

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

**GRANT SUBAWARD AMENDMENT**

SUBAWARD #: XV15 01 0100

Federal Grant # \_\_\_\_\_ FIPS# 019-00000 Amendment# 2  
 Project # N/A DUNS# 932953037 Performance Period 04/01/2016 to 12/31/2019

This amendment is between the California Governor's Office of Emergency Services, hereafter called Cal OES, and the Grant Subrecipient: Fresno County

Grant Subaward # XV15 01 0100 between the parties here to is hereby amended to:  
 To change the end of performance period of the Subaward from 03/31/2018 to 12/31/2019.

Increase the 15VOCA funds by \$0 from \$350,000 to \$350,000  
 Increase the 15VOCA match by \$0 from \$87,500 to \$87,500

Increase the 16VOCA funds by \$247,927 from \$0 to \$247,928  
 Increase the 16VOCA match by \$61,982 from \$0 to \$61,982

Increase the 17VOCA funds by \$58,321 from \$0 to \$58,321  
 Increase the 17VOCA match by \$14,580 from \$0 to \$14,580

Increase the Total Project Cost by \$382,811 from \$437,500 to \$820,311

ATTEST:  
 BERNICE E. SEIDEL  
 Clerk to the Board of Supervisors  
 County of Fresno, State of California  
 By *[Signature]* Deputy

**SPECIAL CONDITIONS:**

- 15VOCA funds in the amount of \$437,500 must be expended by 06/30/18. The Final 2-201 for 15VOCA funds must be submitted by 8/31/2018.
- 16VOCA funds in the amount of \$309,910 must be expended by 08/31/2019. The Final 2-201 for 16VOCA funds must be submitted by 8/31/2019.
- The 2017 VOCA funds in the amount of \$72,901 cannot be expended until the FY 2017/18 Federal VOCA Award is received by Cal OES. Should the Federal VOCA award be reduced, you will be notified and required to amend the Subaward.
- Final liquidation period is reduced from 90 to 60 calendar days following the end of the grant period.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward.  
 All other provisions of this agreement shall remain as previously agreed upon.

Subrecipient (Certification and Signature of Authorized Agent)				
By (Authorized Signature)		Date		
<u><i>[Signature]</i></u>		<u>11-3-17</u>		
Printed Name		Title		
<u>Brian Pacheco</u>		<u>Chairman, Fresno County Board of Supervisors</u>		
Address				
<u>2281 Tulare St., Room 301, Fresno, CA 93721-2198</u>				
Governor's Office of Emergency Services (For Cal OES use only)				
By Director or Designee		Date		
Printed Name		Title		
Amount Encumbered by this Document	Program/Component	Match	Item	
Prior Amount Encumbered	Fund Source	Chapter	Statute	Fiscal Year
Total Amount Encumbered to Date	PCA #	Project #	CFDA #	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.				
Signature of Cal OES Fiscal Officer		Date		

# GRANT SUBAWARD MODIFICATION

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

1. Subaward #: XV15 01 0100  
 2. Modification # 2

3. Subrecipient/Implementing Agency: County of Fresno/Probation Department  
 4. Project Title: Unserved / Underserved Victim Advocacy & Outreach Program (XV)  
 5. Contact Person: Cliff Downing Phone: (559) 600-1233 Fax: (559) 455-2483  
 Email Address: CliffDowning@co.fresno.ca.us 6. Performance Period: 04/01/2016 to 12/31/2019  
 7. Payment Mailing Address: 3333 E American Ave, Ste B, Fresno, CA 93725-9248  Check here if new.

### 8. Revision to Budget

FISCAL YEAR	Current Allocation Select Acronym from list	Grant Funds				Required Match				Total
		A. Personal Services	B. Operating Expenses	C. Equipment	Fund Total	A. Personal Services	B. Operating Expenses	C. Equipment	Match Total	
15	VOCA	\$341,911	\$8,089		\$350,000	\$53,487	\$34,013		\$87,500	\$437,500
16	VOCA	\$0	\$0		\$0	\$0	\$0		\$0	\$0
17	VOCA	\$0	\$0		\$0	\$0	\$0		\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
<b>Proposed Change (add (+) or subtract (-) from budgeted amount)</b>										
15	VOCA	\$0	\$0		\$0	\$0	\$0		\$0	\$0
16	VOCA	\$247,607	\$321		\$247,928	\$42,387	\$19,595		\$61,982	\$309,910
17	VOCA	\$58,321	\$0		\$58,321	\$5,796	\$8,784		\$14,580	\$72,901
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
<b>Revised Allocation</b>										
15	VOCA	\$341,911	\$8,089	\$0	\$350,000	\$53,487	\$34,013	\$0	\$87,500	\$437,500
16	VOCA	\$247,607	\$321	\$0	\$247,928	\$42,387	\$19,595	\$0	\$61,982	\$309,910
17	VOCA	\$58,321	\$0	\$0	\$58,321	\$5,796	\$8,784	\$0	\$14,580	\$72,901
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

9. Justification for Modification: (If necessary, continue the justification on page 3.)  Check to Total Amendment attached to Increase 16-VOCA funding by \$247,927 and 16-VOCA match by \$61,982. Amendment attached also Increases 17-VOCA funds by \$58,321 and 17-VOCA match by \$14,580. Amendment attached increases Total Project Cost to \$820,311. In addition, the end of Performance Period is being changed from 03/31/2018 to 12/31/2019.

**10. Subrecipient Approvals**

Cliff Downing	Greg Reinke
Project Director (typed name)	Financial Officer (typed name)
Project Director Signature	Financial Officer Signature
11-2-17	11/1/17
Date	Date

**Cal OES USE ONLY**

Program Specialist	Date	Unit Chief	Date
Grants Processing	Date		

# GRANT SUBAWARD MODIFICATION

## Cal OES 2-223 INSTRUCTIONS

**GENERAL INSTRUCTIONS** – This form must be used for the following types of modification requests:

- Budget Revisions
- Increases/Decreases to Grant Funds\*
- Reporting Project Income
- Change in Program Objectives
- Agency Name Change\*
- Grant Extensions\*
- Sole Source Requests
- Change of Project Director or Financial Officer
- Change in Mailing Address
- Change in physical address

\*requires submission of a Grant Award Amendment form

- 1. SUBAWARD NUMBER:**  
Enter the Subaward number as it appears at the top of the approved Grant Subaward Face Sheet.
- 2. MODIFICATION NUMBER:**  
Enter the number of this request. Each modification must be consecutively numbered starting with #1.
- 3. SUBRECIPIENT/IMPLEMENTING AGENCY:**  
Enter the Subrecipient and implementing agency names as they appear on lines 1 & 2 of the approved Grant Subaward Face Sheet.
- 4. PROJECT TITLE:**  
Enter the project title of the program.
- 5. CONTACT PERSON:**  
Enter the name, phone, fax, and email address of the person to contact regarding questions on this form.
- 6. PERFORMANCE PERIOD**  
Enter the approved performance period giving the start and end dates for the grant award as shown on #6 of the Grant Subaward Face Sheet or subsequent approved Grant Subaward Amendment.
- 7. PAYMENT MAILING ADDRESS:**  
Enter the payment mailing address where the Subrecipient payments are to be mailed as specified on the approved Grant Subaward Face Sheet or subsequent approved modification. Check the **NEW** box if there is a change in the payment mailing address.
- 8. REVISION TO BUDGET:**  
If this modification affects the budget, select the Fiscal Year (FY) and fund acronym from the drop down lists under Current Allocation (if unsure what the fund acronym is, see the chart below) for the Federal grant OR State grant to which the modification applies in the column heading. Enter the current allocation amounts for each category and the corresponding match amount if any. Enter the proposed change amounts. (If your calculations are correct your totals will be 0). The revised allocation amounts should automatically populate. Check the "Total" box, for the form to finish calculating the "TOTAL" column correctly.
- 9. JUSTIFICATION FOR MODIFICATION:**  
Explain the need for this modification. If requesting a revision to the budget, be specific of the funding source. Additional space is provided on page 3 to continue the justification if necessary.
- 10. SUBRECIPIENT APPROVALS NAME AND SIGNATURES:**  
Please type the names of, and provide original signatures for; the Project Director and the Financial Officer as shown on the "Signature Authorization Form (Cal OES 2-103).

FEDERAL PROJECT ACRONYMS							
BVPP	Bulletproof Vest Partnership Program	CJA0	Child Justice Act Program	DNAE	California DNA Evidence Assistance Program	DNAP	Post-Conviction DNA Testing Assistance Program
FSIA	Forensic Science Improvement Program	FVPS	Family Violence Prevention Services Program	JAG0	Justice Assistance Grant Program	JAGX	Justice Assistance Grant Interest Program
PSNC	Project Safe Neighborhood Program	PSNE	Project Safe Neighborhood Program	PSNN	Project Safe Neighborhood Program	SASP	Sexual Assault Services Program
VADG	Victim Assistance Discretionary Grant Training Program	VAWA	Violence Against Women Act Program	VOCA	Victims of Crime Act Program		
STATE PROJECT ACRONYMS							
CASV	CA Sexual Violence Victim Services	CDVV	CA Domestic Violence Victims	CSAE	Child Abuse and Exploitation Program	CSAP	Child Sexual Abuse Treatment Program
CVHT	Child Victims of Human Trafficking	DVP0	Domestic Violence Program	Ehaf	Emergency Housing and Assistance Funds	EPSP	Equality In Preventive Services Program
FV00	Family Violence Prevention Program	HTVA	Human Trafficking Victims Assistance	HY00	Homeless Youth Program	ICAC	Internet Crimes Against Children Program
PPPD	Local Prosecutor/Local Public Defender Program	RCP0	Rape Crisis Program	RCP5	Rape Crisis Program	VLRC	Victims Legal Resource Center Program
VWA0	Victim Witness Assistance Program	VWR0	Victim Witness Assistance Program (Restitution)	YET0	Youth Emergency Telephone Program		

**GRANT SUBAWARD MODIFICATION**  
**Cal OES 2-223 INSTRUCTIONS**

9. Justification for Modification (cont.)

## PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative:

1. **SUBAWARD NUMBER:**  
Enter the Subaward # as it appears on the approved Grant Subaward Face Sheet.
2. **PROGRAM TITLE:**  
Enter the program, title as it appears on the approved Grant Subaward Face Sheet
3. **PERFORMANCE PERIOD:**  
Enter beginning and ending dates of the performance period for the Grant Subaward.
4. **SUBRECIPIENT:**  
Enter the Subrecipient name as it appears on the approved Grant Subaward Face Sheet.
5. **GRANT AMOUNT:**  
Enter the amount of grant funds requested. This must be the same amount used on the budget pages and block 12G on the Grant Award Face Sheet.
6. **IMPLEMENTING AGENCY:**  
Enter the implementing agency as it appears on the approved Grant Subaward Face Sheet.
7. **PROGRAM DESCRIPTION:**  
Provide a description of the specific area of service Cal OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:**  
Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:**  
Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
10. **ACTIVITIES:**  
Describe activities you will perform to accomplish each objective (quantify where possible).
11. **EVALUATION:**  
Describe how project performance will be measured, if applicable. Note who will conduct the evaluation, (e.g., project staff, government personnel, or outside consultants).
12. **NUMBER OF CLIENTS TO BE SERVED:**  
Enter the number of clients, if applicable.
13. **PROJECT BUDGET:**  
Amounts in each category must be the same as the Budget Pages amounts. The total must be the same as the total in box 12G on the Grant Award Face Sheet.

# PROJECT SUMMARY

<b>1. Subaward #:</b> XV15 01 0100	<b>3. PERFORMANCE PERIOD</b>
<b>2. PROJECT TITLE</b> Unserved / Underserved Victim Advocacy & Outreach Prog	04/01/2016 to 12/31/2019
<b>4. SUBRECIPIENT</b>	<b>5. GRANT AMOUNT</b>
Name: County of Fresno Phone: (559) 600-1000	(this is the same amount as 12G of the Grant Subaward Face Sheet)
Address: 2281 Tulare Street, Room 301 Fax #: (559) 600-1609	\$ 820,311
City: Fresno Zip: 93721-2198	

**6. IMPLEMENTING AGENCY**

Name: Fresno County Probation Department Phone: (559) 600-1298 Fax #: (559) 455-2428

Address: 3333 East American Avenue, Suite B City: Fresno Zip: 93725-9247

**7. PROGRAM DESCRIPTION**

The Unserved/Underserved grant project provides funding for two (2) Victim Advocates to minimize the effects of the trauma caused by violent crime victims among Fresno County's elder/adult dependent population by providing assistance, as appropriate. Services are for persons 65 years of age or older, or an adult dependent between ages 18 and 64 who has incapacitating physical or mental limitations. The program also provides community-wide outreach services through public awareness presentations and law enforcement training on issues surrounding victimization of the elderly and dependent adults. These are designed to make our services known and increase referrals of crime victims. The program will address all issues of elderly abuse including physical, emotional, financial and neglect as the result of trauma resulting from a criminal act.

**8. PROBLEM STATEMENT**

Accurate identification of the elder/adult dependent population and documentation of their abuse is difficult for a variety of reasons. Crimes against the elderly often go unreported, and when they do reach the criminal justice system, they are processed by crime type, rather than the type of abuse. The result is that crimes against the elderly population are not fully reflected in our local justice system statistics. Many of the elderly are victimized by people entrusted with their care. Because of shame or fear of retribution, victims are hesitant to report. The impact of trauma that victimized elderly/adult dependents suffer can be magnified by their pre-existing physical and/or mental limitations, which makes this population particularly vulnerable.

- 9. OBJECTIVES**
- 1 - To identify more elderly/adult dependent crime victims for increased referrals.
  - 2 - To increase crime victims' awareness of their rights as victims and how to access available services.
  - 3 - To increase and enhance direct services to rural cities/towns in Fresno County.
  - 4 - To improve the service provided by Victim Advocates to elderly / dependent adult crime victims.
  - 5 - To improve inter-agency networking to more effectively serve crime victims.

**10. ACTIVITIES**

Outreach services to victim population; in year five, specific outreach to Tribal Governments; outreach services to service agencies; training for law enforcement; tracking referral sources; confirming that law enforcement is issuing Marsy's Law to victims; on-going training in cultural competency as well as other specialized training for Advocates to better assist victims; educate each elderly victim on Crime Victim's Constitutional Rights; attend monthly inter-agency meetings.

**11. EVALUATION** (if applicable)

In accordance with Cal OES program guidelines, performance measures have been included within the Goals/Objectives/Activities to measure baseline data and effectiveness of services. Probation's Automation Unit will record the data, run queries and prepare progress reports as required.

**12. NUMBER OF CLIENTS**

(if applicable)

595

**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

	<b>Personal Services</b>	<b>Operating Expenses</b>	<b>Equipment</b>	<b>TOTAL</b>
	\$749,509	\$70,802		\$820,311
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Totals:</b>	\$749,509	\$70,802	\$0	\$820,311

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno						Subaward #: XV15010100	
	15 VOCA	Match 15VOCA	16 VOCA	Match 16VOCA	17 VOCA	Cash Match 17VOCA	COST
<b>A. Personal Services – Salaries/Employee Benefits</b>							\$0
<b>VICTIM WITNESS ADVOCATE Step 9; 2 @ 100 %</b>							\$0
Salary - (\$1,748 x 6.5 pay period x 2 = \$22,724) (FY15-16)	\$22,724						\$22,724
Salary - (\$1,748 x 19.6 pay period x 2 = \$68,552) (FY 16-17)	\$68,522						\$68,522
Salary - (\$1,748 x 6.5 pay period x 2 = \$22,724) (FY16-17)	\$22,724						\$22,724
Salary - (\$1,833 x 26 pay period x 2 = \$95,316) (FY17-18)	\$68,172		\$27,144				\$95,316
Salary - (\$1,833 x 26 pay period x 2 = \$95,316) (FY16-19)			\$95,316				\$95,316
Salary - (\$1,833 x 13.2 pay period x 2 = \$48,391) (FY19-20)					\$48,391		\$48,391
Retirement - 62.45% of salary - (\$22,724 x 62.45% = \$14,191) (FY15-16 rate)	\$14,191						\$14,191
Retirement - 60.16% of salary - (\$91,246 x 60.16% = \$58,894) (FY16-17)	\$54,894						\$54,894
Retirement - 65.83% of salary - (\$95,316 x 65.83% = \$62,747) (FY17-18)	\$41,012		\$21,735				\$62,747
Retirement - 65.83% of salary - (\$95,316 x 65.83% = \$62,747) (FY18-19)			\$62,747				\$62,747
Retirement - 65.83% of salary - (\$48,391 x 65.83% = \$31,856) (FY19-20)				\$23,339	\$6,937	\$1,580	\$31,856
OASDI - 7.65% of salary - (\$352,993 x 7.65% = \$27,003)	\$13,934		\$13,069				\$27,003
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (\$8,332 x 2 EE X 2 yrs = \$33,328)	\$33,328						\$33,328
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (\$8,332/12 x 2 EE X 21 months (April 2018 thru Dec 2019) = \$29,162)			\$26,169		\$2,993		\$29,162
Unemployment - .00018 of salary - (\$22,724 x .00018 = \$4) (FY15-16 rate)	\$4						\$4
Unemployment - .00044 of salary - (\$91,249 x .00044 = \$70) (FY16-17 rate)	\$40						\$40
Unemployment - \$15 per annum per EE (\$15 x 2 = \$30) (FY17-18 rate)	\$30						\$30
Unemployment - \$15 per annum per EE (\$15 x 2 = \$30) (FY18-19 rate)			\$30				\$30
Unemployment - \$15 per annum per EE (\$15/12 x 6 months x 2 EE = \$15) (FY19-20 rate)			\$15				\$15
Benefit Adm - \$113 per annum per employee (\$113/12 x 3 mos. X 2 EE = \$57) (FY15-16 rate)	\$57						\$57
Benefit Adm - \$127 per annum per employee (\$127 x 2 EE = \$254) (FY16-17)	\$254						\$254
Benefit Adm - \$88 per annum per employee (\$88 x 2 EE = \$176) (FY17-18 rate)	\$176						\$176
Benefit Adm - \$88 per annum per employee (\$88 x 2 EE = \$176) (FY18-19 rate)	\$15		\$161				\$176
Benefit Adm - \$88 per annum per employee (\$88/12 x 6 months x 2EE = \$88) (FY19-20 rate)			\$88				\$88
Worker's Comp - \$579 per perm employee = (Prorated amount of \$12,747 is allocated to the Grants division. Allocated amount divided by 22 grant assigned staff = \$579 per employee) (\$579/12 x 3 mos x 2 EE = \$290) (FY15-16)	\$290						\$290
Worker's Comp - \$441 per perm employee = (Prorated amount of \$11,024 is allocated to the Grants division. Allocated amount divided by 25 grant assigned staff = \$441 per employee) (\$441 x 2 EE = \$882) (FY16-17 rate)	\$882						\$882
Worker's Comp - \$359 per perm employee = (Prorated amount of \$10,781 is allocated to the Grants division. Allocated amount divided by 30 grant assigned staff = \$359 per employee) (\$359 x 2 EE = \$718) (FY17-18 rate)	\$662		\$56				\$718
Worker's Comp - \$359 per perm employee = (Prorated amount of \$10,781 is allocated to the Grants division. Allocated amount divided by 30 grant assigned staff = \$359 per employee) (\$359 x 2 EE = \$718) (FY18-19 rate)			\$718				\$718
Worker's Comp - \$359 per perm employee = (Prorated amount of \$10,781 is allocated to the Grants division. Allocated amount divided by 30 grant assigned staff = \$359 per employee) (\$359/12 x 6 months x 2 EE = \$359) (FY19-20 rate)			\$359				\$359
							\$0
							\$0
							\$0
							\$0
							\$0
<b>PROGRAM TECHNICIAN II Step 9; 1 @ 15%</b>							\$0
Salary - (\$1,872 x 6.5 pay period x 15% = \$1,825) (FY15-16)		\$1,825					\$1,825
Salary - (\$1,872 x 19.6 pay period x 15% = \$5,504) (FY16-17)		\$5,504					\$5,504
Salary - (\$1,872 x 6.5 pay period x 15% = \$1,825) (FY16-17)		\$1,825					\$1,825
Salary - (\$1,872 x 19.5 pay period x 15% = \$5,476) (FY17-18)		\$5,476					\$5,476
Retirement - 62.45% of salary - (\$1,825 x 62.45% = \$1,140) (FY15-16 rate)		\$1,140					\$1,140
Retirement - 60.16% of salary - (\$12,805 x 60.16% = \$7,703) (FY16-17 & FY17-18 rate)		\$7,703					\$7,703
OASDI - 7.65% of Salary - (\$14,630 x 7.65% = \$1,119)		\$1,119					\$1,119
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (\$8,332 x 2 yrs x 15% = \$2,500)		\$2,500					\$2,500
Unemployment - .00018 of salary - (\$1,825 x .00018 = \$33) (FY15-16) (will not claim)		\$0					\$0
Unemployment - .00044 of salary - (\$12,805 x .00044 = \$6) (FY16-17 & FY17-18) (will not claim)		\$0					\$0
Benefit Adm - \$113 per annum per employee (\$113/12 x 3 mos. x 15% = \$4) (FY15-16 rate)		\$4.00					\$4
Benefit Adm - \$127 per annum per employee (\$127/12 x 21 yrs x 15% = \$33) (FY16-17 & FY 17-18 rate)		\$33					\$33
Worker's Comp - \$579 per perm employee = (Prorated amount of \$12,747 is allocated to the Grants division. Allocated amount divided by 22 grant assigned staff = \$579 per employee) (\$579/12 x 3 mos x 15% = \$22) (FY15-16)		\$22					\$22
Worker's Comp - \$441 per perm employee = (Prorated amount of \$11,024 is allocated to the Grants division. Allocated amount divided by 25 grant assigned staff = \$441 per employee) (\$441/12 x 21 mos x 15% = \$116) (FY18-17 & FY17-18 rate)		\$116					\$116
							\$0
							\$0
In-Kind Match = volunteer - Vic/Witness Advocate 2355 hrs @ \$21.85 = \$51,457 (will only claim \$49,484)		\$26,220		\$19,048		\$4,216	\$49,484
Victim Witness Advocate Step 9 per hour rate - \$21.85							\$0
							\$0
							\$0
<b>Personal Section Totals</b>	<b>\$341,911</b>	<b>\$53,487</b>	<b>\$247,607</b>	<b>\$42,387</b>	<b>\$58,321</b>	<b>\$5,796</b>	<b>\$749,509</b>
<b>PERSONAL SECTION TOTAL</b>							<b>\$749,509</b>

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno					Subaward #: XV15010100																																										
B. Operating Expenses	15 VOCA	Cash Match 15VOCA	16 VOCA	Cash Match 16VOCA	17 VOCA	Cash Match 17VOCA	COST																																								
Office Expense - \$150 x 24 months = \$3,600; Printing of brochures, program literature and public presentation materials - \$4,500/yr x 2 = \$9,000)	\$8,089	\$4,511					\$12,600																																								
Office Expense - \$150 x 21 months = \$3,150; Printing of brochures, program literature and public presentation materials - \$4,500/12 x 21 months = \$3,938)				\$3,150		\$3,938	\$7,088																																								
Data Processing Services (Software equipment rental/lease; Telephone Charges)- \$360.83/month x 24 months		\$8,660					\$8,660																																								
Data Processing Services (Software equipment rental/lease; Telephone Charges)- \$360.83/month x 21 months				\$7,577			\$7,577																																								
Office Rent/Lease - Office Space = 104 sq ft x 2 EE =208 sq ft x \$0.85/month x 24 months = \$4,243		\$4,243					\$4,243																																								
Office Rent/Lease - Office Space = 104 sq ft x 2 EE =208 sq ft x \$0.85/month x 21 months = \$3,713			\$321	\$3,392			\$3,713																																								
Utilities - \$136/month x 24 months = \$3,264		\$3,264					\$3,264																																								
<table border="0"> <tr> <td></td> <td>Area - Sq. ft</td> <td>Rate</td> <td>Cost per month</td> <td></td> </tr> <tr> <td>Janitorial</td> <td>208.00</td> <td>0.08</td> <td>16.64</td> <td></td> </tr> <tr> <td>Security</td> <td>208.00</td> <td>0.07</td> <td>14.56</td> <td></td> </tr> <tr> <td>PG&amp;E (Est)</td> <td></td> <td></td> <td>100.00</td> <td></td> </tr> <tr> <td>Water/Sanitation</td> <td></td> <td></td> <td>2.53</td> <td></td> </tr> <tr> <td>Disposal</td> <td></td> <td></td> <td>1.91</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><u>135.64</u></td> <td></td> </tr> </table>		Area - Sq. ft	Rate	Cost per month		Janitorial	208.00	0.08	16.64		Security	208.00	0.07	14.56		PG&E (Est)			100.00		Water/Sanitation			2.53		Disposal			1.91					<u>135.64</u>													
	Area - Sq. ft	Rate	Cost per month																																												
Janitorial	208.00	0.08	16.64																																												
Security	208.00	0.07	14.56																																												
PG&E (Est)			100.00																																												
Water/Sanitation			2.53																																												
Disposal			1.91																																												
			<u>135.64</u>																																												
Utilities - \$136/month x 21 months = \$2,856				\$2,856			\$2,856																																								
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**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Fresno					Subaward #: XV15010100		
B. Operating Expenses	15 VOCA	Cash Match 15VOCA	16 VOCA	Cash Match 16VOCA	17 VOCA	Cash Match 17VOCA	COST
<b>Operating Section Totals</b>	<b>\$8,089</b>	<b>\$34,013</b>	<b>\$321</b>	<b>\$19,595</b>	<b>\$0</b>	<b>\$8,784</b>	<b>\$70,802</b>
<b>OPERATING SECTION TOTAL</b>							<b>\$70,802</b>



### **Budget Narrative**

The total amount of funds requested in this grant proposal is \$820,311, of which \$656,249 is from the California Governor's Office of Emergency Services (Cal OES) and \$164,062 is the required match from the County of Fresno. In order to support our objectives of 1) Improved identification of elderly and dependent adult victims, 2) Better community awareness of victims' rights and available services, 3) Increased law enforcement attention on UV issues, 4) Establishing connections between CVAC and our rural communities and cultural groups, and 5) improving services available to elderly and dependent adult victims of violent crime through a comprehensive inter-agency approach, the Probation Department proposes two (2) FTE Victim Advocates and .15 FTE Program Technician.

The proposed salaries and benefits includes costs for two (2) FTE Victim Advocates. Salaries, projected at actual Range and Step. The salaries and benefits of the Program Technician (.15 FTE) of the operating expenses contribute to our required cash match.

In an effort to minimize administrative cost, the implementing agency (Probation Department) will absorb the cost of training/travel expenses to send the Victim Advocates, Project Coordinator, and Financial Officer to Cal OES required training conferences or workshops. The salaries associated with the Project Coordinator and Fiscal Officer attached to this program are paid by funds not associated with this grant; however, they provide direct services regarding all financial matters related to the grant, including the budget and any modifications. The Fiscal Officer also oversees compliance with regulations and procedures mandated by the funding source to ensure the appropriate expenditure of grant funds.

The Victim Advocate position provides all mandated and optional services to elderly and dependent adults to assist them in coping with the impact of trauma resulting from criminal acts. Other services include, but are not limited to, outreach into the community to identify more

elderly and dependent adult crime victims for increased referrals, increasing victim's awareness of their rights and how to contact Victim Advocates for assistance, and enhancing direct services to rural cities/towns within Fresno County. Sixty (60) semester units of academic work from one or more of the following disciplines: psychology, sociology, criminology, or a related field, is required for this position.

The position of Program Technician performs administrative support, clerical/technical support, paralegal or paraprofessional work, assures compliance with all time requirements of the grant (i.e., monthly and quarterly reports); and operates an effective spreadsheet program. Further duties of the Program Technician include: ensuring program effectiveness, cost efficiency, and other related concerns, as well as keeping abreast of changes in the rules, regulations, and guidelines governing the operations of the program. Requirements for this position are two years paid experience as an Office Assistant III, including paralegal and paraprofessional work, involving the interpretation of policies, rules, and regulations.

One hundred percent of staff time is committed to the goals and objective of this program.

The program does not use sub-contractors or have any unusual expenditures. No mid-year salary range adjustment is required, as it has been calculated over a twelve-month period and is reflected in the personal service section of this report. The operating expenses allow for the maintenance of a comprehensive center that is responsive to the basic rights and needs of victims and witnesses within Fresno County. Through the operating component, a fully functional program staff will be able to provide efficient and effective delivery of services which are consistent with the stated goals and objective outlines in the grant application. The operating expenses provides for supplies, office equipment, communication efforts, transportation, public

Subrecipient: County of Fresno

Subaward #: XV15 01 0100

awareness, education, and other materials required for the implementation of a successful program.

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

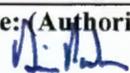
<b>Subrecipient:</b> County of Fresno	<b>DUNS #:</b> 932953037	<b>FIPS #:</b> 019-00000
<b>Grant Disaster/Program Title:</b> Unserved / Underserved Victim Advocacy and Outreach Program (XV)		
<b>Performance Period:</b> 04/01/2016 to 12/31/2019	<b>Subaward Amount Requested:</b> \$ 820,311	
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.331, 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 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, or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	3-5 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 grants
4. What is the approximate total dollar amount of all grants your organization receive?	\$ 3,332,723
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 on how you charge costs to grants?	Yes
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, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

<b>Certification:</b> <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 11-3-17
<b>Print Name:</b> Brian Pacheco	<b>Print Title:</b> Chairman, Fresno County Board of Supervisors

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

## **SPECIAL CONDITION**

Grant Subaward No. XV15 01 0100 is hereby approved with the following condition:

- ***To change the ending date of the Grant Subaward from 03/31/2018 to 12/31/2019.***
- The 2015 VOCA Funds in the amount of \$437,500 must be expended by 6/30/18 and the final 2-201 must be received by Cal OES by 8/31/18. **This condition will reduce the liquidation period to 60 days.**
- The 2016 VOCA Funds in the amount of \$309,910 must be expended by 8/31/19 and the final 2-201 must be received by Cal OES by 8/31/19. **This condition will reduce the liquidation period to zero days.**
- The 2017 VOCA funds in the amount of \$72,901 cannot be expended until the FY2017/2018 Federal VOCA Award is received by Cal OES.
- Final liquidation period is reduced from 90 to 60 calendar days following the end of the grant period.

**Should the Federal VOCA award be reduced, you will be notified and required to amend the Subaward.**

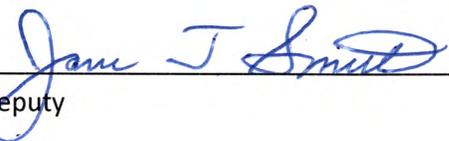
Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward and/or the denial of future grant funds.

Grant Subaward#XV15010100 Amendment #2 with the California Governor's Office of Emergency Services for the Unserved / Underserved Victim Advocacy & Outreach Program (XV) to work with elderly and dependent adult victims of crime for performance period April 1, 2016 through December 31, 2019.

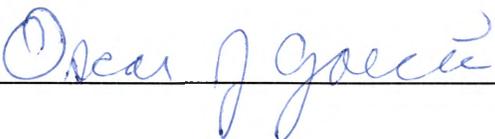
Reviewed and Recommended for Approval

By  Date: 11/1/17  
Philip F. Kader, Interim Chief Probation Officer

Approved as to Legal Form:  
Daniel C. Cederborg, County Counsel

By  Date: Nov. 1, 2017  
Deputy

Approved as to Accounting Form:  
Oscar J. Garcia, Auditor-Controller-Treasurer/Tax Collector

By  Date: 11-2-17