

# CONTRACT ROUTING SHEET

Date Prepared: 5/4/12

Need Date: ASAP

**PROCESSING DEPARTMENT:**

Department: District Attorney  
Dept. Contact: Jodi Albin  
Phone #: x 6421  
Department Head Signature: [Signature]  
Vern Pierson, DA

**CONTRACTOR:**

Name: CalEMA  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:**

Service Requested: District Attorney  
FY 12/13 Application Approval  
Contract Term: 7/1/12-6/30/13 Contract Value: \$165,172  
Compliance with Human Resources requirements? Yes: x No: \_\_\_\_\_  
Compliance verified by: n/a

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 5-7-12 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COURSE  
2012 MAY -4 PM 3:30

PLEASE HAND CARRY TO RISK MANAGEMENT  
THANKS!

**RISK MANAGEMENT:** (Must approve all contracts, MOU's and boilerplate grant agreements)

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 5-10-12 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

RISK MANAGER  
EL DORADO COUNTY

RECEIVED  
HUMAN RESOURCES DEPT.  
MAY 10 AM 7:58

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract)

Departments: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_



**RESOLUTION NO.**

**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

**WHEREAS**, the El Dorado County Board of Supervisors desires to undertake a certain program designated Victim Witness Assistance to be funded in part from funds made available through the California Emergency Management Agency:

**NOW, THEREFORE, BE IT RESOLVED** that the District Attorney of the El Dorado County District Attorney's Office is authorized to execute, on behalf of the Board Of Supervisors, the Grant Award Agreement including any extensions or amendments thereof which would be prompted by changes in funding levels from the State of California and would not increase net county costs:

**BE IT FURTHER RESOLVED** that the grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote of said Board:

Attest:  
Terri Daly  
Acting Clerk of the Board of Supervisors

Ayes:  
Noes:  
Absent:

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Chairman, Board of Supervisors

EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
SECRETARY



3650 SCHRIEVER AVENUE  
MATHER, CA 95655

PHONE (916) 845-8264  
FAX (916) 636-3770

## **CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

### **Application Cover Sheet**

#### **RFA PROCESS**

#### **Victim/Witness Assistance (VW) Program Request for Application Fiscal Year 2012/13**

Submitted by:

**EL DORADO COUNTY DISTRICT ATTORNEY'S OFFICE**

**VICTIM WITNESS PROGRAM**

**515 MAIN STREET**

**PLACERVILLE, CA 95667**

**(530) 642-4760**

(Cal EMA Use Only)

Cal EMA # \_\_\_\_\_ FIPS# \_\_\_\_\_ CFDA# \_\_\_\_\_ Grant # VW12310090

### CALIFORNIA EMERGENCY MANAGEMENT AGENCY GRANT AWARD FACE SHEET (Cal EMA 2-101)

The California Emergency Management Agency, hereafter designated Cal EMA, hereby makes a Grant Award of funds to the following:

1. **Grant Recipient:** County of El Dorado  
in the amount and for the purpose and duration set forth in this Grant Award.
2. **Implementing Agency:** El Dorado County District Attorney's Office      2a. **Congressional District:** CA 4
- 2b. **State Senate District#:** 1st      2c. **State Assembly District#:** 4th
- 2d. **Location of Project:** 515 Main Street, Placerville 95667      2e. **Congressional District(s):** CA 4
3. **Disaster/Program Title** El Dorado County Victim Witness Program      4. **Performance Period** 07/01/2012 to 06/30/2013

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2012	5. VWA0	88,934					\$0	\$88,934
2012	6. VOCA		76,238				\$0	\$76,238
Select	7. Select						\$0	\$0
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
	10. TOTALS	\$88,934	\$76,238	\$165,172	\$0	\$0	\$0	100. Total Project Cost: \$165,172

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

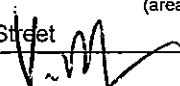
12. Federal DUNS Number 087834029      13. Federal Employer ID Number 946000511

**14. Official Authorized to Sign for Applicant/Grant Recipient:**

Name: Vern R. Pierson      Title: District Attorney

Telephone: (530) 621-6472      FAX: (530) 621-1280      Email: vern.pierson@edcgov.us  
(area code)      (area code)

Payment Mailing Address: 515 Main Street      City: Placerville      Zip + 4: 95667-5509

Signature:       Date: 5-11-12

[FOR Cal EMA 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 EMA Fiscal Officer      Date      Cal EMA Secretary(or designee)      Date

**PROJECT CONTACT INFORMATION**

Recipient County of El Dorado Grant Number VW12310090

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: Vern R. Pierson Title: District Attorney  
Telephone #: (530)621-6472 Fax#: (530)621-1280 Email Address: vern.pierson@edcgov.us  
Address/City/Zip: 515 Main Street, Placerville CA 95667

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

Name: Jodi Albin Title: Financial Officer  
Telephone #: (530)621-6421 Fax#: (530)621-1280 Email Address: jodi.albin@edcgov.us  
Address/City/Zip: 515 Main Street, Placerville CA 95667

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

Name: Susan Meyer Title: Program Coordinator  
Telephone #: (530)642-4766 Fax#: (530)295-2602 Email Address: sue.meyer@edcgov.us  
Address/City/Zip: 515 Main Street, Placerville Ca 95667

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

Name: Jodi Albin Title: Financial Officer  
Telephone #: (530)621-6421 Fax#: (530)621-1280 Email Address: jodi.albin@edcgov.us  
Address/City/Zip: 515 Main Street, Placerville CA 95667

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

Name: Vern R. Pierson Title: District Attorney  
Telephone #: (530)621-6472 Fax#: (530)621-1280 Email Address: vern.pierson@edcgov.us  
Address/City/Zip: 515 Main Street, Placerville CA 95667

6. The **Official Designated** by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name: Vern R. Pierson Title: District Attorney  
Telephone #: (530)621-6472 Fax#: (530)621-1280 Email Address: vern.pierson@edcgov.us  
Address/City/Zip: 515 Main Street, Placerville CA 95667

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

Name: John R. Knight Title: Chair  
Telephone #: (530)621-5390 Fax#: (530)622-3645 Email Address: bosone@edcgov.us  
Address/City/Zip: 330 Fair Lane, Placerville CA 95667

**SIGNATURE AUTHORIZATION**

Grant Award #: VW12310090

Grant Recipient: County Of El Dorado

Implementing Agency: El Dorado County District Attorney

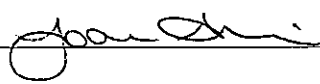
**\*The Project Director and Financial Officer are *REQUIRED* to sign this form.**

**\*Project Director:** Vern IR Pierson

Signature: 

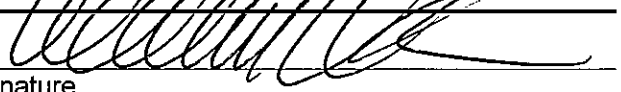
Date: 5-11-12

**\*Financial Officer:** Jodi Albin

Signature: 

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

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



Signature  
William Clark

Name

Signature

Name

Signature

Name

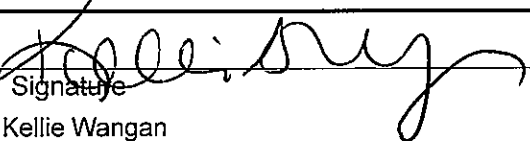
Signature

Name

Signature

Name

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



Signature  
Kellie Wangan

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

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

I, Vern R. Pierson hereby certify that  
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: County of El Dorado

IMPLEMENTING AGENCY: El Dorado County District Attorney's Office

PROJECT TITLE: El Dorado County Victim Witness Program

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal EMA including, but not limited to, the following areas:

**I. Federal Grant Funds**

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- The above named recipient receives \$500,000 or more in federal grant funds annually.
- The above named recipient does not receive \$500,000 or more in federal grant funds annually.

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

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal EMA-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: Karl Knoblauch  
Title: Interim Director of Human Resources  
Address: 330 Fair Lane, Placerville CA 95667  
Phone: (530) 621-5565  
Email: karl.knoblauch@edcgov.us

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

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

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

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal EMA 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 – (Recipient Handbook Section 2154)**

Cal EMA 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 – (Recipient Handbook Section 2155)**

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

Cal EMA-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 written authorization 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 EMA, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal EMA disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal EMA 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. Special Condition for Grant Awards with Victims of Crime Act (VOCA) Fund**

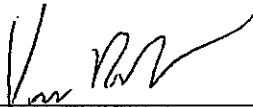
The grant recipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines, and the Office of Justice Programs Financial Guide.



All appropriate documentation must be maintained on file by the project and available for Cal EMA 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 Recipient may be ineligible for award of any future grants if the Cal EMA determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

**CERTIFICATION**

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

Authorized Official's Signature: 

Authorized Official's Typed Name: Vern R. Pierson

Authorized Official's Title: District Attorney

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

Federal Employer ID #: 946000511 Federal DUNS # 087834029

Current Central Contractor Registration Expiration Date: 01/01/2013

Executed in the City/County of: County of El Dorado

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

- |   |   |
|---|---|
| <input type="checkbox"/> City Financial Officer           | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager                     | <input type="checkbox"/> County Manager           |
| <input checked="" type="checkbox"/> Governing Board Chair |   |

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

Typed Name: John R. Knight

Title: Chair

### **Project Narrative**

#### **Problem Statement:**

The El Dorado County Victim Witness Program has been in operation since 1980. The program started with two half time positions (1.0 FTE), and after 32 years the program has a staff size of 2.80 (FTE) positions, including the coordinator position. Due to stagnant or reduced funding, the program has experienced a reduction in staff hours. Although the advocates and coordinator are proficient at maximizing and prioritizing the services to crime victims, the demand for services has increased, without the benefit of increased staff size. Additionally, El Dorado County has had several murder trials, over the last few years, which has required a great deal of advocate time, further draining the availability of advocate time to other crime victims.

The U.S. Census Bureau shows that as of 2010, El Dorado County's population was at 181,058. Of the 181,058 people living in this county, 149,266 people reside in the rural areas of the county. The balance of the population resides in the cities of Placerville and South Lake Tahoe. The population growth rate combined with the increase of victim-oriented crimes, will make it difficult for staff to handle the influx of referrals. Currently, staff provides services to an estimated 55% of the victims in our community. Priority is given to violent offenses. Property crime victims are handled on a referral basis, and for restitution assistance when requested by the victim. Additionally, the advocates in the Placerville office rotate two days a week in the Tahoe office, as the budget can't support filling the Tahoe position at this time. In addition to the above issues, the Deputy District Attorney's have increased their request for services to victims, such as court support. Unfortunately, this type of service is very time demanding, and decreases staff time for services to other victims. Victims need a tremendous amount of support to get through the criminal justice process, encouragement to not give up on the

system, and financial support for counseling, income loss, relocation, medical reimbursement, protection order assistance, etc... All of these needs can stretch the resources of the program.

Volunteers, although required, have been almost impossible to recruit and retain. In most cases, applicants want to intern for a semester. Given the background check, and the required training, there is usually very little time left in a semester for actual volunteer hours. Additionally, as staff time is already stretched to capacity, the additional time for training and supervision is difficult to provide. Volunteers continue to be an issue with this program.

**Plan and Implementation:**

The El Dorado County Victim Witness Program has two locations. The primary office is located at 515 Main Street, Placerville 95667. The phone number is (530) 642-4760. The Lake Tahoe Office is located at 1360 Johnson Blvd. Suite 105, South Lake Tahoe 96150. The phone number is (530) 573-3100. Due to the mountain driving, inclement weather, and the distance between the two cities, all government services have an office in both locations to better serve the public. The Program Coordinator and contact person for the program is Susan Meyer. The confidential phone number is (530) 416-1233. During the 2012/2013 FY, the program grant will fund one (.80 FTE) Coordinator, and two (1.97 FTE) Program Specialists, with the general fund absorbing the cost of (.3 FTE) for one of the Program Specialists. Additionally, the District Attorney is requesting another allocation for one full time advocate position, which if approved by the Board of Supervisors, and if grants funds are not available, would be funded by the general fund.

As the program is located in the District Attorney's Office, access to crime reports, criminal files, and case information allows staff to inform victims of their case status in a timely manner, and

increases the communication between the victim and the prosecutor. Advocates are available to the Deputy District Attorneys for in-house training, victim interviews, and court assistance. There is currently one Deputy District Attorney assigned to domestic violence cases, and one Deputy District Attorney assigned to sexual assault cases, in each office. All other violent offenses are spread out among the twenty two prosecutors in the office. Currently the District Attorney's Office utilizes the Damion computer program. The Victim Witness Program has a module within the computer program that allows staff to record and track their own cases, monitor criminal cases, and document contacts and services. The Damion Program also allows the coordinator to retrieve data for statistical reporting.

The coordinator and one advocate have received the required certifications from the California Victim Services Training Institute. The newest advocate will need to attend the entry level training when offered by the institute. Additionally, staff is encouraged to seek out local training opportunities that will enhance the services provided by our office. This includes the use of Webinar, which is typically provided at no cost.

Although the Victim Witness Program is short staffed, every effort is made to ensure that no victim will be turned away. Program staff has the ability to use the District Attorney's computer program to print out all incoming law enforcement reports. This allows staff to expedite contacts and provide outreach to victims. Staff is currently handling violent offenses first, and property crimes secondary, as time allows. However, if a property crime victim contacts our office, services are provided immediately. Upon receipt of a referral, the advocate will contact the victim via phone or in person, and offer services. The services offered would include all of the mandatory services, and optional services, as determined necessary for the well being of the victim. Referrals from the Deputy District Attorneys for court support are given priority as an immediate need to the victim.

In addition to the Victim Witness Grant, the program has a Joint Powers Agreement with the California Victim Compensation Program. Advocates refer all questions regarding claims to the Claims Specialists.

Referrals are made from other agencies, such as; Probation, Child Protective Services, Adult Protective Services, Women's Center, Courts, and Hospitals. An outside agency referral is handled the same way as an in-house referral. The advocate will review the report, evaluate the victim's needs, and make contact with the victim. If a referral is not related to the type of services that Victim Witness provides, the advocate will follow-up with the agency or caller and provide a referral to the appropriate agency. Referrals will be made to the Women's Center for assistance with civil restraining orders, shelter, or other civil issues that a victim may require. The Victim Witness Program has an ongoing operational agreement with the Women's Center to coordinate services to victims of domestic violence and sexual assault victims, including children, of sexual or physical abuse

The Victim Witness Program will conduct field visits as required by the victim. A vehicle is always available for the advocate's use. The program has a TTY phone system set up in each of the offices for individuals who are hearing impaired, and a list of local sign interpreters is maintained in the office. Staff must rely on volunteers and other agencies for translation services for non-English speaking clients, with the exception of Spanish speaking, as one of our advocates is bi-lingual, English/Spanish. The special needs of a victim are typically evaluated prior to the initial contact. If a law enforcement report indicates the victim is disabled, non-English speaking, hearing impaired or elderly, staff will take appropriate measures to ensure that there is no interruption of services, or communication issues with the victim. A wheelchair is provided to clients who have difficulty walking to Court, and interviews. In most cases, if it is

determined that a victim has a special need; staff will conduct a field visit, rather than asking the victim to come into the office. As previously noted, every effort is made to ensure that the victim with special needs receives the same quality of service as all victims.

Brochures, business cards, and posters are provided to local agencies, local hospitals, and law enforcement. Presentations and training is provided to various agencies, public and private. Law enforcement is asked to carry the Victim Witness brochures in their patrol cars, and provide the brochures to victims of crime at the time of the report. The program has a Spanish version of the Victim Witness brochure available for Hispanic clients.

A two-year Operational Agreement is in place the grants years of 2011 through 2013. The agreement details the expectations of each agency, including training needs, networking, and regular meetings. Both, The Center For Violence Free Relationships and the South Lake Tahoe Women's Center provide services to domestic violence victims, sexual assault victims, and both sexual assault and physical abuse of children. The advocates provide training to the Women's Center staff and their volunteers.

A current organizational chart and a listing of the multiple field offices are included in the grant appendix.

The program will continue to recruit volunteers. As previously stated in the problem statement, there have been some issues with the recruitment and retention of volunteers in our program. The average background check takes about a month to process, and includes a fairly extensive and invasive questionnaire, which tends to discourage many applicants. Secondly, there is no funding available to send volunteers to the (40) hour entry-level training. This limits the exposure of the volunteers to certain types of victims, and certain types of services. Currently in-

Applicant: County of El Dorado Grant Number: VW12310090

house training is provided to volunteers by the coordinator, and seasoned advocates. Supervision and volunteer job assignment is the responsibility of the coordinator. Volunteers will be used to provide out-reach services to new victims, and other services as training and supervision allows. In an effort to increase the recruitment of volunteers, the District Attorney's Office and the Victim Witness Program will be working with California State University Sacramento, and Folsom Community College to recruit interns All volunteers maintain a time sheet for documentation purposes.

### **Budget Narrative**

The 2012/2013 budget includes salaries and benefits for the coordinator and two full time advocates. The salary cost for one of the advocates was reduced by \$1,328.00 to meet the appropriated funding level. The total budget for salaries and benefits is \$163,672. Operating costs are restricted to \$1,500.00, and there are no equipment purchases budgeted this year.

The coordinator is budgeted at (.80 FTE) from the Victim Witness Grant. The remaining time is paid by the Victim Compensation Program (.20 FTE). The coordinators time is spend providing direct services to victims, preparing reports, grants, supervising staff, and attending required meetings. The coordinator's time is spent between the Placerville and South Lake Tahoe offices. All qualifications set forth both by the County's employment standards for this job, and certification from the California Victim Services Training institute have been met.

There are two advocates assigned to the Victim Witness Grant responsibilities. Both advocates reside in the Placerville office and commute back and forth between the Placerville and South Lake Tahoe offices. Both advocates spend their time providing direct services to victims of all types of crime.

All qualifications for employment and the required training/certification have been met by the seasoned advocate. The recently hired advocate will be attending training in FY 12/13 so as to meet the training and certification requirements.

Job descriptions are on file with this office, and certificates available upon request. All split positions maintain functional time sheets.

Operating costs covered by the grant are limited to transportation and travel costs for training as mandated by the RFA. Due to the anticipated reduction of 12.3% in VOCA funding the remaining operating costs including, but not limited to, security system, utilities, telephone and memberships



Applicant: County of El Dorado

Grant Number: VW12310090

have been eliminated and will be absorbed by the county general fund.

There are no subcontracts or unusual expenses, and no mid-year salary range





**BUDGET CATEGORY AND LINE ITEM DETAIL**

Grant Recipient: El Dorado County		Grant Number: VW12310090		
C. Equipment	VWA0 2012	VOCA 2012	VOCA 2012 Match	COST
None				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
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				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
	<b>Equipment Section Totals</b>	\$0	\$0	\$0
<b>EQUIPMENT SECTION TOTAL</b>				
<b>Category Totals</b>	\$0		\$0	
<i>Same as Section 10 on the Grant Award Face Sheet</i>	\$67,201	\$76,238	\$21,733	
<b>Total Project Cost*</b>				<b>\$165,172</b>
<i>*Same as Block 10G on Grant Award Face Sheet</i>				

**APPLICATION APPENDIX**

**VICTIM WITNESS RFA**

**2012/2013**

- 1. PROJECT SUMMARY**
- 2. OPERATIONAL AGREEMENT SUMMARY**
- 3. ORGANIZATIONAL CHART**
- 4. OTHER FUNDING SOURCES**
- 5. PRIOR, CURRENT, AND PROPOSED CAL EMA FUNDING**
- 6. PROJECT SERVICE AREA**
- 7. MULTIPLE FIELD OFFICES**

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**FORMS NOT INCLUDED, AS NOT APPLICABLE TO OUR PROGRAM**

- 1. NONCOMPETITIVE BID REQUEST CHECKLIST**
- 2. OUT OF STATE TRAVEL REQUEST**
- 3. EMERGENCY FUND PROCEDURES**
- 4. COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION**

## PROJECT SUMMARY

1. GRANT AWARD NO. VW10310090

2. PROJECT TITLE El Dorado County Victim Witness Program

3. GRANT PERIOD

7/1/12 to 6/30/13

### 4. APPLICANT

Name: County of El Dorado Phone: (530) 621-5390

Address: 330 Fairlane Fax #: (530) 622-3645

City: Placerville Zip: 95667

### 5. GRANT AMOUNT

(this is the same amount as 10G of the Grant Award Face Sheet)

\$ 165,172.

### 6. IMPLEMENTING AGENCY

Name: El Dorado County District Attorney's Office Phone: (530) 621-6472 Fax #: (530) 621-1280

Address: 515 Main Street City: Placerville Zip: 95667

### 7. PROGRAM DESCRIPTION

The 2010 U.S. Census estimates the population at 181,058. El Dorado County has an estimated annual growth rate at approximately 1.5% to 2%. The main Victim Witness office is located in Placerville at 515 Main Street Placerville, CA 95667. The branch office is located at 1360 Johnson Blvd. #105, South Lake Tahoe, CA 95667. Approximately 75% of the population resides in the rural areas of the county. The South Lake Tahoe area has a population of approximately 25,000. Given the distance between the two cities, and the inclement weather, government agencies are duplicated in each city.

### 8. PROBLEM STATEMENT

As funding sources have either remained stagnant or declined over the years, the advocate's hours have decreased. This has forced staff to prioritize victim services. Violent crimes are given immediate attention, while property crimes are handled on a referral basis. With the passage of Marcy's Law, the program has had to accommodate the new guidelines, including the immediate contact for in-custody arraignments everyday. Restitution demands have increased, as well as court advocacy. Without any additional funding sources, maintaining service levels will be difficult. Volunteers are difficult to retain for any length of time, as the majority of people who wish to volunteer are doing so for intern hours, which is typically a semester. So by the time the background check is complete, and training completed, there is only a couple of months left of actual volunteer time.

### 9. OBJECTIVES

The grant objectives for the Victim Witness program is 1100 new victims and 25 witnesses. All mandatory services will be provided to victims of all types of crime. As required, the program will continue to recruit and maintain volunteers. Volunteers will be used to provide outreach services to new victims, and handle incoming calls.

**10. ACTIVITIES**

Each day a log is generated which shows all new law enforcement reports referred to the District Attorney's office for filing. Advocates use this log to provide outreach to new victims. The victims are contacted via phone and/or mail. At that time, each case is evaluated to insure that the appropriate services are provided to the victims. Brochures explaining services offered by our program are provided to all victims. Victims of violent offenses are provided with the Victim Compensation Application. Restitution claim forms are sent out to all victims at the time of the criminal filing. Volunteers follow up with victims who have not returned their forms. This has increased the number of restitution orders at the time of sentencing, verses restitution to be determined. The office utilizes the Damion computer system, which allows staff to monitor criminal cases, create new victim cases, maintain statistical data and generate reports.

**11. EVALUATION (if applicable)**

CalEMA provides monitoring and site visits to insure compliance. The program coordinator oversees the daily operation of the program, prepares all statistical reports, plans and implements all necessary changes for grant operations. The program coordinator reports to the District Attorney.

**12. NUMBER OF CLIENTS**

(if applicable)  
1100 new victims and 25 witnesses.

**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

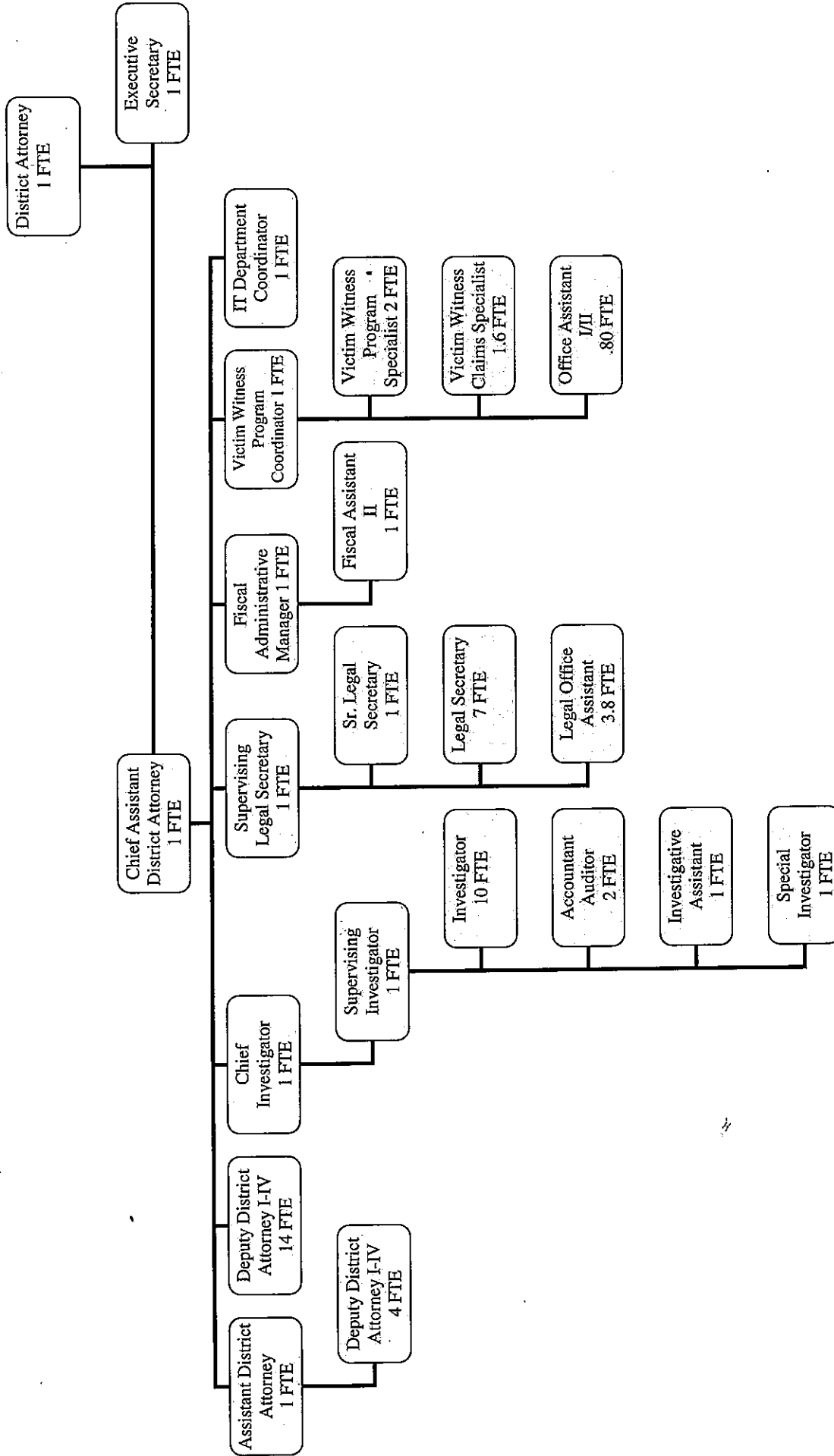
	<b>Personal Services</b>	<b>Operating Expenses</b>	<b>Equipment</b>	<b>TOTAL</b>
	\$163,672	\$1,500	\$0	\$165,172
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Totals:</b>	\$163,672	\$1,500	\$0	\$165,172

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA		
			From:	to	To:
1.	El Dorado County District Attorney	06/14/2011	07/01/2011	to	06/30/2013
2.	El Dorado County Sheriff	07/13/2011	07/01/2011	to	06/30/2013
3.	Placerville Chief of Police	07/14/2011	07/01/2011	to	6/30/2013
4.	South Lake Tahoe, Chief of Police	06/13/2011	07/01/2011	to	06/30/2013
5.	The Center for Violence Free Relationships	07/18/2011	07/01/2011	to	06/30/2013
6.	South Lake Tahoe Women's Center	06/13/2011	07/01/2011	to	06/30/2013
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.





## 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 Award Agreement. In the "Grant Funds" column, report the CalEMA 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.

<b>OTHER FUNDING SOURCES</b>			
			(Enter numbers without \$ or decimal points.)
<b>BUDGET CATEGORY</b>	<b>GRANT FUNDS</b> <i>(Use only the grant funds identified in the preceding budget pages.)</i>	<b>OTHER FUNDS</b>	<b>PROGRAM TOTAL</b>
<b>Personal Services</b>	163,672	1,328	\$165,000
<b>Operating Expenses</b>	1,500	7,769	\$9,269
<b>Equipment</b>	0	0	\$0
<b>TOTAL</b>	\$165,172	\$9,097	\$174,269

**This form does not become part of the grant award.**

## PRIOR, CURRENT AND PROPOSED OES FUNDING

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

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY OES
2005-06	DC05160010	\$50,000	Project Director	25%
2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF CalEMA FUNDING
				0%
2006/2007	VW062540090	\$175,865	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2006/2007	EA06090090	\$112,500	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	100%
2006/2007	VB06040090	\$146,981	Deputy District Attorney	100%
			Investigator	51%

## PRIOR, CURRENT AND PROPOSED OES FUNDING

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

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2005-06	DC05160010	\$50,000	Project Director	25%
2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF CalEMA FUNDING
2007/2008	VW07260090	\$172,086	Advocate, SLT	0%
			Coordinator	95%
			Advocate, PVL	60%
2007/2008	EA07100090	\$90,000	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	70%
			Advocate, PVL	20%
2007/2008	VB07050090	\$146,981	Deputy District Attorney	100%
			Investigator	51%

## PRIOR, CURRENT AND PROPOSED OES FUNDING

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

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2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF CalEMA FUNDING
				0%
2008/2009	VW08270090	\$159,613	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2008/2009	VB08060090	\$107,037	Deputy District Attorney	25%
			Investigator	57%
2008/2009	EA08110090	\$76,500	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	48%

## PRIOR, CURRENT AND PROPOSED OES FUNDING

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

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2005-06	MS05040550	\$68,000	Project Director	50%

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				0%
2008/2009	VW08270090	\$159,613	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2008/2009	VB08060090	\$107,037	Deputy District Attorney	25%
			Investigator	57%
2008/2009	EA08110090	\$76,500	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	48%

## PRIOR, CURRENT AND PROPOSED OES FUNDING

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2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF CalEMA FUNDING
				0%
2008/2009	EA08110090		Advocate, PVL	20%
2009/2010	VW09280090	\$175,865	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2009/2010	EA09120090	\$90,000	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	80%
			Advocate, PVL	20%

## PRIOR, CURRENT AND PROPOSED OES FUNDING

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2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF CalEMA FUNDING
				0%
2009/2010	VB08060090	\$127,473	Deputy District Attorney	35%
			Investigator	50%
2009/2010	VOCA Stimulus	\$18,159	Advocate, PVL	18%
2009/2010	VAWA Stimulus	\$12,231	Extra Help Advocate, PVL	75%
2010/2011	VW10290090	\$175,865	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	100%
2010/2011	VB08060090	\$39,746	Deputy District Attorney	20%



## PRIOR, CURRENT AND PROPOSED OES FUNDING

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2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF CalEMA FUNDING
				0%
2011/2012	VW11300090	\$175,865	Advocate, PVL	100%
			Coordinator	96%
2011/2012	VB08060090	\$37,710	Deputy District Attorney	25%
			Investigator	22%
2012/2013	VW12310090	\$165,172	Advocate, PVL	97%
			Advocate, PVL	100%
			Coordinator	80%
				0%

## 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.

\* County of El Dorado - The principle office is located in the city of Placerville

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.

\* 4th 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.

\* 4th State Assembly 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.

\* 1st State Senate District

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

Per the 2010 U.S. Census Bureau - The County of El Dorado has a population of 181,058.

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

VICTIM WITNESS PROGRAM

MULTIPLE FIELD OFFICES

Office Locations:

515 Main Street  
Placerville, CA 95667  
(530) 642-4760  
Supervisor: Susan Meyer  
sue.meyer@edcgov.us  
After Hours Emergency Number: (530) 416-1233

Branch Office:

1360 Johnson Blvd. Suite #105  
South Lake Tahoe, CA 96150  
(530) 573-3100  
Supervisor: Susan Meyer  
sue.meyer@edcgov.us  
After Hours Emergency Number: (530) 416-1233

Positions:

(1 FTE) Coordinator (Over site for Placerville and Tahoe)  
Two (1.0 FTE) Victim Witness Advocates (Placerville and Tahoe)  
Two (.8 FTE) Claim Specialists (Placerville)  
One (.8 FTE) Office Assistant (Claims Unit) (Placerville)

- The two advocates rotate every other month, going to Tahoe two times a week