



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

(Cal OES Use Only)

Cal OES# _____ FIPS# _____ VS _____ CFDA# _____ Grant# _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT AWARD FACE SHEET (Cal OES 2-101)

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

1. **Grant Recipient:** County of El Dorado **1a. DUNS#** 087834029

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. DUNS#** 087834029

3. **Implementing Agency Address:** 515 Main Street Placerville 95667-5509
Street City Zip+4

4. **Location of Project:** Placerville El Dorado 95667-5509
City County Zip+4

5. **Disaster/Program Title:** El Dorado County Victim Witness Program **6. Performance Period:** 07/01/14 to 06/30/15

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2014	7. VOCA		\$83,859				\$0	\$83,859
2014	8. VWA0	\$88,934					\$0	\$88,934
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$88,934	\$83,859	\$172,793	\$0	\$0	\$0	^{12G.} Total Project Cost: \$172,793

13. 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. 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 other 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 accepts 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 OES policy and program guidance. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **Official Authorized to Sign for Applicant/Grant Recipient:** Vern R. Pierson **15. Federal Employer ID Number:** 946000511

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: 06/17/2014

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer _____ Date _____ Cal OES Director (or designee) _____ Date _____

PROJECT CONTACT INFORMATION

Recipient County of El Dorado Grant Number VW14330090

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 St. Placerville, CA 95667

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

Name: Steve Miller Title: Financial Officer
Telephone #: (530)621-5536 Fax#: (530)295-2535 Email Address: steve.miller@edcgov.us
Address/City/Zip: 360 Fair Lane, 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 St. Placerville, CA 95667

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

Name: Steve Miller Title: Financial Officer
Telephone #: (530)621-5536 Fax#: (530)295-2535 Email Address: steve.miller@edcgov.us
Address/City/Zip: 360 Fair Lane, 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 St. 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 St. Placerville, CA 95667

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

Name: Norma Santiago Title: Chair
Telephone #: (530)621-6577 Fax#: (530)622-3645 Email Address: norma.santiago@edcgov.us
Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

SIGNATURE AUTHORIZATION

Grant Award #: VW14330090

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: 6/30/14

***Financial Officer:** STEVE MILLER

Signature: 

Date: 6-19-14

The following persons are authorized to sign for the
Project Director

Signature 

Name WILLIAM CLARK

Signature 

Name JAMES CLINCHARD

Signature _____

Name _____


Signature _____

Name _____

Signature _____

Name _____

The following persons are authorized to sign for the
Financial Officer

Signature 

Name KELLIE WANGAN

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: 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 OES 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 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 CA 95667
Phone: (530) 621-5565
Email: Pamela.Knorr@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 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 – (Recipient 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 – (Recipient 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 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 OES, 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 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. 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 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 Recipient may be ineligible for award of any future grants if the Cal OES 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: 6/30/14

Federal Employer ID #: 946000511 Federal DUNS # 087834029

Current Central Contractor Registration Expiration Date: 6/30/2015

Executed in the City/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: Norma Santiago

Title: Governing Board 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. After 33 years the program has a staff size of 2.25 (FTE) grant funded positions, including the coordinator position. The District Attorney's budget is picking up part of the salary of our second advocate, giving our program a total of two advocates. The salary and benefit increases are outpacing the funding increases. This has resulted in a reduction of staff hours, including the loss of the sole advocate position in the South Lake Tahoe Office. 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, the demand for advocate time in court has significantly increased due to an upswing in the number of trials each year. Trials can take an advocate out of the office for several days or weeks, which reduces the amount of advocate time to provide outreach to new victims'.

The California Department of Finance estimates that as of 2013, El Dorado County's population was at 181,711. Of the 181,711 people living in this county, 149,828 people reside in the rural areas of the county. The two primary cities in El Dorado County, is Placerville and South Lake Tahoe. The Victim Witness Program is tasked with providing services to the entire county with only 2 full time advocates and one coordinator. The coordinator also carries a full case load, in addition to overseeing the program responsibilities. Over the years, referrals to the program have significantly increased 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 and compromise have become necessary in handling some of the issues with restitution. Additionally, Victim Witness staff, including the coordinator, split their time between the Placerville office and the South Lake Tahoe office two days a week as there are no funds available to support a position in the Tahoe office. In addition to the above issues, AB109 has increased demands on staff to provide information and updates to victims that would normally be directed to the California Department of Corrections.

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 532 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 2014/2015 FY, the program grant will fund one (.80 FTE) Coordinator, and two (2 FTE) Program Specialists, with the general fund absorbing the cost of operating expenses.

The Victim Witness Program is located in the District Attorney's Office, which utilizes a paperless system called PCCS. 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 PCCS which 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. Advocates are available to the Deputy District Attorneys for in-house training, interviews, and court assistance. There are currently three Deputy District Attorneys assigned to domestic violence cases, and sexual assault cases. All other crimes are spread out among the other nineteen prosecutors in the two offices.

The coordinator and all of the 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, 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. 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. 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.

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 caller to provide a referral to the appropriate agency. Referrals will be made to the Live Violence Free in 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

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 2013 through 2016. 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 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-house training is provided to volunteers by the coordinator, and experienced advocates. Supervision and volunteer job assignment is the responsibility of the coordinator. 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

Applicant: COUNTY OF EL DORADO Grant Number: VW14330090

University Sacramento, and Folsom Community College to recruit interns All
volunteers maintain a time sheet for documentation purposes.

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: El Dorado County					Grant Number: VW14330090				
					VWA0 2014	VOCA 2014	VOCA 2014 MATCH	COST	
A. Personal Services – Salaries/Employee Benefits									
Salaries (Including Tahoe differential, bi-lingual, standby, longevity and deferred comp)									
<u>Program Coordinator</u>									
a. Salary	\$	4,610	x	12 x .80		\$44,256		\$44,256	
Benefits									
b. Retirement / PERS	\$	952	x	12 x .80		\$9,139		\$9,139	
c. Health Insurance	\$	892	x	12 x .80		\$8,563		\$8,563	
d. Disability	\$	12	x	12 x .80		\$115		\$115	
<u>Program Specialist - Advocate</u>									
a. Salary	\$	3,566	x	12 x 0.45	\$10,250	21,786		\$32,036	
Benefits									
b. Retirement / PERS	\$	738	x	12 x 0.45				\$0	
c. Health Insurance	\$	1,610	x	12 x 0.45				\$0	
d. Medicare	\$	52	x	12 x 0.45				\$0	
e. Disability	\$	9	x	12 x 0.45				\$0	
<u>Program Specialist - Advocate</u>									
a. Salary	\$	4,001	x	12 x 1.00	\$27,047		\$20,965	\$48,012	
Benefits									
b. Retirement / PERS	\$	828	x	12 x 1.00	\$9,936			\$9,936	
c. Health Insurance	\$	1,610	x	12 x 1.00	\$19,320			\$19,320	
d. Medicare	\$	58	x	12 x 1.00	\$696			\$696	
e. Disability	\$	10	x	12 x 1.00	\$120			\$120	
Personal Section Totals					\$67,369	\$83,859	\$20,965	\$172,193	
PERSONAL SECTION TOTAL								\$172,193	

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: El Dorado County		Grant Number: VW14330090		
B. Operating Expenses	VWAO 2014	VOCA 2014	VOCA 2014 MATCH	COST
Transportation & Travel - Training				
<i>Coordinator</i>				
Airfare / Transportation	\$250			\$250
Hotel 2 days @ \$125 =	\$250			\$250
Meals 2.5 days @ \$40 =	\$100			\$100
OPERATING SECTION TOTAL	\$600	\$0	\$0	\$600
OPERATING SECTION TOTAL				\$600

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: El Dorado County		Grant Number: VW14330090		
C. Equipment	VWA0 2014	VOCA 2014	VOCA 2014 MATCH	COST
None				
Equipment Section Totals	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL				\$0
Category Totals				
<i>Same as Section 12G on the Grant Award Face Sheet</i>	\$67,969	\$83,859	\$20,965	
Total Project Cost*				\$172,793
<i>*Same as Block 12G on Grant Award Face Sheet</i>				

Budget Narrative

The 2014/2015 budget includes salaries and benefits for the coordinator and two full time advocates. The budgeted salary & benefit cost for one of the advocates was reduced by approximately \$39,036 to meet the appropriated funding level. The total budget for salaries and benefits is \$172,193. Budgeted operating costs include \$600 for travel and transportation, 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 coordinator's time is spent 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 advocates.

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

Applicant: El Dorado County Grant Number: VW14330090

Operating costs covered by the grant are limited to transportation and travel costs for training. Any operating costs including, but not limited to, security system, utilities, telephone and memberships will be absorbed by the county general fund.

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

2014/2015 VICTIM WITNESS GRANT APPLICATION APPENDIX

Project Summary

Operational Agreement Summary Form

Organizational Chart

Other Funding Sources

Prior, Current, and Proposed Cal OES Funding

Project Service Area

Multiple Field Offices

County Job Description for Coordinator and Advocates

FORMS THAT ARE NOT APPLICABLE TO OUR PROGRAM AND NOT INCLUDED

Noncompetitive Bid Request Checklist

Out of State Travel Request

Emergency Fund Procedures

Computer and Automated Systems Purchase Justification

PROJECT SUMMARY

1. GRANT AWARD NO. VW14330090

2. PROJECT TITLE El Dorado County Victim Witness Program

3. GRANT PERIOD

07/01/2014 to 06/30/2015

4. APPLICANT

Name: County of El Dorado Phone: (530)621-5390
Address: 330 Fair Lane Fax #: (530) 621-1280
City: Placerville Zip: 95667

5. GRANT AMOUNT

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

\$ 172,793.

6. IMPLEMENTING AGENCY

Name: El Dorado County District Attorney Phone: (530)621-6472 Fax #: (530) 621-1280
Address: 515 Main Street City: Placerville Zip: 95667

7. PROGRAM DESCRIPTION

The US Census Bureau estimates the population of El Dorado County at 181,711. Approximately 75% of the population lives in the rural areas of the County. The two primary cities are Placerville and South Lake Tahoe. South Lake Tahoe has a population of approximately 22,000 people. As a popular tourist destination South Lake Tahoe's population increases substantially during the winter and summer seasons. Due to the distance between the two incorporated cities, all government agencies are duplicated. The Victim Witness Program is located at 532 Main St. Placerville, CA 95667, and 1360 Johnson Blvd. Suite 105, South Lake Tahoe, CA 96150. The Victim Witness Grant covers one (.80 FTE) coordinator and two full time advocates.

8. PROBLEM STATEMENT

As the cost of running the program increases, and staff size is reduced, providing comprehensive services to all victims is becoming problematic. We are having to prioritize outreach services to victims of violent crimes, and property victims are secondary. While we handle all referred victims immediately, including property crime victims, there are several victims who go without contact from our program. We have tried to correct this problem with support staff sending out a Marsy's brochure with our contact information. However, if we have a bad address, or the victim does not read the brochure, they may never know about their case, restitution, and the services available through Victim Witness. We are trying to utilize volunteers as mandated, but it is difficult to recruit and maintain volunteers long term.

9. OBJECTIVES

The grant objective for the Victim Witness Program is 1200 new victims and 25 witnesses. As of 2014/2015, we are now allowed to count our continuing services, this figure will be undetermined at this time. Typically, our continuing services average around 7,000 to 10,000 services, per year.

Volunteers will be recruited and provide out reach services and handle incoming calls. Due to workspace issues and availability of computers, we can only accommodate one volunteer at a time.

10. ACTIVITIES

Each day staff receive an in-custody arraignment list. Once filed, the advocate will contact the victims with the filing information, court dates, and program information. For out of custody cases, once filed, the support staff send out a notification letter, restitution claim form, and a Marsy's brochure. They are told to contact our program if they have any questions, or want to be updated on their case. When time allows, or if a volunteer is on staff, outreach services for victims who have not called the office will receive a follow up phone call. Referrals are handled immediately. Victim cases are opened in Damion and PCCS. Notes are kept, as well as service codes for statistical purposes.

Presentations are provided as time allows, and/or if requested by other agencies or public entities.

11. EVALUATION (if applicable)

The coordinator is responsible for the day to day operation of the program, including preparing the grant, statistical data collection, progress reports, supervision of staff and ensuring grant compliance. CalOES performs site visits to verify that the program is in compliance with all grant requirements, including financial. The coordinator reports the District Attorney.

12. NUMBER OF CLIENTS

(if applicable)

1200 New Victims
25 Witnesses.

13. PROJECT BUDGET

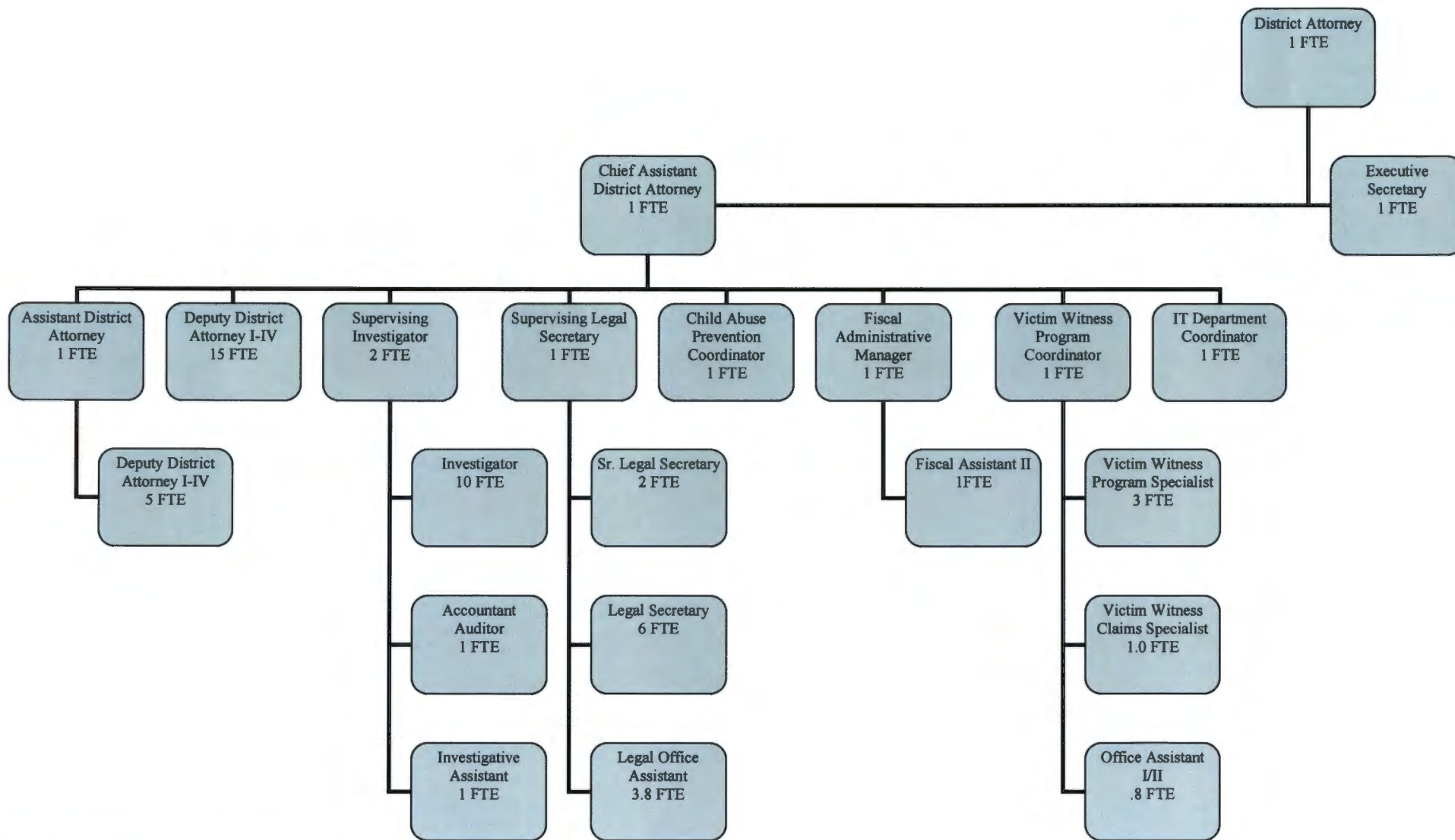
(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$172,193	\$600		\$172,793
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$172,193	\$600	\$0	\$172,793

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	06/21/2013	07/01/2013	to 06/30/2016
2.	El Dorado County Sheriff	06/24/2013	07/01/2013	to 06/30/2016
3.	Placerville Police Department	06/24/2013	07/01/2013	to 06/30/2016
4.	South Lake Tahoe Police Department	06/20/2013	07/01/2013	to 06/30/2016
5.	Center for Violence Free Relationships - Placerville	06/24/2013	07/01/2013	to 06/30/2016
6.	Live Violence Free - South Lake Tahoe	06/20/2013	07/01/2013	to 06/30/2016
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 Cal OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES			
(Enter numbers without \$ or decimal points.)			
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services	172,193	39,636	\$211,829
Operating Expenses	600		\$600
Equipment	0		\$0
TOTAL	\$172,793	\$39,636	\$212,429

This form does not become part of the grant award.

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

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

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY Cal OES
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 Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal OES FUNDING
2013-14	VW13320090	\$165,172	Advocate	100%
			Coordinator	80%
			Advocate	100%
2014-15	VW14330090	\$172,793	Advocate	45%
			Coordinator	80%
			Advocate	100%

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

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

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY Cal OES
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 Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal OES FUNDING
2011-12	VW11300090	\$175,865	Advocate, SLT	100%
			Coordinator	80%
			Advocate, PVL	100%
2012-13	VW12310090	\$165,172	Advocate, PVL	97%
			Coordinator	80%
			Advocate, PVL	100%
2012-13	VB08060090	\$37,710	Deputy District Attorney	25%
			Investigator	22%

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

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

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY Cal OES
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 Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal OES FUNDING
2009-10	VOCA Stimulus	\$18,159	Advocate, PVL	18%
2009-10	VAWA Stimulus	\$12,231	Extra Help Advocate, PVL	75%
2010-11	VW10290090	\$175,865	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	100%
2010-11	VB08060090	\$39,746	Deputy District Attorney	20%
2010-11	Vertical Prosecution Blo	\$127,473	Deputy District Attorney	50%
			Investigator	50%

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

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

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY Cal OES
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 Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal OES FUNDING
2009-10	VW09280090	\$175,865	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2009-10	EA09120090	\$90,000	Advocate, SLT	40%
			Coordinator	1%
			Advocate, PVL	80%
			Advocate, PVL	20%
2009-10	VB08060090	\$127,473	Deputy District Attorney	35%
			Investigator	50%

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

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

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY Cal OES
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 Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal OES FUNDING
2008-09	VW08270090	\$159,613	Advocate, SLT	60%
			Coordinator	95%
			Advocate, PVL	80%
2008-09	VB08060090	\$107,037	Deputy District Attorney	25%
			Investigator	57%
2008-09	EA08110090	\$76,500	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

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.

* 5TH 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.

* 181,737 - PER US CENSUS BUREAU

CALIFORNIA OFFICE OF EMERGENCY SERVICE

VICTIM WITNESS PROGRAM

MULTIPLE FIELD OFFICES

Office Locations:

532 Main Street
Placerville, CA 95667
(530) 642-4760

Supervisor: Susan Meyer
sue.meyer@edcgov.us

Confidential 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

Confidential After Hours Emergency Number: (530) 416-1233

Positions:

(1 FTE) Coordinator (Over site for Placerville and LakeTahoe)
Three (1.0 FTE) Victim Witness Advocates VW & DA Funded (Placerville and Tahoe)
One (1.0 FTE) Claim Specialists (Placerville)
One (.8 FTE) Office Assistant (Claims Unit) (Placerville)

- Advocates rotate every year, going to Tahoe two times a week



VICTIM/WITNESS PROGRAM COORDINATOR

Class Code:
5912

Bargaining Unit: Local 1 Supervisory

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Apr 1, 2012

SALARY RANGE

\$18.88 - \$22.94 Hourly
\$3,272.53 - \$3,976.27 Monthly
\$39,270.40 - \$47,715.20 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under direction, plans, organizes and supervises the Victim/Witness program; develops program guidelines to ensure compliance with legislative requirements and County policies.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory level class in the Victim/Witness program services. The incumbent supervises programs designed to reduce trauma and assist participants in coping with the impact of being a victim of or a witness to a crime and also facilitates their appearance in court to provide testimony. The work also involves handling the more difficult cases.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

Plans, schedules, assign and direct the work of Victim/Witness Program Specialists and office support staff; provides technical assistance to staff.

Participates in the hiring of assigned staff, recommending selection for management approval.

Develops and implements Victim/Witness education and information programs; trains staff in program and County policies and procedures; schedules work and approves leaves.

Evaluates employee performance, counsel's employees and effectively recommends initial disciplinary action and other personnel decisions.

Reviews and evaluates legislation, codes and administrative regulations, and develops program features and procedures to ensure program effectiveness and compliance with requirements.

Develops and implements procedures and standards for Victim/Witness case handling and management.

Works with a variety of other organizations and individuals to arrange and coordinate services, promote the program and solicit support; serves as a member of various councils and teams.

Maintains records and prepares a variety of periodic and special reports, in statistical or numerical form, regarding victim/witness program activities and operations.

Prepares and monitors the annual program budget; prepares grant applications and maintains and provides required documentation for grant funded projects.

Confers with managers and staff in the District Attorney's and a variety of other departments to coordinate work and resolve issues related to the victim/witness program.

Conducts intake evaluations of program participants; performs the work of Victim/Witness Program Specialists, and/or Victim/Witness Claims Specialists, including handling the more difficult situations.

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 in psychology, sociology or a closely related field, **AND** two years of experience in crisis intervention or related paraprofessional counseling.

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:

Supervisory principles and practices, including work planning, scheduling, review and evaluation and employee training.

Principles and techniques of crisis intervention and trauma reduction.

Basic psychology and sociology as related to victims of crimes and their needs.

Functions, processes and terminology of the criminal justice system.

Applicable laws, codes, regulations and policies.

Basic business data processing principles.

SKILLS:

Planning, assigning, supervising, reviewing and evaluating the work of others.

Training staff in work procedures.

Evaluating and developing procedures, standards and methods for the Victim/Witness program based on legislative requirements.

Performing crisis intervention, trauma reduction and follow-up counseling assistance.

Exercising independent judgment within established policy guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.



VICTIM/WITNESS PROGRAM SPECIALIST

Class Code:
5911

Bargaining Unit: Local 1 General

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Apr 1, 2012

SALARY RANGE

\$16.04 - \$19.49 Hourly
\$2,780.27 - \$3,378.27 Monthly
\$33,363.20 - \$40,539.20 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.

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.