



October 28, 2014

Krishna A. Abrams, District Attorney
Solano County
675 Texas Street, Suite 4500
Fairfield, CA 94533

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Victim/Witness Assistance Program
Award #: VW14 33 0480, Cal OES ID: 095-00000

Dear Ms. Abrams:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$299,722, subject to Budget approval. A copy of your approved subgrant is enclosed for your records.

Cal OES will make every effort to process payment requests within 60 days of receipt.

This subgrant is subject to the Cal OES Recipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Recipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subgrant, please contact your Program Specialist.

PSVS Grant Processing

Enclosure

c: Recipient's file

ML 595800

KL
511

(Cal OES Use Only)

Cal OES# 095-00000-10 FIPS# 095-00000 VS _____ CFDA# _____ Grant# VW14330480

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

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

- 1. **Grant Recipient:** County of Solano 1a. DUNS# 043278352
In the amount and for the purpose and duration set forth in this Grant Award.
- 2. **Implementing Agency:** Solano County District Attorney's Office 2a. DUNS# 043278352
- 3. **Implementing Agency Address:** 675 Texas Street Suite 4500 Fairfield 94533-6340
Street City Zip+4
- 4. **Location of Project:** Fairfield Solano 94533-6340
City County Zip+4
- 5. **Disaster/Program Title:** Victim Witness Assistance Program
- 6. **Performance Period:** 07/01/14 to 06/30/15
07/07/14

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2014	7. VOCA		\$116,412				\$0	\$116,412
2014	8. VWA0	\$157,258					\$0	\$157,258
2013	9. VOCA		\$26,052				\$0	\$26,052
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$157,258	\$142,464	\$299,722	\$0	\$0	\$0	120. Total Project Cost: \$299,722

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

14. **Official Authorized to Sign for Applicant/Grant Recipient:** Name: Krishna A. Abrams Title: District Attorney

Telephone: (707) 784-6800 (area code) FAX: (707) 784-7986 (area code) Email: KAbrams@solanocounty.com

Payment Mailing Address: 675 Texas Street Suite 4500 City: Fairfield Zip+4: 94533-6340

Signature: Krishna A. Abrams Date: August 28, 2014

15. **Federal Employer ID Number:** 94-6000538

(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.

Sara Stillwell 10/24/14 [Signature] 10/24/14
Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2014/15 / Chapter: 25/ PCA No: 18204
Item: 0690-101-0890 Fed Cat. #: 16.575
Component: 40.20.451
Program: Victim/Witness Assistance Program
Fund: Federal Trust
Match Req.: 20% C/IK based on TPC-Match met by VWA Funds
Project No.: 14VOCA Amount: \$ 116,412

Yr: 2014/15 / Chapter: 25/ PCA No: 18003
Item: 0690-101-0890 Fed Cat. #: 16.575
Component: 40.20.451
Program: Victim/Witness Assistance Program
Fund: Federal Trust
Match Req.: 20% C/IK based on TPC-Match met by VWA Funds
Project No.: 13VOCA Amount: \$ 26,052

Yr: 2014/15 / Chapter: 25/ PCA No: 14250
Item: 0690-102-0425 Fed Cat. #: N/A
Component: 40.20.101
Program: Victim/Witness Assistance Program
Fund: Victim Witness Assistance
Match Req.: None
Project No.: 14VWA0 Amount: \$ 157,258

14 SEP 16 PM 12:59
ACCOUNTING RECEIVED

PROJECT CONTACT INFORMATION

R

Recipient County of Solano Grant Number VW 1433 0480

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: Krishna A. Abrams Title: District Attorney

Telephone #: 707-784-6800 Fax#: 707-784-7986 Email Address: KAbrams@solanocounty.com

Address/City/Zip: 675 Texas Street Suite 4500, Fairfield CA 94533

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

Name: Simona Padilla-Scholtens Title: Auditor-Controller

Telephone #: 707-784-6280 Fax#: 707-784-3553 Email Address: SPadilla@solanocounty.com

Address/City/Zip: 675 Texas Street Suite 2800, Fairfield CA 94533

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

Name: Carolyn Wold Title: Family Violence Prevention Officer

Telephone #: 707-784-7691 Fax#: 707-784-7986 Email Address: cawold@solanocounty.com

Address/City/Zip: 675 Texas Street Suite 4500, Fairfield CA 94533

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

Name: Jason Aguirre Title: Accountant (Entry)

Telephone #: 707-784-3267 Fax#: 707-784-7986 Email Address: JLAguirre@solanocounty.com

Address/City/Zip: 675 Texas Street Suite 2800, Fairfield CA 94533

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

Name: Krishna A. Abrams Title: District Attorney

Telephone #: 707-784-6800 Fax#: 707-784-7986 Email Address: KAbrams@solanocounty.com

Address/City/Zip: 675 Texas Street Suite 4500, Fairfield CA 94533

6. The **Official Designated** by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name: Krishna A. Abrams Title: District Attorney

Telephone #: 707-784-6800 Fax#: 707-784-7986 Email Address: KAbrams@solanocounty.com

Address/City/Zip: 675 Texas Street Suite 4500, Fairfield CA 94533

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

Name: Linda Seifert Title: Chairperson, Solano County Board of Supervisors

Telephone #: 707-784-6100 Fax#: 707-784-6665 Email Address: ljseifert@solanocounty.com

Address/City/Zip: 675 Texas Street Suite 6100, Fairfield CA 94533

SIGNATURE AUTHORIZATION

Grant Award #: VW 14 33 0480

Grant Recipient: County of Solano

Implementing Agency: Office of the District Attorney

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

*Project Director: Krishna A. Abrams

Signature: *Krishna A. Abrams*

Date: 8/28/14

*Financial Officer: Simona Padilla-Scholten

Signature: *Simona P. Scholten*

Date: 9-15-14

The following persons are authorized to sign for the
Project Director

Carolyn A. Wold
Signature

Carolyn Wold, Family Violence Prevention Coordinator

Name

Alexis Eastwood
Signature

Alexis Eastwood, Administrative Services Manager

Name

Signature

Name

Signature

Name

Signature

Name

The following persons are authorized to sign for the
Financial Officer

Phyllis Taynton
Signature

Phyllis Taynton, Assistant Auditor-Controller

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

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

I, Krishna A. Abrams hereby certify that
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: County of Solano
IMPLEMENTING AGENCY: Solano County District Attorney's Office
PROJECT TITLE: Victim Witness Assistance Program

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

I. Federal Grant Funds

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- The above named recipient receives \$500,000 or more in federal grant funds annually.
- The above named recipient does not receive \$500,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (Recipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Jennine Seher
Title: Assistant Director of Human Resources and Interim Equal Emp. Opportunity Officer
Address: 675 Texas Street Suite 1800, Fairfield CA 94533
Phone: 707-784-6170
Email: JMSeher@solanocounty.com

III. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)

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

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

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

V. Lobbying – (Recipient Handbook Section 2154)

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

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

(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

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

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

VIII. Special Condition for Grant Awards with Victims of Crime Act (VOCA) Fund

- The grant recipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines, and the Office of Justice Programs Financial Guide.

LEVS Budget Summary Report

VW14 Victim/Witness Assistance Program
 Solano County
 Victim Witness Assistance Program

Award #: VW14 33 0480
 Award Period: 07/01/14 - 06/30/15
 Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	13VOCA	26,052	0	26,052	0	26,052
F	14VOCA	116,412	0	116,412	0	116,412
S	14VWA0	157,258	0	157,258	0	157,258
Total A. Personal Services - Salaries/Employee Benefits:		299,722	0	299,722	0	299,722

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	13VOCA	0	0	0	0	0
F	14VOCA	0	0	0	0	0
S	14VWA0	0	0	0	0	0
Total B. Operating Expenses:		0	0	0	0	0

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	13VOCA	0	0	0	0	0
F	14VOCA	0	0	0	0	0
S	14VWA0	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	0	0	0	0	0
Total Funded:	299,722	0	299,722	0	299,722
Total Project Cost:	299,722	0	299,722	0	299,722

F/S/L (Funding Types): F=Federal, S=State, L=Local Match
 Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

Budget Narrative

The attached budget reflects a request for funding in the amount of \$299,722, of which \$267,961 will be utilized to fund 3 FTE Victim Witness Assistants within the Solano County District Attorney's Crime Victim Assistance Unit (CVAU). The attached budget also reflects \$31,761 in salary and FICA expense to fund an Extra Help Victim Witness Assistant at 960 hours. The budget for the Extra Help Victim Witness Assistant represents the costs for hiring an equivalent to a CalPERS 960 annuitant, thus the Step 5 hourly wage. The proposed budget supports the program's objectives and activities by continuing to employ 3 full-time Victim Witness Assistants who provide all mandatory and many optional services to victims and witnesses of crime in Solano County. The proposed budget covers approximately 85% of 3 FTE Victim Witness Assistants salary and benefit costs, as well as 100% of the proposed Extra Help Victim Witness Assistant. 100% of overhead costs, including overtime, supervision, and management, office space, computers and equipment, services and supplies, and mileage are covered by appropriations from the County's General Fund.

All three Victim Witness Assistants are highly qualified, including one who's provided CVAU services to victims of crime in Solano County for over 20 years, and served the CVAU in a supervising capacity when grant funding provided for that. Job duties include direct services to victims and witnesses of violent crime. Their services include crisis intervention, informal counseling, resource referrals, orientation into the criminal justice system, court accompaniment and support, and more. A Victim Witness Assistant position description is attached for reference.

Project funded staff spend 100% of their time providing direct support services to crime victims and witnesses. The coordinator position is funded from the County's General Fund and will be responsible for recruiting and training volunteers, outreach to the community and project partners, staff training and grant reporting. The Administrative Services Manager will be responsible for ensuring all grant expenditures meet with CalOES guidelines. We do not have any subcontracts or unusual expenditures.

Applicant: Solano District Attorney

Grant Number: VW 14 33 0480 ¹²

Project Narrative

The Solano County District Attorney's Office Crime Victim Assistance Program (CVA) is located in the District Attorney's main office in Fairfield, with one CVAU staff located within the DA's branch office in Vallejo. The District Attorney's Office currently employs 50 ~~are~~ attorneys, 35 support staff, and 21 investigative staff, 7 staff at the Forensics Lab and four staff assigned to the Victim Witness Unit. Additionally, the District Attorney's Office has taken on the Office of Family Violence Prevention which consists of 6 regular staff and two volunteer advocates.

A priority of the District Attorney is to prosecute all misdemeanor and felony cases in the most efficient way possible. The Solano County District Attorney's Office Crime Victim Assistance Unit (CVAU) was implemented in 1985 with a Program Coordinator and an advocate. During the past 29 years the county population and the number of crimes increased tremendously. In past years, the program reached a maximum staff of eight which included four advocates, two paralegals and a clerical position.

Problem Statement

The Crime Victim Assistance Unit (CVAU) within the District Attorney's Office has suffered significant budgetary reductions in the past several years. Today, the Unit is staffed by four full-time Crime Victim Assistance Advocates. One of these Victim Assistance Advocates, hired in March of 2014, is funded by AB109-Realignment. At this time, the CVAU is reviewing the scope that an AB109-Realignment position applies, with the ultimate goal to integrate this position into the larger Victim/Witness program. Until 2011, the CVAU was supervised by the Lead Investigator within the District Attorney's Office. This proved to be problematic as the Lead Investigator lacked knowledge and expertise in crime victim compensation processes and, as with the CVAU, experienced significant staff reductions,

Applicant: Solano District Attorney

Grant Number: VW 14 33 0480

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making it difficult to find time to adequately supervise the work of the CVAU.

In October 2011, the District Attorney assigned supervision and coordination of the CVAU to the Director of the Office of Family Violence Prevention, a unit that was placed under the District Attorney's Office in July 2011. The Director is funded from a budget unit separate from the CVAU and the District Attorney's administrative budget. The District Attorney desired to provide more appropriate supervision and support to the CVAU and improve outcomes for all victims and witnesses seeking services from the CVAU. Even with these changes, the CVAU is still painfully understaffed and does not have any administrative support to assist the Unit with processing paperwork, applications, returning phone calls from victims and witnesses, or providing intake services for new victims or witnesses. Although the CVAU is woefully resource scarce, the Unit continues to provide all of the mandatory services pursuant to Penal Code Section 13835.

The CVAU spends one-hundred percent of their time providing both mandatory and optional services to victims and witnesses. The Unit functions as a link between the clients and the prosecutors, advocating for the victim/witness but realizing the complexity of the office's role in prosecuting offenders. With an increasing caseload and the staff reductions it is often difficult or impossible to provide the services in an effective and timely manner.

Our CVAU would be in severe jeopardy if Cal OES funding were to be reduced or eliminated. The District Attorney's budget would not be able to support the program at the present level, if at all.

Demographics

Vallejo is the largest of Solano County's seven cities, with the City of Fairfield serving as the County Seat.

Applicant: Solano District Attorney

Grant Number: VW 14 33 0480 ^π

Other cities in the county include Benicia, Dixon, Rio Vista, Suisun City, and Vacaville. Bordered by Napa, Yolo, Sacramento, and Contra Costa Counties, Solano County is geographically dispersed and covers 909.4 square miles, including 84.4 square miles of water area and 675.4 square miles of rural land. Solano County's population is estimated at 424,788 according to 2013 U.S. Census Data, the population of Solano County is 60.6% White, 24.8% Hispanic, 15% Black, 15.5% Asian, 6.6% multiracial, 1.2% American Indian, and 1.0% Pacific Islander. The median age is 36.9 years (2010). Of Solano County's residents, 29.9% speak a language other than English; of those not born in the United States and living in Solano County, 50.2% are not U.S. Citizens. According to the Bureau of Labor Statistics, unemployment in Solano County was at 7% in May 2014.¹ Between 2005 and 2010, there was a reduction of 7.5% in Private Sector Employment and a 4.7% reduction in government employment. As of June 2014, 20% of mortgaged Solano homes were reported to be worth less than what was owed on them, compared to the national average of 12.7%.²

Solano County is home to Travis Air Force Base (TAFB), the home of the 60th Air Mobility Wing, the largest air mobility organization in the Air Force. The Base has limited housing, resulting in a majority of enlisted personnel and their families residing off base. Many of these families experience crime and rely on non-military resources for services. The California State Prison at Vacaville and the California Medical Facility are also located in Solano County. As military personnel deploy to and from the base and prisoners move into and out of the local prison facilities, Solano County experiences a high degree of transience among many of its families. Additionally, California's recent Criminal Justice Realignment means that thousands of offenders who were incarcerated in the State's prison system are

¹ Unemployment Rate in Solano County, CA <http://research.stlouisfed.org/fred2/series/CASOLA5URN>

² Raskin-Zrihen, Rachel. "More Solano County homes with equity, fewer under water." The Vacaville Reporter. June 7, 2014.

Applicant: Solano District Attorney

Grant Number: VW 14³³ 0480⁷²

now being released to our communities to serve out their time on "Post Community Release Supervision". Victims of their past crimes and criminal justice professionals are concerned about the impact these newly released prisoners will have on our communities and on already strained victim resources.

Plan

Currently, the CVAU employs one bilingual (Spanish) advocate who is physically located at the Vallejo satellite office. All three of the advocates are equipped to work with elderly victims and witnesses of crime and have resources available from the Area Agency on Aging when needed. With additional grant funding provided, the unit would be able to expand the services by hiring an additional extra-help victim witness assistant. This individual would assist in fulfilling the needs to increase our direct services by helping staff with day to day tasks. Any new brochures and forms developed for clients will be reviewed by the appropriate community to ensure that the information contained therein is accurate and appropriate.

In the past, the CVAU and the District Attorney's Office was not able to utilize volunteers to provide any services because the county did not have a protocol or policy in place for use of volunteers. The District Attorney and staff were able to work with the Solano County Human Resources Department and affected labor unions to develop, approve and implement a volunteer use policy. Though the CVAU has had an occasional volunteer part time volunteer over the past year, the unit's goal is to maintain two part-time volunteers who will assist advocates. Volunteers will be asked to be available at least eight hours per week and will be required to participate in a 20 hour training program that includes an overview of victim's rights, VOCA funding, court procedures, victim advocacy, knowledge of available resources, key county and partner contacts, and general administrative processes. All volunteers will be subject to a criminal background check prior to being accepted into the

Applicant: Solano District Attorney

Grant Number: VW 14 33 0480 ¹²

program.

Typical duties of volunteers are anticipated to be:

- Returning general information phone calls
- Court accompaniment
- Resource referral
- Some intake duties
- Recruiting other Volunteers
- General filing and office duties

The majority of referrals come from the 8 law enforcement agencies in Solano County which include the cities of Benicia, Vallejo, Suisun, Fairfield, Vacaville, Dixon, Rio Vista and the Sheriff's Office, plus the Highway Patrol, Department of Fish & Game and Department of Defense agencies such as the Department of the Air Force. The CVAU also receives referrals from the local domestic violence and sexual assault programs, the Solano Family Justice Center (LIFT3 DV Shelter Agency, Child Haven, Safe Harbor Supervised Visitation program, Pro-Bono Attorney, Sheriff's Office and OFVP Social Workers) and from other community based agencies. All of law enforcement agencies are partners and provide referrals for homicides, domestic violence, sexual assault, and child crimes. The SFJC partners listed above provide referrals and services to victims of domestic violence, sexual assault and crimes against children including abuse, sexual assault and sex trafficking. Most of the referrals from law enforcement jurisdictions are received via a police report that is forwarded through the District Attorney's intake unit to the CVAU. The identification of potential clients is immediate as the office is a law enforcement agency tasked with all criminal prosecutions in our jurisdiction. This identification is made upon case intake or in the case of a crime where the suspect has not yet been identified, or a complaint charged, by direct phone contact with the law enforcement agency or victim family members.

Applicant: Solano District Attorney

Grant Number: VW 14 33 0480 ⁷²

The CVAU also receives self-referrals meaning that the victim/witness will receive information about available CVAU services and will initiate the call. The CVAU also receives referrals from community based partners such as LIFT3 Support Group and Domestic Violence Shelter, which provides services to victims of domestic violence and sexual assault; the Solano Family Justice Center, which also provides services and referrals to victims of domestic violence, sexual assault and stalking; and Child Haven, an agency that works with child crime victims. The CVAU has Operational Agreements (attached in Application Appendix) with each of the agencies listed above including LIFT3 and Child Haven.

Currently, our underserved population includes the immigrant non-English speaking victims. The CVAU has only one bilingual staff and she is highly requested. Unfortunately, with limited funding, we are unable to provide additional services to this population. It is hoped that, with the additional volunteers, we will be able to serve more of the underserved victims of crime. It is the goal of the CVAU to continually strive to provide services and meet the victim/witnesses' needs as efficiently as possible while providing emotional support, intervention and referrals as needed.

The CVAU's plan is to continue to provide the mandatory services to victims of all types of violent crime, to conduct field visits and, when appropriate, provide intervention and counseling services. Additionally, with the assistance of an additional extra-help victim witness advocate and the use of the District Attorney's new Case Management System, to be implemented in 2014/15, the unit plans to provide new victim statistics and an improvement in the second progress report.

Funding from CalOES will continue to allow the county to provide services to crime victims and witnesses as have been the standard for twenty-nine years. The program will continue

Applicant: Solano District Attorney

Grant Number: VW 14 33 0480 ¹²

to run under the District Attorney's Office, staffed by professional county employees. Lack of an outside funding source would undoubtedly close the program temporarily if not permanently as the District Attorney's Office is unable to support the program on a financial level.

Prior to the CalOES, and its predecessors, the crime victim unit was not in existence and most if not all of these mandatory and optional services were just not available to the public. CalOES funds have never been used to supplant other funds.

Under this grant we will continue to have four full-time crime victim advocates, though only three are funded by CalOES and one by AB109 Realignment. The coordinator duties will be handled by the Director of the Office of Family Violence Prevention. The program will meet all mandated local needs through offices in the cities of Fairfield and Vallejo in close proximity to courthouses in each area. Intervention, referrals to community services, court escort, forms and paperwork assistance will be the staples of our program.

Attached to this proposal is the organizational chart and field office listing, Operational Agreement Summary, and budget.

PROJECT SUMMARY

1. GRANT AWARD NO.

VW 14 33 0480

2. PROJECT TITLE

Victim Witness Assistance Unit Program

3. GRANT PERIOD

7/1/2014 to 6/30/2015

4. APPLICANT

Name: Solano County Phone: 707-784-6800
Address: 675 Texas St, Ste., 4500 Fax #: 707-784-7986
City: Fairfield Zip: 94533

5. GRANT AMOUNT

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

\$ 299,722

6. IMPLEMENTING AGENCY

Name: District Attorney's Office Phone: 707-784-6800 Fax #: 707-784-7986
Address: 675 Texas St., Ste. 4500 City: Fairfield Zip: 94533

7. PROGRAM DESCRIPTION

The Solano County District Attorney's Office Crime Victim Assistance Program (CVA) is located in the district attorney's main office in Fairfield, with one CVAU staff located within the DA's branch office in Vallejo. The District Attorney's Office currently employs 123 employees of which 50 are attorneys, 35 are support staff, 21 are investigative staff, 7 are staff at the Forensics Lab and four are assigned to the Victim Witness Unit. Additionally, the District Attorney's Office has taken on the Office of Family Violence Prevention which consists of 6 regular staff and two volunteer advocates. A priority of the District Attorney is to prosecute all misdemeanor and felony cases in the most efficient way possible

8. PROBLEM STATEMENT

The Crime Victim Assistance Unit (CVAU) within the District Attorney's Office has suffered significant budgetary reductions in the past several years. Today, the Unit is staffed by four full-time Crime Victim Assistance Advocates. One of these Victim Assistance Advocates, hired in March of 2014, is funded by AB109-Realignment. At this time, the CVAU is reviewing the scope that an AB109-Realignment position applies, with the ultimate goal to integrate this position into the larger Victim/Witness program. The CVAU spends one-hundred percent of their time providing both mandatory and optional services to victims and witnesses. The Unit functions as a link between the clients and the prosecutors, advocating for the victim/witness but realizing the complexity of the office's role in prosecuting offenders. With an increasing caseload and the staff reductions it is often difficult or impossible to provide services effectively

9. OBJECTIVES

With additional grant funding provided, the unit would be able to expand the services by hiring an additional extra-help victim witness assistant. This individual would assist in fulfilling the needs to increase our direct services by helping staff with day to day tasks. Any new brochures and forms developed for clients will be reviewed by the appropriate community to ensure that the information contained therein is accurate and appropriate. With the addition of volunteers, we will be able to serve more of the under-served victims of crime. It is the goal of the CVAU to continually strive to provide services and meet the victim/witnesses' needs as efficiently as possible while providing emotional support, intervention and referrals as needed.

10. ACTIVITIES

Volunteers will be asked to be available at least 15 hours per week and will be required to participate in a 20 hour training program that includes an overview of victim's rights, VOCA funding, court procedures, victim advocacy, knowledge of available resources, key county and partner contacts, and general administrative processes. All volunteers will be subject to a criminal background check prior to being accepted into the program.

11. EVALUATION (if applicable)

N/A

12. NUMBER OF CLIENTS

(if applicable)

N/A

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

TL

TL

	Personal Services	Operating Expenses	Equipment	TOTAL
VOCA 14	\$ 116,412 \$87,309			\$ 116,412 \$87,309
VOCA Match	\$29,103			\$29,103
VOCA 13	\$26,052			\$26,052
VOCA Match	\$6,513			\$6,513
VWA 14	\$ 121,642 \$150,745			\$ 121,642 \$150,745
				\$0
Totals:	\$299,722	\$0	\$0	\$299,722

OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the "Grant Funds" column, report the Cal OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES			
(Enter numbers without \$ or decimal points.)			
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services	299,722	57,657	\$357,379
Operating Expenses		5,662	\$5,662
Equipment			\$0
TOTAL	\$299,722	\$63,319	\$363,041

This form does not become part of the grant award.

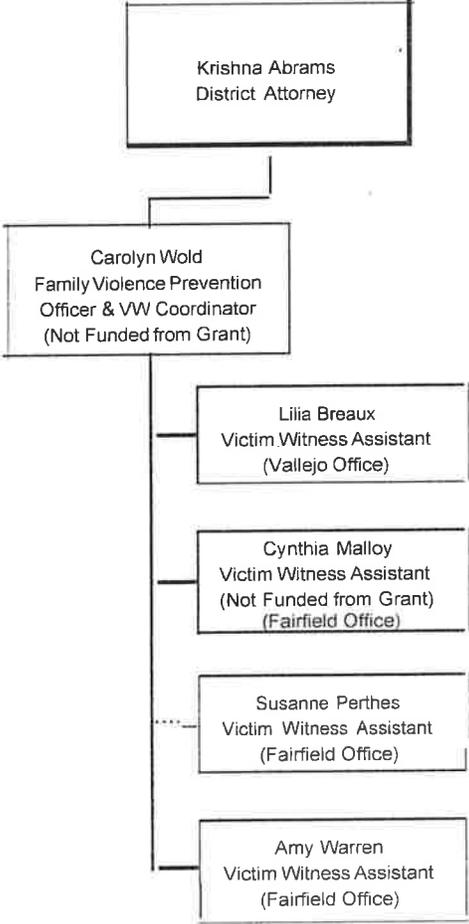
Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. Office of Family Violence Prevention	07/01/2014	07/01/2014	to 06/30/15
2. LIFT3 Support Group & DV Shelter	07/01/2014	07/01/2014	to 06/30/14
3. Fairfield Police Department	07/31/2014	07/01/2014	to 06/30/15
4. Suisun Police Department	07/31/2014	07/01/2014	to 06/30/15
5. Vacaville Police Department	07/31/2014	07/01/2014	to 06/30/15
6. Child Haven	07/01/2014	07/01/2014	to 06/30/15
7. Solano County Sheriffs Office	07/01/2014	07/01/2014	to 06/30/15
8. Solano County Health and Social Services	07/01/2014	07/01/2014	to 06/30/15
9. Dixon Police Department	07/31/2014	07/01/2014	to 06/30/15
10. Safe Harbor for Kids	07/01/2014	07/01/2014	to 06/30/15
11. Solano County Probation	07/01/2014	07/01/2014	to 06/30/15
12.			to
13.			to
14.			to
15.			to
16.			to
17.			to
18.			to
19.			to
20.			to

Use additional pages if necessary.

**Solano County District Attorney
Victim Witness Assistant Unit
2014/2015**

Fairfield Office: 675 Texas St., Ste. 4500, Fairfield, CA 94533 707-784-6844
Vallejo Office: 355 Tuolumne St. Ste., 3200, Vallejo, CA 94590 707-553-5400



SOLANO COUNTY DISTRICT ATTORNEY

VICTIM WITNESS ASSISTANCE UNIT

2014/2015

FIELD OFFICE LISTING

FAIRFIELD OFFICE:

675 Texas St. Suite 4500

Fairfield, CA 94533

707-784-6844

Contact: Carolyn

VALLEJO OFFICE:

355 Tuolumne St., Suite 3200

Vallejo, CA 94590

707-553-5400

Contact: Lilia Breaux

After hours contact for both offices: 707-784-6844

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

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

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY Cal OES
2005-06	DC05160010	\$50,000	Project Director	25%
2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal OES FUNDING
13/14	VW13-320480	\$273,670	3 VW Assistants	91%
12/13	VW12-31-0480	\$273,670	3 VW Assistants	97%
11/12	VW11-30-0480	\$289,997	3 VW Assistants	97%
10/11	VW10-29-0480	\$289,987	Coord.,VWA, Paralegal	N/A
09/10	VW09-28-0480	\$289,987	Coord.,VWA, Paralegal	52%
08/09	VW08-07-27-0480	\$286,218	Coord.,VWA, Paralegal	52%
07/08	VW07-26-0480	\$286,218	Coord.,VWA, Paralegal	52%
06/07	VW06-25-0480	\$286,218	Coord.,VWA, Paralegal	52%
05/06	VW05-24-0480	\$286,218	Coord.,VWA, Paralegal	100%

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.

Solano
675 Texas Street, Ste. 4500
Fairfield, CA 94533

355 Tuolumne Street
Vallejo, CA 94590

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.

3rd* and 5th Congressional Districts

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4th, 11th*, and 14th.

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.

5th*

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

424,788

COUNTY OF SOLANO
VICTIM WITNESS ASSISTANT

Rev. 08/96

DEFINITION

Under general supervision, assists victims of serious crime with obtaining support services and assists prosecuting attorneys by providing court support and witness coordination activities; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the primary responsibility of assisting victims of crime during legal proceedings and with obtaining victim compensation and social mental health services or other support. Incumbents are responsible for witness assessment and coordination in support of case prosecution activities. Incumbents work primarily with victims of domestic violence, sexual assault, child abuse and other personal violence crimes. This class is distinguished from Victim Witness Program Coordinator in that the latter has overall program responsibilities.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Assists Deputy District Attorneys and law enforcement personnel in conducting interviews with victims of crimes who have sustained serious physical and/or emotional injury; assists, counsels and refers victims to available support groups and agencies.
2. Screens and analyzes crime reports to determine eligibility for victim compensation; prepares and processes applications for compensation pursuant to State regulations; represents victims and prepares appeals for denied cases which have merit.
3. Receives case referrals from a variety of sources to provide services which include crisis intervention, service needs assessment, court orientations and escorts, case status information, funeral arrangements and emergency financial assistance.
4. Conducts witness assessment interviews as requested; evaluates case elements to assist Deputy District Attorneys in assessing case prosecutorial criteria; coordinates witness court appearances.
5. May recruit, train and supervise office volunteers; may represent the program through conducting public relations functions; prepares work production and/or caseload statistics.

Victim Witness Assistant

QUALIFICATION GUIDELINES

Education and/or Experience

Considerable experience in a field integrating the legal and social service systems, including some substantial public contact experience, which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying education and experience would be:

Two years of full time experience in a criminal justice or social services agency in a counseling position involving the provision of victim services and/or peer counseling, and 60 semester units from a recognized college or university, including 18 units in social/behavioral science, criminal justice, psychology or related field:

OR

A Masters degree in counseling can substitute for the requisite experience.

Knowledge and Abilities

Considerable knowledge of the Criminal Justice System and court procedures; social service systems; community resources; law enforcement agencies' procedures; dynamics of sexual assault and other violent confrontations and experiences.

Ability to effectively interview clients to obtain thorough, pertinent and accurate information; communicate effectively with people of diverse socio-economic backgrounds and temperaments; demonstrate sensitivity to the cultural/ethnic diversity of the service populations and be sensitive to the needs of special populations including the disabled, young children and the elderly; communicate and deal effectively with individuals and groups in stressful situations; cope effectively with people in crisis, especially children; establish and maintain cooperative working relationships with community organizations, victims, witnesses, court and law enforcement personnel, attorneys, the media and the general public; make effective verbal presentations to small and large groups; attract, train and supervise volunteers; set priorities and work independently; research regulations, procedures and/or technical reference materials; learn to make referrals to local and regional providers of social, medical and other specialized services; project consequences of decisions; maintain confidentiality of information; recognize and respect limit of authority and responsibility; deal effectively with children for extended periods in a confined setting; demonstrate tact, diplomacy, compassion, courtesy and patience.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license is required.

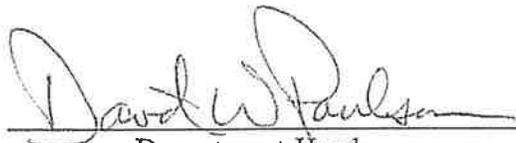
SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside of normal business hours.

Positions allocated to this class may require bilingual skills.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.



Department Head

31 JUL 96
Date

