: To:

1.	Wiyot Tribe		01/01/16	to	12/31/21
2.	Yurok Tribe		01/01/16	to	12/31/21
3.	Yurok Tribe Pubic Safety		01/01/16	to	12/31/21
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Use additional pages if necessary.

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness
Unserved/Underserved Victim Advocacy and Outreach (UV) Program
Unserved/Underserved Victim Advocacy and Outreach (XV) Program

&

Blue Lake Rancheria

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 Blue Lake Rancheria 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 **Unserved/Underserved Victim Advocacy and Outreach (UV) Program and/or the Unserved/Underserved Victim Advocacy and Outreach (XV) Program for 2016-2017, 2017-2018, 2018-2019, 2019-2020 and 2020-2021** will maintain and expand crisis and support services.

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

1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
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
8. Strive to deliver all services in a culturally sensitive manner.

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

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

Maggie Fleming
Maggie Fleming, District Attorney (707) 445-7411
Humboldt County Office of the District Attorney

Feb 5, 2016
Date

Joyce Moser
Joyce Moser, Program Coordinator (707) 445-7417
Humboldt County District Attorney Victim Witness Program

1-14-16
Date

Claudia Brundin
Claudia Brundin, Chairperson (707) 668-5101
Blue Lake Rancheria

1/14/16
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness Program
Unserved/Underserved Victim Advocacy and Outreach (UV) Program
Unserved/Underserved Victim Advocacy and Outreach (XV) Program

&

Child Abuse Services Team

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that Humboldt County of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Child Abuse Services Team 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 Unserved/Underserved Victim Advocacy and Outreach (UV) Program and/or the Unserved/Underserved Victim Advocacy and Outreach (XV) Program for 2016-2017, 2017-2018, 2018-2019, 2019-2020 and 2020-2021 will maintain and expand crisis and support services.

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

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7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.

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

Maggie Fleming, District Attorney (707) 445-7411
Humboldt County Office of the District Attorney

Jan 13, 2016
Date

Joyce Moser

Joyce Moser, Program Coordinator (707) 445-7417
Humboldt County District Attorney Victim Witness Program

1-12-16
Date

Maggie Fleming

Maggie Fleming, Director (707) 445-7411
Humboldt County Child Abuse Services Team

Jan 13, 2016
Date

Humboldt County District Attorney Victim Witness Program
Unserviced/Underserved Victim Advocacy and Outreach (UV) Program
Unserviced/Underserved Victim Advocacy and Outreach (XV) Program

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Humboldt County Office of the District Attorney

OPERATIONAL AGREEMENT

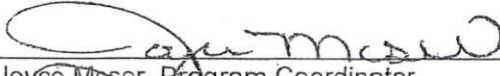
This Operational Agreement stands as evidence that Humboldt County District Attorney Victim Witness Program and the Humboldt County Office of the District Attorney intend to work together toward the mutual goal of providing assistance to victims/survivors of violent crime in Humboldt County. Both agencies believe that implementation of the Unserviced/Underserved Victim Advocacy and Outreach (UV) Program and/or the Unserviced/Underserved Victim Advocacy and Outreach (XV) Program for 2016-2017, 2017-2018, 2018-2019, 2019-2020 and 2020-2021 will maintain and expand crisis and support services.

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7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.


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 the Humboldt County Office of the District Attorney, do hereby approve this document.



Joyce Moser, Program Coordinator (707) 445-7417
Humboldt County District Attorney Victim Witness Program

1-12-16
Date



Maggie Fleming, District Attorney (707) 445-7411
Humboldt County Office of the District Attorney

Jan 13, 2016
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness Program
Unserved/Underserved Victim Advocacy and Outreach (UV) Program
Unserved/Underserved Victim Advocacy and Outreach (XV) Program

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Office of the District Attorney Criminal Investigation Bureau

OPERATIONAL AGREEMENT

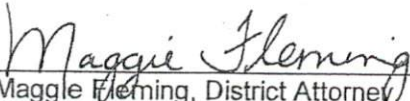
This Operational Agreement stands as evidence that Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Office of the District Attorney Criminal Investigation Bureau intend to work together toward the mutual goal of providing assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that the implementation of the Unserved/Underserved Victim Advocacy and Outreach (UV) Program and/or the Unserved/Underserved Victim Advocacy and Outreach (XV) Program for 2016-2017, 2017-2018, 2018-2019, 2019-2020, and 2020-2021 will maintain and expand crisis and support services.

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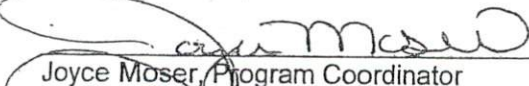
1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through 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
8. Strive to deliver all services in a culturally sensitive manner.

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

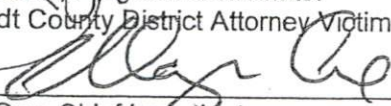
We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Humboldt District Attorney Investigation Bureau, do hereby approve this document.


Maggie Fleming, District Attorney (707) 445-7411
Humboldt County Office of the District Attorney

Jan 13, 2016
Date


Joyce Moser, Program Coordinator (707) 445-7417
Humboldt County District Attorney Victim Witness Program

1-12-16
Date


Wayne Cox, Chief Investigator (707) 445-7411
Humboldt County District Attorney Investigation Bureau

01/13/16
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness
Unserved/Underserved Victim Advocacy and Outreach (UV) Program
Unserved/Underserved Victim Advocacy and Outreach (XV) Program

&

Humboldt Domestic Violence 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 the Humboldt Domestic Violence 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 Unserved/Underserved Victim Advocacy and Outreach (UV) Program and/or the Unserved/Underserved Victim Advocacy and Outreach (XV) Program for 2016-2017, 2017-2018, 2018-2019, 2019-2020 and 2020-2021 will maintain and expand crisis and support services.

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

1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
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
8. Strive to deliver all services in a culturally sensitive manner.

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

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


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

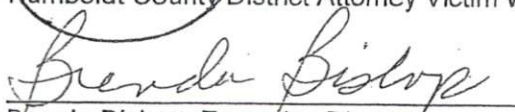
(707) 445-7411

Mar. 2, 2016
Date


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

(707) 445-7417

3-3-16
Date


Brenda Bishop, Executive Director
Humboldt Domestic Violence Services

(707) 444-9255

3/2/2016
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness
Unserviced/Underserved Victim Advocacy and Outreach (UV) Program
Unserviced/Underserved Victim Advocacy and Outreach (XV) Program

&

Karuk Tribe

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 Karuk Tribe intend to work together toward the mutual goal of providing assistance to victims/survivors of violent crime in Humboldt County. All parties believe that implementation of the Unserviced/Underserved Victim Advocacy and Outreach (UV) Program and/or the Unserviced/Underserved Victim Advocacy and Outreach (XV) Program for 2016-2017, 2017-2018, 2018-2019, 2019-2020, and 2020-2021 will maintain and expand crisis and support services.

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

1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between parties
3. Share information and data needed for the Unserviced/Underserved Victim Advocacy and Outreach Program Grant
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
8. Strive to deliver all services in a culturally sensitive manner.

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

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


Maggie Fleming, District Attorney

Humboldt County Office of the District Attorney

(707) 445-7411

Feb 18, 2016
Date


Joyce Moser, Program Coordinator

Humboldt County District Attorney Victim Witness Program

(707) 445-7417

2-18-16
Date


Russell Attebery, Chairperson

Karuk Tribe

(530) 493-1600

1-28-16
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness Program
Unserved/Underserved Victim Advocacy and Outreach (UV) Program
Unserved/Underserved Victim Advocacy and Outreach (XV) Program

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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 the North Coast Rape Crisis Team intend to work together toward the mutual goal of providing assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that the implementation of the Unserved/Underserved Victim Advocacy and Outreach (UV) Program and/or the Unserved/Underserved Victim Advocacy and Outreach (XV) Program for 2016-2017, 2017-2018, 2018-2019, 2019-2020 and 2020-2021 will maintain and expand crisis and support services.

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

1. Provide a coordinated response to the American Indian population and sexual assault cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
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
8. Strive to deliver all services in a culturally sensitive manner.


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

We, the undersigned, as authorized representatives of 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 (707) 445-7411

Jan 13, 2016
Date



Joyce Moser, Program Coordinator
Humboldt County District Attorney Victim Witness Program (707) 445-7417

1-12-16
Date



Maryann Hayes Mariani, Client Services Coordinator
North Coast Rape Crisis Team 707) 443-2737

1-12-16
Date

Humboldt County Office of the District Attorney
Humboldt County District Attorney Victim Witness Program
Unservd/Underserved Victim Advocacy and Outreach (UV) Program
Unservd/Underserved Victim Advocacy and Outreach (XV) Program

&

Sexual Assault Response Team

OPERATIONAL AGREEMENT

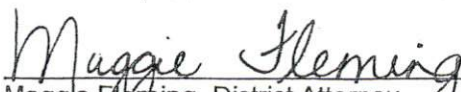
This Operational Agreement stands as evidence that Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Sexual Assault Response Team intend to work together toward the mutual goal of providing assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the Unservd/Underserved Victim Advocacy and Outreach (UV) Program and/or the Unservd/Underserved Victim Advocacy and Outreach (XV) Program for 2016-2017, 2017-2018, 2018-2019, 2019-2020, and 2020-2021 will maintain and expand crisis and support services.

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


1. Provide a coordinated response to the American Indian population and victims of adult/child sexual assault cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unservd/Underserved Victim Advocacy and Outreach Program Grant
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
8. Strive to deliver all services in a culturally sensitive manner.

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

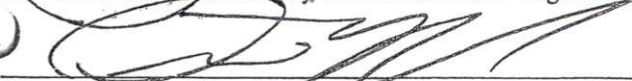
We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Sexual Assault Response Team, do hereby approve this document.


Maggie Fleming, District Attorney (707) 445-7411
Humboldt County Office of the District Attorney

3/15/16
Date

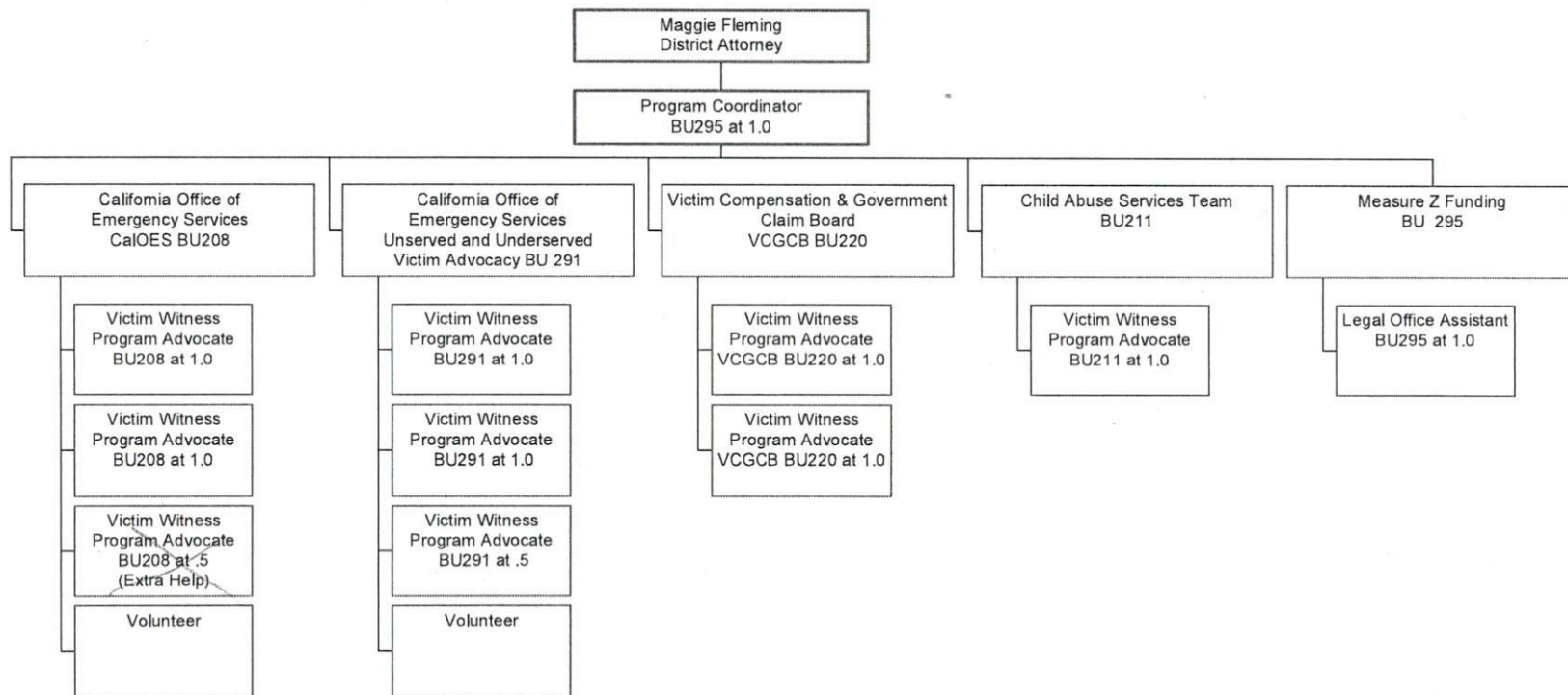

Joyce Moser, Program Coordinator (707) 445-7417
Humboldt District Attorney Victim Witness Program

3-7-16
Date


Diana Yandell, MD - Medical Director (707) 445-8121 ext 5907
Sexual Assault Response Team

3-7-16
Date

Humboldt County District Attorney Victim Witness Assistance Program Projected 2018-2019



Subaward #: UV18030120

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: 95501-1107

ATTENDEE(S)

Name: Holly Hensher
Title: DA Victim Witness Program Specialist (Advocate) Phone #: 707.445-7417
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] July 2019 (dates to be determined)
Destination (City/State) Phoenix, Arizona
Description (Meeting/Conference/Other) National Organization of Victim Assistance (NOVA) 45th 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



Danielle Heits
Program Specialist

1/8/19
Date



CPT Brown
Unit Chief

1/08/19
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 2019, dates have not been announced. It will be a 4-day training + 2 day travel

Destination: Phoenix, Arizona

Purpose: National Organization of Victim Assistance (NOVA) 45th Annual Training

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ 1,200
Additional Airport Expenses	
Mileage: (54.5 cents per mile)	\$ _____
Taxi/Shuttle:	\$ _____
Parking:	\$ _____
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ 168.00
State/Agency Car:	\$ _____
 HOTEL/PER DIEM	
Hotel:	470
<u>5</u> days @ <u>\$ 94</u> per day =	\$ 500.00
Per diem:	
<u>6</u> days @ <u>\$ 56.00</u> per day =	\$ 336.00
 OTHER EXPENSES	
Registration/Conference Fee:	\$ 500
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL COSTS NOT TO EXCEED:	\$ 2,674

Subaward #: UV18030120

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: 95501-1107

ATTENDEE(S)

Name: Holly Hensher
Title: DA Victim Witness Program Specialist (Advocate) Phone #: 707.445-7417
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] Sept. 2019, Dates to be Determined
Destination (City/State) Las Vegas, Nevada
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



Danull Nieto
Program Specialist

1/8/2019
Date



Chris Brown
Unit Chief

1/08/19
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: Sept. 2019, dates have not been announced. It will be a 3-day training + 2 day travel

Destination: Las Vegas, Nevada

Purpose: Leave No Victim Behind Training

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ <u>1,200</u>
Additional Airport Expenses	
Mileage: (54.5 cents per mile)	\$ _____
Taxi/Shuttle:	\$ _____
Parking:	\$ _____
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ _____
State/Agency Car:	\$ _____
 HOTEL/PER DIEM	
Hotel:	
<u>5</u> days @ <u>\$ 108</u> per day =	\$ <u>540</u>
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>2,545</u>



FY 2019 Per Diem Rates for Arizona

I'm Interested in:

Lodging Rates

Meals & Incidentals (M&IE) Rates

Lodging by month (excluding taxes) | October 2018 - September 2019

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 ⓘ	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates /	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94
Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	\$146	\$94	\$94	\$94	\$94	\$119	\$119	\$146	\$146	\$146	\$146	\$146
Kayenta	Navajo	\$131	\$105	\$105	\$105	\$105	\$131	\$131	\$131	\$131	\$131	\$131	\$131
Phoenix / Scottsdale	Maricopa	\$121	\$121	\$121	\$172	\$172	\$172	\$133	\$133	\$94	\$94	\$94	\$121
Sedona	City Limits of Sedona	\$166	\$166	\$166	\$166	\$166	\$178	\$178	\$178	\$178	\$178	\$178	\$166
Tucson	Pima	\$94	\$94	\$94	\$119	\$119	\$94	\$94	\$94	\$94	\$94	\$94	\$94

Meals & Incidentals (M&IE) Breakdown ⁱ

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 ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
Standard Rate	Applies for all locations without specified rates //	\$55	\$13	\$14	\$23	\$5	\$41.25
Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	\$66	\$16	\$17	\$28	\$5	\$49.50
Kayenta	Navajo	\$66	\$16	\$17	\$28	\$5	\$49.50
Phoenix / Scottsdale	Maricopa	\$56	\$13	\$15	\$23	\$5	\$42.00
Sedona	City Limits of Sedona	\$76	\$18	\$19	\$34	\$5	\$57.00
Tucson	Pima	\$61	\$14	\$16	\$26	\$5	\$45.75

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.

Victim/Witness Program Specialist

Page Two

- 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.

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

Subrecipient: County of Humboldt	DUNS # 946000513 ⁰³⁴¹⁵⁰²⁰⁸	FIPS #: 023.00000-EP 16
Grant Disaster/Program Title: Unserved/Underserved Victim Advocacy & Outreach (UV)		
Performance Period: 10/01/2018 to 09/30/2019	Subaward Amount Requested: 175,000	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> 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?	\$ 680,000
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?	Yes
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?	Yes

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

Signature: (Authorized Agent) <i>Maggie Fleming</i>	Date: 8/31/18
Print Name: Maggie Fleming	Print Title: District Attorney

Program Specialist Only: SUBAWARD # UV18 03 0120

PROJECT SERVICE AREA INFORMATION

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

Humboldt County*

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

1st U.S. Congressional District*

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

1st District*

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

2nd District*

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

134,623