



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: District Attorney
Department No.: 021
Agenda Date: April 8, 2025
Placement: Administrative Agenda
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): John T. Savrnoch, District Attorney
Contact Info: Michael Soderman, Chief Financial & Administrative Officer
SUBJECT: District Attorney Delegated Authority for California Office of Emergency Services
(Cal OES) Grant Programs

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt a Resolution authorizing the District Attorney to appoint a designee(s) to administer the California Office of Emergency Services (Cal OES) grants management system for:
 - i. Cal OES grants for which the District Attorney anticipates applying and seeking the Board of Supervisors' approval during the 2025 calendar year, including:
 1. Victim Witness Assistance Program;
 2. Unserved / Underserved Advocacy Program;
 3. Child Advocacy Center Program (KC);
 4. Human Trafficking Advocacy Program; and
 - ii. Cal OES grants specific to the District Attorney's Office that are approved by the Board through and including December 31, 2028; and
- b) Determine that the above recommended actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4) because they consist of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

This item is before your Board to approve a designee from the District Attorney's Office to administer the Cal OES grants management system for all Cal OES grants specific to the District Attorney's Office that are approved by the Board through and including December 31, 2028. This item is not before the Board to accept any grant awards; upon approval of grant applications by Cal OES, the District Attorney's Office will continue to return to the Board of Supervisors for final authorization to accept the grant awards. Additionally, any new grant applications or awards will still be presented to the Board for review and approval.

Background:

The District Attorney's Office currently maintains a portfolio of six Cal OES grants. Since 1978, the District Attorney has received partial funding through Cal OES to enhance victim assistance service levels without requiring additional County General Fund contributions. The Cal OES grants provide vital funding that enables the District Attorney to provide comprehensive services to crime victims through its Victim-Witness Assistance Program. The Victim-Witness Assistance Program is designated by the Board of Supervisors as the primary provider of help and support to victims of violent crime, as per Penal Code sections 13835 et seq. The Victim-Witness Assistance Program is responsible for advocating on behalf of victims of crime, assisting victims navigate the criminal justice system, and obtaining crime victim compensation in an attempt to mitigate the negative impacts of crime.

The District Attorney's Office receives multiple grant awards from Cal OES for grant programs that continue from year to year. In order to continue these programs, the District Attorney's Office must re-apply for these grants on an annual basis.

Historically, grant applications were submitted via electronic mail. However, in July 2024, Cal OES launched a new grants management system, Grants Central System (GCS), and grant applications must now be submitted via this system. By default, only the department director or designee can submit grant applications, assign user roles, and perform other administrative tasks in the system. In the case of the Santa Barbara County District Attorney's Office, the department director is the elected District Attorney. Since GCS was launched in July 2024, only the elected District Attorney has had the user rights to perform these functions for the District Attorney's Office.

Under the new GCS requirements, Cal OES mandates that a designee, appointed by the head of the organization, be responsible for submitting grant applications and other follow-on grant activities, including, but not limited to, budget modifications and requests for reimbursements to the County for its expenditures. Board approval is required in order to delegate this authority. Operationally, delegating this responsibility to a designee is the most practical and effective course of action. This will ensure that grant applications and related documents are submitted in a timely manner, minimizing delays and maximizing the opportunity for continued program funding. As a result, the District Attorney's Office requests authorization through December 31, 2028, for the District Attorney to appoint a designee who will:

- Register as an authorized user in the GCS.
- Assign user access to necessary District Attorney staff.
- Submit grant applications and perform other grant activities, including, but not limited to, budget modifications and requests for expenditure reimbursements to the County.

Fiscal Analysis:

The approval of this Resolution has no fiscal impact.

Staffing Impacts:

None.

Position Request Summary

N/A

Special Instructions:

Please return the following items to John DeAlba, DA Department Business Specialist:

- a) One (1) Minute Order
- b) One (1) copy of a fully-executed Grant Delegation Resolution

Attachments:

Attachment A – Grant Delegation Resolution

Authored by:

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Department Business Specialist
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