

# COUNTY OF MENDOCINO

## REQUEST FOR APPROPRIATION, CANCELLATION OR REVISION OF FUNDS

Victim Witness BU 0464  
 Dept. No. DA 2070 Department of District Attorney's Office Date 10-4-17  
05-20-2015

To County Auditor—Controller:

The following request is deemed necessary. Please report as to available balances for forward to County Administrator.

TRANSFER FROM FUND <u>2110</u> BUDGET <u>0464</u>			AUDITOR BALANCE	TRANSFER TO FUND <u>2110</u> BUDGET <u>0464</u>			AUDITOR BALANCE
<i>Series 1000 Debit</i>				<i>Series</i>			
93	861011	\$ -23,672		93	862060	\$ 783	
93	861021	\$ -7,784		93	862120	\$ 718	
93	861022	\$ -1,370		93	862150	\$ -210	
93	861023	\$ -318		93	862170	\$ 3,335	
93	861024	\$ -3,832		93	862187	\$ -2,860	
	861030	-4,707			862239	\$ 2,341	
					862253	\$ -300	
	TOTAL	-41,683			864370	\$ 37,876	
				4000	Total	\$ 41,683	

FILE COPY

Annual budget had available funds at fiscal year end (Sept. 20) due to one position vacancy for 23 pay periods, and had budgeted to replace carpool, which did not happen. Wish to redistribute funds to purchase vehicle.  
 JUSTIFICATION: As stated above or attached memo. DEPARTMENT HEAD By [Signature]

To COUNTY ADMINISTRATOR

☐ Sufficient balances remain in the accounts indicated to effect transfer as requested.

☐ Insufficient balances are available to meet the above request within departmental budget. Requires transfer of \$ \_\_\_\_\_ from other sources.

REMARKS:

No. \_\_\_\_\_ Date \_\_\_\_\_ AUDITOR-CONTROLLER By \_\_\_\_\_

COUNTY ADMINISTRATOR ☐ RECOMMENDATION ☐ APPROVAL ☐ DENIED

COMMENTS:

Date \_\_\_\_\_

COUNTY ADMINISTRATOR

ACTION OF BOARD OF SUPERVISORS:

☐ Approved as requested ☐ Approved as revised ☐ Other

REMARKS:

Date \_\_\_\_\_

By: \_\_\_\_\_  
 Deputy Clerk, Board of Supervisors

J. E. No. \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_

Auditor's Copy - White  
 Bd. of Supervisors - Yellow  
 Department - Blue

Chief Admin. - Golden rod  
 Auditor's File - Green  
 Requesting Dept. - Pink

## Budget Amendment Worksheet

	Original Budget	Proposed Change	Revised Allocation	Proposed Change	Current Allocation
<b>BU 0464</b>			<b>Annual</b>		<b>Annual</b>
<b>Victim Witness Assistance Program</b>	<b>Original</b>		<b>Budget</b>		<b>Budget</b>
<b>July 1, 2016 through September 30, 2017</b>	<b>Budget</b>		<b>Modification 1</b>		<b>Modification 2</b>
<b>Revenues</b>					
825810	(43,725)	43,725.00	-		
827700 OTHER REVENUE	(1,500)		(1,500.00)		(1,500.00)
827801 GRANT REVENUE VOCA15	(22,000.00)		(22,000.00)		(22,000.00)
827801 GRANT REVENUE VOCA16	(148,517.00)	(93,305)	(241,822.00)		(241,822.00)
827801 GRANT REVENUE VAWO	(84,758.00)		(84,758.00)		(84,758.00)
<b>827801 GRANT REVENUE SUBTOTAL</b>	<b>(255,275)</b>	<b>(93,305.00)</b>	<b>(348,580.00)</b>		<b>(348,580.00)</b>
<b>Total Revenues</b>	<b>(300,500)</b>	<b>(49,580.00)</b>	<b>(350,080.00)</b>		<b>(350,080.00)</b>
<b>Expenses</b>					
861011 REGULAR EMPLOYEES	164,175	17,654.00	181,829.00	(23,672.00)	158,157.00
861012 EXTRA HELP		-			-
861013 OVERTIME REG EMP		-			-
861021 CO CONT TO RETIREMENT	46,920	5,150.00	52,070.00	(7,784.00)	44,286.00
861022 CO CONT TO OASDI	9,165	1,107.00	10,272.00	(1,370.00)	8,902.00
861023 CO CONT TO OASDI-MEDIC	2,143	262.00	2,405.00	(318.00)	2,087.00
861024 CO CONT TO RET INCREMENT	17,708	2,216.00	19,924.00	(3,832.00)	16,092.00
861030 CO CONT TO EMPLOYEE INSURANCE	48,360	683.00	49,043.00	(4,707.00)	44,336.00
<b>Personnel Subtotal</b>	<b>288,471</b>	<b>27,072.00</b>	<b>315,543.00</b>	minus <b>(41,683.00)</b>	<b>273,860.00</b>
861031 CO CONT UNEMPLOYMENT INSURANCE	1,231	-	1,231.00		1,231.00
861035 CO CONT WORKERS COMPENSATION I	73	-	73.00		73.00
<b>Series 1000 Personnel Subtotal</b>	<b>289,775</b>	<b>27,072.00</b>	<b>316,847.00</b>		<b>275,164.00</b>
862060 COMMUNICATIONS	1,617	-	1,617.00	783.00	2,400.00
862101 INSURANCE-GENERAL	1,238	-	1,238.00	-	1,238.00
862120 MAINTENANCE-EQUIPMENT		-		718.00	718.00
862150 MEMBERSHIPS	210	-	210.00	(210.00)	-
862170 OFFICE EXPENSE	4,000	-	4,000.00	3,335.00	7,335.00
862187 EDUCATION & TRAINING	2,860	-	2,860.00	(2,860.00)	-
862239 SPEC DEPT EXP	500	22,508.00	23,008.00	2,341.00	25,349.00
862253 TRAVEL & TRSP OUT OF COUNTY	300	-	300.00	(300.00)	-
<b>Series 2000 Subtotal</b>	<b>10,725</b>	<b>22,508.00</b>	<b>33,233.00</b>	plus <b>3,807.00</b>	<b>37,040.00</b>
864370 EQUIPMENT	-			37,876.00	37,876.00
<b>Series 4000 Subtotal</b>	<b>-</b>		<b>-</b>	plus <b>37,876.00</b>	<b>37,876.00</b>
865380 INTRAFUND TRANSFERS					
865802 OPERATING TRANSFER OUT					
<b>Series 5000 Subtotal</b>	<b>-</b>		<b>-</b>		<b>-</b>
<b>Total Expenses</b>	<b>300,500</b>	<b>49,580.00</b>	<b>350,080.00</b>	<b>-</b>	<b>350,080.00</b>
<b>Net County Cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



September 29, 2017

RECEIVED

OCT 04 2017

MENDOCINO COUNTY  
DISTRICT ATTORNEY

C. David Eyster  
County of Mendocino District Attorney  
Mendocino County - District Attorney  
100 North State Street, Room G-10  
Ukiah, CA 95482-4416

Subject: **Approval of Subaward Modification #2**  
Victim Witness Assistance Program (VW)  
Subaward #: **VW16 35 0230**

Dear Mr. Eyster:

The California Governor's Office of Emergency Services (Cal OES) has received and approved the enclosed subaward modification request, for the subject grant.

Please contact your Program Specialist if you have any questions about this modification.

VSPS GRANTS PROCESSING

Enclosure

c: Subrecipient file  
Program Specialist

# GRANT SUBAWARD MODIFICATION

MAIL TO: California Governor's Office Of Emergency Services  
3650 Schriever Ave  
Mather, CA 95655:

1. Subaward #: VW 16 35 0230  
2. Modification # 2

3. Subrecipient/Implementing Agency: Mendocino County District Attorney's Office

4. Project Title: Victim Witness Assistance Program

5. Contact Person: Kathryn Cavness Phone: 707-463-4194 Fax: 707-463-4214

Email Address: cavnessk@mendocinocounty.org 6. Performance Period: 7/1/2016 to 9/30/2017

7. Payment Mailing Address: PO Box 1000, Ukiah CA 95482 - 4416

☒ Check here if new.

## 8. Revision to Budget

FISCAL YEAR	Current Allocation Select Acronym from list	Grant Funds				Required Match				Total
		A. Personal Services	B. Operating Expenses	C. Equipment	Fund Total	A. Personal Services	B. Operating Expenses	C. Equipment	Match Total	
15	VOCA	\$21,754	\$246		\$22,000				\$0	\$22,000
16	VOCA	\$209,982	\$31,840		\$241,822				\$0	\$241,822
16	VWA0	\$83,807	\$951		\$84,758				\$0	\$84,758
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0

### Proposed Change {add (+) or subtract (-) from budgeted amount}

15	VOCA	(\$21,754)	(\$246)	\$22,000	\$0				\$0	\$0
16	VOCA	(\$5,745)	\$405	\$5,340	\$0				\$0	\$0
16	VWA0	(\$14,184)	\$3,648	\$10,536	\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0

### Revised Allocation

15	VOCA	\$0	\$0	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$22,000
16	VOCA	\$204,237	\$32,245	\$5,340	\$241,822	\$0	\$0	\$0	\$0	\$241,822
16	VWA0	\$69,623	\$4,599	\$10,536	\$84,758	\$0	\$0	\$0	\$0	\$84,758
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

9. Justification for Modification: (If necessary, continue the justification on page 3.)

☒ Check to Total

Requesting an increase in equipment and operating expenses and a decrease in personnel expenses; one of the budgeted advocate positions was only filled 13 out of the 32 budgeted pay periods, thereby requiring a reallocation of funding.

### 10. Subrecipient Approvals

Richard Welsh, Assistant District Attorney

Kathryn Cavness, Sr. Department Analyst

Project Director (typed name)

Financial Officer (typed name)

Project Director Signature

Date

Financial Officer Signature

Date

Cal OES Approval Signatures

Cal OES USE ONLY

Program Specialist

Date

Unit Chief

Date

Grants Processing

Date

**RECEIVED**  
SEP 29 2017  
BY: 638549

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Mendocino District Attorney				Subaward #: VW 16 35 0230					
				VOCA 15	VOCA 15 Match	VOCA 16	VOCA Match 16	VWA0 16	COST
A. Personal Services – Salaries/Employee Benefits									
Per Pay Period									
POSITION: Advocate									
FTE:	100.00%								
Salary:		\$ 1,823	x 32.5	-	-	44,199	11,050	4,011	59,260
Benefits:	FICA	\$ 99	x 32.5	-	-	2,400	600	218	3,218
	Medicare	\$ 23	x 32.5	-	-	558	139	51	748
	Retirement	\$ 534	x 32.5	-	-	12,947	3,237	1,175	17,359
	Retirement COLA	\$ 213	x 32.5	-	-	5,164	1,291	469	6,924
	Health Insurance	\$ 700	x 32.5	-	-	16,972	4,243	1,540	22,755
POSITION: Advocate									
FTE:	100.00%								
Salary:		\$ 1,769	x 32.5	-	-	42,889	10,742	3,892	57,523
Benefits:	FICA	\$ 105	x 32.5	-	-	2,546	638	231	3,415
	Medicare	\$ 25	x 32.5	-	-	606	152	55	813
	Retirement	\$ 476	x 32.5	-	-	11,541	2,890	1,047	15,478
	Retirement COLA	\$ 152	x 32.5	-	-	3,685	923	334	4,942
	Health Insurance	\$ 229	x 32.5	-	-	5,552	1,391	504	7,447
POSITION: Advocate									
FTE:	100.00%								
Salary:		\$ 1,632	x 13.0	-	-	15,827	3,957	1,436	21,220
Benefits:	FICA	\$ 97	x 13.0	-	-	941	235	85	1,261
	Medicare	\$ 23	x 13.0	-	-	223	56	20	299
	Retirement	\$ 473	x 13.0	-	-	4,587	1,147	416	6,150
	Retirement COLA	\$ 195	x 13.0	-	-	1,891	473	172	2,536
	Health Insurance	\$ 212	x 13.0	-	-	2,056	514	187	2,757
POSITION: Staff Assistant									
FTE:	100.00%								
Salary:		\$ 620	x 16.3	-	-	15,032	3,758	1,364	20,154
Benefits:	FICA	\$ 31	x 32.5	-	-	752	188	68	1,008
	Medicare	\$ 7	x 32.5	-	-	170	42	15	227
	Retirement	\$ 163	x 32.5	-	-	3,952	988	359	5,299
	Retirement COLA	\$ 52	x 32.5	-	-	1,261	315	114	1,690
	Health Insurance	\$ 350	x 32.5	-	-	8,486	2,121	770	11,377
PERSONAL SECTION TOTALS									
				-	-	204,237	51,090	18,533	273,860
PERSONAL SECTION TOTAL									273,860

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

## BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

# VSPS Budget Summary Report

<b>VW16</b>	<b>Victim/Witness Assistance Program</b>	<b>Subaward #: VW16 35 0230</b>
<b>Mendocino County</b>	<b>Performance Period: 07/01/16 - 09/30/17</b>	
<b>Victim Witness Assistance Program (VW)</b>	<b>Latest Request: June 2017, Not Final 201</b>	

## A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	0	0	0	0	0
F	16VOCA	204,237	150,914	53,323	0	53,323
S	16VWA0	69,623	69,186	437	0	437
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>273,860</b>	<b>220,100</b>	<b>53,760</b>	<b>0</b>	<b>53,760</b>

## B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	0	0	0	0	0
F	16VOCA	32,245	0	32,245	0	32,245
S	16VWA0	4,599	0	4,599	0	4,599
<b>Total B. Operating Expenses:</b>		<b>36,844</b>	<b>0</b>	<b>36,844</b>	<b>0</b>	<b>36,844</b>

## C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	22,000	0	22,000	0	22,000
F	16VOCA	5,340	0	5,340	0	5,340
S	16VWA0	10,536	0	10,536	0	10,536
<b>Total C. Equipment:</b>		<b>37,876</b>	<b>0</b>	<b>37,876</b>	<b>0</b>	<b>37,876</b>

<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>348,580</b>	<b>220,100</b>	<b>128,480</b>	<b>0</b>	<b>128,480</b>
<b>348,580</b>	<b>220,100</b>	<b>128,480</b>	<b>0</b>	<b>128,480</b>

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule. Pending=Processed, but not vet in Claim Schedule

09/29/17



### **2015-16 Subrecipient Handbook: 2331 Automobiles**

If automobiles are allowable pursuant to the terms of the program, projects must provide substantial justification demonstrating the grant-related need. If not previously approved in the initial Grant Subaward, then a justification must be submitted with a Grant Subaward Modification (Cal OES Form 2-223) and include the following information:

- a. Describe the need for a vehicle, including the size of the service area and the need to provide direct service away from the office;

Mendocino County is located on the north coast of the U.S. state of California. As of the 2010 census, the population was 87,841 with an area of 3,878 square miles. Our Victim Witness Program serves victims throughout the county including the coastal and northern region populations. These regions are separated from the main office in Ukiah by treacherously winding roads and rugged mountain ranges. Our advocates need a vehicle to travel to these areas as well as to service areas in closer proximity to our Ukiah office.

- b. Describe the lack of available agency vehicles;

The Victim Witness Program currently has two vehicles that are over thirteen years old with over 100,000 miles on them; according to county standards and IRS depreciation tables, these vehicles are considered to be completely depreciated.

- c. Describe the lack of available personal vehicles for which mileage can be charged or a reason why the agency will not allow personal vehicle usage during working hours; and

Mendocino County policy is that county vehicles should be used whenever possible when traveling on county business. Advocates as well as the county do not have vehicles suited for times when advocates have to drive on rough dirt roads to provide client services so we need an all-terrain as well as a reliable vehicle for these situations.

- d. Include a cost analysis for the vehicle purchase as compared to other options, including lease and personal vehicle use with mileage.

Mendocino County mileage reimbursement for employees using their own vehicles is the \$0.54 per mile federal rate. County vehicles have a reimbursement rate of \$0.17 per mile. Since the DA's Office keeps vehicles for the duration of at least twelve years, the cost of a \$36,548 Dodge Durango today would average out to \$3,046 per year. While the current cost of leasing a Durango is approximately \$3,348 per year, over a twelve year period, factoring in a 2.5% annual inflation rate, the leased vehicle would cost about \$46,188 compared to the \$36,548 cost of the purchased vehicle with a savings of approximately \$9,639.