

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: June 7, 2016	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
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DEPARTMENT: District Attorney APPROVING PARTY: Lawrence R. Allen PHONE NUMBER: 530-289-3269
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AGENDA ITEM: Approval of California Office of Emergency Services (CalOES) 2016/17 Victim/Witness Grant. (DISTRICT ATTORNEY)

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Grant

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2015- _____ Agreement 2015- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD _____	DATE _____
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Application Cover Sheet

RFA PROCESS

VICTIM/WITNESS ASSISTANCE (VW) PROGRAM

Submitted by:

**Sierra County Victim/Witness Assistance Program
100 Courthouse Square
PO Box 457
Downieville, California 95936**

(Cal OES Use Only)						
Cal OES#		FIPS#		VS #		Subaward #

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 Sierra **1a. DUNS#:** 040482804

2. Implementing Agency: District Attorney, Sierra County **2a. DUNS#:** 040482804

3. Implementing Agency Address: PO Box 457 Downieville 95936-0457
Street City Zip+4

4. Location of Project: Downieville Sierra County 95936-0457
City County Zip+4

5. Disaster/Program Title: Sierra County Victim/Witness Assistance Program **6. Performance Period:** 07/01/2016 to 06/30/2017

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

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2016	8. VOCA		\$ 48,436				\$ 0	\$ 48,436
2016	9. VWA0	\$ 16,297					\$ 0	\$ 16,297
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
TOTALS		\$ 16,297	\$ 48,436	\$ 64,733	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 64,733

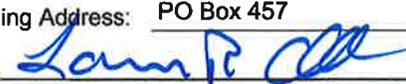
13. This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, 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: Lawrence R. Allen **15. Federal Employer ID Number:** 946000536

Name: Lawrence R. Allen Title: District Attorney

Telephone: 530.289.3269 (area code) FAX: 530.289.2822 (area code) Email: larryallen@sierracounty.ca.gov

Payment Mailing Address: PO Box 457 City: Downieville Zip+4: 95936-0457

Signature:  Date: 18 May 2016

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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PROJECT CONTACT INFORMATION

Subrecipient: County of Sierra

Subaward #: VW16220460

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Lawrence R. Allen

Title: District Attorney

Telephone #: 530.289.3269

Fax#: 530.289.2822

Email Address: larryallen@sierracounty.ca.gov

Address/City/Zip: 100 Courthouse Square/PO Box 457, Downieville, CA 95936

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

Name: Van Maddox

Title: Auditor

Telephone #: 530.289.3286

Fax#: 530.289.2829

Email Address: auditor@sierracounty.ca.gov

Address/City/Zip: 100 Courthouse Square/PO Box 376, Downieville, CA 95936

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

Name: Sandy Marshall

Title: Program Coordinator

Telephone #: 530.289.3269

Fax#: 530.289.2822

Email Address: smarshall@sierracounty.ca.gov

Address/City/Zip: 100 Courthouse Square/PO Box 457, Downieville, CA 95936

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

Name: Sandy Marshall

Title: Administrative Assistant III/Fiscal Agent

Telephone #: 530.289.3269

Fax#: 530.289.2822

Email Address: smarshall@sierracounty.ca.gov

Address/City/Zip: 100 Courthouse Square/PO Box 457, Downieville, CA 95936

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

Name: Lawrence R. Allen

Title: District Attorney

Telephone #: 530.289.3269

Fax#: 530.289.2822

Email Address: larryallen@sierracounty.ca.gov

Address/City/Zip: 100 Courthouse Square/PO Box 457, Downieville, CA 95936

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: Lawrence R. Allen

Title: District Attorney

Telephone #: 530.289.3269

Fax#: 530.289.2822

Email Address: larryallen@sierracounty.ca.gov

Address/City/Zip: 100 Courthouse Square/PO Box 457, Downieville, CA 95936

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

Name: Lee Adams

Title: Chair, District 1, Board of Supervisors

Telephone #: 530.289.3295

Fax#: 530.289.2830

Email Address: supervisor1@sierracounty.ca.gov

Address/City/Zip: 100 Courthouse Square/PO Box D, Downieville, CA 95936

SIGNATURE AUTHORIZATION

Subaward #: VW16220460

Subrecipient: County of Sierra

Implementing Agency: District Attorney

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

*Project Director: Lawrence R. Allen

Signature: 

Date: 18 May 2016

*Financial Officer: Van Maddox

Signature: 

Date: 5-18-16

The following persons are authorized to sign for the
Project Director

Signature _____

Print Name _____

The following persons are authorized to sign for the
Financial Officer

Signature  _____

Caleb Nelson, CPA _____

Print Name _____

Signature _____

Print Name _____

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

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

SUBRECIPIENT: County of Sierra

IMPLEMENTING AGENCY: District Attorney

PROJECT TITLE: Sierra County Victim/Witness Assistance 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: Van Maddox

Title: Sierra County Auditor

Address: PO Box 376, Downieville, CA 95936

Phone: 530.289.3286

Email: auditor@sierracounty.ca.gov

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: Lawrence R. Allen

Authorized Official's Typed Name: Lawrence R. Allen

Authorized Official's Title: District Attorney

Date Executed: May 12, 2016

Federal Employer ID #: 946000536 Federal DUNS # 040482804

Current Central Contractor Registration Expiration Date: 08/11/2016

Executed in the City/County of: Downieville/Sierra

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

- City Financial Officer
- City Manager
- Governing Board Chair

- County Financial Officer
- County Manager

Signature: _____

Typed Name: Lee Adams

Title: Chair, District 1, Board of Supervisors

Project Narrative

PROBLEM STATEMENT: Sierra County is located in the Sierra-Nevada, northeast of Sacramento on the border of Nevada. It is a very rural small county with approximately 3500 residents making it the second least populous county in California. The county is divided by the Pacific Crest with both the west and east sides of the county rich in history. The county was once home to both the Maidu and Washoe Indians, but today's history is tied to the Gold Rush. The discovery of gold resulted in some 16,000 miners settling in the county between 1848 and 1860.

Downieville, the county seat of Sierra County, is located on Highway 49 at the fork of the North Yuba and Downie rivers.

Sierra County is comprised of two very different regions. On the west side of the crest it is very mountainous and heavily forested. On the east side is the Sierra Valley, which is said to have been an ancient lake bed. It is one of the largest alpine valleys in the Sierra Nevada Mountains. Rugged remoteness and harsh weather conditions are just two of the contributing factors to a small population of independent and self-reliant people. High mountains and deep river canyons make cell phones unreliable and travel treacherous.

The drive from Downieville (2700 feet) to Loyalton (5000 feet) is 100 miles round-trip with a 7000 foot pass in-between.

The Sierra County Victim/Witness Assistance Program was created in 1990 as a two day a week program under the supervision of Nevada County Victim/Witness Program in the Nevada County Probation Department. In 1992 the program moved to Sierra County and was supervised by the Sierra County Probation Department. The position of Coordinator gradually increased from two days a week to full-time in 2001. In 2003 the program moved to the Sierra County District Attorney's Office.

The position of Coordinator was held by the same person since the program began in 1990 to

2003.

Fiscal year 2013/2014 came with new changes. The Victim/Witness Program was reduced to three days a week, two days in Loyalton and one day a week in Downieville.

Fiscal year 2015/2016 came with new changes yet again. The Victim/Witness Program was restored to five days a week, two days in Loyalton and three days in Downieville. With Downieville being the county seat and location of the courthouse, this schedule provides services to both sides of the county which is separated by fifty miles.

Victims of all crimes are assisted by the Sierra County Victim/Witness Assistance Program. The crimes most commonly occurring in Sierra County are "acquaintance crimes" such as domestic violence, child molest and statutory rape; rather than "stranger crime" such as car theft, robbery or muggings.

According to the 2010 census, the racial makeup of Sierra County is 93% white, 6% Hispanic and 1% Native American.

PLAN AND CAPIBILITIES: The Sierra County Victim/Witness Assistance Program will continue to be administered through the Office of the District Attorney providing immediate and comprehensive services in accordance with Penal Code Section 13835 et seq. for all crime victims and witnesses requesting assistance.

All mandatory services such as crisis intervention, emergency assistance, resource/referral counseling, direct counseling, orientation to the criminal justice system, court support, assistance with CalVCP claims, property return, case status/disposition, family notification and restitution will be provided to our identified victims.

The Sierra County Victim/Witness Assistance Program has reached every crime victim in Sierra County with all mandatory and most optional services. All victims on both sides of the county will be served despite the remoteness and severe weather conditions. Special needs victims will receive home visits, translation services and any other kind of help required.

Child and mentally handicapped victims can be interviewed in the Multidisciplinary Interview

Center at the Family Resource Center located in Loyalton. The Superior Court is equipped with four Endersound assisted listening systems for the hearing impaired. If needed, the Probation Department employs multilingual staff for translation services.

Domestic Violence and Sexual Assault victims are seen at the Family Justice Center which houses Victim/Witness, Sierra SAFE and the District Attorney's Office.

We receive referrals and have working relationships with the Sheriff's Office, California Highway Patrol, District Attorney's Office, Probation Department, Human Services and Mental Health. The Sierra Court refers requests for restraining orders also.

With the west and east sides of the county being separated by fifty miles, the program advocate provides services to both sides during the work week. This schedule has worked out well with court dates for Victim/Witness cases calendared on Tuesdays and Fridays. Both locations provide a safe and secure environment.

Home visits are arranged for those unable to get to either office for restraining orders, victim compensation assistance, counseling, or other support services.

The Program Directors of Victim/Witness and Sierra SAFE agree to coordinate services.

The Victim/Witness Coordinator has an agreement with the Sierra Superior Court which allows restraining orders to be assisted in Loyalton at the Family Justice Center and are scanned to the courthouse in Downieville to be processed and signed by a Judge.

Victim/Witness is also joined with the Community Correction Partnership (CCP) and Victim Information Notification Everyday (VINE) Program.

Volunteers are not as useful in a small county as they may be in larger counties. In a county where everyone knows each other, there may be conflicts with volunteers and victims. At this time, three days a week, there are two volunteers in Loyalton. They assist with Sierra SAFE and are in the office the three days the VW Advocate is in Downieville. Volunteers assist in phone calls, walk-ins and counseling. There is also access to a few trained volunteers from the Crisis Line who have offered to help should the need arise.

Budget Narrative

PERSONAL EXPENSES: The Sierra County Victim/Witness Assistance Program operates five days a week. The Coordinator has the following responsibilities: Clerical, advocacy, grant writing, progress reports, administration and counseling required by the program to meet its goals and objectives.

OPERATING EXPENSES: All Grant Funds will be used in personal services for one full-time Coordinator/Advocate.

PROJECT SUMMARY

1. Subaward #: VW16220460		3. PERFORMANCE PERIOD	
2. PROJECT TITLE Sierra County Victim/Witness Assistance Program		07/01/2016 to 06/30/2017	
4. SUBRECIPIENT		5. GRANT AMOUNT (this is the same amount as 12G of the Grant Subaward Face Sheet)	
Name:	County of Sierra	Phone:	530.289.3269
Address:	PO Box 457	Fax #:	530.289.2822
City:	Downieville	Zip:	95936
6. IMPLEMENTING AGENCY			
Name:	Sierra County District Attorney	Phone:	530.289.3269
Address:	PO Box 457	Fax #:	530.289.2822
		City:	Downieville
		Zip:	95936
7. PROGRAM DESCRIPTION			
The Sierra County Victim/Witness Assistance Program is a one person office which serves all victims of crime in Sierra County.			
8. PROBLEM STATEMENT			
Sierra County is a sparsely populated rural mountainous county forty miles north of Lake Tahoe (from Loyalton) and fifty miles from Grass Valley (from Downieville). Services for crime victims are difficult to deliver due to heavily forested mountain roads, inclement weather, lack of cell service and inadequate funding.			
9. OBJECTIVES			
To deliver all mandatory and most optional services to all crime victims, and to enhance victim services by participating in collaborations which make delivery of services more comprehensive.			

10. ACTIVITIES

Co-partner in the Family Justice Center with Sierra SAFE Program, referral agency for the Sierra Superior Court for all restraining orders, Community Corrections Partnership (CCP) and Victim Information Notification Everyday (VINE).

11. EVALUATION (if applicable)**12. NUMBER OF CLIENTS**

(if applicable)

75

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$64,733			\$64,733
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$64,733	\$0	\$0	\$64,733

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA From:	To:
1. Sierra County Sheriff	04/29/16	07/01/16	to 06/30/19
2. Sierra SAFE Program	10/07/14	07/01/14	to 06/30/17
3. Plumas Crisis Intervention and Resource Center	10/07/14	07/01/14	to 06/30/17
4. Sierra County Child Abuse Prevention Council	10/07/14	07/01/14	to 06/30/17
5. Sierra County Health & Human Services	06/05/14	07/01/14	to 06/30/17
6. Plumas Rural Services	04/28/16	07/01/16	to 06/30/19
7.			to
8.			to
9.			to
10.			to
11.			to
12.			to
13.			to
14.			to
15.			to
16.			to
17.			to
18.			to
19.			to
20.			to

Use additional pages if necessary.

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.

*Sierra

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.

*1

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.

*1

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.

*1

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

3240