



RFA PROCESS

VICTIM/WITNESS ASSISTANCE (VW) PROGRAM

Submitted by:

**County of Ventura
District Attorney's Office
800 South Victoria Avenue
Ventura, CA 93009
(805) 654-2500**

VICTIM/WITNESS ASSISTANCE (VW) PROGRAM

CHECKLIST

This checklist is provided to ensure that a complete application is submitted to Cal OES.

- ☒ GRANT SUBAWARD FACE SHEET (Cal OES 2-101) – Signed by the official authorized to enter into the Grant Subaward.
- ☒ PROJECT CONTACT INFORMATION (Cal OES 2-102) – Must be submitted with the Grant Subaward Face Sheet.
- ☒ SIGNATURE AUTHORIZATION AND INSTRUCTIONS (Cal OES 2-103) – Signatures of the Project Director and Fiscal Officer are required.
- ☒ CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104h - Cal OES 2-104h VOCA and VAWA) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- ☒ PROJECT NARRATIVE (Cal OES 2-108)
 - PROBLEM STATEMENT
 - PLAN
- ☒ PROJECT BUDGET
 - BUDGET NARRATIVE (Cal OES 2-107)
 - BUDGET FORMS (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106): a. Budget Pages Multiple Fund Source.
 - Personal Services – Salaries/Employee Benefits
 - Operating Expenses
 - Equipment
- ☒ SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT–Signed by the official authorized to enter into the Grant Subaward.
- ☒ APPLICATION APPENDIX
 - Organizational Chart
 - Operational Agreement [if applicable]
 - Noncompetitive Bid Request Checklist (Cal OES 2-156) [if applicable]
 - Out-Of-State Travel Request (Cal OES 2-158) [if applicable]
 - Petty Cash Victim Fund Procedures (Cal OES 2-153) [if applicable]
 - Project Service Area Information (Cal OES 2-154)
 - Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]

GRANT SUBAWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers.
Please do not fill in these blocks. These numbers will be entered by Cal OES.

1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal title of the Subrecipient.

1a. Federal DUNS Number (Subrecipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.

2a. Federal DUNS Number (Implementing Agency)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

3. Implementing Agency Address

Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

4. Location of Project

Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

5. Disaster/Program Title

Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

6. Performance Period

Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yy)

7. Indirect Cost Rate

Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. *Indirect costs may or may not be allowable under all Federal fund sources.*

8A – 12G. Fund Allocations and Total Project Cost

For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

13. Certification Paragraph

Please review the certification paragraph.

14. CA Public Records Act

Please review, and if applicable, provide the necessary documentation.

15. Official Authorized to sign for the Subrecipient

Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

16. Federal Employer ID Number

Enter the 9-digit Federal Employer Identification Number for the Agency.

Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.

PROJECT CONTACT INFORMATION

Subrecipient: County of Ventura

Subaward #: VW18370560

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: Michael R. Jump Title: Chief Deputy District Attorney-Program Director
Telephone #: (805)654-2331 Fax#: (805)477-1918 Email Address: michael.jump@ventura.org
Address/City/Zip: 800 South Victoria Avenue. Ventura, CA 93009-0001

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

Name: Stuart T. Gardner Title: Director, Fiscal/Administrative/Legislative Services
Telephone #: (805)477-1635 Fax#: (805)477-1670 Email Address: stuart.gardner@ventura.org
Address/City/Zip: 800 South Victoria Avenue. Ventura, CA 93009-0001

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

Name: Rachael Watkins Title: Crime Victims Assistance Program Supervisor
Telephone #: (805)654-9081 Fax#: (805)477-1918 Email Address: rachael.watkins@ventura.org
Address/City/Zip: 800 South Victoria Avenue. Ventura, CA 93009-0001

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

Name: Anne Jensen Title: Program Administrator
Telephone #: (805)477-1676 Fax#: (805)477-1670 Email Address: Anne.Jensen@ventura.org
Address/City/Zip: 800 South Victoria Avenue. Ventura, CA 93009-0001

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: Gregory D. Totten Title: District Attorney
Telephone #: (805)654-2500 Fax#: (805)654-3046 Email Address: greg.totten@ventura.org
Address/City/Zip: 800 South Victoria Avenue. Ventura, CA 93009-0001

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: Gregory D. Totten Title: District Attorney
Telephone #: (805)654-2500 Fax#: (805)654-3046 Email Address: greg.totten@ventura.org
Address/City/Zip: 800 South Victoria Avenue. Ventura, CA 93009-0001

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

Name: Michael Powers Title: County Executive Officer
Telephone #: (805)654-2681 Fax#: (805)654-5106 Email Address: michael.powers@ventura.org
Address/City/Zip: 800 South Victoria Avenue. Ventura, CA 93009-0001

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 15 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.

SIGNATURE AUTHORIZATION

Subaward #:

VW18370560

Subrecipient:

County of Ventura

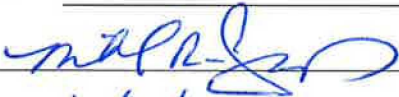
Implementing Agency:

District Attorney

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

***Project Director:** Michael R. Jump

Signature:



Date:

10/10/18

***Financial Officer:** Stuart T. Gardner

Signature:



Date:

10/9/18

The following persons are authorized to sign for the
Project Director



Signature

Rachael Watkins

Print Name



Signature

Brenda Marquez

Print Name



Signature

Dina Zuhric

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer



Signature

Anne Jensen

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

SIGNATURE AUTHORIZATION INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program and
Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VAWA-VOCA (Cal OES 2-104h), 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 funds. 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
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As
Amended, Services*Training*Officers*Prosecutors (STOP) Formula Grant Program and
Victims of Crime Act (VOCA) Fund

I, Gregory D. Totten hereby certify that
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: County of Ventura

IMPLEMENTING AGENCY: District Attorney

PROJECT TITLE: Victim/Witness Assistance Program

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 ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **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: Michael K. Frawley

Title: Chief Deputy District Attorney

Address: 800 South Victoria Avenue, Ventura CA 93009-0001

Phone: (805) 654-2548

Email: Mike.Frawley@ventura.org

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

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 a signed resolution from the City Council/Governing Board illustrating that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain the signed resolution on-site, and a copy must be readily available upon request by Cal OES.

VIII. Civil Rights Compliance

The subrecipient complies will 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 Violence Against Women Act (VAWA) 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 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. 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").

5. 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.

6. 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;
- 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 at <http://www.usdoj.gov/oig>.

7. 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.

8. 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.

9. 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.

10. 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.

11. OVW Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/grantees>.

12. Supplanting

The Subrecipient understands and agrees that funds must be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

13. Statutory Requirements

The Subrecipient agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, and OVW's implementing regulations at 28 CFR Part 90.

14. Misuse of Award Funds

The Subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

The Subrecipients understands and agrees that grant funds may be used only for the purposes in the Subrecipient's approved application.

15. Consultant Rates

The Subrecipient understands approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be approved by the grantor prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, Subrecipients are required to maintain documentation to support all daily or hourly rates.

16. Materials and Publications

The Subrecipient understands and agrees that all materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by Subgrant No. _____ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

17. Victim Safety

The Subrecipient understands and agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

18. Copyright Approval

The Subrecipient understands advance written approval must be obtained to copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. In addition, the Subrecipient (or contractor or subcontractor) must comply with all conditions specified by the program manager in connection with an that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

The Subrecipient understands and agrees the Office on Violence Against Women reserves a royalty- free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work, in whole or in part (including in the creation of derivative works), for Federal purposes, and to authorize others to do so.

The Subrecipient understands and agrees it is their responsibility (and of each contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

X. 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.

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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").

5. 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.

6. 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;
- 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 at <http://www.usdoj.gov/oig>.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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 for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

12. 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.

13. 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 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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:


Gregory D. Totten

Authorized Official's Typed Name:

District Attorney

Authorized Official's Title:

Date Executed:

October 10, 2019

Federal Employer ID #:

95 600944

Federal DUNS #

06669112

Current System for Award Management (SAM) Expiration Date:

9/2/2018

Executed in the City/County of:

Ventura

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

- ☐ City Financial Officer
☐ City Manager
☐ Governing Board Chair

- ☐ County Financial Officer
☒ County Manager

Signature:

Typed Name:

Title:


Michael Powers

County Executive Officer

Project Narrative

1. Problem Statement

Ventura County is the 12th largest county in the State of California with a total population of 854,223 (U.S. Census Bureau Estimate 2017). There is a large Latina/o population (40.3%).

There is an agreement among advocates, activists, scholars, policymakers, and law enforcement officials alike that crime victims have difficulty in understanding the complexities of the criminal justice system. Further, that there is a continuous need to develop methods to reduce the trauma and insensitive treatment that victims and witnesses may experience in the wake of a crime.

In 1980, Ventura County applied for funding to establish a Victim/Witness Assistance Program. The District Attorney's Office was designated as the agency responsible for the day-to-day operation of the program. At that time, the program operated with two staff positions supported by a small volunteer staff. Today, the program has a staff comprised of a program supervisor, 2 staff supervisors, and 23 victim advocates, a legal processing assistant, and a volunteer staff. A number of the advocates are bilingual. A Chief Deputy District Attorney serves as the project director.

Starting in 2008, the resources available to assist crime victims markedly decreased, leaving the Crime Victim's Assistance Program with only twelve victim advocate positions. Fortunately, within the last three years, we have seen an increase in funding, and today the program has 23 full-time victim advocate positions (not including supervisors). With the additional advocate staff in place, the program has been able to provide more outreach to the community, serve more

victims and at a higher level which has resulted in the need for additional supervision. The program continues to prioritize crime types and develop operating procedures that specify different levels of service for different crime types as needed.

We are requesting an Administrative Assistant I/II -NE position to designate as the Mass Violence Victim Advocate. The Mass Violence Victim Advocate will develop a victim assistance plan to support and enhance immediate response and recovery efforts and establish readiness in response to mass victimization/terrorism incidents. To prepare the Victim/Witness Program to coordinated community response to mass victimization/terrorism incidents, and to further the objectives of supporting response readiness to mass victimization/terrorism incidents.

We are requesting an Administrative Assistant III position to designate as a Lead Supervising Victim Advocate. The Lead Supervising Victim Advocate would be responsible for a variety of administrative duties, including but not limited to the following; raising awareness of the program through proactive coordination of community outreach events, coordination of all in-service training for program staff, oversee the coordination of our annual Crime Victims' Rights Week event, oversee and prepare quarterly Performance Measurement Tools, progress reports and coordination of program site-visits, work closely with law enforcement and other community and governmental organizations to provide on-going training on programs services, victims' rights and the multi-disciplinary team approach, oversee revisions and creation of program brochures and outreach materials.

We are also requesting a Victim Advocate III position. The primary duties of this position would include but are not limited to the following; assisting walk-in clients, screening clients for

domestic violence and elder abuse restraining orders, providing assistance with the application process for the Victims of Crime Compensation program, initiating contact with victims of domestic violence on recently filed and rejected cases, providing orientation to the criminal justice system, advising victims of their rights, working closely with the calendar deputy district attorney in the domestic violence courtroom to ensure the views of the victim are understood by the court, and provide all mandated services under PC 13835.5 as necessary.

To achieve the objective of providing victims of all crime types the mandatory services, the program needs to be sufficiently staffed and supported by adequate resources as needed.

2. Plan and Implementation

The Victim/Witness Assistance Program is designed to facilitate the delivery of a comprehensive range of services for approximately 5000 crime victims annually.

The Program considers the following services to be primary to responding to the basic rights and needs of crime victims:

- Crisis Intervention
- Emergency Assistance
- Resource and Referral Assistance
- Direct Counseling
- Victim of Crime Compensation Claims
- Property Return
- Orientation to the Criminal Justice System
- Court Escort
- Presentations and Training for Criminal Justice Agencies
- Public Presentations and Publicity
- Case Status/Case Disposition
- Notification of Family/Friends
- Employer Notification/Intervention
- Restitution

In addition, project staff operates a Family Violence Prevention Center. The objective of the center is to provide a range of interventions and services for victims of domestic violence. The center offers free assistance in obtaining restraining orders. Victims also receive instruction on their rights, the dynamics of domestic violence, and the adverse effects of violence on children. Mental health counselors with special training in domestic violence participate in the center's operation, offering education and counseling services. Victims of domestic violence, including children, receive assistance in preparing applications for compensation through the California Victim Compensation Board.

Upon request, project staff will intercede on behalf of clients for the purpose of informing creditors of the victim's temporary inability to meet current financial obligations due to the aftermath of the crime.

Project staff notify victims of cancellations or changes in scheduled court appearances.

Project staff assist family members of a deceased victim with funeral/burial arrangements.

The Program provides a number of services for victims with special needs, including the following equipment:

- TDD Machine
- Wheelchair and Walker

The courtrooms are equipped with listening aids for the hearing impaired.

Victim advocates are specially trained to assist victims with disabilities and the elderly. The Program works closely with a variety of organizations and agencies responding to the needs of persons with disabilities, including, but not limited to, Ventura County Area Agency on Aging, Adult Protective Services, the ARC, Tri-County Easter Seals, and the Tri-Counties Regional Center.

The Program employs bilingual victim advocates to assist the Spanish-speaking population.

Project staff operate a Domestic Violence/Stalking Cellular Telephone Program that provides domestic violence victims with a cellular telephone that provides 3,000 free minutes.

Project staff participate in the Ventura County Multi-Disciplinary Interview Team (MDIT), a coalition of public and private agencies dedicated to serving victims of adult sexual assault and child physical and sexual abuse. Project staff provide on-call advocacy services for the victim and family.

Project staff conduct training on the subject of Victimology and Crisis Intervention as part of the Ventura County Sheriff's Academy curriculum.

Project staff conduct training on the rights of crime victims as part of the Ventura County's Probation Agency's curriculum.

Project staff conduct training on the medical mechanisms of non-fatal strangulation and

positional asphyxia, as it pertains to the fields of law enforcement, advocacy, and prosecution.

Project staff participate in training new staff members and volunteer staff for the local Rape Crisis and Domestic Violence Shelter-based programs.

The Program operates an Emergency Fund for the purpose of responding to a victim's basic needs for shelter, food, transportation, clothing and medical care, including prescription medicine, eyeglasses or dentures.

The Program operates a volunteer program under the leadership of a senior victim advocate. A background check is completed on every volunteer.

Volunteers are provided with structured and on-the-job training appropriate to specific assigned duties. Volunteers are recruited through the District Attorney web page, and public education and outreach events. Volunteers are trained to assist domestic violence victims complete the necessary paperwork for obtaining a civil restraining order. Volunteers also accompany victims to court hearings for civil restraining orders. Volunteers record their time on a card, which is reviewed and initialed by the senior victim advocate or a supervisor.

Project staff promote public awareness of services for crime victims through the use of public media and presentations to community-based organizations, community groups, service clubs, and schools.

During National Crime Victims' Rights Week, project staff organize a ceremony that has about 200 attendees. The attendees include law enforcement personnel, fire department personnel, victim service agencies, public officials, crime victims and their families, and members of the community. Community-based organizations serving special victim populations are invited to display information regarding their programs. The local Rape Crisis Program and the Domestic Violence Shelter-based Program provide lunch for the attendees. The event receives generous media attention.

Project staff provide informational materials for the public throughout the county. They are placed at strategic locations, including law enforcement agencies, community-based organizations, hospitals and libraries.

In the development and planning of a Family Justice Center in Ventura County, project staff has developed VOICES of Ventura County (VOICES), a group of survivors whose purpose to raise awareness of domestic violence, sexual assault, elder abuse, human trafficking, and child abuse within the community. VOICES provides support, education, and resources to victims of crime in Ventura County through public and community outreach. VOICES links victims of crime in Ventura County to the direct services provided by project staff. VOICES members ensure that operations of the District Attorney's Office and other community partners are focused on meeting the short and long-term needs of the victims they serve, providing insight that only an actual victim is able to offer.

Also, in the development and planning of a Family Justice Center, project staff will assist in designing a website that engages and coordinates governmental agencies and community organizations for the purpose of providing better access and improving direct services for victims of crime.

The Program has developed and implemented a victim information database. The database maintains comprehensive records on victims served by the Program. The database produces a large scope of statistical data.

Project staff is thoroughly trained on victim rights and services. Project staff is cross-trained in order that staff may provide services to all crime victims regardless of crime type or special victim needs.

Project staff attend entry-level mandatory state training. In-service trainings are conducted throughout the year. In-service training is mandatory for project staff.

The Program enjoys good working relationships with other agencies. By example, several organizations provide staff at the Family Violence Prevention Center three days a week, including the local domestic violence shelter-based programs and California Lutheran University. The benefit for the crime victim is an immediate referral to an organization that can assist with services such as shelter placement and therapeutic counseling, including bereavement counseling for family members of a deceased victim. All services at the Family Violence Prevention Center are without cost to the victim.

Project staff work closely with agencies providing services for domestic violence victims to plan an event during Domestic Violence Awareness Month.

As a member of the Multi-Disciplinary Interview Team (MDIT), project staff work with a coalition of public and private agencies serving victims of adult sexual assault and child physical and sexual abuse.

Project staff participate in community coalitions dedicated to specific crime victim needs, such as elder victims, disabled victims, domestic violence victims, and minority groups. Community coalitions include, but are not limited to, Domestic Violence Task Force, the Ventura County Partnership for Safe Families; the Ventura County Coalition Against Human Trafficking; the Mixteco/Indigena Community Organization Project; Lideres Campesinas, Elder Abuse Rapid Response Team; (Elder) Financial Abuse Specialist Team; and the local Sex Offender Management Committee, and the Ventura County Probation Agency's Domestic Violence meeting.

A victim advocate is also assigned to the Domestic Violence Courtroom daily. The purpose of having an advocate present in the courtroom is to offer services to victims of domestic violence attending court proceedings that have not been referred to the Program.

Victims of crime receive a "Marsy's Card" upon initial contact with the Victim/Witness Assistance Program.

The Program receives its referrals from cases filed or reviewed by the District Attorney's Office, law enforcement agencies, community-based organizations and walk-ins.

The Mass Violence Advocate (AA-II-NE) will develop a comprehensive crisis response/mass victimization assistance plan structured to identify and respond to victim needs specifically addressing the short and long-term needs of the survivors. In addition, The Mass Violence Advocate (AA-II-NE) would oversee the responsibilities of collecting and reporting data for the grant, coordinate on going outreach, training, and advocate self-care. Develop victim assistance crisis response protocols, implement mutual-aid memorandums of understanding with victim witness centers and facilitate a regional response to mass incidents. Establish memorandums of understanding with allied service providers and identify victim witness's role in the emergency response plan. Purchase go bags, and or other necessary resources required for deployment. Develop a timeline to meet the mass victimization objection. Project staff will attend Crisis Response Advocate Training.

Budget Narrative

Describe how the project's proposed budget supports the stated objectives and activities in the project.

The project's proposed budget includes 11.48902 FTE Victim Advocates and 2 FTE Administrative Assistants. Their time will be devoted to meeting the mandatory objectives and activities of this grant.

Discuss how funds are allocated to minimize administrative costs and support direct services.

These grant funded positions will provide direct services.

Describe the duties of project-funded staff, including any qualifications or education level necessary for the job assignment.

The job duties for a Victim Advocate are:

Assists victims of crime by providing a full range of services including assistance with Victims of Crime Compensation Claims, orientation to the criminal justice system, short term crisis intervention, court support, case status updates, community referrals, community awareness, and performs related duties as required.

The job duties for an Administrative Assistant are:

Analyze and prepares budgets and supporting documentation, analyzes and prepares a variety of reports and correspondence, monitors the work of subordinates or others to perform general administrative tasks, managing facilities, departmental personnel function, conducts research and prepares reports of findings on a variety of special projects, and performs a variety of staff projects and assignments in direct assistance to departmental management staff.

Qualifications and education levels necessary for both positions are included on attached job descriptions.

Describe how project-funded staff duties and time commitments support the proposed objectives and activities.

All project staff will be assigned to this program and its objectives and activities.

Discuss any proposed staff commitment/percentage of time to other efforts, in addition to this project.

The Victim Advocate positions are dedicated full-time equivalent and will be focused solely on this program.

Discuss the necessity of any subcontracts and any unusual expenditures.

There will be no subcontracts or unusual expenditures.

Subrecipient: Ventura County District Attorney's Office

Subaward #: VW 18 37 0560

Discuss any mid-year salary range adjustments.

The proposed budget assumes that the Victim Advocates will be eligible for merit increases on his/her anniversary date. No other increases are anticipated at this time.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Ventura				Subaward #: VW18 37 0560			
	VOCA 17	VOCA 17 Match (using VWAO 17)	VOCA 18	VOCA 18 Match			COST
A. Personal Services – Salaries/Employee Benefits							
DA-1 Victim Advocate II Salary/Month-\$2,863.08- 1.0000 FTE							\$0
Salary - \$2,863.08 x 12 months = \$34,357	34,357						\$34,357
Benefits @ 63.2% of Salary = \$21,714	21,714						\$21,714
Retirement - \$670.29 x 12 months = \$8,043.48							\$0
OASDI - \$208.83 x 12 months = \$2,505.96							\$0
FICA Medicare - \$48.84 x 12 months = \$586.08							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$3.37 x 12 months = \$40.44							\$0
Unemployment Insurance - \$2.69 x 12 months = \$32.28							\$0
Workers Comp - \$32.00 x 12 months = \$384.00							\$0
401K Match - \$.00 x 12 months = \$.00							\$0
DA-1 Victim Advocate II Salary/Month-\$2,863.04 - 1.0000 FTE							\$0
Salary - \$2,863 x 12 months = \$34,356	34,356						\$34,356
Benefits @ 63.2% of Salary = \$21,713	21,713						\$21,713
Retirement - \$670.29 x 12 months = \$8,043.48							\$0
OASDI - \$208.83 x 12 months = \$2,505.96							\$0
FICA Medicare - \$48.84 x 12 months = \$586.08							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$3.37 x 12 months = \$40.44							\$0
Unemployment Insurance - \$2.69 x 12 months = \$32.28							\$0
Workers Comp - \$32.00 x 12 months = \$384.00							\$0
401K Match - \$.00 x 12 months = \$.00							\$0
DA-1 Victim Advocate III Salary/Month-\$3,612.63 - 1.0000 FTE							\$0
Salary - \$3,612.63 x 12 months = \$43,352			43,352				\$43,352
Benefits @ 58.98% of Salary = \$25,569			25,569				\$25,569
Retirement - \$841.76 x 12 months = \$10,101.12							\$0
FICA Medicare - \$61.33 x 12 months = \$735.96							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$4.23 x 12 months = \$50.76							\$0
Unemployment Insurance - \$3.38 x 12 months = \$40.56							\$0
Workers Comp - \$40.18 x 12 months = \$482.16							\$0
401K Match - \$74.02 x 12 months = \$888.24							\$0
DA-1 Victim Advocate II Salary/Month-\$3,137.87 - 1.0000 FTE							\$0
Salary - \$3,137.87 x 12 months = \$37,654	37,654						\$37,654
Benefits @ 61.27% of Salary = \$23,071	23,071						\$23,071
Retirement - \$690.33 x 12 months = \$8,283.96							\$0
OASDI - \$228.88 x 12 months = \$2,746.56							\$0
FICA Medicare - \$53.53 x 12 months = \$642.36							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$3.69 x 12 months = \$44.28							\$0
Unemployment Insurance - \$2.95 x 12 months = \$35.40							\$0
Workers Comp - \$35.07 x 12 months = \$420.84							\$0
401K Match - \$64.60 x 12 months = \$775.20							\$0
DA-1 Victim Advocate III Salary/Month-\$4,052.18 - 1.0000 FTE							\$0
Salary - \$4,052.18 x 12 months = \$48,626	48,626						\$48,626
Benefits @ 60.85% of Salary = \$29,589	29,589						\$29,589
Retirement - \$1,120.31 x 12 months = \$13,443.72							\$0
OASDI - \$295.57 x 12 months = \$3,546.84							\$0
FICA Medicare - \$69.13 x 12 months = \$829.56							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$4.77 x 12 months = \$57.24							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Ventura				Subaward #: VW18 37 0560			
	VOCA 17	VOCA 17 Match (using VWAO 17)	VOCA 18	VOCA 18 Match			COST
A. Personal Services – Salaries/Employee Benefits							
Unemployment Insurance - \$3.81 x 12 months = \$45.72							\$0
Workers Comp - \$45.29 x 12 months = \$543.48							\$0
401K Match - \$83.43 x 12 months = \$1,001.16							\$0
DA-1 Victim Advocate II Salary/Month-\$2,961.75 - 1.0000 FTE							\$0
Salary - \$2,961.75 x 12 months = \$35,541	35,541						\$35,541
Benefits @ 62.14% of Salary = \$22,085	22,085						\$22,085
Retirement - \$651.87 x 12 months = \$7,822.44							\$0
OASDI - \$203.10 x 12 months = \$2,437.20							\$0
FICA Medicare - \$47.50 x 12 months = \$570.00							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$3.28 x 12 months = \$39.36							\$0
Unemployment Insurance - \$2.62 x 12 months = \$31.44							\$0
Workers Comp - \$31.12 x 12 months = \$373.44							\$0
401K Match - \$57.33 x 12 months = \$687.96							\$0
DA-1 Victim Advocate I Salary/Month-\$2,784.42 - 1.0000 FTE							\$0
Salary - \$2,784.42 x 12 months = \$33,413	33,413						\$33,413
Benefits @ 66.09% of Salary = \$22,083	22,083						\$22,083
Retirement - \$651.87 x 12 months = \$7,822.44							\$0
OASDI - \$203.10 x 12 months = \$2,437.20							\$0
FICA Medicare - \$47.50 x 12 months = \$570.00							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$3.28 x 12 months = \$39.36							\$0
Unemployment Insurance - \$2.62 x 12 months = \$31.44							\$0
Workers Comp - \$31.12 x 12 months = \$373.44							\$0
401K Match - \$57.33 x 12 months = \$687.96							\$0
DA-1 Victim Advocate I Salary/Month-\$2,651.92 - 0.48902 FTE							\$0
Salary - \$2,651.92 x 12 months x .48902 FTE = \$15,562			15,562				\$15,562
Benefits @ 67.61% of Salary = \$10,521			10,521				\$10,521
Retirement - \$620.83 x 12 months x .48902 FTE = \$3,643.18							\$0
OASDI - \$193.43 x 12 months x .48902 FTE = \$1,135.09							\$0
FICA Medicare - \$45.24 x 12 months x .48902 FTE = \$265.48							\$0
Medical - \$843.51 x 12 months x .48902 FTE = \$4,949.92							\$0
Life Insurance - \$3.12 x 12 months x .48902 FTE = \$18.31							\$0
Unemployment Insurance - \$2.50 x 12 months x .48902 FTE = \$14.67							\$0
Workers Comp - \$29.64 x 12 months x .48902 FTE = \$173.93							\$0
401K Match - \$54.60 x 12 months x .48902 FTE = \$320.41							\$0
DA-1 Victim Advocate I Salary/Month-\$2,526.25 - 1.0000 FTE							\$0
Salary - \$2,525 x 12 months = \$30,315	30,315						\$30,315
Benefits @ 67.13% of Salary = \$20,350	20,350						\$20,350
Retirement - \$591.44 x 12 months = \$7,097.28							\$0
OASDI - \$184.27 x 12 months = \$2,211.24							\$0
FICA Medicare - \$43.09 x 12 months = \$517.08							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Ventura				Subaward #: VW18 37 0560			
	VOCA 17	VOCA 17 Match (using VWAO 17)	VOCA 18	VOCA 18 Match			COST
A. Personal Services – Salaries/Employee Benefits							
Life Insurance - \$2.97 x 12 months = \$35.64							\$0
Unemployment Insurance - \$2.38 x 12 months = \$28.56							\$0
Workers Comp - \$28.23 x 12 months = \$338.76							\$0
401K Match - \$.00 x 12 months = \$.00							\$0
DA-1 Victim Advocate III Salary/Month-\$3,687.02 - 1.0000 FTE							\$0
Salary - \$3,687.02 x 12 months = \$44,244	44,244						\$44,244
Benefits @ 53.31% of Salary = \$23,586	23,586						\$23,586
Retirement - \$733.72 x 12 months = \$8,084.64							\$0
OASDI - \$228.60 x 12 months = \$2,743.20							\$0
FICA Medicare - \$53.46 x 12 months = \$641.52							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$3.69 x 12 months = \$44.28							\$0
Unemployment Insurance - \$2.95 x 12 months = \$35.40							\$0
Workers Comp - \$35.03 x 12 months = \$420.36							\$0
401K Match - \$65.52 x 12 months = \$774.24							\$0
MASS VIOLENCE ADVOCATE							\$0
DA - Administrative Assistant II Salary/Month-\$5,380.22 - 1.0000 FTE							\$0
Salary - \$5,380.22 x 12 months = \$64,563			64,563.00				\$64,563
Benefits @ 44.91% of Salary = \$28,994			10,283.00	18,711.00			\$28,994
Retirement - \$1,006.10 x 12 months = \$12,073.20							\$0
OASDI - \$333.57 x 12 months = \$4,002.84							\$0
FICA Medicare - \$78.01 x 12 months = \$936.12							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$5.38 x 12 months = \$64.56							\$0
Unemployment Insurance - \$4.30 x 12 months = \$51.60							\$0
Workers Comp - \$51.113 x 12 months = \$613.32							\$0
401K Match - \$94.15 x 12 months = \$1,129.80							\$0
DA-1 Administrative Assistant III Salary/Month-\$5,918.16 - 1.0000 FTE							\$0
Salary - \$5,918.16 x 12 months = \$71,018	71,018						\$71,018
Benefits @ 43.48% of Salary = \$30,881	30,881						\$30,881
Retirement - \$1,106.70 x 12 months = \$13,280.40							\$0
OASDI - \$366.93 x 12 months = \$13,280.40							\$0
FICA Medicare - \$85.81 x 12 months = \$1,029.72							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$5.92 x 12 months = \$71.04							\$0
Unemployment Insurance - \$4.73 x 12 months = \$56.76							\$0
Workers Comp - \$56.22 x 12 months = \$674.64							\$0
401K Match - \$103.57 x 12 months = \$1,242.84							\$0
CASH MATCH							\$0
DA-1 Victim Advocate I Salary/Month-\$3,048.02 - 1.0000 FTE							\$0
Salary - \$3,048.08 x 12 months = \$36,577		36,577					\$36,577
Benefits @ 58.10% of Salary = \$21,251		21,251					\$21,251
Retirement - \$606.56 x 12 months = \$7,278.72							\$0
OASDI - \$188.98 x 12 months = \$2,267.76							\$0
FICA Medicare - \$44.20 x 12 months = \$530.40							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$3.05 x 12 months = \$36.60							\$0
Unemployment Insurance - \$2.44 x 12 months = \$29.28							\$0
Workers Comp - \$28.96 x 12 months = \$347.52							\$0
401K Match - \$53.34 x 12 months = \$640.08							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Ventura					Subaward #: VW18 37 0560		
	VOCA 17	VOCA 17 Match (using VWAO 17)	VOCA 18	VOCA 18 Match			COST
A. Personal Services – Salaries/Employee Benefits							\$0
CASH MATCH							\$0
DA-1 Victim Advocate II Salary/Month-\$3,242.55 - 1.0000 FTE							\$0
Salary - \$3,242.55 x 12 months = \$38,911		38,318		593			\$38,911
Benefits @ 54.84% of Salary = \$21,339				21,339			\$21,339
Retirement - \$593.39 x 12 months = \$7,120.68							\$0
OASDI - \$201.04 x 12 months = \$2,412.48							\$0
FICA Medicare - \$47.02 x 12 months = \$564.24							\$0
Medical - \$843.51 x 12 months = \$10,122.12							\$0
Life Insurance - \$3.24 x 12 months = \$38.88							\$0
Unemployment Insurance - \$2.59 x 12 months = \$31.08							\$0
Workers Comp - \$30.80 x 12 months = \$369.60							\$0
401K Match - \$56.74 x 12 months = \$680.88							\$0
Personal Section Totals	\$584,596	\$96,146	\$169,850	\$40,643	\$0	\$0	\$891,235
PERSONAL SECTION TOTAL							\$891,235

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:				Subaward #:			
	VOCA 17	VOCA 17 Match (using VWA0 17)	VOCA 18	VOCA 18 Match			COST
B. Operating Expenses							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
Operating Section Totals	\$82,335	\$0	\$72,423	\$19,925	\$0	\$0	\$174,683
OPERATING SECTION TOTAL							\$174,683

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]



VICTIM ADVOCATE III

Class Code:
00586

Bargaining Unit: Service Employees
International Union

VENTURA COUNTY
Established Date: Oct 1, 1989

SALARY RANGE

\$19.10 - \$26.86 Hourly
\$1,527.93 - \$2,148.66 Biweekly
\$3,310.51 - \$4,655.43 Monthly
\$39,726.08 - \$55,865.10 Annually

DEFINITION:

Assists victims of crime by providing a full range of services including assistance with compensation claims, crisis intervention, court support, case status updates, community referrals, community awareness, and performs related duties as required.

Distinguishing Characteristics:

The Victim Advocate series is comprised of three distinct levels of work.

Victim Advocate I provides services to victims, assumes responsibility for case management and victim contact under direct supervision. This level classification may be used as the trainee level to qualify for promotion to the level of Victim Advocate II.

The journey level Victim Advocate II, manages a full caseload and provides a full range of services to victims under general supervision. These services may include short term crisis intervention, community referrals, orientation to the criminal justice system, case status updates, community presentations and court support. The Victim Advocate II is responsible for statistical data collection relevant to his/her case assignment. This level differs in nature from the Victim Advocate I by complexity of case assignment and by added responsibility of community presentations.

The advanced/lead level Victim Advocate III manages a full caseload and provides a full range of services to victims under general direction. This level differs from the I and II in that the Victim Advocate III provides supervisory assistance at the request of the Director of Victim Services, assists with grant proposals, special projects/programs and budgetary recommendations, community presentations, and training. This level assists the Director in training staff and volunteers.

Appointment to and progression through the series is not automatic except when the allocated level is underfilled for recruitment/ training purposes.

Positions are allocated to a specific level dependent on sanctioned assigned duties and responsibilities.

EXAMPLES OF DUTIES:

Depending on assignment, duties may include, but are not limited to the following:

Victim Advocate I

- Provides crisis intervention and emergency assistance by making immediate assessment of needs and makes referrals to other community resources.
- Assists with applications for State victim assistance compensation by obtaining necessary information and documents, filling out and processing necessary forms and following the case through payment of bills; coordinates with victims, service providers and the State Board of Control.
- Initiates and maintains case logs, documents case activities, maintains ledgers and other recordkeeping systems.
- Orients victims to the criminal justice system by explaining procedures and status of criminal proceedings or cases; provides court support to victims.
- Acts as an advocate for victims to ensure their needs are addressed within the community and criminal justice system; confers with law enforcement officials and prosecutors on the status of cases; assists with the preparation of temporary restraining orders, reimbursement claims and other processes designed to assist and protect the rights of victims.
- Provides support to victims and family during interviews with law enforcement officers, attorneys and court personnel; explains criminal justice system and victim rights.
- Provides victims with follow-up contacts relating to case status/disposition information such as charges filed, status of criminal proceedings, terms and conditions of probation, parole hearings and release date.
- May be assigned administrative tasks such as compiling narrative and statistical data and summaries.

Victim Advocate II: (In addition to the above duties)

- Promotes the victim assistance program through community presentations.
- Performs outreach to identify victims eligible for assistance; evaluates needs and eligibility for State compensation.
- Participates on County-wide task forces, councils, and committees.
- Assists with the preparation of grant statistics and periodic reports.

Victim Advocate III: (In addition to the above duties)

- Supervises unit activities of one or more program areas (i.e., sexual assault, child abuse, domestic violence, etc.).
- Assists the program director with grant proposals and preparation of unit budgetary recommendations.
- Assists with special projects and programs relating to the victim assistance programs and prepares special reports and recommendations on unit operations or program development.
- Provides training for victim services staff, volunteers, and outside organizations and associations.
- Assists with the design and production of informational fliers, brochures, and posters relating to the program.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Some to considerable knowledge (depending on level in series) of: criminal justice system; crisis intervention practices, interviewing, community resources; violent crime victimization; victims rights and advocacy techniques; basic case record-keeping practices.

Working ability to: communicate effectively with victims, defendants, witnesses, and the public; coordinate and maintain effective working relationship with various agencies and individuals; identify and seek out people who may qualify for victim assistance; interpret and explain procedures and processes; maintain confidentiality of sensitive information; and work in an environment providing support to victims of various and/or violent crimes.

Working ability to: work effectively in crisis situations; provide crisis intervention to victims of various crimes; make public presentations; and collect, interpret and evaluate case-related data.

Victim Advocate III (In addition to above)

Working ability to: train and lead the work of others; assist program director with supervisory duties; and administer program activities as assigned.

RECRUITING STANDARDS:

Education/Experience:

Victim Advocate III

An Associates Degree in sociology, psychology, criminal justice, victimology or a related field, plus one (1) year experience as described above.

-OR- Three (3) years experience as described above.

-OR- One (1) year of experience as a Ventura County Victim Advocate II.

Education may be substituted for the required experience on a year-for-year basis up to a maximum of three years.

OTHER REQUIREMENTS:

Special Requirements:

Depending on the vacancy, some positions may require bilingual skills or specialized program knowledge (i.e., sexual assault, child abuse, elder abuse, domestic violence, etc.)



ADMINISTRATIVE ASSISTANT III

Class Code:
01611

Bargaining Unit: Service Employees
International Union

VENTURA COUNTY
Established Date: Nov 20, 1994
Revision Date: Jan 15, 2004

SALARY RANGE

\$25.65 - \$35.98 Hourly
\$2,052.15 - \$2,878.08 Biweekly
\$4,446.32 - \$6,235.85 Monthly
\$53,355.88 - \$74,830.20 Annually

DEFINITION:

Agency: Various

Under general supervision, provides staff administrative services to departmental management.

Distinguishing Characteristics:

These classifications are characterized by their responsibility to departmental management for the provision of a variety of staff administrative services. They differ from the Administrative Officer classifications in that they are primarily staff in nature. The functional difference between the levels of the Administrative Assistant classifications relate to the complexity of the staff work regularly assigned and the size of the agency/department.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Analyzes and prepares budgets and supporting documentation.
- Analyzes and prepares a variety of reports and correspondence.
- Monitors and may supervise the work of subordinates or coordinate the work of others assigned to perform general administrative tasks.
- May manage facilities including budget, related expenses, furniture, maintenance, etc.
- May be responsible for departmental personnel function.

- May be responsible for departmental benefits administration.
- Conducts research, analyzes results, and prepares report of findings on a variety of special projects.
- Performs a variety of staff projects and assignments in direct assistance to departmental management staff.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Working to considerable knowledge (depending on level in series) of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.

Working to considerable ability (depending on level in series) to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and outside contractors.

Supplemental Information:

Works primarily in an office environment but may be required to visit various departments/agencies on a regular basis and meet off-site with business/community leaders, the public, and outside contractors.

RECRUITING STANDARDS:

Education/Experience:

Some (Administrative Assistant I) to considerable (Administrative Assistant IV) education and/or experience background which would provide the required knowledge, skills and abilities (KSAs). For example, possession of the requisite KSAs for a "I" could typically be demonstrated by possession of an Associate Degree in a related field and/or one (1) to two (2) years of related experience. Additional related experience can be substituted for the education on a year for year basis. Depending on assignment, supervisory experience may be highly desirable.

OTHER REQUIREMENTS:

Special Requirements:

Possession of or the ability to obtain a valid California driver license.

CLASS SPEC TITLE 6:

Previous revision dates: 05/96, 06/01

CLASS SPEC TITLE 7:

Reviewed: 11/20/2012

Reviewed: 10/1/14

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

Subrecipient: County of Ventura	DUNS # 6669112	FIPS #:
Grant Disaster/Program Title: Victim Witness Assistance program (VW 18 37 0560)		
Performance Period: 10/01/2018 to 09/30/2019	Subaward Amount Requested: \$ 1,005,350	
Type of Non-Federal Entity (Check Box)	<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?	<3 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 3,000,000
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?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

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

Signature: (Authorized Agent)

Date:

Print Name:

Gregory D. Totten

Print Title:

District Attorney

Program Specialist Only: SUBAWARD #



APPLICATION APPENDIX

VICTIM/WITNESS ASSISTANCE (VW) PROGRAM

- **Match Waiver Request**
- **Ventura County District Attorney Victim & Community Services
Organizational Chart**
- **Petty Cash Victim Fund Procedures (Cal OES 2-153)**
- **Project Service Area Information (Cal OES 2-154)**



OFFICE OF THE DISTRICT ATTORNEY

COUNTY OF VENTURA, STATE OF CALIFORNIA

GREGORY D. TOTTEN
District Attorney

MICHAEL D. SCHWARTZ
Chief Assistant District Attorney

MICHAEL K. FRAWLEY
Chief Deputy District Attorney
Administrative Services

CHERYL M. TEMPLE
Chief Deputy District Attorney
Special Prosecutions

MICHAEL R. JUMP
Chief Deputy District Attorney
Victim & Community Services

W. CHARLES HUGHES
Chief Deputy District Attorney
Justice Services

R. MILES WEISS
Chief Deputy District Attorney
Criminal Prosecutions

MICHAEL BARAY
Chief Investigator
Bureau of Investigation

October 10, 2018

Rachel Magana
Victim/Witness Unit
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655

Re: Match Waiver Request – VW18370560

Dear Ms. Magana,

The County of Ventura is requesting a waiver for the match per the information below:

- **VOCA Federal Award Number:** 2018-V2-GX-0029
- **Subaward Number:** VW 18 37 0560
- **Subrecipient's Legal Name:** County of Ventura, Office of the District Attorney
- **Subaward Start and End Dates:** 10/1/18 – 9/30/19
- **VOCA Funds Awarded:** \$909,204
- **Required Match (pre-match waiver):** \$227,301
- **Total Project Cost (pre-match waiver):** \$1,136,505
- **Amount of Cash match Proposed (post-match waiver):** \$96,146
- **Amount of In-Kind Match (post-match waiver):** \$60,568
- **Total Match Proposed:** \$156,714
- **Amount of Match the Subrecipient Provided during the Prior Grant Year:** \$0
- **Effective Match Percentage:** 14.702%
- **Amount of Match Requested to be Waived:** \$70,587
- **Total Project Cost:** \$1,065,918

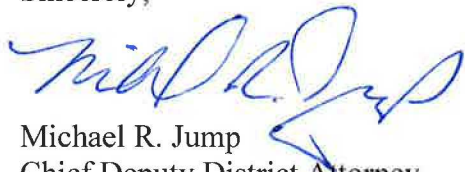
Justification:

Direct services provided by the County of Ventura under the Victim Witness program include, but are not limited to: crisis intervention, emergency assistance, resource and referral assistance, direct counseling, Victim of Crime compensation claims, property return, orientation to the criminal justice system, court escorts, presentations and training for criminal justice agencies, public presentations and publicity, case status/case disposition, notification of family and friends,

employer notification and intervention, and restitution. All services provided by Ventura County focus on responding to the basic rights and needs of crime victims.

The District Attorney's Office, in the past, has attempted to use volunteer services or interns to make match requirements and provide the services listed above to approximately 5,000 crime victims annually. The Office has recently observed a decline in volunteerism and application for internships, straining attempts to make required match. Additionally, modest and deserved salary increases combined with smaller increases to the general fund budget have further strained ability to make match from other sources.

Sincerely,

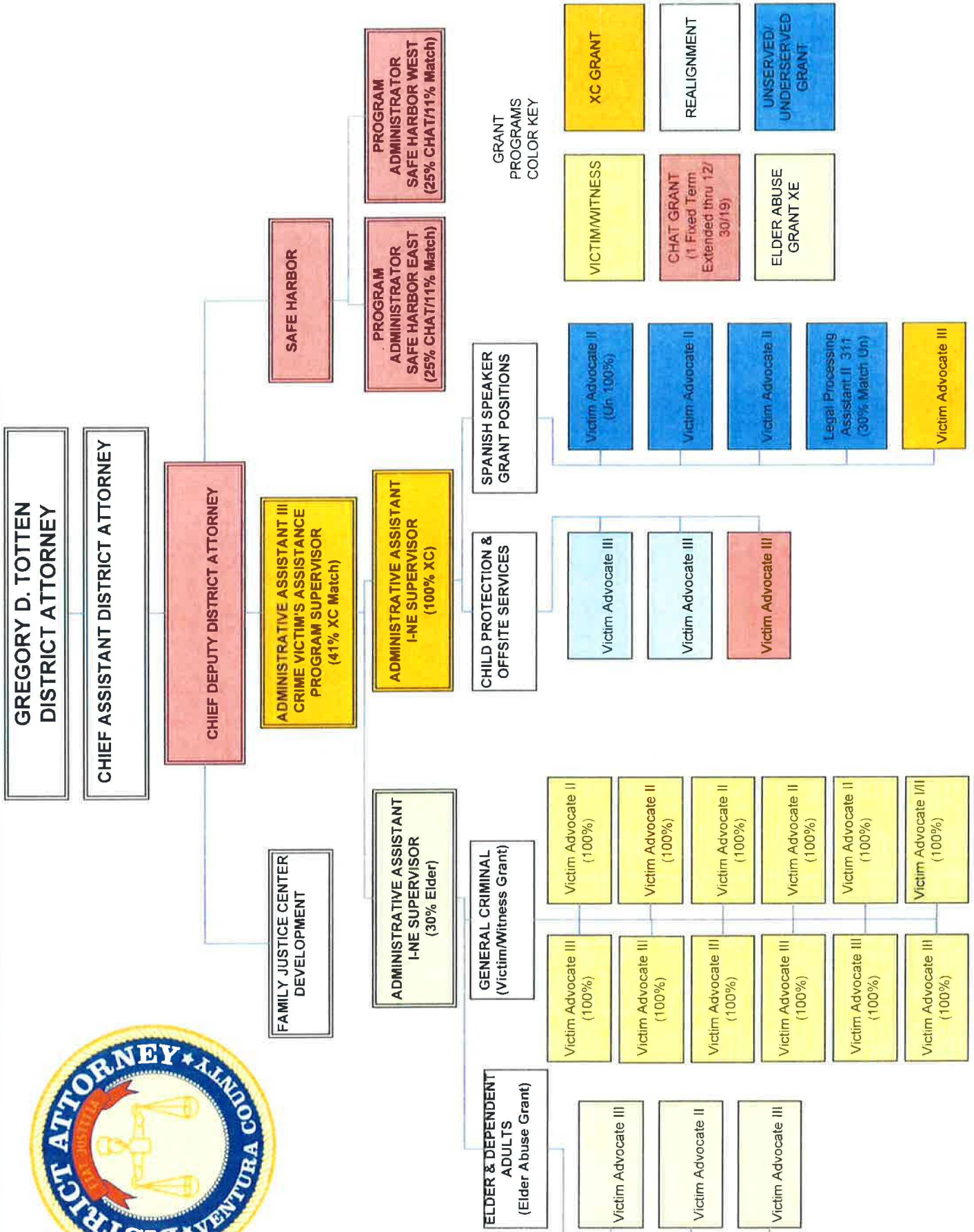
A handwritten signature in blue ink, appearing to read "Michael R. Jump", is written over the typed name and title.

Michael R. Jump
Chief Deputy District Attorney
Director, Victim Services

VOCA Match Waiver Request for Award Number 201X-VA-GX-00XX

					Pre-Waiver			Match Proposed			Match From Previous Yr	Post-Waiver		
Federal Grant Number	Subaward Number	Agency Name	Subaward Start Date	Subaward End Date	Total Project Cost	VOCA Funding	Required Match	Cash Match	In-Kind Match	Total Match	Total Match From Previous Year	Effective Match Percentage with Waiver	Requested Match Waiver	Total Project Cost with Waiver
2017-VA-GX-0058					\$ -		\$ -			\$ -	\$ 19,500.00	#DIV/0!	\$ -	\$ -
2018-V2-GX-0029	VW 18 37 0560	County of Ventura, Office of the District Attorney	10/1/2018	9/30/2018	\$ 1,136,505.00	\$ 909,204.00	\$ 227,301.00	\$ 96,146.00	\$ 60,568.00	\$ 156,714.00		14.702%	\$ 70,587.00	\$ 1,065,918.00
					\$ -		\$ -			\$ -		#DIV/0!	\$ -	\$ -
					\$ -		\$ -			\$ -		#DIV/0!	\$ -	\$ -
					\$ -		\$ -			\$ -		#DIV/0!	\$ -	\$ -
		Total Match Waiver Request										\$ 70,587.00		

Ventura County District Attorney – VICTIM & COMMUNITY SERVICES



PETTY CASH VICTIM FUND PROCEDURE

County of Ventura

VW18370560

SUBRECIPIENT NAME

SUBAWARD #

In order for a project to develop a Petty Cash Victim Fund with grant funds, certain criteria must be maintained. Petty Cash Victim Fund can be utilized for unforeseen financial intervention paid directly to the victim.

Due to the nature of this Petty Cash Victim Fund, they need to be easily accessible. Safeguards and accountability of the funds must be maintained. For effective management and audit purposes, the following procedures must be followed:

1. The Petty Cash Victim Fund and regular grant allocation funds must be kept separate, each with its own account within the general ledger.
2. The authority to disburse funds to victims from the Petty Cash Victim Fund rests with the Project Director, Financial Officer, and/or those identified on the Signature Authorization Form (Cal OES 2-103).
3. The name and signature of the victim and the employee disbursing the funds must be maintained, as well as the date, amount, and reason for the request.
4. Direct cash disbursements will be limited to no more than \$500.00 per individual. Victims are not eligible to draw on the Petty Cash Victim Fund for more than two (2) per year.

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.

County of Ventura

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.

23rd, 24th*, and 30th

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.

35th, 37th, 38th, 41st* and 44th

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.

17th, 19th*, and 23rd

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

854,223 (U.S. Census Bureau Estimate Ventura County, July 1 2017)