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(Cal OES Use Only)			
Cal OES#	019-00000-17	FIPS#	019-00000
VS #		Subaward #	VW16350100

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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

1. Subrecipient: County of Fresno 1a. DUNS#: 932953037
 2. Implementing Agency: Probation Department - Fresno County 2a. DUNS#: 188215180
 3. Implementing Agency Address: 3333 East American Ave, Suite B Fresno 93725-9247
 Street City Zip+4
 4. Location of Project: Fresno Fresno 93721-2613
 City County Zip+4
 5. Disaster/Program Title: Victim/Witness Assistance Program (VW) 6. Performance Period: 7/1/2016 to 6/30/2017
 7. Indirect Cost Rate: N/A; 10% de minimis; Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2016	8. VWA0	\$ 361,133					\$ 0	\$ 361,133
2016	9. VOCA		1,053,452 \$ 504,931				\$ 0	1,053,452 \$ 504,931
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 361,133	1,053,452 \$ 504,931	1,414,585 \$ 966,064	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 966,064

13. 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. Official Authorized to Sign for Subrecipient: Ernest Buddy Mendes Title: Chairman, Board of Supervisors
 Telephone: (559) 600-4000 (area code) FAX: (559) 600-1906 (area code) Email: District4@co.fresno.ca.us
 Payment Mailing Address: 3333 E. American Ave., Suite B City: Fresno Zip+4: 93725-9247
 Signature: *Ernest Buddy Mendes* Date: November 15, 2016

(FOR Cal OES USE ONLY)

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

[Signature] 03/06/17 *[Signature]* 3/6/17
 Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2016/17 / Chapter: 23/ PCA No: 14147
 Item: 0690-101-0214 Component: 40.20.101
 FAIN #: N/A CFDA#: N/A

Federal Award Dates: N/A
 Fund: Restitution Fund
 Program: Victim/Witness Assistance Program
 Match Req.: None
 Project No.: 16VWR0 Amount: \$ 361,133

ATTEST:
 BERNICE E. SEIDEL, Clerk
 Board of Supervisors

By: *[Signature]*
 Deputy

Yr: 2016/17 / Chapter: 23/ PCA No: 18406
 Item: 0690-102-0890 Component: 40.20.451
 FAIN #: 2016-VA-GX-0057 CFDA#: 16.575
 Federal Award Dates: 10/01/15 - 09/30/19
 Fund: Federal Trust
 Program: Victim/Witness Assistance Program
 Match Req.: 20% C/K based on TPC-Match met by VWA Funds
 Project No.: 16VOCA Amount: \$ 1,053,452

ML 619045

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) makes 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.

Each year CVAC provides services to over 5,000 new 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, interagency roundtable committees, interagency 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 outreach in a concerted public education effort. Public awareness of the impact of crime 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 California Department of Finance, Fresno is the tenth most populated county with 972,297 residents. 65% 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 13 small cities, 42 towns, and many remote settlements that offer little to no direct services to residents.

Fresno County's population increased by 10.4%, nearly twice the statewide growth rate of 5.6% from 2005-2015. During most of that period, state and federal funding for CVAC remained level, or dropped, so we are gratified that the grant amount has remained stable for 2015-16. There are many challenges in providing services to a growing population with limited resources.

To compound the challenge of growth, 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 services and printed materials that provide an effective means of communication require additional resources. Fresno County is home to 112 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. However, a tragic event in Fresno County in March of 2015 resulted in CVAC serving the victim’s family and informing both the family and Hmong funeral owner/director of the benefits of Cal VCP. Continued outreach efforts are necessary to build relationships with Hmong community leaders and organizations.

The Native American communities are also challenging due to the existing infrastructure within local tribes, distrust of outsiders, and stigmatism—which plays a major role in close-knit communities. CVAC will continue to provide outreach services to members of the three local tribes in Fresno County and strive to strengthen relationships with tribal leaders.

Plan and Capabilities

The CVAC is committed to reducing the effects and trauma of crime by meeting the needs of victims of all crime types. This plan will be accomplished by the recruitment and maintenance of qualified, trained staff to provide the fourteen mandatory and all ten optional services established in the Penal Code. These 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 the county.

All staff and volunteers are trained to provide culturally sensitive intervention and prevention services. Bicultural and bilingual staff and volunteers are dedicated to meeting client needs, but local translation services are utilized when necessary to enable Advocates to communicate effectively in other languages. Translation services are obtained through the Lao

Family Community of Fresno, the Cambodian Community of Fresno, the Southeast Asian Community Services Project, and Centro La Familia. The agency's list of translators is updated regularly.

Three Victim/Witness assistance office locations provide improved access and efficient service to victims of Fresno County. Victim/Witness Advocates in all three locations report directly to the Project Coordinator at the main office. The vehicle assigned to this project is utilized by all Victim/Witness Advocates to make field visits and to transport victims and witnesses, as needed. The after-hours number for Fresno County Victim/Witness services is (559) 779-3570, regardless of location.

Our main office, the James Rowland Crime Victim Assistance Center (CVAC), is located downtown, across the street from the Fresno County Courthouse and the Adult Probation office, at 2233 Kern Street, Fresno, CA 93721. This office, which serves victims of all types of crime, provides a reception area with office support staff, a victim's waiting area for court, and a child's waiting/play room and offices for Victim/Witness Advocates and the Project Coordinator. The CVAC phone number is (559) 600-2822.

The second office is located in the Senior Resource Center. It houses two Victim/Witness Advocates specializing in services to the Elderly and Dependent Adults. Also located at the Senior Resource Center are the Fresno-Madera Area Agency on Aging, Adult Protective Services, Older Adult Mental Health, and Law Enforcement Elder Abuse Crime Units. The close proximity of agencies provides a "one-stop service center" for this special population. The Fresno County Senior Resource Center is located at 2025 E. Dakota, 4th Floor, Fresno, CA 93726; the phone number is (559) 600-5490.

Our 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, Fresno, CA, 93725. We have one fulltime Victim/Witness Advocate at the JJC, specializing in the juvenile court process and

serving victims of juvenile offenders. The Advocate's office at the JJC can be reached at (559) 600-4749.

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 goal 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 emergency needs. This emergency fund is maintained with control and guidelines under the Fresno County Auditor-Controller's office. The centers provide information on financial compensation through the California Victim Compensation Program, including eligibility requirements, claim forms, assistance filing the claim, and determining claim status.

Advocates make field visits to meet with victims in their homes, workplaces, shelters, or other places, as requested. Additionally, field visits are made when the presence of a Victim/Witness Advocate is requested by therapists, social services, law enforcement, Deputy District Attorneys, or Deputy Probation Officers 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 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 Victim Advocate. Victims receive assistance from 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 offers to intervene on the victim's behalf with creditors, landlords, and/or employers.

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 provides an initial orientation and assigns each volunteer to a full time Advocate for supervision and training. Additional training by full time Advocates and outside providers continues during the volunteer's term as appropriate for the assignment given. Volunteers document the hours for each shift worked on the Volunteer Log, which is signed by the supervising Victim Advocate and maintained for audit purposes. Typical duties of a volunteer include: transportation of police reports from law enforcement to the Victim Advocate, reception duties, initial phone contact with new victims, assisting the Advocate with completing the Victim Compensation Application process, assisting at community presentations and events, court support, 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 (TDD) for the Deaf or a sign language interpreter through the Fresno Deaf and Hard of Hearing agency are available for Advocates 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). Advocates maintain mutual-aid relationships with agencies that provide services to victims with special needs, which include: California Children's Services, the Friendship Center for the Blind, Disabled American Vets and the Veterans' Center. Specialized transportation services for the handicapped 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 handicapped access is available in providing court support for the disabled.

Cases most likely to result in trauma are referred to CVAC in a variety of ways to ensure that victims and/or family members receive services. The most 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 also provides daily reports to Victim Advocates on crimes likely to cause physical and/or emotional injury to victims. Daily logs from the Fresno County Sheriff's Department are screened and reports 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 to 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 advocates 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 advocate 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, protective services social workers for children and adults, and by members of other victim-serving agencies. Funeral home directors, attorneys, friends and relatives of victims, and persons who have previously utilized the project's services also refer victims. Clients often self-refer after learning about this program through publicity and/or media coverage generated by the center.

Operational Agreements (OA) 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 attached) 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 interagency 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. Agency staff members also attend monthly Interagency Roundtable meetings to ensure exchange 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 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 presentations to community groups, public service announcements, brochures and media coverage throughout the year. Written

material and video tapes that are crime and language specific, i.e., domestic violence, crime prevention, and testifying in court, are all used to enhance presentations and to give individual information to assist victims and witnesses as needed.

The CVAC's qualified and fully trained staff is committed to providing quality service to crime victims and capable of implementing 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 accounting and administrative controls to ensure that both revenues and costs are identified by program and funding source, and that we are in compliance with mandated grant procedures. 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 submits status reports bi-annually as required.

An organizational chart showing CVAC's place within the Fresno County Probation Department, as well as a chart of the program and staffing is attached in the Appendix. Further, a chart showing the location and staffing patterns of the multiple service locations is attached in the Appendix.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno	Subaward #: VW16350100			
A. Personal Services – Salaries/Employee Benefits	VOCA 16	MATCH	VWA0 16	COST
Project Coordinator (Probation Services Manager) 1 @ 100%				\$0
Salary - (\$3,024 x 1.1 pay period) = \$3,326			\$3,326	\$3,326
Salary - (\$3,106 x 25 pay period) = \$77,650			\$77,650	\$77,650
Unemployment - .00044 of salary - \$80,976 x .00044 = \$36 (will not claim)				\$0
Retirement - 60.16% of Salary (\$80,976 x 60.16% = \$48,715)		\$31,921	\$16,794	\$48,715
OASDI - 7.65% of Salary (\$80,976 x 7.65% = \$6,195)		\$6,195		\$6,195
Health Insurance - \$5,821 per annum per FTE		\$5,821		\$5,821
Life & Disability Insurance - \$292 per annum (Manager only) (will not claim)				\$0
Benefit Administration - \$128 per annum per FTE (will not claim)				\$0
SR. VICTIM WITNESS ADVOCATE 3 @ 100 % (Step 4)				
Salary - (\$1,866 x 26.1 pay period x 3 employees = \$146,108)	\$146,108			\$146,108
Unemployment - .00044 of salary (\$146,108 x .00044 = \$64) (will not claim)				\$0
Retirement - 60.16% of Salary (\$146,108 x 60.16% = \$87,898)	\$87,898			\$87,898
OASDI - 7.65% of Salary (\$146,108 x 7.65% = \$11,177)	\$11,177			\$11,177
Health Insurance - \$5,821 per annum per FTE (\$5,821 x 3 = \$17,463)	\$17,463			\$17,463
Benefit Administration - \$128 per annum per FTE = (\$128 x 3 = \$ 384) (will not claim)				\$0
VICTIM WITNESS ADVOCATE 1 @ 100 %				
Salary - (\$1,748 x 26.1 pay period = \$45,623)	\$45,623			\$45,623
Unemployment - .00044 of salary (\$45,623 x .00044 = \$20) (will not claim)				\$0
Retirement - 60.16% of Salary (\$45,623 x 60.16% = \$27,447)	\$27,447			\$27,447
OASDI - 7.65% of Salary (\$45,623 x 7.65% = \$3,490)	\$3,490			\$3,490
Health Insurance - \$5,821 per annum per FTE	\$5,821			\$5,821
Benefit Administration - \$128 per annum per FTE (will not claim)				\$0
VICTIM WITNESS ADVOCATE 2@ 100 %, RETIREMENT @ TIER 2				
Salary - (\$1,748 x 26.1 pay period x 2 employees = \$91,246)	\$91,246			\$91,246
Unemployment - .00044 of salary (\$91,246 x .00044 = \$40) (will not claim)				\$0
Retirement - 56.47% of Salary (\$91,246 x 56.47% = \$51,526)	\$51,526			\$51,526
OASDI - 7.65% of Salary (\$91,246 x 7.65% = \$6,980)	\$6,980			\$6,980
Health Insurance - \$5,821 per annum per FTE = (\$5,821 x 2 = \$11,642)	\$11,642			\$11,642
Benefit Administration - \$128 per annum per FTE (will not claim)				\$0
VICTIM WITNESS ADVOCATE 1 @ 100 %, RETIREMENT @ TIER 5				
Salary - (\$1,454 x 6.1 pay period = \$8,869)	\$8,869			\$8,869
Salary - (\$1,499x 20 pay period = \$29,980)	\$29,980			\$29,980
Unemployment - .00044 of salary (\$38,849 x .00044 = \$17) (will not claim)				\$0
Retirement - 45.69% of Salary (\$38,849 x 45.69% = \$17,750)	\$17,750			\$17,750
OASDI - 7.65% of Salary (\$38,849 x 7.65% = \$2,972)	\$2,972			\$2,972
Health Insurance - \$5,821 per annum per FTE	\$5,821			\$5,821
Benefit Administration - \$128 per annum per FTE (will not claim)				\$0
VICTIM WITNESS ADVOCATE 1 @ 100 %, RETIREMENT @ TIER 5				
Salary - (\$1,454 x 25.1 pay period = \$36,495)	\$36,495			\$36,495
Salary - (\$1,499 x 1 pay period = \$1,499)	\$1,499			\$1,499
Unemployment - .00044 of salary (\$37,994 x .00044 = \$17) (will not claim)				\$0
Retirement - 45.69% of Salary (\$37,994 x 45.69% = \$17,359)	\$17,359			\$17,359
OASDI - 7.65% of Salary (\$37,994 x 7.65% = \$2,907)	\$2,907			\$2,907
Health Insurance - \$5,821 per annum per FTE	\$5,821			\$5,821
Benefit Administration - \$128 per annum per FTE (will not claim)				\$0
VICTIM WITNESS ADVOCATE 4 @ 100 %, STEP 1 RETIREMENT @ TIER 5				
Salary - (\$1,394 x 15 pay period X 4 EE = \$83,640)	\$46,586	\$37,054		\$83,640
Salary - (\$1,409 x 11 pay period X 4 EE = \$61,996)		\$61,996		\$61,996
Unemployment - .00044 of salary (\$145,636 x .00044 = \$64) (will not claim)				\$0
Retirement - 45.69% of Salary (\$145,636 x 45.69% = \$66,541) (will only claim \$15,662)		\$15,662		\$15,662
OASDI - 7.65% of Salary (\$145,636 x 7.65% = \$11,141)		\$11,141		\$11,141
Health Insurance - \$5,821 per annum per FTE = (\$5,821 x 4 EE = \$22,284)		\$22,284		\$22,284
Benefit Administration - \$128 per annum per FTE - (\$128 x 4 = 512) = \$ (will not claim)				\$0
PROGRAM TECHNICIAN 1 @ 85%				
Salary - (\$1,782 x 26 pay period x 85% = \$39,534)		\$39,534		\$39,534
Unemployment - .00044 of salary (\$39,534 x .00044 = \$17) (will not claim)				\$0
Retirement - 60.16% of Salary (\$39,534 x 62.47% = \$23,783)		\$23,783		\$23,783
OASDI - 7.65% of Salary (\$39,534 x 7.65% = \$3,024)		\$3,024		\$3,024
Health Insurance - \$5,821 per annum per FTE = (\$5,821 x 85% = \$4,948)		\$4,948		\$4,948
Benefit Administration - \$128 per annum per FTE (will not claim)				\$0
EH VICTIM WITNESS 8 @ 100 % 940 HRS MAX				
Salary - (\$17.43 per hr x 940 hrs x 8 EE = \$163,842)	\$163,842			\$163,842
OASDI - 7.65% of Salary (\$108,674 x 7.65% = \$12,534)	\$12,534			\$12,534
PROBATION STUDENT WORKER 9 @ 100 % 940 HRS MAX				
Salary - (\$10 per hr x 940 hrs x 10 EE = \$84,600)	\$84,600			\$84,600
OASDI - 7.65% of Salary (\$94,000 x 7.65% = \$6,472)	\$6,472			\$6,472
Personal Section Totals	\$949,928	\$263,363	\$97,770	\$1,311,061
PERSONAL SECTION TOTAL				\$1,311,061

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno		Subaward #: VW16350100			
B. Operating Expenses		VOCA 16	MATCH	VWA0 16	COST
Vehicle Charges/Maintenance					
\$250 x 12 months x 2 vehicles = \$6,000		\$6,000			\$6,000
Training					
40 Hour Entry Level Victim/Witness Training (15 VWAs)		\$22,965			\$22,965
Lodging - (\$114 x 5 nights x 15 advocates)	8550				
Meals- (5 Breakfast @ \$15; 5 Lunches @ \$16; 6 Dinners @ \$28 = \$323); (\$323 x 15 advocates)	4845				
Incidental Expenses = (\$5 per day x 5 days x 15 advocates)	375				
Parking - (\$25 per day x 5 day x 5 vehicles)	625				
	<u>14395</u>				
Continued Educational Training (19 VWAs, 1 PSM)					
Lodging - (\$114 x 3 nights x 20 = \$6,840) will only claim \$3,795	3795				
Meals- (3 Breakfast @ \$15; 3 Lunches @ \$16; 4 Dinners @ \$28 = \$205); (\$205 x 20)	4100				
Incidental Expenses = (\$5 per day x 3 days x 20)	300				
Parking - (\$25 per day x 3 day x 5 vehicles)	375				
	<u>8570</u>				
Office Expense					
Printing of brochures describing available services	9159	\$16,559			\$16,559
Outreach Program (Pamphlets, Tables, Chairs, Carts, Tablecloth, Tote, Pens for Victims)	5000				
Postage - \$200 x 12 months	2400				
	<u>16559</u>				
OPERATING SECTION TOTAL		\$45,524	\$0	\$0	\$45,524
OPERATING SECTION TOTAL					\$45,524

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 \$1,414,585 for Fresno County to continue this program during fiscal year 2016-17. This grant application requests funds for expenditure in the Personal Services category only. There is an allocated cost for Equipment with the purchase of five vehicles.

The implementing agency (Probation Department) absorbs operating expenses, including office supplies, postage, communication, liability insurance, data processing cost, PeopleSoft human resources charges, PeopleSoft financial charges, vehicle charges, minimum standard training for employees, costs associated with building maintenance and training/travel expenses to send the Project Director and Financial Officer to the Cal OES mandatory training. The salaries of the Project Director and Financial Officer are not paid by funds from this grant; however, they provide direct services regarding the fiscal requirements of this grant. The Financial Officer reviews documents for 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 a Probation Services Manager (PSM) responsible for the day to day operation of the project. Grant related duties of the Project Coordinator/PSM include: recruitment, hiring, training, supervision and evaluation of paid staff; development and enforcement of policies and procedures for the CVAC; long and short term program planning; creation and interaction of management information for the project;

facilitation of interagency 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 Program (Cal VCP); instituting and continuing interagency relationships with other criminal justice and victim service agencies; and representing the Victim/Witness Project to the public. The Project Coordinator/PSM 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 Project Coordinator/PSM position is classified as a Probation Services Manager within the Probation Department structure. The educational requirement attached to this position is a Bachelor's Degree in psychology, sociology, criminology, or a closely related field.

The Victim/Witness Advocate position provides the mandated and optional services to victims/witnesses of all types of crime countywide. This includes the thirteen mandatory and all ten optional services outlined in Penal Code Section 13835. These services, which are also provided to victim family members and witnesses of crimes, include advising participants 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. Sixty 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 Program Technician performs various tasks which include, but are not limited to paraprofessional/technical work in support of County department programs and services in knowledge, interpretation, and application of County policies, rules, regulations, and procedures. The Program Technician reports to the Project Coordinator/PSM 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 Program Technician assists the Project Coordinator with the preparation of mandated quarterly and annual reports as required by Cal OES. The Program Technician also serves as back up at the reception window, greets clients and answers incoming phone calls. Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system is required for this position.

This program relies on 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 to agree to submit to a background check. Once cleared, volunteers are issued ID cards and entered into a data base from which work units within the Probation Department may select individuals. Thus, programs can choose volunteers with full confidence that appropriate background clearances are on file, and the volunteer may begin work without delay. While all staff at CVAC is committed to serving victims of crime, one hundred percent of staff time specified in this proposal for grant funding is committed to the goals and objectives of this project.

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. Operating expenses absorbed by the Probation Department allow 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 is able to provide efficient and effective delivery of services which are consistent with the stated goals and objectives outlined in the grant application.

The operating expenses include costs associated with increasing personal to include additional Extra Help Victim Witness Advocates and Probation Student Workers. The Crime Victim Assistance Center requires additional victim advocates and probation student workers, with skills and competency to work with victims of violent crime and in need of crisis intervention. Staff will handle documentation, correspondence, and record keeping of all contacts in Adult Probation System case management system.

The new hires will prepare and manage correspondence with CalVCP, law enforcement, District Attorney's office, retrieve police reports and necessary documents required to process CalVCP applications, handle incoming referrals, interview and assess the victims needs and enter chronological notes, maintain schedules and calendars, implement and maintain office and filing systems, collate information from various sources, maintain databases, and coordinate the flow of information externally and internally.

At present, victim advocates perform these job functions with limited resources, which includes the respective Senior Advocate. Hiring additional staff will allow the Senior Advocate to delegate such routine matters, leaving them free to perform their core operational functions without distractions.

CVAC staff is working with caseloads of up to 400. Due to the large caseloads advocates are overwhelmed with the number of applications that are processed, in addition to the other responsibilities as outlined in the statute, and are unable to provide case management services.

The addition of staffing positions will allow CVAC to provide victims immediate access to shelter, and transportation therefore; and with sufficient staffing case management will be incorporated in a timely fashion.

The services provided through this grant will require vast outreach to law enforcement agencies throughout all of Fresno County, community based organizations, and faith based organizations and the unincorporated areas in Fresno County.

Hiring additional staff will allow for reorganization of CVAC to include a team of staff conducting outreach and education to the public, reconfiguration of caseloads, case management, and form a collaborative committee with the service providers to ensure we are meeting the requirements and objectives of the grant.

An additional purchase of two vehicles with the expansion of CVAC staff will assist in the ability for victim advocates to conduct outreach services in Fresno County. This will include the 13 small cities which offer little to no direct services to residents. The benefit in connecting with these outlying communities is instrumental in fulfilling grant requirements regarding providing timely responses, public presentations, and presentations and training of the criminal justice system and Victims' Rights.

CVAC is comprised of various sub-units including Domestic Violence, Homicide/Sexual Assault, Child Abuse, and Juvenile. Currently one vehicle is shared amongst ten staff.

Each subunit consists of three to four victim advocates with the exception of the Juvenile Division in which is assigned one victim advocate. With an expected increase of victim advocates one vehicle will not be sufficient and is where two additional vehicles will increase community outreach, public presentations, and will make contact with victims in their home, work, hospital, etc.

Advocates will have the ability to connect with victims who do not have transportation and or who are either physically or emotionally unable to go to the office to fill out a Cal VCB application.

CVAC has a victim advocate who works off-site with families who have been victimized by a juvenile offender. The advocate is assigned to the Juvenile Division and often seeks other means of transportation when meeting off-site with victims. A vehicle will be a benefit to the victim advocate in connecting with victims in their time of need.

Victim advocates will assist victims in need of transportation to and from court hearings, emergency shelter, respond to MDIC requests and have immediate contact with the victims and

families, participate in training opportunities, and participate in community presentations including law enforcement agencies in both the metropolitan and rural areas. In addition, the two Senior Victim Advocates will also participate in various monthly collaborative agency meetings.

Our mission as a member of the criminal justice system is to provide protection for the community, support victim advocacy, and deliver essential services to the courts. Victim advocates will have the opportunity to enhance existing services to victims in Fresno County.

NOTE: Position Descriptions for all staff funded by the grant are included in the Application Appendix.