



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C8**

For the meeting of: April 10, 2018

Date: March 27, 2018

To: Board of Supervisors

From: Maggie Fleming, District Attorney *mzfleming*

Subject: California Governor's Office of Emergency Services (Cal OES) Grant Program - Fiscal Year (FY) 2017-18 and First Quarter FY 2018-19 Victim Witness Assistance Program Supplemental Budget

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the District Attorney to sign all documents necessary to administer and modify the California Governor's Office of Emergency Services (Cal OES) Grant Victim Witness Assistance Program for the remainder of Fiscal Year (FY) 2017-18 and first quarter of FY 2018-19 (requires 4/5 vote);
2. Approve the attached supplemental budget for FY 2017-18 in Fund 1100, Budget Unit 208, District Attorney's Victim Witness Program (4/5 vote); and
3. Direct the Auditor-Controller to incorporate the attached supplemental budget into the adopted FY 2017-18 budget.

SOURCE OF FUNDING:

State of California Office of Emergency Services (Cal OES), Office of Violence Against Women

Prepared by Rachelle Davis

CAO Approval 

|         |            |                |           |              |       |
|---------|------------|----------------|-----------|--------------|-------|
| REVIEW: | <u>WBM</u> | County Counsel | Personnel | Risk Manager | Other |
| Auditor |            |                |           |              |       |

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
 Upon motion of Supervisor Wilson Seconded by Supervisor Bass

Ayes Bass, Fennell, Sundberg, Bohn, Wilson  
 Nays  
 Abstain  
 Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. C-10

Meeting of: May 9, 2017

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

Dated: 4/10/18  
 By:   
 Kathy Hayes, Clerk of the Board

DISCUSSION:

In December 2017, the Office of the District Attorney of the County of Humboldt submitted an application for annual funding through Cal OES for FY 2017-18 for the District Attorney Victim Witness Assistance Program. The funding is available through the Victim Witness Assistance Office (VWAO) and the Victims of Crime Act (VOCA), which are a combination of federal and state funds that are managed and dispersed annually to eligible counties by Cal OES. The annual application was approved for funding in the amount of \$286,683 in February 2018. This award amount is \$56,683 over the estimated amount of \$230,000 during the FY 2017-18 budget preparation.

The original grant award in FY 2016-17 for the Victim Witness Assistance Program totaled \$239,676. In May of 2017 a late augmentation was awarded to Victim Witness Assistance Program in the amount of \$193,070. The timing of the augmentation award amount created carry over funding in budget 1100 208 FY 2016-17 to FY 2017-18 of \$193,070.

The late augmentation of \$193,070 and the unanticipated extra grant funding of \$56,683 for FY 2017-18, extending the Victim Witness Assistance Program to follow the federal fiscal cycle, has created a need for a supplemental budget in 1100 208 in the amount of \$249,753. This will adjust the current budget revenue line item from \$230,000 to \$479,753.

FINANCIAL IMPACT:

Approval of the grant award funding and addition of the late augmentation will allow the county to be reimbursed up to a maximum of \$479,753 for services performed in accordance with the scope of work described in the grant application for the period of May 1, 2017 through September 30, 2018 for the Victim Witness Assistance Program (budget 1100 208).

Approving the requested grant funding from Cal OES supports the Boards Strategic Framework by seeking outside funding sources to benefit Humboldt County needs and providing county core services at community appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Cal OES

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the grant award. This is not recommended as it would cause a loss of anticipated revenue for the County of Humboldt. Furthermore, it would leave the community, as well as the region, without the funding to support the salaries and program functions that will provide local service to victims and witnesses of crime.

ATTACHMENTS:

1. Supplemental Budget for Victim Witness Assistance Program (1100 208)
2. Grant Award Letter

**Attachment 1**

**District Attorney  
Victim Witness Program  
Supplemental Budget FY 2017-18**

**REVENUE:**

|                 |  |           |
|-----------------|--|-----------|
| 1100 208 515032 | D.A. Victim Witness Assistance Program | \$249,753 |
|-----------------|--|-----------|

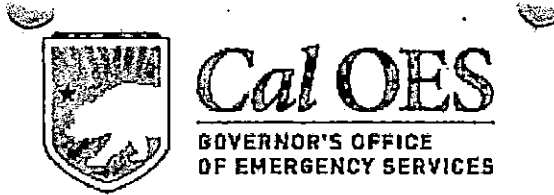
**EXPENDITURES:**

|               |                                    |          |
|---------------|------------------------------------|----------|
| 1100 208 1400 | Extra Help                         | \$71,954 |
| 1100 208 2106 | Communications                     | \$ 5,000 |
| 1100 208 2116 | Postage                            | \$ 3,000 |
| 1100 208 2117 | Office Supplies                    | \$46,199 |
| 1100 208 2120 | Rental & Lease – Equipment         | \$ 600   |
| 1100 208 2121 | Rental & Lease – Structure         | \$ 5,300 |
| 1100 208 2123 | Special Departmental Expense       | \$12,000 |
| 1100 208 2129 | Drinking Water (Victims/Witnesses) | \$ 1,000 |
| 1100 208 2148 | Computer Software                  | \$ 4,000 |
| 1100 208 2225 | Transportation out of County       | \$ 3,000 |
| 1100 208 2240 | Emergency Victim Expenses          | \$37,000 |
| 1100 208 2317 | Office Expense – Equipment         | \$10,700 |
| 1100 208 2614 | Staff Development and Training     | \$35,000 |
| 1100 208 8535 | Fixed Asset – Copier               | \$15,000 |

**TOTAL EXPENDITURES:**

**\$249,753**

EDMUND G. BROWN JR.  
GOVERNOR



*Rachel*  
MARK S. GHILARDUCCI  
DIRECTOR

February 13, 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 #: VW17 35 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 \$286,683, 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](http://www.caloes.ca.gov).

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

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

VSPS Grants Processing

Enclosure

c: Subrecipient's file

3650 SCHRIEVER AVENUE • MATHER, CALIFORNIA 95655  
VICTIM SERVICES & PUBLIC SAFETY BRANCH  
TELEPHONE: (916) 845-8301 • FAX: (916) 636-3770