



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9205
FAX: (916) 324-8554

Application Cover Sheet

RFA PROCESS

VICTIM/WITNESS ASSISTANCE PROGRAM

Submitted by:

EL DORADO COUNTY DISTRICT ATTORNEY'S OFFICE

VICTIM WITNESS PROGRAM

550 MAIN STREET, SUITE H

PLACERVILLE, CA 95667

(530) 642-4760

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
GRANT AWARD FACE SHEET (CalEMA 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
 hereafter designated Recipient, 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
3. **Project Title:** El Dorado County Victim Witness Program 4. **Grant Period:** 07/01/09 to 06/30/10

*Select the Grant year and fund source(s) from the lists below or type the appropriate acronym in box 9. Enter the amount(s) from each source. Please do not enter both State and Federal fund sources on the same line. Add any cash match(s). Block 10G is the Grant Award total amount.

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
09/10	5. VOCA		\$86,931				\$0	
09/10	6. VAWA	\$88,934					\$0	
Select	7. Select						\$0	
Select	8. Select						\$0	
Select	9.						\$0	
	10. TOTALS	\$88,934	\$86,931	\$175,865	\$0	\$0	\$0	10. Grand Total: \$175,865

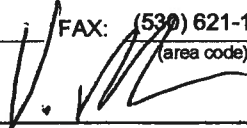
11. This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify I am vested with the authority, and have the approval of the City/County Financial Officer, City Manager, County Administrator, or Governing Board Chair, to enter into this grant award agreement; and all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the CalEMA Program Guidelines, the CalEMA Recipient Handbook, the Federal OJP Financial Guide and Program Guidelines (if applicable), and the CalEMA audit requirements, as stated in the applicable RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in the applicable RFP or RFA, and agrees that the allocation of funds is contingent on the enactment of the State Budget.

12. **Official Authorized to Sign for Applicant/Grant Recipient:** **Federal Employer ID Number:** 946000511

Name: Vern R. Pierson Title: District Attorney

Payment Mailing Address: 515 Main Street City: Placerville Zip: 95667

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

Signature:  Date: 4-27-09

[FOR CalEMA 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.

 CalEMA Fiscal Officer Date CalEMA Director (or designee) Date

PROJECT CONTACT INFORMATION

Applicant County of El Dorado Grant Number VW09280090
[FOR CalEMA USE ONLY]

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. If a section does not apply to your project, enter "N/A." 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 Address: 515 Main Street
Title: District Attorney City: Placerville Zip: 95667
Telephone #: (530) 621-6472 Fax #: (530) 621-1280
(Area Code) (Area code)
E-Mail Address: vern.pierson@edcgov.us

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

Name: Jodi Albin Address: 515 Main Street
Title: Financial Officer City: Placerville Zip: 95667
Telephone #: (530) 621-6421 Fax #: (530) 621-1280
(Area Code) (Area code)
E-Mail Address: jodi.albin@edcgov.us

3. The **person** having **routine programmatic responsibility** for the project:

Name: Susan Meyer Address: 550 Main Street, Suite H
Title: Program Coordinator City: Placerville Zip: 95667
Telephone #: (530) 642-4760 Fax #: (530) 621-1280
(Area Code) (Area code)
E-Mail Address: smeyer@co.el-dorado.ca.us

4. The **person** having **routine fiscal responsibility** for the project:

Name: Jodi Albin Address: 515 Main Street
Title: Financial Officer City: Placerville Zip: 95667
Telephone #: (530) 621-6421 Fax #: (530) 621-1280
(Area Code) (Area code)
E-Mail Address: jodi.albin@edcgov.us

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

Name: Vern R. Pierson Address: 515 Main Street
Title: District Attorney City: Placerville Zip: 95667
Telephone #: (530) 621-6472 Fax #: (530) 621-1280
(Area Code) (Area code)
E-Mail Address: vern.pierson@edcgov.us

6. The **Chair** of the **governing body** of the recipient: (Provide contact information other than that of the recipient)

Name: Ron Briggs Address: 330 Fair Lane
Title: Chair City: Placerville Zip: 95667
Telephone #: (530) 621-5390 Fax #: (530) 622-3645
(Area Code) (Area code)
E-Mail Address: bosfour@co.el-dorado.ca.us

**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 12 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 CalEMA including, but not limited to, the following areas:

I. *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). CalEMA-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: JUDITH KERR
Title: DIRECTOR OF HUMAN RESOURCES
Address: 330 FAIR LANE, PLACERVILLE, CA 95667
Phone: (530) 621-5565
Email: jmk@co.el-dorado.ca.us

II. *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.

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

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all CalEMA 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.

IV. Lobbying – (Recipient Handbook Section 2154)

CalEMA 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.

V. Debarment and Suspension – (Recipient Handbook Section 2155)

(This applies to federally funded grants only.)

CalEMA-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.

VI. 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 CalEMA, 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 CalEMA disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from CalEMA 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.

VII. 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 CalEMA 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 CalEMA 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 12 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 Yes No

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

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

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

Signature: _____

Typed Name: Ron Briggs

Title: Chair, Board of Supervisors

SIGNATURE AUTHORIZATION

Grant Award #: VW09280090

Grant Recipient: 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: VERN R. PIERSON

Signature: _____

Date: _____

4-27-09

*Financial Officer: JODI ALBIN

Signature: _____

Date: _____

4-27-09

The following persons are authorized to sign for the
Project Director

Signature _____

William Clark, Chief Assistant District Attorney

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

The following persons are authorized to sign for the
Financial Officer

Signature _____

Corrie Hendersen, Fiscal Assistant II

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Project Narrative

Problem Statement:

The El Dorado County Victim Witness Program has been in service since 1980. The program started with two half time positions (1.0 FTE), and after 26 years the program only has a staff size of 2.35 (FTE) positions. Due to stagnant funding, staff size continues to decline.

Throughout the years, program staff has become proficient at maximizing and prioritizing the services to crime victims. However, the program has become a familiar resource to the community, and the demands have substantially increased. Additionally, new legislation, such as Marcy's Law, and procedural changes on how restitution cases are handled in our office has added to the workload of existing staff.

In 2007, El Dorado County's population was estimated at 175,689, and is expected to increase to 218,811 by 2015. This growth combined with an increase in specific crimes, will make it difficult for staff to handle the influx of victims. Currently, staff provides services to approximately 40% of the victims in our community. Priority is given to violent offenses, and property crime victims are assisted when referred to our office or by follow-up on restitution issues. Local schools in both the Tahoe area and the Placerville area have increased their referrals to our program, and report a significant increase in juvenile violent offenses. Additionally, staff has seen an increase in Hispanic victims seeking assistance. Currently, the program does not have a Spanish version of our Victim Witness Brochure. 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.

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 of 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 550 Main Street, Suite H, 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 (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. Currently the program has a (.8 FTE) advocate in the Placerville Office and a (.6 FTE) advocate in the Lake Tahoe Office.

As the program is located in the District Attorney's Office, the 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 District Attorney. Advocates are available to the Deputy District Attorneys for in-house training, victim interviews, and court assistance. 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 track their own cases, criminal cases, and document contacts and services.

All staff has been trained and received certification from the California Victim Services Training Institute. Due to budget constraints, the program will be unable to send advocates to any follow-

up training. However, we will continue to seek local training opportunities that will enhance the services provided by our office.

Although the Victim Witness Program is short staffed, every effort is made to ensure that no victim will be turned away. The program has the ability through the use of 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. 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. Additionally, the Victim Witness Program currently has a full time Elder Abuse Advocate, and two split funded advocates, who provide services to elder abuse victims. Funding is through the Elder Abuse Advocacy and Outreach Grant.

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.

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 the 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. 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. Additionally, victims are now provided with a copy of Marcy's Law and a list of the local resources.

A three year Operational Agreement was signed by local agencies for the 2007/2008 fiscal year. The Operational Agreement will cover the grant years of 2007-2010. The agreement details the expectations of each agency, including training needs, networking, and regular meetings. Both the El Dorado Women's Center 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

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

The program will continue to look at ways to use volunteers. As previously stated in the problem statement, there are several barriers for our program in using volunteers. The average background check takes about a month to process, and the type of questions that are in the packet typically are very invasive, and many volunteers do not wish to go through the process just to volunteer a few hours a week. The program needs people who can work directly with victims, as we are currently contacting only about 40% of the victim-based population. We have been told that all volunteers working with victims' need to meet the same standards that an advocate would need in order to perform the job. This includes the (40) hour entry-level training, which there is no funding available for training volunteers. Additionally, both offices are limited in space and available computers. On average, the program has one or two volunteers a year, who can only work when there is desk space or a computer available. Regardless, every effort is made to use a volunteer as often as possible to provide outreach services to victims. At this time, in-house training is provided to volunteers in lieu of the (40) hour entry-level training. Volunteers will be handling computer work, phone calls, and sending out program material to victims. All volunteers maintain a time sheet for documentation purposes.

Budget Narrative

The 2009/2010 budget includes salaries and benefits for the coordinator and two part time advocates. The total budget for salaries and benefits is \$156,167. Operating costs are restricted to \$19,698, and there are no equipment purchases budgeted this year.

The coordinator is budgeted at (.95 FTE) from the Victim Witness Grant. The remaining time is paid by the Victim Compensation Program (.04 FTE) and the Elder Abuse Grant (.01 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. The Placerville office advocate is currently funded (.8 FTE) from the Victim Witness Grant and (.2 FTE) Elder Abuse Grant. The Lake Tahoe advocate is currently funded (.6 FTE) from the Victim Witness Grant and (.4 FTE) Elder Abuse Grant. 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 both advocates.

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 telephone, required training as mandated by the RFA, rental and lease of security system, water dispenser, parking, office equipment, and fuel purchases. There are no subcontracts or unusual expenses, and no mid year salary range adjustments expected for this year.

BUDGET CATEGORY AND LINE ITEM DETAIL

Departmental Operating Budget

A. Personal Services – Salaries/Employee Benefits			STATE	VOCA	VOCA MATCH	COST
Salaries (includes Tahoe Diff., Def. Comp, BI-lingual, Overtime, Longevity)						\$0
Program Coordinator	(80% VOCA)	.95 FTE				\$0
a. Salary	.95 of 50,185.06	47,675.82		\$47,678		\$47,678
Benefits						\$0
b. Retirement/ PERS	.1991 of salary	9,492.25	\$9,492			\$9,492
c. Health Insurance	.1334 of salary	6,357.58	\$6,358			\$6,358
e. Disability	.0036 of salary	171.63	\$172			\$172
f. SUI	.0075 of salary	357.56	\$358			\$358
Program Specialist- Placerville						\$0
		.80 FTE				\$0
a. Salary	.80 of 38,753.28	31,002.62	\$5,155	\$8,462	\$17,386	\$31,003
Benefits						\$0
b. Retirement/ PERS	.1991 of salary	6,172.62	\$6,173			\$6,173
c. Health Insurance	.4355 of salary	13,500.79	\$13,501			\$13,501
d. Medicare	.0145 of salary	449.53	\$450			\$450
e. Disability	.0036 of salary	111.60	\$112			\$112
f. SUI	.0075 of salary	232.51	\$233			\$233
Program Specialist- S. Lake Tahoe						\$0
		.60 FTE				\$0
a. Salary	.60 of 45,028.57	27,017.14	\$13,610	\$13,407		\$27,017
Benefits						\$0
b. Retirement/ PERS	.1991 of salary	6,379.11	\$5,379			\$5,379
c. Health Insurance	.2801 of salary	7,567.08	\$7,567			\$7,567
d. Medicare	.0145 of salary	391.74	\$392			\$392
e. Disability	.0036 of salary	92.07	\$92			\$92
f. SUI	.0071 of salary	191.82	\$192			\$192
Personal Section Totals			\$69,236	\$69,545	\$17,386	
PERSONAL TOTAL						\$156,167

BUDGET CATEGORY AND LINE ITEM DETAIL

B. Operating Expenses	STATE	VOCA	VOCA MATCH	COST
Telephone	\$3,849			\$3,849
Vendor- Averaged \$1.75/mo				\$0
Pass thru (County Usage Charges)- \$29/mo				\$0
Intrafund (Equipment and Support)- Averaged \$290/mo				\$0
Janitorial (\$37/qtr)	\$444			\$444
Transportation & Travel				\$0
<i>Coordinator</i>				\$0
Conferece, Los Angeles, Reg Fee \$200.	\$200			\$200
Hotel 2 days @ 110= \$220	\$220			\$220
Meals 2 days @ \$40= \$80	\$80			\$80
Airfare \$319	\$319			\$319
<i>Finiancial Officer</i>				\$0
Conferece, Los Angeles, Reg Fee \$200.	\$200			\$200
Hotel 2 days @ 110= \$220	\$220			\$220
Meals 2 days @ \$40= \$80	\$80			\$80
Airfare \$319	\$319			\$319
Memberships- S. Meyer CA Crimes Victim Assistance	\$100			\$100
Rent & Lease Equipment	\$688			\$688
Water \$2.02/ mo				\$0
Xerox \$55.31/mo				\$0
Rent & Lease Security System- Signal Service \$18/mo	\$72			\$72
Mileage: Employee	\$800			\$800
Fuel Purchases	\$250			\$250
Utilities- PGE \$64.80/ mo ave	\$778			\$778
Office Expense- office supplies (paper, pens, folders, ect)	\$750			\$750
Rent & Lease Building				\$0
CASA Lease \$528.19/mo July & Aug; \$541.98/ mo Sept-June (1460 sq ft. 2.35 FTE x 125= 293.75x 1.44= 423 x 12= 5,076)	\$5,916			\$5,916
Parking \$70/ mo				\$0
Staff Development	\$2,643			\$2,643
Program Brochures	\$1,970			\$1,970
				\$0
				\$0
				\$0
				\$0
				\$0
Operating Section Totals	\$19,698	\$0	\$0	
OPERATING TOTAL				\$19,698

BUDGET CATEGORY AND LINE ITEM DETAIL

C. Equipment	STATE	VOCA	VOCA MATCH	COST
				\$0
				\$0
				\$0
				\$0
				\$0
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				\$0
Equipment Section Totals	\$0	\$0	\$0	\$0
EQUIPMENT TOTAL				
Category Totals				
<i>Same as Section 10 on the Grant Award Face Sheet</i>	\$88,934	\$69,545	\$17,388	
Total Project Cost*				\$175,865
<i>*Same as Block 10G on Grant Award Face Sheet</i>				

APPLICATION APPENDIX

Operational Agreement

Organizational Chart

Other Funding Sources

Prior, Current and Proposed CalEMA Funding

Project Service Area

Project Summary

Multiple Field Offices

Forms Not Applicable – Not Included in Grant Package

Noncompetitive Bid Request

Out of State Travel Request

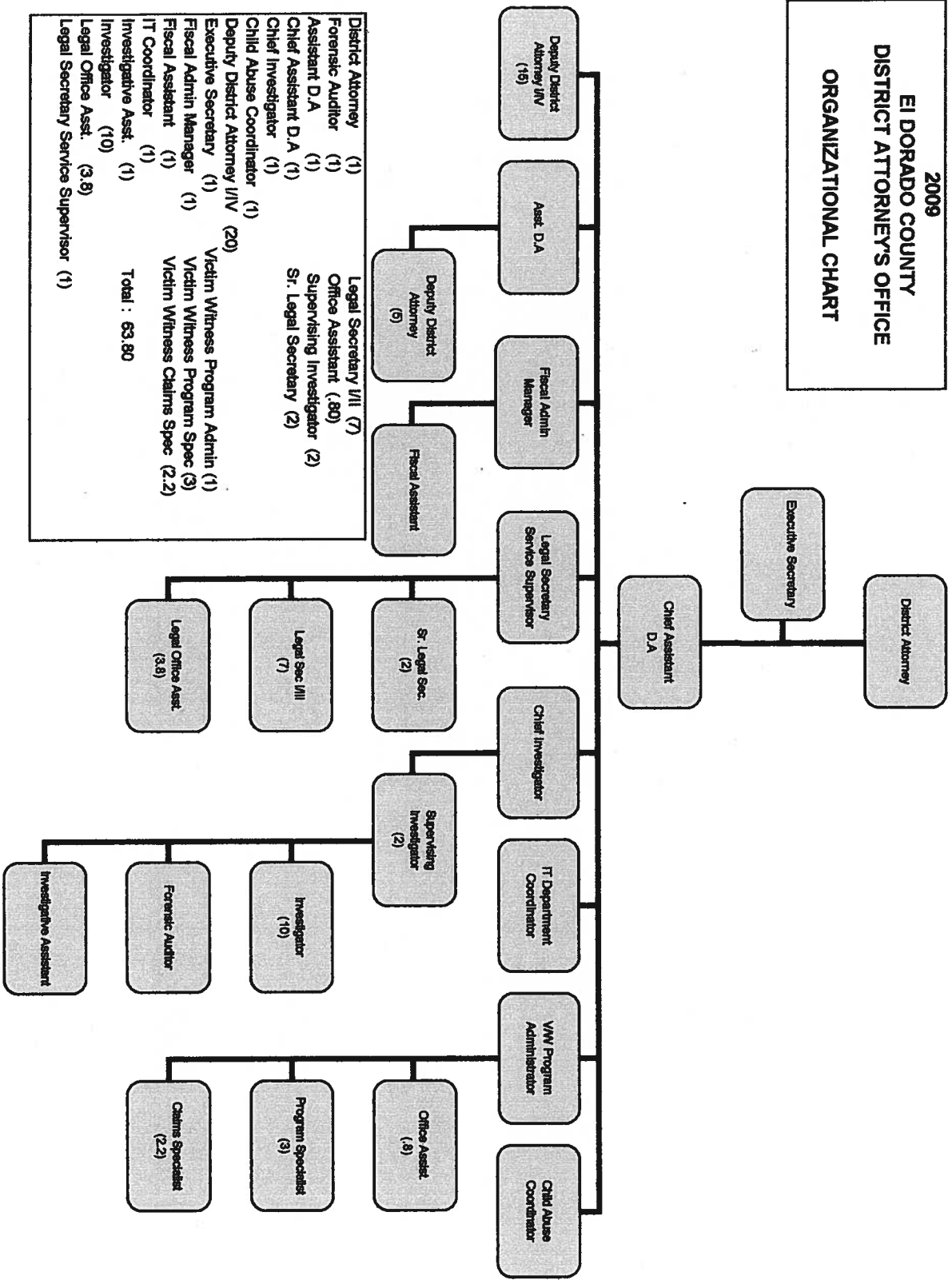
Emergency Fund Procedures

**Computer and Automated Systems Purchase
Justification Guidelines**

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 Sheriff's Department	6/12/2007	7/1/2007	to 6/30/2010
2.	Placerville Police Department	6/13/2007	7/1/2007	to 6/30/2010
3.	South Lake Tahoe Police Department	6/20/2007	7/1/2007	to 6/30/2010
4.	South Lake Tahoe Women's Center	6/19/2007	7/1/2007	to 6/30/2010
5.	El Dorado Women's Center, The Center	6/13/2007	7/1/2007	to 6/30/2007
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

**2009
EL DORADO COUNTY
DISTRICT ATTORNEYS OFFICE
ORGANIZATIONAL CHART**



District Attorney	(1)	Legal Secretary I/II	(7)
Forensic Auditor	(1)	Office Assistant	(80)
Assistant D.A.	(1)	Supervising Investigator	(2)
Chief Assistant D.A.	(1)	Sr. Legal Secretary	(2)
Chief Investigator	(1)		
Child Abuse Coordinator	(1)		
Deputy District Attorney I/IV	(1)	Victim Witness Program Admin	(1)
Executive Secretary	(1)	Victim Witness Program Spec	(3)
Fiscal Admin Manager	(1)	Victim Witness Claims Spec	(2.2)
Fiscal Assistant	(1)		
IT Coordinator	(1)	Total :	63.90
Investigative Asst.	(1)		
Investigator	(10)		
Legal Office Asst.	(3.8)		
Legal Office Asst.	(3.8)		
Legal Secretary Service Supervisor	(1)		

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.

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	156,167		\$156,167
Operating Expenses	19,698		\$19,698
Equipment	0		\$0
TOTAL	\$175,865	\$0	\$175,865

This form does not become part of the grant award.

PRIOR, CURRENT AND PROPOSED CALEMA FUNDING

FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF OES FUNDING
2004/2005	VB04020090	62,368.00		
2004/2005	DC04150090	238,158.00		
2004/2005	VW04230090	172,086.00	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2004/2005	EA04060090	107,407.00	Advocate, SLT	40%
			Coordinator	1%
2005/2006	VW0524090	172,086.00	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	60%
2005/2006	EA05080090	107,407.00	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	40%
2005/2006	VB05030090	62,368.00		
2005/2006	DC05160090	211,194.00		
2006/2007	VW062540090	175,865.00	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2006/2007	EA06090090	112,500.00	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	100%
2006/2007	VB06040090	146,981.00	Deputy District Attorney	100%
			Investigator	51%
2007/2008	VW07260090	172,086.00	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	60%
2007/2008	EA07100090	90,000.00	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	70%
			Advocate, PVL	20%
2007/2008	VB07050090	146,981.00	Deputy District Attorney	100%
			Investigator	51%
2008/2009	VW08270090	159,613.00	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2008/2009	VB08060090	107,037.00	Deputy District Attorney	25%
			Investigator	57%
			(base salary funding only)	
2008/2009	EA08110090	76,500.00	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	48%
			Advocate, PVL	20%

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 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 U.S. Census Bureau the estimated population as of 2007 was 175,689.

PROJECT SUMMARY

1. GRANT AWARD NO. VW09280090

2. PROJECT TITLE El Dorado County Victim Witness Program

3. GRANT PERIOD

7/1/09 to 6/30/10

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)

\$ 175,865

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 U.S. Census Bureau estimates the population at 175,689 as of 2007, with an annual growth rate at approximately 1.5% to 2%. The main Victim Witness office is located in Placerville at 550 Main Street, Suite H, 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

Despite an increase in workload, the program will maintain the current grant objectives, 1100 new victims and 50 witnesses. All mandatory services will be provided to victims of all types of crime. Every effort will be made to recruit and maintain volunteers, who will be used to provide outreach services to new victims.

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. The advocates or 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 orders. The offices 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 50 Witnesses

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$156,167	\$19,698	\$0	\$175,865
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$156,167	\$19,698	\$0	\$175,865

OFFICE OF EMERGENCY SERVICES

VICTIM WITNESS PROGRAM

MULTIPLE FIELD OFFICES

Office Locations:

550 Main Street, Suite H
Placerville, CA 95667
(530) 642-4760
Supervisor: Susan Meyer
smeyer@co.el-dorado.ca.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
smeyer@co.el-dorado.ca.us
After Hours Emergency Number: (530) 416-1233

Positions:

(1 FTE) Coordinator (Placerville and Tahoe)
One (.8 FTE) Victim Witness Advocate / (.20 FTE) Elder Abuse Advocate (Placerville)
One (.8 FTE) Elder Abuse Advocate / (.2 FTE) Elder Abuse – DA Funded (Placerville)
One (.6 FTE) Victim Witness Advocate / (.4 FTE) Elder Abuse Advocate (Tahoe)
Two (.8 FTE) Claim Specialists (Placerville)
One (.8 FTE) Office Assistant (Claims Unit) (Placerville)

- The coordinator's time is split between both offices.
- The Tahoe advocate's time is split between Victim Witness and Elder Abuse
- The (.8) advocate in Placerville, also has (.20) in Elder Abuse
- The Elder Abuse Advocate in Placerville is (8 FTE – grant funded) and (.2 FTE) from the District Attorney's criminal budget. The (.2 FTE) is used towards our match requirement