



AGENDA ITEM NO.

C-10

COUNTY OF HUMBOLDT

For the meeting of: June 14, 2016

Date: June 1, 2016

To: Board of Supervisors

From: Maggie Fleming, District Attorney

Subject: California Governor's Office of Emergency Services (Cal OES) Grant Application - Fiscal Year (FY) 2015-2016 Victim Witness Assistance Program

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Chair to sign the attached Grant Award Face Sheet and the (2) Certifications of Assurance of Compliance;
2. Approve the attached supplemental budget in Fund 1100, Budget Unit 208, District Attorney's Victim Witness Program (4/5 vote);
3. Direct the Auditor-Controller to incorporate the attached supplemental budget into the adopted FY 2016-17 budget; and
4. Direct the Clerk of the Board to process and return the Grant Award Face Sheet and the (2) Certifications of Assurance of Compliance to the District Attorney's (DA) Office, attention Rachele Davis, for submission to the State.

SOURCE OF FUNDING:

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

DISCUSSION:

Prepared by Rachele Davis

CAO Approval TLFR Cheryl Dilligan

REVIEW:

Auditor MSM

County Counsel _____

Personnel _____

Risk Manager _____

Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Sundberg

Ayes Sundberg, Fennell, Lovelace, Bohn

Nays _____

Abstain _____

Absent Bass

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

Dated: June 14, 2016

By: Kathy Hayes

Kathy Hayes, Clerk of the Board

The Office of the District Attorney of Humboldt County is applying for annual funding through the California Governor's Office of Emergency Services for FY 2016-17, for the District Attorney Victim Witness Assistance Program. The funding is available through the Violence Against Women Act (VAWA) and the Victims of Crime Act (VOCA), a combination of Federal and State funds which are managed and dispersed annually to eligible counties by Cal OES.

The District Attorney (DA) Victim Witness Program Staff is available to provide support and help victims' of crime cope with the trauma they have already experienced as well as providing assistance and guidance throughout the sometimes difficult and frustrating criminal justice system. Victim Witness staff is available for court orientation, court support, case status regarding court dates, times and outcomes, and referrals to vital community resources provided by other government agencies and non-profit victim support agencies such as North Coast Rape Crisis Team and the Sexual Assault Response Team. In addition, the staff provides assistance in filing Victim of Crime Applications which are submitted to the State, so that victims can be reimbursed for their losses after being subject to various types of crimes.

In FY 2015-16, 1,273 new victims and new witnesses received assistance through this program resulting in 3,819 follow-up victim contacts and 306 Victim of Violent Crime Applications filed, which reimburse crime victims for their out of pocket expenses. Since the needs of each client are unique to their particular situation, reimbursement assistance and services are not limited to those specifically listed. Approval of the requested application will allow the DA Victim Witness Program to continue to provide these essential services and assistance to crime victims in our community.

FINANCIAL IMPACT:

Approval of the one year application will allow the County to be reimbursed up to a maximum of \$198,153 for services performed in accordance with the scope of work described in the grant for the period of July 1, 2015 through June 30, 2016. Of the grant award, \$123,504 will be allocated to fund 2.0 Full Time Equivalent (FTE) Victim Witness Program Specialist position. The remaining \$74,649 will fund program specific operating expenses to limit the use of the DA's General Fund Allocation to run the program. Grant funding for FY 2016-17 was included in the District Attorney's requested budget in the amount awarded of \$175,000. A supplemental budget request has been included to allocate the additional \$23,153 in revenue.

Approval of the requested grant application for \$198,153 supports the Boards Strategic Framework by seeking outside funding sources to benefit Humboldt County needs.

OTHER AGENCY INVOLVEMENT:

Cal OES

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the grant application. This is not recommended as it would cause a loss of anticipated revenue for the District Attorney. Furthermore it would leave the community, as well as, the region without the local service to victims and witnesses of crime.

ATTACHMENTS:

1. Grant Award Face Sheet and (2) Certifications of Assurance of Compliance
2. Supplemental Budget for 1100-208

CERTIFICATION OF ASSURANCE OF COMPLIANCE

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

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

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, Mark Lovelace hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of Humboldt

IMPLEMENTING AGENCY: District Attorney

PROJECT TITLE: Victim Witness Assistance Program

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

I. Federal Grant Funds

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

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

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

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Dan Fulks

Title: Director of Human Resources

Address: 825 5th Street, Eureka, CA 95501

Phone: 707-476-2349

Email: dfulks@co.humboldt.ca.us

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

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

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

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

V. Lobbying – (Subrecipient Handbook Section 2154)

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

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

(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

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

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

VIII. Civil Rights Compliance

The Subrecipient complies will 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.

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

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: 

Authorized Official's Typed Name: Mark Lovelace

Authorized Official's Title: Chair, Board of Supervisors

Date Executed: 6/14/2016

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

Current Central Contractor Registration Expiration Date: December 7, 2016

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: 

Typed Name: Joseph Mellett

Title: County Auditor-Controller



Application Cover Sheet

RFA PROCESS

VICTIM/WITNESS ASSISTANCE PROGRAM

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

County of Humboldt
825 5th Street
Eureka, CA 95501

(707) 445-7417

(Cal OES Use Only)						
Cal OES#		FIPS#		VS #		Subaward # <u>WV16340120</u>

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

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

1. Subrecipient: County of Humboldt 1a. DUNS#: 034150203
 2. Implementing Agency: Office of the District Attorney 2a. DUNS#: 034150203
 3. Implementing Agency Address: 825 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: Victim Witness Assistance Program 6. Performance Period: 07/01/16 to 06/30/17
 7. Indirect Cost Rate: N/A; 10% de minimis; Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2016	8. WVA0	\$ 100,863					\$ 0	\$ 100,863
2016	9. VOCA		\$ 129,720				\$ 0	\$ 129,720
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 100,863	\$ 129,720	\$ 230,583	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 230,583

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

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

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
------------------------	------	--------------------------------	------

PROJECT CONTACT INFORMATION

Subrecipient: County of Humboldt

Subaward #: WW16340120

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

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

Name: Maggie Fleming Title: District Attorney

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

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

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

Name: Joseph Mellett Title: Auditor-Controller

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

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

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

Name: Joyce Moser Title: DA Victim Witness Program Coordinator

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

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

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

Name: Rachelle Davis Title: Legal Office Business Manager

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

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

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

Name: Maggie Fleming Title: District Attorney

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

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

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: Mark Lovelace Title: Chair, Board of Supervisors

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

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

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

Name: Mark Lovelace Title: Chair, Board of Supervisors

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

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

SIGNATURE AUTHORIZATION

Subaward #:

WW16340120

Subrecipient:

County of Humboldt

Implementing Agency:

Office of the District Attorney

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

***Project Director:** Maggie Fleming, District Attorney

Signature: Maggie Fleming
Date: June 1, 2016

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

Signature: J. Mellett
Date: 6/1/16

The following persons are authorized to sign for the
Project Director

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature

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

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

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

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

I, Mark Lovelace hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of Humboldt

IMPLEMENTING AGENCY: District Attorney

PROJECT TITLE: Victim Witness Assistance Program

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

I. Federal Grant Funds

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

The above named Subrecipient receives \$750,000 or more in federal grant funds annually.

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

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

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Dan Fulks

Title: Director of Human Resources

Address: 825 5th Street, Eureka, CA 95501

Phone: 707-476-2349

Email: dfulks@co.humboldt.ca.us

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

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

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

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

V. Lobbying – (Subrecipient Handbook Section 2154)

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

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)
(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

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

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

VIII. Civil Rights Compliance

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

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

- **Computer Network Requirement:** The recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- **Prohibit use of funds for ACORN and its subsidiaries:** Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- **Text Messaging Policy:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- **Nondiscrimination in programs involving students:** The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
- **Registration with the System for Award Management and Universal Identifier Requirements:** The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural

person (i.e., unrelated to any business or nonprofit organization that he or she may own or operate in his or her name).

- **VA OCFO Access:** The Grantee authorizes 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. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.
- **Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct:** The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under 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 involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct 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; email: oig.hotline@usdoj.gov; hotline: (contact information in English and Spanish): 800-869-4499; or hotline fax: 202-616-9881. Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

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

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: Mark Lovelace

Authorized Official's Title: Chair, Board of Supervisors

Date Executed: _____

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

Current Central Contractor Registration Expiration Date: December 7, 2016

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

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

- City Financial Officer
- City Manager
- Governing Board Chair

- County Financial Officer
- County Manager

Signature: _____

Typed Name: Mark Lovelace

Title: Chair, Board of Supervisors

Project Narrative

1. PROBLEM STATEMENT

Humboldt County District Attorney Victim Witness Program (HCDVWP) has been providing services to victims since 1982, with funding from the Office of Criminal Justice Planning, California Emergency Management Agency (CalEMA) and California Office of Emergency Services (CalOES), starting with a staff of 1.5 employees, increasing to ten (10) paid employees and two (2) volunteers over the past 34 years. Currently, the HCDVWP operates its services on two main grants, two supplemental grants, one position out of the DA's General Fund and two positions out of the County Measure Z monies. Due to our unique geographic location, declining economy, under-served victim population and increased violent crimes against women, the Victim Witness Assistance grant will continue providing much needed direct services to our community.

In addition, the Victim Witness Assistance grant is essential, in that it will allow our advocates, to provide comprehensive support services to our victims by focusing on services to the victims in the areas of court support, restraining orders, shelter, crisis intervention, court advocacy, community service referrals, assistance with victim of crime claims, case status, and direct counseling.

Humboldt is a rural county with a geographical area of 3,573 square miles, located on the north coast, 100 miles south of Oregon. According to the 2010 US Census Bureau, our County's ethnic population is 77.2% Caucasian, 5.7% Native American, 4.7% Hispanic, 1.1% African American, 2.2% Asian, 9.1% other totaling 134,809 people¹ with a crime index of 2,023. In 2015/2016, HCDVWP served an estimated victim population of 89% Caucasian, 5% Hispanic, 3% African American, 2% Native American and 1% Asian and other. In 2009-2013, persons below poverty level in California were estimated at 15.9%. During the same time frame,

¹ <http://www.census.gov/quickfacts/table/PSTo45215/06023,00>

Humboldt County's poverty rate was estimated at 20.4%². Economically, Humboldt's high rate of poverty and unemployment (5.6%) due to the continued decline of the timber and fishing industries, combined with the County's isolation and limited access to resources, contributes to many social problems. These factors of substance abuse, family violence and high divorce rates contribute to the increased violence our County is experiencing in our community and specifically towards women and children. The Humboldt County Drug Task Force has cited a continued increase in gang activity and in the number of Mexican Nationals conducting a large-scale drug trade with local marijuana growers, trading meth and heroin for the highly prized "Humboldt Homegrown". Local and statewide statistics show that Humboldt is becoming a more violent place to live. Eureka (Humboldt County Seat) has a violent crime rate that is 36% higher than the California average and 48%³ higher than the national average. County resources are unable to keep up with the increasing victim population. With the recent impacts of our dwindling economy and recession in Humboldt County, we have seen a sharp increase in violent crimes categories that normally we had not had a problem. These all contribute to the increased number of victims and witnesses that have referred to our program. Funding through CalOES is VITAL to providing comprehensive victim services, which the County could not otherwise offer.

Humboldt is the home of 8 Federally Recognized Native American Tribes. The Yurok, Karuk and Hoopa Tribes are the three largest in California in membership. Within Humboldt County, five separate Tribal Courts exist; this creates jurisdictional confusion for both the Native American victims and witnesses. Historically, due to cultural differences, the remote location of tribal lands, and general distrust of law enforcement agencies and the Criminal Justice System, providing services to the Native American community has been a challenge area. The grant

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

³ <http://www.areavibes.com/eureka-ca/crime/>

Subrecipient: _____

Subaward #: VW16340120

allows our program to reach out to this underserved population that might not otherwise be served.

Domestic Violence is 52.2% of our new client population and local Legal Aid no longer provides restraining order assistance. All law enforcement and other victim service agencies refer clients to HCDAVWP.

2. PLAN AND CAPABILITIES

PLAN

Objective 1: During the grant year, HCDAVWP will continue to deliver mandatory services as outlined in the Program Guidelines to perform the activities mandated in Sections 13835.4 through 13835.5 of the Penal Code and meet the Program's objectives of providing services to 500 new victims and 10 witnesses in 2016-2017.

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

Objective 11: Hire a Victim Witness Program Specialist HCDAVWP will hire an additional Victim Witness Program Specialist to provide comprehensive support services to our victims by focusing on services to the victims in the areas of court support, restraining orders, shelter, crisis intervention, court advocacy, community service referrals, assistance with victim of crime claims, case status, and direct counseling.

Objective 111: To meet the increasing demand for Domestic Violence Restraining Orders and still provide grant mandated services. HCDAVWP will provide temporary restraining order (TRO) information and assistance to the community, collaborate with the County Clerk's Office to offer free TRO workshops weekly at the County Courthouse, train other advocacy agencies' advocates, as well as, tribal advocates on the Restraining Order process.

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

Objective 1V: To meet the needs of the community and promote public awareness.

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

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

HCDVWP utilize volunteers from the community procured through other CBO's, the County Board Of Education, Senior Resource Center, Local Youth Groups and the local University & College. Our current Humboldt State University Volunteer completes a monthly Volunteer Time Sheet to record and capture her time donated to this program. Her duties include clerical support, court support and promoting awareness of program services at community outreach events. This includes participating/tabling at local Health Fairs, Rape Crisis

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

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

CAPABILITIES

The County and the Office of the District Attorney are committed to assisting victims of violent crimes and believe the implementation of this program would greatly enhance services to victims. The HCDVWP has been providing services to victims since 1982 with OCJP, CalOES, CalEMA and CalOES funding. Implementation of the program is possible because of the highly trained, committed staff that has been hired for the program. This entails two (2) full-time equivalent (FTE) Program Specialist will be paid from the grant to allow for the enhancement of much needed services to crime victims.

Organizationally, the Coordinator answers directly to the District Attorney. Staff consists of eleven (11) people under the direction of the Program Coordinator. Six (6) full-time Program Specialists, One (1) .80 FTE Program Specialist, One (1) .5 FTE Program Specialist, One (1) Legal Office Assistant and One (1) Humboldt State University Student Volunteer and One (1) volunteer. CalOES funds two (2) full-time Program Specialist. CalOES Unserved/Underserved Victim Advocacy & Outreach Program funds one (1) full-time Program Specialist and one (1) .5 FTE Program Specialist. California Victim Compensation and Government Claims Board funds

one (1) full-time Program Specialist and one (1) .80 FTE. General Fund funds one (1) full-time Program Specialist. North Coast Rape Crisis Team funds one (1) full-time Program Specialist. County Measure Z monies funds the one (1) Program Coordinator and one (1) Legal Office Assistant.

HCDVWP staff regularly networks with North Coast Rape Crisis Team and Two Feathers Native American Family Services, meets annually to update MOU's and participates regularly on councils, task forces and committees. Specific areas of coordination are outlined in the operational agreements from our various partners. The agencies also appear together at media functions, which include Victim Rights Awareness Week activities, and routinely assist each other to ensure victims receive the best service available.

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

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

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

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

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt				Subaward #: VW16340120			
A. Personal Services – Salaries/Employee Benefits	VWAO 16	VOCA 16	VOCA 16 Match (VWAO 16)				COST
Victim Witness Coordinator (.33 FTE) \$2,918.21/pp x 26pp @ 1.0 FTE = \$75,873.51 \$75,873.51 @ 33% for overseeing program - \$25,038.26			\$25,038				\$0 \$0 \$0 \$25,038 \$0
Victim Witness Specialist (Advocate) (1.0FTE) \$1,702.88/pp x 26pp @ 1.0 FTE = \$44,274.86	\$44,275						\$0 \$0 \$44,275 \$0
Victim Witness Specialist (Advocate) (1.0FTE) \$1,342.45/pp x 13pp @ 1.0 FTE = \$17,451.85 \$1,411.10/pp x 13pp @ 1.0 FTE = \$18,344.30	\$17,452 \$18,344						\$0 \$0 \$17,452 \$18,344 \$0
BENEFITS							\$0
Victim Witness Coordinator (.33 FTE) SUI @ .30% of salary - \$227.62 Health @ 19% of salary - \$16,040.88 Life fixed rate determined by CAO \$58.32 Dental fixed rated determined by CAO - \$735.00 PERS @ 23% of salary - \$16,302.94 FICA @ 6.2% of salary /MC @ 1.45% of salary - 5,804.32 Total = \$39,169.08 @ 33% for overseeing program-adjusted for match- \$7,392.00			\$7,392				\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$7,392 \$0
Victim Witness Specialist (Advocate) (1.0FTE) SUI @ .30% of salary - \$132.82 Life fixed rate determined by CAO \$35.28 Dental fixed rated determined by CAO - \$735.00 PERS @ 23% of salary - \$9,744.90 FICA @ 6.2% of salary /MC @ 1.45% of salary - 3,387.03 Total = \$22,975.33		\$22,975					\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$22,975 \$0
Victim Witness Specialist (Advocate) (1.0FTE) SUI @ .30% of salary - \$103.51 Health @ 19% of salary - \$8,940.30 Life fixed rate determined by CAO - \$35.28 Dental fixed rated determined by CAO - \$735.00 PERS @ 23% of salary - \$7,594.03 FICA @ 6.2% of salary /MC @ 1.45% of salary - Total = \$20,457.57		\$20,458					\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$20,458 \$0
1700 - Workers' Compensation Insurance (Cost determined by Risk Management Dept) (\$1,462.83/month) (12 months) = \$17,554.00		\$17,554					\$0 \$0 \$17,554 \$0 \$0 \$0 \$0 \$0 \$0 \$0
Personal Section Totals	\$80,071	\$60,987	\$32,430	\$0	\$0	\$0	\$173,488
PERSONAL SECTION TOTAL							\$173,488

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt				Subaward #: VW16340120			
	VWAO 16	VOCA 16	VOCA 16 Match (VWAO 16)				COST
B. Operating Expenses							
2106 - Communications		\$4,000					\$4,000
Office Lines (AT&T) - \$2088 (\$174 X 12 = \$2,088), Mobile Phone (1) - \$912, (\$76 x 12 = \$912), (2) new IPAD Air (500.00 X2 = \$1,000)							\$0
							\$0
2110 - Insurance (General Liability)		\$1,643					\$1,643
(\$139.92 x 12 = \$1,643.00)							\$0
2115 Memberships		\$155					\$155
(1 year CA Crime Victim Association = \$155)							\$0
2116 - Postage		\$300					\$300
(\$25.00 x 12 = \$300.00)							\$0
2117 - Office Supplies		\$4,610					\$4,610
Stationary/Toner (\$384.17 x 12 = \$4,610.00)							\$0
2120 Rents & Leases - Equipment (Copier Lease)		\$2,598					\$2,598
(1 year lease = \$2,598)							\$0
2121 - Rents & Leases - Structures		\$5,250					\$5,250
(2.0FTE) (125ft) (\$1.75/ft) (12 months) = \$5,250.00							\$0
2123 - Special Department Expense		\$3,347					\$3,347
Outreach events - Button Maker Kit (\$650.00)							\$0
Tablecloths with identifying logos (\$800.00)							\$0
Water services for Victim/Witnesses clients (\$40 x 12 months = \$480)							\$0
Program Brochures - (\$177.13 x 8 = \$1,417.04)							\$0
2125 Transportation & Travel (In County)		\$100					\$100
Motorpool - (\$.65/mile) (154 miles) = \$100.10							\$0
2126 - Utilities (PG&E / Recology)		\$2,400					\$2,400
(\$200/month) (12 months) = \$2,400							\$0
2225 - Transportation Out of County		\$390					\$390
motorpool - (\$.65/miles) (600 miles) = \$390							\$0
2240 - Emergency Victim Expense		\$2,000					\$2,000
(\$150 max per claimant) (\$50 x 40 victims = \$2,000)							\$0
2614 - Staff Development/Training		\$14,998					\$14,998
Advocate training TBD (Reg: 500, Flight:1200, Per Diem \$44 day x 4 = \$176)(2) = \$3,752							\$0
Presentation (presenter fee: 450, Flight:1000, Per Diem \$44 day x 3 = \$88)(3) = \$4,746.00							\$0
Facility rental for Blue Lake conference \$1,666.67 per day X 3 days = \$5,000.00							\$0
CDCR Training (Facility Rental \$500.00 + conference materials \$1,000.00 = \$1,500.00)							\$0
\$3,752.00 + \$4,746.00 + \$5,000.00 + \$1,500.00 = \$14,998.00							\$0
3137 - A-87 Overhead Charges - per approval ICRP formula set by CAO, County Administrative Services, County Counsel, Auditor/Controller, Personnel (10% of salaries excluding benefits of (2) VW advocates from personal page = \$8,007.10)		\$8,007					\$8,007
							\$0
							\$0
3513 - Communications/Utility Charge		\$668					\$668
(Determined by CAO) (\$55.67 x 12 = \$668.00)							\$0
3940 - Central Service Charges		\$595					\$595
(Purchasing Charges for PO's/Credit Cards and bids)							\$0
3125 - Information Service Charges		\$6,034					\$6,034
IT Department charges for 1 year as set by County provides technical support/email/intranet/software updates (Total Charge to VW = \$18,101 yr/3grant funding sources = \$6,033.66)							\$0
							\$0
Operating Section Totals	\$0	\$57,095	\$0	\$0	\$0	\$0	\$57,095
OPERATING SECTION TOTAL							\$57,095

Budget Narrative

The proposed 2016-17 budget supports the activities of the Victim Witness Assistance Program by providing staffing and operating expenses to meet the outlined goals and objectives identified for Fiscal Year 2016-17. This budget has been developed with the intent to support direct servicing needs first. Indirect costs such as administrative/information technology charges are also included as required by the County, which represent the costs of services provided to the Victim Witness Assistance Program by other County departments. This includes but is not limited to the County Administrative Office (CAO), Personnel, Risk Management, County Counsel, Payroll, Auditor/Controller (accounts payable & receivable), Purchasing, and Information Technologies (IT). Departmental administrative costs within the District Attorney's Office have not been included in these charges nor will they be claimed regardless of the impact to the department's operating costs while providing the Victim Witness Program to County residents. All County Service Charges claimed in this budget are actual costs as determined by the CAO or respective department and are not estimates.

In 2014 Measure "Z" was passed by the citizens of Humboldt County who agreed upon a (½) cent sales tax increase and those funds would be used for improvement in Humboldt County Services with a large emphasis on public safety. After budget negotiations the District Attorney's Office was awarded funding from Measure "Z". Part of this funding will now support 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 a degree from a four-year university with major course work in psychology or related field and three years in crisis intervention/counseling work. Our current Victim Witness Program Coordinator, Joyce Moser, has been in place since before this educational requirement was implemented. Ms. Moser has been the Program Coordinator for the past eighteen years. Prior to

her selection, she spent eleven years as a Victim Witness advocate and has been with the program since its inception in 1982.

For this year's budget the program will continue to fund one full time Victim Witness Program Specialist (Advocate) (1.0FTE) which provides direct client support services to victims of crime. This includes but is not limited to crisis intervention, counseling referrals, support through the criminal justice process and assistance in filing victims of crimes reimbursement claims. Candidates for this position must have the equivalent to an AA degree with major coursework in crisis intervention or similar social service work. This position is held by Marybeth Bian, who more than satisfies the educational/experience requirements with a Master's Degree in Social Work and over fourteen years of direct experience as a Victim Witness Program Specialist. The experience level of both Ms. Moser and Ms. Bian more than satisfies the requirement of a 40 hour mandatory training session for entry level candidates.

Additionally we have added another full time Victim Witness Program Specialist (Advocate) (1.0 FTE). With the approval of the 2015-16 application the County of Humboldt begin the hiring process with the County of Humboldt Human Resources Division. In the interim the position was filled with temporary retired annuitant from Victim Witness June D. Fewell. Due to the strict background policy for the Office of the District Attorney the hiring process was extended by the County. Moving into the 2016-17 fiscal year the Victim Witness program will continue to seek a full time Victim Witness Program Specialist (Advocate)(1.0 FTE). The person hired as a Victim Witness Program Specialist will attend and met the requirement of a 40 hour mandatory training session for entry level candidates.

Also supported by the passing of Measure "Z" funding for a full time Legal Office Assistant (1.0 FTE) position was budgeted and negotiated by the District Attorney's Office. This position provides support in receiving clients in the Victim Witness Office, scheduling, filing and other important clerical duties. The Legal Office Assistant (1.0 FTE) position is has been filled

by Marlene Ragain who has prior Legal Office Assistant experience within the District Attorney's Office.

The Program Coordinator is employed full time and provides supervision to staff members across these programs, they do not require continual assistance as their duties are mostly routine in nature. This allows the Program Coordinator to spend a greater percentage of time implementing victims' services under this program. For overseeing the Victim Witness program the match requirement of the grant will be met by the salary and benefits costs of the Victim Witness program coordinator at (.33 FTE).

The Program Specialists are subject to merit system rules as set forth by County Personnel Policy and receive salary increases when eligible. All new hires according to merit system rules once having passed through a probationary period of six months will receive a salary increase. These potential increases have been considered while calculating the program budget for FY 2016/17.

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 County of Humboldt is aware of the American with Disabilities Act (ADA) requirements and strives to continue compliance with all regulations regarding facilities and client accommodations for this program. \$5,250 is being allocated to fund a portion of the rental costs of this facility. Of the remaining facility rental expense, \$3,938 will be funded by the Unserved/Underserved Victim Advocacy & Outreach Program, \$4,725 will be funded by Victim Compensation & Government Claims, by meeting cash match requirements of the various grant funding and contracts with while the remaining \$29,070 will be absorbed by the District Attorney General Fund. A Special Department Expense of \$3,347 is also being allocated for program brochures that identify resources, a button maker kit and tablecloths for various outreach events in order for advocates and volunteers to be easily identified when potential clients approach during outreach events. Mending the Basket provides vital training along with an abundance of

community outreach and healing, as well as, many other community outreach events. This will also continue to provide water service to clients while onsite at the Victim Witness Program Office.

The County Facilities Master Plan has identified the need to centralize both the Child Abuse Services Team (CAST) and the Victim Witness Programs under one facility. 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 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. As the area currently secured will require significant remodeling in order to provide an effective level of service to the victims of crimes the County of Humboldt in the 2015-16 fiscal year has identified and approved funding sources to begin the processes for remodeling.

The grant award will be allocated toward staff development and training. \$3,752 is the estimated total of travel expenses to send the Program Specialists to conferences/trainings that will be determined by the Program Coordinator with a large emphasis on multiple types of crimes and victim outreach. There is also a budget allowance for supporting and attendance of the Program Coordinator to attend the Mandatory Regional Victim Witness Conferences. These trainings would not be possible if not for the grant award.

All remaining operating allocations represent day to day expenses for services & supplies. \$4,000 in Communications will finance a mobile phone for the Victim Witness Specialist as well as for office landlines and IPAD Air to update a new case management system with current information regarding grant required statistical information along with victim information such as upcoming court dates or services provide or along referrals to various programs or assistance available for victims and witnesses with providing mobile services during training and outreach services within the community. \$300 is allocated for postage when

communicating court information to clients and for submitting timed documents to Cal OES.

\$2,966 is allocated will also supply the office stationary, toner, and general needs. \$2,400 in utilities will cover the cost of gas/electricity and sanitation services for the fiscal year.

Transportation & Travel (In County) of \$390 will allow program staff some access to clients located in remote and rural areas that would otherwise be marginalized. \$2,000 in Emergency Victim expense are allocated for the emergency of needs of a victim after an incident has occurred where the victim is left without a necessity for daily functions.(i.e. broken glasses, pair of shoes, fuel for arriving in a safe place)



Office of the District Attorney
825 Fifth Street, Fourth Floor
Eureka, CA 95501
TEL 707.445.7411
FAX 707.445.7416
districtattorney@co.humboldt.ca.us

Maggie Fleming
District Attorney

Victim Witness Program Specialist
County of Humboldt August 1990
VICTIM/WITNESS PROGRAM SPECIALIST

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES (Illustrative Only)

- Provides crisis intervention to victims and witnesses of crimes to assist in reducing trauma, and facilitate adjustment; provides para-professional counseling on a short term and follow-up basis, in the field or program office.
- Assists victims and witnesses in various processes of the criminal justice system such as support at crime scenes and during evidence collection, property return; arranges interviews with sheriff and attorney staff and obtains injunctions.
- Provides referrals to various support organizations and assists victims and witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing and related services.
- Explains court procedures and terms, notifies victims and witnesses of court appointments, arranges transportation and follows up to ensure victims and witnesses appear.
- Assists victims in obtaining compensation and restitution by assessing eligibility, assisting in completing claim forms, billing insurance companies and other responsible agencies and intervening for the victim with creditors and claim authorities.
- Notifies family members of deaths and works with members of the victim's primary support group to assist them in dealing with various aspects of the victim's experiences.
- Prepares correspondence, assessment reports, impact statements, case records, program information and related reports; maintains records and documentation of victim/witness cases.
- Provides information to the public and makes educational presentations regarding the program and its service.
- Oversees the work of and provides training for program volunteers; may provide direction and review for assigned office support staff.
- Assists law enforcement staff at crime scenes as requested.
- Performs various office support and clerical duties such as receiving and screening telephone calls, typing, processing forms and maintaining appropriate files.

[Type text]

QUALIFICATIONS

Knowledge of:

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

Skill in:

Providing crisis intervention, trauma reduction and follow-up counseling and assistance.
Dealing effectively with emotionally distraught, traumatized and/or disorderly individuals from various socio-economic groups.
Interpreting, explaining and applying codes and administrative regulations pertaining to victim/witness and victims rights programs.
Preparing effective reports, correspondence and other written materials.
Maintaining accurate records and files.
Exercising sound independent judgment within established policy and procedural guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

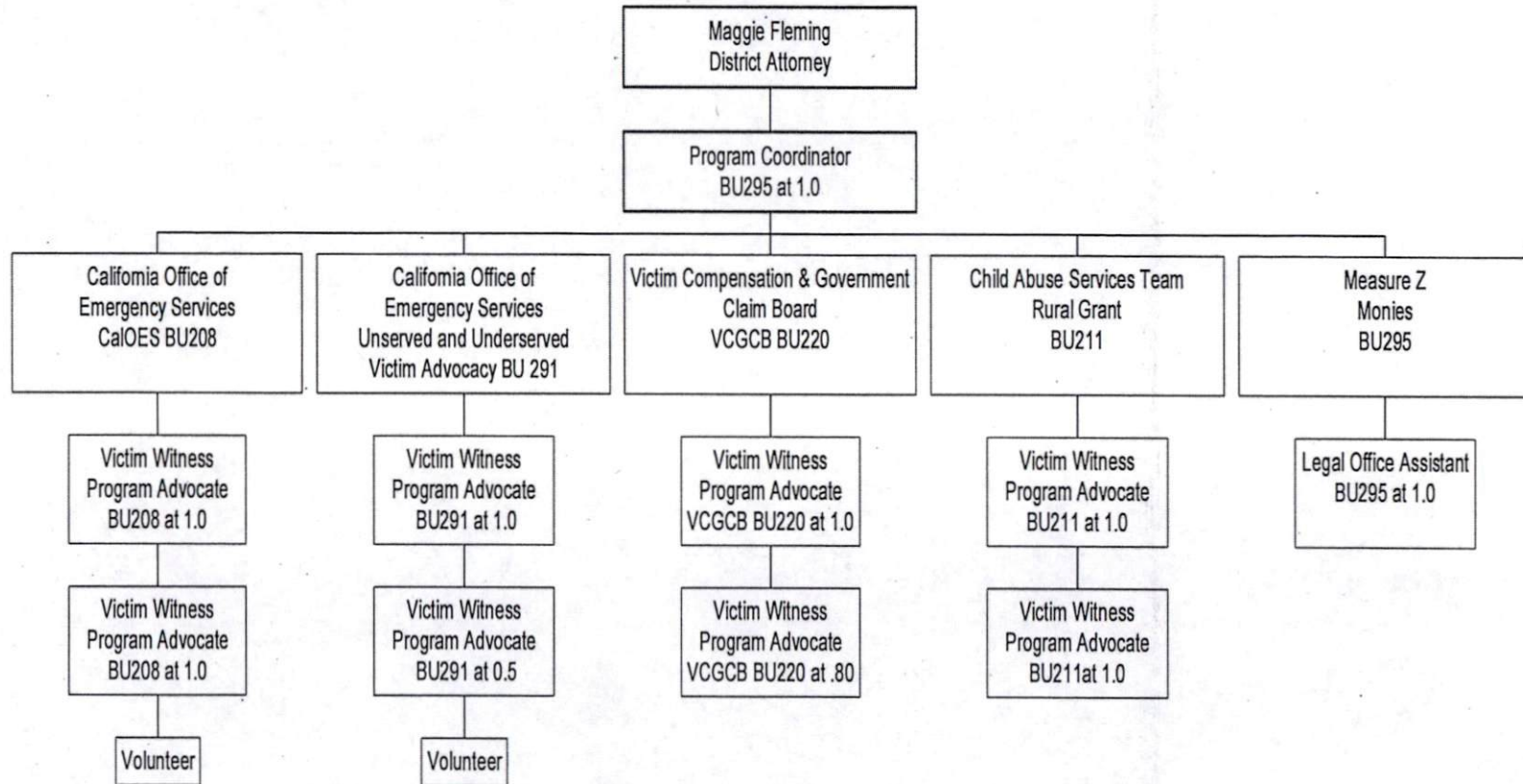
Other Requirements:

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

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:
Equivalent to possession of an Associate of Arts degree with major coursework in psychology, social services or a closely related field and one year of experience in crisis intervention, counseling, or similar social service delivery work.

Humboldt County District Attorney
Victim Witness Program
2015 - 2016



Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals Date OA Signed (xx/xx/xxxx) Dates of OA From To:

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA From	To:
1.	Humboldt County Child Abuse Services Team	08/05/15	07/01/15	to 07/01/20
2.	Humboldt County District Attorney	08/05/15	07/01/15	to 07/01/20
3.	Humboldt County District Attorney Investigation Bureau	08/05/15	07/01/15	to 07/01/20
4.	North Coast Rape Crisis Team	08/05/15	07/01/15	to 07/01/20
5.	Sexual Assault Response Team	08/11/15	07/01/15	to 07/01/20
6.	Two Feathers Native American Family Services	08/10/15	07/01/15	to 07/01/20
7.				to
8.				to
9.				to
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.

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

OPERATIONAL AGREEMENT

This Operation Agreement stands as evidence that **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and Humboldt County Child Abuse Services Team** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for; **2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020** will maintain and expand crisis and support services to further this goal.

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

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

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

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

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

8/5/15
Date

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

8/5/15
Date

Maggie Fleming
Maggie Fleming, Director
Humboldt County Child Abuse Services Team

8/5/15
Date

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

OPERATIONAL AGREEMENT

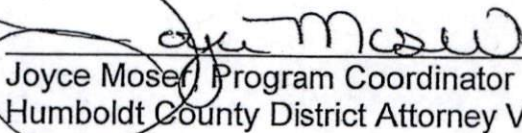
This Operational Agreement stands as evidence that the **Humboldt County District Attorney Victim Witness Program** and the **Humboldt County Office of the District Attorney** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. Both agencies believe that implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for; **2015-2016, 2016-2017, 2017-2018, 2018-2019** and **2019-2020** will maintain and expand crisis and support services to further this goal.

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

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

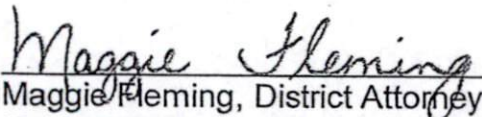
This document may be amended at any time with the consent of both parties.

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



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

8/5/15
Date



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

8/5/15
Date

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

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program** and the **District Attorney Office Investigation Bureau** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that the implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for: **2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020** will maintain and expand crisis and support services will further this goal.

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

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

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

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

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

8/5/15
Date

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

8/5/15
Date

Wayne Cox
Wayne Cox, Chief Investigator
Humboldt County District Attorney Investigation Bureau

8/5/15
Date

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

&

North Coast Rape Crisis Team

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and North Coast Rape Crisis Team intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the Humboldt County District Attorney Victim Witness Program Grant proposal for; 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020 will maintain and expand crisis and support services will further his goal.

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

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

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

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

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

8/5/15
Date

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

8/5/15
Date

Julia Arrowsmith-Jones
Julia Arrowsmith-Jones, Community Outreach Coordinator
North Coast Rape Crisis Team

8/5/15
Date

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

OPERATIONAL AGREEMENT

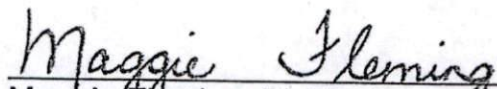
This Operational Agreement stands as evidence that the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Sexual Assault Response Team intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the Humboldt County District Attorney Victim Witness Program Grant proposal for; 2015-2016 Victim Services-Humboldt, 2016-2017 Victim Services-Humboldt, 2017-2018 Victim Services-Humboldt, 2018-2019 Victim Services-Humboldt, 2019-2020 Victim Services-Humboldt to maintain and expand crisis and support services will further this goal.

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

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

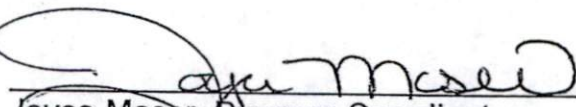
This document may be amended at any time with the consent of both parties.

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



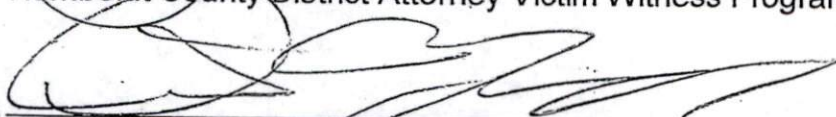
Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney

8/5/15
Date



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

8/5/15
Date



Diana Yandell, MD - Medical Director
Sexual Assault Response Team

8/11/15
Date

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

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program** and **Two Feathers Native American Family Services** intend to work together toward the mutual goal of providing assistance to victims/survivors of violent crime in Humboldt County. All agencies believe that implementation of the **Humboldt County District Attorney Victim Witness Program Grant** proposal for; **2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020** will maintain and expand crisis and support services will further this goal.

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

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

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

We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and Two Feathers Native American Family Services, do hereby approve this document.

Maggie Fleming

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

8/5/15

Date

Joyce Moser

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

8/5/15

Date

Barbara E Orr

Barbara Orr, Director
Two Feathers Native American Family Services

8/10/15

Date

PROJECT SUMMARY

1. Subaward #:

VV16340120

2. PROJECT TITLE

Victim Witness Assistance Program (VA)

3. PERFORMANCE PERIOD

07/01/2016 to 06/30/2017

4. SUBRECIPIENT

Name: County of Humboldt Phone: 707.476-2393
Address: 825 Fifth Street, First Floor Fax #: 707.445-7299
City: Eureka Zip: 95501

5. GRANT AMOUNT

(this is the same amount as 12G of the Grant Subaward Face Sheet)

\$ 230,583

6. IMPLEMENTING AGENCY

Name: Office of the District Attorney Phone: 707.445-7411 Fax #: 707.445-7416
Address: 825 Fifth Street, First Floor City: Eureka Zip: 95501

7. PROGRAM DESCRIPTION

The Humboldt County Victim Witness Program provides comprehensive services to victims and witnesses of all types of crime in Humboldt County to respond to the basic rights and needs of victims/witnesses pursuant to legislative authority set out in Section 13835.2 of the Penal Code, Senate Bill 1084, as described in OCJP California Victim Assistance Program Guidelines and authorized by the Victims of Crime Act of 1084, as amended.

8. PROBLEM STATEMENT

There is a need in Humboldt County to provide comprehensive services to victims of crime, family members, and witnesses who become involved with the Criminal Justice System. The Office of the District Attorney's Victim Witness Assistance Program has been designated by the County Board of Supervisors as the agency to receive and provide counseling, resources & referrals, criminal justice support services, victim of crime claim assistance, as well as, educational in-service to the community regarding the impact of crime on victims, California Penal Code Sections 13835-13835.5. The program's goals is to reach the most vulnerable populations in our community - victims of child sexual/physical abuse, domestic violence, and elderly & disabled individuals.

9. OBJECTIVES

As mandated in Sections 13835.4 through 13825.5 of the Penal Code, the following Program Goals & Objectives have been identified for grant year FY 2016-2017:

1. To assist/provide services to 500 new victims and 10 witnesses;
2. To deliver mandatory services in response to the basic rights & needs of victims and witnesses;
3. To continue to emphasize External Relations to coordinating and communicating with local CBO's;
4. To outreach to vulnerable populations in our community;

10. ACTIVITIES

The Victim Witness Assistance Program will focus on the following activities to meet the grant program objectives certified:

- a. Contact/Assist 500 new victims (walk-in and referrals,) by phone regarding services available to crim victims;
- b. Provide criminal justice and case status information to new and existing victims;
- c. Provide court escort support to both victims and witnesses;
- d. Conduct in-service training to our local community agencies, law enforcement, and groups = 10;
- e. Promote mandate services during Victim Rights Awareness Week and other events;
- f. Maintain statistical database to collect stats on victim population & provide to management constituents, DA web page, and VWP Progress Reports

11. EVALUATION (if applicable)

- A. Evaluation and feedback from District Attorney Criminal Division, CBO's and local law enforcement agencies;
- B. Bi-annual performance evaluations of VW staff;
- C. Feedback from victims and witnesses served that fiscal year;

12. NUMBER OF CLIENTS

(if applicable)
510

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$173,488	\$57,095		\$230,583
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$173,488	\$57,095	\$0	\$230,583

PRINT

RESET

Subaward #: VW15330120

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

SUBRECIPIENT

Agency: Humboldt County District Attorney's Office- Victim Witness Branch
Project Director: Maggie Fleming Phone #: 707-445-7411
Address: 825 5th Street, 4th Floor
City: Eureka Zip: 95501

ATTENDEE(S)

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

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 8-20-16 thur 08-25-16
Destination (City/State) Charlotte, North Carolina
Description (Meeting/Conference/Other) National Organization for Victim Assistance Training

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

National Training: Current Crime Training, Networking with Advocates and Law Enforcement

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

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove

Program Specialist

Date

Unit Chief

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: 08/20/16 thru 08/25/16

Destination: Charlotte, North Carolina

Purpose: National Organization for Victim Assistance Training

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ 1,145.00
Additional Airport Expenses	
Mileage: (57.5 cents per mile)	\$ 36.80
Taxi/Shuttle:	\$
Parking:	\$
Auto Expenses:	
Private Car:	\$
Rental Car:	\$ 180.00
State/Agency Car:	\$
 HOTEL/PER DIEM	
Hotel:	
<u>5</u> days @ <u>\$ 117</u> per day =	\$ 585
Per diem:	
<u>6</u> days @ <u>\$ 44</u> per day =	\$ 264
 OTHER EXPENSES	
Registration/Conference Fee:	\$ 475.00
_____	\$
_____	\$
_____	\$
_____	\$
TOTAL COSTS NOT TO EXCEED:	\$ 2,685.00

EMERGENCY FUND PROCEDURES

County of Humboldt

WW16340120

SUBRECIPIENT NAME

SUBAWARD #

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

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

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

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

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

PROJECT SERVICE AREA INFORMATION

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

Humboldt County

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

1st US Congressional District

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

1st District

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

2nd District

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

134,809

Attachment 2

**District Attorney
Victim Witness Program
Supplemental Budget FY 2016-17**

REVENUE:

1100 208 515032	D.A. Victim Witness Assistance Program	\$23,153
-----------------	--	----------

EXPENDITURES:

1100 208 2106	Communications	\$2,100
1100 208 2116	Postage	\$ 150
1100 208 2117	Office Supplies	\$4,610
1100 208 2123	Special Departmental Expense	\$2,847
1100 208 2126	Utilities	\$ 800
1100 208 2225	Transportation out of County	\$ 390
1100 208 2240	Emergency Victim Expenses	\$1,500
1100 208 2614	Staff Development and Training	\$10,756

TOTAL EXPENDITURES:

\$23,153