



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-9

For the meeting of: March 28, 2017

Date: March 9, 2017

To: Board of Supervisors

From: Maggie Fleming, District Attorney

Subject: Non-Competitive Grant Application for the California Governor's Office of Emergency Services (Cal OES) Unserved/Underserved Victim Advocacy and Outreach (UV) Program for Fiscal Year (FY) 2017-18

RECOMMENDATION(S):

That the Board of Supervisors:


1. Authorize the District Attorney to sign all documents necessary to submit a Non-Competitive Grant Application California Governor's Office of Emergency Services (Cal OES) Unserved/Underserved Victim Advocacy and Outreach Program Fiscal Year (FY) 2017-18 (requires 4/5 vote); and
2. Direct the Clerk of the Board to return an approved agenda item to the District Attorney's Office, attention Rachelle Davis, for submission to Cal OES.

SOURCE OF FUNDING:

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

DISCUSSION:

Prepared by Rachelle Davis

CAO Approval 

REVIEW:

Auditor MBW County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. c-12

Meeting of: February 9, 2016

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor wilson Seconded by Supervisor Fennell
Ayes Sundberg, Fennell, Wilson, Bohn
Nays _____
Abstain _____
Absent Bass

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

Dated: March 28, 2017

By: Kathy Hayes

Kathy Hayes, Clerk of the Board

In May 2016, the District Attorney's Office was awarded the Unserved/Underserved Victim Advocacy and Outreach Program grant funding for a non-competitive five year cycle. The amount is \$175,000 for each fiscal year. This application has a six (6) month extension in order to place this grant program to a federal fiscal cycle. There is also an increase in the original award amount for the FY 2017-18 and a portion of the FY 2018-19. The grant award will be reimbursable up to a maximum of \$ 262,500 if in-kind and cash matches are met in the amount of \$65,625. These matches are planned to be met by a portion of Victim Witness Program Coordinator salary provided by Measure Z, Worker's Compensation Insurance fees, office rental space for the Victim Witness Program, and generous donation of office space from tribal entities in the remote areas of the community for program outreach.

Each non-competitive year requires a submission to Cal OES of a new application describing the project objectives and goals along with a budget narrative and forms. Due to quick budget modifications and changes in updating required forms by Cal OES often a signature is required in a short time frame. This creates emergency scheduling in multiple departments when a signature is required by the Chair of the Board of Supervisors.

In order to address the grant funder's program needs, and to alleviate the rush scheduling of agenda items, the District Attorney requests authorization to sign all documents necessary to submit a Non-Competitive Grant Application for the California Governor's Office of Emergency Services (Cal OES) Unserved/Underserved Victim Advocacy and Outreach (UV) Program for Fiscal Year (FY) 2017-18.

FINANCIAL IMPACT:

Approval of the request to authorize the District Attorney to sign all documents necessary to submit Non-Competitive Grant Application California Governor's Office of Emergency Services (Cal OES) Unserved/Underserved Victim Advocacy and Outreach (UV) will allow the county to be reimbursed up to a maximum of \$ 230,992 for services performed in accordance with the scope of work described in the grant for the period of April 1, 2017 through March 31, 2018. This application has a six (6) month extension in order to place this grant program on a federal fiscal cycle. With this extension the county will be able to receive additional reimbursement up to a maximum of \$ 31,508 for services performed in accordance with the scope of work described in the grant for the period of April 1, 2017 through September 30, 2018.

OTHER AGENCY INVOLVEMENT:

Cal OES

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the request for this authorization. However, this is not recommended because this program provides funding for direct services to victims and witnesses of crimes and delays may cause a loss in future funding.

ATTACHMENTS:

1. Completed Cal-OES Unserved/Underserved Victim Advocacy and Outreach (UV) Application proposal.

Annual Plan - Unserved/Underserved Victim Advocacy and Outreach Program (UV16)

Initiate Grant Award - Annual Plan #1

Grant Period: 04/01/17 - 09/30/18

Award# - Recipient	Funding Source	Funding Type	Fund	Match	Total Current Project Cost
UV16 02 1625 - Court Appointed Special Advocates of San Luis Obispo County, Inc. Implementing - same		Total:	83,277	20,820	104,097
	15VOCA	F/L	51,770	12,943	64,713
	16VOCA	F/L	31,507	7,877	39,384
UV16 02 8657 - Crime Victims Assistance Network Implementing - same		Total:	262,500	65,625	328,125
	15VOCA	F/L	230,992	57,748	288,740
	16VOCA	F/L	31,508	7,877	39,385
UV16 02 1022 - East Los Angeles Women's Center Implementing - same		Total:	262,500	65,625	328,125
	15VOCA	F/L	230,992	57,748	288,740
	16VOCA	F/L	31,508	7,877	39,385
UV16 02 0120 - Humboldt County Humboldt County - District Attorney		Total:	262,500	65,625	328,125
	15VOCA	F/L	230,992	57,748	288,740
	16VOCA	F/L	31,508	7,877	39,385
UV16 02 0130 - Imperial County Imperial County - District Attorney		Total:	262,500	65,625	328,125
	15VOCA	F/L	230,992	57,748	288,740
	16VOCA	F/L	31,508	7,877	39,385
UV16 02 1204 - Interval House Implementing - same		Total:	262,500	65,625	328,125
	15VOCA	F/L	230,992	57,748	288,740
	16VOCA	F/L	31,508	7,877	39,385
UV16 02 1427 - Lao Family Community Development Implementing - same		Total:	262,500	65,625	328,125
	15VOCA	F/L	230,992	57,748	288,740
	16VOCA	F/L	31,508	7,877	39,385
UV16 02 1497 - Los Angeles LGBT Center Implementing - same		Total:	262,500	65,625	328,125
	15VOCA	F/L	230,992	57,748	288,740
	16VOCA	F/L	31,508	7,877	39,385
UV16 02 1623 - Los Angeles Metropolitan Churches Implementing - same		Total:	262,500	65,625	328,125
	15VOCA	F/L	230,992	57,748	288,740
	16VOCA	F/L	31,508	7,877	39,385

UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM

CHECKLIST

This checklist is provided to ensure that a complete application is submitted to Cal OES.

- ☒ APPLICATION COVER SHEET – Please complete and attach to the front of the application.
- ☒ GRANT SUBAWARD FACE SHEET (Cal OES 2-101) – Signed by the official authorized to enter into the Grant Subaward.
- ☒ PROJECT CONTACT INFORMATION (Cal OES 2-102) – Must be submitted with the Grant Subaward Face Sheet.
- ☒ SIGNATURE AUTHORIZATION AND INSTRUCTIONS (Cal OES 2-103) – Signatures of the Project Director and Fiscal Officer are required.
- ☒ CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104f) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- ☒ PROJECT NARRATIVE (Cal OES 2-108)
- ☒ PROJECT BUDGET
 - BUDGET NARRATIVE (Cal OES 2-107)
 - BUDGET FORMS (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106) A. Budget Pages Multiple Fund Source)
 - Personal Services – Salaries/Employee Benefits
 - Operating Expenses
 - Equipment
- ☒ PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- ☒ APPLICATION APPENDIX
 - Project Summary (Cal OES 2-150)
 - Operational Agreement Summary (Cal OES 2-160)
 - Organizational Chart
 - Noncompetitive Bid Request (Cal OES 2-156) *If applicable*
 - Out-Of-State Travel Request (Cal OES 2-158) *If applicable*
 - Emergency Fund Procedures (Cal OES 2-153) *If applicable*
 - Other Funding Sources (Cal OES 2-151)
 - Computer and Automated Systems Purchase Justification (Cal OES 2-157)



Proposal Cover Sheet

RFP PROCESS

Unserved/Underserved Victim Advocacy and Outreach (UV) Program

Submitted by:

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

**County of Humboldt
825 5th Street
Eureka, CA 95501**

(707) 445-7411

(Cal OES Use Only)						
Cal OES#		FIPS#		VS #		Subaward #

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

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

1. Subrecipient: County of Humboldt **1a. DUNS#:** 034150203
2. Implementing Agency: Office of the District Attorney **2a. DUNS#:** 034150203
3. Implementing Agency Address: 825 Fifth Street, Fourth Floor Eureka 95501-1107
Street City Zip+4
4. Location of Project: Eureka Humboldt 95501-1107
City County Zip+4
5. Disaster/Program Title: Unserviced/Underserved Victim Advocacy & Outreach (UV) **6. Performance Period:** 04/01/2017 to 09/30/18
7. Indirect Cost Rate: ☒ N/A; ☐ 10% de minimis; ☐ Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2014	8. VOCA		\$ 288,740				\$ 0	\$ 288,740
2014	9. VOCA		\$ 39,385				\$ 0	\$ 39,385
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 328,125	\$ 328,125	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 328,125

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

14. Official Authorized to Sign for Subrecipient: **15. Federal Employer ID Number:** 94-6000513
 Name: Maggie Fleming Title: District Attorney
 Telephone: 707-445-7411 FAX: 707-445-7416 Email: mfleming@co.humboldt.ca.us
(area code) (area code)
 Payment Mailing Address: 825 Fifth Street, Fourth Floor City: Eureka Zip+4: 95501-1107
 Signature: Maggie Fleming Date: March 9, 2017

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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PROJECT CONTACT INFORMATION

Subrecipient: County of Humboldt

Subaward #: UV16020120

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

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

Name: Maggie Fleming Title: District Attorney

Telephone #: 707-445-7411 Fax#: 707-445-7416 Email Address: mfleming@co.humboldt.ca.us

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, Fourth Floor, Eureka, CA 95501

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

Name: Joyce Moser Title: District Attorney 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: mfleming@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: Maggie Fleming Title: District Attorney

Telephone #: 707-445-7411 Fax#: 707-445-7416 Email Address: mfleming@co.humboldt.ca.us

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

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

Name: Virginia Bass Title: Chair, Board of Supervisors

Telephone #: 707-476-2394 Fax#: 707-445-7299 Email Address: vbass@co.humboldt.ca.us

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

SIGNATURE AUTHORIZATION

Subaward #: UV16020120

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: 3/9/17

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

Signature: J. Mellett

Date: 3/9/17

The following persons are authorized to sign for the
Project Director

Signature: Rachelle Davis

Rachelle Davis

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature: Nancy Stufflebeam

Nancy Stufflebeam

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 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: Unserved/Underserved Victim Advocacy & Outreach (UV) 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 (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.

Please provide the following information:

Equal Employment Opportunity Officer: Dan Fulks
Title: Human Resources 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

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

5. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

6. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

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

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

7. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://oig.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract

under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

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

9. Encouragement of Policies to Ban Text Messaging while Driving

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

10. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

11. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

12. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

16. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

17. Computer Network Requirements

The Subrecipient understands and agrees that:

- a. No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography; and
- b. Nothing in the previous subsection limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

18. Prohibit Use of Funds for Association of Community Organizations for Reform Now (ACORN) and its Subsidiaries

The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract of subaward to either the ACORN or its subsidiaries, without the expressed prior written approval of OJP.

19. Access to Records

The Subrecipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

20. Nondiscrimination in Programs Involving Students

The Subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs or students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

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:

Maggie Fleming

Authorized Official's Typed Name:

Maggie Fleming

Authorized Official's Title:

District Attorney

Date Executed:

March 9, 2017

Federal Employer ID #:

94-6000513

Federal DUNS #

034150203

Current System for Award Management (SAM) Expiration Date:

11/28/2017

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. J. Mellett

Typed Name:

Joseph Mellett

Title:

County Auditor - Controller

Project Narrative

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

Designated UV Staff - Hiring staff that reflects the population, training all staff on the cultural norms of the population, and delivering services in a culturally competent and respectful manner is a priority. In the future, 2018-2019, or if there is additional one-time moneys, we plan to hire a .5FTE extra-help Program Advocate. County Personnel is in the process of recruiting for the position of Victim Witness Program Specialist Advocate. Our County hiring system has many steps and is a very time-consuming process: 1) Determine funding levels and submit needed paperwork to create position; 2) County Board of Supervisors' approval to allocate the position; 3) Personnel begins recruitment. At this time, the application deadline is January 13, 2017; 4) Personnel determine which applicants move forward to an Oral Panel Interview; 5) Oral Panel interview and rank applicants, and the list is created; 6) VW Coordinator receives a list of the top 6 applicants, interviews applicants and makes her recommendation to the District Attorney; 7) Applicant is then interviewed by the District Attorney and Chief DA Investigator; 8) A conditional offer of employment is extended. Applicant must successfully pass an extensive background investigation including fingerprints. We no longer require a polygraph. The background investigation alone can take 1-2 months. Many applicants do not pass the background. When this occurs, we must go back to step 6; 9) Applicant accepts and gives 2-week notice to current employer; 10) Additional paperwork is required by our Office Personnel Manager and County Personnel. Upon completion, we then get a hire date.

Program volunteers must submit a Volunteer Application, be interviewed by Program Coordinator, the District Attorney, undergo background and fingerprinting. It is advantageous to hire extra-help and recruit volunteers off of the recruitment list. It can take 6 months-plus to hire personnel. Current UV Staff: Coordinator Joyce has over 34 years of victim advocacy experience; UV Advocate Holly has over 26 years of experience advocating in the tribal communities; and UV Advocate Nikki has over 7 years of victim advocacy experience. All UV Staff have attended Cultural Competency Training, Entry level Advocate Training and Advanced Advocate Training. Joyce is a member of the Yurok Tribe and is recognized as a Native American Subject-Matter-Expert by CalOES. Holly is a member of the Karuk Tribe and a Cultural Practitioner. Both have an in-depth understanding of local American Indian cultural beliefs and customs. UV staff deliver services in a culturally sensitive manner, non-judgmental or non-discriminatory, consistent with legal, ethical, and professional standards of practice; provide crisis intervention and help victims cope with trauma they have experienced; provide assistance with Victim of Crime Application for financial reimbursement for: medical, mental health, lost wages or support, funeral and burial expenses, relocation; offer community resources and referrals to the victims; providing case status and court support if desired; problem solve with victims regarding any obstacles that may be preventing access to community resources and treatment; be available for program presentations, in-services and cross-training opportunities; participate in victim subject trainings; collaborate with Tribal and non-tribal community partners to bring awareness to victim rights and the impacts of crime.

Co-host 2-day "In Indian Country" Training - In 2008, Joyce and Holly were founding members of the Northern California Tribal Healing Coalition. The mission of the coalition is to promote the general welfare of Native Americans by empowering and training individuals, as well as working with social service agencies to provide them practical information and culturally appropriate approaches to better serve American Indian crime victims and their families. The Coalition is based in Eureka and represents tribes and agencies of Humboldt and Del Norte

Counties. Members include: Bear River Band of Rohnerville Rancheria, Big Lagoon Rancheria, Blue Lake Rancheria, California Tribal TANF Partnership, Cher-Ae Heights Indian Community of the Trinidad Rancheria, District Attorney Victim Witness, Hoopa Project Connect, Hoopa Tribe, Karuk Tribe, Karuk TANF, Karuk Transitional House Program, Northern California Indian Development Council, Smith River Rancheria, Two Feathers Native Family Services, UIHS Behavioral Health, UIHS Youth Suicide Prevention, Wiyot Tribe, Yurok Tribe Social Services and Yurok Tribal TANF. Humboldt County DA Victim Witness is the only non-tribal coalition member. Tribal/non-tribal agency learning together is crucial to strengthening partnerships and improving services in the American Indian community. UV Staff will continue to partner with the Northern California Tribal Healing Coalition to bring local training to educate first-responders on the impacts of crime. The trainings also include traditional song, storytelling, customs and beliefs. Our Conferences have grown over the years: 2008 DV & SA in Indian Country, over 135 attendees; 2010 Healing Families in Indian Country, over 165 attendees; 2011 Family Matters in Indian Country, over 200 attendees; 2012 Planting Seeds of Wellness in Indian Country, over 225 attendees; 2013 Walking in Balance in Indian Country, over 230 attendees; 2015 Mending the Basket-Weaving Wellness in Indian Country, over 240 attendees. I am very proud to share that people traveled from 3 states and 13 counties to attend our conference. In addition, conference attendees represented over 33 Tribes. Joyce and Holly are instrumental in the planning of the Conference. The committee is currently working on our 7th Conference to be held October 24 & 25, 2017, locally in Blue Lake, CA, in conjunction with Domestic Violence Awareness Month. The planning committee is currently deciding the Conference name, presenters, cultural sharing and topics to be addressed. The connection between culture and service delivery will be strongly emphasized.

Develop Child Abuse Services Team (CAST) & Tribal Governments MOU - CAST is a multi-disciplinary team comprised of specially-trained individuals representing Child Welfare Services, the District Attorney's Office, District Attorney Victim Witness, Humboldt Domestic

Violence Services, Law Enforcement, Mental Health, North Coast Rape Crisis Team, and Tribal Agencies providing a child-friendly setting for forensic interviews to occur for children who are victims of sexual and physical abuse. Our CAST Unit is a Nationally Accredited Child Advocacy Center through the National Children's Alliance.

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

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

Customize & Implement Prosecution By Karpel - Currently, DA Victim Witness has multiple inadequate data collection systems and no case management system. We pull bits of information from multiple sources to complete required CalOES reports. In addition, none of our systems link to the District Attorney's Office. At this time, the District Attorney's Criminal Division, DA Investigations and DA Victim Witness are working with Karpel to customize and implement the Karpel Data Collection system allowing us to share information at the touch of a button. Karpel is specifically designed for Prosecution Offices and has a component to track and manage direct victim services. We will be able to know immediately the assigned Attorney,

Investigator and Advocate for each case, what victim services have been offered, court dates and times, criminal protective order information, just to mention a few benefits, and will no doubt improve services to crime victims. This system will be an excellent staff management tool. It will allow us to track advocate caseload, victim services provided under each grant, the number of Victim of Crime Applications submitted. It will help us to identify our services gaps and where to focus our resources and outreach efforts to monitor our program evaluation and success. Beyond Karpel being used as a management tool, it will be utilized to collect extensive demographic information, which the Tribes have been requesting for decades. We are confident that other population groups and organizations can benefit from this data as well. The entire Humboldt District Attorney's Office is set to go live with Karpel March 6, 2017. Customizing this system to meet our needs is very time-consuming, requiring homework assignments, many meetings, webinars and trainings. It will all be worth everyone's efforts. It is vital that we gather this statistical data for future funding opportunities. Increased funding equals increased personnel. More personnel equal more crime victims and their families receiving services. This is our plan for sustainability that will allow our Program to continue following the end of the five-year funding cycle.

Designated UV and DA Victim Witness Vehicle - It would be beneficial to have immediate access to a vehicle that is to be used exclusively by DAVW & UV staff allowing us the ability to provide direct services at our 3 Satellite Offices, attend council meetings, task forces and committee monthly meetings, attend local and out-of-area trainings, provide in-services and cross-training opportunities, distribute crisis cards and program brochures, participate in community events with Tribal and non-tribal agencies, raising public awareness of program services. Currently, we are working with County Motor Pool to obtain an all-wheel drive, midsize SUV. We are in the process of gathering all costs related to leasing a vehicle. We will then move forward requesting CalOES approval and then on to a Board agenda item. We are hopeful to be able to purchase the vehicle with this year's grant cycle, UV Budget Unit

291 grant cycle ending on March 31, 2017 and VW BU 208 grant cycle ending on June 30, 2017. If all is approved, we will use funds requested in this proposal for transportation expenses, including vehicle maintenance and fuel costs.

Continue to provide direct services at our 3 Satellite Offices - UV Staff provides direct services, coordinates referral services, assists with Victim of Violent Crime Applications, assists with Restraining Orders, and promoting public awareness of the vital services the UV Grant has to offer. I believe it is important to note the travel distance and drive time from our Eureka location to our Satellite offices of outreach.

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

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

story over and over and increases the victim's trust with both the Tribal and State Victim Advocates and the Criminal Justice System. Trust takes time.

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

Establish an UV Emergency Fund - We would like to have an Emergency Fund to include hotel vouchers, gas vouchers and restaurant gift certificates. Hotel vouchers - we have noticed an increasing need for emergency housing. Local resources cannot keep up with the need. We had a DV victim who had just been released from the hospital come to DA Victim Witness. Our UV Advocate shared with victim the local resources. Victim called agency seeking shelter and was given an intake appointment for the next week.

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

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

Deliver all services in a culturally competent and respectful manner - The majority of the Humboldt County UV staff culturally reflects the identified victim population we serve. Program Coordinator Joyce Moser is a member of the Yurok Tribe. UV Advocate Holly Hensher is a member of the Karuk Tribe and a Cultural Practitioner. Both are recognized as a Native American Subject-Matter-Expert and have an in-depth understanding of local American Indian cultural beliefs and customs. Joyce and Holly are available on a continual basis to mentor staff on culturally sensitive and appropriate methods to provide assistance to communities most in need. All UV and VW staff have attended Cultural Competency Training. Joyce (founding member) and Holly are members of the Inter-Tribal Women's Advocacy Network (ITWAN). ITWAN is a group of women of Native American descent meeting monthly to identify the gaps and create safety nets, advocating for culturally competent services to the Native community. Joyce and Holly are founding members of the Northern California Tribal Healing Coalition working together to bring culturally competent training to our local tribal/non-tribal service providers.

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

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

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

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

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

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

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

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

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

Subrecipient: County of Humboldt Subaward #: UV16020120

Witness Advocates with training in Crisis Response that have responded to a Crisis in the State of California. We need to increase that number.



MODOC COUNTY DISTRICT ATTORNEY
OFFICE OF VICTIM SERVICES
204 SOUTH COURT STREET ♦ ALTURAS, CALIFORNIA 96101
(530) 233-3311 ♦ FAX (530) 233-4917

JORDAN FUNK
DISTRICT ATTORNEY, DIRECTOR

Joyce Moser
Humboldt Co. V/W Program Coordinator
712 4th Street
Eureka, CA 95501

Dear Joyce-

As you are well aware, on February 20, 2014 there was a mass homicide at the Cedarville Rancheria Tribal Offices in Modoc County. The Tribal Chairman, the Tribal Administrator and two tribal members were killed. Two other tribal members, including their current Chairman, were shot and seriously injured. At that time, with assistance from Chief Sally Hencken from Cal OES Victim Witness, a request was made for you and Holly Henscher to respond to the crisis situation in Modoc County. Holly's and your understanding of the Native American culture and customs was extremely beneficial in providing crisis response to these traumatized crime victims.

As we move forward to the pending capital jury trial beginning November 28, 2016 in Roseville California, I am once again requesting your assistance. I believe that the Native crime victims who are subpoenaed to testify and those family members who are wishing to attend the trial will be comforted by having a Native advocate who is familiar to them there. That being said, I am asking for you and your office's assistance by allowing us to "borrow" Holly Henscher once again, for the jury trial.

I understand that this may put your office at a disadvantage by having one of your advocates out for an extended period of time so whatever amount of time Holly can be spared would be appreciated. I believe having Holly Henscher available the first days of testimony would be the most beneficial. Our best estimation is testimony will begin on or about December 7, 2016. CalOES has offered to cover expenses that exceed Modoc Counties' ability to reimburse Humboldt County for the costs it will incur from this request. Thank you for your consideration of this matter.

Sincerely,

Robin Farnam
Program Coordinator
Modoc County Crime Victims Services

Budget Narrative

The proposed fiscal year (FY) 2017-18 budget supports the activities of this Unserved/Underserved Victim Advocacy and Outreach Program by providing staffing and operating expenses to meet the outlined goals and objectives for the FY 2017-18. This budget has been developed with the intent to respond to the emotional and physical needs of crime victims, help primary and secondary victims of crime to stabilize their lives after victimization, help victims to understand and participate in the criminal justice system and provide victims with a measure of safety and security. This focus will improve the safety and provide direct assistance to the unserved/underserved American Indian population in a culturally competent manner. Some small direct administrative costs are included for central service charges as required by the County Administrative Office, to cover the costs of provided services by other County departments to the Victim Witness Program, which includes but is not limited to the County Administrative (CAO), Personnel, Payroll, Auditor/Controller (Accounts payable & receivable) Department, and General Services. Allocations Workers' Compensation Insurance and for General Liability Insurance are included, as set by the County Risk Management Office, which are direct expenses for the employees funded under this grant program. Departmental administrative overhead costs (A-87 allocations) have not been included in this budget nor will they be claimed regardless of the impact to the department's cost of doing business by providing the District Attorney Victim Witness Program in our County. The District Attorney's Office will continue to absorb this indirect cost for the coming budget year in order to support direct services with grant funds.

Measure "Z" was passed by the citizens of the Humboldt County who agreed upon a ½ cent sales tax increase to be used for improvement in the Humboldt County Services with an

emphasis on public safety. After budget negotiations the District Attorney's Office was awarded funding from Measure "Z". All of this funding supports the Victim Witness Program Coordinator position at 1.0 FTE. The Program Coordinator is responsible for overseeing day to day operations and has full supervisory responsibility for the staff assigned under this program.

Candidates for this position must have the equivalent of graduation from a four-year College or university with major course work in psychology or related field and three years crisis Intervention or counseling work. Our current Victim Witness Program Coordinator, Joyce Moser, has been the Program Coordinator for the past (20) years. Prior to her selection, she was a Victim Witness Advocate for approximately (12) years. Ms. Moser has been with the Victim Witness office since its inception in 1982.

The Victim Witness Program Specialists provide direct client support services to victims of crime. This includes crisis intervention, counseling referral, support through the criminal justice process and assistance in filling Victim of Crime Applications. Candidates for this position must have the equivalent of an AA Degree with major course work in crisis intervention or similar social service work. The full-time position is held by Holly Hensher. She has her AA Degree and over seven (7) years direct work experience as an Advocate. The half-time position is held by Nicole Miranda. She has over seven (7) years direct work experience as a Victim Witness Program Specialist. With the funding available we plan to hire a .5 FTE Extra-Help advocate. All positions require cultural competency training and mandatory 40-hour entry-level training to be completed as soon as practical from date of hire. Both of the above mentioned Victim Advocates are in full compliance with all requirements.

The Coordinator is employed full time with a commitment to this program, to the Cal OES Victim Witness Assistance Program and to the California Victim compensation and

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

The 1.0 FTE Program Specialist and .50 FTE Program Specialist positions will incur salary increases in accordance with Merit System Rules as employees become eligible. These potential increases have been considered while calculating the program budget for FY 2017/18. The County of Humboldt is aware of the American Disabilities Act (ADA) requirements and strives to continue to comply with the requirements of the ADA Act in providing facilities and accommodation to its victims and witnesses that meets these standards.

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

Currently, the space leased out for the program is total of approximately 3,180 square feet. The space will houses 2.0 FTE UV Staff. The facility offers a reception area, victim waiting room, copier/supply room and conference/break room. The rent is divided by the total number of positions housed for the programs and proportionally allocated to the program according to the number of FTE positions in a particular grant program. The program can anticipate a 2% annual increase in the lease payment. A portion of the Cash Match is met by the remaining office space costs in rent.

The In-Kind Match requirements will continue to be met with charitable donations from the eight local Tribes and Rancherias. Three satellite office locations will be provided to the Victim Witness Program Specialists to allow access to safe and secure environments for clients and staff while providing services to the most rural and remote tribal communities in the county. Cultural Guidance Volunteers will also be available on a continual basis to mentor staff on culturally sensitive and appropriate methods to provide assistance to the communities most in need.

All remaining operating allocations represent day to day expenses for services and supplies. \$2,520 in communications will fund an advocate mobile phone, IPAD mobile computer and 3 telephone land lines for the year. \$2,160 will be allocated for utilities, specifically PG&E, while \$480 will be set aside for postage and \$9,000 for various office supplies such as paper, toner, ink, etc. Accessing the most rural areas of the county requires transportation and as such, \$18,000 is being allocated for motor-pool expenses for in-county travel by county car, \$2,250 for motor-pool travel to any areas outside the County which will be used for travel to any advocate trainings or for any crisis response events. \$14,870 will be allocated towards staff development and training which will assist advocates in techniques to help communicate effectively with

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victims and witness along with learning resources that are available to victims and witness. With these items in place we should be able to reach our goal of reaching 200 American Indian victims.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt				Subaward #: UV16020120	
	VOCA 2015	Match (VOCA 2015)	VOCA 2016	MATCH (VOCA 2016)	COST
A. Personal Services – Salaries/Employee Benefits					
SALARIES					\$0
Program Coordinator @ .25 FTE CASH MATCH					\$0
(\$75,873.51/yr)(.25FTE)+(\$2,918.21 per pp (2pp)(.25 FTE)) = \$20,427.48		\$20,427			\$20,427
(\$2,918.21/per pp)(11 pp)(.25FTE) = \$8,025.08		\$7,856		\$169	\$8,025
Victim Witness Program Specialist 1.0 FTE					\$0
(37 pp @ \$1,528.32/pp = \$56,547.84) 16/17/18 FY	\$56,548				\$56,548
(2 pp @ \$1,528.32/pp = \$3,056.54) 16/17/18 FY			\$3,057		\$3,057
Victim Witness Program Specialist 0.5 FTE					\$0
(37 pp @ \$726.99/pp = \$26,898.63) 16/ 17/18 FY	\$26,899				\$26,899
(2 pp @ \$726.99/pp = \$1453.98) 16/17/18 FY			\$1,454		\$1,454
Victim Witness Program Specialist 0.5 FTE Extra-Help					\$0
(960hrs)(17.89933/per hr) = \$17,183.36) 16/17 FY	\$17,183				\$17,183
(960hrs)(17.89933/per hr) = \$17,183.36) 17/18 FY			\$17,183		\$17,183
BENEFITS					\$0
Program Coordinator @ .25FTE CASH MATCH					\$0
SUI - \$8.75 per pp (39pp) (.25 FTE) = \$85.36					\$0
Dental - \$61.25 per pp (18pp) (.25 FTE) = \$275.63					\$0
Life - \$4.86 per pp (18pp)(.25 FTE) = \$21.87					\$0
Health - \$668.37 per pp (36pp)(.25 FTE) = \$6,015.33					\$0
PERS - \$621.79 per pp (39pp)(.25 FTE) = \$6,062.45					\$0
FICA/MC - \$186.29 per pp (39pp)(.25 FTE) = \$1,816.33					\$0
17/18FY Total = \$14,276.97		\$13,027		\$1,250	\$14,277
Victim Witness Program Specialist 1.0 FTE	\$31,385				\$31,385
SUI: (\$4.33)(39pp 16/17/18FY) = \$168.87					\$0
Dental: (\$61.25)(18pp 16/17/18FY) = \$1,102.50					\$0
Life: (\$2.94)(18pp 16/17/18FY) = \$52.92					\$0
Health: (\$359.59)(36pp 16/17/18FY) = \$12,945.24					\$0
PERS: (\$328.39) (39pp 16/17/18FY) = \$12,807.21					\$0
FICA/MC: (\$110.47)(39pp 16/17/18FY) = \$4,308.33					\$0
Total 16/17/18FY = \$ 31,385.07					\$0
Victim Witness Program Specialist .5 FTE	\$30,106				\$30,106
SUI: (\$.80)(39pp 16/17/18FY) = \$31.20					\$0
Health: (\$644.00)(36pp 16/17/18FY) = \$23,184					\$0
PERS: (\$156.20) (39pp 16/17/18FY) = \$6,091.80					\$0
FICA/MC: (\$20.52)(39pp 16/17/18FY) = \$800.28					\$0
Total 16/17/18FY = \$ 30,106.48					\$0
Victim Witness Program Specialist .5 FTE Extra-Help	\$1,315		\$1,315		\$2,630
SUI: (960hr)(17.89933hr) (1.05%) = \$180.43 16/17FY					\$0
FICA/MC: (960hr)(17.89933hr)(6.2%)/(960hr)(17.89933hr)(1.45%)					\$0
(\$1,065.37 + \$249.16) = \$1,314.53 16/17FY					\$0
SUI: (960hr)(17.89933hr) (1.05%) = \$180.43 17/18FY					\$0
FICA/MC: (960hr)(17.89933hr)(6.2%)/(960hr)(17.89933hr)(1.45%)					\$0
(\$1,065.37 + \$249.16) = \$1,314.53 17/18FY					\$0
Total 16/17/18FY=\$2,629.06					\$0
Workers' Compensation Insurance - set by County Risk Management	\$1,250				\$1,250
Workers' Compensation Insurance - set by County Risk Management		\$1,250			\$1,250
Personal Section Totals	\$164,686	\$42,560	\$23,009	\$1,419	\$231,674
PERSONAL SECTION TOTAL					\$231,674

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Humboldt				Subaward #: UV16020120	
	VOCA 2015	Match (VOCA 2015)	VOCA 2016	MATCH (VOCA 2016)	COST
B. Operating Expenses					
2-106 communications -					\$ -
(2 landlines/1 mobile phone/1 IPAD mobile computer = \$140)	\$ 1,680.00				\$ 1,680.00
(12 months) = \$1,680					\$ -
(2 landlines/1 mobile phone/1 IPAD mobile computer = \$140)			\$ 840.00		\$ 840.00
(6 months) = \$840.00					\$ -
2-110 Insurance - General Liability set by County Risk Management Dept.					\$ -
(\$68.50/month) (12 months) = \$822	\$ 822.00				\$ 822.00
(\$68.50/month) (6 months) = \$411			\$ 411.00		\$ 411.00
2-116 Postage -					\$ -
(submission of application/time sensitive documents)	\$ 240.00		\$ 240.00		\$ 480.00
(\$40.00/per package)(12) = \$480					\$ -
2-117 Office Supplies - paper/ink/toner/					\$ -
desks/file cabinets/book cases/desk chairs /client chairs					\$ -
Paper/Ink/toner (\$500.00 /month) (12 months) = \$6,000	\$ 9,000.00				\$ 9,000.00
(\$500.00 /month) (6 months) = \$3,000					\$ -
2-121 Rent - (2.0FTE) (125ft) (\$1.75/ft) (12months) = \$5,250	\$ 5,250.00	\$ 6,876.00			\$ 12,126.00
(Total UV Program Rent: (\$1,010.53 X 12 months = \$12,126.36)					\$ -
(2.0FTE) (125ft) (\$1.75/ft) (6months) = \$2,625.00			\$2,625.00		\$ 2,625.00
(Total UV Program Rent: (\$1,010.53 X 6 months = \$6,063.18 adjusted to fit match)		\$ 437.00		\$ 2,519.00	\$ 2,956.00
2-123 - Special Department Expenses	\$ 646.00				\$ 646.00
(outreach events/crisis cards/brochures/pamphlets)					\$ -
2-125 Transportation - In County -					\$ -
Motorpool- (\$.75/mile) (16,000 miles) = \$12,000	\$ 12,000.00				\$ 12,000.00
Motorpool- (\$.75/mile) (8,000 miles) = \$6,000.00	\$ 6,000.00				\$ 6,000.00
2-126 Utilities - PG&E - (\$120/month) (12 months) = \$1,440	\$ 1,440.00				\$ 1,440.00
PG&E - (\$120/month) (6 months) = \$720.00			\$ 720.00		\$ 720.00
2-148 Computer Software - Karpel Case management system Annual Fees	\$ 1,625.00				\$ 1,625.00
(3)(541.74 per user for 12 months)= \$1,625.22					\$ -
(3)(270.87 per user for 6 months)= \$812.61	\$ 813.00				\$ 813.00
2-225 Transportation - Out of County -					\$ -
Motorpool- (\$.75/mile) (2,000 miles) = \$1,500.00	\$ 1,500.00				\$ 1,500.00
Motorpool- (\$.75/mile) (1,000 miles) = \$750.00	\$ 87.00		\$ 663.00		\$ 750.00
2-240 Emergency Fund - (20 victims) (up to \$150 per victim) = \$3,000.00	\$ 3,000.00				\$ 3,000.00
2-614 Staff Development/Training/Presentations -	\$ 14,870.00				\$ 14,870.00
National Advocate training TBD:					\$ -
(Reg: \$500, Hotel:\$500, Flight \$1,200,					\$ -
Per Diem \$44 day x 5= \$220)(3) = \$7,260					\$ -
Presentation: 2 presenter fees for cultural sharing					\$ -
(1) presenter for domestic violence and Sexual Assault					\$ -
(presenter fee: \$450, Flight:\$1,200, Per Diem \$44 day x5= \$220)(3) = \$5,610					\$ -
Facility rental for conferences(\$400.00/per day)(5) = \$2,000 Total = \$14,870					\$ -
3-940 Central Service Charges - Purchasing Charges for PO's/Credit Cards	\$ 500.00				\$ 500.00
and bids issued, set by County Administrative Office					\$ -
3-125 Information Service Charges - IT Dept. Charges for technical	\$ 6,333.00				\$ 6,333.00
service/support/intranet/email/software					\$ -
updates (Total Charge to VW Division: \$19,000) FY16/17					\$ -
\$19,000/3 grant programs=\$6,333.33					\$ -
IT Dept. Charges for technical service/support/intranet/email/software updates					\$ -
(Total Charge to VW Division: \$21,000) FY17/18					\$ -
\$21,000/3 grant programs=\$7,000.00per year/ (6 months) = \$3,500.00	\$ 500.00		\$3,000.00		\$ 3,500.00
IN-KIND MATCH					\$ -
Hoopa Satellite Office - K'ima:W Medical Center					\$ -
Office Space w/phone (125 sq ft) (\$1.75/sq ft) (12months) = \$2,625		\$ 2,625.00		\$ 1,313.00	\$ 3,938.00
Orleans Satellite Office - Karuk Tribal Office					\$ -
Office Space w/phone (125 sq ft) (\$1.75/sq ft) (12 months) = \$2,625		\$ 2,625.00		\$ 1,313.00	\$ 3,938.00
Weitchpec Satellite Office - Yurok Tribe Office					\$ -
Office Space w/phone (125 sq ft) (\$1.75/sq ft) (12 months) = \$2,625		\$ 2,625.00		\$ 1,313.00	\$ 3,938.00
Operating Section Totals	\$ 66,306.00	\$ 15,188.00	\$8,499.00	\$ 6,458.00	\$ 96,451.00
OPERATING SECTION TOTAL					\$ 96,451.00

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

PROJECT SERVICE AREA INFORMATION

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

Humboldt County

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

1st U.S. Congressional District

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

1st District

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

2nd District

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

134,623

PROJECT SUMMARY

1. Subaward #: <u>UV16020120</u>		3. PERFORMANCE PERIOD	
2. PROJECT TITLE <u>Underserved Victim Advocacy & Outreach Program</u>		<u>04/01/17</u> to <u>09/30/18</u>	
4. SUBRECIPIENT		5. GRANT AMOUNT (this is the same amount as 12G of the Grant Subaward Face Sheet)	
Name: <u>County of Humboldt</u>	Phone: <u>(707)476-2394</u>	\$ 328,125	
Address: <u>825 5th Street, 4th Floor</u>	Fax #: <u>(707)445-7299</u>		
City: <u>Eureka</u>	Zip: <u>95501</u>		
6. IMPLEMENTING AGENCY			
Name: <u>Office of the District Attorney</u>	Phone: <u>(707)445-7411</u>	Fax #: <u>(707)445-7416</u>	
Address: <u>825 5th Street, 4th Floor</u>	City: <u>Eureka</u>	Zip: <u>95501</u>	
7. PROGRAM DESCRIPTION			
<p>Outreach to victims in the American Indian community, to educate and collaborate with both tribal and non-tribal entities to better serve the American Indian population, who have been historically underserved in our community. Our program will focus on improving the safety and direct assistance to the underserved American Indian population in a culturally responsive manner. In addition, our program will dedicate resources in order to increase our response to victimization of violent crimes in Indian Country. Our program will focus on domestic violence, sexual assault, homicide, elder abuse, hate crimes, driving under the influence crimes and gang violence.</p>			
8. PROBLEM STATEMENT			
<p>Humboldt County District Attorney's Victim Witness Program has provided services to crime victims for the past 32 years to our community. Humboldt County is a rural area located on the North Coast, and is home to eight Native American Tribes and Rancherias. The poverty rate in our community is 19.8%, In 2009, the poverty rate for Native Americans in our community was 18.9%, In addition, our County has the second largest population of child molestation in California coupled with increased drug and marijuana drug trafficking. Historically, providing and identifying services for the Native American community have been difficult due to cultural difference, remote locations of tribal lands, and general distrust of law enforcement agencies and the Criminal Justice System. Currently, no advocacy resources are allocated from the DA's Office at these communities.</p>			
9. OBJECTIVES			
<p>To continue to have 2 UV Advocates designated to serve the unserved/underserved population/communities; To collaborate with the Northern CA Tribal Healing Coalition to bring culturally structured training to local partners; To assist in the development of the Child Abuse Services Team & Tribal Governments MOU; To customize and implement the Prosecution by Karpel Data Collection and Case Management system; To have a designated UV & VW vehicle; To continue to provide direct victim services at our 3 Satellite Offices; To continue to create and honor Operation Agreements specific to the UV Grant; To establish an UV Emergency Fund & deliver all program services in a culturally responsive and respectful manner.</p>			

10. ACTIVITIES

1. UV Staff continue to deliver all services in a culturally competent and respectful manner.
2. Co-host 2-day "In Indian Country" Training.
3. Assist in the development of the Child Abuse Services Team Policies, Procedures and MOU.
4. Go Live March 6, 2017 with the Prosecution by Karpel Data Collection and Case Management system.
5. To purchase a vehicle to be exclusively by UV and VW staff, costs will be shared equally between the grants.
6. Continue to serve victims at our 3 Satellite Offices on Tribal Lands (Hoopa, Orleans and Weitchpec).
7. Continue to gather signatures for our UV specific Operation Agreements with the remaining partners.
8. Provide 10 in-services, cross train and educate tribal and non-tribal partners to promote awareness of UV services
9. Create an UV Emergency Fund to purchase hotel vouchers, gas cards and food vouchers.
10. Gather statistical data for program sustainability.

11. EVALUATION (if applicable)

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

12. NUMBER OF CLIENTS

(if applicable)

200

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
For VOCA 15	\$207,246	\$81,494	\$0	\$288,740
For VOCA 16	\$24,428	\$14,957	\$0	\$39,385
				\$0
				\$0
				\$0
				\$0
Totals:	\$231,674	\$96,451	\$0	\$328,125

Operational Agreements (OA) Summary Form

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

Use additional pages if necessary.

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA From: To:	
1.	Wiyot Tribe	01/01/16	to	12/31/21
2.	Yurok Tribe	01/01/16	to	12/31/21
3.	Yurok Tribe Pubic Safety	01/01/16	to	12/31/21
4.			to	
5.			to	
6.			to	
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
Unserved/Underserved Victim Advocacy and Outreach (UV) Program
Unserved/Underserved Victim Advocacy and Outreach (XV) Program

&

Blue Lake Rancheria

OPERATIONAL AGREEMENT


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

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


1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.

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


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


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

Feb 5, 2016
Date


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

1-14-16
Date


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

1/14/16
Date

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

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Child Abuse Services Team

OPERATIONAL AGREEMENT

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

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

1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.

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

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



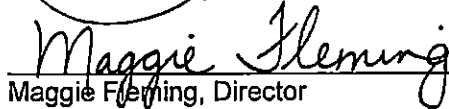
Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney (707) 445-7411

Jan 13, 2016
Date



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

1-12-16
Date



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

Jan 13, 2016
Date

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

&

Humboldt County Office of the District Attorney

OPERATIONAL AGREEMENT


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

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

1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.


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

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



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

1-12-16
Date



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

Jan 13, 2016
Date

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

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Office of the District Attorney Criminal Investigation Bureau

OPERATIONAL AGREEMENT


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

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


1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
- ~~6. Appear together at community events, which include Victim Rights Awareness Week activities~~
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.

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


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


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

Jan 13, 2016
Date


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

1-12-16
Date


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

01/13/16
Date

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

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Humboldt Domestic Violence Services

OPERATIONAL AGREEMENT


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

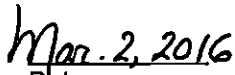
To this end, each agency agrees to participate in the program by coordinating/providing the following services:


1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.

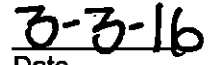
This document may be amended at any time with the consent of both parties.

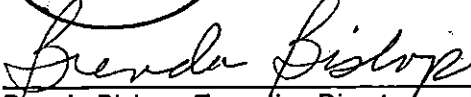
We, the undersigned, as authorized representatives of Humboldt County Office of the District Attorney, Humboldt County District Attorney Victim Witness Program and the Humboldt Domestic Violence Services, do hereby approve this document.

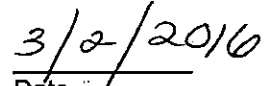

Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney (707) 445-7411


Date


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


Date


Brenda Bishop, Executive Director
Humboldt Domestic Violence Services (707) 444-9255


Date

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

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Karuk Tribe

OPERATIONAL AGREEMENT

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

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

1. Provide a coordinated response to the American Indian population and cases arising from Tribal regions
2. Maintain an open line of communication between parties
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.


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

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


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

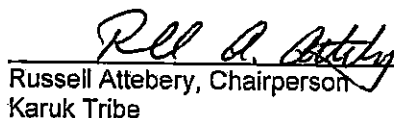
(707) 445-7411

Feb 18, 2016
Date


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

(707) 445-7417

2-18-16
Date


Russell Attebery, Chairperson
Karuk Tribe

(530) 493-1600

1-28-16
Date

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

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North Coast Rape Crisis Team

Operational Agreement


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

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

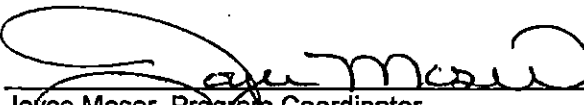
1. Provide a coordinated response to the American Indian population and sexual assault cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. Appear together at community events, which include Victim Rights' Awareness Week activities
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. ~~Strive to deliver all services in a culturally sensitive manner.~~

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

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


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

Jan 13, 2016
Date


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

1-12-16
Date


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

1-12-16
Date

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

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Sexual Assault Response Team

OPERATIONAL AGREEMENT

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

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

1. Provide a coordinated response to the American Indian population and victims of adult/child sexual assault cases arising from Tribal regions
2. Maintain an open line of communication between agencies
3. Share information and data needed for the Unserved/Underserved Victim Advocacy and Outreach Program Grant
4. Provide cross training through in-services and/or presentations regarding program services
5. Increase public awareness of Victim Rights and the impact of crime
6. ~~Appear together at community events, which include Victim Rights' Awareness Week activities~~
7. Assist victims/survivors in filing Victim of Violent Crime Application when applicable
8. Strive to deliver all services in a culturally sensitive manner.

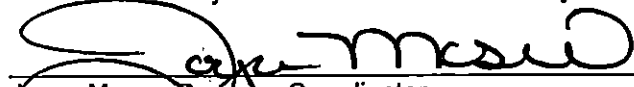
This document may be amended at any time with the consent of all parties.

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



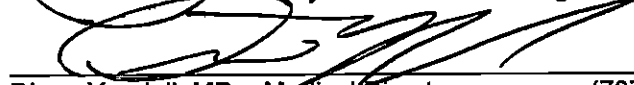
Maggie Fleming, District Attorney
Humboldt County Office of the District Attorney (707) 445-7411

3/15/16
Date



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

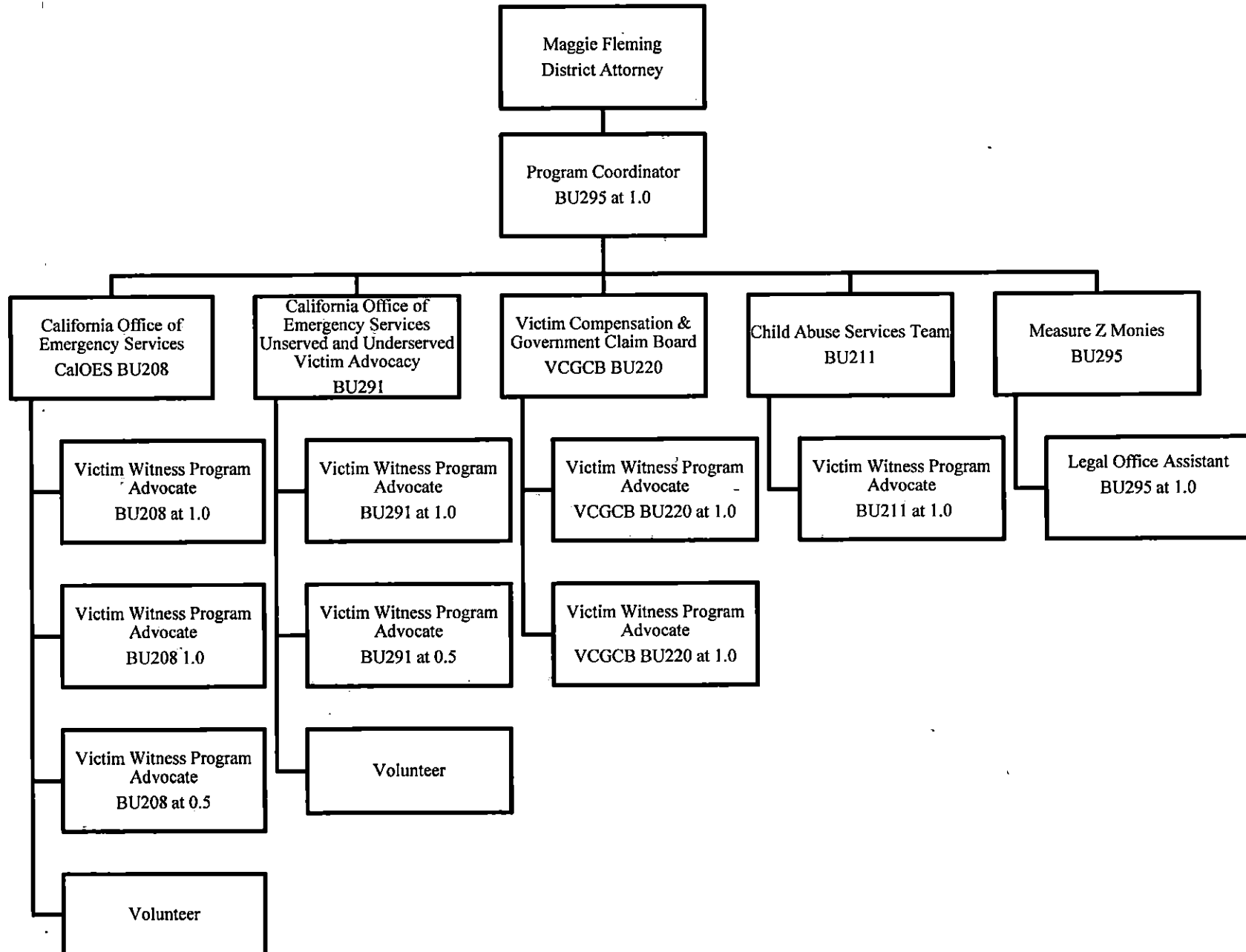
3-7-16
Date



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

3-7-16
Date

Humboldt County District Attorney
Victim Witness Program
2016-2017



EMERGENCY FUND PROCEDURES

County of Humboldt - Office of the District Attorney

UV16020120

SUBRECIPIENT NAME

SUBAWARD #

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

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

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

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			
(Enter numbers without \$ or decimal points.)			
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services	187,695	43,979	\$231,674
Operating Expenses	74,805	21,646	\$96,451
Equipment	0	0	\$0
TOTAL	\$262,500	\$65,625	\$328,125

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION**

**COMPUTERS AND AUTOMATED SYSTEMS
PURCHASE JUSTIFICATION GUIDELINES**

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

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

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

We do not have planned computer equipment or software purchases for the UV16020120 Fiscal Period.