

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

**GRANT SUBAWARD AMENDMENT** SUBAWARD #: XC16 01 0100

Federal Grant # \_\_\_\_\_ FIPS# 019-00000 Amendment# 1  
 Project # N/A DUNS# 932953037 Performance Period 07/01/2016 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

**AMENDMENT TO FUNDS:**

Increase the 2017 VOCA funds by \$861,812 from \$ 0 to \$861,812;  
 Increase the 2017 VOCA match by \$215,453 from \$ 0 to \$215,453 ;  
 Increase the Total Project Cost by \$1,077,265 from \$1,371,481 to \$2,448,746.

ATTEST:

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

Change the Performance Period of Subaward from 6/30/18 to 12/31/19

By *Brian Pacheco*, Deputy

**SPECIAL CONDITIONS:**

The 2015 VOCA funds in the amount of \$1,186,442 must be expended by 6/30/18 and the final 2-201 must be submitted by 8/31/2018.

The 2017 VOCA funds in the amount of \$861,812 must be expended by 12/31/2019 and the final 2-201 must be submitted by 2/28/2020.

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>Brian Pacheco</i></u>		<u>October 17, 2017</u>		
Printed Name		Title		
Brian Pacheco		Chairman, Board of Supervisors		
Address				
2281 Tulare St., Room 301, Fresno, CA 93721-2198				
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 #: XC16010100  
 2. Modification # 1

3. Subrecipient/Implementing Agency: County of Fresno/Probation Department  
 4. Project Title: County Victim Services (XC) Program  
 5. Contact Person: Cliff Downing Phone: (559) 600-1233 Fax: (559) 455-2483  
 Email Address: CliffDowning@co.fresno.ca.us 6. Performance Period: 07/01/2016 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	\$659,694	\$526,748	\$0	\$1,186,442	\$66,495	\$118,544	\$0	\$185,039	\$1,371,481
17	VOCA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund				\$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	\$113,462	(\$113,462)		\$0	\$24,536	(\$24,536)		\$0	\$0
17	VOCA	\$614,435	\$247,377		\$861,812	\$170,652	\$44,801		\$215,453	\$1,077,265
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
<b>Revised Allocation</b>										
15	VOCA	\$773,156	\$413,286	\$0	\$1,186,442	\$91,031	\$94,008	\$0	\$185,039	\$1,371,481
17	VOCA	\$614,435	\$247,377	\$0	\$861,812	\$170,652	\$44,801	\$0	\$215,453	\$1,077,265
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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 request to increase the 2017 VOCA funds by \$861,812, increase the 2017 VOCA match by \$215,453, and increase the Total Project Cost to \$2,448,746. Also attached is the budget that includes the increased 2017 VOCA funds & match requirement as well as a revision to establish an after-hour crisis service to be staffed by Fresno County Victim Witness Advocates.

**10. Subrecipient Approvals**

<p><u>Cliff Downing</u>                  Project Director (typed name)</p> <p>                  Project Director Signature</p> <p style="text-align: center;">Date <u>9-27-17</u></p>	<p><u>Greg Reinke</u>                  Financial Officer (typed name)</p> <p>                  Financial Officer Signature</p> <p style="text-align: center;">Date <u>9/27/17</u></p>
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**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	EPSD	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.)

The Fresno County Probation Department had originally requested funding to establish an after-hours phone response service contract with a local community agency and Cal OES awarded funding for such contract. The Probation Department, in conjunction with the Fresno County Purchasing Department, issued a "Letter of Interest" requesting an after-hours (Monday-Friday 5:00pm-8:00am, 24-hours on Saturday, Sunday, and Holidays) service provider to facilitate emergency transportation and housing to victims of crime; no agencies responded. As there was no response received from the issuance of the "Letter of Interest", the Probation Department approached various local community agencies with this project but no positive response was received.

As the Probation Department has been unsuccessful in contracting the services of a local community agency, the Department is requesting this budget modification to establish an in-house after-hours service where Victim Witness Advocates will be on-call to provide after-hour crisis services in the community. This service will allow law enforcement agencies and other victim service providers to call for assistance with emergency transportation and housing for victims of crime.

Amendment will also change the Performance Period of Subaward from 6/30/2018 to 12/31/2019.

In addition, the Fresno County Probation Department is requesting a change in the Project Contact Information (form Cal OES 2-102) as follows:

Change in person having Routine Programmatic responsibility for the project from Nancy Dominguez to Karen Roach.

Change in Project Director from Rosalinda Acosta to Cliff Downing.

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Fresno	Subaward #: XC16 01 0100				
A. Personal Services – Salaries/Employee Benefits	VOCA15	Match 15VOCA	VOCA17	Match 17VOCA	COST
<b>VICTIM WITNESS ADVOCATE Step 9; 3 @ 100 %</b>					
Salary - (\$1,783 x 26.10 pay period x 3 EE = \$139,609) (FY 16-17)	\$139,609				\$139,609
Salary - (\$1,783 x 26 pay period x 3 EE = \$139,074) (FY17-18)	\$127,141	\$11,933			\$139,074
Salary - (\$1,783 x 26 pay period x 3 EE = \$139,074) (FY18-19)			\$111,259	\$27,815	\$139,074
Salary - (\$1,783 x 13.1 pay period x 3 EE = \$70,072) (FY19-20)			\$56,058	\$14,014	\$70,072
Retirement - 60.16% of salary - (\$139,609 x 60.16% = \$83,989) (FY16-17)	\$73,010	\$10,979			\$83,989
Retirement - 60.16% of salary - (\$139,074 x 60.16% = \$83,667) (FY17-18)	\$72,731	\$10,936			\$83,667
Retirement - 60.16% of salary - (\$139,074 x 60.16% = \$83,667) (FY18-19)			\$66,934	\$16,733	\$83,667
Retirement - 60.16% of salary - (\$70,072 x 60.16% = \$42,155) (FY19-20)			\$33,724	\$8,431	\$42,155
OASDI - 7.65% of salary - (\$139,609 x 7.65% = \$10,680) (FY16-17)	\$9,284	\$1,396			\$10,680
OASDI - 7.65% of salary - (\$139,074 x 7.65% = \$10,639) (FY17-18)	\$9,248	\$1,391			\$10,639
OASDI - 7.65% of salary - (\$139,074 x 7.65% = \$10,639) (FY18-19)			\$8,511	\$2,128	\$10,639
OASDI - 7.65% of salary - (\$70,072 x 7.65% = \$5,361) (FY19-20)			\$4,289	\$1,072	\$5,361
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (\$8,332 x 3 EE = \$24,996) (FY16-17)	\$21,663	\$3,333			\$24,996
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (\$8,332 x 3 EE = \$24,996) (FY17-18)	\$21,663	\$3,333			\$24,996
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (\$8,332 x 3 EE = \$24,996) (FY18-19)			\$19,997	\$4,999	\$24,996
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (\$8,332 x 3 EE/2 = \$12,498) (FY19-20)			\$9,998	\$2,500	\$12,498
Unemployment - .00044 of salary - (\$139,609 X .00044 = \$61) (FY16-17)	\$53	\$8			\$61
Unemployment - .00044 of salary - (\$139,074 X .00044 = \$61) (FY17-18)	\$53	\$8			\$61
Unemployment - .00044 of salary - (\$139,074 X .00044 = \$61) (FY18-19)			\$49	\$12	\$61
Unemployment - .00044 of salary - (\$70,072 X .00044 = \$31) (FY19-20)			\$25	\$6	\$31
Benefit Adm - \$127 per annum per employee (\$127x 3EE = \$381) (FY16-17)	\$330	\$51			\$381
Benefit Adm - \$127 per annum per employee (\$127x 3EE = \$381) (FY17-18)	\$330	\$51			\$381
Benefit Adm - \$127 per annum per employee (\$127x 3EE = \$381) (FY18-19)			\$305	\$76	\$381
Benefit Adm - \$127 per annum per employee (\$127x 3EE/2 = \$191) (FY19-20)			\$153	\$38	\$191
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 3 EE = \$1,323) (FY16-17)	\$1,147	\$176			\$1,323
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 3 EE = \$1,323) (FY17-18)	\$1,147	\$176			\$1,323
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 3 EE = \$1,323) (FY18-19)			\$1,058	\$265	\$1,323
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 3 EE / 2 = \$662) (FY19-20)			\$530	\$132	\$662
<b>DEPUTY PROBATION OFFICER Step 5; 1 @ 100%</b>					
Salary - (\$2,386 x 16 pay period x 1 EE = \$38,176) (FY 16-17)	\$38,176				\$38,176
Salary - (\$2,386 x 26 pay period x 1 EE = \$62,036) (FY17-18)	\$62,036				\$62,036
Salary - (\$2,386 x 26 pay period x 1 EE = \$62,036) (FY 18-19)			\$49,629	\$12,407	\$62,036
Salary - (\$2,386 x 13.1 pay period x 1 EE = \$31,257) (FY19-20)			\$25,006	\$6,251	\$31,257
Retirement - 60.16% of salary - (\$38,176 x 60.16% = \$22,967) (FY16-17)	\$22,967				\$22,967
Retirement - 60.16% of salary - (\$62,036 x 60.16% = \$37,321) (FY17-18)	\$37,321				\$37,321
Retirement - 60.16% of salary - (\$62,036 x 60.16% = \$37,321) (FY18-19)			\$29,857	\$7,464	\$37,321
Retirement - 60.16% of salary - (\$31,257 x 60.16% = \$18,804) (FY19-20)			\$15,043	\$3,761	\$18,804
OASDI - 7.65% of salary - (\$38,176 x 7.65% = \$2,920) (FY16-17)	\$2,920				\$2,920
OASDI - 7.65% of salary - (\$62,036 x 7.65% = \$4,746) (FY17-18)	\$4,746				\$4,746
OASDI - 7.65% of salary - (\$62,036 x 7.65% = \$4,746) (FY18-19)			\$3,797	\$949	\$4,746
OASDI - 7.65% of salary - (\$31,257 x 7.65% = \$2,391) (FY17-18)			\$1,913	\$478	\$2,391
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (FY16-17) (\$8,332/12 x 7 months= \$4,860)	\$4,860				\$4,860

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Fresno	Subaward #: XC16 01 0100				
A. Personal Services – Salaries/Employee Benefits	VOCA15	Match 15VOCA	VOCA17	Match 17VOCA	COST
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (FY17-18)	\$8,332				\$8,332
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (FY18-19)			\$6,666	\$1,666	\$8,332
Health Insurance - \$5,843 per annum per employee plus \$2,489 for dependents = \$8,332 (8,332/12*6 months=\$4,166 ) (FY19-20)			\$3,333	\$833	\$4,166
Unemployment - .00044 of salary - (\$38,176 X .00044 =\$17) (FY16-17) <b>will not claim</b>	\$0				\$0
Unemployment - .00044 of salary - (\$62,036 X .00044 =\$28) (FY17-18)	\$28				\$28
Unemployment - .00044 of salary - (\$62,036 X .00044 =\$27) (FY18-19)			\$16	\$4	\$20
Unemployment - .00044 of salary - (\$31,257 X .00044 =\$14) (FY19-20)			\$8	\$2	\$10
Benefit Adm - \$127 per annum per employee (\$127/12 x 7 months= \$74) (FY16-17)	\$74				\$74
Benefit Adm - \$127 per annum per employee (\$127 x 1EE = \$127) (FY17-18)	\$127				\$127
Benefit Adm - \$127 per annum per employee (\$127 x 1EE = \$127) (FY18-19)			\$102	\$25	\$127
Benefit Adm - \$127 per annum per employee (\$127/12 x 6 months= \$64) (FY19-20)			\$51	\$13	\$64
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 7 months = \$257) (FY16-17)	\$257				\$257
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 1 EE = \$441) (FY17-18)	\$441				\$441
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 1 EE = \$441) (FY18-19)			\$353	\$88	\$441
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 6 months = \$221) (FY19-20)			\$177	\$44	\$221
Stand-by Hours = 16 units per week x 3 VWA x 52 weeks x \$20/unit (FY 17-18)	\$39,936	\$9,984			\$49,920
Stand-by Hours = 16 units per week x 3 VWA x 52 weeks x \$20/unit (FY 18-19)			\$39,936	\$9,984	\$49,920
Stand-by Hours = 16 units per week x 3 VWA x 26 weeks x \$20/unit (FY 19-20)			\$19,968	\$4,992	\$24,960
Over-time = 48 hours per week x 52 weeks x \$32.78/unit (FY 17-18)	\$67,746	\$14,073			\$81,819
OASDI - 7.65% of over-time - (\$81,819 x 7.65% = \$6,259) (FY 17-18)	\$5,780	\$479			\$6,259
Over-time = 48 hours per week x 52 weeks x \$32.78/unit (FY 18-19)			\$65,455	\$16,364	\$81,819
OASDI - 7.65% of over-time - (\$81,819 x 7.65% = \$6,259) (FY 18-19)			\$5,007	\$1,252	\$6,259
Over-time = 48 hours per week x 26 weeks x \$32.78/unit (FY 19-20)			\$32,728	\$8,182	\$40,909
OASDI - 7.65% of over-time - (\$27,273 x 7.65% = \$2,086) (FY 19-20)			\$2,504	\$626	\$3,130
In-Kind Match = volunteer - Vic/Witness Advocate 520 hrs @ \$21.85 = \$11,362 10 hrs per week x 52 weeks = 520 hrs (FY16-17)		\$11,362			\$11,362
In-Kind Match = volunteer - Vic/Witness Advocate 520 hrs @ \$21.85 = \$11,362 10 hrs per week x 52 weeks = 520 hrs (FY17-18)		\$11,362			\$11,362
In-Kind Match = volunteer - Vic/Witness Advocate 520 hrs @ \$21.85 = \$11,362 10 hrs per week x 52 weeks = 520 hrs (FY18-19)				\$11,362	\$11,362
In-Kind Match = volunteer - Vic/Witness Advocate 260 hrs @ \$21.85 = \$11,362 10 hrs per week x 26 weeks = 260 hrs (FY19-20)				\$5,681	\$5,681
Victim Witness Advocate Step 9 per hour rate - \$21.85					
	\$773,156	\$91,031	\$614,435	\$170,652	\$1,649,274
<b>PERSONAL SECTION TOTAL</b>					\$1,649,274

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Fresno			Subaward #: XC16 01 0100				
B. Operating Expenses			VOCA15	Match 15VOCA	VOCA17	Match 17VOCA	COST
Office Expense - (FY16-17)			\$7,500				\$7,500
6 scanner printer @ \$400 - 2,400 (one time)	2,400.00						
Printing of brochures describing available services -\$4,500	4,500.00						
Postage - \$50 x 12 months = \$ 600	600.00						
	<u>7,500.00</u>						
Office Expense - (FY17-18)			\$5,100				\$5,100
Printing of brochures describing available services -\$4,500	4,500.00						
Postage - \$50 x 12 months = \$ 600	600.00						
	<u>5,100.00</u>						
Office Expense - (FY18-19)					\$4,080	\$1,020	\$5,100
Printing of brochures describing available services -\$4,500	4,500.00						
Postage - \$50 x 12 months = \$ 600	600.00						
	<u>5,100.00</u>						
Office Expense - (FY19-20)					\$3,840	\$960	\$4,800
Printing of brochures describing available services -\$4,500	4,500.00						
Postage - \$50 x 6 months = \$ 600	300.00						
	<u>4,800.00</u>						
Data Processing Services (Software equipment rental/lease; Telephone Charges) (2 Sites @ Victim Services; 4 Remote Sites) (FY16-17)			\$19,986				\$19,986
PC Rental	14.43	per device per month					
Equipment Lease	38.80	per device per month					
LAN Admin-County	42.57	per device per month					
Equip Administration	26.83	per device per month					
Info Storage & Admin	2.00	per device per month					
I-Net Line Charges	17.45	per device per month					
I-Net Logon	3.76	per device per month					
Enterprise Base	32.08	per device per month					
Total per month	\$ 177.92						
Total per year	\$ 2,135.04						
MS Enterprise License	196.00	per year					
Webcam and Conference Phone	1,000.00	per year					
	<u>3,331.04</u>						
Data Processing Services (Software equipment rental/lease; Telephone Charges) (2 Sites @ Victim Services; 4 Remote Sites) (FY17-18)			\$19,986				\$19,986
PC Rental	14.43						
Equipment Lease	38.80						
LAN Admin-County	42.57						
Equip Administration	26.83						
Info Storage & Admin	2.00						
I-Net Line Charges	17.45						
I-Net Logon	3.76						
Enterprise Base	32.08						
Total per month	\$ 177.92						
Total per year	\$ 2,135.04						
MS Enterprise License	196.00						
Webcam and Conference Phone	1,000.00						
	<u>3,331.04</u>						
Data Processing Services (Software equipment rental/lease; Telephone Charges) (2 Sites @ Victim Services; 4 Remote Sites) (FY18-19)					\$16,988	\$2,998	\$19,986
PC Rental	14.43						
Equipment Lease	38.80						
LAN Admin-County	42.57						
Equip Administration	26.83						
Info Storage & Admin	2.00						
I-Net Line Charges	17.45						
I-Net Logon	3.76						
Enterprise Base	32.08						
Total per month	\$ 177.92						
Total per year	\$ 2,135.04						
MS Enterprise License	196.00						
Webcam and Conference Phone	1,000.00						
	<u>3,331.04</u>						
Data Processing Services (Software equipment rental/lease; Telephone Charges) (2 Sites @ Victim Services; 4 Remote Sites) (FY19-20)					\$8,494	\$1,499	\$9,993
PC Rental	14.43						
Equipment Lease	38.80						

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Fresno		Subaward #: XC16 01 0100				
B. Operating Expenses		VOCA15	Match 15VOCA	VOCA17	Match 17VOCA	COST
LAN Admin-County	42.57					
Equip Administration	26.83					
Info Storage & Admin	2.00					
I-Net Line Charges	17.45					
I-Net Logon	3.76					
Enterprise Base	32.08					
Total per month	\$ 177.92					
Total per year	\$ 2,135.04					
MS Enterprise License	196.00					
Webcam and Conference Phone	1,000.00					
	3,331.04					
Transportation for Victims						
Taxi Cab Fare (FY16-17)		\$27,300	\$9,100			\$36,400
Taxi Cab Fare (FY17-18)		\$38,234	\$13,000			\$51,234
Taxi Cab Fare (FY18-19)				\$39,780	\$7,020	\$46,800
Taxi Cab Fare (FY19-20)				\$13,598	\$2,964	\$16,562
Emergency Housing for Victims (FY16-17)		\$62,504	\$5,096			\$67,600
13 beds (hotel rooms/emergency essentials) x \$100 per room x 52 weeks						
Emergency Housing for Victims (FY17-18)		\$81,900	\$27,300			\$109,200
21 beds (hotel rooms/emergency essentials) x \$100 per room x 52 weeks						
Emergency Housing for Victims (FY18-19)				\$88,400	\$15,600	\$104,000
20 beds (hotel rooms/emergency essentials) x \$100 per room x 52 weeks						
Emergency Housing for Victims (FY19-20)				\$44,200	\$7,800	\$52,000
20 beds (hotel rooms/emergency essentials) x \$100 per room x 26 weeks						
IT Consultants (FY17-18)		\$114,960	\$29,120			\$144,080
\$70 per hour x 40 hrs x 52 weeks = \$145,600 (will only claim 144,080)						
\$70 per hour x 40 hrs x 52 weeks = \$145,600						
Contract for remote location for use of space and personnel (FY16-17)		\$15,588	\$5,196			\$20,784
\$433/month x 4 sites x 12 months						
Contract for remote location for use of space and personnel (FY17-18)		\$15,588	\$5,196			\$20,784
\$433/month x 4 sites x 12 months						
Contract for remote location for use of space and personnel (FY18-19)				\$17,666	\$3,118	\$20,784
\$433/month x 4 sites x 12 months						
Contract for remote location for use of space and personnel (FY19-20)				\$8,833	\$1,559	\$10,392
\$433/month x 4 sites x 6 months						
Training - 40 Hour Entry Level Victim/Witness Training (3 VWAs) (FY16/17)		\$2,879				\$2,879
Lodging - (\$114 x 5 nights x 3 advocates)	1,710.00					
Meals- (5 Breakfast @ \$15; 5 Lunches @ \$16; 6 Dinners @ \$28 = \$323); (\$323 x 3 advocates)	969.00					
Incidental Expenses = (\$5 per day x 5 days x 3 advocates)	75.00					
Parking - (\$25 per day x 5 day x 1 vehicle)	125.00					
	2,879.00					
Training - 24 Hour -Advanced Level Victim/Witness Training (3 VWAs) (FY17/18)		\$1,761				\$1,761
Lodging - (\$114 x 3 nights x 3 advocates)	1,026.00					
Meals- (3 Breakfast @ \$15; 3 Lunches @ \$16; 4 Dinners @ \$28 = \$323); (\$205 x 3 advocates)	615.00					
Incidental Expenses = (\$5 per day x 3 days x 3 advocates)	45.00					
Parking - (\$25 per day x 3 day x 1 vehicle)	75.00					
	1,761.00					
Training - 24 Hour -Advanced Level Victim/Witness Training (3 VWAs) (FY18-19)				\$1,497	\$264	\$1,761
Lodging - (\$114 x 3 nights x 3 advocates)	1,026.00					
Meals- (3 Breakfast @ \$15; 3 Lunches @ \$16; 4 Dinners @ \$28 = \$323); (\$205 x 3 advocates)	615.00					
Incidental Expenses = (\$5 per day x 3 days x 3 advocates)	45.00					
Parking - (\$25 per day x 3 day x 1 vehicle)	75.00					
	1,761.00					
<b>Operating Section Totals</b>		\$413,286	\$94,008	\$247,377	\$44,801	\$799,472
<b>OPERATING SECTION TOTAL</b>						\$799,472



**Budget Narrative**

In order to support the goals and objectives of providing direct services to the Victim Services (XC) Program, Fresno County Probation is proposing a total grant application amount of \$1,371,481 of which \$1,186,442 is from the California Office of Emergency Services (Cal OES) and \$185,039 (\$140,475 cash match and \$44,564 in in-kind match) is the required match from the County of Fresno.

In order to minimize administration costs and support direct services to victims, the implementing agency (Probation Department) absorbs operating expenses, including, in part, communication, liability insurance, PeopleSoft financial charges, vehicle charges, and costs associated with building maintenance. 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 Fresno Probation Department proposes three (3) FTE permanent Victim Advocates which are included in the proposed salaries and benefits. Salaries are projected at actual Range and Step and are subject to mid-year adjustments for position incumbents. The salaries and benefits of the Victim Advocates partially contribute to our required cash match.

The Victim/Witness Advocate position will provide case management services as well as the thirteen mandatory and all ten optional services outlined in Penal Code Section 13835 to the identified population of this grant. In addition, the advocates will provide training to law enforcement agencies within Fresno County regarding the available services provided by this grant and how to access these services. 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.

All too often, persons who suffer losses because of criminal activity also incur a financial loss. In many of these instances, the necessary documentation is not available at the time of sentencing and the Court will order restitution as “To Be Determined”; in addition, follow up with victims where the offenders placed on Probation Supervision is rare.

CVAC intends to address this issue in allocating a new position in which a Deputy Probation Officer IV (DPO IV) will assume the responsibility in conducting follow-ups with identified victims. The DPO IV will review the orders of the court, the offender’s case file, serve as a liaison with the District Attorney’s office, and communicate with assigned probation officer and guide the victim through the court process regarding matters of restitution. This position will be specific to the XC Grant program.

Volunteer services will also be available to assist the victim population. Many of the volunteers will come from Fresno State University and will mostly likely have a certificate in Victimology. In addition, volunteers may come from other higher education institutions. 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.

One hundred percent of staff time specified in this proposal for grant funding is committed to the goals and objectives of this project.

The proposed grant application will require contracts for transportation services; emergency housing (including emergency essentials such as food, hygiene items, etc.); remote locations for teleconferencing and on-site victim assistance. In addition, an in-house On-Call program will be created to serve as a resource for victims who are in need of emergency hotel and/or transportation to a safe place after-hours, on weekends, and during holidays. The budgeted costs for each of these services has been listed in the operating budget. Victim transportation may require significant time due to the vast size of our County. Therefore, after-hours and weekend transportation for victims will be provided by taxi cab companies to reduce overt-time costs. The contracts for the remote locations are for the use of the office space and personnel from the community based organization to assist the victim in completing necessary forms while teleconferencing with a Victim Advocate at Crime Victim Assistance Center (CVAC). In addition, operating expenses include the necessary data processing equipment and services in order for victims in rural areas to teleconference to the CVAC in order to complete the State of California Victim Compensation Program (CalVCP) application and set appointments at a location near where the victim resides. It will also allow for victims to observe court proceedings at the CVAC and watch in a safe and secure place. An information technology programmer is also included in this application in order to upgrade the data management system so that victims of crime information is available and current and provides meaningful information to assist victims in order to address their multiple level of service needs. The programmer will be required to have strong experience working with a wide range of programming frameworks and language needed to create single page responsive web applications. The operations budget also includes a small amount of funding for office expenses for scanners, printers and postage.

## **Project Narrative**

### **PROBLEM STATEMENT**

Fresno County is culturally and economically in another world when compared to other cities and counties in California as well as defined by stark contrasts. The county is the tenth most populous in California and home to the fifth largest city in the state where many of its half million residents live in urban blight in the City of Fresno. Another approximately 490,000 residents populate the widespread municipalities and towns in the county. The county's sprawling 6,017 square miles with 1.88 million farm acres fuel an agricultural-based economy to the east and west of the City of Fresno. Residents of Shaver Lake to the mountainous east, an approximate one hour drive to the City of Fresno and residents to the west of Fresno, an approximate one hour or longer to drive to the city center of government (70 miles), face hardships in transportation and housing and access to needed services following criminal victimization. These are immediate and unmet health and safety gaps in the county's victim's services network.

Despite being the richest farm region in the world, Central California including Fresno and its outlying areas has been described as the New Appalachia and a Rural Ghetto due to its poverty and social problems.

More than one quarter (26 percent) of Fresno County's 964,040 residents currently live below the federal poverty level, which is double the state poverty rate. An underlying factor is the dismal job market. The countywide unemployment rate is chronically double-digit, standing at 11 percent in January 2015 compared to the state and national averages of 6.7 and 5.4 percent, respectively. In fact, eight of the county's 30 incorporated and disadvantaged unincorporated communities reached or exceeded 20 percent unemployment, one reaching 31 percent. Fresno County lags behind most of the nation in economic recovery. At \$45,563, the county's median household income is 15 percent below the national average. Given the agrarian nature of employment in the county, low wages and unemployment also strain the

area's public and private sectors in responding to it. A low tax base and sub-par consumer spending have forced deep cuts in county social service programs for more than a decade. This is compounded by a severe lack of external resources and creates huge service deficits in the county's 15 outlying municipalities and in the small and impoverished unincorporated distant towns. Victims are often forced out of their homes in rural areas with no waiting safe shelter due to criminal victimization. Transportation including bus service is infrequent or non-existent to remove themselves and their children from the areas in which they reside. Those who need medical attention are transported to medical treatment centers by law enforcement but not beyond. For senior victims, housing and transportation needs are more acute and less available than may be for younger victims. Despite equal or greater need, Fresno County has historically received significantly less per-capita federal funding than other large counties in California resulting in fewer mental and physical health programs for its citizens, fewer shelters and an inadequate transportation system throughout the county.

As a culturally diverse county, nearly one-half of its residents are Hispanic or Latino. It has the second highest Hmong community in the United States and the largest in California. It is home to 112 ethnic groups and according to the American Community Survey and 43 % of Fresno County residents speaks a language other than English at home. The demand for agricultural workers in the area has brought immigrants from Mexico and Central America for over a century leaving Spanish as a primary language. Rural agricultural communities with high ratios of farm laborers are found in the East and West quadrants of the county. All of Fresno County's dismal conditions contribute to high rates of interpersonal and domestic violence in these areas. Of California's 10 largest counties, Fresno has the highest rate (11.0 percent) per 1,000 residents of DV calls for assistance -- 6,167 in 2013. This rate is significantly higher than counties of larger populations found in the state with highest rates of DV calls found in the Cities of Sanger, 12 miles to the east, Parlier, 14 miles to the east and Orange Cove, 20 miles to the east of Fresno. Unfortunately these cities are least equipped with

housing transportation and supportive local assistance after victimization. There are no emergency services excepting law enforcement, ambulance and fire. This data do not include the large number of victims who never call the police. A survey of local victims indicates that 70 percent are scared to call law enforcement because it will make the batterer angry and 57 percent are afraid to get the batterer in trouble because that person supports the family. This is acutely true for elder abuse victims whose abusers may be their caretakers. Unfortunately, domestic violence affects the whole family and this is especially true in the isolated areas of the county.

A review of active Fresno County Crime Victim Assistance Center (CVAC) cases highlights the rural nature of victimization in this county: while 67 % of active victim cases (3333) are found in the City of Fresno, 7% (354) generate from the City of Clovis, 13 miles to the east; 3 % (137) from the City of Selma, 14 miles to the south; the City of Reedley (119), 14 miles to the east; the City of Sanger (116), 12 miles; and in the City of Parlier (80), approximately 17 miles from Fresno. It is noted that approximately 48 cases that are currently under case management at Victim Services reside in the City of Coalinga which is approximately 70 miles west of Fresno and another 46 cases in Firebaugh, 43 miles to the west of the city. These are cases with great need due to the lack of services in the impoverished rural areas and the only way to contact many of the rural victims is by car.

At present, the Fresno County Crime Victim Assistance Center (CVAC) sees a representation in demographics that tends to mirror county populations: 50 % Hispanic, 17 % White, 10% Black, Asian, 2% and 16 % other or unknown. The highest crime types seen at the Victim Center continue to be interpersonal violent crimes: domestic violence, 42 %, child sexual abuse, 15 %, survivors of homicide victims, 13 %, assault, 12 % and robbery, 6 %.

The Fresno County Victims Services Steering Committee has addressed the serious gaps in victims of crime service delivery identified in the county. They have placed a priority for funding the creation and support of services to crime victims in the rural communities of Fresno County

through more efficient and effective services including immediate and extended housing and transportation and, an expansion of services in the county for those least prepared and most impoverished. With approximately 33 % of Fresno County victimization occurring in the distant and rural areas of the county, the focus will have an immediate impact in terms of providing more efficient, effective and valuable services and be an important step in minimizing harm for all crime victims.

Lastly a significant issue is the ability for the CVAC to gather and process data and information relating to its victims and services. The decades old information/technology system does not allow for participation without problems in many state initiatives and day to day record keeping. The Center cannot participate with the Superior Courts' dashboard project through Bit-Wise for real time service openings in the county and private sector for immediate referral including treatment, counseling and housing.

**PLAN** – With Signatures

Gap Number 1: Services to Rural Crime Victims

The Steering Committee has prioritized expanding services to rural residents. Some areas of Fresno County are located an hour from the City of Fresno where the majority of social services and justice programs are located.

The Crime Victim Assistance Center (CVAC) will partner with the Fresno County Superior Court and community agencies to provide victims of violent crime services to sites in remote locations throughout the county through videoconferencing. This will include a collaborative planning process in which the court has given access to two remote locations for teleconferencing to victim advocate staff at two community agencies: the Rape Counseling Center and the Mennonite Central Committee, where the court has already established teleconferencing for civil litigants. This will allow victims in remote areas of the county to call the CVAC to set appointments for teleconferencing and to be able to fill out the State of California Victim Compensation Program (CalVCP) applications (a location more accessible to the victim). Staff at the remote agency locations will assist victims in accessing the videoconference with CVAC staff. The CalVCP application in PDF format can be completed jointly and will include an electronic signature pad. In addition, other needs can also be directly addressed. This method of providing service and assistance will also require two video conferencing centers. One center will be at the Crime Victim Assistance Center downtown and the development of a minimum of two off site locations in the east and west parts of Fresno County - a total of four offsite remotes and two at the Crime Victim Assistance Center.

CVAC will also partner with the Fresno County Superior Court in relation to streaming video from the two dedicated felony domestic violence courts to CVAC. Victims, especially in domestic violence hearings, are fearful of attending court proceedings to obtain information regarding case status, restraining orders, criminal justice process and disposition. Establishing teleconferencing between the court and CVAC provides victims a safe and secure location to

observe Court proceedings. Fresno County Superior Court Presiding Judge Kimberly A. Gaab, as well as the two Judges from the dedicated Domestic Violence Courts, have endorsed this process. It is anticipated that these systems could be expanded to include victims giving their Victim Impact Statements.

Since security is of paramount importance and because the partners want to launch remote videoconferencing that will be effective and sustainable, a period of planning and implementation is needed to allow enough time to identify and address all aspects of operations. These include: delineating roles and responsibilities collaboratively with the remote host sites, developing safety and operation plans, executing memoranda of understanding, configuring the spaces at the sites and in the Crime Victim Assistance Center, purchasing and installing the videoconferencing equipment, testing the process, planning and conducting outreach, and launching remote video services.

#### Gap Number 2: Immediate and Extended Housing

Many rural areas in the County of Fresno are extremely impoverished. As such, housing is at a premium and housing insecurity abounds. The reality is housing is often temporary and unsafe. Many victims lose their homes and often times everything, following a crime. The Criminal Justice System may be an extended process with victims requiring immediate emergency housing assistance. This requirement is unmet at this time because most agencies do not have the resources to cover more than a one night stay in a motel, shelters have limited bed-space and availability, and some areas do not even have motels or shelters.

CVAC will develop a housing voucher network throughout the county that allows for victims to be accommodated for up to 90 days, while permanent plans can be developed and implemented. The Crime Victim Assistance Center will, through a collaborative effort with individual law enforcement agencies and service providers, determine which facilities offer the safety and security necessary to accommodate the needs of crime victims who are without shelter or in need of relocation.

The parameters for those who will qualify for assistance will focus on specific criteria. A Housing Committee will be established delineating the financial process, roles and responsibilities, memoranda of understanding, and outreach. The housing component will work with the provisions identified in the third gap of this project, transportation.

In addition, CVAC will develop an after-hours service where Victim Witness Advocates will be on-call to provide after-hour crisis services in the community. This service will allow victims, law enforcement, and medical treatment facilities to call for assistance for emergency transportation and housing. The after-hours on-call service will be a focus of training and outreach to the affected agencies. CVAC has been in contact with the local Housing Authority to establish a comprehensive system of service. CVAV will provide case management.

In addition to the two victim advocates who will provide service and case management, it will be a priority to develop volunteer services to assist the identified population. With the Fresno State University Criminology Program, which includes a certificate in Victimology, it is felt that the practical skills these students would need could be learned at the center. In addition there is strong interest at the Clovis City College and Fresno City College level to participate in volunteerism with crime victims.

### Gap Number 3: Accessible Victim Transportation

Given the size of Fresno County, transportation to the center of Fresno by rural residents has always been problematic. While great strides are being made technologically to assist crime victims at their city of residence, the nature and time of victimization in terms of getting to needed services, court dates and medical appointments is challenging, even for those with automobiles. Law enforcement delivers victims to medical centers following injury but does not offer the ride home. Social service agencies with limited time and unlimited clients can only accommodate a very limited population including child victims. The Fresno County Rural Transit Authority that serves a wide area of the rural county ends its routes at 5:30 pm daily. The Fresno County Crime Victim Assistance Center under the funding auspices of

Unserved/Underserved Victim Advocacy and Outreach Program (UA) from the State of California received a vehicle to assist in the rural areas but at the present time does not have the capability to provide assistance at night and on weekends.

Transportation is a high priority in terms of safety and security for victims. Given present constraints, a system for transportation especially for crime victims in crisis must be developed. The Victim Assistance Steering Committee for this grant has recommended a transportation voucher system for extremely rural areas through contracts to the metropolitan areas within the County. This approach would allow for more coverage than available through traditional government means and would provide the assistance immediately and in the places of greatest need. Out of operational necessity and in order to serve the programs needs more efficiently victim services will develop the needs of all the justice and social service partners, identify a hierarchy of need for each area and seek to find the most effective way to meet these transportation needs. The understanding is that with the appropriate outreach to medical providers, law enforcement and public and private social services agencies, the network of transportation can be developed and launched, whether by means of a voucher or contract or both.

A contractor will be hired by the Crime Victim Assistance Center to upgrade the database so that the victims of crime information will be current and available for use. An upgrade though the hiring of a contractor will allow for greater participation with community service providers, assist in data for grant applications and, provide up to date meaningful data to assist victims of crime with their multiple levels of service needs. At present, the IT system at CVAC does not provide staff with the appropriate and comprehensive information for state and federal documents required to complete statistical reports, which exacerbates the inherent difficulties in the acquisition and management of information on victimization.

#### Goals, Objective's, and Performance Outcomes

Goal (1): Bridge the gap to services for victims in the rural communities and towns through the provision of technological services. This will allow the Victim Advocates to facilitate mandated and optional services pursuant to PC Section 13835 and allow for more efficient processing of CalVCP applications and services.

Objectives:

- Eliminate transportation delays for crime victims to file CalVCP applications
- Establish video conferencing at the downtown Crime Victim Assistance Center to allow for CalVCP applications and face to face contact with victims in rural areas
- Establish a network of off-site video conferencing in rural communities through community partners
- Establish remote streaming video to two dedicated domestic violence Courts and the Crime Victim Assistance Center for victims to observe proceedings remotely and, to give Victim Impact Statements if preferred.

Outcome Measures:

- Document the number of victims served via video conference remote locations.
- Document rural communities and areas served
- Document the number of CalVCP application assistance provided to victims of violent crimes.
- Document number of victims served in remote video conferencing
- Document the number of victims served by streaming video from two domestic violence courts

Goal (2): Develop a protocol for victims in need of immediate shelter.

- Build or enhance housing services in rural areas in the County of Fresno for those victims in need of immediate or extended housing.

- Create a housing committee to plan, direct, and implement a housing protocol of need and service providers
- Establish master list for available housing
- Establish an after-hours service where Victim Witness Advocates will be on-call to provide after-hour crisis services in the community.
- Provide case management services to this population
- Implement a Crime Victim Assistance Center volunteer program
- Provide training and outreach services to agencies that will instrumental in assisting the Crime Victim Assistance Center in the development of this program including medical staff and law enforcement agencies

#### Outcome Measures

- Number of requests for services
- Number of calls received at afterhours phone service
- Number of victims placed in secure housing
- Number of residency days in in emergency accommodations in rural areas
- Number of crime types needing services
- Number of volunteers trained and providing services
- Number of outreach training services provided

Goal (3): Immediate and accessible victim transportation through the development of protocols and RFP's for services for victims in Fresno County.

#### Objectives:

- Establish transportation committee to develop protocols for service use and hierarchy of need
- Establish an after-hours service where Victim Witness Advocates will be on-call to provide after-hour crisis services in the community.

- Advertise Request for Proposal for transportation services for Fresno County
- Begin providing services as needed.
- Provide training and outreach services to agencies that will instrumental in assisting the Center in the development of transportation services including medical and law enforcement and community agencies

Outcome Measures:

- Number of transportation services provided
- Number of destination types (medical, court, shelter) provided
- Places /community from which the service originated
- Number and types of crimes for which the service was provided
- Number of outreach services to community agencies and law enforcement

Goal (4): Upgrade the IT system at the Fresno County Victim Center for statistical and service purposes

- Hire consultant for system upgrade
- Review IT system capability
- Review federal and state requirements
- Upgrade to new probation System PRIMUS

Objectives:

- Create a new victims IT system as appropriate
- Convert forms to templates for more efficiency
- Train staff on new system

Outcome Measures

- Number of statistical forms completed in new formats
- Staff trained in use of new system

**CAPABILITIES**

The James Rowland Crime Victim Assistance Center (CVAC), better known as Victim Services has been part of the Fresno County Probation Department since 1975. This project was the first program in California to provide services to victims of crimes through a Probation Department, which was created by the Chief at that time, James Rowland. CVAC provides comprehensive services to victims of all types of crimes. Victims are identified by a continuous screening of reports from the various law enforcement agencies in the county and from information in the news media; they are offered services through personal, telephone or letter contacts. Many victims are referred by other agencies including law enforcement, the District Attorney's office, physicians, hospitals, family members and therapists.

The program focuses on providing counseling referrals, information about the criminal justice system, court advocacy, support to victims, and assistance in obtaining reimbursement for qualifying losses through the California Victims of Crime Program. Advocates provide crisis intervention, emergency assistance (for food, clothing, shelter and medical needs), follow-up counseling, notification services, crime prevention and training from law enforcement. Comprehensive follow-up is provided to victims when needed; this may include accompaniment to police interviews, Identification Bureau (photo sessions for evidence), line-ups, further counseling, court assistance and support, and referrals to other community agencies.

A full spectrum of services designed to reduce the victim's trauma is provided, including crisis intervention and counseling; emergency assistance, casework and referrals to other agencies; information about the criminal justice system and case processing, court assistance and accompaniment; intervention with employers, creditors, family members, service providers, and agency personnel; and assistance with funeral arrangements, child care, property orders, transportation and translation.

CVAC will provide ongoing cultural competency training on issues specifically affecting elder and immigrant populations. The Victim Advocates will be assigned two different roles.

The Victim Advocates will focus on case management that occurs during after hour calls in conjunction with the after hour emergency contracted agency. The Advocates will attend and participate in outreach and training with interagency partners, including law enforcement agencies, community medical facilities, Adult Protective Services.

The victim advocates will serve as liaisons between the service providers selected through the RFP process. The service provider will submit an electronic Referral for Service to CVAC and the assigned Advocate will follow up with the victim. Both advocates will serve victims who have utilized the identified services as outlined, document statistical information in CVAC case management system, and respond to referrals submitted by the service provider. The Victim Advocate's goal is to make contact with the victim within 24 hours or upon the next business day and offer continuing support as the victim requests.

Upon initial contact, the victim is assessed to determine emotional and physical needs. At that time, referrals are made to help build trust and ensure the victim's safety, while restoring dignity and self-esteem. In the event of emotional trauma, staff will provide crisis intervention services, and/or arrange for appropriate outside agencies to provide more intensive intervention. When necessary, referrals can be made for assistance with food, clothing, lodging, transportation, or other needs arising from the victimization. A small emergency cash fund is maintained at the main office to assist victims with their immediate needs. This emergency fund is maintained and controlled under the guidelines of the Fresno County Auditor-Controller's office.

Applications for emergency and non-emergency financial assistance through the California Victim Compensation Program (Cal VCP) will be completed by the Victim Advocate; and follow-up tracking of application status is provided upon request of the victim. Safety planning is addressed with each victim, and referrals are made to support the safety plan, including referral to Central California Legal Services for preparation of restraining orders, when appropriate. Follow-up contact with the victim is made on all safety plans.

Non-emergency referrals will be made according to the initial assessment and followed up by a Victim Advocate. This protocol will continue to develop as collaborative efforts result in improved strategies and procedures to ensure victim safety and efficiency with service providers. Advocates will participate in training crisis intervention related issues and will provide case management services to ensure victims are linked to appropriate service agencies and that identified barriers are diminished.

Each advocate will have a laptop available and while out in the community will have access to various case management systems including access to the District Attorney STAR case management system, Adult Probation System and Juvenile Automated System, and will have the ability to enter chronological notes while conducting field contacts. This will allow for the advocate to operate in the remote areas in the County.

There will be a collaborative effort by partnering agencies to ensure that the best practices are employed to address issues related to better serving victims in Fresno County. Operational Agreements are on file for participating agencies, and are updated as necessary.

## PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number and e-mail address for the **Chair** of the **governing body** of the subrecipient.

**PROJECT CONTACT INFORMATION**

Subrecipient: \_\_\_\_\_ Subaward #: \_\_\_\_\_

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

2. The **Financial Officer** for the project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

7. The **chair** of the **Governing Body** of the subrecipient:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

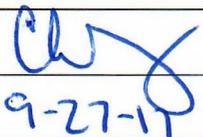
# SIGNATURE AUTHORIZATION

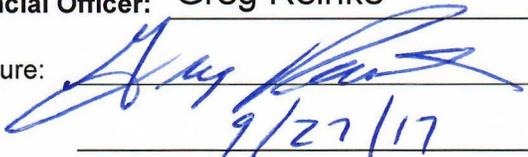
Subaward #: XC16 01 0100

Subrecipient: County of Fresno

Implementing Agency: Probation

\*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

\***Project Director:** Cliff Downing  
Signature:   
Date: 9-27-17

\***Financial Officer:** Greg Reinke  
Signature:   
Date: 9/27/17

The following persons are authorized to sign for the  
**Project Director**

  
Signature  
Karen Roach  
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

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

  
Signature  
Norabelle Elegado  
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name