

(Cal OES Use Only)			
Cal OES# <u>019-00000-116</u>	FIPS# <u>019-00000</u>	VS #	Subaward # <u>VW19 38 0100</u>

## 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:

- Subrecipient:** Fresno County
- Implementing Agency:** Probation Department, Fresno County - Probation Department
- Implementing Agency Address:** 3333 East American Ave, Suite B Fresno 93725-9247  
Street City Zip+4
- Location of Project:** Fresno Fresno 93721-2613  
City County Zip+4
- Disaster/Program Title:** Victim Witness Assistance Program
- Performance Period:** 10/01/2019 to 09/30/2020
- 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
2018	8. VOCA		\$ 1,408,265		\$ 96,866		\$ 96,866	\$ 1,505,131
2019	9. VWA0	\$ 154,228					\$ 0	\$ 154,228
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	<b>TOTALS</b>	\$ 154,228	\$ 1,408,265	\$ 1,562,493	\$ 96,866	\$ 0	\$ 96,866	12. G Total Project Cost: \$ 1,659,359

13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 8250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

- Official Authorized to Sign for Subrecipient:**  
Name: Nathan Magsig  
Telephone: (559) 600-5000 FAX: (559) 600-1609  
(area code) (area code)  
Payment Mailing Address: 3333 E. American Ave, Suite B  
Signature: \_\_\_\_\_ City: Fresno Zip+4: 93725-9247
- Federal Employer ID Number:** 94600512  
Title: Chairman, Fresno County Board of Supervisors  
Email: District5@fresnocountyca.gov  
Date: October 8, 2019

(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.

Cal OES Fiscal Officer Mary Luckner Date 11/4/19 Cal OES Director (or designee) [Signature] Date 11.5.19

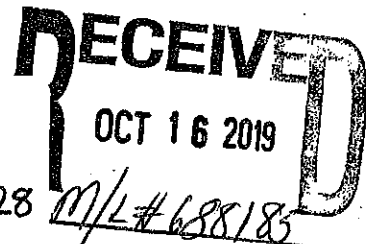
ATTEST:

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

By [Signature]  
Deputy

ENY: 2019-20 Chapter: 23 SL: 18408  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 2018-V2-GX-0029 10/01/17-09/30/21  
Fund: Federal Trust AL#: 16.575  
Program: Victim/Witness Assistance Program  
Match Req.: 20%, C/IK based on TPC- Partial match waived  
Project ID: OES18VOCA000012 Amount: \$1,408,265  
Activity ID: LA18408VOCA0000 SC: 2019-18408

ENY: 2019-20 Chapter: 23 SL: 14300  
Item: 0690-101-0903 Pgm: 0385  
Fund: State Penalty Fund  
Program: Victim/Witness Assistance Program  
Match Req.: None  
Project ID: OES19VWA0000000 Amount: \$154,228  
Activity ID: LA14300VWA00000 SC: 2019-14300



## PROJECT CONTACT INFORMATION

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

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address/City/Zip + 4: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address/City/Zip + 4: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address/City/Zip + 4: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address/City/Zip + 4: \_\_\_\_\_

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 #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address/City/Zip + 4: \_\_\_\_\_

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 15 of the Grant Subaward Face Sheet:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address/City/Zip + 4: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address/City/Zip + 4: \_\_\_\_\_

## SIGNATURE AUTHORIZATION

Subaward #: VW19 38 0100

Subrecipient: Fresno County

Implementing Agency: Probation Department

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

\***Project Director:** Joy Thompson

Signature: 

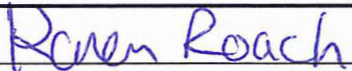
Date: 8-16-19

\***Financial Officer:** Greg Reinke

Signature: 

Date: 8-16-19

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

  
Signature

Karen Roach  
Print Name

Signature

Print Name

Signature

Print Name

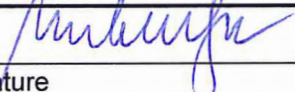
Signature

Print Name

Signature

Print Name

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

  
Signature

NONABEUT R. ELICADO  
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Fund**

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

**CERTIFICATION OF ASSURANCE OF COMPLIANCE  
Victims of Crime Act (VOCA) Fund**

I, \_\_\_\_\_ hereby certify that  
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

Subrecipient: \_\_\_\_\_

Implementing Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- ☐ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

### **IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

### **V. Lobbying – (Subrecipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

### **VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

### **VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)**

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

## **VIII. Civil Rights Compliance**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

## **IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds**

### **1. Applicability of Part 200 Uniform Requirements**

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

### **2. Compliance with DOJ Grants Financial Guide**

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

### **3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)**

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding [prohibited conduct related to trafficking](http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm) in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

#### 4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and
- c. the Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

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

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

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

#### 6. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues



from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

## 7. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- Mail: Office of the Inspector General,  
U.S. Department of Justice, Investigations Division,  
950 Pennsylvania Avenue, N.W. Room 4706,  
Washington, DC 20530;
- E-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov);
- DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the [DOJ OIG website](http://www.usdoj.gov/oig) at <http://www.usdoj.gov/oig>.

## 8. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. [Pertinent restrictions](#), including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

## 9. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste,

fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that

entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

#### 10. Encouragement of Policies to Ban Text Messaging while Driving

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

#### 11. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

#### 12. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the [OJP Training Guiding Principles](http://ojp.gov/funding/ojptrainingguidingprinciples.htm) for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

#### 13. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

#### 14. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any

procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a [noncompetitive approach in a procurement](http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm) contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

#### 15. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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

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

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

#### 17. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable

program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- a. be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b. not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c. be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

#### 18. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

#### 19. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

#### 20. Access to Records

The Subrecipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

## CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: 

Authorized Official's Typed Name: Nathan Magsig

Authorized Official's Title: Chairman, Board of Supervisors

Date Executed: October 8, 2019

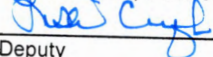
Federal Employer ID #: 94-6000512 Federal DUNS #: 932953037

Current System for Award Management (SAM) Expiration Date: 04/07/2020

Executed in the City/County of: Fresno

ATTEST:

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

By   
Deputy

**AUTHORIZED BY:** (not applicable to State agencies)

☐ City Financial Officer

☒ County Financial Officer

☐ City Manager

☐ County Manager

☐ Governing Board Chair

Signature: 

Typed Name: Oscar J. Garcia

Title: Auditor-Controller/Treasurer-Tax Collector

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Fresno			Subaward #: VW19 38 0100	
	18 VOCA	18 VOCA Match	19 VWAO	
<b>A. Personal Services – Salaries/Employee Benefits</b>				<b>COST</b>
Project Coordinator (Probation Services Manager) 1.0 FTE \$7376/month x 12 months = \$88,512 Benefits: 85.98% of \$88,512 = \$76,103 Benefits include Unemployment Ins - .06%, Retirement - 64.80%, OASDI - 7.65%; Workers Comp- .35%, Health Insurance - 13%, Benefit Administration - .12%	\$88,512 \$76,103			\$88,512 \$76,103
Sr. Victim Witness Advocate 3.0 FTE \$4,617/month x 12 months x 3 FTE = \$166,212 Benefits: 88.89% of \$55,404 = \$49,249 x 3 = \$147,746 Benefits include Unemployment Ins - .09%, Retirement - 64.80%, OASDI - 7.65%; Workers Comp- .56%, Health Insurance - 15.6%, Benefit Administration - .19%	\$166,212 \$147,746			\$166,212 \$147,746
Sr. Victim Witness Advocate 3 FTE Overtime \$26.63/hr x 1.5 x 150 hrs = \$5,992 Benefits: 7.65% of \$5,992 = \$458 Benefits: OASDI - 7.65%	\$5,992 \$458			\$5,992 \$458
Victim Witness Advocate - 2 FTE \$4,194 x 12 months x 2 FTE = \$100,656 Benefits: 90.55% of \$50,328 = \$45,572 x 2 = \$91,144 Benefits include Unemployment Ins - .10%, Retirement - 64.80%, OASDI - 7.65%; Workers Comp- .62%, Health Insurance - 17.17%, Benefit Administration - .21%	\$100,656 \$91,144			\$100,656 \$91,144
Victim Witness Advocate 2 FTE Overtime \$24.19/hr x 1.5 x 150 hrs = \$5,443 Benefits: 7.65% of \$5,445 = \$417 (will only claim \$416) Benefits: OASDI - 7.65%	\$5,443 \$416			\$5,443 \$416
Victim Witness Advocate - 7 FTE \$3,579 x 12 months x 7 FTE = \$300,636 Benefits: 78.72% of \$42,948 = \$33,809 x 7 = \$236,663 Benefits include Unemployment Ins - .11%, Retirement - 51.16%, OASDI - 7.65%; Workers Comp- .68%, Health Insurance - 18.89%, Benefit Administration - .23%	\$300,636 \$236,663			\$300,636 \$236,663
Victim Witness Advocate 7.0 FTE Overtime \$20.65/hr x 1.5 x 700 hrs = \$21,683 (will only claim \$21,682) Benefits: 7.65% of \$21,683 = \$1,659 Benefits: OASDI - 7.65%	\$21,682 \$1,659			\$21,682 \$1,659
Program Technician - 1 FTE \$4,315 x 12 months x 1 FTE = \$51,780 Benefits: 95.59% of \$51,780 = \$49,497 Benefits include Unemployment Ins - .10%, Retirement - 64.80%, OASDI - 7.65%; Workers Comp- .60%, Health Insurance - 22.23%, Benefit Administration - .21%	\$51,780		\$49,497	\$51,780 \$49,497
Program Technician - 1 FTE - Overtime \$24.89/hr x 1.5 x 100 hrs = \$3,734 Benefits: 7.65% of \$3,734 = \$286 Benefits: OASDI - 7.65%			\$3,734 \$286	\$3,734 \$286
Office Assistant - 1 FTE \$2,210 x 12 months x 1 FTE = \$26,520			\$26,520	\$26,520

# BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno			Subaward #: VW19 38 0100	
	18 VOCA	18 VOCA Match	19 VWAO	
A. Personal Services – Salaries/Employee Benefits				COST
Benefits: 93.16% of \$26,520 = \$24,706			\$24,706	\$24,706
Benefits include Unemployment Ins - .19%, Retirement - 51.16%, OASDI - 7.65%; Workers Comp- 1.17%, Health Insurance - 32.59%, Benefit Administration - .40%				
PROBATION STUDENT WORKER 3 @ 100% 940 HRS MAX				
Salary - \$12 per hr x 400 hrs x 3 EE = \$14,400			\$14,400	\$14,400
Benefit - 7.65% of 14,400 = \$1,102			\$1,102	\$1,102
Benefits - OASDI - 7.65%				
<b>MVA -VWA</b>				
\$3,579 x 12 months x 1 FTE =\$42,948	\$42,948			\$42,948
Benefits: 78.72% of \$42,948 = \$33,809	\$33,809			\$33,809
Benefits include Unemployment Ins - .11%, Retirement - 51.16%, OASDI - 7.65%; Workers Comp- .68%, Health Insurance - 18.89%, Benefit Administration - .23%				
MVA - Victim Witness Advocate 1.0 FTE Overtime				
\$20.65/hr x 1.5 x 200 hrs = \$6,195	\$6,195			\$6,195
Benefits: 7.65% of \$6,195 = \$474	\$474			\$474
Benefits: OASDI - 7.65%				
<b>Personal Section Totals</b>	<b>\$1,378,528</b>	<b>\$0</b>	<b>\$120,245</b>	<b>\$1,498,773</b>
<b>PERSONAL SECTION TOTAL</b>				<b>\$1,498,773</b>



**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Fresno			Subaward #: VW19 38 0100	
	18 VOCA	18 VOCA Match	19 VWAO	COST
<b>B. Operating Expenses</b>				
Vehicle Charges/Maintenance \$200 x 12 months x 4 vehicles = \$9,600 (will only claim \$4,705) (3 vehicles bought with Grant funds - 2 vehicle in 16-17 VW16350100 & 1 vehicle in 17-18 VW17360100, 1 car is leased from the county)	\$4,705			\$4,705
Training - VW (Hotel & Per Diem cost are based on county rate)	\$8,458			\$8,458
40 Hour Entry Level Victim/Witness Training (4 VWAs)				
Lodging - (\$114 x 5 nights x 4 advocates)	2280			
Meals- (5 Breakfast @ \$15; 5 Lunches @ \$16; 6 Dinners @ \$28 = \$323); (\$323 x 4 advocates)	1292			
Incidental Expenses = (\$5 per day x 5 days x 4 advocates)	100			
Parking - (\$25 per day x 5 day x 2 vehicles)	250			
	3922			
Continued Educational Training (4 VWAs)				
Lodging - (\$114 x 3 nights x 4 = \$1,368)	1368			
Meals- (3 Breakfast @ \$15; 3 Lunches @ \$16; 4 Dinners @ \$28 = \$205); (\$205 x 4 = \$820)	820			
Incidental Expenses = (\$5 per day x 3 days x 4)	60			
Parking - (\$25 per day x 3 day x 2 vehicles)	150			
	2398			
2019 Statewide Domestic Violence Conference (4 VWAs)				
Registration @ \$300 per participant (\$300 x 4 = \$1,200)	1200			
Lodging - (\$114 x 1 nights x 4 VWA = \$456)	456			
Meals- (1 Breakfast @ \$15; 2 Lunches @ \$16; 2 Dinners @ \$28 = \$103); (\$103 x 4 VWA = \$412)	412			
Incidental Expenses = (\$5 per day x 1 days x 4)	20			
Parking - (\$25 per day x 1 day x 2 vehicles)	50			
	2138			
<b>Total for training VW</b>	<b>8458</b>			
Training - MVA (Hotel & Per Diem cost are based on county rate)	\$6,954			\$6,954
40 Hour Entry Level Victim/Witness Training (1 VWA)				
Lodging - (\$114 x 5 nights x 1 advocate)	570			
Meals- (5 Breakfast @ \$15; 5 Lunches @ \$16; 6 Dinners @ \$28 = \$323); (\$323 x 1 advocates)	323			
Incidental Expenses = (\$5 per day x 5 days x 1 advocates)	25			
Parking - (\$25 per day x 5 day x 1 vehicles)	125			
	1043			
Continued Educational Training (1 VWA)				
Lodging - (\$114 x 3 nights x 1 = \$342)	342			
Meals- (3 Breakfast @ \$15; 3 Lunches @ \$16; 4 Dinners @ \$28 = \$205); (\$205 x 1)	205			
Incidental Expenses = (\$5 per day x 3 days x 1)	15			
Parking - (\$25 per day x 3 day x 1 vehicle)	75			
	637			
Leave No Victim Behind 2019				
Registration - \$399 per Attendee = \$399 x 4 = \$1,596	1596			
Lodging - (\$114 x 3 nights x 4 VWA= \$1,368)	1368			
Meals- (3 Breakfast @ \$15; 3 Lunches @ \$16; 4 Dinners @ \$28 = \$205); (\$205 x 4)	820			
Incidental Expenses = (\$5 per day x 3 days x 4)	60			
Parking - (\$25 per day x 3 day x 2 vehicle)	150			
Airfare - \$320 RT x 4 VWA	1280			
	5274			
<b>Total for training MVA position</b>	<b>6954</b>			
Office Expense			\$17,400	\$17,400
Printing of brochures describing available services = (\$250/mo x 12 months = \$3000)	3000			
Outreach Program (Pamphlets, Tables, Chairs, Carts, Tablecloth, Tote, Pens for Victims) = (\$200/mo x 12 month = \$2400)	2400			
Postage - \$250 x 12 months	3000			
Office supplies - paper, printer cartridge, gift cards = (500/mo x 12 months = \$6000)	6000			
VWA T-shirt and Jackets (12 VWA x \$150 x2 = \$3,000)	3000			
	<b>17400</b>			

# BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno				Subaward #: VW19 38 0100	
	18 VOCA	18 VOCA Match	19 VWAO	COST	
<b>B. Operating Expenses</b>					
Office Expense - <b>MVA (will only claim \$9,620)</b>	\$9,620			\$9,620	
Office supplies - paper, printer cartridge, pens, laptop = (Office supplies = \$130/mo x 12 months = \$1,560)	1560				
MV VWA Tshirt and Jackets	500				
Go Bags, management and technology supplies and/or other necessary resources required for deployment.	7800				
(\$650/mo x 12 months = \$7,500)	<b>9860</b>				
Data Processing - (\$3,753 x 12 months = \$45,036)		\$45,036		\$45,036	
Commercial Phone Bills	243				
PC Rental	375				
MS Enterprise License	482				
Cellular Voice and Data	200				
LAN Admini -County	888				
Equipment Administration	599				
I-Net Line Charges	320				
Telephone Network Connect	261				
Telephone Desktop Hardware	385				
	3753				
Emergency Housing for Victims 20 beds (hotel rooms/emergency essentials) x 110 per room x 52 weeks = \$114,400 (will only claim - \$68,413)		\$51,830	\$16,583	\$68,413	
<b>Operating Section Totals</b>	<b>\$29,737</b>	<b>\$96,866</b>	<b>\$33,983</b>	<b>\$160,586</b>	
<b>OPERATING SECTION TOTAL</b>				<b>\$160,586</b>	

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

### **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 \$1,659,359 for Fresno County to continue this program during fiscal year 2019-20. This grant application requests funds for expenditure in the Personal Services and Operating Expenses category only. There is no allocated cost for Equipment.

The implementing agency (Probation Department) absorbs some operating expenses, including liability insurance, PeopleSoft human resources charges, PeopleSoft financial charges, Professional & Specialized charges, costs associated with building maintenance and mileage. 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. Minimum requirements for a Victim/Witness Advocate include: A Bachelor's degree acceptable in the United States accredited university system in Psychology, Sociology, Social Work, Criminology, or a related field or sixty (60) semester units, at least 15 of which must be in Psychology, Sociology, Social Work, Criminology, or a closely related field and two (2) years of full-time, paid work experience in victim services intake, counseling, and referral services.

The Program Technician 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 acceptable within the United States' accredited college or university system is required for this position.

The Office Assistant performs clerical tasks and provides office support. Completion of fifteen (15) semester units of coursework acceptable within the United States' accredited college or university system or one year of full-time, paid clerical experience is required for this position. Cal OES funds also provide for costs associated with Extra Help Victim/Witness Advocates and Probation Student Workers.

The Crime Victim Assistance Center relies on Extra Help Victim/Witness Advocates and Probation Student Workers, with skills and competency to work with victims of violent crime and in need of crisis intervention.

CVAC Staff will handle documentation, correspondence, and record keeping of all contacts in Adult Probation System case management system. In addition, staff 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.

Senior Victim/Witness Advocates will delegate such matters, in order to be available to perform their core operational functions without distractions.

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.

CVAC staff provide case management services for a caseload of up to 400. Staff provide victims immediate access to shelter, and transportation. The services provided through this grant 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. The CVAC team of staff will conduct outreach and educate the public, provide comprehensive case management services, and form a collaborative



committee with the community service providers in order to fulfill the requirements and objectives of the grant.

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

For 2019-20, funding is solicited to continue the support of a Victim/Witness based Mass Victimization Advocate (MVA). MVA funding will continue to be dedicated to meet the objectives of supporting response readiness to mass victimization/terrorism incidents. The current and experienced Victim/Witness Advocate will continue to be utilized to fulfill this position within CVAC.

Cal OES funds will provide for operating expenses such as vehicle use, office supplies, training opportunities for staff, and housing for victims. Some operating expenses will be absorbed by the Probation Department. Provision of operating expenses 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.

Our mission as a member of the criminal justice system is to provide protection for the community, support victim advocacy, and deliver essential

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services to the courts. Due to this grant, Victim/Witness Advocates will have the opportunity to enhance existing services to victims in Fresno County.

## **Project Narrative**

### **Problem Statement**

The Fresno County Probation Department's Victim/Witness Assistance program has been a part of the community since 1975. Prior to that time, crime victims received no assistance from public or private social work or criminal justice agencies to ease their recovery from crime or to meet necessities arising from victimization. Victims were not able to obtain critical information regarding court processes or referral services, nor did they receive attention and guidance in coping with the stresses created by the criminal justice experience. In 1975, the Fresno County Board of Supervisors designated the Probation Department as the agency to fill this gap in services. "The Victim/Witness Project" in Fresno County was the first Victim Advocacy program in California to be offered through a Probation Department. Funding through the California Office of Emergency Services (Cal OES) continues to make this project possible. Now known locally as the James Rowland Crime Victim Assistance Center (CVAC), the Fresno County Victim/Witness Project provides victims of all types of crime with comprehensive services, including the fourteen mandatory and all ten optional services delineated in Section 13835 of the California Penal Code. In 2018, CVAC provided services to 7,703 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 1,007,299 residents. 65% of the County's population resides near the center of the county in the densely populated, adjoining cities of Fresno and Clovis. This balance resides in suburban, rural and agricultural areas of Fresno County, which include 15 cities, at least 25 towns, and many remote settlements that offer little to no direct services to residents. Fresno County's population increased by 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 available grant funding amount for 2019-20 has continued to increase. However, there are many challenges in providing services to a growing population with limited resources.

The abundance of cultural diversity in Fresno County necessitates a wide-ranging outreach to victims. Establishing trust within these cultural communities requires ongoing awareness training for staff, while translation services and printed materials that provide an effective means of communication require additional resources. Fresno County is home to numerous distinct cultural groups with extensive diversity in languages, customs and norms. Unfortunately, victims in some of these cultural groups are reluctant to seek help from outsiders. They may also be suspicious of the judicial system and its process, making it even more difficult for staff of CVAC to serve them.

The Hmong community in the Fresno Metropolitan area is a perfect example. Hmong cultural beliefs discourage advocacy outside the Hmong

Community, creating stigmatism towards victims and families who seek assistance from "outside." Often these cultural differences result in unreported victimization, so providing victim services to this particular population has been challenging. Continuous outreach efforts are necessary to build 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**

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 Section 13835 of the California Penal Code. These services are directed to victims of all crime types, all ages, all ethnicities, English and non-English speaking, dependent adults as well as disabled victims within the County of Fresno.

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 Victim/Witness 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) 288-0806, regardless of location. Our main office, the James Rowland Crime Victim Assistance Center (CVAC), is located in downtown Fresno, 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 Senior Victim/Witness Advocates, Victim/Witness Advocates, Probation Student Workers, a Program Technician, a Deputy Probation Officer, and the Project Coordinator. The CVAC phone number is (559) 600-2822.

The second office is located in the Fresno County 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 Victim/Witness 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.

Victim/Witness 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/Witness 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.

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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, OMV 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 Victim/Witness Advocate for supervision and training. Additional training by full-time Victim/Witness 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/Witness Advocate and maintained for audit purposes. Typical duties of a volunteer include: transportation of police reports from law enforcement to the Victim/Witness Advocate, reception duties, initial phone contact with new victims, assisting the Victim/Witness 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 Victim/Witness 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). Victim/Witness 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 reports to Victim/Witness Advocates on crimes likely to cause physical and/or emotional injury to victims. Reports are obtained from the Fresno County Sheriff's Department 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 Victim/Witness 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 Victim/Witness 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 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 compliance with mandated grant procedures is maintained. A series of checks and balances and the

required Report of Expenditures form assure that Cal OES grant funds are accounted for and expended in accordance with the grant. The Probation Department continually reviews program data to ensure compliance with goals and objectives and submits status reports bi-annually as required.

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

### **Mass Victimization Advocate**

A mass victimization/terrorism incident can occur in every community at any time. Multiple such incidents have occurred throughout our nation, in communities small and large, rural and urban. Believing 'it cannot happen here' is not appropriate. Preparation is critical to adequately respond to the needs of victims and provide them with timely and comprehensive services from when the crisis situation initially occurs through their long term recovery. For this reason, our County is soliciting the additional funding to support a Victim/Witness based Mass Victimization Advocate (MVA) for 2019-20. If awarded, these funds will assist our Crime Victim Assistance Center (CVAC) to participate in a coordinated community-wide response to mass victimization/terrorism incidents. The MVA will focus on mass crisis incidents due to a criminal event and will remain dedicated to accomplish the objectives of supporting response readiness provided to the victims of crime. Our CVAC will be tasked to develop a victim assistance plan to support and enhance



immediate response and recovery efforts and establish readiness in response to mass victimization/terrorism incidents. Our plan consists of the following steps:

- Review of Current Capabilities: The MVA/CVAC will research and determine the community's existing emergency plan of mass crisis response and recovery measures as well as existing roles and responsibilities
- Become a Known Key Partner: The MVA/CVAC will outreach to the existing local mass crisis response team, if any, and establish a working relationship. It is essential to become a member of the existing mass crisis response team and educate others of the role of the CVAC and how we will operate and support victims during and after a mass crisis due to a criminal event. Potential key partners include fire and police departments, emergency management departments, local mental health teams, school districts, local hospitals, and community companies
- Understand the Needs of Victims: The MVA will utilize assessment tools, research and determine the needs of victims
- Identify Resources and Deficits in Current Capabilities: In collaboration with the key partners, the MVA/CVAC will determine if existing measures effectively and efficiently address the needs of victims
- Develop a Comprehensive Plan: The MVA/CVAC, working closely with stakeholders, will ensure the community is prepared and equipped to implement a plan that provides victims and their families with timely and



comprehensive services to victims of crime and their families during the response and recovery phases

- Establish MOUs with Identified Participants: Once a comprehensive crisis response/mass victimization assistance plan is created, create memorandums of understanding (MOUs) with the various agencies involved including allied service providers, local government, as well as neighboring counties within the identified crisis response training region to leverage resources and facilitate a regional response in the event of a mass crisis event due to a criminal act
- Develop and Disseminate Protocols: Establish practices to implement the plan developed. Protocols must be reviewed and approved by the heads of the agencies involved, must be clearly understood by parties involved including how the plan will be implemented and how these protocols may impact criminal based events
- Review MVA funding: Define management and technology supplies, contents of go-bags, and/or other resources required for deployment and allocate MVA funding accordingly

The mandated 'California Crime Victims Association Crisis Response Advocate' training provided us a framework which will assist us in realistic program development. It is anticipated the first 12 months of 2019-20 will be needed to further develop each of the above points.

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

<b>Subrecipient</b> <u>Fresno County</u>	<b>Duns#</b> <u>932953037</u>	<b>FIPS#</b> <u>019-00000</u>
<b>Disaster/Program Title:</b> <u>Victim Witness Assistance (VW) Program</u>		
<b>Performance Period:</b> <u>10/01/19</u> to <u>09/30/19</u>		<b>Subaward Amount Requested:</b> <u>\$ 1,659,359</u>
<b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		


Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 3,173,729
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	No
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Select
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	3-5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

**Certification:** *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> <u>October 8, 2019</u>
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<b>Print Name and Title:</b> <u>Watan Wagig, Chairman, Board of Supervisors</u>	<b>Phone Number:</b> <u>559-800-1609</u>
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**Cal OES Staff Only: SUBAWARD #** \_\_\_\_\_

ATTEST:

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

By: 

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Fresno\*

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4

16\*

21

22

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

23

31\*

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

8

12

14\*

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

1,007,299

# Fresno County Probation Department

**Kirk Haynes**  
**Chief Probation Officer**

**Personnel Development & Research**  
**Probation Division Director**  
**Joy Thompson**

**Juvenile**  
**Division**

**Commitment**  
**Division**

**Adult Division**

**Detention**  
**Division**

**Administration Division**  
**Greg Reinke**

**Crime Victim Assistance Center**  
**Probation Services Manager**  
**Karen Roach**

**Financial Services**  
**Supervising Accountant**  
**Norabelle Elegado**

**Automation**  
**Senior Business**  
**Systems Analyst**  
**David Touma**

## Victim Witness Grant

Viktoria Grigoryan, Sr. Victim Advocate  
Gwen Pfost, Sr. Victim Advocate  
Mariell Trauner, Sr. Victim Advocate  
Isabel Bolanos, Victim Advocate  
Evelyn Espinoza, Victim Advocate  
Cassandra Torres, Victim Advocate  
Hannah Martinez, Victim Advocate  
Veronica Fabela, Victim Advocate  
Brenda Muniz, Victim Advocate  
Sarah Thong, Victim Advocate  
Shawnte Beatty, Mass Victimization Advocate  
Vacant (2), Victim Advocate

## Support

Llana Diaz, Program Tech II  
Justin Coulter, Office Assistant I  
Mia Castillo, Student Worker/Extra Help  
Vacant (2), Student Worker/Extra Help

## Underserved Victims

Debra Gorham, Victim Advocate  
Tony Villela, Victim Advocate

## VOISE Grant

Jeanette Miller, Victim Advocate

## Human Trafficking Grant

Faye Parra, Sr. Victim Advocate

## XC Grant

Jessica Munoz, Victim Advocate  
Melinda Zavala, Victim Advocate  
Sarah Barton, Victim Advocate  
Tami Tabacchi, Deputy Probation Office IV

John Bedell,  
IT Analyst IV  
Ben Chen,  
IT Analyst IV  
Shawn Mims,  
IT Analyst IV  
Russell Pehrson,  
Business System  
Analyst III  
**Vacant,**  
IT Analyst II  
Jacqueline Wongsing,  
Program Tech. II



## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA From: To:		
1.	Fresno County Council on Child Abuse Reporting	04/02/18	04/01/18	to	3/31/20
2.	Fresno County Deaf/Hard of Hearing Service Center	03/29/18	04/01/18	to	3/31/20
3.	Fresno County District Attorney's Office	03/27/18	04/01/18	to	3/31/20
4.	Fresno Madera Area Agency on Aging	04/02/18	04/01/18	to	3/31/20
5.	Fresno/Madera Ombudsman Program	04/04/18	04/01/18	to	3/31/20
6.	Marjaree Mason Center	04/18/18	04/01/18	to	3/31/20
7.	Rape Counseling Services of Fresno	04/05/18	04/01/18	to	3/31/20
8.	Clovis Police Department	04/02/18	04/01/18	to	3/31/20
9.	Coalinga Police Department	04/16/18	04/01/18	to	3/31/20
10.	Firebaugh Police Department	04/03/18	04/01/18	to	3/31/20
11.	Fowler Police Department	03/29/18	04/01/18	to	3/31/20
12.	Fresno City Police Department	04/11/18	04/01/18	to	3/31/20
13.	Huron Police Department	05/08/18	04/01/18	to	3/31/20
14.	Kerman Police Department	04/13/18	04/01/18	to	3/31/20
15.	Kingsburg Police Department	04/03/18	04/01/18	to	3/31/20
16.	Orange Cove Police Depart	04/09/18	04/01/18	to	3/31/20
17.	Parlier Police Department	03/29/18	04/01/18	to	3/31/20
18.	Mendota Police Department	04/02/18	04/01/18	to	3/31/20
19.	Reedley Police Department	04/10/18	04/01/18	to	3/31/20
20.	Sanger Police Department	04/09/18	04/01/18	to	3/31/20

Use additional pages if necessary.

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals

Date OA Signed  
(xx/xx/xxxx)

Dates of OA  
From: To:

1.	Selma Police Department	03/29/18	04/01/18	to	03/31/20
2.				to	
3.				to	
4.				to	
5.				to	
6.				to	
7.				to	
8.				to	
9.				to	
10.				to	
11.				to	
12.				to	
13.				to	
14.				to	
15.				to	
16.				to	
17.				to	
18.				to	
19.				to	
20.				to	

Use additional pages if necessary.

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