



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-13

For the meeting of: September 1, 2015

Date: August 21, 2015

To: Board of Supervisors

From: Maggie Fleming, District Attorney

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

### RECOMMENDATION(S):

That the Board of Supervisors:

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

### SOURCE OF FUNDING:

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

### DISCUSSION:

The Office of the District Attorney of Humboldt County is applying for annual funding through the

Prepared by Rachelle Davis

CAO Approval

*Chyl Dillingham*

REVIEW:

Auditor

*MBH*

County Counsel

Personnel

Risk Manager

Other

TYPE OF ITEM:

- ☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor

Ayes  
Nays  
Abstain  
Absent

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

Dated: \_\_\_\_\_  
By: \_\_\_\_\_

*Tracy D. Dennis*  
*SEP 1 2015*  
Kathy Hayes, Clerk of the Board

California Governor's Office of Emergency Services for FY 2015-16, for the District Attorney Victim Witness Assistance Program. The funding is available through the Violence Against Women Act (VAWA) and the Victims of Crime Act (VOCA), a combination of Federal and State funds which are managed and dispersed annually to eligible counties by Cal OES.

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

In FY 2014-15, 702 new victims and 54 new witnesses received assistance through this program resulting in 2,300 follow-up victim contacts and 194 Victim of Violent Crime Applications filed, which reimburse crime victims for their out of pocket expenses. Since the needs of each client are unique to their particular situation, reimbursement assistance and services are not limited to those specifically listed. Approval of the requested application will allow the DA Victim Witness Program to continue to provide these essential services and assistance to crime victims in our community.

#### FINANCIAL IMPACT:

Approval of the one year application will allow the County to be reimbursed up to a maximum of \$185,380 for services performed in accordance with the scope of work described in the grant for the period of July 1, 2015 through June 30, 2016. Of the grant award, \$138,521 will be allocated to fund 2.0 Full Time Equivalent (FTE) Victim Witness Program Specialist position. The remaining \$46,859 will fund program specific operating expenses to limit the use of the DA's General Fund Allocation to run the program. Grant funding for FY 2015-16 was included in the District Attorney's requested budget in the amount awarded last year, \$174,470. A supplemental budget request has been included to allocate the additional \$10,910 in revenue.

Approval of the requested grant application for \$185,380 supports the Board's Strategic Framework by seeking outside funding sources to benefit Humboldt County needs.

#### OTHER AGENCY INVOLVEMENT:

Cal OES

#### ALTERNATIVES TO STAFF RECOMMENDATIONS:

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

#### ATTACHMENTS:

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

EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**Application Cover Sheet**

**RFA PROCESS**

**VICTIM/WITNESS ASSISTANCE PROGRAM**

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

County of Humboldt  
825 5<sup>th</sup> Street  
Eureka, CA 95501

(707) 445-7417







**BETTY T. YEE**

California State Controller

**NEGOTIATION AGREEMENT  
COUNTYWIDE COST ALLOCATION PLAN**

**County of Humboldt  
Eureka, California**

**Date: June 29, 2015  
Filing Ref: HUM16**

Pursuant to federal Office of Management and Budget (OMB) Circular 2 CFR part 225, the State Controller's Office formally approves the Countywide Cost Allocation Plan as described in Section I for use in the **2015-16** fiscal year. This approval is subject to the conditions contained in Section III.

Departmental indirect cost proposals should clearly identify those costs that have been distributed through Sections I and II of this agreement in accordance with the guidelines of the responsible grantor agency for that department. Further, data processing systems may be subject to grantor agency approval prior to the reimbursement of certain costs allocated, billed, or cost applied from the Data Processing Department.

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**SECTION I: COSTS DISTRIBUTED THROUGH COUNTYWIDE COST  
ALLOCATIONS**

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The indirect overhead and support service costs listed in **Schedule A** (attached) are formally approved as actual costs for the **2013-14** fiscal year and as estimated costs for the **2015-16** fiscal year on a "fixed with carry-forward" basis. These costs may be included as part of the costs of the county departments indicated effective **July 1, 2015**, for further allocation to federal grants and contracts performed by the respective county departments.



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**SECTION II: COSTS DISTRIBUTED THROUGH BILLING OR COST  
TRANSFER MECHANISMS**

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- |                                 |                               |
|---------------------------------|-------------------------------|
| 1. Employee Fringe Benefits     | 7. Information Services (ISF) |
| 2. County Administrative Office | 8. Central Services (ISF)     |
| 3. County Counsel               | 9. Communications (ISF)       |
| 4. Personnel                    | 10. Motor Pool (ISF)          |
| 5. Facility Management          | 11. Insurance Funds (ISF)     |
| 6. Heavy Equipment (ISF)        |                               |

In addition to Section I, which provides for services furnished but not billed, the services listed above are furnished and billed to state/local departments and agencies.

Direct charges from the above centers should be billed or cost applied in accordance with the procedures established by the county as described in its Countywide Cost Allocation Plan and may be included as part of the costs of the county departments indicated in Section I.

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**SECTION III: CONDITIONS**

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**A. LIMITATIONS:** Use of the amounts contained in this Negotiation Agreement are subject to any statutory or administrative limitations and, when ultimately allocated to individual grants or contracts through the indirect cost proposals of each county department, are applicable only to the extent that funds are available. Acceptance of the amounts agreed to herein is predicated on the conditions: (1) that no costs other than those incurred by the county were included for distribution in its Countywide Cost Allocation Plan as finally accepted, and that such costs are legal obligations of the county and allowable under the governing cost principles, (2) that similar types of costs have been accorded consistent accounting treatment, and (3) that the information provided by the county that was used as the basis for acceptance of the amounts agreed to herein is not subsequently found to be materially incomplete or inaccurate.

**B. CHANGES:** Fixed amounts contained in this Negotiation Agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Significant changes in the organizational structure or changes in the method of accounting for costs that materially affect the amount of reimbursement resulting from use of the amounts in this Negotiation Agreement will require prior approval of the authorized representative of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowances.

**C. FIXED AMOUNTS:** The fixed amounts contained in Section I of this agreement are based on an estimate of the costs that will be incurred during the period to which the amounts apply. When the actual costs for this period are determined, any differences between the fixed costs used as an estimate and the actual costs will be considered in a subsequent agreement.

**D. BILLED COSTS:** Charges for the services cited in Section II will be billed or cost applied in accordance with the procedures established by the county and recorded on the books of the cost center providing the service. Such charges will be based on the actual allowable costs, as defined by (OMB) Circular 2 CFR part 225, incurred by the cost center responsible for providing the service. Any differences between the billed allowable costs and the actual allowable costs for a particular accounting period will be considered in a subsequent agreement.

**E. NOTIFICATION TO STATE AND FEDERAL AGENCIES:** Copies of this document will be provided to other state and federal agencies as a means of notifying them of this approval.

**F. SPECIAL REMARKS:** None

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**SECTION IV: ACCEPTANCE**

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COUNTY OF HUMBOLDT

BY

M. P. Mellett  
Joseph Mellett  
Name  
Auditor - Controller  
Title  
7/2/15  
Date

Date

BETTY T. YEE

CALIFORNIA STATE CONTROLLER

BY

Anita Dagan  
for  
Hitomi Sekine, Bureau Chief  
Local Government Policy and Reporting  
Division of Accounting and Reporting

7/9/15  
Date

Date

Negotiated by Eric Perez  
Telephone (916) 445-2989

cc: State and Federal Agencies

Attachment

FY 14 for use in FY 16  
12/18/2014

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	114 Revenue Recovery	101 Bd of Supervisors	102 Clerk to the Board	109 Treasury Expense	113 Assessor	140 Elections	166 PW Land Use	168 County Surveyor	170 Cap Projects	181 Eco Dev-Promotion
1 Building Use Allowance	\$7,144	\$35,456	\$0	\$0	\$21,619	\$1,524	\$0	\$0	\$0	\$0
2 Equipment Use Allowance	1,813	5,941	0	1,733	22,173	113,331	251	75	0	0
3 103 CAO	4,440	5,187	0	0	11,592	2,160	2,933	915	1,588	187
4 111 Auditor-Controller	11,757	2,564	0	191	5,644	3,845	1,312	674	600	24
5 112 Treasurer-Tax Collector	2,670	308	0	49	368	670	185	130	154	6
6 121 County Counsel	8,319	0	0	0	15,201	9,765	34,053	0	0	0
7 130 Personnel	3,513	2,359	0	0	8,045	2,176	798	225	0	0
8 162 Facility Management	9,303	49,005	0	0	28,155	5,555	0	0	0	0
<b>Total Current Allocations</b>	48,959	100,820	0	1,974	112,797	139,027	39,533	2,020	2,342	217
Less: Prior Year Allocations & Adj	32,609	112,165	0	1,733	131,379	166,744	41,577	2,014	16,436	2,181
Carry-Forward	16,350	(11,345)	0	241	(18,582)	(27,717)	(2,044)	6	(14,094)	(1,964)
<b>Proposed Costs</b>	<b>\$65,309</b>	<b>\$89,475</b>	<b>\$0</b>	<b>\$2,214</b>	<b>\$94,216</b>	<b>\$111,309</b>	<b>\$37,489</b>	<b>\$2,025</b>	<b>\$11,752</b>	<b>\$1,747</b>



Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	190 COP Payments	199 Contributions Oth	202 JJ Crime Prvnt	205 District Attorney	208 Victim Witness	211 DA Child Abuse	213 Homeland Security	217 Grand Jury	219 Public Defender	220 St Bd of Control
1 Building Use Allowance	\$0	\$0	\$0	\$43,634	\$0	\$0	\$0	\$2,330	\$6,208	\$0
2 Equipment Use Allowance	0	0	507	26,625	558	1,797	0	175	2,905	0
3 103 CAO	0	0	1,469	21,849	1,177	937	27,052	468	9,501	717
4 111 Auditor-Controller	550	231	682	13,414	814	621	327	1,473	3,775	475
5 112 Treasurer-Tax Collector	141	59	47	1,684	120	76	84	377	308	35
6 121 County Counsel	0	0	0	32,467	0	0	0	14,242	987	0
7 130 Personnel	0	0	1,205	11,990	460	971	0	0	4,786	451
8 162 Facility Management	0	0	0	53,355	661	88	0	3,035	12,438	0
<b>Total Current Allocations</b>	691	290	3,910	205,018	3,790	4,491	27,462	22,100	40,909	1,678
Less: Prior Year Allocations & Adj	460	336	3,476	193,793	4,019	4,073	1,017	13,780	45,052	1,823
Carry Forward	231	(46)	434	11,225	(229)	418	26,445	8,320	(4,143)	(145)
<b>Proposed Costs</b>	<b>\$922</b>	<b>\$245</b>	<b>\$4,343</b>	<b>\$216,243</b>	<b>\$3,562</b>	<b>\$4,908</b>	<b>\$53,907</b>	<b>\$30,420</b>	<b>\$36,766</b>	<b>\$1,533</b>

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	221 Sheriff	222 CAL- MMET	225 Airport Security	228 Marijuana Educ	229 Boat Safety	234 Juvenile Hall	235 Probation	243 Jail	244 Correctional Facility Realign	245 Drug Court
1 Building Use Allowance	\$109,117	\$0	\$0	\$0	\$0	\$46,109	\$68,182	\$709,878	\$0	\$0
2 Equipment Use Allowance	147,553	3,454	0	5,251	12,830	2,268	13,686	66,922	5,752	407
3 103 CAO	62,954	0	1,490	1,756	700	9,986	26,272	56,385	1,258	638
4 111 Auditor-Controller	23,814	37	1,548	640	317	7,173	16,035	23,061	744	1,419
5 112 Treasurer-Tax Collector	1,843	6	18	89	38	680	2,019	1,437	61	277
6 121 County Counsel	29,294	0	0	0	0	0	29,294	36,831	0	0
7 130 Personnel	28,799	18	1,976	928	225	10,076	14,566	28,184	945	720
8 152 Facility Management	140,022	0	0	0	905	16,159	82,635	316,953	0	0
Total Current Allocations	543,396	3,515	5,033	8,664	15,015	92,451	252,690	1,239,851	8,761	3,461
Less: Prior Year Allocations & Adj	594,889	4,839	6,477	9,492	16,051	101,074	256,194	1,109,304	774	3,101
Carry-Forward	(51,493)	(1,324)	(1,444)	(828)	(1,036)	(8,623)	(3,504)	130,347	7,987	360
Proposed Costs	\$491,902	\$2,191	\$3,589	\$7,835	\$13,979	\$83,828	\$249,185	\$1,369,999	\$16,748	\$3,820

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	246 Conflict Counsel	250 County Courts	251 Water Mgmt	252 Encourage Arrests	253 Alt Counsel	254 Regional Facility	257 IV-E Waivers-Res	258 Prop 36	260 Court Security	261 Ag Commiss
1 Building Use Allowance	\$27	\$173,302	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,376
2 Equipment Use Allowance	777	0	0	0	815	2,803	130	0	0	5,176
3 103 CAO	4,973	751	484	0	2,831	7,585	1,104	0	6,945	4,012
4 111 Auditor-Controller	1,805	3,283	570	0	1,549	4,509	807	0	2,895	2,312
5 112 Treasurer-Tax Collector	162	839	103	0	139	321	120	0	144	296
6 121 County Counsel	0	0	0	0	0	0	0	0	0	3,455
7 130 Personnel	2,106	0	225	0	1,881	5,965	720	0	4,735	2,082
8 162 Facility Management	44	0	0	0	0	17,554	0	0	0	72,700
<b>Total Current Allocations</b>	9,894	178,177	1,382	0	7,215	38,737	2,882	0	14,719	93,409
Less: Prior Year Allocations & Adj	19,362	184,852	3,220	82	1,603	156,347	2,518	0	13,089	86,459
Carry-Forward	(9,488)	(6,675)	(1,838)	(82)	5,612	(117,610)	364	0	1,630	6,950
<b>Proposed Costs</b>	\$427	\$171,501	\$1456	\$(82)	\$12,826	\$(78,873)	\$3,246	\$0	\$16,349	\$100,358



FY 14 for use in FY 16  
12/18/2014

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	262 Building Inspector	264 Pub Sfty INTEOP	265 Drug Task Force	271 Recorder	267 Rod-RecCon	272 Coroner	274 Emergency Svcs	277 Planning	278 Animal Control	279 Wildlife Svcs
1 Building Use Allowance	\$2,396	\$0	\$0	\$40,108	\$0	\$3,677	\$12,239	\$6,097	\$70,649	\$0
2 Equipment Use Allowance	3,121	(26,480)	2,410	13,777	0	6,777	21,376	9,646	8,450	0
3 103 CAO	6,883	0	0	4,269	0	3,313	17,499	21,314	3,583	0
4 111 Auditor-Controller	4,292	776	0	5,833	45	2,641	1,049	5,672	3,426	32
5 112 Treasurer-Tax Collector	582	198	0	1,044	12	459	205	804	411	8
6 121 County Counsel	0	0	0	917	0	71	564	406,505	5,076	0
7 130 Personnel	2,704	0	0	3,017	0	1,136	4,232	7,112	2,974	0
8 162 Facility Management	8,731	0	0	31,103	0	14,293	14,748	22,220	3,453	0
<b>Total Current Allocations</b>	28,710	(25,486)	2,410	100,068	57	32,366	71,913	479,371	98,022	40
Less: Prior Year Allocations & Adj	30,826	26,632	0	121,754	0	35,526	54,780	458,480	112,663	17
Carry-Forward	(2,116)	(52,118)	0	(21,686)	0	(3,160)	17,133	20,891	(14,641)	23
<b>Proposed Costs</b>	\$26,594	\$(77,603)	\$2,410	\$78,381	\$57	\$29,207	\$89,045	\$500,262	\$83,381	\$63

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	281 Forester- Warden	282 Advanced Planning Department	284 Lcl Agcy Form. Comm	285 Environment al Preservation	294 Public Safety Realignment	291 Victim Advocacy & Outreach	289 CDS Ntrl Resources	360 Law Library	354 Liability	358 Purchased Insurance Premiums
1 Building Use Allowance	\$0	\$0	\$141	\$0	\$0	\$0	\$0	\$8,954	\$0	\$0
2 Equipment Use Allowance	0	382	0	0	4,824	317	1,125	0	0	0
3 103 CAO	849	2,780	0	0	8,464	287	2,189	264	0	0
4 111 Auditor-Controller	35	1,843	0	0	3,119	579	2,022	2,726	0	0
5 112 Treasurer-Tax Collector	9	246	0	0	367	77	302	544	0	0
6 121 County Counsel	0	0	0	0	0	0	0	0	0	0
7 130 Personnel	0	1,448	0	0	4,943	1,448	1,127	1,699	0	0
8 162 Facility Management	0	0	515	0	1,188	0	0	11,749	0	0
Total Current Allocations	893	6,698	656	0	22,705	2,708	6,765	25,936	0	0
Less: Prior Year Allocations & Adj	326	4,819	646	574	8,955	2,034	12,346	27,379	0	(5)
Carry Forward	567	1,879	10	(574)	13,750	674	(5,581)	(1,443)	0	5
Proposed Costs	\$1,459	\$8,577	\$666	\$1,574	\$36,455	\$3,381	\$1,184	\$24,494	\$0	\$5

FY 14 for use in FY 16  
12/18/2014

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	359 Risk Management	438 Solid Waste	490 Medical Care	495 Supervision s/Psych Em	496 MH Adult Svcs	497 Children, Youth, Fm Svcs	498 Medication Support	525 Gen Relief	632 Del Norte Ag Advisor	713 Parks & Recreation
1 Building Use Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,376	\$0
2 Equipment Use Allowance	0	11,989	0	0	0	0	0	0	2,109	6,951
3 103 CAO	0	571	0	0	0	0	0	0	610	2,891
4 111 Auditor-Controller	0	417	144	3,921	1,688	3,092	606	52,664	848	5,100
5 112 Treasurer-Tax Collector	0	107	37	1,003	432	790	155	13,438	129	945
6 121 County Counsel	0	35,887	0	0	0	0	0	0	0	0
7 130 Personnel	0	0	0	0	0	0	0	0	460	4,040
8 162 Facility Management	0	0	0	32,777	725	3,102	0	0	0	1,559
<b>Total Current Allocations</b>	0	48,971	180	37,701	2,845	6,984	761	66,002	7,533	21,485
Less: Prior Year Allocations & Adj	0	49,504	237	37,407	4,029	7,151	1,433	88,810	8,344	21,092
Carry-Forward	0	(533)	(57)	294	(1,184)	(167)	(672)	(22,808)	(811)	393
<b>Proposed Costs</b>	\$0	\$48,437	\$124	\$37,995	\$1,660	\$6,818	\$89	\$43,193	\$6,721	\$21,879



Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	1110-515 SB163	517 Temp Asst Need Fam	518 Foster Care	1120-275 Eco Dev	286 Headwaters	287 Workforce Invest	1150-715 Bike & Trail	910 Transportatio n	273 PG Conservator	504 Older Adults
1 Building Use Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	0	0	0	10,845	1,730	5,839	0	0	3,810	0
4 111 Auditor-Controller	803	4,073	37,088	1,791	554	3,626	1,281	43	2,270	986
5 112 Treasurer-Tax Collector	205	1,041	9,482	269	99	927	328	11	236	252
6 121 County Counsel	0	0	0	12,141	21,222	0	0	0	69,714	0
7 130 Personnel	0	0	0	1,534	225	0	0	0	1,803	0
8 162 Facility Management	0	0	0	0	0	0	0	0	0	0
<b>Total Current Allocations</b>	1,008	5,114	46,569	26,579	23,830	10,393	1,609	53	77,833	1,239
Less: Prior Year Allocations & Adj	2,042	14,362	44,486	17,111	2,396	2,735	690	91	73,546	1,529
Carry-Forward	(1,034)	(9,248)	2,083	9,468	21,434	7,658	919	(38)	4,287	(290)
<b>Proposed Costs</b>	<b>\$726</b>	<b>\$14,133</b>	<b>\$48,653</b>	<b>\$36,048</b>	<b>\$45,264</b>	<b>\$18,051</b>	<b>\$2,528</b>	<b>\$16</b>	<b>\$82,120</b>	<b>\$948</b>

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	505 CAL Works	506 IHSS Pub Auth	507 Children's Center	508 Child Welfare Svcs	509 Childrens Ctr	515 Title IV E Waiver & Rest	1160-511 Social Svcs	516 Administration	519 Temp Assist Needy	599 Veterans Svcs
1 Building Use Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$34,182	\$0	\$0	\$21,918
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	0	0	0	0	0	0	209,807	26,793	0	1,134
4 111 Auditor-Controller	2,911	191	0	7,731	0	0	111,253	7,130	0	1,363
5 112 Treasurer-Tax Collector	744	49	0	1,977	0	0	8,276	152	0	186
6 121 County Counsel	0	5,294	0	(83,562)	0	0	(57,076)	0	0	0
7 130 Personnel	0	0	0	0	0	0	153,293	14,125	0	1,387
8 162 Facility Management	0	0	0	0	289	0	704,342	0	0	16,251
<b>Total Current Allocations</b>	3,655	5,534	0	(73,854)	289	0	1,164,079	48,201	0	42,240
Less: Prior Year Allocations & Adj	55,768	154	130	254,259	2,442	0	780,675	39,272	0	58,569
Carry-Forward	(52,113)	5,380	(130)	(328,113)	(2,153)	0	383,404	8,929	0	(16,329)
<b>Proposed Costs</b>	<b>\$(48,457)</b>	<b>\$10,914</b>	<b>\$(130)</b>	<b>\$(401,967)</b>	<b>\$(1,864)</b>	<b>\$0</b>	<b>\$1,547,483</b>	<b>\$57,130</b>	<b>\$0</b>	<b>\$25,910</b>

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	1170-424 Mental Hlth	427 Mental Hlth Jail	1175-400 Public Hlth Adm	403 Hlth Bus/Acct Svcs	404 MCH Adolescent Fam	406 Enviro Health	407 Childhood Lead	408 Altn Resp Team	410 EMS	411 Haz Mat
1 Building Use Allowance	\$26,875	\$0	\$24,995	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	135,805	0	18,722	0	0	13,628	0	0	0	0
4 111 Auditor-Controller	61,291	524	18,751	350	0	6,561	282	0	344	1,796
5 112 Treasurer-Tax Collector	4,149	134	3,230	90	0	443	72	0	90	462
6 121 County Counsel	146,205	0	35,319	0	0	15,412	0	0	0	0
7 130 Personnel	85,062	0	11,695	0	0	7,272	0	0	0	0
8 162 Facility Management	52,312	0	16,538	0	1,406	217	0	0	0	0
Total Current Allocations	511,699	658	129,250	441	1,406	43,534	354	0	433	2,257
Less: Prior Year Allocations & Adj	353,141	278	85,281	297	145	20,760	460	1,571	270	3,030
Carry-Forward	158,558	380	43,969	144	1,260	22,774	(106)	(1,571)	163	(773)
Proposed Costs	\$670,258	\$1,037	\$173,219	\$584	\$2,665	\$66,308	\$248	\$(1,571)	\$597	\$1,485



FY 14 for use in FY 16  
12/18/2014

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	412 Tobacco Educ	413 Childrens Hlth	414 Health Educ	415 WIC	416 PH Field Nurse	418 CHDP Admin	419 TB Control	420 MCH Coord Pjct	421 MCH Cal Home Visiting Program	422 Civil Services
1 Building Use Allowance	\$0	\$0	\$0	\$916	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	0	0	12,611	4,198	31,775	0	0	0	0	0
4 111 Auditor-Controller	342	0	6,457	4,938	13,143	872	683	962	931	2,159
5 112 Treasurer-Tax Collector	88	0	433	612	779	223	175	246	238	552
6 121 County Counsel	0	0	0	0	0	0	0	0	0	0
7 130 Personnel	0	0	7,187	5,021	15,664	0	0	0	0	0
8 162 Facility Management	0	0	527	762	0	0	0	0	0	0
<b>Total Current Allocations</b>	429	0	27,216	16,447	61,362	1,095	858	1,208	1,168	2,711
Less: Prior Year Allocations & Adj	602	508	15,567	13,992	33,876	1,137	1,685	1,405	552	4,730
Carry-Forward	(173)	(508)	11,649	2,455	27,486	(42)	(827)	(197)	616	(2,019)
<b>Proposed Costs</b>	\$257	\$(508)	\$38,865	\$18,901	\$88,847	\$1,053	\$31	\$1,012	\$1,785	\$691

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	426 Nurse Partnership	427 Mental Health Jail Programs	428 Immunization	430 Local Enforcement	432 Local Oversight	433 Nutrition Phys Actv	434 Hlth OS Agency Sup	435 Pub Health Lab	439 Prop 10	437 Care NorCAP
1 Building Use Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	0	0	0	0	0	0	0	2,880	539	0
4 111 Auditor-Controller	659	0	215	591	298	925	181	3,010	5,272	593
5 112 Treasurer-Tax Collector	159	0	55	152	77	237	46	462	1,298	152
6 121 County Counsel	0	0	0	0	0	0	0	0	5,217	0
7 130 Personnel	0	0	0	0	0	0	0	2,149	485	0
8 162 Facility Management	0	0	0	0	0	0	0	257	0	0
<b>Total Current Allocations</b>	828	0	270	743	375	1,162	227	8,757	12,812	744
Less: Prior Year Allocations & Adj	1,517	0	297	690	331	1,875	241	9,063	10,749	772
Carry-Forward	(689)	0	(27)	53	44	(713)	(14)	(306)	2,063	(28)
<b>Proposed Costs</b>	<b>\$139</b>	<b>\$0</b>	<b>\$244</b>	<b>\$797</b>	<b>\$419</b>	<b>\$448</b>	<b>\$213</b>	<b>\$8,451</b>	<b>\$14,874</b>	<b>\$717</b>

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	449 Fiscal Agent	451 Safe & Drug Free Schools	452 AOD Prevention	454 MH Svcs Act-PEI	455 PH Prepare-Response	457 Parent & Family Support	458 First Five Prop 10	459 Health & Well Being	460 MCAH CCS Pers	465 PH Pharmacy
1 Building Use Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	0	0	0	0	0	299	483	189	10,862	0
4 111 Auditor-Controller	362	279	340	824	1,598	0	240	0	3,399	48
5 112 Treasurer-Tax Collector	92	71	87	211	408	0	0	0	1	12
6 121 County Counsel	0	0	0	0	0	0	0	0	0	0
7 130 Personnel	0	0	0	0	0	0	589	0	5,348	0
8 162 Facility Management	0	0	0	0	1,383	0	0	0	0	0
<b>Total Current Allocations</b>	454	351	427	1,035	3,389	299	1,312	189	19,610	60
Less: Prior Year Allocations & Adj	538	414	660	1,065	2,805	0	984	0	9,398	1,947
Carry-Forward	(84)	(53)	(233)	(30)	584	0	328	0	10,212	(1,887)
<b>Proposed Costs</b>	<b>\$370</b>	<b>\$287</b>	<b>\$195</b>	<b>\$1,005</b>	<b>\$3,973</b>	<b>\$299</b>	<b>\$1,639</b>	<b>\$189</b>	<b>\$29,823</b>	<b>\$11,827</b>



FY 14 for use in FY 16  
12/18/2014

**Humboldt County, California**  
**OMB A-87 Cost Allocation Plan**

**Summary Schedule**

Department	470 HOPWA Nor CAP	475 HumWorks Program	477 Mental Health Svcs Act	486 Land Use	488 Family Violence Prvt	493 CA Childrens Svcs	1180-425 Drug & Alcohol	429 SACPA Prop 36	431 Healthy Moms	1190-582 ETD Multi Prj
1 Building Use Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	0	0	0	0	0	0	5,230	17	4,336	0
4 111 Auditor-Controller	130	231	3,799	1,170	152	2,943	6,249	13	2,605	77
5 112 Treasurer-Tax Collector	33	59	971	299	39	752	1,098	0	226	20
6 121 County Counsel	0	0	0	0	0	0	0	0	0	0
7 130 Personnel	0	0	0	0	0	0	3,694	18	3,112	0
8 162 Facility Management	0	0	0	0	0	0	40	0	735	0
<b>Total Current Allocations</b>	164	290	4,770	1,469	190	3,696	16,312	48	11,015	97
Less: Prior Year Allocations & Adj	229	464	4,898	1,577	452	5,007	12,608	43	9,811	520
Carry-Forward	(65)	(174)	(128)	(108)	(262)	(1,311)	3,704	5	1,204	(423)
<b>Proposed Costs</b>	<b>\$98</b>	<b>\$117</b>	<b>\$4,643</b>	<b>\$1,361</b>	<b>\$71</b>	<b>\$2,384</b>	<b>\$20,015</b>	<b>\$53</b>	<b>\$12,218</b>	<b>\$(326)</b>

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	584 Supplmntl Displ Wkr	586 Rapid Response	589 JTPA Adult Programs	590 JTPA Dislocated Wrkr Prog	596 Employment Training	597 ETD Staff	1200-320 Roads Admin	321 Roads Engineer	322 Roads Real Prop	325 Roads Maintenance
1 Building Use Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$4,868	\$0	\$0	\$0
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	0	0	0	0	0	10,455	7,318	6,913	3,545	29,195
4 111 Auditor-Controller	229	77	393	279	0	8,595	2,985	3,731	2,449	20,319
5 112 Treasurer-Tax Collector	58	20	101	71	0	1,176	337	449	298	2,213
6 121 County Counsel	0	0	0	0	0	0	6,909	9,800	0	0
7 130 Personnel	0	0	0	0	0	8,844	3,311	3,181	3,062	18,578
8 162 Facility Management	0	0	0	0	0	0	31,380	0	0	0
Total Current Allocations	287	97	494	351	0	29,070	57,109	24,074	9,355	70,305
Less: Prior Year Allocations & Adj	378	202	1,206	1,093	0	19,808	50,516	18,543	9,556	72,867
Carry-Forward	(91)	(105)	(712)	(742)	0	9,262	6,593	5,531	(201)	(2,562)
Proposed Costs	\$196	\$8	\$(218)	\$(392)	\$0	\$38,332	\$63,702	\$29,605	\$9,154	\$67,743

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	331 Roads Natural Res	206 Child Support	1490 Aviation Cap Prj	1500-521 County Library	1700 Fish & Game	1900 County Fixed Assets	3500 Motor Pool ISF	330 Rds-Eq Main	3520 Insurance ISF	3521 Communicat ions ISF
1 Building Use Allowance	\$0	\$0	\$0	\$208,383	\$0	\$0	\$691	\$0	\$3,620	\$0
2 Equipment Use Allowance	0	0	0	0	0	0	0	0	0	0
3 103 CAO	1,920	25,024	0	17,611	0	0	2,200	4,656	9,193	14,561
4 111 Auditor-Controller	976	20,248	0	18,630	178	173	8,466	11,809	13,361	2,370
5 112 Treasurer-Tax Collector	120	3,262	0	2,291	46	44	1,973	2,670	3,293	574
6 121 County Counsel	25,135	423	0	2,707	0	0	0	0	811	776
7 130 Personnel	676	15,154	0	18,866	0	0	1,343	3,094	72,189	268
8 162 Facility Management	0	286	0	125,114	0	0	0	0	4,716	0
Total Current Allocations	28,827	64,397	0	393,602	224	217	14,673	22,230	107,193	18,548
Less: Prior Year Allocations & Adj	15,678	52,284	0	383,984	190	190	13,632	20,591	33,962	7,113
Carry-Forward	13,149	12,113	0	9,618	34	27	1,041	1,639	73,231	11,435
Proposed Costs	\$41,976	\$76,509	\$0	\$403,220	\$257	\$244	\$15,714	\$23,868	\$180,425	\$29,984

Humboldt County, California  
OMB A-87 Cost Allocation Plan

Summary Schedule

Department	3530 Aviation ISF	3550 Info Services ISF	3555-1115 Purchasing ISF	116 Cntl Svcs Mailroom	999 All Other	2nd Allocation Orphans	Total
1 Building Use Allowance	\$0	\$12,287	\$4,292	\$0	\$36,333	\$0	\$1,754,904
2 Equipment Use Allowance	0	0	0	0	0	0	512,304
3 103 CAO	5,653	24,462	17,235	0	2,642	0	1,042,181
4 111 Auditor-Controller	11,496	6,665	2,701	0	290,652	0	1,010,433
5 112 Treasurer-Tax Collector	2,471	978	574	0	76,847	0	181,506
6 121 County Counsel	12,268	30,105	9,730	0	0	0	931,480
7 130 Personnel	2,878	5,047	1,248	0	0	0	654,884
8 162 Facility Management	647	8,661	5,343	0	0	0	1,925,937
<b>Total Current Allocations</b>	35,413	88,204	41,121	0	406,475	0	8,013,629
Less: Prior Year Allocations & Adj	39,855	40,902	31,516	0	326,400	0	7,569,119
Carry-Forward	(4,442)	47,302	9,605	0	80,075	0	441,555
<b>Proposed Costs</b>	<b>\$30,972</b>	<b>\$135,507</b>	<b>\$50,727</b>	<b>\$0</b>	<b>\$486,549</b>	<b>\$0</b>	<b>\$8,455,185</b>



## PROJECT CONTACT INFORMATION

Subrecipient: County of Humboldt

Subaward #: WV15330120

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

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

Name: Maggie Fleming

Title: District Attorney

Telephone #: 707.445.7411

Fax#: 707.445.7416

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

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

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

Name: Joseph Mellett

Title: Auditor-Controller

Telephone #: 707.476.2452

Fax#: 707.445.7449

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

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

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

Name: Joyce Moser

Title: DA Victim Witness Program Coordinator

Telephone #: 707.445.7417

Fax#: 707.445.7490

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

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

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

Name: Rachelle Davis

Title: Legal Office Business Manager

Telephone #: 707.268.2596

Fax#: 707.445.7416

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

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

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

Name: Maggie Fleming

Title: District Attorney

Telephone #: 707.445.7411

Fax#: 707.445.7416

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

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

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

Name: Estelle Fennell

Title: Chair, Board of Supervisors

Telephone #: 707.476.2392

Fax#: 707.445.7299

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

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

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

Name: Estelle Fennell

Title: Chair, Board of Supervisors

Telephone #: 707.476.2392

Fax#: 707.445.7299

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

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

## SIGNATURE AUTHORIZATION

Subaward #: WW15330120

Subrecipient: County of Humboldt

Implementing Agency: Office of the District Attorney

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

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

Signature: Maggie Fleming

Date: Aug 27, 2015

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

Signature: J. Mellett

Date: 8/20/15

The following persons are authorized to sign for the  
**Project Director**

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the  
**Financial Officer**

Signature

Steve Edmiston, Assistant Auditor-Controller

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

## **CERTIFICATION OF ASSURANCE OF COMPLIANCE**

### **Victims of Crime Act (VOCA) Fund**

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

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



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

I, Maggie Fleming, District Attorney hereby certify that  
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of Humboldt

IMPLEMENTING AGENCY: Office of the District Attorney

PROJECT TITLE: Victim Witness Assistance Program

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

**I. Federal Grant Funds**

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Dan Fulks

Title: Personnel Director

Address: 825 Fifth Street, First Floor, Eureka, CA 95501

Phone: 707.476.2349

Email: dfulks@co.humboldt.ca.us



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

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

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

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

**V. Lobbying – (*Subrecipient Handbook Section 2154*)**

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

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

*(This applies to federally funded grants only.)*

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

**VII. Proof of Authority from City Council/Governing Board**

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

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

**VIII. Civil Rights Compliance**

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

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

The grant Subrecipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines, and the Office of Justice Programs Financial Guide.

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

### CERTIFICATION

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

Authorized Official's Signature: \_\_\_\_\_

*Estelle Fennell*

Authorized Official's Typed Name: Estelle Fennell

Authorized Official's Title: Chair, Board of Supervisors

Date Executed: \_\_\_\_\_

9-1-15

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

Current Central Contractor Registration Expiration Date: 12-29-16

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

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

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

- ☒ County Financial Officer  
☐ County Manager

Signature: \_\_\_\_\_

*M. P. Mellett*

Typed Name: Joseph Mellett

Title: County Auditor-Controller



**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As**  
**Amended, Services\*Training\*Officers\*Prosecutors (STOP) Formula Grant Program and**  
**Victims of Crime Act (VOCA) Fund**

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

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



**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As**  
**Amended, Services\*Training\*Officers\*Prosecutors (STOP) Formula Grant Program and**  
**Victims of Crime Act (VOCA) Fund**

I, Maggie Fleming, District Attorney hereby certify that  
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of Humboldt

IMPLEMENTING AGENCY: Office of the District Attorney

PROJECT TITLE: Victim Witness Assistance Program

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

**I. Federal Grant Funds**

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Dan Fulks

Title: Personnel Director

Address: 825 Fifth Street, First Floor, Eureka, CA 95501

Phone: 707.476.2348

Email: dfulks@co.humboldt.ca.us

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

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

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

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

**V. Lobbying – (Subrecipient Handbook Section 2154)**

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

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

*(This applies to federally funded grants only.)*

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

**VII. Proof of Authority from City Council/Governing Board**

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

The Applicant is required to obtain a signed resolution from the City Council/Governing Board illustrating that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain the signed resolution on-site, and a copy must be readily available upon request by Cal OES.

**VIII. Civil Rights Compliance**

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



## **IX. Special Condition for Grant Subaward with Violence Against Women Act (VAWA) Funds**

- **Filing Costs for Criminal Charges and Protection**

Its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

- **Forensic Medical Examination Payment Requirement for Victims of Sexual Assault**

The state or territory, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault, coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to the victims, and does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam, or both.

- **Judicial Notification**

The State's or unit of local government's judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related Federal, State, or local laws.

- **Polygraph Testing Prohibition**

Its laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

- **Nondisclosure of Confidential or Private Information Regarding Services for Victims**

Recipients and Subrecipients shall not:

- (i) disclose, reveal, or release any personally identifying information or information collected in connection with services requested, utilized, or denied through Recipients' and Subrecipient' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person and/or parent or guardian about whom information is sought, unless the disclosure of the information is compelled by statutory or court mandate. If release of information is compelled by statutory or court mandate, Recipient' and Subrecipients shall make reasonable attempts to provide notice to victims affected by the disclosure of information and

shall take steps necessary to protect the privacy and safety of the person affected by the release of the information.

- **Consultation and Documentation with Local Victim Services Programs**  
*(Applies only to law enforcement, prosecution and the courts)*

Tribal, territorial, State, or local prosecution, law enforcement, and courts must consult with tribal, territorial, State or local victim service programs during the course of developing their grant applications. This will ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

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

The Grant Subrecipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines and the Office of Justice Programs Financial Guide.



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

### CERTIFICATION

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

Authorized Official's Signature: \_\_\_\_\_

*Estelle Fennell*

Authorized Official's Typed Name: Estelle Fennell

Authorized Official's Title: Chair, Board of Supervisors

Date Executed: \_\_\_\_\_

9-1-15

Federal Employer ID #: 94-6000-513 Federal DUNS # 0343150203

Current Central Contractor Registration Expiration Date: 12-29-16

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

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

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

- ☒ County Financial Officer  
☐ County Manager

Signature: \_\_\_\_\_

*J. Mellett*

Typed Name: Joseph Mellett

Title: County Auditor-Controller

## **Project Narrative**

### **1. PROBLEM STATEMENT**

Humboldt County District Attorney Victim Witness Program (HCDVWP) has been providing services to victims since 1982, with funding from the Office of Criminal Justice Planning, California Emergency Management Agency (CalEMA) and California Office of Emergency Services (CalOES), starting with a staff of 1.5 employees, increasing to ten (10) paid employees and two (2) volunteers over the past 33 years. Currently, the HCDVWP operates its services on two main grants, two supplemental grants, one position out of the DA's General Fund and two positions out of the County Measure Z monies. Due to our unique geographic location, declining economy, under-served victim population and increased violent crimes against women, the Victim Witness Assistance grant will continue providing much needed direct services to our community.

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

Humboldt is a rural county with a geographical area of 3,572 square miles, located on the north coast, 100 miles south of Oregon. According to the 2010 US Census Bureau, our County's ethnic population is 77.2% Caucasian, 5.7% Native American, 4.7% Hispanic, 1.1% African American, 2.2% Asian, 9.1% other totaling 128,864 people with a crime index of 2,023. In 2014/2015, HCDVWP served an estimated victim population of 89% Caucasian, 6% Hispanic, 3% Native American and 2% African American. Economically, Humboldt's high rate of poverty (below poverty level 15.4) and unemployment (5.6%) due to the continued decline of the timber and fishing industries, combined with the County's isolation and limited access to



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resources, contributes to many social problems. These factors of substance abuse, family violence and high divorce rates contribute to the increased violence our County is experiencing in our community and specifically towards women and children. Humboldt has the second highest violent crime rate per capita in California. The Humboldt County Drug Task Force has cited a continued increase in gang activity and in the number of Mexican Nationals conducting a large-scale drug trade with local marijuana growers, trading meth and heroin for the highly prized "Humboldt Homegrown". Local and statewide statistics show that Humboldt is becoming a more violent place to live. County resources are unable to keep up with the increasing victim population. With the recent impacts of our dwindling economy and recession in Humboldt County, we have seen a sharp increase in violent crimes categories that normally we had not had a problem. These all contribute to the increased number of victims and witnesses that have referred to our program. Funding through CalOES is VITAL to providing comprehensive victim services, which the County could not otherwise offer.

Humboldt is the home of 8 Federally Recognized Native American Tribes. The Yurok and Karuk Tribes are the two largest in California in membership. Within Humboldt County, five separate Tribal Courts exist; this creates jurisdictional confusion for both the Native American victims and witnesses. Historically, due to cultural differences, the remote location of tribal lands, and general distrust of law enforcement agencies and the Criminal Justice System, providing services to the Native American community has been a challenge area. The grant allows our program to reach out to this underserved population that might not otherwise be served.

Domestic Violence is 55% of our client population and local Legal Aid no longer provides restraining order assistance. All law enforcement and other victim service agencies refer clients to HCDVWP.

## 2. PLAN AND IMPLEMENTATION

### PLAN

Objective 1: During the grant year, HCDVWP 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 2014-2015.

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

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

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

Approximately 45% of the referrals come from the District Attorney's Office, 40% from law enforcement, which include Child Welfare. The remaining 15% comes from community-based agencies such as the local Rape Crisis Center, Women's Shelter, and Tribal Social Services. The constant focus on outreach and promoting public awareness increases referrals to the program.



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

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

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

HCDVWP utilize volunteers from the community procured through other CBO's, the County Board Of Education, Senior Resource Center, Local Youth Groups and the local University & College. Our current Humboldt State University Volunteer completes a monthly Volunteer Time Sheet to record and capture her time donated to this program. Recruiting new volunteers is a challenge due to the high costs of the background check and fingerprinting required by the District Attorney's Office. Since grant funds cannot pay for these expenses, our program has found other ways to meet the volunteer requirements. High School Students, Future Farmers of America (FFA) and 4H Youth volunteers gather food baskets for crime victims at Thanksgiving and Christmas. In addition they provide "Personal Comfort Packs" for crime victims all year long. Each pack includes personal care items are distributed by Victim Witness staff.

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

### IMPLEMENTATION

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

Organizationally, the Coordinator answers directly to the District Attorney. Staff consists of eleven (11) people under the direction of the Program Coordinator. Eight (8) full-time Program Specialists, One (1) half-time Program Specialist, One (1) Legal Office Assistant and One (1) Humboldt State University Student Volunteer and One (1) volunteer. CalOES funds two (2) full-time Program Specialist. CalOES Unserved/Underserved Victim Advocacy & Outreach Program funds one (1) full-time Program Specialist and one (1) half-time Program Specialist. California Victim Compensation and Government Claims Board funds two (2) full-time Program Specialists. General Fund funds one (1) full-time Program Specialist. North Coast Rape Crisis Team funds one (1) full-time Program Specialist. County Measure Z monies funds the one (1) Program Coordinator and one (1) Legal Office Assistant.

HCDVWP staff regularly networks with North Coast Rape Crisis Team and Two Feathers Native American Family Services, meets annually to update MOU's and participates regularly on councils, task forces and committees. Specific areas of coordination are outlined in the operational agreements from our various partners. The agencies also appear together at



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media functions, which include Victim Rights Awareness Week activities, and routinely assist each other to ensure victims receive the best service available.

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

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

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

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

**Budget Narrative**

The proposed 2015-16 budget supports the activities of the Victim Witness Assistance Program by providing staffing and operating expenses to meet the outlined goals and objectives identified for Fiscal Year 2015-16. This budget has been developed with the intent to support direct servicing needs first. Indirect costs such as administrative/information technology charges are also included as required by the County, which represent the costs of services provided to the Victim Witness Assistance Program by other County departments. This includes but is not limited to the County Administrative Office (CAO), Personnel, Risk Management, County Counsel, Payroll, Auditor/Controller (accounts payable & receivable), Purchasing, and Information Technologies (IT). Departmental administrative costs within the District Attorney's Office have not been included in these charges nor will they be claimed regardless of the impact to the department's operating costs while providing the Victim Witness Program to County residents. All County Service Charges claimed in this budget are actual costs as determined by the CAO or respective departments and are not estimates. The District Attorney's Office will absorb 100% of the Worker's Compensation Charges a total of \$21,129.

Measure "Z" was passed by the citizens of Humboldt County who agreed upon a ½ cent sales tax increase to be used for improvement in Humboldt County Services with an emphasis on public safety. After budget negotiations the District Attorney's Office was awarded funding from Measure "Z". Part of this funding will now support the Victim Witness Program Coordinator position at 1.0 FTE. The Program Coordinator is responsible for overseeing day to day operations and has full supervisory responsibility for the staff assigned under this program. Candidates for this position must have the equivalent of a degree from a four-year university with major course work in psychology or related field and three years in crisis intervention/counseling work. Our current Victim Witness Program Coordinator, Joyce Moser, has been in place since before this educational requirement was implemented. Ms. Moser has been the Program Coordinator for the past eighteen years. Prior to her selection, she spent



thirteen years as a Victim Witness advocate and has been with the program since its inception in 1982.

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

Additionally we have added another full time Victim Witness Program Specialist (Advocate) 1.0 FTE. Upon approval we will begin the hiring process with the County of Humboldt Human Resources Division. In the interim June D. Fewell, a temporary retired annuitant, will fill the position. Ms. Fewell has vast experience as a prior Victim Witness Program Specialist and has attended and met the requirement of a 40 hour mandatory training session for entry level candidates.

Also supported by the passing of Measure "Z" funding is a full time Legal Office Assistant 1.0 FTE position which was budgeted and allocated to the District Attorney's Office. This is a position that had been funded by the Victim Witness Assistance Program Grant in prior years, but increases in insurance costs had required the District Attorney to absorb the financial impact of this position in FY 2013-14. A part-time extra help Legal Office Assistant was funded through an augmentation of the grant award for FY 2014-15 and the District Attorney absorbed

the remaining costs of this position which provides support in receiving clients in the Victim Witness Office, scheduling, filing and other important clerical duties.

The Program Coordinator is employed full time and provides supervision to staff members across these programs, they do not require continual assistance as their duties are mostly routine in nature. This allows the Program Coordinator to spend a greater percentage of time implementing victims' services under this program.

The Program Specialists are subject to merit system rules as set forth by County Personnel Policy and receive salary increases when eligible. These potential increases have been considered while calculating the program budget for FY 2015/16.

The Victim Witness Program Office has been located in a non-County owned facility since 1999. It is within a very short distance from the County Courthouse for easy access to the court system. The County of Humboldt is aware of the American with Disabilities Act (ADA) requirements and strives to continue compliance with all regulations regarding facilities and client accommodations for this program. \$5,250 is being allocated to fund a portion of the rental costs of this facility. Of the remaining facility rental expense, \$3,938 will be funded by the Unserved/Underserved Victim Advocacy & Outreach Program, \$4,725 will be funded by Victim Compensation & Government Claims, while the remaining \$19,087 will be absorbed by the District Attorney. A Special Department Expense of \$4,000 is also being allocated for supplies during the annual Victim's Rights Candle Light Vigil, including \$205 for the facility rental. Another event will be "Mending the Basket" which will provide vital training along with an abundance of community outreach and healing. There are also events on multiple college campuses and different venues within the community throughout the fiscal year where advocates and volunteers reach out to the community regarding Victim Witness Services. This fund will also continue to provide water service to clients while onsite at the Victim Witness Program Office.



The County Facilities Master Plan has identified the need to centralize both the Child Abuse Services Team (CAST) and the Victim Witness Programs in one facility. The District Attorney's Office has taken action by securing a portion of the County Courthouse facility which will have enough space to accommodate both offices and greatly reduce leasing/utility costs as well as the administrative charges required to operate the Victim Witness Program. The District Attorney's Office is in 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.

The grant award will be allocated toward staff development and training as well as a providing a new computer for the new Program Specialist position. If approved, \$1,782 will be allocated for the computer and computer software purchase. \$3,500 is the estimated total of travel expenses to send the Program Specialist to conferences/trainings that will be determined by the Program Coordinator with a large emphasis on multiple types of crimes and victim outreach. There is also a budget allowance for supporting and attendance of the Program Coordinator to attend the Mandatory Regional Victim Witness Conferences. These trainings would not be possible if not for the grant award.

All remaining operating allocations represent day to day expenses for services & supplies. \$3,000 in Communications will finance a mobile phone for the Victim Witness Specialist as well as for office landlines. \$200 is allocated for postage when communicating court information to clients and for submitting timed documents to Cal OES. \$7,000 is allocated to office supplies for desks, filing cabinets, bookshelves, chairs. With a new Program Specialist there is not adequate working space if not for the purchase of these office supplies. If approved the program will purchase a television with wall mount and DVD player as well as DVDs appropriate for children for the waiting area location within the Victim Witness Office. This helps to create a safe environment where victims feel comfortable in order to come forward with their

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needs and challenges along with supporting the Grant award position of supporting direct servicing needs first. This allocation will also supply the office stationery, toner, and general needs. \$2,400 in utilities will cover the cost of gas/electricity and sanitation services for the fiscal year. Transportation & Travel (In County) of \$100 will allow program staff some access to clients located in remote and rural areas that would otherwise be marginalized.





## COUNTY OF HUMBOLDT HUMAN RESOURCES

### PERSONNEL SERVICES

825 5th Street, Room 100, Eureka, CA 95501  
Telephone (707) 476-2349 Fax (707) 445-7285

HUMBOLDT COUNTY HUMAN RESOURCES ANNOUNCES AN OPEN RECRUITMENT FOR:

## VICTIM/WITNESS PROGRAM SPECIALIST

Exam # 2015-049

Monthly Salary: \$2,712.48 - \$3,480.72

#### CalPERS Retirement

Tier I: Prior to 7/5/2012: 2.7 @ 55

Tier II: Post 7/6/2012: 2.0 @ 55

Tier III: Post 1/1/2013: 2.0 @ 62

### JOB DESCRIPTION

A Victim/Witness Program Specialist, 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.

### MINIMUM 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 victim's 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.

**FILING DEADLINE: 11:59 p.m. on August 21, 2015**

Please see on-line job announcement for important further details about this job position. This flyer is a courtesy announcement only and is not meant to replace the full official job announcement that can be found on our website at [www.humboldt.gov.org/hr](http://www.humboldt.gov.org/hr). A complete online application is required for this position.

## BUDGET CATEGORY AND LINE ITEM DETAIL

<b>Subrecipient:</b>				<b>Subaward #: VW15330120</b>
<b>A. Personal Services – Salaries/Employee Benefits</b>	<b>VWAO 15</b>	<b>VOCA 15</b>	<b>VOCA 15 Match (VWAO 15)</b>	<b>COST</b>
				\$0
				\$0
				\$0
<b>Victim Witness Specialist (Advocate) (1.0 FTE)</b>				\$41,769
\$1,606.49/pp x 26pp @ 1.0FTE = \$41,768.74	\$41,769			\$0
				\$0
<b>Victim Witness Specialist (Advocate) (1.0 FTE)</b>				\$16,275
\$1,251.91/pp x 13pp @ 1.0FTE = \$16,274.83	\$16,275			\$17,107
\$1,315.93/pp x 13pp @ 1.0FTE = \$17,107.09	\$17,107			\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>BENEFITS</b>				\$0
<b>Victim Witness Specialist (Advocate) (1.0FTE)</b>				\$0
SUI - \$313.27				\$0
Health - \$7,950.70				\$0
Life - \$35.28				\$0
Dental - \$875.00				\$0
PERS - \$9,867.86				\$0
FICA/MC - \$3,195.31				\$20,977
Total = \$20,977.29		\$20,977		\$0
				\$0
<b>Victim Witness Specialist (Advocate) (1.0FTE)</b>				\$0
SUI - \$313.27				\$0
Health - \$7,950.70				\$0
Life - \$35.28				\$0
Dental - \$875.00				\$0
PERS - \$9,867.86				\$0
FICA/MC - \$3,195.31				\$20,977
Total = \$20,977.29	\$4,583	\$16,394		\$0
				\$0
			\$21,129	\$21,129
<b>1700- Workers' Compensation Insurance</b>				\$0
(Cost determined by Risk Management Dept)				\$0
(\$1,784.66/month)(12 months) = \$21,416.00				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Personal Section Totals</b>	<b>\$79,734</b>	<b>\$37,371</b>	<b>\$21,129</b>	<b>\$138,234</b>
<b>PERSONAL SECTION TOTAL</b>				<b>\$138,234</b>



# BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:				Subaward #: VW15330120
	VWAO 15	VOCA 15	VOCA 15 Match (VWAO 15)	COST
<b>B. Operating Expenses</b>				
<b>2106- Communications</b>		\$3,000		\$3,000
Office Lines (AT&T) - \$2088 Mobile Phone (1) - \$912				\$0
(\$174 x 12 = \$2,088) (\$76 x 12 = \$912)				\$0
<b>2110- Insurance (General Liability)</b>		\$2,345		\$2,345
(\$195.42 x 12 = \$2,345.00)				\$0
<b>2115- Memberships</b>		\$155		\$155
( 1 year CA Crime Victim Association = \$155)				\$0
<b>2116- Postage</b>		\$200		\$200
(\$16.67 x 12 = \$200.04)				\$0
<b>2117- Office Supplies - Stationary/Toner</b>		\$7,000		\$7,000
(\$114.17 x 12 = \$1,370.04) TV, wall mount, DVD player				\$0
DVD's for kids, (3) desks, (3) chairs, (2) bookshelves, (2) file cabinets				\$0
<b>2120- Rents &amp; Leases - Equipment (Copier Lease)</b>		\$2,598		\$2,598
( 1 year lease = \$2,598)				\$0
<b>2121- Rents &amp; Leases - Structures</b>		\$5,250		\$5,250
(2.0FTE) (125ft) (\$1.75/ft) (12 months) = \$5,250.00				\$0
<b>2317 - Office Expense - Equipment -</b>		\$1,447		\$1,447
desktop computer for new advocate				\$0
<b>2123- Special Department Expense</b>		\$4,000		\$4,000
Outreach Events - Victim Rights' Week Activities				\$0
Candle Light Vigil Facility rental / supplies				\$0
Water Service for Victim/Witness clients				\$0
<b>2125 Transportation &amp; Travel (In County)</b>		\$390		\$390
Motorpool- (\$.65/mile) (154 miles) = \$100.00				\$0
<b>2148 - Computer Software</b> (MS Office 2013 Pro Plus license x 1)		\$335		\$335
<b>2126- Utilities (PGE / Recology)</b>		\$2,400		\$2,400
(\$200/month) (12 months) = \$2,400				\$0
<b>2225- Transportation Out of County</b>		\$100		\$100
motorpool- (\$.65/mile)				\$0
<b>2240- Emergency Victim Expense</b>		\$500		\$500
(\$150 max per claimant)				\$0
<b>2614- Staff Development/Training</b>		\$3,500		\$3,500
Advocate training TBD (Reg: 500, Flight: 1200, Per Diem x4= 264)				\$0
Regional VW Conference (Hotel: \$395, Per Diem x 3 = \$132				\$0
mileage \$248)(2)				\$0
<b>3137- A-87 Overhead Charges - per approved ICRP</b>		\$7,598		\$7,598
formula set by CAO, County Administrative Services,				\$0
County Counsel, Auditor/Controller, Personnel				\$0
(10% of salaries excluding benefits = \$7,598.30)				\$0
<b>3513- Communications/Utility Charge</b>		\$447		\$447
(Determined by CAO) (\$37.25 x 12 = \$447.00)				\$0
<b>3940- Central Service Charges</b>		\$19		\$19
(Purchasing Charges for PO's/Credit Cards and bids				\$0
issued, determined by County Administrative Office)				\$0
<b>3125- Information Service Charges</b>		\$5,862		\$5,862
IT Department charges for 1 year as set by County				\$0
provides technical support/email/intranet/software updates				\$0
(Total Charge to Victim/Witness = \$17,585.00)				\$0
	\$0	\$47,146	\$0	\$47,146
<b>OPERATING SECTION TOTAL</b>				<b>\$47,146</b>



## BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

## PROJECT SUMMARY

1. Subaward #: County of Humboldt

2. PROJECT TITLE Victim Witness Assistance Program (VA)

### 3. PERFORMANCE PERIOD

07/01/2015 to 06/30/2016

### 4. SUBRECIPIENT

Name: County of Humboldt Phone: 707.476.2392  
Address: 825 Fifth Street, First Floor Fax #: 707.445.7299  
City: Eureka Zip: 95501

### 5. GRANT AMOUNT

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

\$ 185,380

### 6. IMPLEMENTING AGENCY

Name: Office of the District Attorney Phone: 707.445.7411 Fax #: 707.445.7416  
Address: 825 Fifth Street, Fourth Floor City: Eureka Zip: 95501

### 7. PROGRAM DESCRIPTION

The Humboldt County Victim Witness Program provides comprehensive services to victims and witnesses of all types of crime in Humboldt County to respond to the basic rights and needs of victims/witnesses pursuant to legislative authority set out in Section 13835.2 of the Penal Code, Senate Bill 1084, as described in OCJP California Victim Assistance Program Guidelines and authorized by the Victims of Crime Act of 1984, as amended.

### 8. PROBLEM STATEMENT

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

### 9. OBJECTIVES

As mandated in Sections 13835.4 through 13825.5 of the Penal Code, the following Program Goals & Objectives have been identified for grant year FY 2015-2016:

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

## 10. ACTIVITIES

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

- Contact/assist 500 new victims (walk-in and referrals), by phone regarding services available to crime victims;
- Provide criminal justice and case status information to new and existing victims;
- Provide court escort support to both victims and witnesses;
- Conduct in-service training to our local community agencies, law enforcement, and groups = 5;
- Promote mandated services during Victim Rights Awareness Week and other events;
- Maintain statistical database to collect stats on victim population & provide to management constituents, DA web page, and VWP progress reports.

## 11. EVALUATION (if applicable)

- Evaluations & feedback from District Attorney Criminal Division, CBO's and local law enforcement agencies;
- Bi-annual performance evaluations of VW staff;
- Feedback from victims and witnesses served that fiscal year;
- Completion of Victim Witness Program web page.

## 12. NUMBER OF CLIENTS

(if applicable)

510

## 13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

Personal Services	Operating Expenses	Equipment	TOTAL
\$138,234	\$47,146		\$185,380
			\$0
			\$0
			\$0
			\$0
			\$0
Totals:	\$138,234	\$47,146	\$185,380



## Operational Agreements (OA) Summary Form

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

Use additional pages if necessary.

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

**OPERATIONAL AGREEMENT**

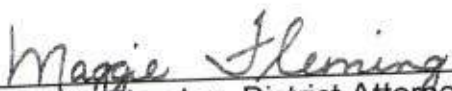
This Operation Agreement stands as evidence that **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and Humboldt County Child Abuse Services Team** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors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

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


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

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

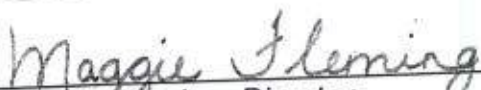
We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Child Abuse Services Team, do hereby approve this document.

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

8/5/15  
Date

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

8/5/15  
Date

  
\_\_\_\_\_  
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**

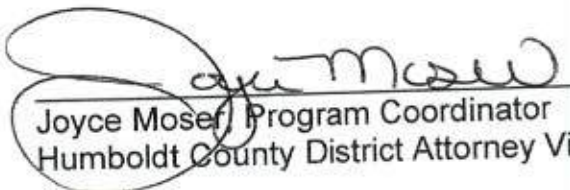
This Operational Agreement stands as evidence that the **Humboldt County District Attorney Victim Witness Program** and the **Humboldt County Office of the District Attorney** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors of violent crime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

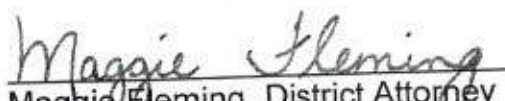
1. Provide a coordinated response to victims of all crimes
2. Maintain an open line of communication between agencies
3. Share information and data needed for future grant funding
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness 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.**

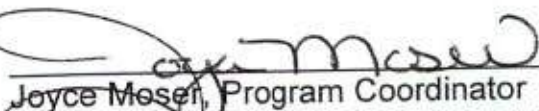
We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Humboldt District Attorney Investigation Bureau, do hereby approve this document.



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

8/5/15

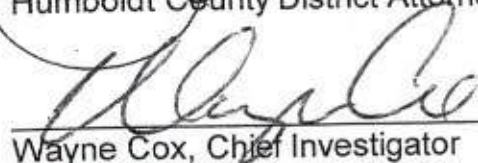
Date



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

8/5/15

Date



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 this goal.

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

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

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

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



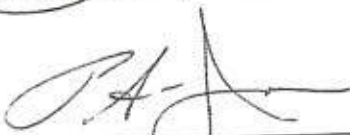
Maggie Fleming, District Attorney  
Humboldt County Office of the District Attorney

8/5/15  
Date



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

8/5/15  
Date



Paula 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**

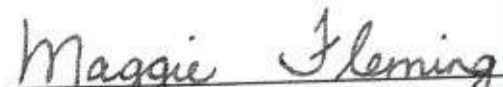
This Operational Agreement stands as evidence that the **Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program** and the **Sexual Assault Response Team** intend to work together toward the mutual goal of providing maximum available assistance to victims/survivors 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:

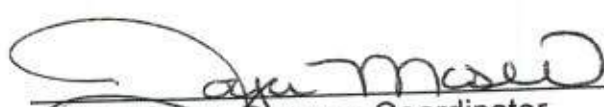
1. Provide a coordinated response to adult/child victims of sexual assault
2. Maintain an open line of communication between agencies
3. Share information and data needed for future grant funding
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase 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.**

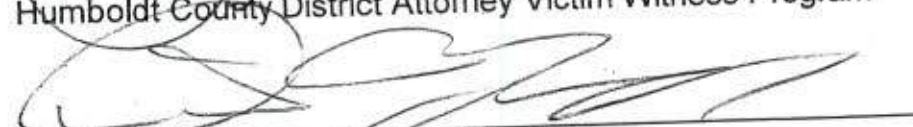
We, the undersigned, as authorized representatives of the Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Sexual Assault Response Team, do hereby approve this document.

  
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

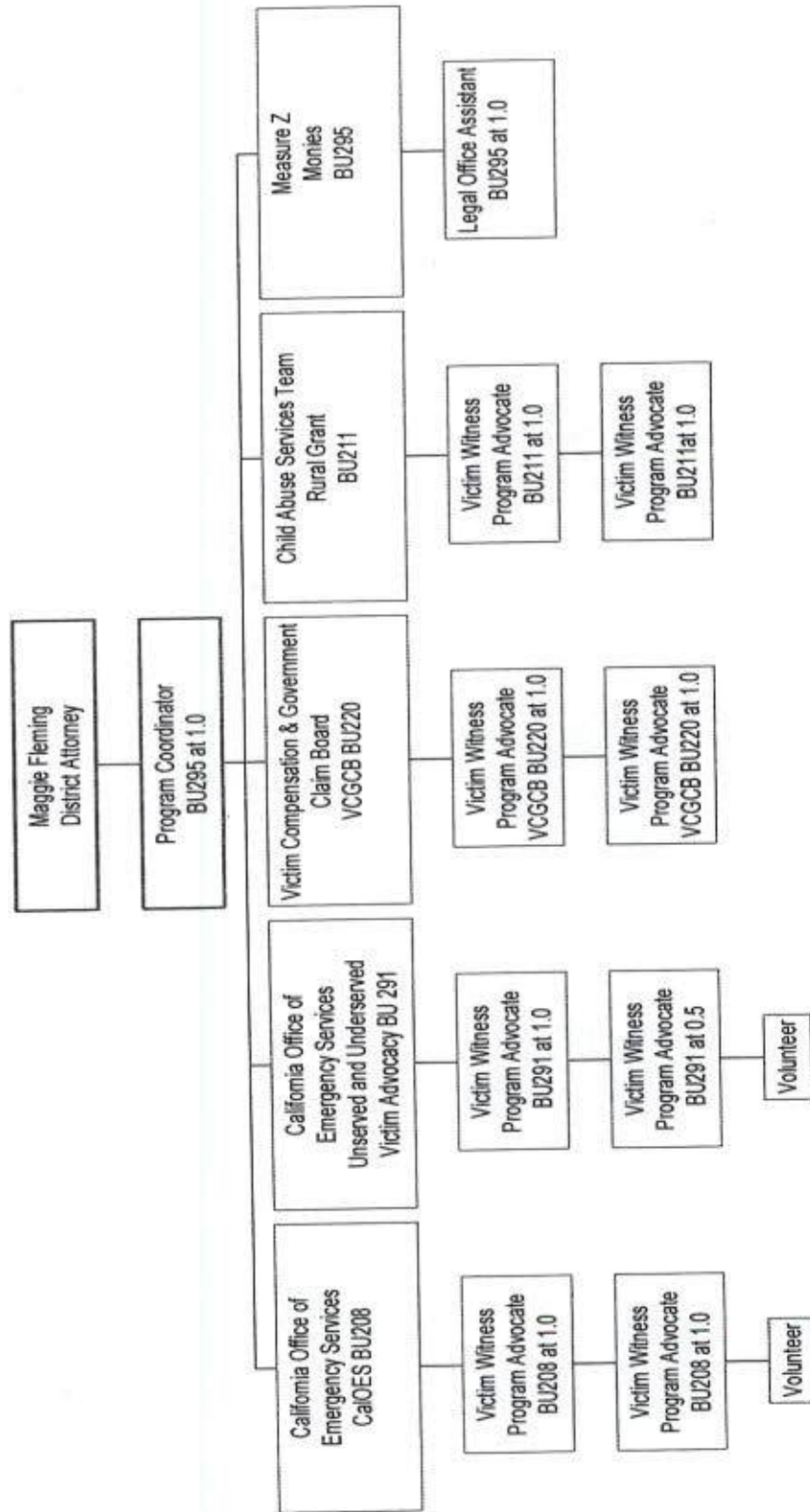
Barbara Orr  
Barbara Orr, Director  
Two Feathers Native American Family Services

8/10/15  
Date

# Humboldt County District Attorney

## Victim Witness Program

2015 - 2016



## NONCOMPETITIVE BID REQUEST CHECKLIST

Has the Applicant/Subrecipient met the following requirements of the *Subrecipient Handbook*:

Check appropriate box: Yes No

### Section 3511

Do conditions exist that require a sole/single-source contract?

☒ ☐

### Section 3521.1

Is a brief description of the program or project included?

☒ ☐

### Section 3521.2

Was it necessary to contract noncompetitively?

☒ ☐

Did the contractor submit his/her qualifications?

☒ ☐

Is the reasonableness of the cost justified?

☒ ☐

Were cost comparisons made with differences noted for similar services?

☒ ☐

Is a justification provided regarding the need for contract?

☒ ☐

### Section 3521.3

Is an explanation provided for the uniqueness of the contract?

☒ ☐

### Section 3521.4

Are there time constraints impacting the project?

☒ ☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☒ ☐



## EMERGENCY FUND PROCEDURES

County of Humboldt

SUBRECIPIENT NAME

WW15330120

SUBAWARD #

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

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

1. The emergency fund and regular grant allocation must be kept in separate accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to Rachelle Davis.  
Checks require a counter signature in order to be valid. Cal OES must be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the Subrecipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime, if applicable, will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$150.00 per individual. Victims are not eligible to draw on the emergency fund for more than two crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan (and if so, full or partial repayment is expected), or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

## OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Subaward. In the "Grant Funds" column, report the Cal OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES <span style="float: right; font-size: small;">(Enter numbers without \$ or decimal points.)</span>			
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services	138,234		\$138,234
Operating Expenses	47,146		\$47,146
Equipment			\$0
<b>TOTAL</b>	\$185,380	\$0	\$185,380



### PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

List all currently funded Cal OES projects and all Cal OES grants subawarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of Cal OES funding. For current and proposed grants that include positions funded by more than one Cal OES grant, list these personnel by title and the percentage of the position funded by Cal OES. The percentage of funding must not exceed 100 percent for any one individual.

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY Cal OES
2014-15	DV14120010	\$50,000	Project Director	25%
2014-15	RC14210010	\$67,000	Project Director	25%
2014-15	AT14100010	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% of Cal OES FUNDING
2015 - 2016	VW15330120	\$185,390	2 Advocates	100%, 100%
2014 - 2015	VW14320120	\$180,878	Coordinator, Advocate	75%, 100%
2014 - 2015	UV14050120	\$125,000	Cord. & 2 Advocates	25%, 100%, 50%
2013 - 2014	VW13310120	\$174,470	Coordinator, Advocate	75%, 100%
2013 - 2014	UV11010120	\$116,420	Cord. & 2 Advocates	20%, 100%, 50%
2012 - 2013	VW12300120	\$174,470	Coordinator, Advocate	75%, 100%
2012 - 2013	UV11010120	\$116,420	Cord. & 2 Advocates	20%, 100%, 50%
2011 - 2012	VW1290120	\$184,793	Coord, Advocate & LOA	75%, 100%, 90%
2011 - 2012	UV11010120	\$125,000	Cord. & 2 Advocates	20%, 100%, 50%



## 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.

134,623

**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 computer is 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.

Due to County of Humboldt's Information Technically requirements for purchase from the County contract set up 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. When computer providers were asked to provide contract bid computer providers cost comparisons were completed by the County of Humboldt and the most cost effective solution/bid was determined.

The proposed computer system purchase of one Dell Optiplex 7010 desktop computer with 23" monitor and Windows 8 has an estimated acquisition cost of \$1,447.

**Attachment 2**

**District Attorney  
Victim Witness Program  
Supplemental Budget FY 2015-16**

**REVENUE:**

1100 208 515032	D.A. Victim Witness Assistance Program	\$10,910
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**EXPENDITURES:**

1100 208 2117	Office Supplies	\$6,000
1100 208 2123	Special Departmental Expense	\$3,000
1100 208 2614	Staff Development and Training	\$1,910

<b>TOTAL EXPENDITURES:</b>		<b>\$10,910</b>
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