

## VICTIM/WITNESS ASSISTANCE (V/W) PROGRAM

### CHECKLIST

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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 Agreement.
- 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 NEW - 2-104f COAOC Victims of Crime Act (VOCA)  
Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- PROJECT NARRATIVE (Cal OES 2-108)
  - PROBLEM STATEMENT
  - PLAN AND CAPABILITIES
- 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
- APPLICATION APPENDIX
  - Project Summary (Cal OES 2-150)
  - Operational Agreement
  - Organizational Chart
  - ~~Noncompetitive Bid Request Checklist (Cal OES 2-156)~~
  - ~~Out Of State Travel Request (Cal OES 2-158)~~
  - ~~Emergency Fund Procedures (Cal OES 2-153)~~
  - Project Service Area Information (Cal OES 2-154)
  - ~~Computer and Automated Systems Purchase Justification (Cal OES 2-157)~~



May 4, 2016

To: PROJECT DIRECTORS  
VICTIM/WITNESS ASSISTANCE PROGRAM

Subject: VICTIM/WITNESS ASSISTANCE (V/W) PROGRAM REQUEST FOR  
APPLICATION, 2016-2017

The California Governor's Office of Emergency Services (Cal OES), Victim Services and Public Safety Branch, is pleased to announce the release of the Victim/Witness Assistance (V/W) Program Request for Application (RFA) for fiscal year 2016-2017.

It is anticipated that approximately \$32,031,557 in federal and state funding will be available for the V/W Program for fiscal year 2016-2017. Funding amounts are provisional and contingent upon Cal OES receipt of federal grant awards and the passage of the 2016-2017 State Budget Act. A funding chart with anticipated individual Applicant allocations is included in the RFA.

The Grant Subaward performance period for the V/W Program is July 1, 2016, to June 30, 2017. To receive continued funding through the V/W Program, **the application should be received or postmarked by Friday, June 3, 2016.**

- **Indirect Cost Rate Proposal** –Due to the changes in the new OMB Uniform Guidance CFR2, Part 200, (Super Circular), Indirect Costs, also known as Facilities and Administration (F&A) Costs, can now be claimed by federal grant award Recipients (Cal OES) and our Subrecipients (SA Projects, DV Shelters, District Attorney Offices, Multi-Disciplinary Interview Centers, Community-Based Organizations, etc.). For more information on indirect costs please see the Part III, C, 10 – Indirect Costs/Administrative Overhead (ICRP) (*SRH 2180 & SRH 2188*) of this RFA.
- **V/W Program Webinar Training** –Please note that webinars facilitated by the V/W Unit staff will be provided to V/W Subrecipients during 2016-2017. The webinars will address various topics related to the V/W Program. More information on the webinars will be made available during the fiscal year. You will not be required to budget for this training, but you will be required to have access to a computer and the internet in order to participate. **NOTE:** V/W Program Subrecipient participation in the webinars may be mandatory depending upon the topic(s) presented.
- **Progress Reports** –The V/W Program Progress Report will be revised to reflect the new reporting requirements for the V/W Unit and Office for Victims of Crime (OVC).

3650 SCHRIEVER AVENUE • MATHER, CA 95655  
VICTIM SERVICES & PUBLIC SAFETY BRANCH  
916.845.8997 TELEPHONE • 916.636.3870 FAX

Victim/Witness Assistance Program  
May 4, 2016  
Page 2

**NOTE:** Only the most current versions of Cal OES grant application forms will be accepted in the Grant Subaward Application. **Grant Subaward Applications with outdated forms will result in processing delays.**

Thank you for your ongoing interest in this Program, and we look forward to continuing to work with you.

Sincerely,

A handwritten signature in grey ink, appearing to read "Gina Buccieri-Harrington", with a long horizontal flourish extending to the right.

GINA BUCCIERI-HARRINGTON  
Assistant Director, Grants Management

EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



**Application Cover Sheet**

**RFA PROCESS**

**VICTIM/WITNESS ASSISTANCE PROGRAM**

**Submitted by:**

**COUNTY OF EL DORADO**

**El Dorado County District Attorney  
Victim Witness Program  
515 Main Street  
Placerville, CA 95667**

**(530) 642-4760**



**PROJECT CONTACT INFORMATION**

Subrecipient: COUNTY OF EL DORADO

Subaward #: \_\_\_\_\_

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: Vernon 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, California 95667

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

Name: Kerri Williams-Horn Title: Chief Financial Officer

Telephone #: (530) 621-5309 Fax#: (530) 626-5730 Email Address: kerri.williams@edcgov.us

Address/City/Zip: 360 Fair Lane, Placerville, California 95667

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

Name: Christy Lillie Title: Program Manager

Telephone #: (530) 621-6487 Fax#: (530) 621-1280 Email Address: christy.lillie@edcgov.us

Address/City/Zip: 515 Main Street, Placerville, California 95667

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

Name: Kerri Williams-Horn Title: Chief Financial Officer

Telephone #: (530) 621-5309 Fax#: (530) 626-5730 Email Address: kerri.williams@edcgov.us

Address/City/Zip: 360 Fair Lane, Placerville, California 95667

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: Vernon 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, California 95667

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: Vernon 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, California 95667

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

Name: Ron Mikulaco Title: Chair, District One Supervisor

Telephone #: (530) 621-5650 Fax#: (530) 622-3645 Email Address: ron.mikulaco@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, California 95667

# SIGNATURE AUTHORIZATION

Subaward #: \_\_\_\_\_

Subrecipient: COUNTY OF EL DORADO

Implementing Agency: El Dorado County District Attorney's Office

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

\*Project Director: Vernon R. Pierson

\*Financial Officer: Kerri Williams-Horn

Signature: 

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

Date: 6/1/16

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

James Clinchard  
Print Name

\_\_\_\_\_  
Print Name

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

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Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**

I, Vernon R. Pierson hereby certify that  
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

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

**I. Federal Grant Funds**

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Pamela Knorr  
Title: Director of Human Resources  
Address: 330 Fair Lane, Placerville, California 95667  
Phone: (530) 621-5572  
Email: pamela.knorr@edcgov.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 will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

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.

<b>CERTIFICATION</b>	
<p>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.</p>	
Authorized Official's Signature:	
Authorized Official's Typed Name:	Vernon R. Pierson
Authorized Official's Title:	District Attorney
Date Executed:	6/1/16
Federal Employer ID #:	945000511
Federal DUNS #:	087834029
Current Central Contractor Registration Expiration Date:	
Executed in the City/County of:	El Dorado
<b>AUTHORIZED BY:</b> <i>(not applicable to State agencies)</i>	
<input type="checkbox"/> City Financial Officer <input type="checkbox"/> City Manager <input checked="" type="checkbox"/> Governing Board Chair	<input type="checkbox"/> County Financial Officer <input type="checkbox"/> County Manager
Signature:	
Typed Name:	Ron Mikulaco
Title:	Chair, District One Supervisor

### **Project Narrative**

The El Dorado County Victim Witness Program has been in operation since 1980. The program started with two half time positions, and after 35 years the Victim Witness Grant funds three full time Program Specialist (3.0 FTE). It is anticipated that the District Attorney will fund one full time Program Specialist. The Program Specialists are generally referred to as advocates. Without the District Attorney assisting the program financially, services to victims would substantially decrease. Although the advocates are proficient at maximizing and prioritizing the services to crime victims, the demand for services continues to increase. Additionally, the demand for advocate time in court has significantly increased due to an upswing in the number of trials and criminal grand jury cases each year. Trials can take an advocate out of the office for several days or weeks, which reduces the amount of advocate time available to provide outreach to new victims. The South Lake Tahoe office has been unstaffed for several years. In order to provide coverage to the Tahoe area, the advocates in Placerville have rotated their time traveling to Lake Tahoe when requested for interviews, court support, or to meet with a victim. Unfortunately, the travel time reduces the amount of advocate time in the office. The absence of an advocate has had an impact on victims in that region. It is anticipated that the advocate position being funded by the District Attorney will be partially based in South Lake Tahoe.

The US Census Bureau estimates that as of 2016, El Dorado County's population was at 183,737. Of the 183,737 people living in this county, approximately 75% of the county's residents live in rural areas. The two incorporated cities in El Dorado County are Placerville and South Lake Tahoe. As the majority of the residents reside outside of the city limits, public transportation options are limited, making it difficult for citizens to access available services. The Victim Witness Program is tasked with providing services to crime victims for the entire county with only a limited number of advocates. The program will be monitored by the Program

Subrecipient: County of El Dorado Subaward #: \_\_\_\_\_

Manager. Domestic Violence cases are handled by the FTE DV Advocate who is funded by the CalOES Law Enforcement Specialized Units Program Grant. The Program Manager, who is funded by the District Attorney, oversees all program responsibilities; including grant oversight, and supervision of staff, but does not have a case load.

The program continues to experience a high volume of referrals, making it difficult for staff to handle the influx of victims needing assistance. Priority is given to violent offenses, with property crimes handled on a referral basis. Restitution assistance is in high demand, and can be very time consuming. The grant mandates the service, but limits our involvement. These limits can often create issues with the victims, the court, the District Attorney's Office, and Probation. Diplomacy is necessary in handling some of the issues with restitution. Regardless, the advocates are instructed to stay within the parameters of the grant guidelines. Additionally, the advocates play a part in the lifer hearing process. The advocate will notify the victim's family of the parole hearing, the process, input at hearings, and arrange the gate passes with CDCR victim services unit. In addition to the above demands, the District Attorney's office has started a cold case murder team, which includes an advocate. The advocate will make an initial contact with the family of the murdered victim, and will determine services that the family may be entitled to receive. Statistically, El Dorado County has seen a 27% increase in rapes, 35% increase in robberies and a 10% increase in domestic violence from 2014 to 2015.

Volunteers, although required, have been difficult 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 532 Main Street, Placerville 95667. The phone number is (530) 642-4760. The South 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 Manager and contact person for the program is Christy Lillie. The confidential phone number is (916) 337-0616. During the 2016/2017 FY, the Victim Witness grant will fund three full time Program Specialists. It is anticipated that the District Attorney will fund one full time (1.00 FTE) Program Specialist for the South Lake Tahoe Office.

The Victim Witness Program is located in the District Attorney's Office, which utilizes a paperless system called Gabriel. All criminal cases and documents, including law enforcement reports are within this system. This system provides live updates while the Deputy District Attorneys are in court. This has allowed staff to inform victims of their case status in a timely manner, and increases the communication between the victim, advocate, and the prosecutor. Additionally, the District Attorney's Office utilizes the Damion computer program. The Victim Witness Program has a module within Damion and Gabriel which allows staff to record and track their own cases, monitor criminal cases, document contacts and services, and alert the attorney's while in court of restitution, whether a victim would like to be at sentencing, and/or read a victim impact statement. The Damion program also allows staff to retrieve data for statistical reporting. Advocates are available to the Deputy District Attorneys for in-house training, interviews, and court assistance. A newly implemented electronic notification system is now available for victims and witnesses. The CANS (Case Activity Notification System), allows a victim to register for the system and receive, via email, case notifications regarding upcoming

Subrecipient: County of El Dorado Subaward #: \_\_\_\_\_

court dates or custom notifications pertaining to the case. There are currently four Deputy District Attorneys assigned to domestic violence cases, and sexual assault cases. All other crimes are spread out among the other eighteen prosecutors in the office.

The grant funded advocates have received the required certifications from the California Victim Services Training Institute. Additionally, staff is encouraged to seek local training opportunities that will enhance the services provided by our office. This includes the use of Webinar training, 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 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. The District Attorney's support staff sends out a restitution claim form and a Marsy's notification brochure to all victims where there is a criminal filing. Additionally in 2016, the District Attorney support staff will send out letters to victims where a criminal complaint is not filed. This "no file" letter will include resource and referral information. This allows all victims to be notified of their rights, and provides the victims with the Victim Witness Program's phone number and address as a resource.

Subrecipient: County of El Dorado Subaward #: \_\_\_\_\_

In addition to the Victim Witness Grant, the program has a Joint Powers Agreement with the California Victim Compensation Program. Advocates will assist victims in completing the Victim Compensation Claim. However, eligibility questions and claim status questions are referred to the Claim Specialist.

Referrals are made from other agencies, such as; Law Enforcement, Probation, Child Protective Services, Adult Protective Services, DV/Sexual Assault Centers, Courts, and Hospitals. An outside agency referral is handled the same 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 victim to provide a resource referral to the appropriate agency. Referrals will be made to Live Violence Free in South Lake Tahoe, and The Center for Violence Free Relationships (The Center) in Placerville for assistance with DV restraining orders, shelter, or other issues that a domestic violence or sexual assault victim may require. The Victim Witness Program has an ongoing operational agreement with the two centers to coordinate services to victims of domestic violence, and sexual assault victims, including children of sexual and/or physical abuse. Additionally, the District Attorney's Office has a Domestic Violence Grant (Law Enforcement Specialized Units Grant) that funds one full time investigator and contracts with The Center for a full time Domestic Violence Advocate. This Domestic Violence Advocate will handle services to domestic violence victims on the western side of El Dorado County. The services will be coordinated with the Victim Witness advocates, as there will be times when both parties are involved with a case.

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 two of our advocates are 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 travel to the office. The Victim Witness Office in Placerville and South Lake Tahoe meet the ADA access requirements. 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 three year Operational Agreement is in place for the grant years of 2015 through 2018. The agreement details the expectations of each agency, including training needs, networking, and regular meetings. Both, The Center for Violence Free Relationships and Live Violence Free provide services to domestic violence victims, and sexual assault victims. Services are provided to both adults and children. The advocates provide training to the Women's Center staff and their volunteers. A signed copy of the Operational Agreement is maintained at the Victim Witness Office.



Subrecipient: County of El Dorado Subaward #: \_\_\_\_\_

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-two months 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. Lastly, office space and computers are limited to paid staff, making it difficult to use volunteers in the office. Currently in-house training is provided to volunteers by the Program Manager and experienced advocates. Supervision and volunteer job assignment is the responsibility of the Program Manager. Volunteers will be used to provide out-reach services to new victims, restitution assistance, 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 2016/2017 budget includes salaries and benefits for three full time program specialists. The total budget for salaries and benefits is \$225,817. A membership to the California Crime Victims Assistance Association is budgeted as an operating expense. This membership will provide updates on legislative laws and rights for victims of crime and trainings and networking for programs throughout the state. There are no equipment purchases budgeted this year. The program manager is funded by the District Attorney's budget and is responsible for oversight of the program, grant compliance, and preparation of the progress reports.

All Qualifications set forth by the County's employment standards, and certification from the California Crime Victim Assistance Association/CalOES have been met by all of the Program Specialists.

The Program Specialists funded by the grant will be assigned Victim Witness grant responsibilities. All Program specialists will spend their time providing direct services to victims of all types of crime.

Job descriptions are included in this grant application, and certificates available upon request. All positions maintain time sheets. Any split funded positions maintain detailed time sheets as well.

While the grant application instructs that we budget for two trainings, the funds are being used in their entirety towards salary and benefits. The cost of the training for the program manager will be absorbed by the general fund. Any operating expenses, including, but not limited to, security system, utilities, communications, office supplies, and memberships will be absorbed by the general fund.

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

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient:					Subaward #:			
A. Personal Services – Salaries/Employee Benefits					VWAO 2016	VOCA 2016	VWAO 2016 MATCH	COST
Salaries (Including Tahoe differential, bi-lingual, standby, longevity and deferred comp)								
<b>Program Specialist - Advocate</b>								
a. Salary	\$ 4,192.00	x	12	x 1.00	\$ -	\$ 50,304		\$ 50,304.00
Benefits (38% of Salary)								
b. Retirement / PERS	\$ 955.00	x	12	x 1.00	\$ 11,460			\$ 11,460.00
c. Health Insurance	\$ 572.00	x	12	x 1.00	\$ 6,864			\$ 6,864.00
d. Medicare	\$ 61.00	x	12	x 1.00	\$ 732			\$ 732.00
e. Disability	\$ 10.00	x	12	x 1.00	\$ 12			\$ 12.00
<b>Program Specialist - Advocate</b>								
a. Salary	\$ 4,018.00	x	12	x 1.00		\$ 48,216		\$ 48,216.00
Benefits (70% of Salary)								
b. Retirement / PERS	\$ 915.00	x	12	x 1.00	\$ 10,980			\$ 10,980.00
c. Health Insurance	\$ 1,820.00	x	12	x 1.00	\$ 21,840			\$ 21,840.00
d. Medicare	\$ 58.00	x	12	x 1.00	\$ 696			\$ 696.00
e. Disability	\$ 10.00	x	12	x 1.00	\$ 120			\$ 120.00
<b>Program Specialist - Advocate</b>								
a. Salary	\$ 3,911.00	x	12	x 1.00		\$ 12,711	\$ 34,221	\$ 46,932
Benefits - 53.4% of Salary								
b. Retirement / Pers	\$ 891.00	x	12	x 1.00		\$ 10,692		\$ 10,692
c. Health Insurance	\$ 1,132.00	x	12	x 1.00		\$ 13,584		\$ 13,584
d. Medicare	\$ 57.00	x	12	x 1.00		\$ 684		\$ 684
e. Disability	\$ 9.00	x	12	x 1.00		\$ 108		\$ 108
<b>de Minimis indirect rate*</b>								
*indirect budget reduced due to limited funding available					\$1,854	\$584		\$ 2,438
*MTDC \$225,817 x 10% = \$22,581								
<b>Personal Section Totals</b>					\$54,558	\$136,883	\$34,221	\$225,662
<b>PERSONAL SECTION TOTAL</b>								\$225,662

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of El Dorado				Subaward #:			
B. Operating Expenses				VWAO 2016	VOCA 2016	VWAO 2016 MATCH	COST
<b>Membership:</b> California Crime Victims Assistance Association				\$155			\$155
<b>Operating Section Totals</b>	\$0	\$0	\$0	\$155	\$0	\$0	\$155
<b>OPERATING SECTION TOTAL</b>							<b>\$155</b>



**APPLICATION APPENDIX**

**2016/2017 VICTIM WITNESS PROGRAM – RFA**

- 1. PROJECT SUMMARY**
- 2. OPERATIONAL AGREEMENT SUMMARY**
- 3. ORGANIZATIONAL CHART**
- 4. PROJECT SERVICE AREA INFORMATION**

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

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

# PROJECT SUMMARY

<b>1. Subaward #:</b>		<b>3. PERFORMANCE PERIOD</b>	
<b>2. PROJECT TITLE</b> El Dorado County Victim Witness Program		7/1/2015      to      6/30/2016	
<b>4. SUBRECIPIENT</b>		<b>5. GRANT AMOUNT</b> (this is the same amount as 12G of the Grant Subaward Face Sheet)	
Name:	County of El Dorado	Phone:	(530) 622-5390
Address:	330 Fair Lane	Fax #:	(530) 622-3645
City:	Placerville	Zip:	95667
<b>6. IMPLEMENTING AGENCY</b>			
Name:	El Dorado County District Attorney's Office	Phone:	(530) 621-6472
		Fax #:	(530) 621-1280
Address:	515 Main Street	City:	Placerville
		Zip:	95667
<b>7. PROGRAM DESCRIPTION</b>			
<p>El Dorado County has an estimated population of 183,737. There are two incorporated cities in El Dorado County, Placerville and South Lake Tahoe. Approximately, 75% of the population resides in the areas outside of the city limits. As a popular tourist destination, South Lake Tahoe's population substantially increases throughout the year. Due to the distance between the two cities, the mountain driving, and inclement weather, government services are duplicated in each city. The Victim Witness Program is located at 532 Main. St. Placerville, CA 95667, and at 1360 Johnson Blvd. South Lake Tahoe, CA 96150. The grant funds 3.0 FTE Program Specialists. The District Attorney funds the Program Manager, and if funds are available, 1.0 FTE Program Specialists.</p>			
<b>8. PROBLEM STATEMENT</b>			
<p>The cost to run the program has out paced the funding amount provided by this grant. As a result, grant funded positions have been reduced. While we anticipate that the District Attorney will fund 1.0 FTE positions, this decision will be based on the availability of funds in his budget. Staff prioritize outreach efforts to victims of violent crimes, and property crimes , secondary. While advocates handle referrals immediately, including property crimes, program staff can not make contact with every victim. The District Attorney's support staff send out a Marsy's brochure and notification letter to each victim of a filed case as well each victim in cases which are not filed. The material has our contact information, which allows victims to contact our office for services. This has increased the number of calls from victims needing assistance. Without additional funding, many victims will go without services.</p>			
<b>9. OBJECTIVES</b>			
<p>We anticipate providing initial services to 1300 new victims and 100 witnesses during FY 16/17. While it is difficult to estimate total services to new and continuing victims, we expect to provide at least 8,000 services to all victims in FY 16/17.</p> <p>Volunteers will be recruited to assist with out reach services to victims and handle incoming calls. Due to workspace issues and the availability of computers, we can only use one volunteer at a time.</p>			

**10. ACTIVITIES**

The first priority is to handle the in-custody arraignment list which is sent to our office daily. Once filed, an advocate will contact the victim with the filing information, evaluate for services, and provide the victim with their Marsy's information. All victims receive a Marsy's Brochure, a notification letter, and a restitution claim form. Victim's are provided with our contact information for any questions about their case and/or services. Upon request of the victim, the advocates will provide follow-up contact and services. Referrals are always handled immediately. Volunteers will be used to provide outreach services to victims, and assist with victim compensation applications.

All contact information and statistics are maintained in a program called Damion. The District Attorney's office also utilizes a program called Gabriel which helps staff to communicate with the DDA's, and allows staff to receive live updates on cases.

**11. EVALUATION (if applicable)**

The Program Manager will oversee the operation of the program and provide on site evaluations to ensure grant compliance, statistical reporting, and preparing the progress reports. Site visits are done by CalOES. The Program Manager reports directly to the District Attorney.

**12. NUMBER OF CLIENTS**

(if applicable)  
 1300 New Victims  
 50 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>
	\$225,662	\$155	\$0	\$225,817
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Totals:</b>	\$225,662	\$155	\$0	\$225,817

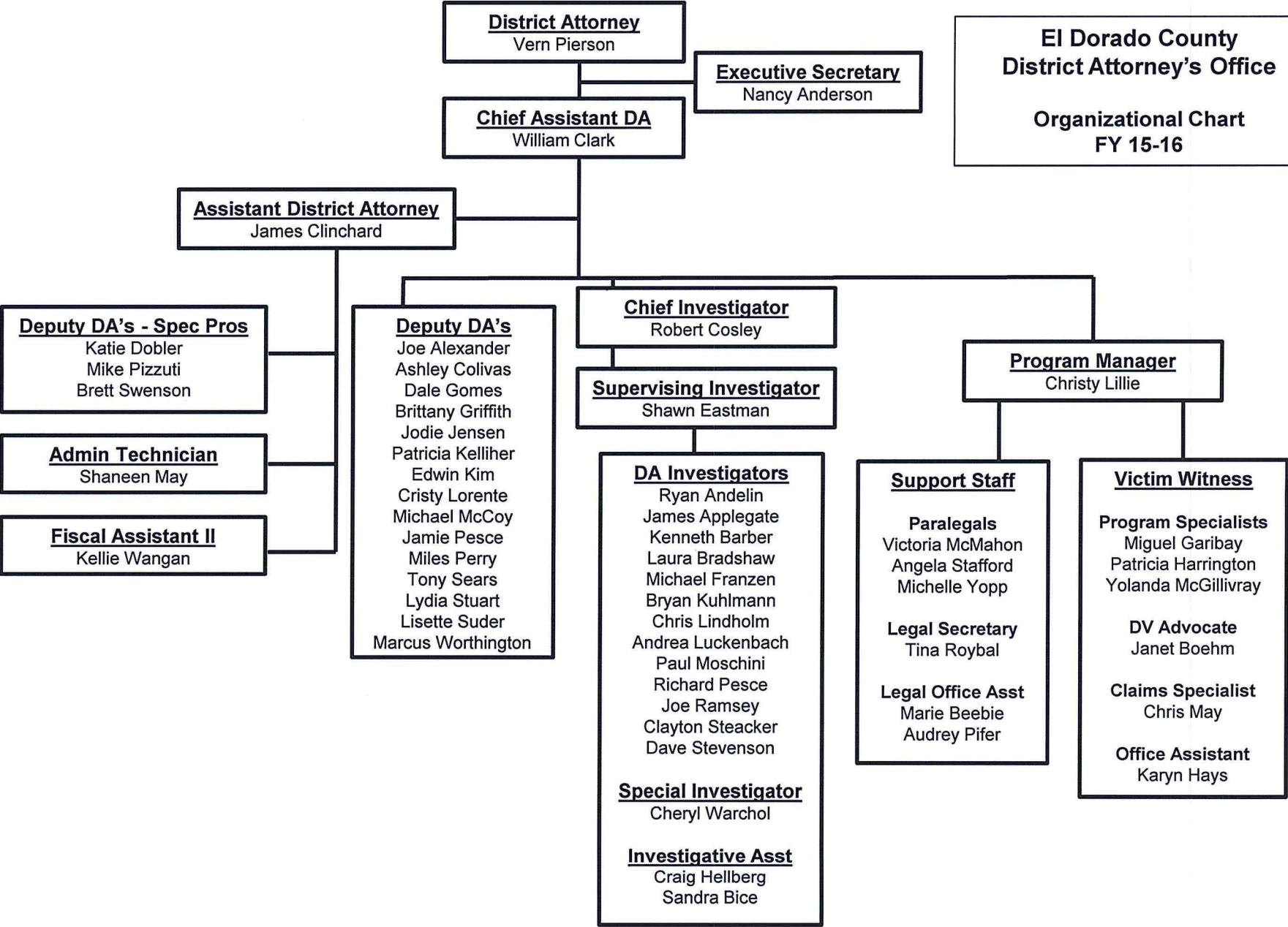


## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA		
			From:	To:	
1.	El Dorado County District Attorney	06/26/15	07/01/15	to	06/30/18
2.	El Dorado County Sheriff	06/24/15	07/01/15	to	06/30/18
3.	Placerville Police Department	07/08/15	07/01/15	to	06/30/18
4.	South Lake Tahoe Police Department	07/01/15	07/01/15	to	06/30/18
5.	Center for Violence Free Relationships	06/24/15	07/01/15	to	06/30/18
6.	Live Violence Free - South Lake Tahoe	07/01/15	07/01/15	to	06/30/18
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.

**El Dorado County  
District Attorney's Office  
Organizational Chart  
FY 15-16**



## 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.

The US Census Bureau estimates the 2016 population for El Dorado County at 181,737



# VICTIM/WITNESS PROGRAM SPECIALIST

Class Code:  
5911

Bargaining Unit: Local 1 General

THE COUNTY OF EL DORADO  
Established Date: Jun 1, 1980  
Revision Date: Apr 1, 2012

### SALARY RANGE

\$17.68 - \$21.48 Hourly  
\$3,064.53 - \$3,723.20 Monthly  
\$36,774.40 - \$44,678.40 Annually

### DEFINITION & DISTINGUISHING CHARACTERISTICS:

#### **DEFINITION**

Under general supervision, provides assistance to and coordinates support for victims and witnesses of crimes; coordinates and facilitates victims and witness appearances in court; may provide direction and review for assigned support staff.

#### **DISTINGUISHING CHARACTERISTICS**

This class provides a variety of client supportive services in the Victim/Witness Program. Incumbents are involved in crisis intervention, counseling, and referral of clients to appropriate agencies for continuing support. This class is distinguished from Victim/Witness Program Coordinator in that the latter is a supervisory class with overall responsibility for the Victim/Witness Program in a specified geographic area. It is further distinguished from Victim/Witness Claims Specialist in that the responsibilities of the latter encompass only claims processing, without direct client contact.

#### EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Provides crisis intervention to victims and witnesses of crimes to assist in reducing trauma, and facilitate adjustment; provides Para-professional counseling on a short term and follow-up basis, in the field or program office.
- Assists victims and witnesses in various processes of the criminal justice system such as support at crime scenes, ensuing property return and arranging interviews with sheriff and attorney staff.
- Provides referrals to various support organizations and assists victims and witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing and related services.
- Explains court procedures and terms, notifies victims and witnesses of court appointments, arranges transportation and follows up to ensure victims and witnesses appear.
- Assists victim in obtaining compensation and restitution by assessing eligibility, assisting in completing claim forms and intervening for the victim with creditors and claim authorities.

- Notifies family members of deaths and works with members of the victim's primary support group to assist them in dealing with various aspects of the victim's experiences.
- Prepares correspondence, assessment reports, impact statements, case records, program information and related reports; maintains records and documentation of victim/witness cases.
- Provides information to the public and makes educational presentations regarding the program and its service.
- Oversees the work of and provides training for program volunteers; may provide direction and review for assigned office support staff.
- Assists law enforcement staff at crime scenes as requested.
- Performs various office support and clerical duties such as receiving and screening telephone calls, typing, processing forms and maintaining appropriate files.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

**EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to possession of an Associate of Arts degree with major coursework work in psychology, sociology or a closely related field **AND** one year of experience in crisis intervention or related paraprofessional counseling. Additional experience in crisis intervention or related paraprofessional counseling may be substituted for the education on a year for year basis.

**NOTE:** The above qualifications are typically accepted way of obtaining the required knowledge and skills.

**OTHER REQUIREMENTS:**

Must possess a valid driver's license. Must be willing to work off-hours and be subject to call-back in emergency situations.

**KNOWLEDGE:**

- Principles and techniques of trauma reduction and crisis intervention.
- Basic psychology and sociology as related to victims of crimes and their needs.
- Functions, processes and terminology of the criminal justice system.
- Office practices and procedures, including filing and the operation of office equipment.
- Basic business data processing principles.
- Correct English usage.

**SKILLS:**

- Providing crisis intervention, trauma reduction and follow-up counseling assistance.
- Assisting effectively with emotionally distraught, traumatized and/or disorderly individuals from various socio-economic groups.
- Interpreting, explaining and applying codes and administrative regulations pertaining to victim/witness and victims rights programs.
- Preparing effective written reports, correspondence and other written materials.
- Maintaining accurate records and files./li>
- Using sound independent judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**HISTORY**

**JCN: 5911**

Created: June 1990