RESOLUTION - ACTION REQUESTED 2016-73

MEETING: February 16, 2016

TO: The Board of Supervisors

FROM: Thomas Cooke, District Attorney

RE: Approve Unserved/Underserved Victim Advocacy & Outreach Program Grant

RECOMMENDATION AND JUSTIFICATION:

Approve the 2016-2017 District Attorney’s Office Unserved/Underserved Victim Advocacy and Outreach Program (UV/XV) Grant Application and Authorize the Board of Supervisors Chair and District Attorney to sign the Grant Award Agreement. The Grant is administered through the State of California Office of Emergency Services (Cal OES) in the amount of $218,750 with a cash match of $43,750. The UV/XV Grant Program commences April 1, 2016, and runs through March 31, 2017, and will provide the District Attorney’s Office, Sheriff’s Department, and the Alliance for Community Transformation/Mountain Crisis Services (ACT/MCS) with the ability to provide services to victims of crime in the North Area of Mariposa County, specifically, Greeley Hill, Coulterville, and Don Pedro.

The UV/XV Grant is set up through two funding cycles. The top-ranked 40 proposals will be funded for a period of five years; the next highest ranked 27 proposals will be funded for two years. This Program will provide a satellite office in the North County Area and funding to lease a vehicle for transportation to and from Mariposa County services. In addition, this Program funds an Extra-Help Sheriff’s Investigator, 50% of the Victim Witness Coordinator position, two Extra-Help Victim Advocates, an Extra-Help Office Assistant, and the partial salary for a Legal Advocate employed with ACT/MCS, along with training on the culturally sensitive needs of the targeted area.

The cash match will be from the salary of an existing Deputy District Attorney position that is currently budgeted in the District Attorney budget and who will be assigned to this grant program.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On June 23, 2015, the Board approved the 2015-2016 District Attorney’s Office Violence Against Women Vertical Prosecution Program Grant application administered through the State of California Office of Emergency Services (Cal-OES) (Resolution 2015-294).

On September 23, 2015, the Board approved the 2015-2016 District Attorney’s Office Victim Witness Assistance Program Grant application administered through the State
of California Office of Emergency Services (Cal-OES) and ongoing for the past 22 years. (Resolution 2015-452).

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

If the Board chooses to not approve this program it will have a negative impact on the District Attorney’s Victim Witness Services’ ability to provide outreach assistance to victims located in the recognized Unserved/Underserved victim population in Mariposa County.

**FINANCIAL IMPACT:**
The Unserved/Underserved Victim Advocacy and Outreach Program is fully funded with State and Federal Grant Funds of $218,750. The local match of $43,750 is met by an incumbent Deputy District Attorney assigned to the program and fully funded in the District Attorney-Prosecution budget. No additional General Funds will be used.

**ATTACHMENTS:**
Underserved-Underserved Grant Proposal Application (PDF)

**CAO RECOMMENDATION**
Requested Action Recommended

Mary Hodson, CAO 2/9/2016

**RESULT:** ADOPTED AS AMENDED BY CONSENT VOTE [UNANIMOUS]
**MOVER:** Rosemarie Smallcombe, District I Supervisor
**SECONDER:** Kevin Cann, District IV Supervisor
**AYES:** Smallcombe, Jones, Long, Cann, Carrier
The following action was taken by the Mariposa County Board of Supervisors on February 16, 2016:

CA7. District Attorney RES-2016-73
Approve the District Attorney's Office Unserved/Underserved Victim Advocacy and Outreach Program Grant Application and Authorize the Board of Supervisors Chair and the District Attorney to Sign the Grant Award Agreement

DIRECTION: CA7, amend item to include that any grant agreements are to be subject to approval by County Counsel.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier
Proposal Cover Sheet

RFP PROCESS

Unserved/Underserved Victim Advocacy and Outreach (UV) Program and
Unserved/Underserved Victim Advocacy and Outreach (XV) Program

Submitted by:

Mariposa County District Attorney’s Office
Victim Witness Services Program
5101 Jones Street
Post Office Box 730
Mariposa, California 95338
(209) 742-7441
Fax: (209) 742-5780
lsmith@mariposacounty.org
GRANT SUBAWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers. Please do not fill in these blocks. These numbers will be entered by Cal OES.

1. Subrecipient
   The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women’s Place of Merced). Enter the legal title of the Subrecipient.

1a. Federal DUNS Number (Subrecipient)
   Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

2. Implementing Agency
   Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.

2a. Federal DUNS Number (Implementing Agency)
   Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

3. Implementing Agency Address
   Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

4. Location of Project
   Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

5. Disaster/Program Title
   Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

6. Performance Period
   Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yy)

7. Indirect Cost Rate
   Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. Indirect costs may or may not be allowable under all Federal fund sources.

8A – 12G. Fund Allocations and Total Project Cost
   For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash and/or in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

13. Certification Paragraph
   Please review the certification paragraph.

14. Official Authorized to sign for the Subrecipient
   Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

15. Federal Employer ID Number
   Enter the 9-digit Federal Employer Identification Number for the Agency.

Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.

Grant Subaward Face Sheet – Cal OES 2-101 (Revised 7/2015)
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET

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

1. Subrecipient: County of Mariposa

2. Implementing Agency: Mariposa County District Attorney's Office

3. Implementing Agency Address: Post Office Box 730 Mariposa Street

4. Location of Project: 5080 Jones Street Mariposa

5. Disaster/Program Title: Unserved/Underserved Victim Advocacy Program

6. Performance Period: 04-01-16 to 03-01-17

7. Indirect Cost Rate: □ N/A; ☑ 10% de minimis; ☐ Federally Approved ICR %

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

14. Official Authorized to Sign for Subrecipient:

Name: Thomas K. Cooke
Title: District Attorney
Telephone: 209-966-3626
Fax: 209-966-5681

Payment Mailing Address: Post Office Box 730 Mariposa
City: Mariposa Zip+4: 95338-0730
Signature: [Signature]

15. Federal Employer ID Number: 946000880

Date: 2-4-16

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 INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the Project Director for the project.

2. Provide the name, title, address, telephone number, fax number and e-mail address for the Financial Officer for the project.

3. Provide the name, title, address, telephone number, fax number and e-mail address for the person having routine programmatic responsibility for the project.

4. Provide the name, title, address, telephone number, fax number and e-mail address for the person having routine fiscal responsibility for the project.

5. Provide the name, title, address, telephone number, fax number and e-mail address for the Executive Director of a Community-Based Organization or the Chief Executive Officer (e.g. chief of police, superintendent of schools) for the implementing agency.

6. Provide the name, title, address, telephone number, fax number and e-mail address for the person who is the Official Authorized 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 (Cal OES 2-101).

7. Provide the name, title, address, telephone number, fax number and e-mail address for the Chair of the governing body of the subrecipient.
### Project Contact Information

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. **Project Director** for the project:
   - **Name:** Thomas K. Cooke  
   - **Title:** Mariposa County District Attorney  
   - **Telephone #:** (209) 966-3626  
   - **Fax #:** (209) 966-5681  
   - **Email Address:** tcooke@mariposacounty.org  
   - **Address/City/Zip:** 5101 Jones Street - Post Office Box 730, Mariposa, California 95338-0730

2. **Financial Officer** for the project:
   - **Name:** Deborah Isaacs  
   - **Title:** Mariposa County Auditor  
   - **Telephone #:** (209) 966-7606  
   - **Fax #:** (209) 966-7810  
   - **Email Address:** disaacs@mariposacounty.org  
   - **Address/City/Zip:** 5082 10th Street - Post Office Box 729, Mariposa, California 95338-0729

3. **Person** having Routine Programmatic responsibility for the project:
   - **Name:** Laura A. Smith  
   - **Title:** Victim Witness Coordinator  
   - **Telephone #:** (209) 742-7441  
   - **Fax #:** (209) 742-5780  
   - **Email Address:** lsmith@mariposacounty.org  
   - **Address/City/Zip:** 5080 Jones Street - Post Office Box 730, Mariposa, California 95338-0730

4. **Person** having Routine Fiscal Responsibility for the project:
   - **Name:** Betty Oliver  
   - **Title:** Legal Executive Assistant  
   - **Telephone #:** (209) 966-3626  
   - **Fax #:** (209) 966-5681  
   - **Email Address:** boliver@mariposacounty.org  
   - **Address/City/Zip:** 5101 Jones Street - Post Office Box 730, Mariposa, California 95338-0730

5. **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:** Mary Hodson  
   - **Title:** Mariposa County Administrative Officer  
   - **Telephone #:** (209) 966-3222  
   - **Fax #:** (209) 966-5147  
   - **Email Address:** mhodson@mariposacounty.org  
   - **Address/City/Zip:** 5100 Bullion Street - Post Office Box 784, Mariposa, California 95338-0784

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:** Thomas K. Cooke  
   - **Title:** Mariposa County District Attorney  
   - **Telephone #:** (209) 966-3626  
   - **Fax #:** (209) 966-5681  
   - **Email Address:** tcooke@mariposacounty.org  
   - **Address/City/Zip:** 5101 Jones Street - Post Office Box 730, Mariposa, California 95338-0730

7. The **Chair** of the **Governing Body** of the subrecipient:
   - **Name:** John Carrier  
   - **Title:** Chair, Mariposa County Board of Supervisors  
   - **Telephone #:** (209) 966-3222  
   - **Fax #:** (209) 966-5187  
   - **Email Address:** jcarrier@mariposacounty.org  
   - **Address/City/Zip:** 5100 Bullion Street - Post Office Box 784, Mariposa, California 95338-0784

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*Project Contact Information Cal OES 2-102 (Revised 7/2015)*
SIGNATURE AUTHORIZATION
INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**
SIGNATURE AUTHORIZATION

Subaward #: ________________________________

Subrecipient: County of Mariposa
Implementing Agency: Mariposa County District Attorney's Office

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

*Project Director: Thomas K. Cooke
Signature: ___________________________
Date: 2-4-16

*Financial Officer: Deborah Isaacs
Signature: ___________________________
Date: 2-4-16

The following persons are authorized to sign for the Project Director

Betty Oliver
Print Name: ___________________________
Signature: ___________________________
Print Name: ___________________________
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CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.
CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

I. Thomas K. Cooke hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of Mariposa

IMPLEMENTING AGENCY: Mariposa County District Attorney's Office

PROJECT TITLE: Unserved/Underserved Victim Advocacy and Outreach (UV) Program

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

I. Federal Grant Funds

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

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

II. Equal Employment Opportunity — (Subrecipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity 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: Mary Hodson

Title: County Administrative Officer

Address: 5100 Bullion Street, Post Office Box 784, Mariposa, California 95338-0784

Phone: (209) 966-3222

Email: mhodson@mariposacounty.org

Certification of Assurance of Compliance – VOCA Cal OES 2-104f (Rev. 7/2015)
III. Drug-Free Workplace Act of 1990 – *(Subrecipient Handbook, Section 2152)*

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

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

The California Environmental Quality Act (CEQA) *(Public Resources Code, Section 21000 et seq.)* requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – *(Subrecipient Handbook Section 2154)*

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – *(Subrecipient Handbook Section 2155)*

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.
IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

The grant Subrecipient 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 Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

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

Authorized Official’s Signature: [Signature]

Authorized Official’s Typed Name: Thomas K. Cooke

Authorized Official’s Title: Mariposa County District Attorney

Date Executed: 2-4-16

Federal Employer ID #: 94-6000-880 Federal DUNS #: 071859607

Current Central Contractor Registration Expiration Date: 2-19-16

Executed in the City/County of: Mariposa

AUTHORIZED BY: (not applicable to State agencies)

☐ City Financial Officer ☐ County Financial Officer

☐ City Manager     ☐ County Manager

☑ Governing Board Chair

Signature: [Signature]

Typed Name: John Carrier

Title: Chair, Mariposa County Board of Supervisors

Certification of Assurance of Compliance – VOCA Cal OES 2-104f (Rev. 7/2015)
FEDERAL GRANTS FUNDING LOG

List all federal grant funds direct awarded and subawarded to the applicant during the current year. Include the fiscal year of operation, funding agency and the amount of funding.

If your agency receives no federal grant funds check this box: ☐

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<th>FISCAL YEAR</th>
<th>FUNDING AGENCY</th>
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| 2015-2016   | California Office of Emergency Services
              | Violence Against Women Vertical Prosecution |
| 2015-2016   | California Office of Emergency Services
              | Victim Witness Assistance Program |

Federal Grant Total: $409,451
Project Narrative

The Problem: Mariposa County is a rural mountainous community, located in the western foothills of the Sierra Nevada of Central California. The County has a relatively small overall population of 17,682 (US Census 2014). Mariposa County covers a vast geographic expanse of 1,451 square miles, with 12.6 people per square mile vs. the state average of 239. Nearly half of this area is home to Yosemite National Park, two national forests, and the U.S. Bureau of Land Management. Mariposa’s ethnic/racial distribution is as follows: 81% identify as White (non-Hispanic); 10% as Hispanic/Latino, 3% as Native American; just over 1% as Black; less than 1% Asian; and, the remaining 4% as Other (US Census 2014). Mariposa’s economy depends heavily on the tourism industry that the National Park attracts. Accordingly, many jobs are seasonal, low paying jobs with irregular and rotating work schedules. Mariposa’s 2013 estimated median household income was $50,560, compared to California’s median household income of $61,489. The County’s unemployment rates that reached historical highs in 2007-08 have now declined (from 12.9% in January 2009 to 8.1% in December 2015), according to the California Employment Development Department. The U.S. Census 2014 estimates about 16.3% of individuals in Mariposa County are below the federal poverty level.

The Northern portion of Mariposa County is home to three large communities; those of Greeley Hill, Coulterville and Don Pedro. The population in these areas comprise around 26% of the total population of the County according to the U.S. Census Bureau 2015. The demographic characteristics of these areas are reflective of the rest of the County as discussed above, but poverty in Greeley Hill reflects at 30% below the federal poverty level. Mariposa County has a high amount of drug related crimes involving methamphetamines and marijuana. The North County region is prone to illegal grow sites for marijuana due to its remote, isolated mountainous areas, in addition to its social isolation, lack of employment opportunities, and poverty. It is apparent to the Victim Witness Services Program (VWSP) staff that drugs and alcohol play an extensive factor in association with many of the domestic violence cases that
they have provided services for, and many of these cases have come from the North County region. Mariposa County appears to be a peaceful, environmentally beautiful, and safe place to live. There has been little, if any, notable gang activity thus far; and very few violent crimes. There were three attempted homicides and one homicide, eleven rapes and one robbery within the 2015 calendar year. Those statistics alone paint a picture of relatively minimal crime compared to more urban communities. However, beneath the peaceful veneer another more distressing picture emerges. A startling fact is that the majority of serious and violent crimes in Mariposa County are committed in a domestic context against women and children in their own homes. Domestic violence crimes committed recently in the North County area include the crimes of assault, domestic battery, infliction of traumatic injury on a co-habitant, assault with force likely to produce great bodily injury, assault with a deadly weapon or firearm, false imprisonment, violation of domestic violence restraining orders, child endangerment, criminal threats, harassing phone calls and stalking. Sexual assault crimes committed recently include lewd acts, child molestation, rape, oral copulation, by force, intoxication and/or unconsciousness. Additionally, there have been crimes committed which fall into the ‘one-strike’ sentencing scheme, including, but not limited to kidnapping for rape or sexual assault, and the molestation of multiple victims. The amount of domestic violence incidents increased only by 1 case over the amount registered for 2014, which was a total of 95, but still, more than Mariposa County would like to see.

There has been a large increase in ‘drug driving’ involving marijuana, methamphetamine, and poly drug use this year within the entire county, and the total DUI cases for 2015 doubled the amount listed last year. Burglaries and assault cases also saw an increase in 2015 from 239 up to 261 according to the Mariposa County Sheriff.

Arrest and prosecution of a perpetrator, especially when crimes are interpersonal, can be a very confusing and often disempowering time for victims. Victims can feel defenseless when their desire to prosecute or not prosecute the offender is not taken in account (Phillips & Sobol,
2010). In fact, regardless of arrest outcome, victims are more likely to call law enforcement again, and support prosecution, if they are part of the decision making process (Smith, 2000) and are more likely still if there is a joint approach between law enforcement and social services (Davis & Taylor, 1997). Thus, our challenge with victims not wanting to follow through with prosecution could be greatly improved through a more coordinated response with law enforcement, the Mariposa County District Attorney’s Office (MCDAO), and victim advocacy. The Mariposa County Sheriff’s Department (MCSD) reflected a total of 1009 bookings for criminal prosecution in 2015 and received a total of 904 calls for service in North County alone. MCSD is stretched very thin due to a lack of financial resources. Law enforcement deputies are working long hours and struggle to meet the demands of the vast expanse of the community. One deputy is assigned to North County per 12 hour shift, so their time in this area is limited. When emergencies arise, their response time depends on their location from the call area. In many situations this does not allow for the necessary time to investigate properly or to collect all of the evidence needed for a successful prosecution. The MCDAO filed 114 misdemeanor cases and 76 felony cases of those referred from the North County area. Although the VWSP does not keep statistical records reflecting the location of the victims it serves at this time, they can easily recall the number of services provided in the office for victims from the North County as they were so minimal. In the last two years VWSP has had 3 individuals come in to their office, and has provided court support/escort for 2 individuals. The MCDAO Investigator has been called to the North County area for emergency situations, sometimes accompanied by District Attorney personnel, approximately 12-15 times in the last two years. All other services to the North County victims, than those reflected above, were provided via telephone or letters. Mariposa County has no available public transportation into North County. The average drive time from North County into the town of Mariposa and its government center is around fifty-five minutes, in one direction, with the roads being windy, dangerous and difficult to navigate in good
weather, let alone in bad weather. In phone conversations with victims from the North County area there are many reasons given for them not coming into Mariposa to obtain services, mostly involving money and time. This reflects how dissimilar individuals in this geographical area are from individuals in urban areas who can commute long distances in short, safe, periods of time and have the financial ability to do so. In addition to transportation issues, individuals who are in a domestic violence situation may need a possible escape and a reason to leave their home to ask for help. Alliance for Community Transformations/Mountain Crisis Services (ACT/MCS) and Behavioral Health are huge supporters of the VWSP, lending support and counseling, resources, and personnel to help round out the services needed for victims and survivors of crime that are referred by the MCDAO. ACT/MCS provides responsive and preventative services to individuals and families, and works through their umbrella of partnerships in providing opportunities for foster children, a youth center, a recovery program, domestic and sexual violence advocacy, as well as a reentry and education program for those in the judicial system. The Behavioral Health Department provides access to elder care, child support, and welfare services, as well as a wide range of mental health services, including drug and alcohol programs. None of these services are available in a location that can be easily accessible by the North County community. At this time there are only by-appointment clinicians and doctors available from the Behavioral Health Department in North County. Therefore, at the time of this application, anyone requiring civil legal assistance, criminal legal assistance, counseling, domestic violence services, and most other services offered by Behavioral Health or other partners, must make the trip into Mariposa.

Therefore, and due to these reasons, these three communities are identified to be extremely rural, isolated, and significantly underserved/unserved by County resources. This is the area that is of particular concern, and the target area for this project, due to its geographic isolation, lack of available social services and/or professional support.
Project Narrative

The Plan: We plan to utilize grant funding to open a satellite office of the VWSP in the town of Coulterville three days a week, as well as provide a Victim Witness Advocate to staff this new office. Coulterville is a central location for these 3 communities and would provide the best chance of finding a suitable office space. Being located in Coulterville will allow individuals from Don Pedro and Greeley Hill to access services within 15 minutes, far better than a minimum of 2 hours. Additionally we will utilize some funding to lease a vehicle for the Advocate(s) to be able to transport victims/witnesses into the town of Mariposa for court hearings, meetings with prosecutorial staff, conferences with the legal advocate of Mountain Crisis, access to the Multi-Disciplinary Interview Room, and any other services that may be required to meet their needs. Mariposa County has a small fleet service with approximately 3 vehicles available for short term rental purposes. The County of Mariposa does not authorize the use of personal vehicles for county business or transportation of individuals during work hours. The MCDAO Investigator has a vehicle assigned specifically to him, however it is required for his daily activities and unavailable for use by other staff. Due to these reasons we will need to lease a vehicle for use in this project. Having dependable and reliable transportation will literally open doors in providing direct services to our identified victim population. Criminal court matters are heard in the Mariposa Superior Court on Monday, Tuesday and Thursday for most cases. These will be the corresponding days that the services of the North County VWSP will be offered in North County. This will allow for escort to court hearings on those days in addition to attending any meetings with prosecutorial staff or other necessary service providers. Child care, access to the Self-Help Center, the MIT room, as well as all offered community services can be accessed by said victim/witness with escort by the Advocates(s). The VWSP has been located in Mariposa for 23 years offering support and direct services to victims of crime, eight hours a day, Monday through Friday. The VWSP staff are notified electronically from the MCDAO whenever a report is received that involves a victim. Once charges are filed the Victim Witness Advocate (VWA)
attempts direct contact with the victim and does an initial assessment of what services or referrals may be needed. Counseling and crisis intervention are provided immediately along with an orientation to the Criminal Justice System. Through discussion with the victim, the VWA determines what other services may be required. Most often victims request case updates, resource or referral information, and assistance obtaining criminal or emergency restraining orders. Through follow up letters or phone calls, arrangements can be made for interviews with prosecutorial staff, advocate court support/escort, help with property return, or assistance with victim impact statements. Safety plans are discussed and referrals provided for safe housing if necessary. If property has been damaged or physical injury has been inflicted, the VWA will help with applications for crime compensation through Cal-VCP or assist with arranging a restitution hearing through the court. Other services provided include arrangements for child care, notification of family/friends, employer and/or creditor intervention, funeral arrangements, or transportation assistance. All of these services will be available in a personal setting in the North County location, by a trained VWA. Within the budgeted items for this project will be a small emergency fund. These monies are intended to provide financial intervention for victims’ emergency needs and will be monitored in accordance with the guidelines as set out in the Recipient Handbook Section 2235.2.

Although Mariposa County is 81% white ethnicity there is a small Hispanic and Native American population. Through interactions in the past with other ethnic groups the existing VWSP staff have an understanding of the cultural differences and personalities of these individuals.

Services provided by the local Native American agencies in Sonora as well as the Mi Wu Mati Healing Center in Mariposa have been utilized, and referral information is available at the VWSP. At this time the VWSP staff does not have a Spanish speaking advocate, but there are several individuals at our partner agencies that are fluent in Spanish, so arrangements can be made for translation or counseling if required. In addition to the VWA, the satellite office, and vehicle, we will use grant funding to provide a contract for a Legal Advocate from ACT/MCS.
The Legal Advocate is an invaluable part of the VWSP team in that they can lend support 24/7 and can be contacted directly by MCSD to provide bedside assistance at hospitals during victims’ emergency treatments or to transport sexual assault victims to and from Sexual Assault Response Team (SART) examinations. Civil restraining orders can be provided by the Legal Advocate when criminal matters haven’t yet been filed, thus providing the victim immediate support, guidance and a sense of security. The Legal Advocate can also assist with documentation for other civil issues, provide escort to the Self-Help Center or to Civil or Family Court Hearings that cannot be provided by the VWSP. A part-time Sheriff’s Department Investigator will be contracted for a 50% allotment and designated specifically to assist with collecting evidence and interviewing victims and witnesses in the North County cases. The Investigator will work closely with the MCDAO prosecutor to provide updates and follow up in North County matters to support a timely response between arrest and sentencing. Through this project we will also be utilizing the services of a Senior Office Assistant from the MCDAO in a 25% extra-help capacity. She will be responsible for data entry and scanning all documentation into the case management system utilized by the MCDAO, pulling statistics and providing pertinent information pertaining specifically to the North County Project. The Deputy District Attorney (DDA) who is the cash match for the program will prosecute all of the domestic violence, sexual assault, stalking and dating violence cases of adults and juveniles in addition to one-half of other referred North County cases. Exceptions will be any drug, elder abuse, family support or welfare fraud cases that are handled entirely by another Prosecutor. She will work closely with the Sheriff Investigator to appropriately charge each case and work with the victims of these crimes in order to provide them an opportunity to offer input as to how the case should be handled and adjudicated.

The VWSP utilizes the services of volunteers from the area in the Mariposa Office, and at this time enlists a few high school age individuals who are interested in learning about victim advocacy as well as obtaining more education about how the criminal justice system operates.
The VWSP has been successful recruiting by word of mouth, and by doing small presentations in some of the high school classes. This same process will be utilized in North County. Many times the victims that we serve become interested in the Criminal Justice process and ask if they can provide help within our program. We have found that these individuals have a unique perspective of victim needs and the sensitivity required to provide advocacy. The North County staff will look for any individuals with this background who may wish to volunteer some time to the program. Pamphlets, flyers, and brochures will be available in the Coulterville Office reflecting the rights of victims of crime as well as the service providers available by referral. The VWSP has not found it necessary to provide any written communication in languages other than English, thus far, due to the lack of other languages spoken in the area, although most of the literature is available in a Spanish version. Interpreters needed for any other language spoken can be made with the help of VWSP staff through the Mariposa Superior Court, as can any services required for disabilities that the victims/witnesses may have. Since Mariposa has the oldest working courthouse in the United States and was built in 1851, ADA compliance with certain items has not been accomplished due to the fact that it is a historical landmark and cannot be remodeled. Ramps are provided at the back of the courthouse for wheelchairs or other ambulatory disabilities. If court staff is made aware of any additional disabilities, matters normally held in the upstairs courtroom will be changed to be heard in a small, lower floor facility to accommodate for those issues since there is no elevator in the courthouse. Any location procured in the North County area will need to be ADA compliant as well. The office locations that are being considered for this Project are next to the Post Office in Coulterville and therefore, have already been tailored to meet ADA compliance. Flyers will be distributed and posted in various public locations in Mariposa, Coulterville, Greeley Hill, and Don Pedro announcing the availability of services in the North County area. An email blast will be created to go out to all County employees reflecting the new services. Small ads will be placed in the local newspapers and the internet will be utilized for further distribution. There are several
activities held in North County during the year that provide for outreach and education. A Safe Family Fair is held towards the end of the summer that is attended by the various governmental and non-profit agencies in the County. This helps the families, as well as children, become acquainted with the staff and the service agencies in a fun, family atmosphere. A Senior Fair is held that provides resources and information geared toward the elder population and connects the many service providers and opportunities available to them. The proposed Project will establish meetings for case review twice a month to be attended by the VWSP staff, the cash match DDA, the MCSD Investigator and the Legal Advocate from ACT/MCS. This meeting will review the pertinent North County cases, victims’ needs, plans for prosecution, and referrals that may be required so that all members are aware of the progress, and have input in each case. The team will ensure to cross-train other members of their offices in the protocols, information sharing, and coordination, to ensure when one team member is away that information does not fall through the cracks. In addition to this meeting there are 2 others that the VWSP staff and Prosecutor will attend. Both of these are held once a month and the first involves department heads within the county as well as other non-profit agencies. Discussions involve any issues that the programs may be facing, new services available, referral opportunities, upcoming events and any implementation that may be needed for crossover services or coordination of efforts and events. The second involves Behavioral health providers, the domestic violence program representatives, the MCDAO prosecutor, the Mariposa County Sheriff and VWSP staff to discuss any upcoming, or ongoing sexual assault cases, and to determine the needs of services or referrals. This coordination of programs keeps everyone informed of cross utilization of services and support, and a cohesiveness in the direction the case is taking.

There is recognition by MCDAO that victims of sexual assault and domestic violence have a distinct set of needs. A sensitive response, rapid medical assessment and treatment, crisis intervention and subsequent counseling, prompt forensic medical examinations, information
about the criminal justice process and ultimately, justice. The goals of the North County Unit will include the immediate protection of the community and victim, and the participation and cooperation of the victim in the investigative and judicial process resulting in the identification, apprehension and successful prosecution of the suspect. By engaging in a coordinated and collaborative response with all involved local agencies, the MCDAO seeks to generate the strongest possible response and to produce the most effective prosecutions. Some of the challenges facing the prosecution team in the past include: a) victim’s reluctance to participate in the prosecutorial process; b) lack of dedicated time for investigation on the part of law enforcement deputies and MCDAO’s Investigator, c) lack of communication between prosecution and key partners; d) length of time overall investigations take, due to limited staff and at times limited communication; e) lack of communication between victims of crime and the VWSP. The intention of this Project will be to strengthen the bond with the North County Area and bring to them the opportunities to create a strong connection with the criminal justice agency, provide referrals and information to help them make healthy decisions about their future and healing, and successful prosecution of the suspect that they can play an integral part of.
Project Narrative

**The Capabilities:** Since the VWSP has been in operation for 23 years in Mariposa County, the goals and objectives of the program, as well as collaboration with other agencies and organizations within our service area, have been in place for many years. The VWSP has working Operational Agreements with the MCDAO, MCSD, ACT/MCS, and Behavioral Health. The agreements stand as evidence that the organizations mentioned intend to work together toward the mutual goal of providing maximum available assistance to victims of crime in Mariposa County specifically through: a) All program staff being readily available to each other for service provisions; b) to attend regularly scheduled meetings between the program representatives to discuss strategies, timetables, and implementation of successful investigations, prosecution strategies, and supportive services; c) Address how to provide a team approach, to utilize and coordinate other referral sources and maintain collaboration in mutual education and training activities; and d) To process referrals efficiently and work together to ensure that victims needs are met, reducing trauma to the victims. These same operational agreement terms will be utilized by the VWSP North County staff, and copies of said Operational Agreements will be made a part of this Project for their complete provisions. The Program Components of direct services, including but not limited to, crisis intervention, counseling, criminal justice support and advocacy, crime victim compensation benefits, emergency assistance, and referrals to existing community resources are already the basis of the VWSP that has been in place for the past 23 years and supply many of the components of Marsy’s Law, the Bill of Rights for victims of crime. Additional services can and will be offered by the VWSP including any follow up assistance needed, case status and disposition, assistance with victim impact statements, notification of family/friends, employer notification, restitution assistance, employer and creditor intervention, child care assistance, funeral arrangements, crime prevention intervention and transportation assistance.
Through this Project, the Victim Witness Coordinator will be funded half-time to organize the staffing, manage the budget and grant activities, assign the North County cases, and provide advocacy and assistance where needed. Furthermore the Coordinator will be responsible for establishing and conducting bi-monthly meetings consisting of MCDAO staff, VWSP staff from both Mariposa and North County, the Sheriff's Investigator, as well as the Legal Advocate from ACS/MCS. This meeting will be established for the purpose of bringing together the above mentioned group, and any other pertinent party, to discuss specific North County cases, investigation needs, victim's needs, and other requirements or issues that may arise with each case. By doing this, successful dispositions will be able to increase due to improved communication and a strengthened collaborative effort, and the victims of North County cases will receive much more selective support.

The VWSP will be able to hire one more part-time victim advocate (20 hours per week .5 FTE) to provide victim services and transportation in the North County area. This Advocate will be in addition to an existing part-time Victim Advocate (.5FTE) already employed by the VWSP. Through interactions in the past, involving the many victims already serviced, the existing VWSP staff has an understanding of the cultural differences and personalities of the ethnic populations in the community. Any new staff member will become acquainted with the representatives from other agencies, and the resources that they can provide through interaction, communication, and informal meetings with the staff and their respective offices.

We are budgeting for training for all staff for cultural awareness/sensitivity seminars that can be found within our local region.

The Victim Witness Coordinator obtained a BA Degree in Early Childhood Education with a minor in Native American Studies. She spent 5 years working in the Head Start Migrant Program in Stockton, California, as well as the Eight Northern Indian Pueblos Program in New Mexico, where federal budgeting, staff management and training were her responsibilities. She spent 30 years in the private sector in the escrow field managing an escrow desk, supervising
staff, budgeting, and providing public outreach and education. In that field she worked with many culturally diverse populations as well provided guidance and support to the LGBTQ community. The last seven years she spent working in the MCDAO; first as a Legal Secretary, then as the Victim Witness Coordinator. She has attended the 40 hour Entry Level Victim/Witness Advocate Academy and has budgeted in the Project for the Advanced Course. The Sheriff Investigator who will be assigned to this Project has been a MCSD Deputy and Detective for the past 22 years. She has been involved in hundreds of criminal investigations as well as attended specific trainings for her position, and earned the right to be deemed an expert for testimony purposes in domestic violence and sexual assault cases. The Victim Witness Advocates all have over 20 units of college-level coursework from accredited colleges or universities in Behavioral Science, Psychology, Sociology, Criminal Justice or a closely related field. In addition to schooling they must have one year of full-time para-professional victim services, peer counseling, crisis intervention, social services or related experience. It is a requirement that they all attend the 40 hour Entry-Level Victim/Witness Advocacy training if they haven’t already done so. The Legal Advocate contracted through ACT/MCS has completed 40 hours of Domestic Violence and 40 hours of Sexual Assault Training in addition to having a para-legal background. The Senior Office Assistant being assigned to this Project (.25 FTE) was a Legal Secretary in the MCDAO for three years and has a Para-Legal Certificate. She retired from that position and returned to the MCDAO in a Senior Office Assistant capacity as an extra-help, part-time employee. She will input all data for the case management system, scan necessary documentation, and run the statistical information needed for reporting to Cal-OES and other agencies as requested. The Deputy District Attorney assigned as the cash match has prosecuted cases for the MCDAO for the past year and a half. Prior to her employment in Mariposa she interned at the San Bernardino District Attorney’s Office. Her passion is in working on domestic violence, dating violence, sexual assault and stalking cases and she has attended many trainings in those fields. She herself worked in a Victim Advocacy Center so she
has a vast understanding of victim's needs and the kind of support that is needed for such
delicate cases. She consistently involves victims at the beginning of each case, taking their
feelings, concerns and suggestions into consideration in the prosecution and final disposition of
the case. All staff that are available to provide services to the North County individuals have
been raised in Mariposa or worked in this County for a minimum of 5 years and are well-versed
in the cultural needs of the identified victim population.

A Multi-Disciplinary Interview Team (MIT) was first established in Mariposa County in 1997,
addressing physical and sexual child abuse, with the purpose of reducing the number of
interviews a victim must undergo, and to coordinate more effective criminal investigation and
prosecution of child abuse, and domestic violence cases. We recognize that the MIT model has
been effective in our community due to the team approach taken, and that it establishes a more
solidified response team for all crimes involving these types of cases. The MIT room is located
in the VWSP in Mariposa and involves a separate room containing video and audio equipment
in order to record the process. In order for a victim or witness from the North County to be
interviewed in this setting they must come into Mariposa for this service. Many more interviews
can be arranged knowing that we will have an Advocate, and transportation available, for
children and their parents to participate in this important piece of investigative practice which in
turn will provide the MCDAO the opportunity to prosecute more of these serious cases.

This anticipated Project will be an extension of an already fully developed, trained, educated
team of individuals that have worked hard over the past 23 years developing relationships and
referrals pertinent to the advocacy of victims, and the services that they require, to defeat the
effects of victimization. Through the outreach efforts of the existing VWSP into the
underserved/unserved, geographically isolated population of the target area, the professional
support, and access to resources necessary to respond to the emotional and physical needs of
these victims will finally be met.
Budget Narrative

This budget sets out personnel costs and operating expenses that have been developed to support the goals and objectives of the proposed program. A Victim Witness unit will be set up in the North County area of Mariposa County in the town of Coulterville. The Victim Witness North County Program includes a Victim Witness Coordinator (.50 FTE), two Victim Witness Advocates (1 FTE), a Mariposa Sheriff’s Department Criminal Investigator (.50 FTE) and a Part-Time-Extra Help Senior Office Assistant (.25 FTE) who are dedicated and committed to promoting a coordinated approach to increase direct victim services and reduce victim trauma to the Project area. The funds allocated are substantially dedicated to staff and direct support services, and minimize administrative costs. The County of Mariposa collects 10% of the personnel budget in order to administer the grant, process invoices and payroll, process recruiting and hiring of grant staff, and assist and process Board items in accordance with this project. In addition, an outside auditing agency is obtained to review the budgets and associated financial details of the County of Mariposa Auditor’s Office.

THE DUTIES OF PROJECT-FUNDED STAFF:

VICTIM WITNESS COORDINATOR (.50FTE)

Annual Salary: $48,757 at 50% = $24,379        Annual Benefits: $25,338 at 50% = $12,669

The Victim Witness Coordinator’s 50% Salary and Benefits total: $37,048

The Victim Witness Coordinator is responsible for the program, grant oversight, conducting multidisciplinary meetings for the Underserved/Unserved North County Unit, and will ensure that all policies and procedures are followed. She will coordinate trainings related to the cultural-sensitive arena of this area, collect and track data, ensure goals and objectives of the program are carried out properly in a timely manner, communicate with Cal-OES, and complete quarterly and annual reports as required. The Coordinator also reviews and assigns cases to the North
County Victim Witness Advocates, and assists with providing services to victims. The training and qualifications of the Coordinator are set out in the Project Narrative.

**VICTIM WITNESS ADVOCATES (2 @ .50 FOR 1FTE – EXTRA HELP)**

Hourly rate $15.33 at a total of 999 hours = $15,315 each  
No benefits

The Victim Witness Advocate Salaries:  $30,630

The Victim Witness Advocates will follow the victims’ cases from initial investigation to sentencing, providing crisis intervention, support, and communication in regards to the progression of the case. Transportation to and from the North County Office into Mariposa will be provided by the Advocates for court hearings, meetings with prosecutorial staff, and other offered or referred services as needed. The Advocates will also assist with peer counseling, California Victim Compensation Program applications, restitution requests, court support/escort, and education as to the Criminal Justice System. The Advocates will attend the Underserved/Unserved North County Unit multidisciplinary meetings. The training and qualifications of the Victim Witness Advocates are set out in the Project Narrative.

**MARIPOSA COUNTY SHERIFF’S DEPARTMENT CRIMINAL INVESTIGATOR (.50FTE – EXTRA HELP)**

Hourly rate $26.32 at a total of 999 hours = $26,303 / No benefits/Anticipated Overtime: $3,100

The Criminal Investigator Salary and possible overtime:  $29,403

The Mariposa County Sheriff’s Criminal Investigator will provide prompt collection of evidence after the initial incident report has been made. All efforts will be made to have this investigator be the primary deputy taking any supplemental report information, and conducting appropriate interviews. Due to the part-time nature of this position, that will not always be possible, and some overtime is anticipated. In situations where she is not the initial responder, she will be appointed to coordinate the case information between the Mariposa County Sheriff’s Department and the Underserved/Unserved North County Unit team members. She will also be available to accompany advocates to meetings with victims at their residences, or facilitate the
gathering of data at the Safe Houses when requested by our community partners or Unit
Prosecutor. She will attend the Underserved/Unserved North County Unit multidisciplinary
meetings. The training and qualifications of the Mariposa County Sheriff’s Criminal Investigator
are set out in the Project Narrative.

SENIOR OFFICE ASSISTANT (.25FTE) – EXTRA HELP

Hourly rate $14.024 at a total of 250 hours = $3,506  No benefits

The Senior Office Assistant will scan all documents and data into the case management system
enabling all advocates to access case information in a timely manner. She will help maintain
statistical data for the North County Program, and accurately submit statistical reports to the
Victim Witness Coordinator in order for her to complete the quarterly and annual reports
required by Cal-OES. The training and qualifications for this position are set out in the Project
Narrative. Benefits are not included for extra help employees.

Total for Personnel Costs:  $100,587

DEPUTY DISTRICT ATTORNEY – CASH MATCH (.60 FTE)

Annual Salary $73,195 at 60% = $43,750

The Deputy District Attorney assigned as our cash match will prosecute the domestic violence,
sexual assault, stalking and dating violence cases of adults and juveniles, in addition to one-half
of other referred North County cases. Any drug, elder abuse, family support, or welfare fraud
reports are handled entirely by another Prosecutor. She will work closely with the Sheriff
Investigator to appropriately charge each case, and work with the victims of these crimes in
order to offer them an opportunity to provide input as to how the case should be handled and
resolved. She will attend the Underserved/Unserved North County Unit multidisciplinary
meetings to coordinate cases amongst the prosecutor, all advocates, and investigator. The
training and qualifications of this Deputy District Attorney are set out in the Project Narrative.
All salaries for the above referenced employees are based on Mariposa County’s Human
Resources Policies and Procedures. The County’s benefit package, where applicable, includes

**OPERATING EXPENSES:**

**INDIRECT COSTS: (10% OF OVERALL PERSONNEL COST)**

Total for Indirect Costs: $10,058

The County of Mariposa imposes a 10% de minimis charge based on the personnel costs within the project to help administer the processing of invoices and payroll, recruitment and hiring of grant staff, and for preparation and handling of any Board of Supervisor’s actions relating to the project.

**Mountain Crisis Services:**

Total for Mountain Crisis Services Contract: $26,010

Mountain Crisis Services, a partner in the Alliance for Community Transformations Organization provides legal advocacy, counseling, emergency shelter, and referral services for all victims of domestic violence, sexual assault, dating violence, and stalking victims. Mountain Crisis Services provides victims with confidential services and advocacy that sometimes cannot be provided by other legal or law enforcement agencies. All personnel have received the 40 hour Domestic Violence and 40 hour Sexual Assault training certified by the State of California. The Underserved/Unserved North County Unit representative from Mountain Crisis Services will attend multidisciplinary meetings with all other involved agencies to ensure that the needs of victims are being met. Furthermore, they are able to provide legal advocacy in regards to Civil Family Court matters that our Mariposa County legal/law enforcement staff are unable to offer. Included in the contract are expenses for 45% of the Mountain Crisis Services advocate appointed to the project unit including payroll, benefits, and operating costs for the year.
Training:

Program personnel will attend several trainings and seminars during the year. Both of the Victim Witness Advocates will need to attend the 40 hour Entry-Level California Victim Witness Advocate Academy offered by CDAA in Sacramento, CA. In addition we would like to find a training that is geared toward sensitivity of different cultural societies for the participation of all North County Unit staff. Although Mariposa County is a majority white population it does have a small Native American, Asian, and Hispanic population. It would be extremely advantageous to our staff to be able to obtain more insight into the diversity and cultural aspects of other nationalities. There are no registration fees for the Advocate Academy and the estimated registration fees to send 1.5 (FTE) to other trainings would be approximately $400.

Travel, Meals and Incidentals for trainings:

Costs for attending trainings includes mileage for private vehicle use, lodging, meals and incidentals. It is anticipated that 2 individuals (1 FTE) will be attending the Entry-Level Victim Witness Advocate Academy in Sacramento for 5 days and a cultural awareness seminar for 3 individuals (1.5 FTE) for 3 days. The budgeted costs for this would be a total of: $2,007

Fees for vehicle lease and use:

Mariposa County has a fleet service, however they only have vehicles for short-time use. This project will require the lease of a vehicle for transportation services to and from Coulterville and Mariposa, 3 days a week, if not on a daily basis. Private vehicle daily use is not allowed for county business purposes due to liability issues and insurance concerns. The vehicle will be managed through a lease only situation, and can be leased for a period up to 5 years with no purchase options, penalties or other charges. There is an initial upfront rental fee of $1,789, and for an all-wheel drive vehicle an approximate monthly lease fee of $320 x 12 = $3,840. Insurance for the vehicle and drivers will have to be provided, which would be obtained through the County of Mariposa Fleet Service/Administration. Approximate cost for insurance is $4,000.
annually. A gas card would also have to be obtained for travel purposes so budgeted amount would be $3,500. Total budgeted amount of vehicle: **$13,129.**

**Office Expenses:**

This project will require the rental of a new office space in the town of Coulterville, California. There are two spaces available that are being looked at for this project. Office equipment, supplies, and furnishings will need to be purchased initially as well. Office space of 750 square feet per month at a cost of $425 per month for an annual total of $5,100 with a security deposit of $2,500 is set out in the budget for facilities. Furnishings will need to be purchased but kept to a minimum. Approximate costs for a desk and desk chair, a small reception table and chairs, fax machine and filing/storage cabinets are projected at $3,609. Total for rent and furnishings: **$11,209**

Other costs for the office include: Two cell phones and service plans for $1,250 annually; the purchase of a lap top computer for $1,100 along with wi-fi service and installation for $1,200. A landline and PC will not be necessary for this unit due to the part-time use of this facility. The wi-fi will be required to keep the Advocates connected via lap top and cell phones. Utilities (electricity, water and propane) total $2,400; office supplies including stamps, envelopes, paper, pens, desk supplies, business cards, ink, folders, total of $2,150; publications, outreach materials, training supplies and books for education, and graphic materials for resource pamphlets to provide victims during initial contact and outreach opportunities, total of $500; purchase of a mini-refrigerator for cold beverages and water for victims and witnesses during interviews, total of $250; insurance for liability to County of Mariposa at $400 annually at 50%; and; cleaning supplies including paper towels, tissues, cleansers for $350, for a total of **$9,600.**

**Emergency Fund:**

An emergency fund will be established to provide financial intervention for victims related needs. If any funds are provided directly to a victim the procedures outlined in the Recipient Handbook in Section 2235.2 will be adhered to. Criteria for same will be maintained and funds will be kept
in a separate named account from regular grant allocation funds. Authority to make payments from the emergency fund will be delegated to the Chief Executive of the project.

Total Emergency Fund Amount: $2,000

TOTAL PERSONNEL EXPENSES: $100,587
TOTAL OPERATING EXPENSES: $74,413
TOTAL BUDGET (EXCLUDING Cash Match): $175,000
TOTAL BUDGET (INCLUDING Cash Match): $218,750

HOW PROJECT FUNDED STAFF DUTIES AND TIME COMMITMENTS SUPPORT THE PROPOSED OBJECTIVE AND ACTIVITIES, AND PERCENTAGE OF TIME SPENT TO OTHER EFFORTS:

As set out above, the Victim Witness Advocates, although part-time, extra-help, 50% employees, will be dedicated to this project at 100% so that the Underserved/Unserved North County Unit will have a full time Advocate devoted to the project every day from 8-5, Monday through Friday. The Victim Advocates will provide mandatory services offered to victims of crime that include all the components set out in the Project Plan. Services not included in the Project Plan but offered, involve employer and creditor intervention, child care assistance, witness notification, and court waiting area assistance. Due to the large volume of domestic violence/dating violence cases we have here in this County, and due to the emotional turmoil caused by these cases, a much larger portion of our time is spent working these incidents, and providing support and referrals to the victims. Out of the 1066 cases assigned to the Victim Witness unit since the beginning of January 2015 through and including December 31, 2015, 22% of them involved some type of domestic violence. As indicated earlier, the VWSP hasn't tracked the specific number of cases directly correlated with the North County area in the past. Through this project we will have the ability to track the number of cases and number of victims
served in the North County region. The Senior Office Assistant and the Victim Witness Coordinator will enter data, and track the specific cases that are assigned to the North County Victim Witness Advocates. In addition, the Victim Witness Coordinator will also be responsible to ensure goals and objectives of the program are carried out in a timely manner. She will coordinate and facilitate the multidisciplinary meetings that will be scheduled with unit partners in addition to providing advocacy where needed and required for the North County victims. Our community partner, Mountain Crisis Services, is dedicated to providing assistance for any crimes against women and their mission is to reduce the incidence of domestic violence and sexual abuse by increasing awareness in the community, and providing professional and compassionate services to survivors of these violent crimes. In addition we will utilize the resources of the local community services for referrals for counseling, behavioral health concerns, welfare or child endangerment cases, elder care and other services as needed and requested. The Senior Office Assistant will provide 25% of her time assisting with data entry and statistical information gathering for the North County Unit cases and supply the data to the VWSP Coordinator for the Cal-OES reporting. The cash-match prosecutor for this project will be responsible for prosecuting all cases involving domestic and dating violence, sexual assault and stalking cases, vehicle code violations and all juvenile matters, excluding drug cases. In addition to that she will be responsible for one-half of all other general felony and misdemeanor cases that come into the office. This same prosecutor will attend the multidisciplinary meetings scheduled with all other unit partners to discuss strategies, timetables, implementation of investigation and any supportive services required by the victims.

THE NECESSITY FOR SUBCONTRACTS AND UNUSUAL EXPENDITURES:
This project does not plan on utilizing any subcontracts or have any unusual expenditures during this budget year. The Lease, in association with the vehicle to be provided, will be obtained through a lease-only contract with no buy out provisions. The vehicle can be turned back in to the agency at the end of the Grant budget period with no additional fees or charges.
THE MID-YEAR SALARY RANGE ADJUSTMENTS:

Pursuant to the Human Resources Policy and Procedures of Mariposa County, employees receive raises based on their original start date within the County system. The salary range adjustments have been taken into consideration in the budgeting portion of the proposal but would not apply to the Legal Advocate from Alliance for Community Transformation/Mountain Crisis Services non-profit agency.
## BUDGET CATEGORY AND LINE ITEM DETAIL

### Subrecipient: County of Mariposa

<table>
<thead>
<tr>
<th>A. Personal Services – Salaries/Employee Benefits</th>
<th>2015 VOCA Match</th>
<th>2015 VOCA Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim Witness Coordinator (.50 FTE)</td>
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</tr>
<tr>
<td>Annual Salary $48,757 at 50% ($24,379)</td>
<td>$24,379</td>
<td>$24,379</td>
</tr>
<tr>
<td>Annual Benefits $25,338 at 50% ($12,669)</td>
<td>$12,669</td>
<td>$12,669</td>
</tr>
<tr>
<td>Victim Witness Advocates 2 @ .50 ea for (1 FTE)</td>
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<tr>
<td>Extra Help @ 15.33 per hour for a total of 999 hours each = $15,315 x 2 ($30,630)</td>
<td>$30,630</td>
<td>$30,630</td>
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<tr>
<td>Criminal Investigator (.50 FTE) Extra Help</td>
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<tr>
<td>@26.329 per hour for a total of 999 hours ($26,303)</td>
<td>$26,303</td>
<td>$26,303</td>
</tr>
<tr>
<td>Overtime pay if needed ($3,100)</td>
<td>$3,100</td>
<td>$3,100</td>
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<tr>
<td>Senior Office Assistant (.25 FTE) Extra Help</td>
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<tr>
<td>@ 14.024 per hour for a total of 250 hours =($3,506)</td>
<td>$3,506</td>
<td>$3,506</td>
</tr>
<tr>
<td>Cash Match from General Fund</td>
<td></td>
<td></td>
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<tr>
<td>Deputy District Attorney (.60 FTE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Salary $73,195 @ 60% = ($43,750)</td>
<td>$43,750</td>
<td>$43,750</td>
</tr>
</tbody>
</table>

**Personal Section Totals**  
$100,587  
$43,750  
$144,337

**PERSONAL SECTION TOTAL**  
$144,337

Cal OES 2-106a (Revised 7/2015)
## B. Operating Expenses - Page 1

<table>
<thead>
<tr>
<th>Description</th>
<th>2015 VOCA</th>
<th>2015 VOC Match</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDIRECT - 10% de minimis</strong></td>
<td>$10,058</td>
<td>$10,058</td>
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</tr>
<tr>
<td>10% of $100,587 Personnel Costs = $10,058</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use for 10%: Auditor's Office to process invoices &amp; payroll, HR for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>recruitment/hiring of grant staff; Admin for processing Board items</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>CONTRACT</strong></td>
<td></td>
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</tr>
<tr>
<td>Alliance for Community Transformations/Mountain Crisis Services; Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis Services Legal Advocate (.45 FTE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Salary: $45,000 @ 45% = ($20,250)</td>
<td>$20,250</td>
<td>$20,250</td>
<td></td>
</tr>
<tr>
<td>Annual benefits $12,800 @ 45% = ($5,760)</td>
<td>$5,760</td>
<td>$5,760</td>
<td></td>
</tr>
<tr>
<td><strong>OFFICE EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent for office space for 1 FTE-750 sq. feet @ .57 x 12=($5,100)</td>
<td>$5,100</td>
<td>$5,100</td>
<td></td>
</tr>
<tr>
<td>One-time security deposit for rental = ($2,500)</td>
<td>$2,500</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Purchase of desk and desk chair</td>
<td>$1,200</td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>Purchase of small Reception table and chairs</td>
<td>$800</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td>Purchase of fax machine</td>
<td>$809</td>
<td>$809</td>
<td></td>
</tr>
<tr>
<td>Purchase of storage/filing cabinet</td>
<td>$800</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td>Purchase of two cell phones and service plan</td>
<td>$1,250</td>
<td>$1,250</td>
<td></td>
</tr>
<tr>
<td>Purchase of lap top computer</td>
<td>$1,100</td>
<td>$1,100</td>
<td></td>
</tr>
<tr>
<td>Installation of and wi-fi annual services</td>
<td>$1,200</td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>Utilities: Electric, Water, Propane</td>
<td>$2,400</td>
<td>$2,400</td>
<td></td>
</tr>
<tr>
<td>Office Supplies: Stamps, envelopes, business cards, paper, folders,</td>
<td>$2,150</td>
<td>$2,150</td>
<td></td>
</tr>
<tr>
<td>markers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications and training materials: Manuals, pamphlets, books, education</td>
<td>$500</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>tools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase mini-refrigerator for ice/drinks for victims</td>
<td>$250</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Liability Insurance for County $800 annually @ 50%</td>
<td>$400</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Cleaning Supplies: Paper Towels, Toilet Tissue, Cleansers, broom</td>
<td>$350</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td><strong>VEHICLE LEASE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly lease fee $320 for 12 mo’s = ($3,840)</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Insurance from County for 1 year = ($4,000)</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Gas card for trips in/out fr. No. County to Mariposa ($3,500)</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Upfront Lease deposit fee ($1,789) Total of ($13,129)</td>
<td>$13,129</td>
<td>$13,129</td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY FUND</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Funds in separate account for emergency issues w/ victims</td>
<td>$2,000</td>
<td>$2,000</td>
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</tr>
</tbody>
</table>

**OPERATING SECTION TOTAL**

Cal OES 2-106a (Revised 7/2015)
# Budget Category and Line Item Detail

**Subrecipient:** County of Mariposa

## B. Operating Expenses - Page 2

<table>
<thead>
<tr>
<th>Description</th>
<th>2015 VOCA</th>
<th>2015 VOCA Match</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRAININGS AND TRAVEL</strong></td>
<td></td>
<td>$1,102</td>
<td>$1,102</td>
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<tr>
<td>CDAA Entry Level Advocate Training for 1 FTE</td>
<td></td>
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<tr>
<td>1 Staff 50% per diem x 100% meals &amp; Incidentals @ 46 per day x 5 days = ($460)</td>
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<td>$0</td>
</tr>
<tr>
<td>1 Staff 50% per diem lodging of $95 per nite x 5 = ($475); 1 Staff 50% per diem x 100% mileage @ $.54 per mile x 310 =($167)</td>
<td></td>
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<td>$0</td>
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<tr>
<td><strong>Cultural Awareness Seminar for 2 FTE</strong></td>
<td></td>
<td>$865</td>
<td>$865</td>
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<tr>
<td>2 Staff x100% Registration of $200 x 2 = ($400)</td>
<td></td>
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<td>$0</td>
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<tr>
<td>2 Staff x 100% meals &amp; incidentals @ $46 per day x 3 days = $138 x 2 = ($276); 2 Staff x 100% mileage @ $.54 per mile x 350 = $189</td>
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<td>$0</td>
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<tr>
<td><strong>CDAA Advanced Level Advocate Training for .50 FTE</strong></td>
<td></td>
<td>$440</td>
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<tr>
<td>1 Staff 50% per diem x 100% meals &amp; incidentals @ $46 per day x 5 days = $230 @ 50% = ($115)</td>
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<td>$0</td>
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<tr>
<td>1 Staff 50% per diem lodging of $95 per day x 5 = $475 @ 59% = ($238); 1 Staff 50% per diem x 100% mileage @ $.54 per mile x 320 = $173 @ 50% = ($87)</td>
<td></td>
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<td>$0</td>
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</tbody>
</table>

**Operating Section Totals** $74,413 $0 $74,413

**OPERATING SECTION TOTAL** $74,413
# BUDGET CATEGORY AND LINE ITEM DETAIL

**Subrecipient:** County of Mariposa

<table>
<thead>
<tr>
<th>C. Equipment</th>
<th>2015 VOCA</th>
<th>2015 VOCA Match</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>No equipment to be purchased</td>
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</tbody>
</table>

Equipment Section Totals: $0 $0 $0

**EQUIPMENT SECTION TOTAL:** $0

**Category Totals:** 0 $0

- *Same as Section 12G on the Grant Subaward Face Sheet*
  - $175,000 $43,750

**Total Project Cost:** $218,750

Cal OES 2-106a (Revised 7/2015)
Operational Agreement

This Operational Agreement stands as evidence that the Mariposa County District Attorney’s Office and Mountain Crisis Services/Alliance for Community Transformations intend to work together toward the mutual goal of providing maximum available assistance to victims of crime in the North Area of Mariposa County, specifically Coulterville, Don Pedro and Greeley Hill. Both agencies believe that implementation of the proposal, as described herein, will further this goal. To this end, each agrees to participate in the program, if selected for funding, by coordinating and/or providing the following services:

The Mariposa County District Attorney’s Office staff will closely coordinate the following services with Mountain Crisis Services/Alliance for Community Transformations through:

- Mountain Crisis Services staff being readily available to the Mariposa County District Attorney’s Office for service provision through March 31, 2017;

- Regularly scheduled meetings between the Mariposa County District Attorney’s Office and the Mountain Crisis Services authorized representatives to discuss strategies, timetables, and implementation of successful investigations, prosecution strategies, and supportive services;

- Specifically: Areas of discussion will include how to provide a team approach, how to utilize and coordinate other referral sources in that victims of crime can utilize all serves available, and collaboration in mutual education and training activities;

- Specific Activities/Agreement: The goal of this Agreement will be to process referrals efficiently and work closely together to ensure that victims needs are met, therefore reducing trauma to the victim.

We, the undersigned, as authorized representatives of the Mariposa County District Attorney’s Office and the Mountain Crisis Service/Alliance for Community Transformations do hereby approve this document.

Dated: February 3, 2016

THOMAS K. COOKE
Mariposa County District Attorney

Dated: February 3, 2016

ALISON TUDOR
Executive Director, Alliance for Community Transformations

5080 Jones Street, Post Office Box 730, Mariposa, California 95338 Phone: (209) 742-7441 Fax: (209) 742-5780
Operational Agreement

This Operational Agreement stands as evidence that the Mariposa County District Attorney’s Office and the Mariposa County Sheriff’s Department intend to work together toward the mutual goal of providing maximum available assistance to victims of crime in the Northern Area of Mariposa County, specifically Coulterville, Don Pedro and Greeley Hill. Both agencies believe that implementation of the proposal, as described herein, will further this goal. To this end, each agrees to participate in the program, if selected for funding, by coordinating and/or providing the following services:

The Mariposa County District Attorney’s Office staff will closely coordinate the following services with Mariposa County Sheriff’s Office through:

- Mariposa County Sheriff’s Department staff being readily available to the Mariposa County District Attorney’s Office for service provision through March 31, 2017;

- Regularly scheduled meetings between the Mariposa County District Attorney’s Office and the Mariposa County Sheriff’s Department authorized representatives to discuss strategies, timetables, and implementation of successful investigations, prosecution strategies, and supportive services;

- Specifically: Areas of discussion will include how to provide a team approach, how to utilize and coordinate other referral sources in that victims of crime can utilize all serves available, and collaboration in mutual education and training activities;

- Specific Activities/Agreement: The goal of this Agreement will be to process referrals efficiently and work closely together to ensure that victims needs are met, therefore reducing trauma to the victim.

We, the undersigned, as authorized representatives of the Mariposa County District Attorney’s Office and the Mariposa County Sheriff’s Department do hereby approve this document.

Dated: February 3, 2016

THOMAS K. COOKE
Mariposa County District Attorney

Dated: February 3, 2016

DOUG BINNHWIES
Mariposa County Sheriff

5080 Jones Street, Post Office Box 730, Mariposa, California 95338  Phone: (209) 742-7441  Fax: (209) 742-5780
Operational Agreement

This Operational Agreement stands as evidence that the Mariposa County District Attorney’s Office and the Victim Witness Services Program intend to work together toward the mutual goal of providing maximum available assistance to victims of crime in the North Area of Mariposa County, specifically Coulterville, Don Pedro and Greeley Hill. Both agencies believe that implementation of the proposal, as described herein, will further this goal. To this end, each agrees to participate in the program, if selected for funding, by coordinating and/or providing the following services:

The Mariposa County District Attorney’s Office staff will closely coordinate the following services with Victim Witness Services Program through:

- Victim Witness Services Program staff being readily available to the Mariposa County District Attorney’s Office for service provision through March 31, 2017;

- Regularly scheduled meetings between the Mariposa County District Attorney’s Office and the Victim Witness Services Program authorized representatives to discuss strategies, timetables, and implementation of successful investigations, prosecution strategies, and supportive services;

- Specifically: Areas of discussion will include how to provide a team approach, how to utilize and coordinate other referral sources in that victims of crime can utilize all serves available, and collaboration in mutual education and training activities;

- Specific Activities/Agreement: The goal of this Agreement will be to process referrals efficiently and work closely together to ensure that victims needs are met, therefore reducing trauma to the victim.

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

Dated: February 3, 2016

THOMAS K. COOKE
Mariposa County District Attorney

Dated: February 3, 2016

LAURA A. SMITH
Mariposa County Victim Witness Coordinator

5080 Jones Street, Post Office Box 730, Mariposa, California 95338 Phone: (209) 742-7441 Fax: (209) 742-5780
Operational Agreement

This Operational Agreement stands as evidence that the Mariposa County District Attorney's Office and the Mariposa County Human Services Department intend to work together toward the mutual goal of providing maximum available assistance to victims of crime residing in the Northern Area of Mariposa County, specifically Coulterville, Don Pedro and Greeley Hill. Both agencies believe that implementation of the proposal, as described herein, will further this goal. To this end, each agrees to participate in the program, if selected for funding, by coordinating and/or providing the following services:

The Mariposa County District Attorney's Office staff will closely coordinate the following services with Mariposa County Human Services Department through:

- Mariposa County Human Services Department staff being readily available to the Mariposa County District Attorney's Office for service provision through March 31, 2017.

- Regularly scheduled meetings between the Mariposa County District Attorney's Office and the Mariposa County Human Services Department authorized representatives to discuss strategies, timetables, and implementation of successful investigations, prosecution strategies, and supportive services;

- Specifically: Areas of discussion will include how to provide a team approach, how to utilize and coordinate other referral sources in that victims of crime can utilize all serves available, and collaboration in mutual education and training activities;

- Specific Activities/Agreement: The goal of this Agreement will be to process referrals efficiently and work closely together to ensure that victims needs are met, therefore reducing trauma to the victim.

We, the undersigned, as authorized representatives of the Mariposa County District Attorney's Office and the Mariposa County Human Services Department, do hereby approve this document.

Dated: February 3, 2016

THOMAS K. COOKE
Mariposa County District Attorney

Dated: February 3, 2016

CHEVON KOTHARI
Director, Mariposa County Human Services
Organizational Chart

Mariposa County’s District Attorney’s
Victim Witness Assistance Program

Mariposa County Board of Supervisors

District Attorney

Legal Executive Assistant

Victim Witness Coordinator

Victim Witness Advocates

Senior Office Assistant

Volunteers
EMERGENCY FUND PROCEDURES

County of Mariposa

SUBRECIPIENT NAME

SUBAWARD #

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

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

1. The emergency fund and regular grant allocation must be kept in separate accounts.

2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.

3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to

   Mary Hodson, Mariposa County Administrative Officer

   Checks require a counter signature in order to be valid. Cal OES must be notified in writing of any changes in responsibility within ten days of the change.

4. If an imprest cash fund is used, the name, address and signature of the Subrecipient will be maintained, as well as the date, amount and reason for the request.

5. Grant funds will not be commingled with other emergency monies.

6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.

7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.

8. Verification of the crime, if applicable, will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.

9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than $500 per individual. Victims are not eligible to draw on the emergency fund for more than two crime incidents per year.

10. Records will reflect whether the emergency money is considered a loan (and if so, full or partial repayment is expected), or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

Emergency Fund Procedures - Cal OES 2-153 (Revised 7/2015)
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 Mariposa*

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 United States 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 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.

   14th District

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

   17,682 by 2014 U.S. Census Bureau