



SUMMARY REPORT

Agenda Date: 2/27/2024

To: Sonoma County Board of Supervisors
Department or Agency Name(s): District Attorney
Staff Name and Phone Number: Shane Lewis 565-3150
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:

Extension of two Grant-Funded Time-Limited Positions funded by the California Governor's Office of Emergency Services and use of Family Justice Center Special Revenue Fund Balance to provide bridge funding for the 1.0 FTE Administrative Aide (Time Limited) funded through the California Office of Emergency Services (CalOES) Family Justice Center Grant Program in the District Attorney's Office

Recommended Action:

- A. Adopt a resolution amending the Department Allocation List to extend 1.0 FTE Victim Witness Advocate II (Time Limited) and 1.0 FTE Administrative Aide (Time Limited) through December 31, 2024.
- B. Adopt a resolution to use Family Justice Center Special Revenue Fund Balance to provide short-term funding for the 1.0 FTE Administrative Aide (Time Limited) through December 31, 2024 which will be funded through the CalOES Family Justice Center Grant Program.

Executive Summary:

The District Attorney is requesting to extend two time-limited positions through December 31, 2024, both positions are funded by CalOES. The Victim Witness Advocate II is funded by the CalOES Unserved/Underserved Victim Advocacy and Outreach Program and the Administrative Aide is funded by CalOES Family Justice Center Grant Program. Due to timing related to onboarding the Victim Witness Advocate, there is sufficient appropriations for the current fiscal year. The department has just received the grant award renewal and will bring this to the Board for approval including an additional extension of the time-limited position. The Administrative Aide is funded by the CalOES Family Justice Center Grant Program due to timing of the grant application bridge funding provided by the Family Justice Center Special Revenue Fund will ensure that these vital services are provided. The department will bring the grant award to the Board which will cover the current requested extension.

The Family Justice Center (FJ) Grant Program is a two-year program that started on April 1, 2022, and expires March 31, 2024. CalOES has recently released the Request for Application for the April 1, 2024, to March 31, 2026, term. This is a non-competitive program for established Family Justice Centers, and funding is expected to be awarded. Applications are due on February 29, 2024, however CalOES has not provided a date by which grantees will be officially notified of the award, and it is possible that notification will not be received until after the start date of the new grant term.

The Unserved/Underserved Victim Advocacy and Outreach Program is a five-year program that is renewed in one-year increments. This program is on a calendar-year term and the first year program expired on December 31, 2023. It has been our experience that renewable grant programs are often delayed in providing notification of approved award extensions, so an additional three months was added to the time-limited position to allow for this delay.

Discussion:

The CalOES Family Justice Center Program provides much-needed funding to provide services to victims of sexual assault/domestic violence, child/elder abuse, dating violence, and stalking in Sonoma County. The purpose of the program is to support fully operational multiagency, multidisciplinary Family Justice Centers with State General Funds.

On April 19, 2022, the Board approved Board Item 22-0150 and added 1.0 FTE Administrative Aide Time Limited Position from April 1, 2022 through March 31, 2024. The position is responsible for supporting and coordinating with Community Based Organizations, managing the client database system, completing programmatic reporting for the various funding sources, identifying new partnerships based on the needs of the clientele, creating policies and procedures around client services provided. Grant funds currently fund approximately 100% percent of the position.

Currently the position is set to expire on March 31, 2024. However, the Department expects to receive additional grant funds for this program. Available funding for the April 1, 2024, to March 31, 2026 program in the amount of \$300,000 per applicant is available. The department will be submitting applications by the February 29, 2024 deadline. Should the full amount of grant funds requested be received, for the period of April 1, 2024, to March 31, 2026, grant funds would provide approximately 90% of the salary and benefits of this position. Salary and benefits for this position is estimated at \$165,355 per year, based on budget projections. The balance of the position will be paid using fund balance.

The Unserved/Underserved Victim Advocacy and Outreach Program provides culturally appropriate direct services to victims of crime who are immigrants. The Victim Witness Advocate II who is supported by this grant participates in outreach and education to immigrant communities to raise awareness of available services and strengthen understanding of the criminal justice system. Grant funds will provide funding for a 1.0 FTE Victim Witness Advocate II Time Limited. Salary and benefits for this position is estimated at \$145,750 per year, based on budget projections and grant funds will cover the entire amount.

On March 14, 2023, the Board approved Board Item 23-0118 and added 1.0 FTE Victim Witness Advocate II Time Limited through March 31, 2024. The position is currently filled and is dedicated to serving victims who are immigrants and collaborating with immigrant-serving organizations. They focus on strengthening relationships with community-based organizations that service immigrant populations to better understand and respond to their unique needs.

At this time, we are requesting to extend both time-limited positions through December 31, 2024 to ensure continuity for these critical programs. When grant awards are received, they will be brought before your Board for permission to accept the awards and extend the positions for the full grant term.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

On April 19, 2022, the Board authorized the District Attorney to execute a contract with the California Governor’s Office of Emergency Services to accept grant funding for the Family Justice Center Grant Program and authorized the extension of the 1.0 FTE time-limited Administrative Aide position to the department allocation table for the grant term of April 1, 2022 through March 31, 2024.

On March 14, 2023, the Board authorized the District Attorney to execute a contract with the California Governor’s Office of Emergency Services to accept a grant award to implement the Unserved/Underserved Victim Advocacy and Outreach Program and authorized the addition of 1.0 FTE Victim Witness Advocate II position to the department allocation table through March 31, 2024.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$233,771.27	\$155,552.21	
Additional Appropriation Requested	\$48,305.07		
Total Expenditures	\$282,076.34	\$155,552.21	
Funding Sources			
General Fund/WA GF Administrative Aide			
State/Federal	\$233,771.27	\$155,552.21	
Fees/Other			
Use of Fund Balance	\$48,305.07		
General Fund Contingencies			
Total Sources	\$282,076.34	\$155,552.21	

Narrative Explanation of Fiscal Impacts:

Both grants are non-competitive and are expected to be renewed. The CalOES UV Grant will extend through December 31, 2024, and will provide full funding for salary and benefits of the Victim Witness Advocate as well as provide funds for direct services to victims.

The next term for the CalOES FJ grant will be April 1, 2024, to March 31, 2026. The award amount is expected to be approximately 10% less than the previous award and is expected to cover 90% of salary and benefits for the Administrative Aide, with the balance being paid using fund balance.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Administrative Aide	\$5,965.68 - \$7,249.26	0 <input type="checkbox"/>	0 <input type="checkbox"/>
Victim Witness Advocate II	\$6,231.79 - \$7,572.77	0 <input type="checkbox"/>	0 <input type="checkbox"/>

Narrative Explanation of Staffing Impacts (If Required):

There are no staffing impacts with the extension of the time-limited positions.

Attachments:

Resolution A - Administrative Aide & Victim Witness Advocate II Position

Resolution B - Budget

Related Items "On File" with the Clerk of the Board:

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