



December 21, 2018

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

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Victim/Witness Assistance Program
Subaward #: VW18 36 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 \$429,272, 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

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(Cal OES Use Only)

Cal OES#	023-00000-16	FIPS#	023-00000	VS #		Subaward #	VW18360120
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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

1. Subrecipient: County of Humboldt 1a. DUNS#: 034150203
2. Implementing Agency: Office of the District Attorney - Humboldt County 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: 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		\$ 264,701		\$ 6,557		\$ 6,557	\$ 271,258
2018	9. VOCA		\$ 131,181		\$ 6,559		\$ 6,559	\$ 137,740
2018	10. VAWA VWAD	\$ 33,390					\$ 0	\$ 33,390
2018	11. VOCA						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
TOTALS		\$ 33,390	\$ 395,882	\$ 429,272	\$ 13,116	\$ 0	\$ 13,116	12. G Total Project Cost: \$ 442,388

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 16. Federal Employer ID Number: 946000513
- Name: Maggie Fleming Title: District Attorney
- Telephone: 707.445.7411 (area code) FAX: 707.445.7416 (area code) Email: m Fleming@co.humboldt.ca.us
- Payment Mailing Address: 825 Fifth Street, First Floor City: Eureka Zip+4: 95501-1107
- Signature: Maggie Fleming Date: Oct 10, 2018

[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 Zucker 12/21/18 [Signature] 12-21-18
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: 10/01/2016 - 09/30/2020
 Fund: Federal Trust
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC-Match met by VWA Funds/Partial Match Waiver
 Project No.: 17VOCA Amount: \$ 264,701

Yr: 2018-19 / Chapter: 29/ PCA No: 14300
 Item: 0690-101-0903 Component: 40.20.101
 FAIN #: N/A CFDA#: N/A
 Federal Award Dates: N/A
 Fund: State Penalty Fund
 Program: Victim/Witness Assistance Program
 Match Req.: None
 Project No.: 18VWA0 Amount: \$ 33,390

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GRANTS MANAGEMENT

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Yr: 2018-19 / Chapter: 29/ PCA No: 18408
 Item: 0690-102-0890 Component: 40.20.451
 FAIN #: 2018-V2-GX-0029 CFDA#: 16.575
 Federal Award Dates: 10/01/2017 - 09/30/2021
 Fund: Federal Trust
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC-Partial Match Waiver
 Project No.: 18VOCA Amount: \$ 13,181

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 phone • (916) 845-8511 fax

2. Federal Awarding Agency Section:

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

3. Project Description Section:

- Project Acronym (Please choose from drop down):
Victim/Witness Assistance Program (VW)
- Project Description (Please type the Project Description):
Provides funding for comprehensive services to assist victims/witnesses of all types of violent crime pursuant to California Penal Code §13835 in each of California's 58 counties.

4. Research & Development Section:

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

PROJECT CONTACT INFORMATION

Subrecipient: County of Humboldt

Subaward #: VW18360120

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: mfleming@co.humboldt.ca.us *RM*
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 *RM*
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#: 707-445-7416 Email Address: mfleming@co.humboldt.ca.us *RM*
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#: 707-445-7416 Email Address: mfleming@co.humboldt.ca.us *RM*
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 *RM*
Address/City/Zip: 825 5th Street, 1st Floor, Eureka, CA 95501

SIGNATURE AUTHORIZATION

Subaward #: VW18360120

Subrecipient: County of Humboldt

Implementing Agency: District Attorney's Office - Humboldt County

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

*Project Director: Maggie Fleming

Signature: Maggie Fleming

Date: Oct 10, 2018

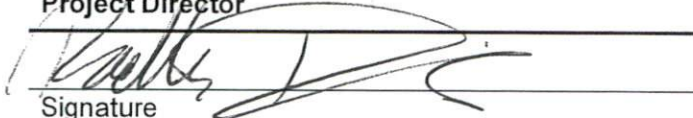
*Financial Officer: Cheryl Dillingham

Signature: Cheryl Dillingham

Date: 10/10/18

The following persons are authorized to sign for the

Project Director



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



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

PROJECT TITLE: Unserved/underserved Victim Advocacy & Outreach

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)*

City Financial Officer

County Financial Officer

City Manager

County Manager

Governing Board Chair

Signature:

Cheryl Dillingham

Typed Name:

Cheryl Dillingham

Title:

Interim Auditor-Controller

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office					Subaward #: VW18360120	
A. Personal Services – Salaries/Employee Benefits	17 VOCA	18VWAO	17 VOCA Match	18 VOCA/MVA	18VOCA/MVA Match	COST
Victim Witness Specialist (Advocate) (1.0FTE) Provides Direct Client Services \$1,828.92/pp x 26pp @ 1.0 FTE = \$47,551.92	\$47,552					\$0 \$0 \$47,552 \$0
Victim Witness Specialist (Advocate) (1.0FTE) Provides Direct Client Services \$1,828.92/pp x 26pp @ 1.0 FTE = \$47,551.92	\$47,552					\$0 \$0 \$47,552 \$0
Victim Witness Specialist (Advocate) (1.0FTE) Provides Direct Client Services \$1,425.25/pp x 26pp @ 1.0 FTE = \$37,056.50	\$3,667	\$33,390				\$0 \$0 \$37,057 \$0
MVA Victim Witness Specialist (Advocate) (1.0FTE) Provides Direct Client Services \$1,425.25/pp x 26pp @ 1.0 FTE = \$37,056.50				\$37,057		\$0 \$0 \$37,057 \$0
Victim Witness Specialist (Advocate) (.50FTE) Provides Direct Client Services \$869.97/pp x 26pp @ .50 FTE = \$22,619.22	\$22,619					\$0 \$0 \$22,619 \$0
BENEFITS						\$0
Victim Witness Specialist (Advocate) (1.0FTE) SUI @ .18% of salary - \$85.59 Health @ 17% of salary - \$8,083.83 Life fixed rate determined by CAO \$34.68 Dental fixed rated determined by CAO - \$720 PERS @ 33% of salary - \$15,692.13 FICA @ 6.2% of salary /MC @ 1.45% of salary = \$3,637.72 Total = \$28,253.95	\$28,254					\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$28,254
BENEFITS						\$0
Victim Witness Specialist (Advocate) (1.0FTE) SUI @ .18% of salary - \$85.59 Health @ 17% of salary - \$8,083.83 Life fixed rate determined by CAO \$34.68 Dental fixed rated determined by CAO - \$720 PERS @ 33% of salary - \$15,692.13 FICA @ 6.2% of salary /MC @ 1.45% of salary = \$3,637.72 Total = \$28,253.95	\$28,254					\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$28,254
Victim Witness Specialist (Advocate) (1.0FTE) SUI @ .18% of salary - \$66.70 Health @ 17% of salary - \$6,237.13 Life fixed rate determined by CAO \$34.68 Dental fixed rated determined by CAO - \$720 PERS @ 33% of salary - \$12,228.65 FICA @ 6.2% of salary /MC @ 1.45% of salary = \$2,834.82 Total = \$22,121.98	\$22,122					\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$22,122
MVA Victim Witness Specialist (Advocate) (1.0FTE) SUI @ .18% of salary - \$66.70 Health @ 17% of salary - \$6,237.13 Life fixed rate determined by CAO \$34.68 Dental fixed rated determined by CAO - \$720 PERS @ 33% of salary - \$12,228.65						\$0 \$0 \$0 \$0 \$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office					Subaward #: VW18360120	
A. Personal Services – Salaries/Employee Benefits	17 VOCA	18VWAO	17 VOCA Match	18 VOCA/MVA	18VOCA/MVA Match	COST
FICA @ 6.2% of salary /MC @ 1.45% of salary =\$2,834.82 Total = \$22,121.98				\$22,122		\$0 \$22,122 \$0 \$0
Victim Witness Specialist (Advocate) (.50FTE) SUI @.18% of salary - \$40.72 Health @ 17% of salary - \$3,845.27 PERS @ 33% of salary - \$7,464.34 FICA @ 6.2% of salary /MC @ 1.45% of salary =\$1,730.37 Total = \$13,080.70	\$13,081					\$13,081 \$0 \$0 \$0 \$0 \$0 \$0 \$0
Personal Section Totals	\$213,101	\$33,390	\$0	\$59,179	\$0	\$305,670
PERSONAL SECTION TOTAL						\$305,670

mk

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office					Subaward #: VW18360120	
	17 VOCA	18 VWAO	17 VOCA Match	18 VOCA/MVA	18VOCA/MVA Match	COST
B. Operating Expenses						
Communications -						\$0
(5 FTE Staff) (landlines/mobile phone/						\$0
IPAD mobile computer = \$100 per FTE)						\$0
(12 months) = \$6,000	\$3,600			\$2,400		\$6,000
						\$0
Insurance - General Liability set by						\$0
County Risk Management Dept.						\$0
(4.5 FTE)(\$31.50/per month per FTE) (12 months) = \$1,701	\$1,701					\$1,701
						\$0
Postage - (submission of application/						\$0
time sensitive documents/Victim&Witness						\$0
Correspondance) (\$.49/per letter) (9,180 letters) = \$4,498	\$2,450			\$2,048		\$4,498
						\$0
Office Supplies -						\$0
Paper/lnk/toner (\$1,468.42 / per month)						\$0
(12 months) = \$17,621.04	\$4,476			\$13,145		\$17,621
						\$0
Rent - Total VW office rent is \$37,107 / 12 months						\$0
= \$3,092.25 per month						\$0
3,092.25 per month / 3,180 total Sq. FT						\$0
VW office = \$.97 per Sq Ft.						\$0
Total Sq. Ft. available for VW staff to utilize = 950 Sq. Ft.						\$0
Office space = (125 Sq. Ft. X 5.0 FTE) 625 Sq. Ft. total						\$0
Waiting Room = 125 Sq. Ft.						\$0
Copy Center/Bathroom/						\$0
Reception Area/Kitchen = 200 Sq. Ft. total						\$0
(950 Sq. Ft.)(.97per Sq. Ft.)=						\$0
\$921.50 per month (12 months) = \$11,058	\$11,058					\$11,058
						\$0
Special Department Expenses						\$0
(outreach events/crisis cards/brochures/pamphlets)						\$0
Tribal Resource cards (.25 each)(2,000cards) = \$500.00						\$0
Victim Witness (We Can Help) cards						\$0
(.25 each)(10,000cards)=2,500						\$0
Victim Witness (We Can Help) cards- spanish version						\$0
(.25 each)(10,000cards)=2,500						\$0
\$5,500 total for all X (8.50% sales tax) = \$467.50						\$0
(\$5,500 card total cost) + (\$467.50 sales tax) = \$5,967.50				\$5,968		\$5,968
MVA "Grab and Go" Duffle bags = \$100 each X 4 = \$400				\$400		\$400
MVA Identifiable Windbreaker = \$100 each X 4 = \$400				\$400		\$400
MVA Identifiable polo / t-shirt = \$35 each X 8 = \$280				\$280		\$280
Rugged Flashlight for "Grab and Go"						\$0
duffle bags = \$50 each X 4 = \$100				\$100		\$100
Cellphone chargers for "Grab and Go"						\$0
duffle bags = \$20 pack X 4 = \$80				\$80		\$80
						\$0
Office Expense - Equipment						\$0
(3) Desktop computer unit with						\$0
monitor and battery back up						\$0
surge protector = \$1,642.08 per desktop X 3 = \$4,926.24				\$4,926		\$4,926
(2) laptop for MVA response						\$0
= \$1,900.00 per laptop X 2 = \$3,800				\$3,800		\$3,800
(2) IPAD for Courtroom and field response						\$0
for Case Management connection for victims/Witness						\$0
= \$1,000 per Ipad X 2 = \$2,000				\$2,000		\$2,000
(2) portable/mini wireless copier/scanner for MVA response						\$0
= \$500.00 per copier/scanner X 2 = \$1,000				\$1,000		\$1,000
						\$0
Computer Software - Karpel Case management system						\$0
Annual Fees Total Maintenance/hosting/interface fees for						\$0
= 34,130.00/(63 users) = \$541.74 per user						\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office					Subaward #: VW18360120	
	17 VOCA	18 VWA0	17 VOCA Match	18 VOCA/MVA	18VOCA/MVA Match	COST
B. Operating Expenses						
(5)(541.74 per user for 12 months)= \$2,708.55	\$1,625			\$1,084		\$2,709
Sustain Licensing Fee- Court Case Management System						\$0
(3)(1,000.00 per license)= \$3,000.00	\$2,000			\$1,000		\$3,000
Adobe Pro DC licensing =						\$0
\$500 per licence X 3 licenses = \$1,500				\$1,500		\$1,500
Microsoft Office 365 licencing =						\$0
\$400 per license X 3 license = \$1,200				\$1,200		\$1,200
						\$0
Equipment maintenance fee (Copier)						\$0
(1) year maintenance agreement = \$2,500				\$2,500		\$2,500
						\$0
Transportation - In County -						\$0
Travel for Victim/Witnes transportation and outreach events						\$0
Each month (500 miles)(12 months) = 6,000 miles						\$0
Motorpool- (\$.545/mile) (6,000 miles) = \$3,270				\$3,270		\$3,270
						\$0
Utilities - PG&E - based upon program and FTE for each program						\$0
(4.5 FTE) (\$60/per month per FTE) (12 months) = \$1,440				\$1,440		\$1,440
						\$0
Transportation - Out of County						\$0
This is for any type of critical reponse in neighboring counties / 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				\$545		\$545
						\$0
Petty Cash/Emergency Funding -						\$0
(70 victims) (up to \$150 per victim) = \$10,500				\$10,500		\$10,500
This funding will be utilized for emergency needs of a victim gas/food/or basic need emergency items						\$0
(3)(\$100.00 Visa Gift Cards)						\$0
for MVA crisis response only = \$300.00				\$300		\$300
						\$0
Staff Development/Training -						\$0
National Advocate training NOVA- AZ						\$0
Hotel:\$121 per nig. x 5 nig. = \$605.00						\$0
Per Diem \$56 day x 6 days=\$336.00						\$0
(Reg: \$500 + Flight \$1,200+ Hot/Per Diem \$941) = \$2,641 per adv						\$0
(\$2,641 X 3 adv) = Total \$7,923	\$5,282			\$2,641		\$7,923
						\$0
CCVAA Entry-Level Advocate Training- San Diego						\$0
(Hotel:\$174 per nig. + Per Diem \$71 day x 6 days=\$1,470)						\$0
(Reg: \$500 + Flight \$1,200 + \$1,470) = \$3,170 per adv						\$0
(\$3,170 X 2 adv) = Total \$6,340	\$3,170			\$3,170		\$6,340
						\$0
CCVAA Mass Victimization						\$0
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						\$0
(\$3,164 X 2 adv) = Total \$9,492	\$3,164			\$3,164		\$6,328
						\$0
MVA Northern Regional Meeting - Redding						\$0
(Hotel:\$94 per nig. + Per Diem \$55 day x 4 days=\$596)						\$0
(\$596 X 2 adv) = Total \$1,192	\$596			\$596		\$1,192
						\$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						\$0
(\$2,545 X 2 adv) = Total \$5,090	\$2,545			\$2,545		\$5,090
						\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt, District Attorney's Office					Subaward #: VW18360120	
B. Operating Expenses	17 VOCA	18 VWA0	17 VOCA Match	18 VOCA/MVA	18VOCA/MVA Match	COST
Information Service Charges - IT Dept. Charges for technical service/support/intranet/email/software/ updates (Total Charge to VW Division: \$24,753)						\$0
Total VW staffing (13 users)/(24,753 total IT charge)=\$1,904.08 per user (4.5 FTE)(1,904.08 per user) = \$8,568.36	\$8,568					\$8,568
Workers' Compensation Insurance-based upon program staffing (Cost determined by Risk Management Dept) (4.5 FTE staff)(\$25.28/per month per FTE) (12 months)= \$1,365.12	\$1,365					\$1,365
CASH MATCH						\$0
Indirect Costs- Cash Match						\$0
Salary \$191,837 + OpEX \$112,544 = \$304,381						\$0
Less Distorting Costs (Rent, Contracts over \$25K, Cash Match)						\$0
\$304,381 x 10% = \$30,438.10						\$0
adjusted to fit Match requirement \$13,116			\$6,557		\$6,559	\$13,116
*Indirect costs will be used for Administration support, Human Resources, Risk Management, Auditor and Payroll Services						\$0
Operating Section Totals	\$51,600	\$0	\$6,557	\$72,002	\$6,559	\$136,718
OPERATING SECTION TOTAL						\$136,718

* PERS: \$305,620

OPEXP: \$112,544

\$418,214 x 10% = \$41,821

Charging less

VSPS Budget Summary Report

VW18 Victim/Witness Assistance Program

Humboldt County

Victim Witness Assistance Program

Subaward #: VW18 36 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	213,101	0	213,101	0	213,101
L	17VOCA	0	0	0	0	0
F	18VOCA	59,179	0	59,179	0	59,179
L	18VOCA	0	0	0	0	0
S	18VWA0	33,390	0	33,390	0	33,390
Total A. Personal Services - Salaries/Employee Benefits:		305,670	0	305,670	0	305,670

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	51,600	0	51,600	0	51,600
L	17VOCA	6,557	0	6,557	0	6,557
F	18VOCA	72,002	0	72,002	0	72,002
L	18VOCA	6,559	0	6,559	0	6,559
S	18VWA0	0	0	0	0	0
Total B. Operating Expenses:		136,718	0	136,718	0	136,718

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
F	18VOCA	0	0	0	0	0
L	18VOCA	0	0	0	0	0
S	18VWA0	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule. Pending=Processed. but not vet in Claim Schedule

12/21/18

VSPS Budget Summary Report

VW18 Victim/Witness Assistance Program Humboldt County Victim Witness Assistance Program	Subaward #: VW18 36 0120 Performance Period: 10/01/18 - 09/30/19 Latest Request: , Not Final 201
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	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	13,116	0	13,116	0	13,116
Total Funded:	429,272	0	429,272	0	429,272
Total Project Cost:	442,388	0	442,388	0	442,388

Budget Narrative

The proposed fiscal year (FY) 2018-19 budget supports the activities of this Victim Witness Assistance Program by providing staffing and operating expenses to meet the outlined goals and objectives for the FY 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 (Advocate) (VWPS) provide direct client support services to victims of crime. This includes crisis intervention, counseling referral, support through the criminal justice process and assistance in filling Victim of Crime Applications. In the last year Victim Witness Assistance Program was able to fund (2.0 FTE) and (.50 FTE) Extra help VWPS positions. Candidates for these positions must have the equivalent of an AA Degree with major course work in crisis intervention or similar social service work. One 1.0 FTE VWPS is held by Marybeth Bian, who more than satisfies the educational/experience requirements with a master's Degree in Social Work and over fourteen years of direct experience as a VWPS. The experience level of both Ms. Moser and Ms. Bian more than satisfies the requirement of a 40-hour mandatory training session for entry level candidate. Another (1.0 FTE) VWPS position is held by Velda Gooden. Ms. Gooden also more than satisfies the educational/experience requirements with a master's degree in Counseling and over 20 years of experience in Social Work service. With the approval of the 2018-19 Victim Witness Assistance program we have would like to hire an additional (2.5 FTE) VWPS. (1.0 FTE) VWPS that would specifically be Humboldt County's Mass Victimization VWPS. The Victim Witness Department would also like to increase staffing with a (1.50 FTE) VWPS to accomplish more direct client services. 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. 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 currently over 2.0 FTE staff members and a .5 FTE Extra-help member under the Cal OES Victim Witness Assistance Program. They do not, however, require continual assistance, as their duties are routine in nature. This allows the coordinator to spend a greater percentage of time interacting with staff and implementing victims' services under this program grant.

The Victim Witness Program Specialists (Advocate) positions will incur salary increases in accordance with Merit System Rules as employees become eligible. These potential increases have been considered while calculating the program budget for FY 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 \$3,066.

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 5.0 FTE VW 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 \$11,058 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. \$6,000 in communications will fund an advocates mobile phone, IPAD mobile computers and 5 telephone land lines for the year. \$1,440 will be allocated for utilities, specifically PG&E which is based upon program FTE staffing, while \$4,498 will be set aside for postage which is not shared with any other victim witness program and \$17,621 for various office supplies such as paper, toner, ink, etc. Outreach events provide a perfect opportunity for VWPS to provide crisis cards, brochures, and pamphlets to the community and \$5,968 has been allocated for printing those items. The ability for the Mass Victimization VWPS to have items ready at a moment's notice during a crisis event would require a "Grab and Go" bag full of all the necessities and supplies in order to respond quickly. Also, under Special Departmental Expenses \$1,280 has been allocated to purchase the duffle bag, cellphone chargers, rugged flash light, identifiable wind breaker, identifiable polo / t-shirts for the Mass Victimization VWPS and one back up VWPS. The 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 \$8,409. With hiring new FTE staff desktop computers, to mobile laptop units, and software are necessary and \$11,426 have been allocated in the budget. Due to maintenance fees and program licensing which are calculated per user or per license for our case management system and court record system and \$5,709 has been placed

in the budget for these purposes. The copier utilized by the Victim Witness office has a yearly maintenance fee of \$2,500 which covers all equipment failures and repairs. Reaching and accessing victims or witness is sometimes a necessity in order to provide direct services. This does require that county travel and due to the rural areas of our county as such, \$3,270 is being allocated for motor-pool expenses for in-county travel. This will also be helpful with all outreach events where items need to be transported for set. \$545 for motor-pool travel to any areas outside the County which will be used for travel to any advocate trainings or for any mass victimization crisis response events. Petty Cash or Emergency Victim funding in the amount of \$10,500 will be able to provide food and gas vouchers for direct victim assistance for attending court appearances or holiday meals as many victims survive on a very limited income. \$300 has been allocated to purchase three \$100.00 visa debit cards to be released during the response efforts of a mass victimization crisis response event. \$24,150 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 crime victims and their families. \$7,923 has been marked for the NOVA 45th training event for two VWPS personnel. Along with hiring the 40-hour CCVAA Entry-level Advocate training is a necessity and as such \$6,340 has been allocated for two VWPS positions. The Mass Victimization VWPS and the back-up VWPS would greatly benefit from the CCVAA Mass Victimization Training and \$6,328 has been allocated in the budget. Victim Witness is also required to attend a regional meeting in Redding

and \$1,192 has been allocated for 2 VWPS to attend. Along with the Mass Victimization training another training titled Leave No Victim Behind has been listed and \$5,090 has been allocated in the budget for this training All of the listed trainings are budget to provide to provide registration fees, flight arrangements, hotel stay and per diem costs according to the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. \$8,568 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. \$13,116 match requirement is met through a cash match of indirect costs as far as administrative support, human resources, risk management services, and Auditor and Payroll services. With these items in place we should be able to reach our goal in reaching 500 new victims and 10 witnesses.

Project Narrative

1. Problem Statement

Problem Statement

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

2. Plan

Plan

Objective 1: During the grant year, HCDAVWP will continue to deliver mandatory services as outlined in the Program Guidelines to perform the activities mandated in Sections 13835.4 through 13835.5 of the Penal Code and meet the Program's objectives of providing services to 500 new victims and 10 witnesses in 2018-2019.

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

Objective 2: Hire a 1.0 FTE Mass Victimization Advocate (MVA): HCDAVWP will hire a Mass Victimization Advocate (MVA) to prepare our VW Center to participate in a coordinated community response to mass victimization/terrorism incidents and be dedicated to furthering the objectives of supporting response readiness to mass victimization/terrorism incidents. The designated MVA will work toward developing a comprehensive crisis response/mass victimization assistance plan, a victim assistance crisis response protocol, and

Objective 3: Hire one (1) 1.0 FTE and one (1) .5 FTE Victim Witness Program

Specialists: HCDAVWP will hire an additional 1.0 FTE and .5 FTE Victim Witness Program Specialists to provide comprehensive support services to our victims by focusing on services to the victims in the areas of court support, restraining orders, shelter, crisis intervention, court advocacy, community service referrals, assistance with victim of crime claims, case status, and direct counseling.

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

Program Specialist (VWPS): HCDAVWP will send DA Victim Witness staff to the following trainings:

MVA & VWPS	CCVAA Mass Victimization Advocate Training	TBD
MVA & VWPS	CCVAA Entry-Level Advocate Training	TBD
MVA & VWPS	Mass Victimization Northern Regional Meetings	Redding
MVA & VWPS	Leave No Victim Behind Training – Sept. 2019	Las Vegas
2 VWPS	NOVA Training - August 2019	Phoenix, AZ
MVA	FEMA Online Training	
MVA	On-line Vicarious Trauma, Grief and Recovery, Psychological First Aid and Death Notification Training	

Objective 5: 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 resources, 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, and 15% of referrals come from law enforcement, which includes Child Welfare. The remaining 15% comes from community-based agencies such as the local Rape Crisis Center, Women's Shelter, and Tribal Social Services. The constant focus on outreach and promoting public awareness increases referrals to the program.

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

HCDVWP will focus on outreach to 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, as well as with the District Attorney's Office. Our program will continue to work to build/strengthen relationships with these entities to offer translation alternatives to our victims and witnesses.

HCDVWP utilize volunteers from the community procured through other CBOs, such as the County Board of Education, Senior Resource Center, Local Youth Groups and the local University and College. Our current Volunteer completes a monthly Volunteer Time Sheet to

record and capture her time donated to this program. Her duties include promoting awareness of program services at community outreach events. This includes participating/tabling at local Health Fairs, Rape Crisis Take Back the Night events, Victim Rights Awareness Week activities, Tribal events, and College of the Redwoods and Humboldt State University crime victim outreach events. Recruiting new volunteers is a challenge due to the high cost of the background check and fingerprinting required by the District Attorney's Office. Since grant funds cannot pay for these expenses, our program has found other ways to meet the volunteer requirements. High School Students, Future Farmers of America (FFA) and 4-H Youth volunteers provide "Personal Comfort Packs" for crime victims all year long. Each pack includes personal care items that are distributed by Victim Witness staff.

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

3. Capabilities & Implementation

Capabilities & Implementation

The County and the Office of the District Attorney are committed to assisting victims of violent crimes and believe the implementation of this program would greatly enhance services to victims. The HCDAVWP 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 three (3) FTE Program Specialists which, one (1) FTE Mass Victimization Advocate, one (1) FTE Program Specialist and one (1) .5 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 thirteen (13) people under the direction of the Program Coordinator: Seven (7) FTE Program Specialists, One (1) FTE Mass Victimization Advocate (Program Specialist), One (1) .80 FTE Program Specialist, One (1) .5 FTE Program Specialist, One (1) FTE Legal Office Assistant and Two (2) Volunteers.

CalOES funds three (3) FTE Program Specialists, one (1) FTE Mass Victimization Advocate (Program Specialist) and one (1) .5 FTE Program Specialist. CalOES Unserved/Underserved Victim Advocacy & Outreach Program funds two (2) FTE Program Specialists. California Victim Compensation Board funds one (1) FTE Program Specialist and one (1) .80 FTE Program Specialist. The County Department of Health and Human Services funds one (1) FTE Program Specialist. The County Measure Z monies fund one (1) FTE Legal Office Assistant and one (1) FTE Program Coordinator.

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

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

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

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

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

PETTY CASH VICTIM FUND PROCEDURE

County of Humboldt

VW18360120

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 \$150.00 per individual. Victims are not eligible to draw on the Petty Cash Victim Fund for more than 2 per year.

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals

Date OA Signed
(xx/xx/xxxx)

Dates of OA
From: To:

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	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
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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

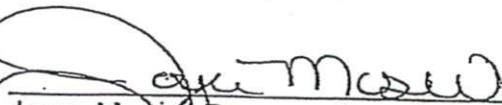
This Operational Agreement stands as evidence that the Humboldt County District Attorney Victim Witness Program and the Humboldt County Office of the District Attorney intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime in Humboldt 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

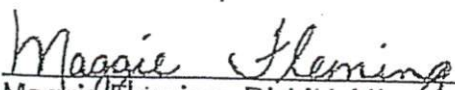
This document may be amended at any time with the consent of both parties.

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.

I, 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.

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

8/5/15
Date

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

8/5/15
Date

Paola Arrowsmith-Jones
Paola 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

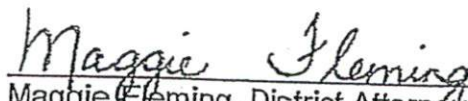
OPERATIONAL AGREEMENT

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.

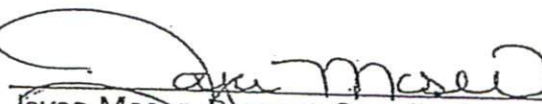
To this end, each agency agrees to participate in the program by coordinating/providing the following services:

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

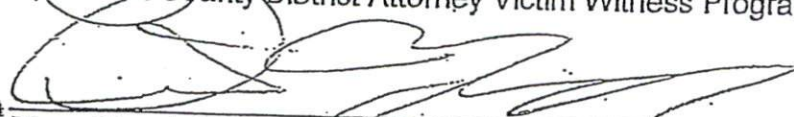
This document may be amended at any time with the consent of both parties. We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Sexual Assault Response Team, do hereby approve this document.


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

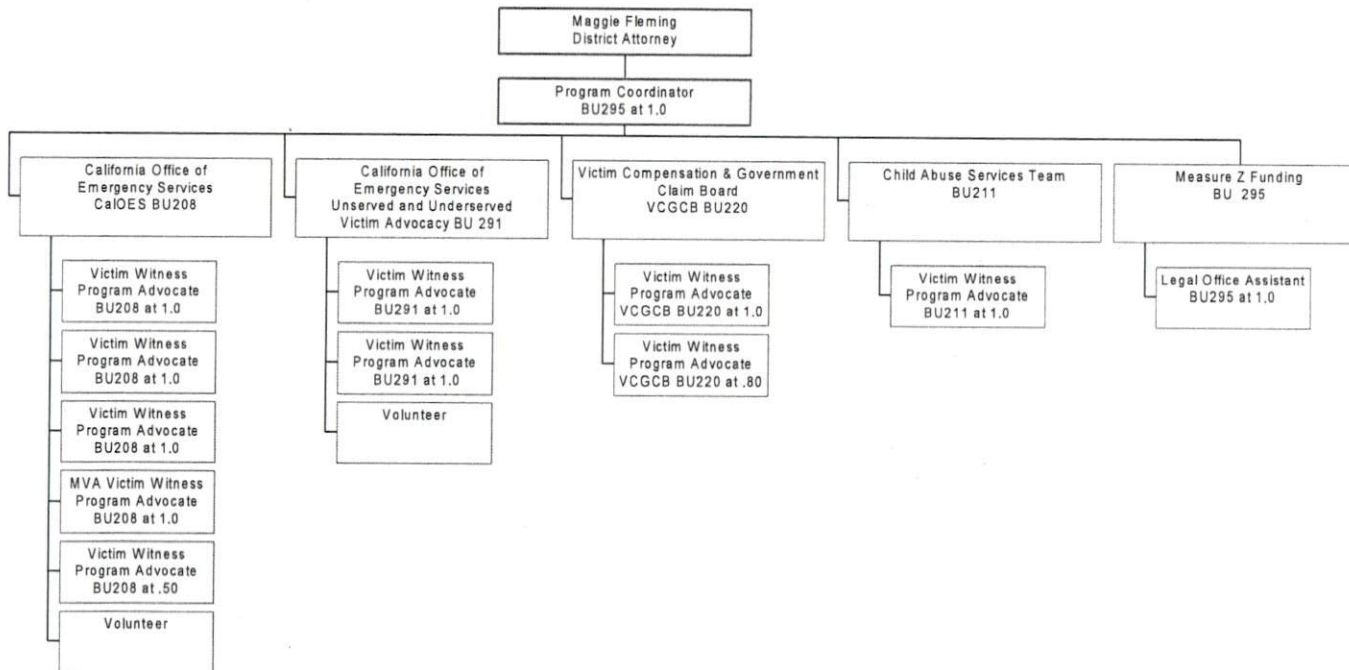
Joyce Moser
Joyce Moser, Program Coordinator
Humboldt County District Attorney Victim Witness Program

8/5/15
Date

Barbara E Orr
Barbara Orr, Director
Two Feathers Native American Family Services

8/10/15
Date

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



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
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION

**COMPUTERS AND AUTOMATED SYSTEMS
PURCHASE JUSTIFICATION GUIDELINES**

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

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

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

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

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

This desktop and laptop computers are needed to:

- Keep Crime Victims and their families updated with court dates and times
- Provide case status
- Assist our Joint Powers Unit with needed case status for Victim of Crime Applications
- Keep needed data for Grant mandated reports
- Have access to State Forms
- To participate in Webinars
- To receive and send correspondences to better serve the clients we serve
- To be able to be mobile for direct client services especially for Mass Victimization crisis response
- To provide training/outreach presentations.

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

The proposed computer system purchase of three Dell desktop computer with monitor and Windows 10 and two laptop units have an estimated acquisition cost of \$8,726.

Subaward #: VW18 360120

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

SUBRECIPIENT

Agency: Humboldt District Attorney Victim Witness
Project Director: Maggie Fleming Phone #: 7097.445.7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501-1107

ATTENDEE(S)

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

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 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

Rachel Macfarlane
Program Specialist

12.13.18

Date

Jimmy D.
Unit Chief

12/13/18

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: \$ 1,200.00 ✓

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:

5 days @ \$ 121 per day = \$ 605.00 ✓

Per diem:

6 days @ \$ 56 per day = \$ 336.00 ✓

OTHER EXPENSES

Registration/Conference Fee: \$ ^{500 ✓ JP} 499.00

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL COSTS NOT TO EXCEED: \$ 2641

Subaward #: VW18 360120

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

SUBRECIPIENT

Agency: Humboldt District Attorney Victim Witness
Project Director: Maggie Fleming Phone #: 7097.445.7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501-1107

ATTENDEE(S)

Name: TBA
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:

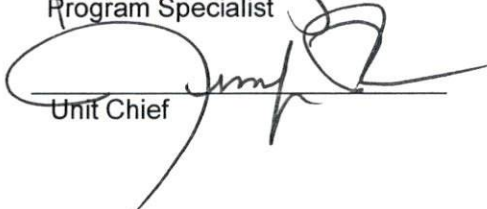
Approve

Disapprove


Program Specialist

12.13.18

Date


Unit Chief

12/13/18

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:	\$ 1,200.00
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>\$ 121</u> per day =	\$ 605.00
Per diem:	
<u>6</u> days @ <u>\$ 56</u> per day =	\$ 336.00
 OTHER EXPENSES	
Registration/Conference Fee:	\$ ⁵⁰⁰ 499.00 JF
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
 TOTAL COSTS NOT TO EXCEED:	 \$ 2641

Subaward #: VW18 360120

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

SUBRECIPIENT

Agency: Humboldt District Attorney Victim Witness
Project Director: Maggie Fleming Phone #: 7097.445.7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501-1107

ATTENDEE(S)

Name: TBA
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

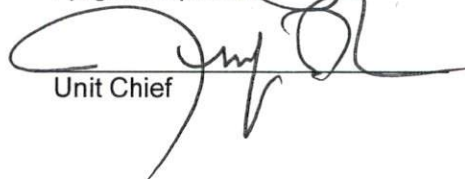




Program Specialist

12.13.18
Date





Unit Chief

12/13/18
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:	\$ <u>1,200.00</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>\$ 121</u> per day =	\$ <u>605.00</u>
Per diem:	
<u>6</u> days @ <u>\$ 56</u> per day =	\$ <u>336.00</u>
 OTHER EXPENSES	
Registration/Conference Fee:	\$ 499.00 ⁵⁰⁰
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
 TOTAL COSTS NOT TO EXCEED:	 \$ <u>2641</u>

JR

Subaward #: VW18 360120

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

SUBRECIPIENT

Agency: Humboldt District Attorney Victim Witness
Project Director: Maggie Fleming Phone #: 7097.445.7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501-1107

ATTENDEE(S)

Name: TBA
Title: Mass Victimization 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



[Signature]
Program Specialist

12.10.18

Date



[Signature]
Unit Chief

12/13/18

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:	\$ 1,200.00 ✓
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:					
5	days @	\$ 108	per day =		\$ 540.00

Per diem:					
5	days @	\$ 61	per day =		\$ 305.00

OTHER EXPENSES

Registration/Conference Fee:	\$ 500.00 ✓
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL COSTS NOT TO EXCEED:	\$ 2545.00
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Subaward #: VW18 360120

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

SUBRECIPIENT

Agency: Humboldt District Attorney Victim Witness
Project Director: Maggie Fleming Phone #: 7097.445.7411
Address: 825 Fifth Street, Fourth Floor
City: Eureka Zip: 95501-1107

ATTENDEE(S)

Name: TBA
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

Rachel Maggione
Program Specialist
[Signature]
Unit Chief

12.10.19
Date
12/13/18
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>1,200.00</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:									
5	days @	\$ 108	per day =						\$ 540.00
Per diem:									
5	days @	\$ 61	per day =						\$ 305.00

OTHER EXPENSES

Registration/Conference Fee:	\$ 500.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL COSTS NOT TO EXCEED:	\$ 2545.00
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: County of Humboldt	DUNS # 34150203	FIPS #: 023-00000 ¹⁶ _{km}
Grant Disaster/Program Title: Victim Witness Assistance Program		
Performance Period: 10/01/2018 to 09/30/2019	Subaward Amount Requested: \$ 442,388 429,272. ^{RM}	
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?	\$ 732,102
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	No
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent) <i>Maggie Fleming</i>	Date: Oct 10, 2018
Print Name: Maggie Fleming	Print Title: District Attorney
Program Specialist Only: SUBAWARD # VW18 36 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 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