



Fresno County Probation Department

Kirk Haynes, Chief Probation Officer



June 23, 2023

California Governor's Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655

Attn: Victim Witness Assistance (VW) Program

RE: Fresno County Application

Greetings,

Attached please find the electronic copy of Fresno County Probation Department's Victim Witness Assistance (VW) Program application for the grant subaward performance period beginning October 1, 2023 and ending September 30, 2024.

Due to the meeting schedule and processing requirements for agenda items to reach the Fresno County Board of Supervisors, it was not possible to secure formal authorization prior to the submittal of this application.

We expect the application to be submitted to the Board of Supervisors as soon as possible. Upon the Board's approval, the signed Grant Subaward Face Sheet, Certification of Assurance of Compliance, and Subrecipient Grants Management Assessment will be forwarded to your office.

Please let me know if anything further is required.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Kirk Haynes', written over a blue line.

Kirk Haynes
Chief Probation Officer

OFFICE OF THE CHIEF PROBATION OFFICER

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2488

The County of Fresno is an Equal Employment Opportunity Employer

(Cal OES Use Only)

Cal OES #	019-00000-17	FIPS #	019-00000	VS#		Subaward #	VW23 42 0100
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

MR MS

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

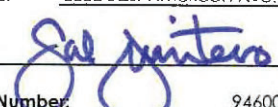
- 1. **Subrecipient:** Fresno County 1a. **UEI#:** XYLKAH3AB4W5
- 2. **Implementing Agency:** Fresno County - Probation Department 2a. **UEI#:** XYLKAH3AB4W5
- 3. **Implementing Agency Address:** 3333 East American Avenue, Suite B Fresno 93725-9248
(Street) (City) (Zip+4)
- 4. **Location of Project:** Fresno Fresno 93721-2124
(City) (County) (Zip+4)
- 5. **Disaster/Program Title:** VW - Victim/Witness Assistance Program 6. **Performance/Budget Period:** 10/01/2023 to 09/30/2024
(Start Date) (End Date)
- 7. **Indirect Cost Rate:** N/A Federally Approved ICR (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$739,430					\$739,430
9.	2023	VOCA		\$739,427					\$739,427
10.	2023	VWAO	\$158,208						\$158,208
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$158,208	\$1,478,857	\$1,637,065				\$1,637,065

13. Certification - 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. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

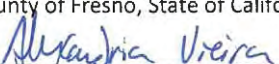
Name: Sal Quintero Title: Chairman, Fresno County Board of Supervisors
 Payment Mailing Address: 3333 East American Ave., Suite B City: Fresno Zip Code+4: 93725-9248
 Signature:  Date: 8/22/23

16. Federal Employer ID Number: 946000512

(FOR Cal OES USE ONLY)

I hereby certify on my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

<p>DocuSigned by: <u>Mary Rucker</u> 10/4/2023 (Cal OES Fiscal Officer) (Date)</p>	<p>DocuSigned by: <u>Heather Carlson</u> 10/4/2023 (Cal OES Director or Designee) (Date)</p>
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ATTEST:
 BERNICE E. SEIDEL
 Clerk of the Board of Supervisors
 County of Fresno, State of California
 By:  Deputy

DS


ENY: 2023-24 Chapter: 12 SL: 18402
 Item: 0690-102-0890 Pgm: 0385
 FAIN #: 15POVC-22-GG-00708-ASSI 10/01/21-09/30/25
 Fund: Federal Trust Fund AL#: 16.575
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC-Match Waived
 Project ID: OES22VOCA000012
 SC: 2023-18402 Amount: \$739,430

DS


ENY: 2023-24 Chapter: 12 SL: 18403
 Item: 0690-102-0890 Pgm: 0385
 FAIN #: 15POVC-23-GG-00432-ASSI 10/1/22-09/30/26
 Fund: Federal Trust Fund AL#: 16.575
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC-Match Waived
 Project ID: OES23VOCA000012
 SC: 2023-18403 Amount: \$739,427

ENY: 2023-24 Chapter: 12 SL: 14300
 Item: 0690-101-0903 Pgm: 0385
 Fund: Victim Witness Assistance Fund
 Program: Victim/Witness Assistance Program
 Match Req.: None
 Project ID: OES23VWA000000
 SC: 2023-14300 Amount: \$158,208



Grant Subaward Contact Information

Grant Subaward #: _____

Subrecipient: _____

1. **Grant Subaward Director:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

2. **Financial Officer:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

3. **Programmatic Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

4. **Financial Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____



Grant Subaward Signature Authorization

Grant Subaward #: _____

Subrecipient: Fresno County

Implementing Agency: Fresno County - Probation Department

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

Grant Subaward Director:

Printed Name: Vicki Noel

Signature: *Vicki Noel*

Date: 7/6/2023

Financial Officer:

Printed Name: Yussel Zalapa

Signature: *Yussel Zalapa*

Date: 6/26/2023

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: *Karen Roach*

Printed Name: Karen Roach

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: *Norabella Elegado*

Printed Name: Norabella Elegado

Signature: *Kee Moua*

Printed Name: Kee Moua

Signature: *Alex Huerta*

Printed Name: Alex Huerta

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, _____ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated 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 Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	<u>Sal Quintero</u>
Official Designee's Typed Name:	Sal Quintero
Official Designee's Title:	Chairman, Fresno County Board of Supervisors
Date Executed:	8-22-2023
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input checked="" type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u>Oscar J Garcia</u>
Typed Name:	Oscar J. Garcia, CPA
Title:	Auditor-Controller/Treasurer/Tax Collector
Date Executed:	7-28-2023



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Fresno County	Grant Subaward #: VW23 42 0100			
A. Personnel Costs - Line-item description and calculation	22 VOCA	23 VOCA	23 VWA0	Total Amount Allocated
Project Coordinator (Assistant Deputy Chief) 1.0 FTE \$8,130/month x 12 months = \$97,560 Benefits: 80.81% of \$97,560 = \$78,838 Benefits includes: Unemployment Ins, Retirement, OASDI, Workers Compensation, Health Insurance, Mgmt Insurance, Benefit Administration		\$18,190	\$79,370 \$78,838	\$97,560 \$78,838
Sr. Victim Witness Advocate 2.0 FTE \$4,832/month x 12 months x 2 FTE = \$115,968 Benefits: 52.94% of \$115,976 = \$61,393 Benefits includes: Unemployment Ins, Retirement, OASDI, Workers Compensation, Health Insurance, Mgmt Insurance, Benefit Administration	\$115,968 \$61,393			\$115,968 \$61,393
Victim Witness Advocate - 10.0 FTE \$4,186 x 12 months x 10 FTE = \$502,320 Benefits: 76.90% of \$502,320 = \$386,284 Benefits include Unemployment Ins, Retirement, OASDI, Workers Compensation, Health Insurance, Mgmt Insurance, Benefit Administration	\$251,160 \$193,142	\$251,160 \$193,142		\$502,320 \$386,284
Program Technician - 1.0 FTE \$4,539 x 12 months x 1 FTE = \$54,468 Benefits: 87.55% of \$54,468 = \$47,687 Benefits includes: Unemployment Ins, Retirement, OASDI, Workers Compensation, Health Insurance, Mgmt Insurance, Benefit Administration		\$54,468 \$47,687		\$54,468 \$47,687
Office Assistant - 1.0 FTE \$3,382 x 12 months x 1 FTE = \$40,584 Benefits: 75.15% of \$40,584 = \$30,499 Benefits includes: Unemployment Ins, Retirement, OASDI, Workers Compensation, Health Insurance, Mgmt Insurance, Benefit Administration		\$40,584 \$30,499		\$40,584 \$30,499
PROBATION STUDENT WORKER 2 @ 100% 940 HRS MAX per worker Salary - \$15.50 per hr x 940 hrs x 2 FTE = \$29,140 Benefit - 7.65% of \$29,140 = \$2,229			\$29,140 \$2,229	\$29,140 \$2,229
MVA -Sr. VWA \$4,832 month x 12 months x 1.0 FTE = \$57,984 Benefits: 71.19% of \$57,984 = \$41,279 Benefits includes: Unemployment Ins, Retirement, OASDI, Workers Compensation, Health Insurance, Mgmt Insurance, Benefit Administration	\$43,488 \$30,960	\$14,496 \$10,319		\$57,984 \$41,279
Personnel Costs Fund Source Totals	\$696,111	\$691,914	\$158,208	\$1,546,233
PERSONNEL COSTS CATEGORY TOTAL				\$1,546,233



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Fresno County		Grant Subaward #: VW23 42 0100		
B. Operating Costs - Line-item description and calculation	22 VOCA	23 VOCA	23 VWA0	Total Amount Allocated
Office Expense - MVA claiming less @ \$1,980		\$1,980		\$1,980
Office supplies - paper, printer cartridge, pens, gift cards = (Office supplies = \$200/mo x 12 months = \$2,400)		\$2,400		\$2,400
Total Office Expense - \$1,980 + \$4,200 = \$4,380				
Training - MVA (Hotel & Per Diem cost are based GSA rate)				
40 Hour Entry Level Victim/Witness Training (2 VWA) (In State)				
Lodging - (\$145 x 5 nights x 2 VWA)		\$1,450		\$1,450
Meals- (5 Breakfast @ \$16 = \$80; 5 Lunches @ \$17 = \$85; 6 Dinners @ \$31 = \$186); (\$80+\$85+\$186 = \$351 x 2 VWA)		\$702		\$702
Incidental Expenses = (\$5 per day x 5 days x 2 VWAs)		\$50		\$50
Parking - (\$25 per day x 5 days x 1 vehicle)		\$125		\$125
Housing Housing for Victims	\$43,319	\$40,806		\$84,125
25 beds (hotel rooms/emergency essentials) x 110 per room x 52 weeks) = \$143,000) claiming less at \$84,125				
Operating Costs Fund Source Totals	\$43,319	\$47,513	\$0	\$90,832
OPERATING COSTS CATEGORY TOTAL				



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Fresno County			Grant Subaward #: VW23 42 0100	
C. Equipment Costs - Line-item description and calculation	22 VOCA	23 VOCA	23 VWA0	Total Amount Allocated
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Equipment Costs Fund Source Totals	\$0	\$0	\$0	\$0
EQUIPMENT COSTS CATEGORY TOTAL				

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	22 VOCA	23 VOCA	23 VWA0	
Fund Source Totals	\$739,430	\$739,427	\$158,208	\$1,637,065



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Fresno County _____

Budget Narrative

The James Rowland Crime Victim Assistance Center (CVAC) applies annually, through the State of California's Request for Applications process, for funding to provide services for victims and witnesses of crime in Fresno County. CVAC provides a comprehensive array of direct services to victims of all types of crime, including the fourteen mandatory services and all ten of the optional services delineated in Penal Code Section 13835.

The Governor's Office of Emergency Services (Cal OES) has allocated \$1,637,065 for Fresno County to continue this program during fiscal year 2023-24. This grant application requests funds for expenditures in the Personnel Services and Operating Expenses categories only. There is no allocated cost for Equipment.

CVAC staff provide direct services for a caseload of up to 400. The services provided through this grant require vast outreach to law enforcement agencies throughout all of Fresno County, community-based organizations, faith-based organizations, and the unincorporated areas in Fresno County. The CVAC team of staff conducts outreach and educates the public and provides



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Fresno County

comprehensive direct services. CVAC staff complete documentation, correspondence, and record keeping of all contacts in Probation Records and Information Management System (PRIMS) case management system. In order to be available to perform their core operational functions without distractions, Senior Victim-Witness Advocates will delegate such matters as preparation and management of: correspondence with Cal VCB, law enforcement, and the District Attorney's office; retrieval of police reports and necessary documents required to process Cal VCB applications; processing incoming referrals; interviewing and assessing victims needs and entering chronological notes; maintaining schedules and calendars; implementing and maintaining office and filing systems; collating information from various sources; maintaining databases; and coordinating the flow of information externally and internally.

The implementing Agency (Probation Department) absorbs some operating expenses, including liability insurance, PeopleSoft human resources charges, PeopleSoft financial charges, Professional & Specialized service charges, the cost associated with building maintenance, and mileage. Cal OES funds will provide for operating expenses such as vehicle use, office supplies, training opportunities for staff, and housing for victims. Some operating expenses will be absorbed by the Probation Department. The provision of those



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Fresno County

operating expenses allows program staff to be responsive to the basic rights and needs of victims and witnesses within Fresno County. The Probation Department's provision of space, supplies, office equipment, communication technology, administrative support, and transportation provides a base from which grant-funded program staff can provide efficient and effective delivery of services which are consistent with the stated goals and objectives outlined in the grant application.

The salary of the Financial Officer is not paid by funds from this grant; however, provides direct services regarding the fiscal requirements of this grant. The Financial Officer reviews documents for the financial matters required by the grant, prepares the budget and any modifications, monitors compliance with regulations and procedures mandated by the funding source, and ensures the appropriate expenditure of grant funds.

The Victim-Witness Project Coordinator is an Assistant Deputy Chief Probation Officer (ADC) within the Probation Department's structure and is responsible for the day-to-day operation of the project. Grant related duties of the Project Coordinator include: recruitment, hiring, training, supervision and evaluation of paid staff; development and enforcement of policies and



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Fresno County

procedures for the CVAC; long and short term program planning; creation and interaction of management information for the project; facilitation of inter-agency communication, cooperation, and interaction within the Probation Department; grant writing; budgeting; maintaining ongoing interface with Cal OES; ensuring compliance with regulations and funding requirements; program evaluation including the preparation of quarterly progress reports; communication with the California Victims Compensation Board program (Cal VCB); instituting and continuing inter-agency relationships with other criminal justice and victim service agencies; and representing the Victim-Witness Project to the public. The Project Coordinator aims for optimum service results within the limits of the agency's resources and coordinates with state and other local agencies to ensure that the legislative mandates are being achieved. The educational requirement for this position is a Bachelor's degree in psychology, criminology, or a closely related field.

The Victim-Witness Advocate (VWA) positions provide the mandated and optional services to the victims/witnesses of all types of crime countywide. This includes the fourteen mandatory and all ten optional services outlined in Penal code Section 13835. These services, which are also provided to victims' family members and witnesses of crimes, include advising participants



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Fresno County _____

of program services and outreach activities; referring program participants to professional care providers; explaining the process of the criminal justice system; accompanying victims, family members, and witnesses to court and related hearings; and assisting participants with claim applications. Minimum requirements for a VWA include: A Bachelor's degree acceptable in the United States accredited college or university system in Psychology, Sociology, Social Work, Criminology, or a related field or sixty (60) semester units, at least fifteen (15) units of which must be in Psychology, Sociology, Social Work, Criminology, or a closely related field and two (2) years of full-time, paid work experience in victim services intake, counseling, and referral services.

The Program Technician (PT) performs various tasks which include but are not limited to paraprofessional/technical work in support of the Probation Department programs and services in knowledge, interpretation, and application of County policies, rules, regulations, and procedures. The PT reports to the Project Coordinator and reviews the program policies, rules, regulations, and procedures as required by State for grant funding purposes. Other responsibilities include maintaining record keeping systems, data entry, and statistical input, as well as monitoring student intern and volunteer hours in accordance with the daily operations of the CVAC. The PT assists the Project



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Fresno County

Coordinator with the preparation of mandated quarterly and annual reports as required by Cal OES. This position also serves as back up at the reception window, greets clients and answers incoming phone calls. Completion of sixty (60) semester units of coursework acceptable within the United States' accredited college or university system or one year of full-time, paid clerical experience is required for this position.

The Office Assistant performs clerical tasks and provides office support. Completion of fifteen (15) semester units of coursework acceptable within the United States' accredited college or university system or one year of full-time, paid clerical experience is required for this position. The Crime Victim Assistance Center relies on Probation Student Workers, with the skills and competency to be able to act in a supportive role to the VWA. Cal OES funds also provide for costs associated with Probation Student Workers.

For 2023-24, funding is being solicited to continue the support of a Victim-Witness based Mass Victimization Advocate (MVA). MVA funding will continue to be dedicated to meet the objectives of supporting response readiness to mass victimization/terrorism incidents. An experienced Sr. Victim-Witness Advocate will be utilized to fulfill this position within CVAC.



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Fresno County

The CVAC program also relies on the services provided by volunteers. The Probation Department recruits volunteers through colleges, job fairs, community presentations, and service agencies. Volunteers are required to complete an application similar to an employment application and agree to submit to a background check. Once cleared, volunteers are issued ID cards and entered in a data base from which work units within the Probation Department may select individuals with full confidence that appropriate background clearances are on file, and the volunteer may begin work without delay. The costs associated with volunteers are not charged to the Cal OES grant budget and are absorbed into the Probation Department's budget.

No mid-year salary range adjustment is required, as it has been calculated over a twelve-month period and is reflected in the Personnel Services section of this report.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Fresno County _____

Project Narrative

Problem Statement

The Fresno County Probation Department's Victim-Witness Assistance program has been a part of the community since 1975. Prior to that time, crime victims received no assistance from public or private social work or criminal justice agencies to ease their recovery from crime or to meet necessities arising from victimization. Victims were not able to obtain critical information regarding court processes or referral services; nor did they receive attention and guidance in coping with the stresses created by the criminal justice experience. In 1975, the Fresno County Board of Supervisors designated the Probation Department as the agency to fill this gap in services. "The Victim-Witness Project" in Fresno County was the first Victim Advocacy program in California to be offered through a Probation Department. Funding through the California Office of Emergency Services (Cal OES) continues to make this project possible. Now known locally as the James Rowland Crime Victim Assistance Center (CVAC), the Fresno County Victim-Witness Project provides victims of all types of crime with comprehensive services, including the fourteen mandatory and all ten optional services delineated in Section 13835 of the California Penal code. In 2022, CVAC



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Fresno County _____

provided services to 9070 victims of crime. Fresno County has expanded service locations over the years from a single office to three separate locations. This growth was achieved through extended community outreach and our working relationships with agencies providing services to local crime victims. Outreach to rural populations and inter-agency collaboration has built a solid foundation for providing quality services to victims of crime in Fresno County. From the beginning, CVAC has developed, nurtured, and expanded relationships with agencies that serve victims including: the District Attorney's Office, local Law Enforcement agencies, women's shelters, rape counseling programs, therapeutic programs, medical providers, funeral directors, and Human Services agencies. These efforts have improved access to services and developed strategies to identify, refer, and address the on-going needs of victims and witnesses of all types of crime, resulting in no limitation of services to specific crime types. Operational Agreements, inter-agency roundtable committees, inter-agency cross training, and monthly meetings to coordinate services strengthen these relationships while maintaining the professional standards of this agency.

Many in the community fail to recognize that serving victims is a critical component of the criminal justice system. CVAC will continue to provide media and educational campaigns, trainings for new service providers, and community



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Fresno County

outreach in a concerted public education effort. Public awareness of the impact on victims and of services available to victims through this program is vital to reaching those who need it most.

Fresno County is the sixth largest of 58 California counties covering 6,017 square miles and offering both rural and urban lifestyles in a variety of landscapes. According to the US Census Bureau, Fresno is the tenth most populated county with 1,015,190 residents. Sixty-five percent of the County's population resides near the center of the county in the densely populated, adjoining cities of Fresno and Clovis. The balance resides in suburban, rural, and agricultural areas of Fresno County, which include 15 cities, at least 25 towns, and many remote settlements that offer little to no direct services to residents. Fresno County's population increased by 8.4%, between 2010 and 2020, which is higher than the population growth rate for the state of California.

There are many challenges in providing services to a growing population with limited resources. The abundance of cultural diversity in Fresno County necessitates a wide-ranging outreach to victims. Establishing trust within these cultural communities requires ongoing awareness training for staff; while translation for services and printed materials, that provide an effective means of communication, require additional resources. Fresno County is home to



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Fresno County

numerous distinct cultural groups with extensive diversity in languages, customs, and norms. Unfortunately, victims in some of these cultural groups are reluctant to seek help from outsiders. They may also be suspicious of the judicial system and its process, making it even more difficult for staff of CVAC to serve them.

The Hmong community in the Fresno Metropolitan area is a perfect example. Hmong cultural beliefs discourage advocacy outside the Hmong Community, creating stigmatism towards victims and families who seek assistance from “outside.” Often these cultural differences result in unreported victimization; so, providing victim services to this particular population has been challenging. Continuous outreach efforts are necessary to build and maintain relationships with the Hmong community leaders and organizations.

The Native American communities also present challenges due to the existing infrastructure within local tribes, distrust of outsiders, and stigmatism – which plays a major role in close-knit communities. CVAC continues to provide outreach services to members of the three local tribes in Fresno County and strives to strengthen relationships with tribal leaders.

Plan

The CVAC is committed to reducing the effects and trauma of crime by meeting the needs of victims of all crime types. This plan is accomplished by the



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recruitment and maintenance of qualified, trained staff to provide the fourteen mandatory and all ten optional services set forth in Section 13835 of the California Penal Code. These services are directed to victims of all crime types, all ages, all ethnicities, English and non-English speaking, dependent adults, and disabled victims within the County of Fresno.

All staff and volunteers are trained to provide culturally sensitive intervention and prevention services. Bi-cultural and bi-lingual staff and volunteers are dedicated to meeting client needs; additionally, local translation services are utilized when necessary to enable Victim-Witness Advocates to communicate effectively in other languages. Translation services are obtained through bi-lingual Department staff, community-based organizations, and County approved interpretation services contractors. The agency list of translators is update regularly.

Three Victim-Witness assistance office locations provide improved access and efficient service to victims in Fresno County. Victim-Witness Advocates (VWAs) in all three locations report directly to the Project Coordinator, Assistant Deputy Chief Probation Officer (ADC) Karen Roach at the main office. She can be reached via email at kroach@fresnocountyca.gov and by direct phone number (559) 600-1675 or cell phone number (559) 288-0806. The vehicle



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assigned to this project is utilized by all VWAs to make field visits and to transport victims and witnesses, as needed. The after-hours number for Fresno County Victim-Witness services is (559) 288-0806, regardless of location. The main office, the James Rowland Crime Victim Assistance Center (CVAC), located in downtown Fresno, across the street from the Fresno County Courthouse, at 2220 Tulare St., Suite 1111, Fresno, CA 93721. The CVAC phone number is (559) 600-2822. This office serving victims of all types of crime, provides a reception area with office support; a victim's waiting area for court; and a child's waiting/playroom; and offices for four Senior Victim-Witness Advocates (Sr. VWAs), 12 VWAs, one Probation Student Worker (PSW), one Program Technician (PT), one Deputy Probation Officer (DPO), and the Project Coordinator.

The second office is located at the Department of Social Services (DSS), located at 250 W. Pontiac Way, Bldg. 3, Clovis, CA 93612, (559)600-1651. It houses two VWAs specializing in services to elder crime victims. Also located at Building 3 are the following agencies: Adult Protective Services, In-Home Support Services, Department of Public Health, and Law Enforcement Elder Abuse Crime Units. The close proximity of these agencies provides a "one-stop service center" for this special population.



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The third office is located at the Juvenile Justice Campus (JJC), in the same building as the Juvenile Court, at 3333 East American Avenue, Suite B Room# 119, Fresno, CA 93725. The VWA's office at the JJC can be reached at (559) 600-4749. One full-time VWA is assigned to the JJC, specializing in the juvenile court process and serving victims of juvenile offenders.

All three CVAC sites provide direct services to victims and refer them to other community resources as appropriate. Operationally, the goal is to provide services to victims within twenty-four hours of receiving a referral. This is accomplished through a proactive approach including coordination with law enforcement and other agencies within the county. At first contact with the victim, a needs assessment is performed, and the appropriate referrals made. In the event of emotional trauma, staff provides crisis intervention services directly and/or arranges immediate provision of appropriate services with other local agencies. Emergency services, which may include: food, clothing, lodging, transportation, and other needs arising from victimization, may also be provided. The project maintains an emergency fund, established through donations, to assist victims with their immediate needs. This emergency fund is maintained with controls and guidelines under the Fresno County Auditor-Controller's Office. The centers provide information on financial compensation through the California



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Victim Compensation Board (Cal VCB) Program, including eligibility requirements, claim forms, assistance filing a claim, and determining claim status.

Victim-Witness Advocates make field visits to meet with victims in their homes, workplaces, shelters, or other places, as requested. Additionally, field visits will be made when the presence of a VWA is requested by therapists, Social Services, Law Enforcement, Deputy District Attorneys, or DPOs conducting interviews with the victims. These field visits are another avenue through which the center provides immediate assistance to the victim.

A detailed orientation to the criminal justice system is provided to each victim and/or witness. Court support, court escort, and case status/disposition information is made available throughout the court process. Victim Impact Statements are sought and, when received, delivered to the Judge and all related parties for sentencing. If the victim is giving a statement directly to the Court and requests assistance, court support is provided by a VWA. Victims receive assistance from the CVAC in requesting temporary restraining orders, restitution, and property returns. At the request of the victim, notification of their victimization to family, friends, landlords, and/or employers can be made. If further hardships are created by the crime, CVAC staff offers to intervene on the victim's behalf with creditors, landlords, and/or employers.



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Volunteers are recruited from the community and local colleges to augment paid staff time and increase services available to victims. The Fresno County Probation Department completes a background investigation on each volunteer which includes: application and background information, DMV check, local criminal record check, and a LIVESCAN fingerprint check through the Department of Justice. Upon clearance of the background investigation, each volunteer receives a Probation Volunteer Identification Badge which authorizes the start of volunteer service. The CVAC staff provides an initial orientation and assigns each volunteer to a full-time VWA for ongoing supervision and training. Volunteers document their hours for each shift worked on the Volunteer Log, which is signed by the supervising VWA and maintained for audit purposes. Typical duties of a volunteer include: transportation of police reports from law enforcement to the VWA, reception duties, assisting the VWA with completing the Victim Compensation Application process, assisting at community presentations and events, and other duties depending on the training and personal abilities of each volunteer.

Services for the hearing-impaired are provided through California Relay Services for the Hearing-Impaired and the California Association for the Physically Handicapped (CAPH). A Telecommunication Device for the Deaf (TDD) or a sign



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language interpreter through the Fresno Deaf and Hard of Hearing Agency is available for VWAs to gain access to the hearing-impaired community and provide much needed information and victim services. CAPH also provides help with victims who have various physical disabilities. Services for the blind and sight-impaired, are provided in conjunction with the Valley Center for the Blind and other community resources to address the needs of the victim regarding court assistance, emergency needs, victims' compensation application and other personal issues as needed. The Central Valley Regional Center (CVRC) is utilized as a resource for developmentally disabled victims, as is the Fresno Association for Retarded Citizens (ARC). VWAs maintain mutual-aid relationships with agencies that provide services to victims with disabilities, which include: California Children's Services, the Friendship Center for the Blind, Disabled American Vets, and the Veterans' Center. Accessible transportation services for persons with disabilities are obtained through Handy Ride and Dial-a-Lift, and all three office locations are equipped to accommodate wheelchairs. Arrangements are made to ensure that appropriate access is available when providing court support for persons with disabilities.

Cases most likely to result in trauma are referred to the CVAC in a variety of ways to ensure that victims and/or family members receive services. The most



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immediate referrals are made by patrol officers. The CVAC annually provides updated program brochures outlining available services to all local law enforcement agencies. These brochures are distributed as each agency deems appropriate. The Fresno Police Department provides reports to VWAs on crimes likely to cause physical and/or emotional injury to victims. The Fresno County Sheriff's Department reports are obtained three times each week by a volunteer. In addition, all other local law enforcement agencies throughout the county are requested to send appropriate crime reports and refer crime victims to CVAC. The District Attorney's Office directly refers cases for victim assistance to CVAC during the filing process or during the court process. Further, the Probation Department refers many cases at the time of sentencing through a request for a Victim Impact Statement. Cases are assigned to VWAs based on information in the crime reports or received from the referring agency. Outreach letters and brochures are sent to victims of serious, traumatic, or highly publicized criminal cases, explaining and offering CVAC services and providing information about the criminal justice system and victims' compensation rights. Additionally, the VWAs may make initial contact in person or by phone. Referrals are also made by phone, in writing, or in person by hospital staff, physicians, home-health care practitioners, counselors and therapists and other health care providers,



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protective services social workers for children and adults, and by members of other victim-servicing agencies. Funeral home directors, attorneys, friends and relatives of victims, and persons who have previously utilized the project's services also refer victims. Clients frequently self-refer after learning about this program through publicity and/or media coverage generated by the center.

Operational Agreements (OA's) have been signed with primary agencies to establish a process of reciprocal referrals, in-service training, and a commitment to work on behalf of victims. The Operational Agreements (OA Summary Form included) specifically indicate that CVAC will provide a thorough and timely response to the victim on all requests and referrals. It is further agreed staff will attend agency and inter-agency meetings to discuss strategies to implement mandated services. Both agencies maintain a mutual networking relationship, a free exchange of information, and a coordination of agency services. CVAC staff members also attend Inter-Agency Roundtable meetings to ensure the exchanging and updating of information and streamlining of the referral process.

The CVAC will continue to identify and expand community resources, to maintain and update available resource listings, and to network with local service providers - both public and private. In addition, this program will continue to



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provide presentations regarding victims' rights and cross training with other agencies. Public awareness of victim services and crime prevention information will be made available through our Facebook page, presentations to community groups, public service announcements, brochures, and media coverage throughout the year. Written and digital materials that are crime and language specific, i.e., domestic violence, crime prevention, and testifying in court, may be used to enhance presentations and to give individuals information to assist victims and witnesses as needed.

The CVAC's qualified and fully trained staff is committed to providing quality services to crime victims and capable of continued implementation of the goals, objectives, and activities in this application. The CVAC is a valuable county resource, offering a unique range of services not available to victims through other agencies.

Functioning under the umbrella of the Probation Department has allowed CVAC to utilize Probation's resources to benefit victims in the community. This includes accessibility to juvenile crime reports, criminal offender records, sentencing court orders, court calendars, restitution status, and an internal process for Victim Impact Statements to be requested and submitted to the Superior Court. The Probation Department's Business Office maintains internal



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accounting and administrative controls to ensure that both revenues and costs are identified by program and funding source, and compliance with mandated grant procedures is maintained. A series of checks and balances and the required Report of Expenditures form assure that Cal OES grant funds are accounted for and expended in accordance with the grant. The Probation Department continually reviews program data to ensure compliance with goals and objectives and submit status reports bi-annually as required.

An organizational chart showing CVAC's place within the Fresno County Probation Department structure is attached.

Mass Victimization Advocate

A mass victimization/terrorism incident can occur in any community at any time. Numerous such incidents have occurred throughout our nation, in communities small and large, rural and urban. Believing 'it cannot happen here' is not appropriate. Preparation is critical to adequately respond to the needs of victims and provide them with timely and comprehensive services from when the crisis initially occurs through their long-term recovery. For this reason, Fresno County is soliciting the additional funding to support a Victim-Witness based Mass Victimization Advocate (MVA) for 2023-24. If awarded, these funds will further assist the Fresno County Crime Victim Assistance Center's (CVAC) participation in



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coordinated community-wide responses to mass victimization/terrorism incidents.

The MVA will continue to focus on mass crisis incidents resulting from criminal

events and will remain dedicated to accomplishing the objectives of supporting

response readiness for the victims of crime. Fresno County's CVAC has

developed a victim assistance plan to support and enhance immediate response

and recovery efforts and establish readiness in response to mass

victimization/terrorism incidents. The plan consists of the following steps:

- Review of Current Capabilities: The MVA/CVAC continues to research and assess the community's existing emergency plan for mass crisis response and recovery measures, and evaluate the existing roles and responsibilities
- Become a Known Key Partner: The MVA/CVAC will continue its outreach to the existing local mass crisis response team to maintain a working relationship. It is essential to continue to be a member of the existing mass crisis response team and educate others in the role of the CVAC and how it operates and supports victims during and after a mass crisis due to a criminal event. Key partners include fire and police departments, emergency management departments, Coroner's office, local mental health teams, school districts, local hospitals, and community companies



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- Understand the Needs of Victims: The MVA utilizes assessment tools, and research to determine the needs of victims
- Identify Resources and Deficits in Current Capabilities: In collaboration with key partners, the MVA/CVAC will continue to determine if existing measures effectively and efficiently address the needs of victims by maintaining an updated Mass Victimization Incident (MVI) Referral list. The CVAC staffs enough advocates to enable multi-team responses to an incident and continue to provide day-to-day services at their locations. Four Sr. VWAs (including the MVA), three VWA's and the ADC, have attended the CCVAA Crisis Response Training. The CVAC has resources such as vehicles, laptops, cellphones, gift cards for emergency financial assistance, and go-bags/kits available to the RC/FAC. Operational Agreements are maintained with local motels, community-based organizations, and various providers. Deficits found include a lack of planning for victim services within local OES Emergency Response Plans and only a brief mention in the Fresno County Sheriff-Coroner's Mass Fatality Plan. The CVAC continues to work toward inclusion in regional Law Enforcement response plans
- Develop a Comprehensive Plan: The MVA/CVAC, works closely with stakeholders, ensuring the community is prepared and equipped to



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implement a plan that provides victims of crime and their families with timely and comprehensive services during the response and recovery phases. This plan enhances existing community and county emergency response plans

- Establish MOUs with Identified Participants: A comprehensive crisis response/mass victimization assistance plan has been created. The MVA continues to develop and maintain memorandums of understanding (MOUs) with the various agencies involved such as: allied service providers, local government, and neighboring counties within the identified crisis response team training region. This allows the CVAC/MVA to leverage resources and facilitate a regional response in the event of a mass crisis event due to a criminal act
- Develop and Disseminate Protocols: Practices have been established to implement the developed plan. Protocols are reviewed and approved by the heads of the agencies involved. Involved parties meet on a regular basis, as well as when there is a large turnover of Key Partners, to review the protocols to ensure they are clearly understood by all parties involved. This includes how the plan will be implemented and how these protocols may impact criminal-based event responses



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- Conduct community outreach and education: The MVA in coordination with the CVAC is currently in communication with and coordinating meetings with the local OES and the Coroner's Office and have requested Victim Services be included in the updated/revised community plan. CVAC provided a presentation at the Fresno-Madera Police Chief's meeting explaining the importance of having victim services involved in a mass casualty event and recommended the inclusion of victim services in their internal plans
- Review MVA Funding: Funding is reviewed to define needs for management and technology supplies, the contents of go-bags, and/or other resources required for deployment of emergency response efforts and allocate MVA funding accordingly

The mandated 'California Crime Victims Association Crisis Response Advocate' training provides us a framework which assists us in realistic program development. It is anticipated the grant award period will be needed to further develop each of the above points.



**Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

3. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

11. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

12. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

15. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

19. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

20. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

26. Federal Funding Accounting and Transparency Act (FFATA)

- | | | |
|--------------------------|-------------------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission? |

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

CERTIFICATION	
I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.	
Official Designee's Signature: <u><i>Sal Quintero</i></u>	ATTEST: BERNICE E. SEIDEL Clerk of the Board of Supervisors County of Fresno, State of California
Official Designee's Typed Name: <u>Sal Quintero</u>	By <u><i>Alexandria Viera</i></u> Deputy
Official Designee's Title: <u>Chairman, Fresno County Board of Supervisors</u>	
Date Executed: <u>8/22/23</u>	

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

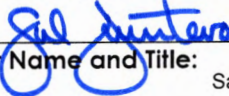
Subrecipient: Fresno County	UEI # XYLKAH3AB5W	FIPS #:
Grant Disaster/Program Title: Victim Witness Assistance (VW) Program		
Performance Period: 10/01/23	to 09/30/24	Subaward Amount Requested: \$ 1,637,065
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.


The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 gran
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2,499,834
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	No
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	3-5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.	
Signature: (Authorized Agent) 	Date: 8/22/23
Print Name and Title: Sal Quintero, Chairman Fresno County Board of Supervisors	Phone Number: 559-600-3000
Cal OES Staff Only: SUBAWARD #	

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California

By  Deputy



Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: _____

1. County or Counties Served:

County where principal office is located: _____

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: _____

3. State Assembly District(s) Served:

State Assembly District where principal office is located: _____

4. State Senate District(s) Served:

State Senate District where principal office is located: _____

5. Population of Service Area: _____



Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Match Waiver Request Form

Cal OES Subrecipients may request a partial or full match waiver for Victim of Crime Act (VOCA) Victim Assistance Formula Grant Program funds. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. Cal OES Grant Subaward Number: VW23 42 0100
2. Subrecipient's Name: Fresno County
3. Grant Subaward Performance Period 10/01/2023 through 09/30/2024

4. VOCA Fund Source #1: 22VOCA

VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 739,430

Amount of Match Proposed (post approved Match Waiver): \$ 0

5. VOCA Fund Source #2 (if applicable): 23VOCA

VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 739,427

Amount of Match Proposed (post approved Match Waiver): \$ 0

6. Briefly summarize the services provided:

This funding supports the operation of the Crime Victim Assistance Center (CVAC) at three service locations. Additionally, it allows for the recruitment and retention of qualified staff to provide the fourteen mandatory and all ten optional services established in Section 13835 of the California Penal code. Services are directed to victims of all crime types, all ages, all ethnicities, English and Non-English speaking, dependent adults as well as disabled victims within all of Fresno County. The CVAC collaborates with agencies that serve victims such as women's shelters and medical providers.

7. Describe practical/logistical obstacles and/or local resource constraints to providing match:

Approved

Denied

Susan Grace
Unit Chief Name

Susan Grace
Unit Chief Signature

Digitally signed by Susan Grace
Date: 2023.06.05 12:27:51 -0700 06/05/2023
Date

Fresno County Probation Department

Kirk Haynes
Chief Probation Officer

Personnel Development & Research
Deputy Chief Probation Officer
Vicki Noel

Juvenile Services Division
Deputy Chief Probation Officer
Rosalinda Acosta

Adult Services Division
Deputy Chief Probation Officer
Joy Thompson

Department Policy Development
Deputy Chief Probation Officer
Cliff Downing

Adult Realignment
Deputy Chief Probation Officer
David Ruiz

Juvenile Justice Campus Institutions
Deputy Chief Probation Officer
Lori Willits

Administration Division
Deputy Chief Probation Officer
Yussel Zalapa

Crime Victim Assistance Center (CVAC)
Assistant Deputy Chief Probation Officer
Karen Roach

Financial Services
Probation Business Manager
Norabelle Elegado

Automation Services
Probation IT Manager
David Touma

Victim Witness Grant

Domestic Violence

Anneli Rios, Sr. Victim Advocate
Leta Palmer, Victim Advocate
Jacqueline Villasenor, Victim Advocate
Maryana Amesquita, Victim Advocate
Brandie Razo, Victim Advocate

Sexual Assault/Child Abuse

Melinda Taylor, Sr. Victim Advocate
Natalie Walden, Victim Advocate
Brenda De La Cruz, Victim Advocate

Assault & All Others

Vacant, Mass Victimization Sr. Advocate
Cynthia Reinaga, Victim Advocate
Mishia Rodriguez, Victim Advocate
Luis Carbajal, Victim Advocate

Juvenile

Perla Gurrola, Victim Advocate

Underserved Victims (Elder Abuse)

Debra Gorham, Victim Advocate
Lourdes Torres, Victim Advocate

VOISE Grant/DV

Jeanette Miller, Victim Advocate

SAKI Grant

Sarah Barton, Victim Advocate

XC (Gap) Grant

Sara Mitchel, Victim Advocate
Lerma Sison, Victim Advocate
Tami Tabacchi, DPO IV
Vacant, Victim Advocate

Human Trafficking Advocacy Grant

Viktoria Grigoryan, Sr. Victim Advocate

Support

Liana Diaz, Program Technician II
*Sandra Acosta, Office Assistant

Extra Help (EH)

Anica Cantu, Student Worker
Vacant, Student Worker
Shirley Parvanian, Volunteer

Alejandro Huerta, Accountant II
Kee Moua, Sr. Accountant
Dylan Miranda, Accountant II
Mayra Perez, Account Clerk III
Vacant, Account Clerk I, II
Wenhua Zhao, Account Clerk I
Leticia Moreno, Office Assistant II

Michael Tanaka, IT Analyst IV
Shawn Mims, IT Analyst IV
Russell Pehrson,
Business System Analyst III
James Herrin, IT Analyst IV
Sue Vang, Program Tech I

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals

Date OA Signed
(xx/xx/xxxx)

Dates of OA
From: To:

1.				to	
2.				to	
3.				to	
4.				to	
5.				to	
6.				to	
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.

Fund: 0001
Subclass: 10000
ORG: 34320409
Account: 4380