

**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
--------------------------------------	---

DEPARTMENT: District Attorney APPROVING PARTY: Lawrence R. Allen PHONE NUMBER: 530-289-3269
--

AGENDA ITEM: Approval of California Governor's Office of Emergency Services (OES) County Victim Services Program. (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
--	---

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
---	---	--

COMMENTS:

CLERK TO THE BOARD _____	DATE _____
--------------------------	------------

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Application Cover Sheet

RFA PROCESS

COUNTY VICTIM SERVICES 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 #

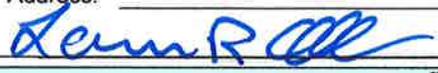
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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: Sierra County District Attorney **2a. DUNS#:** 040482804
3. Implementing Agency Address: PO Box 457 Downieville 95936-0457
Street City Zip+4
4. Location of Project: Downieville/Loyalton Sierra 95936-0457
City County Zip+4
5. Disaster/Program Title: County Victim Services Program **6. Performance Period:** 07/01/2016 to 06/30/2018
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
2015	8. VOCA		\$ 128,288			\$ 32,072	\$ 32,072	\$ 160,360
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 128,288	\$ 128,288	\$ 0	\$ 32,072	\$ 32,072	12. G Total Project Cost: \$ 160,360

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: 24 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
------------------------	------	--------------------------------	------

PROJECT CONTACT INFORMATION

Subrecipient: County of Sierra Subaward #: _____

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

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

Name: 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 #: _____

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: 24 May 2016

***Financial Officer:** Van Maddox

Signature: 

Date: 5-24-16

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

Signature

Print Name

Signature

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: County Victim Services 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 16, 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)*

- | | |
|---|---|
| <input type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> County Manager |
| <input checked="" type="checkbox"/> Governing Board Chair | |

Signature: _____

Typed Name: Lee Adams

Title: Chair, District 1, Board of Supervisors

PROJECT SUMMARY

1. Subaward #:

3. PERFORMANCE PERIOD

2. PROJECT TITLE

County Victim Services Program

07/01/2016 to 06/30/2018

4. SUBRECIPIENT

Name: County of Sierra Phone: 530.289.3269

Address: PO Box 457 Fax #: 530.289.2822

City: Downieville Zip: 95936

5. GRANT AMOUNT

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

\$ 160,360

6. IMPLEMENTING AGENCY

Name: Sierra County District Attorney Phone: 530.289.3269 Fax #: 530.289.2822

Address: PO Box 457 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 restraining orders, Community Corrections Partnership (CCP) and Victim Information Notification Everyday (VINE).

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

(if applicable)

75-100

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$50,938			\$50,938
		\$109,422		\$109,422
				\$0
				\$0
				\$0
				\$0
Totals:	\$50,938	\$109,422	\$0	\$160,360

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

Subrecipient: County of Sierra Subaward #: _____

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.

Subrecipient: Sierra County Subaward #: _____

VSSC PLAN: Sierra is a very unique county with approximately 3500 residents. Victims of all crimes are assisted by the Sierra County Victim/Witness Assistance Program. One-on-one personalized service is top-notch in our county with our population being so low. The gaps/needs of our county may be different than most. Our needs/gaps are not direct crime victim services, but are necessary for essential activity to ensure that quality direct services are provided. The grantee has no other source of support for them.

The salary of the Coordinator is not fully funded by the Victim/Witness Assistance (VW) Grant. Funding from the XC Grant could cover the remaining cost for the next two years. Day to day operations for the VW Program have been carried by the general fund since all the VW Grant is used for salary such as vehicle fuel, maintenance, tires, rent, communication, office supplies and trainings.

The office in Loyalton is in dire need of help. The furniture is literally from the late 80's – early 90's. Desks are falling apart, chairs are not ergonomically correct, computers and printers are outdated and the outside VW sign needs repaired. The Sierra Superior Court victim waiting room is in the same situation. With only having one courtroom, many victims and their families wait in that room away from the courtroom hallway where traffic is heavy.

Besides the in-state mandatory trainings, the National Organization for Victim Assistance (NOVA) training is in Charlotte, NC this August. Victim/Witness, Sheriff and Sierra SAFE would like to attend this training to learn dignity and compassion for those harmed by crime and crisis.

The Sierra County Victim/Witness Assistance Program has been designated as the administrator of the XC Grant, as it currently is a direct victim service provider, and will act as the single point of contact for the grant.

The VSSC will meet quarterly and will maintain communication throughout the duration of the grant.

The VSSC has compiled a list of operating expenses that will be fulfilled in the grant timeframe.

The current advocate splits her time between Downieville and Loyalton. Volunteers are used in

2016/17 & 2017/18

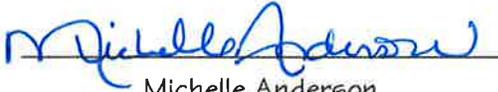
County Victim Services (XC) Program RFA
Victim Services Steering Committee (VSSC) Sierra County



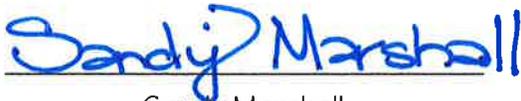
Lawrence R. Allen
District Attorney



Jeff Bosworth
Chief/Probation



Michelle Anderson
Correctional Sergeant



Sandy Marshall
Coordinator/Victim/Witness



Darden Bynum
Director/Health & Human Services



Suzanne Shelton
Project Director/Sierra SAFE



Lee Kirby
Court Executive Officer



**Superior Court of California
In and for the County of Sierra**

**100 Courthouse Square
P.O. Box 476
Downieville, CA 95936
(530)289-3698
Fax (530)289-0205
superiorcourt@sierracourt.org**

**Charles H. Ervin
PRESIDING JUDGE**

**Lee E. Kirby
COURT EXECUTIVE OFFICER**

**Yvette Durant
COMMISSIONER**

May 24, 2016

To Cal OES:

The Superior Court of California, County of Sierra, submits this letter in support of the county application for grant funding through the County Victim Services Program. Although the Court cannot, consistent with its role as an impartial arbiter, sign the Victim Services Steering Committee plan, the Court supports the county's application for these grant funds.

Please feel free to contact me if you have any questions about this letter or the Court's participation in the Victim Services Steering Committee.

Regards,

A handwritten signature in blue ink, appearing to read "Lee E. Kirby". The signature is fluid and cursive, with a large initial "L" and "K".

**Lee E. Kirby
Court Executive Officer**

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: SIERRA COUNTY			
B. Operating Expenses	VOCA 15	IN-KIND MATCH	COST
VEHICLE			\$0
Fuel \$150 x 100% x 24 = \$3,600	\$3,600		\$3,600
Service \$100 x 100% x 24 = \$2,400	\$2,400		\$2,400
Tires \$135 x 100% x 24 = \$3,240	\$3,240		\$3,240
			\$0
COMMUNICATIONS			\$0
Land Line/Loyalton \$50 x 100% x 24 = \$1,200	\$1,200		\$1,200
Cell \$65 x 100% x 24 = \$1,560	\$1,560		\$1,560
Internet/Loyalton \$38 x 100% x 24 = \$912	\$912		\$912
New Cell Phones 4 x \$949 = \$3,796	\$3,796		\$3,796
			\$0
SIERRA CO. SHERIFF			\$0
SART Exam Funds 5 x \$1000 = \$5,000	\$5,000		\$5,000
			\$0
SIERRA SUPERIOR COURT			\$0
Victim Lounge Furniture	\$5,000		\$5,000
			\$0
DISTRICT ATTORNEY'S OFFICE			\$0
Shredder	\$1,300		\$1,300
Desk Chair	\$400		\$400
Office Supplies (stamps, envelopes, folders etc.)	\$1,000		\$1,000
			\$0
VICTIM/WITNESS-LOYALTON			\$0
Desk	\$1,800		\$1,800
Computer, Monitor, Printer	\$5,000		\$5,000
Desk Chair	\$400		\$400
Office Supplies	\$5,000		\$5,000
(TP, Cleaning, Paper Towels, Soap, Ink, Stamps)			\$0
(Paper, Folders, Web Security, Light Bulbs etc.)			\$0
			\$0
SIERRA SAFE			\$0
Desk	\$1,800		\$1,800
Desk Chair 3 x \$400 = \$1200	\$1,200		\$1,200
Refrigerator	\$1,976		\$1,976
Victim Lounge Furniture	\$5,000		\$5,000
			\$0
RENT/LOYALTON			\$0
\$100 x 100% x 24 = \$2,400	\$2,400		\$2,400
			\$0
VW OUTDOOR SIGN REPAIR	\$2,000		\$2,000
			\$0
TRAININGS			\$0
In-State Trainings	\$5,000		\$5,000
Out-of-State Trainings (see attached)			\$0
(NOVA) 4 x \$1903 = \$7,612 x 2 years = \$15,224	\$15,224		\$15,224
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Operating Section Totals	\$76,208	\$0	\$76,208
OPERATING SECTION TOTAL			\$76,208

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.

3,240

SIERRA COUNTY ORGANIZATIONAL CHART
XC GRANT

District Attorney

Victim/Witness

Probation

Sheriff's Office

Health & Human Services

Sierra SAFE

Sierra Superior Court

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.

PRINT

RESET

Subaward #: _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Sierra County
Project Director: Lawrence R. Allen Phone #: 530.289.3269
Address: PO Box 457
City: Downieville Zip: 95936

ATTENDEE(S)

Name: Sandy Marshall
Title: Victim/Witness Coordinator Phone #: 530.289.3269
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 08/20/2016-08/25/2016
Destination (City/State) Charlotte, NC
Description (Meeting/Conference/Other) (NOVA) National Organization for Victim Assistance
NOVA's 42nd Annual Training Event

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Victim/Witness training to find dignity and compassion for those harmed by crime and crisis.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove

Program Specialist

Date

Unit Chief

Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state’s travel policy? Please specify:

Internal Travel Policy State Travel Policy

Date of Trip: 08/20/2016-08/25/2016

Destination: Charlotte, NC

Purpose: 2016 NOVA Annual Training

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ 640
Additional Airport Expenses	
Mileage: (57.5 cents per mile)	\$ 106
Taxi/Shuttle:	\$
Parking:	\$ 84
Auto Expenses:	
Private Car:	\$
Rental Car:	\$ 360
State/Agency Car:	\$
HOTEL/PER DIEM	
Hotel:	
<u>5</u> days @ <u>\$ 135</u> per day =	\$ 675
Per diem:	
<u>6</u> days @ <u>\$ 46</u> per day =	\$ 276
OTHER EXPENSES	
Registration/Conference Fee: NOVA registration fee	\$ 395
Hotel in Reno 08/19/2016	\$ 120
Per Diem 08/19/2016	\$ 23
_____	\$
_____	\$
_____	\$
TOTAL COSTS NOT TO EXCEED:	\$ 2679

PRINT

RESET

Subaward #: _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Sierra County

Project Director: Lawrence R. Allen Phone #: 530.289.3269

Address: PO Box 457

City: Downieville Zip: 95936

ATTENDEE(S)

Name: Michelle Anderson

Title: Correctional Sergeant Phone #: 530.289.3700

Name: _____

Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 08/20/2016-08/25/2016

Destination (City/State) Charlotte, NC

Description (Meeting/Conference/Other) (NOVA) National Organization for Victim Assistance

NOVA's 42nd Annual Training Event

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Victim/Witness training to find dignity and compassion for those harmed by crime and crisis.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove

Program Specialist

Date

Unit Chief

Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state’s travel policy? Please specify:

Internal Travel Policy



State Travel Policy



Date of Trip: 08/20/2016-08/25/2016

Destination: Charlotte, NC

Purpose: 2016 NOVA Annual Training

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare:

\$ 640

Additional Airport Expenses

Mileage: (57.5 cents per mile)

\$ _____

Taxi/Shuttle:

\$ _____

Parking:

\$ _____

Auto Expenses:

Private Car:

\$ _____

Rental Car:

\$ _____

State/Agency Car:

\$ _____

HOTEL/PER DIEM

Hotel:

_____ days @ \$ _____ per day =

\$ 0

Per diem:

6 _____ days @ \$ 46 _____ per day =

\$ 276

OTHER EXPENSES

Registration/Conference Fee: NOVA registration fee

\$ 395

Hotel in Reno 08/19/2016

\$ _____

Per Diem 08/19/2016

\$ 23

\$ _____

\$ _____

TOTAL COSTS NOT TO EXCEED:

\$ 1334

PRINT

RESET

Subaward #: _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Sierra County

Project Director: Lawrence R. Allen Phone #: 530.289.3269

Address: PO Box 457

City: Downieville Zip: 95936

ATTENDEE(S)

Name: Kasey Coonrod

Title: Sierra SAFE Advocate Phone #: 530.993.1237

Name: _____

Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 08/20/2016-08/25/2016

Destination (City/State) Charlotte, NC

Description (Meeting/Conference/Other) (NOVA) National Organization for Victim Assistance

NOVA's 42nd Annual Training Event

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Victim/Witness training to find dignity and compassion for those harmed by crime and crisis.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove

Program Specialist

Date

Unit Chief

Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state’s travel policy? Please specify:

Internal Travel Policy State Travel Policy

Date of Trip: 08/20/2016-08/25/2016
 Destination: Charlotte, NC
 Purpose: 2016 NOVA Annual Training

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ <u>640</u>
Additional Airport Expenses	
Mileage: (57.5 cents per mile)	\$ <u>52</u>
Taxi/Shuttle:	\$ _____
Parking:	\$ <u>84</u>
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ _____
State/Agency Car:	\$ _____
 HOTEL/PER DIEM	
Hotel:	
<u>5</u> days @ <u>\$ 135</u> per day =	\$ <u>675</u>
Per diem:	
<u>6</u> days @ <u>\$ 46</u> per day =	\$ <u>276</u>
 OTHER EXPENSES	
Registration/Conference Fee: NOVA registration fee	\$ <u>395</u>
Hotel in Reno 08/19/2016	\$ <u>120</u>
Per Diem 08/19/2016	\$ <u>23</u>
_____	\$ _____
_____	\$ _____
TOTAL COSTS NOT TO EXCEED:	\$ <u>2265</u>

PRINT

RESET

Subaward #: _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Sierra County
Project Director: Lawrence R. Allen Phone #: 530.289.3269
Address: PO Box 457
City: Downieville Zip: 95936

ATTENDEE(S)

Name: Suzanne Shelton
Title: Project Director/Sierra SAFE Phone #: 530.993.1237
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 08/20/2016-08/25/2016
Destination (City/State) Charlotte, NC
Description (Meeting/Conference/Other) (NOVA) National Organization for Victim Assistance
NOVA's 42nd Annual Training Event

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Victim/Witness training to find dignity and compassion for those harmed by crime and crisis.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve **Disapprove**

Program Specialist Date

Unit Chief Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state’s travel policy? Please specify:

Internal Travel Policy

State Travel Policy

Date of Trip: 08/20/2016-08/25/2016

Destination: Charlotte, NC

Purpose: 2016 NOVA Annual Training

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare:

\$ 640

Additional Airport Expenses

Mileage: (57.5 cents per mile)

\$ _____

Taxi/Shuttle:

\$ _____

Parking:

\$ _____

Auto Expenses:

Private Car:

\$ _____

Rental Car:

\$ _____

State/Agency Car:

\$ _____

HOTEL/PER DIEM

Hotel:

_____ days @ \$ _____ per day =

\$ 0

Per diem:

6 _____ days @ \$ 46 _____ per day =

\$ 276

OTHER EXPENSES

Registration/Conference Fee: NOVA registration fee

\$ 395

Hotel in Reno 08/19/2016

\$ _____

Per Diem 08/19/2016

\$ 23

_____ \$ _____

_____ \$ _____

TOTAL COSTS NOT TO EXCEED:

\$ 1334