

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Proposal Cover Sheet

RFP PROCESS

COUNTY VICTIM SERVICES XC PROGRAM

Submitted by:
Ventura County District Attorney's Office
800 S. Victoria Avenue, Ventura, CA 93009
(805) 654-2331

(Cal OES Use Only)					
Cal OES#		FIPS#		VS #	
				Subaward #	


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

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

1. Subrecipient: County of Ventura **1a. DUNS#:** 06669112
2. Implementing Agency: District Attorney **2a. DUNS#:** 066691122
3. Implementing Agency Address: 800 S. Victoria Avenue Ventura 93009-0001
Street City Zip+4
4. Location of Project: Ventura Ventura 93009-0001
City County Zip+4
5. Disaster/Program Title: County Victim Services XC Program **6. Performance Period:** 7-1-16 to 6-30-18
7. Indirect Cost Rate: ☒ N/A; ☐ 10% de minimis; ☐ Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
Select	8. VOCA		\$ 793,763		\$ 198,441		\$ 198,441	\$ 992,204
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 793,763	\$ 793,763	\$ 198,441	\$ 0	\$ 198,441	12. G Total Project Cost: \$ 992,204

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

14. Official Authorized to Sign for Subrecipient: **15. Federal Employer ID Number:** 956000944
 Name: GREGORY D. TOTTEN Title: District Attorney
 Telephone: (805) 654-2500 FAX: (805) 654-3046 Email: greg.totten@ventura.org
(area code) (area code)
 Payment Mailing Address: 800 South Victoria Avenue City: Ventura Zip+4: 93009-0001
 Signature:  Date: 5/23/16
[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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PROJECT CONTACT INFORMATION

Subrecipient: County of Ventura

Subaward #: _____

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

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

Name: Michael R. Jump Title: Director, Victim Services & Community Outreach

Telephone #: (805) 654-2331 Fax#: (805) 654-3046 Email Address: michael.jump@ventura.org

Address/City/Zip: 800 South Victoria Avenue, Ventura, CA 93009

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

Name: Stuart 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

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

Name: Rachael Watkins Title: Crime Victim's Assistance Unit Supervisor

Telephone #: (805) 654-3081 Fax#: (805) 477-1918 Email Address: rachael.watkins@ventura.org

Address/City/Zip: 800 South Victoria Avenue, Ventura, CA 93009

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

Name: Mayela Ramirez Title: Grants Administrator

Telephone #: (805) 477-1676 Fax#: (805) 477-1670 Email Address: mayela.ramirez@ventura.org

Address/City/Zip: 800 South Victoria Avenue, Ventura, CA 93009

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

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

Name: 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

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

Name: Linda Parks Title: Chair, Ventura County Board of Supervisors

Telephone #: (805) 214-2510 Fax#: (805) 480-0585 Email Address: linda.parks@ventura.org

Address/City/Zip: 625 West Hillcrest Drive Thousand Oaks, CA 91360

SIGNATURE AUTHORIZATION

Subaward #: _____

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: _____

***Financial Officer:** Stuart Gardner

Signature: _____

Date: _____

The following persons are authorized to sign for the
Project Director



Signature

Rachael Watkins

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer



Signature

Ernestine Cook

Print Name



Signature

Mayela Ramirez

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, Gregory D. Totten hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of Ventura

IMPLEMENTING AGENCY: District Attorney

PROJECT TITLE: County Victim Services XC 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 by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **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: W. Charles Hughes

Title: Chief Deputy District Attorney

Address: 800 S. Victoria Avenue, Ventura, CA 93009

Phone: (805) 654-2532

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

VIII. Civil Rights Compliance

The Subrecipient complies 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.

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 Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: Gregory D. Totten

Authorized Official's Title: District Attorney

Date Executed: _____

5/23/16

Federal Employer ID #: 95 6000944

Federal DUNS # 066691122

Current Central Contractor Registration Expiration Date: 6/30/2016

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: Catherine Rodriguez

Title: Chief Financial Officer

FEDERAL GRANTS FUNDING LOG

List all federal grant funds direct awarded and subawarded to the applicant during the current year. Include the fiscal year of operation, funding agency and the amount of funding.

If your agency receives no federal grant funds check this box: ☐

	FISCAL YEAR	FUNDING AGENCY	GRANT AMOUNT
1	FY15/16	Cal OES - Governor's Office of Emergency Services Victim/Witness Assistance Program	\$363,409
2	FY14/16	Cal OES - Governor's Office of Emergency Services Unserved/Underserved Victim Advocacy and Outreach Program	\$187,500
3	FY15/16	United States Department of Agriculture, Office of Inspector General Supplemental Nutrition Assistance Program	\$15,000
4	FY15/16	Office of Traffic Safety Alcohol and Drug Impaired Driver Vertical Prosecution Program	\$363,997
5	FY 15/16	Board of State and Community Corrections Edward Byrne Memorial Justice Assistance Grant Program	\$74,917
6			
7			
8			
9			
10			
		Federal Grant Total:	\$1,004,823

Project Narrative

I. Problem Statement

A. Ventura County Demographics.

Located along 43 miles of Southern California coastline, Ventura County is situated between Los Angeles and Santa Barbara Counties, and covers 1,843 square miles. Geographically, the county offers 42 miles of coastline and the Los Padres National Forest, which accounts for 46 percent of the county's land mass. Ventura County is a leading agricultural producer. Together, farming and the Los Padres National Forest occupy more than half of the county's 1.2 million acres. The land outside of the national forest area is 59 percent agricultural and 17.5 percent urban. There are 10 incorporated cities within Ventura County, with Oxnard being the largest city of 197,899 residents, and Ojai the smallest city with 7,461 residents. There is a mixture of urban, rural and suburban communities in the county, each separated by agricultural greenbelts. In addition, Ventura County is home to the Naval Base Ventura County (NBVC), a naval installation comprised of three operating facilities - Point Mugu, Port Hueneme, and San Nicolas Island (60 miles offshore).

Ventura County has a population of nearly 844,000 people with approximately 100,000 people living in the unincorporated areas of the county (California Department of Finance). The county is culturally diverse, with 48 percent white, 40.3 percent Hispanic/Latino, and the remainder multi-racial, African American and Asian. The median age is 36 years. Unemployment remains higher than the surrounding counties at 5.4 percent, down from 10.9 percent in 2009 with 11 percent of the population living in poverty. In addition to the vast agricultural acreage and supporting businesses, industry is quite diverse in Ventura County. The fastest growth is in leisure and hospitality, education and healthcare, and professional services. Average salaries are below the California state average, but have increased approximately 1.1 percent per year since 2013. There is great economic diversity in Ventura County, where the average household income is \$77,363. In contrast, the

26,000 people who work in agriculture make only \$16,000 to \$26,000 per year. Fifty-three percent have children under the age of 18. Lack of housing is a problem for low income earners in Ventura County. An average one-bedroom apartment rental in Ventura County has reached almost \$20,000 per year. Currently there is a 2.7 percent rental vacancy in Ventura County, which results in higher demand and higher rent. This remains a problem not only for farmworkers, but also for many of those employed in lower income jobs in hospitality, retail, etc., whose salaries are between \$22,000 and \$40,000 per year. Transportation and the cost of gasoline also impact lower income workers, and public transportation is very limited.

B. Crime Types and Victim Demographics That XC Funded Partners Will Serve

Farmworker Victims (XC funded services for this population will be provided by the District Attorney's Crime Victims' Assistance Unit)-

The agricultural industry in Ventura County produced revenues of \$2 billion in 2013 and has historically relied heavily on farmworker labor from other countries. In modern times (from the 1950s on) Ventura County's farmworkers have almost universally come from Mexico, Central and South America and speak Spanish. Over time, many of these workers have changed jobs, raised families, and settled in Ventura County permanently. As of 2013, those who self-identify as Hispanic or Latino in Ventura County have grown to 40 percent of the county's population. Many are or were part of the farmworker labor force that powers Ventura County's agricultural industry.

In 2015 it was estimated that 23,000 workers (overwhelmingly from Mexico, Central and South America and monolingual Spanish-speakers) served as farmworker laborers in Ventura County. They earn an average income of about \$22,000 a year, yet the average apartment rent in Ventura County is more than \$18,000 a year. This combination of low wages and high housing costs means that farm workers often must pool their resources to

live in overcrowded apartments, motel rooms or houses. Sometimes they live in garages or sheds not fit for human habitation, in gang-controlled neighborhoods. Many are also undocumented.

Human Trafficking Victims (*XC funded services for this population will be provided by Interface Children & Family Services and Court Appointed Special Advocates*)-

Interface Children & Family Services in partnership with the Ventura County Coalition Against Human Trafficking Taskforce (VCCAHT) is in the process of gathering human trafficking data specific to the region. Thus far, the demographics on human trafficking victimization from nearby counties is not encouraging. In Orange County, 2014 data indicated that 16 percent of trafficking cases involve labor, 79 percent involve sex, 2 percent involved both labor and sex trafficking, and the remainder were “other” or unknown. The top industries for labor trafficking are domestic servitude, commercial food production, and commercial cleaning with 58 percent of victims adults and the remainder minors. Most victims of human trafficking are US citizens, but a significant minority were from other nations, including Mexico, the Philippines, the UK, South Korea, China and Vietnam.

Ventura County is itself a thoroughfare for three of the FBI’s identified high intensity areas where children are forced into prostitution: San Diego, Los Angeles and San Francisco. In January 2016, the Ventura Police Department conducted an online sting to target the demand for sex purchasers in order to identify the scope of the problem in Ventura County. Within eight hours of posting fictitious sex ads of under-age looking females, over 100 separate phone responses were received. Although victim identification and treatment are the goal of all service providers assisting Commercially Sexually Exploited Children (CSEC), this operation demonstrated that there is a strong market for sex from children in Ventura County.

Sex trafficking is a particular risk for young women and girls with past or current child welfare placements. The Ventura County Behavioral Health clinic estimates that 60 percent

of the females in its juvenile facility are involved in commercial sexual exploitation. The same risks exist for children, especially girls in foster care placements, including group homes, throughout the Central Coast region. Ventura County has 961 foster children of all ages. Youth homelessness is also a strong factor in human trafficking victimization. During the 2013-2014 school year, the Ventura County Office of Education identified 6,544 homeless students on campuses throughout the county.

Court Appointed Special Advocates (CASA) have also found that children in the child welfare system are at higher risk for becoming victims of sexual exploitation and are a targeted population. In 2014, out of 1,607 cases of human trafficking involving minors reported to the National Human Trafficking hotline, 121 referenced the child welfare system. Additionally one in six runaways in 2014 was likely a sex trafficking victim, and 68 percent of these runaways were likely dependents of the court or in foster care. In 2010, 59 percent of the children arrested for prostitution-related charges in neighboring Los Angeles County were in the foster care system. (<http://www.htcourts.org/wp-content/uploads/Human-Trafficking-News-July-2-2014.pdf>, May 10, 2016)

LGBTQ Victims (XC funded services for this population will be provided by The Coalition for Family Harmony)-

The LGBTQ (lesbian, gay, bisexual, transgender and questioning) population in Ventura County is considered one of the most underserved and most vulnerable populations, especially LGBTQ youth. The closure of the Rainbow Alliance in 2011 left a gap in LGBTQ representation and community education. Since then, a few small groups like Rainbow Umbrella (Ventura), One Step A La Vez (Fillmore), and the newly created LGBTQ Task Force have begun working together to help educate the community about creating safe LGBTQ spaces, providing issue-specific services and helping to end prejudice against the LGBTQ population.

More recently, national trends to pass anti-transgender laws have created a dangerous climate for the LGBTQ population due to a lack of education, confusion of terminology used by the LGBTQ population, and cultural prejudice. According to a study conducted by the National Coalition of Anti-Violence Programs, since 2013, anti-gay, HIV positive, and transgender violence has increased by 11 percent, and 80 percent of all homicide victims in 2014 were people of color, LGBTQ, or HIV positive. This study also determined that within the LGBTQ population, the most vulnerable were transgender women of color (Black and Latina). LGBTQ youth lack overall resources due to cultural incompetency and an absence of focus on serving these marginalized communities.

Those who are part of the LGBTQ community, whether openly self-identified, too fearful of judgement or retaliation to identify, or wrongly “outed,” have the right to access safe spaces, and avoid victimization. A lack of LGBTQ qualified services in the County has made it difficult for LGBTQ victims of violent crime such as domestic violence (DV), intimate partner violence (IPV) or sexual assault (SA) to access crisis intervention services, shelter from an abusive partner, and survivor support groups. Such support groups must be culturally aware, survivor centered, and trauma-informed individual counseling services provided by agencies that are knowledgeable of LGBTQ resources available to victims.

C. Nature and Extent of Victim Services Gaps/Needs In Ventura County

Because of funding insufficient to address all 26 gaps/needs identified by Ventura County Victim Services Steering Committee (VCVSSC) members (see Section II-Plan below for complete list), VCVSSC members were asked to vote on one of the highest category priority out of the top five categories of gaps/needs. Underserved communities received 60 percent of the votes cast. Stabilizing Victims received 20 percent of the votes and Coordination and Juveniles received the remaining 10 percent. Of the Underserved category gaps and needs identified, three were selected as the basis for the XC program as

follows: (1) Specialized services for farmworker victims, (2) Specialized services for human trafficking victims and (3) Specialized services and outreach for LGBTQ victims.

Farmworker Victims-

There is an inherent suspicion and mistrust of law enforcement among farmworkers especially those who are undocumented or here on temporary visas. Some of this mistrust stems from encounters with corrupt law enforcement in their countries of origin. These victims are often told that if they report their victimization to law enforcement, they will be deported.

U-Visa applications reviewed by the Ventura County District Attorney's Office have increased in recent years from 107 in 2012 to 168 in 2015. The U-Visa program encourages victims to report crimes and cooperate with police and prosecutors. This increase may mean that more undocumented farmworkers are beginning to understand that reporting their victimization does not mean they will be deported. On the other hand, the increase may also suggest that farmworkers as a group are experiencing an increase in overall victimization. All of these factors lead to a population that can feel cut off from available services and isolated from communities outside of similarly situated workers. As a result, farmworkers in Ventura County are in need of specialized outreach and services which will reduce their fear of deportation, encourage self-reporting of victimization to law enforcement and enable service providers like the District Attorney's Crime Victims' Assistance Unit to provide the needed assistance.

Human Trafficking Victims-

Ventura County's human trafficking victims are of all genders and ethnicities and may be documented or undocumented¹. The large population of migrant agricultural workers in the county, especially in the community of Oxnard, faces greater risks of being subjected to

¹ Shane Cohn, "Human Trafficking an Issue in Ventura County," Ventura County Reporter, 18 November 2010. Web. 28 April 2016.

either forced labor or sex trafficking because many are non-English speaking, undocumented, or in families with mixed immigration status. These individuals are less likely to know their rights, ask for help, or be reached by efforts to identify HT victims.

Youth in Ventura County are at particular risk: in 2015, in nearby Santa Barbara, there were 80 suspected and 45 confirmed cases of domestic child sex trafficking². Currently there are 900 children in the Ventura County child welfare system. These are children who have experienced complex trauma including physical, sexual, and emotional abuse, neglect, poverty, hunger, discrimination, homelessness, and gang involvement. These Children are prime targets of sexual exploitation and human trafficking. Interface Children & Family Services and Court Appointed Special Advocates will provide these specialized services and advocacy to these most vulnerable victims.

LGBTQ Victims-

Ventura County's LGBTQ Task Force has identified and prioritized the needs of the LGBTQ community in Ventura County. With assistance from The Coalition for Family Harmony, Rainbow Umbrella, the Diversity Collective (organizers for Ventura Pride), and other LGBTQ community representatives in Ventura County, the LGBTQ Task Force was able to conduct a climate study for LGBTQ youth in early 2016. The following gaps were identified directly by LGBTQ youth:

- Lack of safe spaces in the community and increased risk of violence due to current political, economic, and cultural climates;
- Population is not educated about LGBTQ-specific issues, terminology, and overall culture;
- Lack of representation and inclusion in policy making;

² Kathryn M. O'Brien, Ph.D., Kyli S. Larson Erika Felix, Ph.D., Megan Riker-Rheinschild, "Needs Assessment of Domestic Child Sex Trafficking in Santa Barbara County: June 2015," County of Santa Barbara. Web. 28 April 2016.

- No LGBTQ-specific support groups for victims of domestic violence, sexual assault, and intimate partner violence.

These issues span across all ages of the LGBTQ community, and most especially transgender women, LGBTQ youth, and Latina/o LGBTQ community. These groups are in need of additional support within Ventura County. Historically, the County has a significant Latina/Latino population. Supportive LGBTQ services tailored to this culture, including bilingual services, is essential. The Coalition for Family Harmony will provide the LGBTQ population with safe spaces that are sensitive to individually defined identity and gender (i.e. addressing an individual with pronouns that fit the gender of their choosing), knowledgeable and respectful awareness of their terminology, intolerance of prejudice, and survivor-driven services and support.

D. The Impact of XC Funding on Ventura County Gaps/Needs Identified

Farmworker Victims (District Attorney's Crime Victims' Assistance Unit)-

XC funding will enable the hiring of a District Attorney Victim Advocate to provide direct services to farmworker victims by:

- Responding to the emotional and physical needs of the victim.
- Assisting victims to stabilize their lives through assistance with victim compensation applications and referrals to service partners.
- Assisting victims to understand and participate in the criminal justice system and to provide court accompaniment.
- Providing victims with immediate safety and security.
- Ensuring that the victim understands their statutory and constitutional rights and are not further victimized by the criminal justice system.

- Providing services that include, but are not limited to, the services spelled out in Penal Code section 13835.5.

XC funding would also support the hiring of a District Attorney Crime Victims' Assistance Unit Administrative Assistant I-NE that would oversee the development of a public awareness campaign involving farmworker victimization, supervise victim advocates providing direct services to farmworkers, provide assistance to monolingual Spanish-speaking victims, and coordinate a robust volunteer program to serve victims. Additionally, the Administrative Assistant I-NE will be responsible for collecting and reporting data on behalf of XC partners to Cal OES.

Human Trafficking Victims (Interface Children & Family Services and CASA)-

XC funding will support for the development of a comprehensive, client-centered service delivery model for human trafficking victims by providing a Coordinator position with Interface Children & Family Services. The coordinator will access services across systems to meet the individual victim's needs. This will provide survivors with access to basic and immediate services including shelter, food, clothing, emergency transportation, medical services, and emergency restraining orders. The Coordinator will serve as the initial point of contact for identified child and adult trafficking survivors in Ventura County and work across systems to activate the appropriate level of response in order to address their unique needs.

XC funding will also provide support for a Court Appointed Special Advocate, Program Manager, Case Supervisor and Training Coordinator that will serve as members of a CSEC Advocate team. The team will provide resources and support to CASA Advocates to provide training, screening for "high risk" CSEC clients leading to specialized CSEC case management prevention strategies, resources and referrals.

LGBTQ Victims (The Coalition For Family Harmony)-

XC funds will provide support for an LGBTQ Victim Services Coordinator with The Coalition for Family Harmony and two part-time Marriage Family-Therapist Interns or

Trainees (MFTI) to provide individual counseling services that are LGBTQ-informed, facilitate support training to create cultural competency and ensure that the victim services provided to LGBTQ clients are respectful, appropriate, and creates a safe and healing environment for the victim. This training will be a required component to the 40-hour domestic violence training and a requirement for all Coalition staff who see clients on a day-to-day basis. The LGBTQ Victims Services Coordinator will also help develop agency-branded pamphlets and literature to be provided at the Coalition's main office lobby, emergency shelters, event tables, and outreach campaigns. These brochures will indicate that the Coalition is an LGBTQ-friendly organization where victims can feel safe, supported, and respected.

Two part-time (one bilingual) MFTIs will act as the Coordinator's support team to assist in community presentations and outreach, and serve LGBTQ victims of violence who come into the shelter, or call the 24-hour Bilingual hotline, the main office, or the Coalition's Rape Crisis hotline. Support groups will be organized beginning with LGBTQ Latino/Latina, transgender women, and LGBTQ youth, based on the populations who have the greatest need of support. MFTIs will facilitate these support groups.

II. Plan

A. Gaps/Needs Identified by the Ventura County Victim Services Steering Committee

The Ventura County Victim Services Steering Committee was asked to identify the top victim services gaps and needs in Ventura County. With all members participating, 26 victim service gaps and needs were identified and broken down into five categories as follows:

(1) COORDINATION OF VICTIM SERVICES

- Comprehensive "*Crime Victims' Handbook*."
- Shared tracking system for victim service providers to track resources delivered to victims.
- 24-hour on-call victim hotline.

- Assign victim services representative to law enforcement sex crimes response team.
- Assign victim services representative to the law enforcement domestic violence response team.

(2) DOMESTIC VIOLENCE VICTIMS

- Therapists for domestic violence victims
- Civil Legal Services for victims of domestic violence
- Resources for domestic violence victims (drug and mental health counseling),
- Restraining order enforcement outreach campaign with law enforcement

(3) JUVENILES AND TRANSITIONAL YOUTH

- Teen dating violence prevention and outreach
- Advocacy for children moving from the dependency system to the juvenile system
- Assistance and advocacy for commercially sexually exploited children
- Court Appointed Special Advocates for Transitional Youth ages 18 to 21
- Court Appointed Special Advocates for those in the Ventura County Foster System

(4) STABILIZING VICTIMS

- Hotel vouchers, shelter, and transitional housing
- Lack of emergency funds in multiple agencies (for short-term food/shelter/clothing)
- Childcare
- Cell phone program for victims
- Transportation for victims and family to and from multi-disciplinary interview centers
- Transportation of victims to appointments for services (with emphasis on elderly and those who have had their vehicle seized as evidence and assistance with tow fees)

(5) UNDERSERVED

- Interpreters (Mixteco and farmworker victims)
- Specialized services and outreach program designed for farmworker victims of violence to include help with U-Visa applications
- Specialized services and outreach program designed for LGBTQ victims of violence
- Specialized services and outreach for victims with disabilities
- Specialized services for elder abuse victims to include outreach (in-home visits) and prevention
- Specialized services for Human Trafficking victims

Ventura County Victim Services Steering Committee (VCVSSC) members were also asked to vote on one of the top five categories of gaps/needs as having the highest priority. The winning category was Underserved which received 60 percent of the votes, with Stabilizing Victims receiving 20 percent of the votes and Coordination and Juveniles receiving the remaining 10 percent of the votes each. Of the Underserved category gaps and needs identified, three were selected as the basis for the XC program as follows: (1) specialized services for farmworker victims, (2) specialized services for human trafficking victims and (3) specialized services and outreach for LGBTQ victims.

B. Plan to Address Gaps/Needs (measurable objectives)

Farmworker Victims (District Attorney's Crime Victims' Assistance Unit)-

The District Attorney's Farmworker Victim Advocate will provide direct services to farmworker victims by:

- Responding to the emotional and physical needs of the victim.
- Assisting victims in stabilizing their lives after a victimization via assistance with victim compensation applications and referrals to service partners.
- Assisting victims in understanding and participating in the criminal justice system and court accompaniment.
- Providing victims with a measure of immediate safety and security.
- Ensuring that the victim understands their statutory and constitutional rights and are not further victimized by the criminal justice system.
- Providing services that include, but are not limited to, the services spelled out in Penal Code section 13835.5.

Further, the District Attorney's Crime Victim Assistance Unit, Administrative Assistant I—NE will oversee the development of a public awareness campaign involving farmworker

outreach and victimization, supervise victim advocates providing direct services to farmworkers, monolingual Spanish Speaking victims and child victims to include victims of child sexual assault and coordinate a robust volunteer program to serve all of the Crime Victim Assistance Unit's victims. Lastly, the Administrative Assistant I-NE will be responsible for collecting and reporting data on behalf of XC partners to Cal OES.

The Farmworker Victim Advocate will record all mandatory and some optional services provided to farmworker victims through the Crime Victims' Assistance Unit's victim services database. This will enable staff to track how many victims are served, what services are being provided, how many farmworker restraining orders are filed and how many victim compensation claims are submitted to the state.

The measurable objectives for the District Attorney's Crime Victims' Assistance Unit farmworker component are as follows:

1. Hold two in-service trainings for District Attorney staff during the grant period focused on cultural competency with farmworker victims.
2. Coordinate six collaborative meetings annually with representatives from each XC-funded subcontractor in attendance.
3. The publication and countywide distribution of 2,000 pieces of literature on farmworker victimization.
4. Conduct three annual outreach events for farmworker advocacy groups, community clubs, and organizations related to services available to farmworker crime victims.
5. Evaluation of services provided to victims by other organizations. In addition to tracking the number and type of referrals for farmworker victims, the District Attorney's Administrative Assistant I-NE will collect referral and service data from each of the XC Program's funded participating agencies.

Human Trafficking Victims (Interface Children & Family Services and CASA)-

XC funding will allow for the development of a comprehensive, client-centered service delivery model for human trafficking victims by providing a Coordinator position with Interface Children & Family Services which will coordinate services for human trafficking victims across systems to meet the individual victim's needs. This will provide survivors with access to basic and immediate needs such as shelter, food, clothing, emergency transportation, medical services, and emergency restraining orders. The Coordinator will serve as the initial point of contact for identified adult trafficking survivors in Ventura County and work across systems to activate the appropriate level of response in order to address their unique needs.

The measurable objectives for the Interface Children & Family Services Human Trafficking victims component are as follows:

1. Conduct 20 presentations for law enforcement, medical providers and other service providers who may come in contact with victims of trafficking.
2. Develop and distribute 3,000 culturally-informed brochure and resource materials, in multiple languages, that can be widely distributed to the community through outreach events, youth street outreach, runaway and homeless youth shelters, and teen dating violence prevention programs.
3. Coordinate with three local radio stations—that broadcast in English, Spanish and Mixteco—to gain air time to talk about the issue of human trafficking and provide information on how to access services.
4. Utilize 5 social media events to publicize the 24/7 Human Trafficking Crisis Line and services available to human trafficking victims.

CASA of Ventura County's Program Manager, Case Supervisor and Training Coordinator positions will serve as CASA's CSEC team. The team will provide resources and support to all CASA advocates and volunteers. This will include screening for high-risk

CSEC clients leading to specialized CSEC case management prevention strategies, resources and referrals.

The measurable objectives for the CASA CSEC victims component over two years are as follows:

1. Train 200 Volunteer Advocates on CSEC: 100 current and 100 new advocates.
2. Create programs to prevent 100 at-risk youth from becoming CSEC, focusing on children 10 years or older, who are in group homes, congregate care, or is absent without leave.
3. Conduct eight CSEC trainings sessions for 200 volunteers on CSEC.
4. 24,000 of hours CSEC Advocate time with Appointees.

LGBTQ Victims (The Coalition For Family Harmony)-

An LGBTQ Victim Services Coordinator with The Coalition for Family Harmony and two part-time Marriage Family-Therapist Interns or Trainees (MFTI) will provide individual counseling services that are LGBTQ-informed, facilitate support groups, and help support and execute outreach campaigns. An internal agency-wide education training will be conducted on how to serve the LGBTQ population to create cultural competency and ensure that the victim services provided to LGBTQ clients is respectful, appropriate, and creates a safe and healing environment for the victim. This training will be integrated as a permanent fixture to the 40-hour domestic violence training and as an additional requirement for all Coalition staff that see clients on a day-to-day basis. LGBTQ Victims Services Coordinator will also help develop agency pamphlets and literature to make available in the Coalition's main office lobby, at emergency shelters, event tables, and outreach campaigns. The pamphlets and literature will indicate that the Coalition is an LGBTQ-friendly organization where victims can feel safe, supported, and respected when they access the Coalition's services.

The two part-time MFTIs (one bilingual) will act as the Coordinator's support team to assist in community presentations, outreach, and serving LGBTQ victims of violence who come into the shelter, call the 24-hour bilingual hotline or the main office, or call into the Rape Crisis hotline and require counseling services. After the first eight months of the project, support groups will be created and the MFTIs will provide facilitation for these groups, beginning with support for LGBTQ Latino/Latina, transgender women, and LGBTQ youth based on the populations who have the greatest need for support.

The measurable objectives for The Coalition for Family Harmony's LGBTQ victims component are as follows:

1. Develop and distribute 2,000 pieces of literature specifically targeting LGBTQ victims of violence that demonstrate knowledge of how to address LGBTQ specific issues and respectfully serve the community.
2. Assist at least five community partners in accessing LGBTQ training.
3. Serve 30-50 LGBTQ clients in the first year and 50-80 clients in the second year with 24-hour hotlines, referrals to emergency shelters, and basic needs (food, clothing, medicine).

C. The Ventura County District Attorney's Office will Administer the XC Grant Subaward

The Ventura County District Attorney's Office will administer the XC Grant Subaward from Cal OES on behalf of the Ventura County Victim Services Steering Committee.

D. Plan to Incorporate Volunteers

The District Attorney's Crime Victims' Assistance Unit will administer an improved volunteer program by creating an Administrative Assistant I-NE (AA I-NE) supervisor funded under this grant that will serve as the District Attorney's Crime Victims' Assistance Unit Volunteer Coordinator along with direct supervisor responsibilities for the program's staff

and subcontracts. The AA I-NE will ensure that a background check will be completed on every volunteer. Volunteers will be provided with a structured (40-hour) training followed by on-the-job training appropriate to specific assigned duties. Volunteers will be recruited using print ads, public service announcements, posting on the District Attorney's Web site, and public education and outreach events. Volunteers will record service hours on a timecard, which will be reviewed and initialed by the AA I-NE. Volunteers will be trained and directed to provide services and augment the existing services provided by victim advocates in the District Attorney's Crime Victims' Assistance Unit.

In addition, all other XC-funded partners, including Interface Children & Family Services, Court Appointed Special Advocates of Ventura County, and The Coalition for Family Harmony, will utilize a staff of volunteers as part of their daily operations. The use of volunteers has been incorporated into their respective service plans.

E. Plan for Shared Distribution of Funds

As is represented in the budget pages of this application, XC funds will be distributed to four providers of direct services to crime victims. The District Attorney's Office will serve as the grant's administrator for fiscal and program reporting purposes and provide direct services funded through this grant to farmworker victims. As fiscal agent, the District Attorney's Office will award subcontracts for services to the following sole-source providers: Interface Children & Family Services (a community based organization) will receive XC grant funds to provide direct services and coordination for human trafficking victims. Court Appointed Special Advocates of Ventura County will provide direct services to Ventura County's juvenile victims of crime including the underserved special population of commercial sexually exploited children (CSEC). The Coalition for Family Harmony will provide direct services and coordination for LGBTQ victims.

F. Original Signatures of Mandatory VCVSSC Members

We, the undersigned, participated in the development of the Ventura County Victim Services Steering Committee plan to identify and address gaps/needs in services for victims in Ventura County and further support the plan submitted as part of the 2016/17 County Victim Services (XC) program application providing specialized services to crime victims who are farmworkers, LGBTQ and Human Trafficking victims.

Representation	Organization	Name	Title	Signature/Date
District Attorney	Ventura County District Attorney's Office	Michael Jump	Chief Deputy District Attorney	 5/3/16
Cal OES-funded Victim/Witness	Ventura County District Attorney's Office	Rachael Watkins	Crime Victim's Assistance Supervisor	 5/3/16
Police Department	Oxnard Police Department	Sharon Gies	Sergeant	 5/9/16
Cal OES-funded Domestic Violence & Rape Crisis	Coalition for Family Harmony	Caroline Prjatelj-Sutton	Executive Director	 5/9/16
Cal OES-funded Domestic Violence & Teen Dating Violence	Interface Children & Family Services	Nicholle Gonzalez-Seitz	Director Family Violence Intervention	 5/11/16
Mental Health Department	Ventura County Behavioral Health	Tia Cochran-Otis	Clinical Administrator-Juvenile Justice	 5/19/16
Child Protective Services	Ventura County Human Services Agency	Judy Webber	Deputy Director	
Courts	Ventura County Court Appointed Special Advocates	Teresa Romney	Board Chair	
Adult Protective Services	Ventura County Human Services Agency (APS)	Marissa Mach	Deputy Director	 4/28/16
Probation	Ventura County Probation Agency	Patricia Olivera	Chief Deputy Probation Officer	 5/10/2016
Sheriff	Ventura County Sheriff's Office	William Ayub	Commander	 5-9-16
County Board of Supervisors	5th District Supervisor, John Zaragoza's Office	Bill Galagher	Chief of Staff	 5-9-16

See "Attachments" for original signatures.

III. Capabilities

A. Coordination with Other Service Providers

Outcomes can be most effective when service delivery and case planning is shared by multiple agencies. Participating agencies in the XC Program will actively participate in multidisciplinary grant meetings organized by the Administrative Assistant I-NE hired through this grant. These multidisciplinary teams will discuss cases handled under the auspices of the grant, stay abreast of available services and maintain close communication throughout the funding period. The creation of a strong, integrated infrastructure of partner agencies is critical to the success of the XC Program. The District Attorney's Crime Victims' Assistance Unit has a long and robust history of collaborating with other agencies and other

service providers. This is demonstrated by the fact that during the 2015 calendar year, the District Attorney's Crime Victims' Assistance Unit made 1,475 client referrals of to over 20 other governmental and community based service provider partners. In addition to collaborating with referral partners, Crime Victims' Assistance Unit staff also serve on a number of local and statewide committees to include: California Crime Victims' Assistance Association, Ventura County's Community Corrections Partnership, Ventura County's Domestic Violence Task Force, Ventura County's Partnership For Safe Families, Ventura County's Rapid Response Expert Team, Ventura County's Financial Abuse Specialist Team, Ventura County Sex Offender Management Team, Ventura County Coalition against Human Trafficking Committee, Ventura County's Mixtec/Indigena Community Organizing Project, and many others.

The Crime Victims' Assistants Unit has written operational agreements with several county agencies, which provide services for elder and dependent adult victims, including: Behavioral Health, Human Services, Public Guardian, LTC Ombudsman, Area Agency on Aging, the Sheriff's Office and local community-based organizations such as Interface Children & Family Services, The Coalition for Family Harmony and many others. The Unit also has operating agreements with city police departments and the Ventura County Medical Center.

B. Steering Committee's Organizations Structure and Relationships

The Ventura County Victim Services Steering Committee (VCVSSC) is chaired by a Chief Deputy District Attorney with 16 years of experience as a prosecutor and developer of numerous interagency programs including the creation of two child advocacy centers that operate in Ventura County. The Chief Deputy also serves as Director of the District Attorney's Crime Victims' Assistance Unit, Co-Chair of the Ventura County Domestic Violence Task Force, Board Member of the Ventura County Coalition Against Human

Trafficking, Board Member of the California Crime Victims' Assistance Association and serves on many other victim services committees and sub-committees.

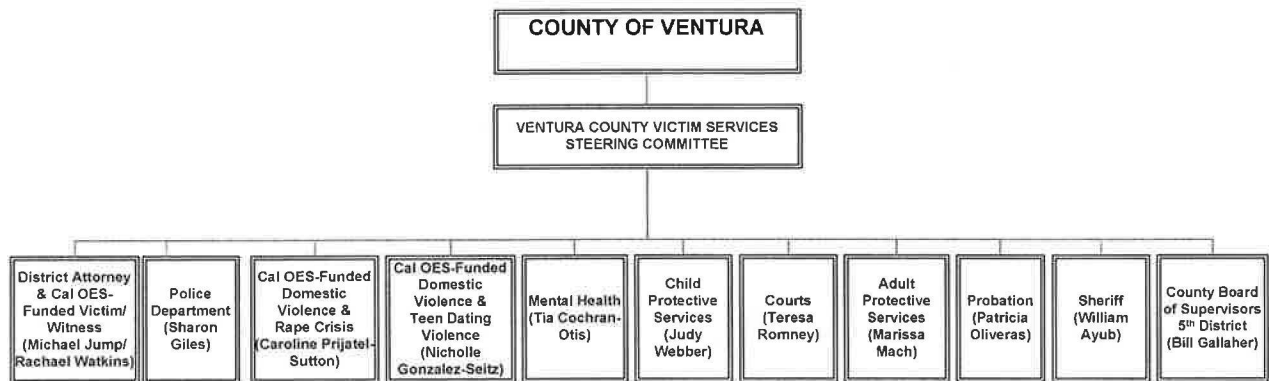
As a whole, the VCVSSC membership consists of the following representation, organizations and individuals:

Representation	Organization	Name	Title
District Attorney	District Attorney's Office	Michael Jump	Chief Deputy District Attorney
Cal OES-funded Victim/Witness	District Attorney's Office	Rachael Watkins	Crime Victims' Assistance, Supervisor
Police Department	Oxnard Police Department	Sharon Giles	Sergeant
Cal OES-funded Domestic Violence & Rape Crisis	Coalition for Family Harmony	Caroline Prijatel-Sutton	Executive Director
Cal OES-funded Domestic Violence & Teen Dating Violence	Interface Children & Family Services	Nicholle Gonzalez-Seitz	Director Family Violence Intervention
Mental Health Department	Behavioral Health	Tia Cochran-Otis	Clinical Administrator-Juvenile Justice
Child Protective Services	Human Services Agency	Judy Webber	Deputy Director
Courts	Court Appointed Special Advocates	Teresa Romney	Board Chair
Adult Protective Services	Human Services Agency (APS)	Marissa Mach	Deputy Director
Probation	Probation Agency	Patricia Oliveras	Chief Deputy Probation Officer
Sheriff	Sheriff's Office	William Ayub	Commander
County Board of Supervisors	5 th District Supervisor, John Zaragoza's Office	Bill Gallaher	Chief of Staff

Subrecipient: County of Ventura District Attorney

Subaward #: _____

C. Ventura County Victim Services Steering Committee's Organizational Chart



Budget Narrative**I. Describe how the project's proposed budget supports the Program's objectives and activities.**

The project's proposed budget includes salary and benefits for one FTE Victim Advocate III to provide direct services to farmworker victims and one FTE Advocate Supervisor that will supervise the farmworker advocate and other CalOES grant-funded staff. The Supervisor will have the additional responsibilities of developing and coordinating an outreach campaign to farmworker victims as well as coordinating the Crime Victim's Assistance Unit's Volunteer Program. Additionally, the Supervisor will be responsible for the coordination, monitoring and reporting of the services provided by the XC Program's three subcontractor service providers (i.e, Interface Children & Family Services, Court Appointed Special Advocates of Ventura County and The Coalition for Family Harmony) each of which will be providing additional direct services to LGBTQ, human trafficking, and CSEC victims.

II. Describe how administrative costs will be minimized and direct services maximized.

Seventy percent of the project's proposed budget is allocated to front-line services trainings, and materials designed to improve services for farmworker, LGBTQ and human trafficking victims. Another 27 percent of the budget is allocated to the coordination of volunteers who will also provide front-line services, program oversight of direct services and support for direct services. Only 3 percent of the project's proposed budget is for administrative overhead such as rent, office supplies, etc.

III. Describe how staff duties, qualifications and education support the program's objectives and activities and proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project.

District Attorney's Crime Victim's Assistance Unit (fiscal agent)-

The District Attorney will hire a full-time Administrative Assistant I-NE under the job title of Supervising Victim Advocate. This position will be only one of two Supervising Victim Advocate positions. The position will be responsible for the supervision of a total of eight victim advocates and one support staff. Four of these supervised positions will be funded under the Unserved/Underserved grant to provide services to mono-lingual Spanish speakers. Three of the advocates supervised by the AA I-NE position are assigned to child victims to include a victim advocate who will be assigned on-site at Ventura County's Child Advocacy Center. The remaining victim advocate will be funded under the XC Program and assigned cases and outreach exclusively working with farmworker victims. In addition to supervisory duties related to CalOES grant-funded programs, the AA-I NE will be responsible for the collection of XC Program data from XC Program partners for CalOES reporting purposes as well the coordination of subcontracts and performance measures for the XC Program. The AA I-NE will also coordinate Crime Victims' Assistance Unit's volunteer recruitment and training program which benefits all crime victims and coordinate the outreach activities of the farmworker victim advocate to include the development of a Spanish language crime victim's rights brochure developed for distribution to farmworkers. The District Attorney will also hire a full-time Victim Advocate that will be assigned to exclusively to a farmworker and mono-lingual Spanish Speaking victim caseload. Match will be provided by the Crime Victim's Assistance Unit Supervisor at 38 percent of an FTE who is responsible for the day-to-day operation and management of all 25 Crime Victims' Assistance Unit staff.

All District Attorney's Crime Victim's Assistance Unit staff and therefore XC Program staff are required to have at least the equivalent of 30 semester units of college level

coursework which includes courses in psychology, sociology, criminal justice, victimology or a related field. Additionally, all are required to have at least one year of experience in direct victim services or a related field. All Victim Advocate staff must complete the state mandated entry-level and advanced level training. In addition, victim advocates are required to attend regular in-service training which has included an emphasis on the provision of trauma-informed care. Please also see proposal appendix for complete job descriptions.

Interface Children & Family Services (subcontractor)-

Interface will employ the following positions with XC Program funds under a contract with the Ventura County District Attorney's Office in proportion to the following positions and full-time equivalents:

1.) .06 FTE Family Violence Intervention Services (FVIS) Division Director:

This position will be filled by Nicholle Gonzalez-Seitz who has more than 13 years of experience working in programs serving individuals and families affected by victimization, and 13 years of experience in management. This position provides direct oversight for the Family Violence Intervention programs by providing leadership, program development, management supervision and contract compliance review. The Director is a key leader in decision-making networks, collaborative and planning bodies essential to meeting the immediate and follow-up needs of human trafficking victims, domestic violence victims and their children. Her involvement provides consistent support for multidisciplinary body buy-in at the top levels of law enforcement, District Attorney, Courts and Probation, and public and non-governmental medical, mental health and social services providers. For the past two years, Ms. Gonzalez-Seitz has been involved in the emerging Ventura County human trafficking initiative and has served as a member of the Ventura County Coalition Against Human Trafficking (VCCAHT) since its inception in January 2015. She provides direct oversight for the Family Violence Intervention programs by providing leadership, program development,

management supervision and contract compliance review. She is a past board member for the California Partnership to End Domestic Violence (CPEDV) and currently serves as the Central Coast/ Central Valley Co-Chair for CPEDV's Public Policy Research Committee. She holds a bachelor's degree in social sciences and meets the criteria to function as a Domestic Violence Counselor as prescribed by California Evidence Code 1037.1, and the requirements to be trained by California Evidence Code 1038.2. This position reports to: The Executive Director of Interface Children & Family Services.

2.) 1 FTE Human Trafficking Services Coordinator:

This position is responsible for the coordination, implementation and oversight of the agency's human trafficking program activities, serving adult victims of trafficking. To meet the language needs of the largest demographic in the tri-county region, this position must have proficient Bilingual Spanish/English oral and written skills. It requires a minimum of a bachelor's degree in counseling, social work, social justice, or related field or equivalent experience in the field of human trafficking. Must meet the basic requirement to serve as a Human Trafficking Caseworker pursuant to Evidence Code § 1038.2 or be willing to complete the training within three months of hire. Five years' experience with private/public social service agency, with responsibilities that include crisis response, working knowledge of problems affecting victims of trafficking, family violence and/ or sexual assault, data and statistical reporting, supervision of staff and volunteers, program and contract deliverables, working with law enforcement and various public and/or private agencies will be required. This will be a newly hired position that will report to the Director of Family Violence Intervention Services.

3.) .12 FTE Office Assistant II:

This position will provide support to successfully implement all HT Program marketing, community outreach, engagement and training, and compiling of program data. Minimum qualifications include: bachelor's degree in a related field or equivalent experience support staff and clients.

4.) .05 FTE Client Database Coordinator:

This position provides ongoing development and maintenance of the agency client database (Tier), to meet documentation requirements, data collection, and service delivery information for the grant. Minimum Qualifications Include: bachelor's degree in a related field or equivalent experience.

5.) .18 FTE On-Call Crisis Responders:

This position provides on-call crisis response and assistance to adult victims of domestic violence and human trafficking through the agency's 24/7 Safe Haven Crisis Hotline. Staff members will be qualified to serve as human trafficking case workers pursuant to California Evidence Code section 1038.2 and domestic violence counselors pursuant to California Evidence Code 1037.1. This staff member is required to be bilingual Spanish/English.

Court Appointed Special Advocates of Ventura County (subcontractor)-

CASA of Ventura County will employ the following positions with XC Program funds under a contract with the County of Ventura's District Attorney's Office in proportion to the following positions and full-time equivalents:

1.) .0625 FTE Program Manager:

This position is responsible for the implementation of the program guidelines and overall supervision and management of all Advocates and Appointee cases. Michelle Morgan is our Program Manager and supervises CASA Advocate interactions with their appointees in accordance with established policies and programs of National CASA, Cal CASA, the State of California Administrative Office of the Court and the Superior Court of Ventura County. We currently have two paid staff Case Supervisors with two newly identified potential Case Supervisor candidates, as well as eight Volunteer Peer Coordinators. Michelle will also coordinate with our partner agencies to develop our sex trafficking program along with an additional Volunteer Peer Coordinator who is being trained as a specialist to assist in supporting

and providing expertise on the subject. Michelle's time will be spent working with outside agencies to help us identify those at-risk youth and the greater at-risk youth. Not only will we be serving those children identified as currently being trafficked, but will provide training and services to our Volunteer Advocates to prevent children from falling into the human trafficking experience.

2.) .0625 FTE Case Supervisor:

This position is responsible for supervising Advocates and cases assigned to Volunteer Advocates, and providing administrative support to Peer Coordinators. The position also supervises CASA Advocate interactions with their appointees in accordance with established policies and programs of CASA of Ventura County, National CASA, Cal CASA, the State of California Judicial Council and the Juvenile Dependency Court of Ventura County. All of our Case Supervisors will be trained to support and provide guidance to their assigned Volunteer Advocates on human trafficking. The Case Supervisors are available 24/7 to be of assistance to the Advocates in resolving issues with their appointees. As the new program is rolled out it will be imperative that the Advocates are supported to assist those children who are currently involved and to identify the at-risk groups and help prevent them from becoming victims.

3.) .0625 FTE Training Coordinator:

This position is responsible for developing and leading initial trainings, continuing education, special trainings and information sessions, and to educate and prepare CASA volunteers for their advocacy responsibilities. Currently CASA of Ventura County offers six initial trainings per year and 12 to 15 in-services per year. Our Advocates are required to receive twelve hours of continuing education each year. This requirement is supported by the in-service trainings. As part of our human trafficking budget proposal, we are requesting funds to develop both in-house and outside in-service trainings as well as adding a module to our current initial trainings. To be more flexible, we are also offering an on-line National CASA standardized Advocate initial training that is part on-line and part in class training. With this flexibility we will be able to attract

new Advocates to serve additional foster youth in Ventura County. Another aspect of the in-service training we are developing is a CSEC program Webinar; it will be available upon demand to serve our Advocates with information and convenience in learning.

4.) .1 FTE Data Analyst – Program Support

This position is responsible for data management, including confidential information about staff, volunteers and children's cases, general office and administrative support, maintenance of office systems, and assistance with other projects required for CASA program operations. This position collects and maintains accurate data for entry into CASA's database (Tracker) of all Volunteer Advocates. CASA is also required to conduct thorough background checks on all applicants to the CASA program in accordance with the CASA of Ventura County Program Manual, and rules and regulations of National and State CASA, the Judicial Council of California and California and Ventura Rule of Court. As part of developing the CSEC program we will not only be training our current Advocates but adding to our Advocate roster. We are required to maintain on-going DMV checks on all volunteers and secure annual automobile insurance coverage necessary for transportation of the foster youth. When bringing in new Volunteer Advocates, thorough background checks are done through the DMV, Live Scan, and reference checks to ensure that each potential Volunteer is eligible to provide services for these at-risk children. We will be utilizing our Data Analyst/Program Support person to assist in recruiting additional Advocates to better serve the program.

5.) .1 FTE Executive Director:

The Executive Director (ED) serves as the leader and primary spokesperson for the organization, and identifies and pursues strategic opportunities to increase the profile of CASA among current and potential funders, partners (corporations and grant entities) and policy makers. The ED directs and supervises all staff and Peer Coordinators, monitors and evaluates the agency program results for compliance with national and CalCASA standards, and provides technical assistance to the Board of Directors in fulfilling its governance function. We will rely

on the ED to oversee the development of this new program and network with supporting agencies to monitor and facilitate the CSEC program's rollout. The ED will also be the voice to the Board of Directors on the progress and implementation of the additional training and support to the Advocates. It will be critical to the program's success to have the ED's support and involvement.

The Coalition for Family Harmony (subcontractor)-

The Coalition will employ the following positions with XC Program funds under a contract with the Ventura County District Attorney's Office in proportion to the following positions and full-time equivalents:

1.) 1 FTE LGBTQ Program Coordinator:

The Coordinator will organize an internal agency-wide education to serve the LGBTQ population, create cultural competency, and ensure that the victim services provided to LGBTQ clients is respectful, appropriate, and creates a safe and healing environment for the victim. This training will be integrated as a permanent requirement to the 40-hour domestic violence training and an additional requirement for all Coalition staff who see clients on a day-to-day basis. LGBTQ Victims Services Coordinator will also help develop agency branded pamphlets and literature to include at our main office lobby, emergency shelter, event tables, and outreach campaigns that indicates that we are an LGBTQ friendly organization and victims can feel safe and trustful, that they will be supported and respected when they access our services.

2.) Two .35 FTE Marriage and Family Therapist Interns:

The two part-time (one bilingual) MFTIs will act as the Coordinator's support team to assist in community presentations and outreach, serving LGBTQ victims of violence who come into the shelter or the main office, or call the 24-hour Bilingual hotline or the Rape Crisis hotline and require counseling services. After the first eight months of the project, support groups will be established and the MFTIs will provide facilitation for these groups beginning with support for

LGBTQ Latino/Latina, transgender women, and LGBTQ youth based on the populations with the most need of support.

IV. Describe the necessity for subcontracts and unusual expenditures; and mid-year salary range adjustments.

No unusual expenditures are planned and mid-year salary range adjustments have been accounted for or will be absorbed by the respective participating agencies. There will be three subcontracts awarded under the XC Program as they relate to the following gaps/needs identified by the VCVSSC: (1) Specialized services for human trafficking victims and (2) Specialized services and outreach for LGBTQ victims. Two Memorandums of Understanding and subcontracts will be executed between the County of Ventura's District Attorney's Office as fiscal agent of the XC Program subaward and two partnering agencies as sole source providers: Interface Children & Family Services in an amount not to exceed \$92,000 per year for two years to provide direct victim services for human trafficking victims and Court Appointed Special Advocates of Ventura County in an amount not to exceed \$44,000 per year for two years to provide direct victim services to at risk CSEC Appointees. Similarly, a Memorandum of Understanding and sole source subcontract will be executed between the County of Ventura's District Attorney's Office as fiscal agent of the XC Program subaward and The Coalition for Family Harmony in an amount not to exceed \$92,000 per year for two years to provide direct services to LGBTQ victims of crime.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:	
	VOCA	MATCH		COST
A. Personal Services – Salaries/Employee Benefits				
DISTRICT ATTORNEY'S CRIME VICTIM'S ASST. UNIT				\$0
				\$0
1 Victim Advocate III Salary \$55,716.5 - 1.0 FTE				\$0
\$4,642.96 x 24 months = \$111,431	\$111,431			\$111,431
Benefits = \$52,469	\$52,469			\$52,469
Retirement - \$993.66 x 24 months = \$23,848				\$0
OASDI - \$297.50 x 24 months = \$7,140				\$0
FICA - \$69.66 x 24 months = \$1,672				\$0
Medical - \$644 x 24 months = \$15,456				\$0
Unemp. Insurance - \$6 x 24 months = \$144				\$0
Workers' Comp - \$89.66 x 24 months = \$2,152				\$0
401K - \$ 85.67 x 24 months = \$2056				\$0
				\$0
1 Administrative Assistant I-NE \$58,276 - 1 FTE				\$0
\$4,856 x 24 months = \$116,551	\$116,551			\$116,551
Benefits = \$57,312	\$57,312			\$57,312
Retirement - \$1,122 x 24 months = \$26,928				\$0
OASDI - \$329 x 24 months = \$7,896				\$0
FICA - \$77 x 24 months = \$1,848				\$0
Medical - \$644 x 24 months = \$15,456				\$0
Unemp. Insurance - \$5 x 24 months = \$120				\$0
Work Comp - \$118 x 24 months = \$2,832				\$0
401K - \$93 x 24 months = \$2,232				\$0
				\$0
MATCH				\$0
1 Administrative Assistant III \$72,840 - .38 FTE				\$0
\$6,070 x 24 months x .38 = \$55,358		\$55,358		\$55,358
Benefits = \$28,247		\$28,247		\$28,247
Supplemental/COLA - \$382 x 24 x .38= \$3,483				\$0
Retirement - \$1,337 x 24 months x .38 = \$12,193				\$0
OASDI - \$400 x 24 months x .38 = \$3,648				\$0
FICA - \$94 x 24 months x .38 = \$857				\$0
Medical - \$644 x 24 months x .38 = \$5,873				\$0
Unemp. Insurance - \$6 x 24 months x .38 = \$54				\$0
Work Comp - \$41 x 24 months x .38 = \$1,285				\$0
401K - \$113 x 24 months x .38 = \$1,030				\$0
				\$0
Personal Section Totals	\$337,763	\$83,605	\$0	\$421,368
PERSONAL SECTION TOTAL				\$421,368

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:	
	VOCA	MATCH		COST
B. Operating Expenses				
INTERFACE CHILDREN & FAMILY SERVICES				\$0
<i>.06 FTE Director of Family Violence Intervention Services</i>	\$8,422	\$774		\$9,196
Provides oversight and support to the XC Project within the Family Violence Intervention Services Department. \$35.88 per hour x 128.14 hours= \$4,598 per year				\$0
				\$0
<i>1 FTE HT Services Coordinator</i>	\$83,200			\$83,200
Provides support for HT clients and coordinates services across systems. \$20 per hour x 2080 hours= \$41,600				\$0
				\$0
<i>.12 Office Assistant II</i>	\$7,254	\$666		\$7,920
Provides support to HT Services Coordinator and FVIS Director by ensuring forms, brochures, letters, MOUs, stats and progress reports are submitted and updated. \$15.23 per hour x 260 hours= \$3,930 per year				\$0
				\$0
<i>.05 Client Database Coordinator</i>	\$4,382	\$402		\$4,784
Provides agency TIER and electronic healthcare record. Continuous maintenance to meet contract reporting requirements and data tracking. \$23 per hour x 104 hours= \$2,392 per year				\$0
				\$0
<i>.18 FTE On Call Crisis Responders</i>	\$10,302	\$948		\$11,250
Responds to all after hours human trafficking related hotline calls. \$15 per hour x 375 hours= \$5,625 per year				\$0
				\$0
<i>Volunteers</i>		\$16,706		\$16,706
Volunteers will be utilized to assist with coordinating services, providing community outreach, training, and capacity building through the local HT Coalition. 397.76 hours x \$21/hr= \$7,474				\$0
				\$0
<i>Fringe Benefits Rounded to 22% for full time and 11% for part time</i>	\$23,442	\$1,928		\$25,370
FICA: 7.65% x \$56,780= \$4,344				
SUI: .42% x \$56,780= \$238				
WC: 1% x \$56,780= \$568				
Health benefits: 13% x \$51,627= \$6,712				
Medicare: 1.45% x \$56,780= \$823				\$0
				\$0
<i>10% Indirect Personnel</i>		\$21,080		\$21,080
Based upon total Personal salaries and benefits. Staff positions that support the effective and efficient operations and delivery of XC grant.				\$0
				\$0
<i>Rent</i>	\$7,094	\$716		\$7,810
Shared cost of office space for 1.41 FTE project staff \$360,000/130FTEs x 1.41 FTE= \$3,905				\$0
				\$0
<i>Telecommunications</i>	\$1,996	\$202		\$2,198
Project costs for use of phones, electronic devices and internet				\$0
				\$0
<i>Small Equipment</i>	\$4,542	\$458		\$5,000
Cost to purchase computer equipment with software for new HT				\$0
				\$0
<i>IT Support</i>	\$1,972	\$198		\$2,170
Cost of IT computer and phone support for 1.41 FTE Project staff. \$100,000/130 FTEs x 1.41 FTE= \$1,085				\$0
				\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:	
	VOCA	MATCH		COST
B. Operating Expenses				
<i>Office Supplies</i>	\$1,182	\$120		\$1,302
Shared cost of office supplies such as paper, pens, folders, etc., for 1.41 FTE project staff. \$60,000/130 FTEs x 1.41= \$651				\$0
				\$0
<i>Lease Expense</i>	\$992	\$92		\$1,084
Lease and maintenance cost for computers, copiers and postage meter for 1.41 FTE project staff. \$50,000/130 FTEs x 1.41 FTE= \$542				\$0
				\$0
<i>Repairs and Maintenance</i>	\$992	\$92		\$1,084
Shared cost of office building maintenance and repairs. \$50,000/130 FTEs x 1.41 FTE= \$542				\$0
				\$0
<i>Printing and Postage</i>	\$992	\$92		\$1,084
Shared cost for printing and postage expense. \$50,000/130 FTEs x 1.41 FTE= \$542				\$0
				\$0
<i>Training</i>	\$9,410	\$590		\$10,000
Cost of hosting a HT Case Worker training for project staff and volunteers pursuant to Evidence Code 1038.2.				\$0
				\$0
<i>Tier Database Licences</i>	\$1,758	\$162		\$1,920
Shared cost of client database monthly license fee. \$80 per month x				\$0
				\$0
<i>Marketing and Outreach</i>	\$4,540	\$252		\$4,792
Promotional and awareness materials such as brochures, hotline cards, etc., for countywide distribution.				\$0
				\$0
<i>Client Assistance</i>	\$4,334			\$4,334
Funds to purchase hotel vouchers, bus passes, train tickets, food, clothing, disposable phones, etc., for victims of HT.				\$0
				\$0
<i>Insurance</i>	\$932	\$86		\$1,018
Commensurate share of agency insurance premiums: General liability, non-owned auto, fiduciary and other a \$47,000/ 130 x 1.41 FTE= \$509				\$0
				\$0
<i>Audit</i>	\$456	\$42		\$498
Annual audit meets single audit requirement. \$23,000/ 130 FTEs x 1.41 FTE= \$249				\$0
				\$0
<i>Mileage</i>	\$5,806	\$394		\$6,200
Cost of mileage for project funded staff and volunteers to transport clients, attend meetings, outreach events, etc. 7,750 miles x .40/ mile= \$3,100				\$0
				\$0
COURT APPOINTED SPECIAL ADVOCATE				\$0
<i>Program Manager .0625 FTE</i>				\$0
\$20.00 per hour x 1300 hrs/Yr. x 2Yrs = \$52,000 x .20 =	\$10,400			\$10,400
Overhead at 18.2% =	\$1,892			\$1,892
				\$0
<i>Case Supervisor .0625 FTE</i>				\$0
\$18.50 per hour x 1300 hrs/Yr x 2 Yrs = \$48,100 x .20 = \$9,620	\$9,620			\$9,620
Overhead @ 18.2% =	\$1,750			\$1,750
				\$0
<i>Training Coordinator .0625 FTE</i>				\$0
\$18.00 per hour x 1300 hrs/Yr x 2Yrs = \$46,800 x .20 =	\$9,360			\$9,360

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:	
B. Operating Expenses	VOCA	MATCH		COST
Overhead @ 18.2% =	\$1,703			\$1,703
				\$0
Data Analyst-Program Support 0.1 FTE				\$0
\$17.00 per hr x 2080 hrs/Yr x 2Yrs = \$70,720 x .10 =	\$7,072			\$7,072
Benefits @18.2% =	\$1,287			\$1,287
				\$0
Executive Director 0.1 FTE				\$0
\$48.07 per hr x 2080 hrs/Yr x 2Yrs = \$199,971 x .035 =	\$7,998			\$7,998
Overhead @18.2% =	\$1,455			\$1,455
				\$0
Break down of Benefits @18.2%				\$0
FICA/MC- 0.0765 %				\$0
SUI - 0.0350%				\$0
Workers Comp - 0.0156%				\$0
PTO - 0.0433%				\$0
Stipend/ED - 0.0117				\$0
Total = 18.2%				\$0
				\$0
CSEC Training:				\$0
Webinar Dev and on-going availability @ \$145/month x 2 years =	\$3,480			\$3,480
CASA led In-service Training Dev and Presentation @				\$0
5 hours x \$18.00 = \$90 x 2 Tiers x 4 times =	\$720			\$720
CASA In-service - Outside Presenter				\$0
4 hours x \$18.00 = \$72 x 2 Tiers x 4 times =	\$576			\$576
On-going Advocate Training				\$0
225 Advocates x \$2,500/year x 2 x 2.4% =	\$27,000			\$27,000
				\$0
Match:				\$0
Volunteer Hours:				\$0
400 hundred hours/year @26.87 x 2 =		\$21,496		\$21,496
Hourly Rate set by Judicial Council of California for CASA Program				\$0
				\$0
Insurance:				\$0
Non-Profit OWN				\$0
D & O				\$0
Property				\$0
Total Insurance = \$6300 x2 x .04 =		\$504		\$504
				\$0
Telecommunications @ 4.0%				\$0
Telephone, internet -\$160/month x 12 = \$1920 /Yr x 2Yrs x .04 =	\$154			\$154
				\$0
Facilities & Equipment @4.0				\$0
Rent, Parking & Utilities \$1,800 per month				\$0
Equipment Rental & Maint \$263/month				\$0
Storage \$125/month				\$0
\$2188/month x 12 = 26,256 x 2yrs x .045 =	\$2,363			\$2,363
				\$0
Supplies @ 4.0%				\$0
Office and Training				\$0
\$1500/Yr x 2Yrs x .04 =	\$120			\$120
				\$0
Computer Expense @ 4.0%				\$0
IT support and system maintenance				\$0
\$10,600/Yr x 2 Yrs x .04 =	\$848			\$848
				\$0
Printing & Postage @ 4.0%				\$0
\$2,525/Yr x 2 Yrs x .04 =	\$202			\$202
				\$0
COALITION				\$0
Program Coordinator 1FTE				\$0

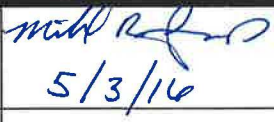
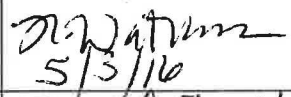
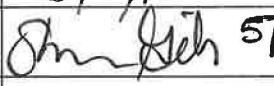

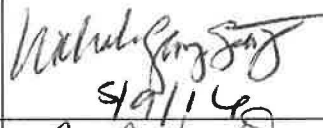
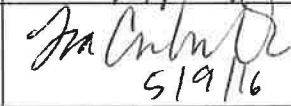

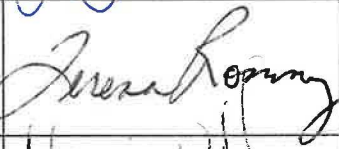
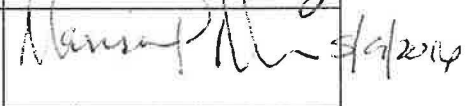
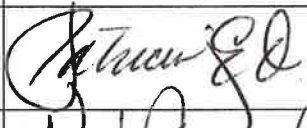
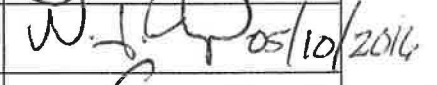
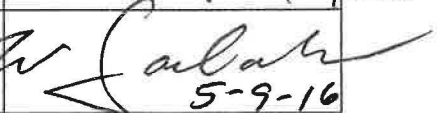
BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:	
	VOCA	MATCH		COST
B. Operating Expenses				
\$22/hour x 2080 hours x 2yrs = \$45,760	\$91,520			\$91,520
Benefits at 22% x 2= \$4,673	\$9,346			\$9,346
				\$0
<i>MFT Intern Therapist .35 FTE</i>				\$0
\$19/hour x 2080 x 35% x 2yrs= \$27,644	\$27,664			\$27,664
Benefits @ 18% x 2yrs = \$4,979	\$4,979			\$4,979
				\$0
<i>MFT Intern Therapist .35 FTE</i>				\$0
\$19/hour x 2080 x 35% x 2yrs= \$27,644	\$27,664			\$27,664
Benefits @ 18% x 2yrs = \$4,979	\$4,979			\$4,979
				\$0
<i>Volunteers</i>		\$24,700		\$24,700
Task force and crisis support volunteers				\$0
\$19/hour x 1300 hours= \$24,700				\$0
				\$0
<i>Domestic Violence Emergency Shelter</i>		\$21,300		\$21,300
Emergency Shelter for LGBTQ victims of domestic violence and sexual assault \$887.5/ month (35% of fair market rent) x 24 months = \$21,300				\$0
				\$0
<i>Local Travel</i>	5,533			\$5,533
Mileage expense for staff to attend task force meetings, outreach events and meet clients in crisis. 423 miles/month x .54 (mileage rate) x 24 months = \$5,533				\$0
				\$0
<i>Materials</i>	12,315			\$12,315
Printing of brochures, office supplies and training materials for extensive education and outreach in the community \$505/month x 24 months				\$0
				\$0
DISTRICT ATTORNEY				\$0
<i>Crime Victim's Assistance Publications</i>		\$836		\$836
				\$0
Operating Section Totals	\$456,000	\$114,836	\$0	\$570,836
OPERATING SECTION TOTAL				\$570,836


BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

We, the undersigned, participated in the development of the Ventura County Victim Services Steering Committee plan to identify and address gaps/needs in services for victims in Ventura County and further support the plan submitted as part of the 2016/17 County Victim Services (XC) program application providing specialized services to crime victims who are farmworkers, LGBTQ and Human Trafficking victims.

Representation	Organization	Name	Title	Signature/Date
District Attorney	Ventura County District Attorney's Office	Michael Jump	Chief Deputy District Attorney	 5/3/16
Cal OES-funded Victim/Witness	Ventura County District Attorney's Office	Rachael Watkins	Crime Victim's Assistance, Supervisor	 5/3/16
Police Department	Oxnard Police Department	Sharon Giles	Sergeant	 5/9/16
Cal OES-funded Domestic Violence & Rape Crisis	Coalition for Family Harmony	Caroline Prijatel-Sutton	Executive Director	 5/9/16
Cal OES-funded Domestic Violence & Teen Dating Violence	Interface Children & Family Services	Nicholle Gonzalez-Seitz	Director Family Violence Intervention	 5/9/16
Mental Health Department	Ventura County Behavioral Health	Tia Cochran-Otis	Clinical Administrator-Juvenile Justice	 5/9/16
Child Protective Services	Ventura County Human Services Agency	Judy Webber	Deputy Director	
C.A.S.A.	Ventura County Court Appointed Special Advocates	Teresa Romney	Board Chair	
Adult Protective Services	Ventura County Human Services Agency (APS)	Marissa Mach	Deputy Director	 5/9/2016
Probation	Ventura County Probation Agency	Patricia Oliveras	Chief Deputy Probation Officer	
Sheriff	Ventura County Sheriff's Office	William Ayub	Commander	 05/10/2016
County Board of Supervisors	5 th District Supervisor, John Zaragoza's Office	Bill Gallaher	Chief of Staff	 5-9-16

We, the undersigned, participated in the development of the Ventura County Victim Services Steering Committee plan to identify and address gaps/needs in services for victims in Ventura County and further support the plan submitted as part of the 2016/17 County Victim Services (XC) program application providing specialized services to crime victims who are farmworkers, LGBTQ and Human Trafficking victims.

Representation	Organization	Name	Title	Signature/Date
Courts	Ventura County Superior Court	Michael D. Planet	Court Executive Officer	 3/23/16

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that Court Appointed Special Advocates of Ventura County, Inc. and the District Attorney's Office intend to work together toward the mutual goal of providing enhanced services to CSEC victims. To this end, each agency agrees to coordinate/provide the following services:

Court Appointed Special Advocates of Ventura County, Inc. (hereinafter "CASA") will closely coordinate with the Ventura County District Attorney's Crime Victims' Assistance Unit (hereinafter "DAO / VA") in its implementation of the County Victim Services XC Program and further agrees to:

- Train 200 Volunteer Advocates on CSEC.
- Counsel 100 "at risk" youth in prevention from becoming CSEC.
- Conduct 8 CSEC trainings to train 200 volunteers on CSEC.
- Provide Appointees with 24,000 hours of CSEC Advocate assistance.
- Participate in regularly scheduled quarterly meetings between CASA and the DAO/VA to discuss strategies, timetables, measurable objectives and reportable data as it relates to XC Program mandated services.
- CASA will provide DAO/VA with information on the services it provides including: number of CSEC victims served, referred and evaluation of outcomes.
- Teresa Romney, Board Chair or her designee will serve as the primary contact for this operational agreement.


The District Attorney agrees to:

- Provide CSEC victims referred by CASA with victim advocacy services to include, restraining order assistance, court accompaniment, restitution and crime victim's compensation claims as a result of a criminal action.
- Contingent upon receipt of an XC Program grant award, sub-contract with CASA for the provision of services for grant supported CSEC Program Manager, Case Supervisor, Training Coordinator and related costs as identified in the XC Program grant application. Total amount of grant funds not to exceed \$44,000 per year for two years.
- Payment to be made to CASA based on deliverables, with billing to be done on a monthly basis.

- Rachael Watkins, Crime Victim's Assistance Program Supervisor will serve as primary contact for this operational agreement. Her contact information is: 805-654-3081 or rachael.watkins@ventura.org . She will oversee the daily operations of the sub-contract and ensure compliance with OES requirements.

We the undersigned, as authorized representatives of CASA and the Ventura County District Attorney's Office, do hereby approve this document.

This agreement shall remain in effect for two (2) years from July 1, 2016 through June 30, 2018.



GREGORY D. TOTTEN
District Attorney

5/23/16

DATE



TERESA ROMNEY, Board Chair
CASA of Ventura County, Inc.

5/18/2016

DATE

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that Interface Children & Family Services and the District Attorney's Office intend to work together toward the mutual goal of providing enhanced services to human trafficking victims. To this end, each agency agrees to coordinate/provide the following services:

Interface Children & Family Services (hereinafter "Interface") will closely coordinate with the Ventura County District Attorney's Crime Victims' Assistance Unit (hereinafter "DAO / VA") in its implementation of the County Victim Services XC Program and further agrees to:

- Conduct 20 presentations for law enforcement, medical providers and other service providers who may come into contact with victims of human trafficking.
- Develop and distribute 3,000 culturally-informed brochures and resource materials, in multiple languages, that can be widely distributed to the community through outreach events, youth street outreach, runaway and homeless youth shelter, and teen dating violence prevention programs.
- Coordinate with 3 local radio stations--English, Spanish and Mixteco--to gain air time to talk about the issue of human trafficking and provide info on how to access services.
- Utilize 5 social media events to publicize the 24/7 HT Crisis Line and services available to HT victims.
- Participate in regularly scheduled quarterly meetings between Interface and the DAO/VA to discuss strategies, timetables, measurable objectives and reportable data as it relates to XC Program mandated services.
- Interface will provide DAO/VA with information on the services they provide including: number of human trafficking victims served, referred and evaluation of outcomes.
- Nicholle Gonzalez-Seitz will serve as the primary contact for this operational agreement. Her contact information is: (805) 485-6114 ext. 647 or ngonzalez-seitz@icfs.org who will oversee the daily operations of the sub-contract and ensure compliance with OES requirements.

The District Attorney agrees to:

- Refer human trafficking victims to Interface for services including screening, assessment, treatment services and support both individual and group.
- Contingent upon receipt of an XC Program grant award, sub-contract with Interface for the provision of services for a dedicated Human Trafficking Coordinator and related costs as identified in the XC Program grant application. Total amount of grant funds not to exceed \$92,000 per year for two years.

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that Interface Children & Family Services and the District Attorney's Office intend to work together toward the mutual goal of providing enhanced services to human trafficking victims. To this end, each agency agrees to coordinate/provide the following services:

Interface Children & Family Services (hereinafter "Interface") will closely coordinate with the Ventura County District Attorney's Crime Victims' Assistance Unit (hereinafter "DAO / VA") in its implementation of the County Victim Services XC Program and further agrees to:

- Conduct 20 presentations for law enforcement, medical providers and other service providers who may come into contact with victims of human trafficking.
- Develop and distribute 3,000 culturally-informed brochures and resource materials, in multiple languages, that can be widely distributed to the community through outreach events, youth street outreach, runaway and homeless youth shelter, and teen dating violence prevention programs.
- Coordinate with 3 local radio stations--English, Spanish and Mixteco--to gain air time to talk about the issue of human trafficking and provide info on how to access services.
- Utilize 5 social media events to publicize the 24/7 HT Crisis Line and services available to HT victims.
- Participate in regularly scheduled quarterly meetings between Interface and the DAO/VA to discuss strategies, timetables, measurable objectives and reportable data as it relates to XC Program mandated services.
- Interface will provide DAO/VA with information on the services they provide including: number of human trafficking victims served, referred and evaluation of outcomes.
- Nicholle Gonzalez-Seitz will serve as the primary contact for this operational agreement. Her contact information is: (805) 485-6114 ext. 647 or ngonzalez-seitz@icfs.org who will oversee the daily operations of the sub-contract and ensure compliance with OES requirements.

The District Attorney agrees to:

- Refer human trafficking victims to Interface for services including screening, assessment, treatment services and support both individual and group.
- Contingent upon receipt of an XC Program grant award, sub-contract with Interface for the provision of services for a dedicated Human Trafficking Coordinator and related costs as identified in the XC Program grant application. Total amount of grant funds not to exceed \$92,000 per year for two years.

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that The Coalition for Family Harmony and the District Attorney's Office intend to work together toward the mutual goal of providing enhanced services to LGBTQ victims. To this end, each agency agrees to coordinate/provide the following services:

The Coalition for Family Harmony (hereinafter "Coalition") will closely coordinate with the Ventura County District Attorney's Crime Victims' Assistance Unit (hereinafter "DAO / VA") in its implementation of the County Victim Services XC Program and further agrees to:

- Develop and distribute 2,000 pieces of literature specifically targeting LGBTQ victims of violence that demonstrates knowledge of how to address LGBTQ specific issues and respectfully serve the community.
- Assist at least 5 community partners in accessing LGBTQ training.
- Serve 30-50 LGBTQ clients in the first year and 50-80 clients in the second year with 24-hour hotlines, main offices, and referrals with Emergency Shelter and basic needs (food, clothing, medicine) if needed.
- Participate in regularly scheduled quarterly meetings between Coalition and the DAO/VA to discuss strategies, timetables, measurable objectives and reportable data as it relates to XC Program mandated services.
- Coalition will provide DAO/VA with information on the services they provide including: number of LGBTQ victims served, referred and evaluation of outcomes.
- Caroline Prijatel-Sutton or her designee will serve as the primary contact for this operational agreement.


The District Attorney agrees to:

- Refer LGBTQ victims to Coalition for services including screening, assessment, treatment services and support both individual and group.
- Contingent upon receipt of an XC Program grant award, sub-contract with Coalition for the provision of services for a dedicated LGBTQ Program Coordinator and related costs as identified in the XC Program grant application. Total amount of grant funds not to exceed \$92,000 per year for two years.
- Payment to be made to Coalition based on deliverables, with billing to be done on a monthly basis.

- Rachael Watkins, Crime Victim's Assistance Program Supervisor will serve as primary contact for this operational agreement. Her contact information is: 805-654-3081 or rachael.watkins@ventura.org . She will oversee the daily operations of the sub-contract and ensure compliance with OES requirements.

We the undersigned, as authorized representatives of The Coalition for Family Harmony and the Ventura County District Attorney's Office, do hereby approve this document.

This agreement shall remain in effect for two (2) years from July 1, 2016 through June 30, 2018.



GREGORY D. TOTTEN
District Attorney

5/23/16

DATE

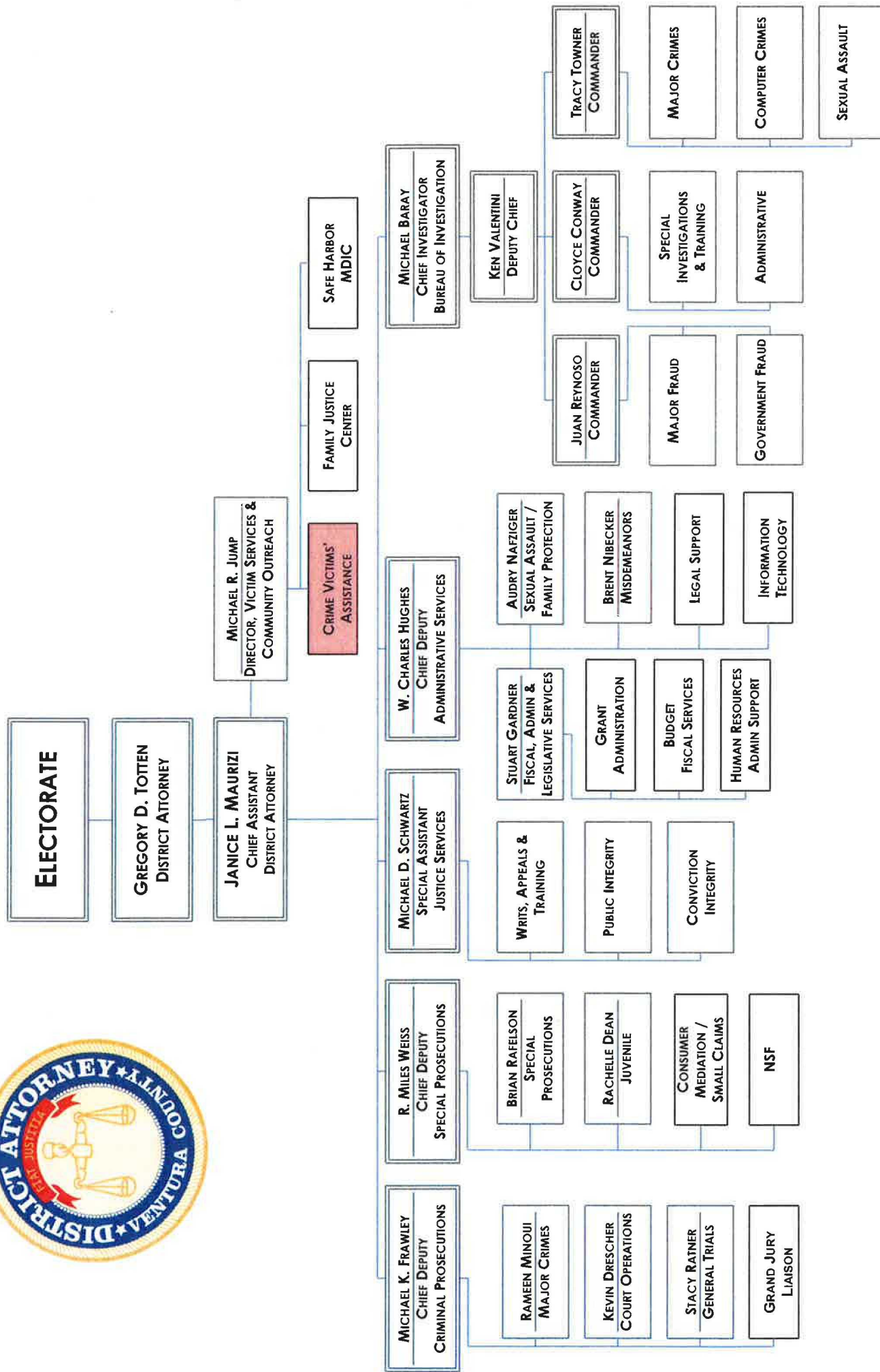


CAROLINE PRIJATEL-SUTTON, Executive Director
The Coalition for Family Harmony

5/20/16

DATE

OFFICE OF THE DISTRICT ATTORNEY - COUNTY OF VENTURA



Ventura County District Attorney – VICTIM SERVICES & COMMUNITY OUTREACH (4-29-16)



GREGORY D. TOTTON
DISTRICT ATTORNEY

JANICE L. MAURIZI
CHIEF ASSISTANT DISTRICT ATTORNEY

MICHAEL R. JUMP
DIRECTOR, VICTIM SERVICES &
COMMUNITY OUTREACH
(10% CHAT Match)

**FAMILY JUSTICE CENTER
DEVELOPMENT**

RACHAEL M. WATKINS
ADMINISTRATIVE ASSISTANT III
CRIME VICTIM'S ASSISTANCE
UNIT PROGRAM SUPERVISOR
(15% UV Match/38% XC Match)

**ADMINISTRATIVE ASSISTANT
I-NE SUPERVISOR**

**ADMINISTRATIVE ASSISTANT I-
NE SUPERVISOR
PROPOSED NEW XC POSITION**

SAFE HARBOR

**PROGRAM
ADMINISTRATOR
SAFE HARBOR EAST**

**PROGRAM
ADMINISTRATOR
SAFE HARBOR WEST**

CHAT FUNDED
OR MATCHING

PROPOSED
ELDER ABUSE
GRANT XE
FUNDED OR
MATCHING

VICTIM/WITNESS
GRANT FUNDED

UNSERVED/
UNDERSERVED
GRANT FUNDING
OR MATCHING

REALIGNMENT

PROPOSED XC
GRANT FUNDING
OR MATCHING

**PROPOSED ELDER &
DEPENDENT ADULTS**

Victim Advocate III
Match

Victim Advocate II

Victim Advocate III

Victim Advocate II

Victim Advocate II

GENERAL CRIMINAL

Victim Advocate II

Victim Advocate II

Victim Advocate II

Victim Advocate II

Victim Advocate II

Victim Advocate III

Victim Advocate II

OFFSITE SERVICES

Victim Advocate III

Victim Advocate III

**1170(H) & CHILD
PROTECTION**

Victim Advocate III

Victim Advocate II

Victim Advocate III

**VOLUNTEER
SERVICES
VICTIM INTAKE**

Victim Advocate III

Victim Advocate II

Legal Processing
Victim Intake

**SPANISH
SPEAKERS &
FARMWORKERS**

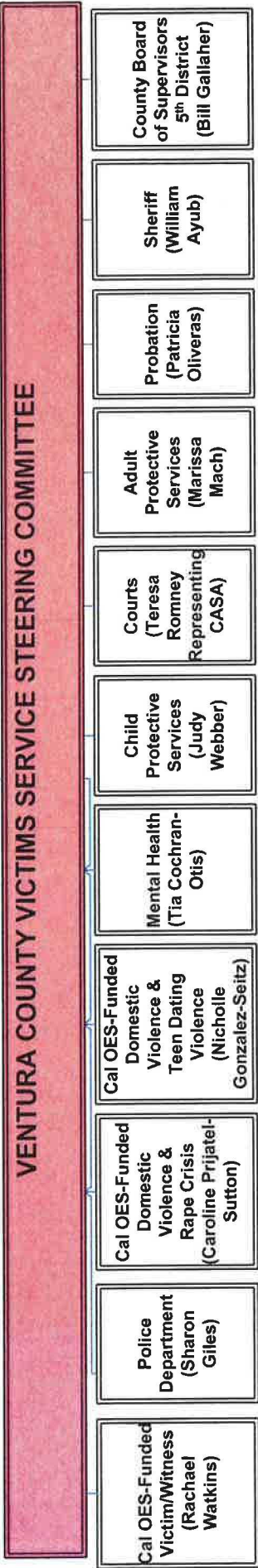
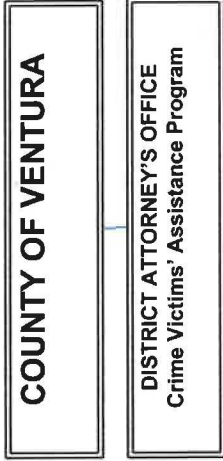
PROPOSED NEW
XC POSITION
Victim Advocate III

Victim Advocate III

Victim Advocate III

**STEERING
COMMITTEE'S
Proposed XC
Subcontractors
CASA-Foster CSEC
Interface-LGTBQ
Coalition-HT**

VENTURA COUNTY VICTIM SERVICES STEERING COMMITTEE (4-21-16)





VICTIM ADVOCATE III

Class Code:
00586

Bargaining Unit: Service Employees
International Union

VENTURA COUNTY
Established Date: Oct 1, 1989

SALARY RANGE

\$18.54 - \$26.07 Hourly
\$1,483.10 - \$2,085.62 Biweekly
\$3,213.38 - \$4,518.84 Monthly
\$38,560.59 - \$54,226.12 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.)

VENTURA COUNTY, DISTRICT ATTORNEY INVITES APPLICATIONS FOR:**Supervising Victim Advocate -
Department Promotional
1490DAO-16AA (JCC)***An Equal Opportunity Employer***SALARY RANGE (approximate)**

\$20.59 - \$28.81 Hour \$3,568.72 - \$4,993.04 Monthly \$42,824.69 - \$59,916.42 Annually

This posting is for the Ventura County District Attorney; vacancy location is Ventura and may require travel throughout Ventura County and neighboring counties.

POSITION INFORMATION

Under general supervision, provides staff administrative services to departmental management. In this position, the candidate chosen will train, evaluate and supervise subordinates within the Crime Victims' Assistance Unit. The incumbent will make community presentations, and assist with grant proposals, special projects/programs and budgetary recommendations.

The ideal candidate will have experience in the District Attorney's Crime Victims' Assistance Unit and prior lead and/or supervisory experience.

PAYROLL TITLE: Administrative Assistant I - NE

EDUCATIONAL INCENTIVE: Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.

BILINGUAL INCENTIVE: Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department. In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency exam with a score of seventy percent (70%) or higher.

AGENCY/DEPARTMENT: District Attorney

Administrative Assistant I - NE is represented by Service Employees International Union (SEIU) and is eligible for overtime compensation.

NOTE: This classification is within a bargaining unit that is subject to an agency shop arrangement which mandates a Regular employee to either join Local 721 of SEIU and pay dues as a member OR either pay a service fee to Local 721 or direct that an amount equivalent to the service fee be distributed to a qualified charitable organization.

The eligible list established from this recruitment will be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies for **this position only**, which is a Regular position.

TENTATIVE SCHEDULE

OPENING DATE: January 27, 2016

CLOSING DATE: February 9, 2016

APPLICATION REVIEW COMPLETE: February 10, 2016

ORAL EXAM: February 23, 2016

CERTIFICATION OF NAMES: February 24, 2016

SELECTION INTERVIEWS: Week of March 7, 2016

SELECTION NOTICES: Week of March 14, 2016

Examples Of Duties: Duties may include but are not limited to the following:

- Provides crisis intervention and emergency assistance.
- Assists with applications for State victim assistance compensation.
- Initiates and maintains case records.
- Acts as an advocate for victims to ensure their needs are addressed within the criminal justice system.
- Assists with grant proposals, special projects/programs and budgetary recommendations.
- Provides training for victim services staff, volunteers, and outside organizations and associations.
- Makes community presentations.
- Provides staff administrative services to department management.
- Trains, evaluates, and supervises subordinates within the Crime Victims' Assistance Unit.
- Performs other required duties as assigned.

TYPICAL QUALIFICATIONS

These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.

COUNTY/AGENCY/DEPARTMENT SERVICE: Currently working as a Regular employee for the County of Ventura District Attorney's Office. NOTE: A Regular employee is an employee who holds an allocated full- or part-time position in the County budget excluding (but not limited to) extra help or intermittent employees, provisional appointees, enrollees in training programs, and/or independent contractors.

EDUCATION, TRAINING, and EXPERIENCE: The qualifying experience may be met by meritorious performance for at least two (2) years in the Crime Victims' Assistance Unit in the Ventura County District Attorney's Office. Prior lead and/or supervisory experience is highly desirable.

RECRUITMENT PROCESS

FINAL FILING DATE: Applications must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on Tuesday, February 9, 2016.

To apply on-line, please refer to our web site at www.ventura.org/hr. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete

and submit the questionnaire for this exam AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the exam process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION EVALUATION - qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

ORAL EXAM - 100%: A job-related oral exam will be conducted to evaluate and compare participating applicants' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Applicants must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

NOTE: If there are three (3) or fewer qualified applicants, an oral exam will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: Applicants may be subjected to a thorough background investigation which will include inquiry into past employment, education, criminal background information, credit, and driving record.

For further information about this recruitment, please contact Judy Coronado by e-mail at judy.coronado@ventura.org by telephone at (805) 477-1680.

Supervising Victim Advocate - Department Promotional Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Describe your experience working in the Crime Victims' Assistance Unit in the Ventura County District Attorney's Office or in any unit within the District Attorney's Office.

2. Describe your experience providing crisis intervention and emergency assistance

- 3.

Describe your experience making community presentations and providing training for victim services staff, volunteers, and outside organizations and associations.

4. Describe your experience with grant proposals, special projects/programs, and budgetary recommendations.
5. Describe your experience training, evaluating, and supervising subordinates.

VENTURA COUNTY, DISTRICT ATTORNEY INVITES APPLICATIONS FOR:**Advocate Lead Supervisor -
Department Promotion
1611DAO-15AA (JCC)***An Equal Opportunity Employer***SALARY RANGE (approximate)**

\$24.90 - \$38.39 Hour \$4,315.88 - \$6,654.64 Monthly \$51,790.51 - \$79,855.73 Annually

This posting is for the Ventura County District Attorney; vacancy location is Ventura and may require travel in-county, out-of-county, or out-of state.

POSITION INFORMATION

The Advocate Lead Supervisor will serve as a Lead Supervisor in the Crime Victim's Assistance Unit. The position will have oversight of personnel, grant administration and outreach responsibilities.

The ideal candidate will have experience in a District Attorney's Victim Services Division, and direct supervision experience.

PAYROLL TITLE: Administrative Assistant III/IV

APPROXIMATE SALARIES:

Administrative Assistant III: \$1,991.94 - \$2,793.65 Biweekly

Administrative Assistant IV: \$2,189.87 - \$3,071.37 Biweekly

EDUCATIONAL INCENTIVE: Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.

BILINGUAL INCENTIVE: Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department. In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency examination with a score of seventy percent (70%) or higher.

DEPARTMENT/AGENCY: District Attorney

Administrative Assistant III/IVs are represented by the Service Employees International Union (SEIU) and are exempt from overtime compensation.

NOTE: This classification is within a bargaining unit that is subject to an agency shop arrangement which mandates a Regular employee to either join Local 721 of SEIU and pay dues as a member OR either pay a service fee to Local 721 or direct that an amount equivalent to the service fee be distributed to a qualified charitable organization.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies within the District Attorney's Office. There is currently one (1) Regular vacancy.

NOTE: If appointed at the lower level, incumbent may be promoted to the higher level

without further exam upon meeting the minimum requirements, demonstrating satisfactory performance, and in accordance with the business needs of the department.

TENTATIVE SCHEDULE

OPENING DATE: December 21, 2015

CLOSING DATE: January 5, 2016

APPLICATION REVIEW COMPLETE: January 6, 2016

ORAL EXAMINATION: January 19, 2016

CERTIFICATION OF NAMES: January 20, 2016

INTERVIEWS: Week of February 1, 2016

SELECTION NOTICES: Week of February 8, 2016

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

- Analyzes and prepares a variety of reports and correspondence.
- Prepares grant proposals and reports, special projects/programs and budgetary recommendations.
- Monitors and may supervise the work of subordinates, and coordinate the work of others assigned to perform general administrative tasks.
- Provides training, feedback and professional development for victim services staff, volunteers, and outside organizations and associations.
- 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.
- Serves on committees, and interfaces with the public and other governmental, community, and professional organizations.

TYPICAL QUALIFICATIONS

These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.

Education, Training and Experience: The qualifying experience may be met by either meritorious performance for at least two (2) years in the Crime Victims' Assistance Unit in the Ventura County District Attorney's Office, or similar service over a total of at least four (4) years. At least one (1) year supervisory experience.

DEPARTMENT/AGENCY SERVICE: Currently working as a Regular employee for the Ventura County District Attorney's Office. NOTE: A Regular employee is an employee who holds an allocated full-time or part-time position in the County budget excluding (but not limited to) extra help or intermittent employees, provisional appointees, enrollees in training programs, and/or independent contractors.

RECRUITMENT PROCESS

FINAL FILING DATE: Applications must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on Tuesday, January 5, 2016.

To apply on-line, please refer to our web site at www.ventura.org/hr. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted

in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

APPLICATION EVALUATION - qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

COMPARATIVE SCREENING - qualifying: If there is a high number of qualified applicants, a comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questionnaire.

ORAL EXAM - 100%: A job related oral exam will be conducted to evaluate and compare participating applicants' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Applicants must earn a score of seventy (70%) or higher to qualify for placement on the eligible list.

NOTE: If there are three (3) or fewer qualified applicants, an oral exam will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: Applicants may be subjected to a thorough background investigation which will include inquiry into past employment, education, criminal background information, credit, and driving record.

For further information about this recruitment, please contact Judy Coronado by email at judy.coronado@ventura.org or by phone at (805) 477-1680.

Advocate Lead Supervisor - Department Promotion Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Please describe your experience in a crime victims' assistance unit or similar service, including the employer name(s), time frame(s), your title(s), and your duties and responsibilities.

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 and 41st*

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.

835,436 (U.S. Department of Commerce as of November 2012)

INTERFACE CHILDREN & FAMILY SERVICES POSITION DESCRIPTION

Title: On-Call Bilingual Hotline Responder
Hourly rate: \$15 per hour
Intermittent On-Call 0 to 19 hours per week

JOB OVERVIEW:

Provides on call crisis response and assistance to victims of domestic violence and human trafficking through the agency's 24/7 Safe Haven crisis hotline. Qualified to serve as a human trafficking case worker pursuant to California Evidence Code §1038.2 and domestic violence counselor as stated in California Evidence Code 1037.1.

DUTIES:

1. Respond immediately by phone or in person to victims and other callers through the 24/7 crisis hotline and provide crisis counseling, information and appropriate referrals.
2. Participate in intake process, placement and/or relocation of clients.
3. Facilitate transportation from safe locations such as emergency shelters or other safe location.
4. Complete and timely submit all required documentation, statistics and evaluations.
5. Develop appropriate relationships and maintain appropriate boundaries with clients.
6. Participate in community outreach and family violence prevention/awareness activities including speaking engagements, trainings and groups.
7. Maintain lines of communication with supervisor and following shift or for assistance when troubleshooting.
8. Support a positive working environment and work successfully as a member of a team.
9. Serve as liaison with community partners and volunteers.
10. Participate in regularly scheduled staff meetings, volunteer and in-service trainings.
11. Other duties as assigned.

QUALIFICATIONS:

Bilingual English/Spanish required. Requires a minimum of a Bachelor's Degree in Psychology, Social Work, or related field or equivalent experience working in the field of human trafficking, domestic violence or sexual assault. Ability to handle emergency/crisis situations, as well as possess strong skills in decision making, case management, conflict resolution, leadership and excellent time management skills. Must be able to prioritize tasks, organize thoughts and communicate well both verbally and in writing. Ability to work independently with minimal supervision. Requires flexibility with schedule as crisis situations may necessitate staff to respond outside of normal schedule. Must be sensitive and competent to serve clients from diverse cultures. Must have completed or be willing to complete the required 40-hour human trafficking and domestic violence trainings within 3 months of hire. Must maintain the confidentiality of the shelter locations as well as information pertaining to clients receiving services. Requires ability to collaborate with agency staff and community partners while demonstrating exemplary customer service. Must be computer literate with Microsoft Office and the internet. Must be familiar with mandatory child abuse reporting requirements and domestic violence advocacy services. Requires reliable transportation, proof of a valid California drivers license and the ability to maintain an acceptable driving record as required by the insurance agency provider. Successful background and criminal clearance required.

INTERFACE CHILDREN & FAMILY SERVICES POSITION DESCRIPTION

Office Assistant II

Part time 30-40 hours per week

HOURLY RATE: \$15+/hr D.O.E. w/ benefits

JOB OVERVIEW:

Under general supervision, this position is responsible for providing administrative and project support to the Director of Family Violence Intervention Services. Provides excellent customer service to staff and stakeholders, participating as a valued member of the FVIS team and the agency. Demonstrate a spirit of community, excellence, integrity, respect and service. Represent the agency mission, vision and values.

DUTIES:

1. Acquire a thorough understanding of department and agency programs.
2. Provide administrative and project support.
3. Research and review funding opportunities and complete opportunity analysis.
4. Complete data entry and assigned program reports.
5. Coordinate department staff meetings and trainings.
6. Assist with volunteer recruitment and management.
7. Maintain assigned contract binders.
8. Maintain services brochures and rosters.
9. Coordinate outreach events.
10. Process forms and orders.
11. Coordinate the delivery of program donations.
12. Collaborate with department and agency staff on assigned projects.
13. Participate in community outreach, agency staff meetings, trainings and department events.
14. Other duties as assigned.

QUALIFICATION:

Required: BA/BS or equivalent years of experience in above assignments; minimum one - two years of administrative experience; previously acquired solid level of administrative skills, detail oriented, ability to multi-task, project completion, excellent customer service. Able to review applicant information and work with managers to complete front line vetting of volunteer applicants; conduct research and literature reviews; compare and contrast verbally and in writing one document to another, and have a genuine interest in systems and processes. Demonstrate competency to conduct college level data outcome analysis, develop spreadsheets with formulas/macros and develop pivot tables. Demonstrate intermediate to advanced skill level using Microsoft Office-including Word, Excel, Power Point, Publisher and database knowledge. Able to meet deadlines and assist in completion of time sensitive projects, including review of funding opportunities and compiling of grant applications. Experience providing assistance to multiple programs and various levels of staff. Maintain confidentiality of client and staff information and records. Requires reliable transportation, auto insurance, a valid California driver's license and the ability to maintain an acceptable driving record as required by our insurer. Criminal clearance required. Bilingual English/ Spanish preferred.

INTERFACE CHILDREN & FAMILY SERVICES POSITION DESCRIPTION

TITLE: Human Trafficking Services Coordinator

HOURS: 40 hours per week

BASE RATE: \$20 hour w/ benefits

JOB OVERVIEW:

Responsible for the coordination, implementation and oversight of the agency's anti-trafficking activities for adult survivors. Works with partners from across systems to develop a trauma informed, coordinated service delivery model that addresses the individual, yet multi-faceted needs of victims. The Coordinator will serve as the initial point of contact for identified adult trafficking survivors in our county. Reports to the Director of Family Violence Intervention Services.

DUTIES:

1. Provide client-centered, trauma informed advocacy and support for victims of human trafficking.
2. Work to stabilize survivors by assessing basic and immediate needs first such as shelter, medical, food, clothing, emergency transportation, and emergency restraining orders and provide linkage to appropriate community based services.
3. Maintain updated knowledge of human trafficking, immigration, and other violent crime-related issues.
4. Participate in multidisciplinary meetings with community agencies and partners including the Ventura County Coalition Against Human Trafficking Task Force.
5. Develop new and maintain existing relationships with partners in order to successfully implement service components and address any gaps in service delivery.
6. Provide training to local law enforcement, medical providers and other community based agencies.
7. Serve as a liaison with law enforcement, child welfare, District Attorney's office, and other service providers.
8. Research and remain informed of emerging issues and best practices regarding anti-trafficking models and screening tools.
9. Provide support for policy and public engagement opportunities to strengthen integration of anti-trafficking activities throughout the region.
10. Work to develop and disseminate culturally informed marketing and outreach materials such as brochures, flyers in multiple languages.
11. Attend program related meetings and events both internal and external.
12. Coordinate marketing and community awareness activities including radio interviews.
13. Coordinate with program management and staff to ensure all service components are operational and on track to meeting objectives.
14. Complete all statistical requirements and program reports as required.
15. Takes the lead on the implementation of policies, procedures, and protocol for the program.
16. Coordinate trainings for staff and volunteers.
17. Recruit, screen and supervise a team of volunteers to assist in the implementation of the program.
18. Fulfill obligations as a Mandated Reporter.
19. Other duties as assigned.

QUALIFICATIONS: Bilingual Spanish/English oral and written skills. Requires a minimum of Bachelor's Degree in Counseling, Social Work, Social Justice or related field or equivalent experience in the field of human trafficking. Must meet the basic requirement to serve as a Human Trafficking Caseworker pursuant to Evidence Code § 1038.2 or be willing to complete the training within three months of hire. Five years experience with private/public social service agency, with responsibilities that include crisis response, working knowledge of problems affecting victims of trafficking, family violence and/ or sexual assault, data and statistical reporting, supervision of staff and volunteers, working with law enforcement and various public and/or private agencies. Must have knowledge of resources in Ventura County. Must have excellent oral and written communication skills, and be comfortable presenting to large or small groups. Computer literate Excel, Microsoft Office. Criminal clearance required. Proof of valid California driver's license and reliable transportation. DMV clearance required to be on safe driver list for the agency. Must be able to work a flexible schedule including some evenings and weekends.

INTERFACE CHILDREN & FAMILY SERVICES

POSITION DESCRIPTION

TITLE: Director of Family Violence Intervention Services
HOURS: Exempt

POSITION OVERVIEW:

As a part of the Executive Team at Interface Children & Family Services, this position requires an experienced leader to help us discover, develop and implement strength-based, best practice services for Ventura county youth and families.

POSITION SUMMARY:

This position reports to the executive director and participates as a member of the executive leadership team. Director assists executive director with best practice program design and implementation. The director manages the daily operations, development, implementation of systems and processes, evaluation, strategic planning and administration of programs and services. Responsibilities include overall supervision of all program staff, administrative activities, budget oversight, resource allocation, contract compliance and the performance of the family violence intervention services and programs.

DUTIES:

1. Demonstrate progressive leadership skills. In coordination with executive director researches, designs and develops best practice programs, promote best practice approaches and develop our family violence intervention programs. Successfully manage the programs and services of the division. Model progressive and innovative management skills.
2. Recruit, hire, retain, monitor, develop, evaluate and manage the program staff, volunteers and coaching, training, development and disciplinary measures when necessary.
3. Responsible for budget oversight of assigned programs. Monitor service delivery, contract compliance, program objectives and efficiency of operations.
4. Participate in strategic planning process and development of agency and program policies, objectives and budgets.
5. Support department development and sustainability through grant writing and fundraising efforts. Research and develop funding sources for the department programs.
6. Develop and maintain collaborative partnerships with public and private community agencies in marketing and promotion of agency services. Represent the agency at senior level meeting, taskforces, policy forums, workgroups or committees as assigned by the executive director.
7. Analyze and compile monthly reports and statistics. Ensure development of program policy and procedure manuals and their execution.
8. Manage service sites, facility/equipment needs, supplies/materials and department safety program.
9. Collaborate and coordinate integration of services with senior leadership team agency managers and staff.
10. Miscellaneous duties as assigned.

QUALIFICATIONS:

Requires a BA/BS or equivalent experience, master's degree preferred. Minimum of 5 years management experience in community-based agencies or related field. Knowledge of budgeting analysis, grant writing, team building, statistics, problem solving, systems development and information systems. Knowledge of best practice programs preferred. Proficiency of Microsoft Office, Word, Excel and Power Point. Excellent written or verbal communication skills. Successfully complete a criminal clearance, valid California driver's license, auto insurance and maintain an acceptable driving record as required by our insurer. Bilingual, bicultural Spanish-English preferred.

INTERFACE CHILDREN & FAMILY SERVICES POSITION DESCRIPTION

TITLE: Database Coordinator

HOURS: 40 hours per week

BASE RATE: \$25 hour w/ benefits

OVERVIEW:

Under minimum supervision the Database Coordinator will assist in the design and development of the agency database and be primarily responsible for its ongoing maintenance.

DUTIES:

Essential responsibilities and duties may include but are not limited to the following:

1. Design/customize, build and test the application program according to specified business needs.
2. Create program enhancements that enable a positive end user experience.
3. Organize, manage, and document pre and post development activities.
4. Develop queries and/or stored procedures to extract meaningful information from the database.
5. Collaborate with directors and managers to gather report requirements and ensure proper development, testing and validation.
6. Update existing reports as needed.
7. Develop expertise with the agency database systems.
8. Support the creation and maintenance of data processing systems.
9. Troubleshoot system and user problems, determine cause and initiate corrective action.
10. Provide ongoing review and evaluation of agency data to insure accuracy and reliability.
11. Support directors and managers with training for new and established users.
12. Develop system documentation and a user instruction manual tailored to agency needs.
13. Oversee system security and user access.
14. Miscellaneous duties as required.

QUALIFICATIONS:

Bachelor's degree in related field plus two years of experience with computer information systems, software applications, report writing, providing support to users or equivalent experience. Experience working with various databases and data analysis. Candidate must be proficient in MS Access, Crystal Reports, SQL Server inquiries and stored procedures. Netsmart Tier system knowledge preferred. Background working in the nonprofit industry and knowledge of Electronic Health Record (EHR) is a plus. This position requires excellent communications skills and the ability to work effectively with others in a team environment, yet be self-directed, as required. Valid California driver's license, reliable transportation, automobile insurance and maintenance of an acceptable driving record as required by our insurer. Successful background and criminal clearance required.



CASA of Ventura County, Inc.

Job Description

TITLE: Case Supervisor

REPORTS TO: Program Manager

POSITION PURPOSE:

This position is responsible for supervising Advocates and cases assigned to CASA Advocates and providing administrative support to Peer Coordinators.

PRINCIPAL DUTIES:

1. Supervise CASA Advocate interactions with their appointees in accordance with established policies and programs of CASA of Ventura County, National CASA, Cal CASA, the State of California Judicial Council and the Juvenile Dependency Court of Ventura County.
2. Record and update case files and assist with the distribution of case documents, inputting information into the "Tracker" database, and other records management tasks within the appropriate time frames and in accordance with the appropriate protocols.
3. Collaborate with other child welfare agencies and individuals including Ventura County Human Service Agency, Juvenile Dependency Court, County Counsel, attorneys, caregivers and other service providers.
4. Review and process new cases appointed to CASA program and match CASAs appropriately to cases.
5. Prepare and supervise the court hearing process including tracking, collection and distribution of court documents to appropriate parties.
6. Attend court hearings as requested and provide support for CASAs during the hearings.
7. Review CASA Advocate court reports to ensure that they are complete, accurate and professionally presented.
8. Monitor compliance with required monthly reporting and continuing education of CASA Advocates to ensure compliance with program standards and policies.
9. Maintain regular contact with CASA Advocates to provide coaching and feedback on case-related issues; conduct annual performance reviews of CASA Advocates.
10. Interview and screen potential CASA Advocates.
11. Assist with initial training, orientations and events for current and prospective CASAs.
12. Provide information to Executive Director for periodic broadcasts, newsletters, and public relations materials as requested.
13. Participate in staff meetings and other external meetings, as requested by Executive Director.
14. Perform in compliance with strategic goals and objectives established by the Board of Directors and Executive Director.
15. As an employee of the Organization, you will be expected to abide by the directives of your supervisor(s) as well as the rules and policies established by the Organization. These rules and policies may be modified from time to time at the sole discretion of the Organization.

The foregoing list of job duties is not intended to be an exhaustive list. The Organization reserves the right to amend, alter, add to or otherwise change your job description or duties at



CASA of Ventura County, Inc.

Job Description

any time depending on our business needs. You must perform any management directive set forth or stated by the Organization at any time.

EXPERIENCE:

Required Skills:

- Computer literacy with MSWord, Excel, Outlook and the Internet
- Excellent verbal and written communication skills
- Supervising, coaching and motivating volunteers; support retention of volunteers
- Ability to collaborate professionally and productively
- Exercise independent judgment and make decisions based on established policies and procedures
- Identify and resolve problems in a timely manner; gather and analyze information
- Manage a crisis with a calm, thoughtful approach
- Perform in compliance with strategic goals and objectives established by the Board of Directors and Executive Director.
- Take initiative, prioritize tasks, and use time efficiently.

EDUCATION:

Minimum qualifications include a Bachelor's degree in Psychology, Sociology, Communications, Criminal Justice, Social Work, or related field. Three years of paid, professional work experience in a related field is preferable, including experience in managing volunteers. A relevant combination of work experience and education may be acceptable prerequisites for satisfying the education and work experience requirements. Completion of CASA Volunteer Training within three months of hire and annual continuing education is required.

REQUIREMENTS:

Successful criminal clearance, live scan/FBI/CAI, proof of valid CA driver's license, reliable transportation, automobile insurance and maintenance of an acceptable driving record as required by insurer. Evening or weekend work may be required.

Suggestions for improving our job descriptions, job practices or employment procedures are always welcome. If you have any concerns about your job description or you have proposed changes to your job description content, please talk to your supervisor or the Executive Director.

The Organization complies with the ADA, FEHA and any other equivalent local, state or federal laws, ordinances or regulations.

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Date Approved: April 12, 2016



CASA of Ventura County, Inc.

Job Description

TITLE: Data Analyst - Program Support

REPORTS TO: Executive Director

POSITION PURPOSE:

This position is responsible for data management, including confidential information about staff, volunteers and children's cases, general office and administrative support, maintenance of office systems, and assistance with other projects required for CASA program operations.

PRINCIPAL DUTIES:

Include, but are not limited to the following:

1. Responsible for collecting and maintaining accurate data for entry into CASA's database (Tracker) of all Volunteer Advocate and case activities.
2. Conduct thorough background checks on all applicants to the CASA program in accordance with the CASA of Ventura County Program Manual, and rules and regulations of National and State CASA, the Judicial Council of California and California and Ventura Rule of Court.
3. Monitor volunteer compliance with program requirements, including current insurance records, criminal records, driving records, compliance with Continuing Education requirements.
4. Act as Custodian of Records and maintain the confidentiality of all information received from various federal, state and local sources about staff, volunteers, Appointees, and other program participants.
5. Schedule interviews for program applicants.
6. Maintain paper and electronic records of all documents related to volunteer Advocates, Appointees and their cases including communications with Training Coordinator for file completion before swearing in.
7. Develop and implement forms, procedures and systems for office quality assurance and productivity.
8. Provide technical assistance including computer back-up and general office support.
9. Prepare reports and provide administrative support to the Executive Director and Director of Development, as requested.
10. Participate in program special events and activities, as requested.
11. Maintain effective working relationships with staff, volunteers and community partners and attend internal and external meetings, as requested.
12. Handle inquiries and new volunteer applications.
13. Perform in compliance with strategic goals and objectives established by the Board of Directors and Executive Director.
14. As an employee of the Organization, you will be expected to abide by the directives of your supervisor(s) as well as the rules and policies established by the Organization. These rules and policies may be modified from time to time at the sole discretion of the Organization.

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CASA of Ventura County, Inc.

Job Description

EXPERIENCE:

Knowledge of:

- Current office operations and equipment.
- Software and data systems.
- The CASA program.

Ability to:

- Communicate clearly orally and in writing
- Interact in a cordial and professional manner with program participants and community partners
- Work with web-based and computer applications
- Maintain accurate records and attend to detail

Required Skills:

- Strong computer skills with proficiency in Excel, Word, Power Point, Publisher and Microsoft Outlook.
- Must be proficient in the use of office equipment.
- Organizational skills must be excellent

EDUCATION:

Minimum qualifications include an Associate Degree. Three years of paid, professional work experience in an administrative assistant capacity is preferable. A relevant combination of work experience and education may be acceptable to fulfill the minimum requirements. Completion of CASA Volunteer Training within three months of hire is required.

REQUIREMENTS:

Successful criminal clearance, live scan/FBI/CAI, proof of valid CA driver's license, reliable transportation, automobile insurance and maintenance of an acceptable driving record as required by our insurer. Position requires flexibility of schedule. Evening or weekend work may be required.

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Date Approved: April 12, 2016



CASA of Ventura County Job Description

TITLE: Executive Director

REPORTS TO: Board Chair

POSITION PURPOSE:

The Executive Director (ED) serves as the leader and primary spokesperson for the organization. The position identifies and pursues strategic opportunities to increase the profile of CASA among current and potential funders and partners (corporations and grant entities) and policy makers. The ED monitors fiscal processes, resource development and grants administration, and facilitates opportunities for program growth and development. The ED directs and supervises all staff and Peer Coordinators, monitors and evaluates the agency program results for compliance with national and CalCASA standards, and provides technical assistance to the Board of Directors in fulfilling its governance function.

PRINCIPAL DUTIES:

1. Develops and implements strategic plans, including the definition of strategic and financial objectives, resource requirements, periods and implementation in collaboration with the Board of Directors. Initiates, analyzes, and implements action plans to achieve defined objectives responsible for ensuring compliance with regulatory requirements, including fiscal controls, board of directors insurance, officer liability and business coverage.
2. Monitors and evaluates the performance of the agency and its programs against established strategic goals and objectives, reviews results with staff, and takes appropriate action as necessary. Develops organizational policies for approval by Board of Directors.
3. Provides oversight and direction for the stewardship of the organization finances. The ED will ensure the financial integrity of CASA, directing all accounting and auditing activities. The ED ensures compliance with all applicable laws.
4. Ensures the development of an effective team, with provision for succession and cross training. Maintains a climate that attracts, motivates, and retains quality professionals and volunteers.
5. With the Board Chair develops agendas for meetings, makes recommendations for the composition of the Board and its committees, and facilitates the best thinking and involvement of each Board member. The ED informs the Board and the Chair on the condition of the organization and all factors influencing it.

6. With the Board, actively cultivates new relationships with political leaders, corporate executives and other funding sources to meet CASA's revenue and program goals, and builds and monitors an individual and planned giving program
7. As an employee of the Organization, you will be expected to abide by the directives of your supervisor(s) as well as the rules and policies established by the Organization. These rules and policies may be modified from time to time at the sole discretion of the Organization.

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EDUCATION:

Advanced Degree or equivalent education and experience.

EXPERIENCE:

A MINIMUM OF 5+ years of supervisory experience is required at an advocacy organization or non-profit (included in total).

The ideal candidate has broad, deep experience in running an organization, meeting budget goals and creating innovative programmatic initiatives, and major giving programs. Previous experience working with volunteers and excellent writing and public speaking skills are expected.

REQUIREMENTS:

Successful criminal clearance, live scan/FBI/CAI, proof of valid California driver's license, reliable transportation, automobile insurance and maintenance of an acceptable driving record as required by CASA's insurer. Evening or weekend work may be required.

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Date Approved: April 12, 2016



CASA of Ventura County, Inc. Job Description

TITLE: Program Manager

REPORTS TO: Executive Director

POSITION PURPOSE:

This position is responsible for the implementation of the program guidelines and overall supervision and management of all Advocate and Appointee cases.

PRINCIPAL DUTIES:

1. Supervise CASA Advocate interactions with their appointees in accordance with established policies and programs of National CASA, Cal CASA, the State of California Administrative Office of the Court and the Superior Court of Ventura County.
2. Provide supervision, consultation, problem solving, feedback, guidance, motivation, training and mentoring to all Case Supervisors and Peer Coordinators.
3. Serve as liaison with staff of Human Services Agency, Juvenile Dependency Court, county counsel, children's and parent's attorneys, caregiver organizations and others stakeholders on issues pertinent to assigned cases.
4. Collaborate with program staff to ensure comprehensive training and support for Advocates.
5. Implement and evaluate program processes and procedures.
6. Ensure that case files are maintained and information disseminated in accordance with accepted protocols.
7. Ensure maintenance of accurate record keeping, clear lines of communication, and ongoing program evaluation.
8. Manage Case Supervisors and Peer Coordinators to ensure maintenance of regular contact with Advocates, following of program guidelines and submission required monthly reports and court reports in a timely manner.
9. Address and resolve concerns related to Advocate non-compliance with program guidelines.
10. Evaluate files and court reports; coordinate Advocate assignments and case reviews; focus on Advocate retention
11. Review all Advocate court reports and assume responsibility for accuracy and distribution.
12. Oversee Advocate compliance regarding completion of continuing education hours
13. Conduct annual performance reviews for Case Supervisors and Peer coordinators.
14. Participate in staff meetings and other meetings as requested by Executive Director.
15. Assist with organization of trainings, orientations and events for current and prospective CASAs.
16. Provide program data and feedback to Executive Director for periodic broadcasts, newsletters and preparation of public relations materials.
17. Participate in community outreach presentations and activities as needed.
18. Provide or arrange for support to Advocates at court hearings.
19. Directly supervise Advocates as needed.
20. Conduct potential Advocate interviews as needed.



CASA of Ventura County, Inc. Job Description

21. Perform in compliance with strategic goals and objectives established by the Board of Directors and Executive Director.
22. As an employee of the Organization, you will be expected to abide by the directives of your supervisor(s) as well as the rules and policies established by the Organization. These rules and policies may be modified from time to time at the sole discretion of the Organization.

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EXPERIENCE:

Knowledge and Skills:

- Knowledge and experience in child abuse and neglect and juvenile dependency is desirable.
- Clinical knowledge and supervisor skills in the following areas: family systems, child development, system of care, grief and loss and permanency.
- Superior interpersonal skills-interface with the public, volunteers and system partners in a professional and responsive matter, function as a team leader, promote positive conflict resolution, and develop strong working partnerships.
- Technical skills including project management, organization, writing skills and data analysis.

Ability to:

- Plan, manage, supervise and coordinate a variety of administrative support and program functions.
- Manage, supervise, motivate and retain staff, Peer Coordinators and Advocates.
- Take initiative, be reliable and follow directions.
- Exercise exceptional judgment and tact.
- Effectively and professionally communicate in writing and in person.

EDUCATION:

Minimum qualifications include a Masters degree in Behavioral Sciences, Social Work, Public Health or related field. Five years of paid, professional work experience in a related field is preferable, including experience in managing volunteers. A relevant combination of work experience and education may be acceptable prerequisites for satisfying the education and work experience requirements. Completion of CASA Volunteer Training within three months of hire and annual continuing education is required.

REQUIREMENTS:

Successful criminal clearance, live scan/FBI/CAI, proof of valid CA driver's license, reliable transportation, automobile insurance and maintenance of an acceptable driving record as required by insurer. Evening or weekend work may be required.



CASA of Ventura County, Inc. Job Description

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Date Approved: April 12, 2016



CASA of Ventura County, Inc.

Job Description

TITLE: Training Coordinator

REPORTS TO: Executive Director

POSITION PURPOSE:

This position is responsible for developing and leading Initial Trainings, Continuing Education, special trainings and Information Sessions in accordance with standards established by National CASA, State CASA, CASA of Ventura County and the Judicial Council of California, to educate and prepare CASA volunteers for their advocacy responsibilities.

PRINCIPAL DUTIES:

1. Plan, organize and present the strategically planned number of initial trainings per year, and special trainings, as needed, for CASA volunteers.
2. Plan, organize and present at least one Continuing Education training each month.
3. Plan, organize and present at least eight monthly Information Sessions per year for program applicants.
4. Participate in interviews of program applicants.
5. Remain current on issues affecting the child dependency system including trainings offered by CalCASA, National CASA and other Non-Profits.
6. Organize swearing-in ceremonies for new Advocates.
7. As requested:
 - a. Assist in the creation and maintenance of case files, distribution of case documents, inputting information into the "Tracker" database, and maintenance of case management office procedures. Assist with the creation of statistical and narrative reports as a backup when needed.
 - b. Assist with organization of orientations, special events and community outreach for current and prospective CASAs and their appointees as a backup when needed.
 - c. Provide general office support as a backup when needed.
8. Maintain professional working relationships with staff in the Human Services Agency, with the Juvenile Dependency Court, County Counsel, children's and parent's attorneys, and other community partners.
9. Participate in staff meetings and other meetings as determined by Executive Director.
10. Perform in compliance with strategic goals and objectives established by the Board of Directors and Executive Director.
11. As an employee of the Organization, you will be expected to abide by the directives of your supervisor(s) as well as the rules and policies established by the Organization. These rules and policies may be modified from time to time at the sole discretion of the Organization.

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CASA of Ventura County, Inc.

Job Description

EXPERIENCE:

Knowledge of:

- Knowledge and experience in child abuse and neglect, juvenile dependency and knowledge of CASA is desirable.

Ability to:

- Deliver clear, relevant and compelling trainings
- Plan, manage, supervise and coordinate a variety of administrative support and program functions
- Take initiative, be reliable and follow directions
- Exercise exceptional judgment and tact

Required Skills:

- Computer literacy with MSWord, Excel, Outlook and the Internet
- Organizational management
- Excellent writing skills are required
- Ability to supervise, and motivate volunteers

EDUCATION:

Minimum qualifications include a Bachelor's degree in Behavioral Sciences, Social Work, Public Health, Communications, Training or related field. Three years of paid, professional work experience in a related field is preferable. A relevant combination of work experience and education may be acceptable in fulfillment of the minimum requirements of education and work experience. Completion of CASA Volunteer Training within three months of hire and annual continuing education is required.

REQUIREMENTS:

Successful criminal clearance, live scan/FBI/CAI, proof of valid CA driver's license, reliable transportation, automobile insurance and maintenance of an acceptable driving record as required by our insurer. Evening or weekend work may be required.

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Date Approved: April 12, 2016



Coalition for Family Harmony

Building Stronger Families

LGBTQ Program Coordinator

Job Description

Reports to: Executive Director

Job Summary

The program coordinator is a full time (100% dedicated to the program) position that is responsible for the day-to-day activity of the program which includes attending all task force and education and outreach events, recording of statistics and quarterly reports, building relationships with community partners, managing staff, and developing program needs over the two year period. The program coordinator reports to the Executive Director on a regular basis to ensure program success.

Job Duties

- Manages the administration and programmatic components of the LGBTQ Program
- Supervises program staff; ensures optimal execution of all projects; resolves individual and/or common problems/conflicts with departmental staff
- Works collaboratively with community partners, schools, and other governmental agencies, monitors service satisfaction and resolves corresponding programmatic concerns
- Works with program team to provide effective education on LGBTQ current issues and needs to the public and community partners
- Monitors program structure and effectiveness; works collaboratively with management team
- Supervises and monitors the collection and entry of all departmental data; ensures client files, documentation/forms, and other administrative paperwork
- Reviews grant objectives regularly; ensures program compliance and quality assurance; provides appropriate reports/information to Executive Director, Accounting Department, and grants coordinator as needed.

- Demonstrates proper standards of confidentiality according to HIPPA
- Works collaboratively with the Human Resources Supervisor to provide personnel management including selection, supervision, training, evaluations, and discipline.
- Organizes and facilitates mandated trainings
- Prepares and submits monthly reports to Executive Director

Qualifications

- Must have two years experience as a coordinator and experience working with LGBTQ victims of sexual assault/and or domestic violence
- Bachelors Degree required, Masters a plus
- Knowledge of cultural competency, especially relating to the LGBTQ community
- Bilingual a plus
- Must have a working knowledge of the effects of domestic violence and sexual assault on LGBTQ victims, their families, and the community at large
- Must be able to quickly assess a situation and act appropriately
- Must be task and detail oriented
- Strong commitment to the mission and values of the organization
- Demonstrated problem-solving/analytical skills
- Excellent oral and written communication skills
- Well organized
- Excellent computer skills
- Ability to work independently and as a team
- Must be able to interact appropriately with private, corporate, and public agencies
- Must exhibit sound judgment and professionalism
- Must pass extensive background check including fingerprinting
- Must be able to work with and respect people from diverse ethnic, cultural, religious, socioeconomic, sexual preference and political backgrounds



Coalition for Family Harmony

Building Stronger Families

MFT Intern Therapists

Job Description

Reports to: LGBTQ Program Coordinator

Two positions available

Job Summary

The Marriage and Family Therapist Interns are responsible for the clinical portion of the program through crisis, short term, and long term therapy which includes individual, group and couples counseling. The Interns will also attend outreach events and provide trainings.

Job Duties

- Provide clinical support in the form of individual and group counseling to LGBTQ victims of domestic violence (DV) and sexual assault (SA)
- Provide outreach and education at events
- Works with team to collaborate with community partners.
- Educates public, schools/Universities and other agencies on services for LGBTQ victims of DV and SA
- Keeps required documentation to effectively treat patients
- Demonstrates proper standards of confidentiality according to HIPPA
- Receives required supervision by Licensed Clinical Supervisor according to the California Marriage and Family Therapists Association and institutional standards

Qualifications

- Masters in Marriage and Family Therapy from an accredited Institution
- MFT Intern Registration Status
- Bilingual a plus

- Must have a working knowledge of the effects of domestic violence and sexual assault on victims, their families, and the community at large specifically with the LGBTQ population
- Excellent cultural competency skills
- Must be able to quickly assess a situation and act appropriately
- Must be task and detail oriented
- Strong commitment to the mission and values of the organization
- Demonstrated problem-solving/analytical skills
- Excellent oral and written communication skills
- Well organized
- Excellent computer skills
- Ability to work independently and as a team
- Must exhibit sound judgment and professionalism
- Must pass extensive background check including fingerprinting
- Must be able to work with and respect people from diverse ethnic, cultural, religious, socioeconomic, sexual preference and political backgrounds



September 1, 2016

Michael R. Jump, Director, Victim Services & Community Outreach
Ventura County
800 South Victoria Avenue
Ventura, CA 93009

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
County Victim Services Program
Subaward #: XC16 01 0560, Cal OES ID: 111-00000

Dear Mr. Jump:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$793,763, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

61

(Cal OES Use Only)			
Cal OES#	111-00000-00	FIPS#	111-00000
VS #		Subaward #	XC16 010560

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

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

1. Subrecipient: County of Ventura 1a. DUNS#: 066691122
2. Implementing Agency: District Attorney 2a. DUNS#: 066691122
3. Implementing Agency Address: 800 S. Victoria Avenue Ventura 93009-0001
Street City Zip+4
4. Location of Project: Ventura Ventura 93009-0001
City County Zip+4
5. Disaster/Program Title: County Victim Services XC Program 6. Performance Period: 7-1-16 to 6-30-18
7. Indirect Cost Rate: ☒ N/A; ☒ 40% de minimis; ☐ Federally Approved ICR _____ %

2015

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
Select	8. VOCA		\$ 793,763		\$ 198,441		\$ 198,441	\$ 992,204
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 793,763	\$ 793,763	\$ 198,441	\$ 0	\$ 198,441	12. G Total Project Cost: \$ 992,204

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

14. Official Authorized to Sign for Subrecipient: 15. Federal Employer ID Number: 956000944
Name: GREGORY D. TOTTEN Title: District Attorney
Telephone: (805) 654-2500 FAX: (805) 654-3046 Email: greg.totten@ventura.org
(area code) (area code)
Payment Mailing Address: 800 South Victoria Avenue City: Ventura Zip+4: 93009-0001
Signature: [Signature] Date: 5/23/16
(FOR Cal OES USE ONLY)

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

Maury Rucker 8/31/16 Sara Stillwell 8/31/16
Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2016-17 / Chapter: 23/ PCA No: 18405
Item: 0690-102-0890 Component: 40.20.451
FAIN #: 2015-VA-GX-0058 CFDA#: 16.575
Federal Award Dates: 10/01/14-09/30/18
Fund: Federal Trust
Program: County Victim Services Program
Match Req.: 20%, C/IK based on TPC
Project No.: 15VOCA Amount: \$ 793,763

ML# 619453

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 phone • (916) 845-8511 fax

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2015	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$232,722,931	\$223,414,013
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

3. Project Description Section:

- Project Acronym (Please choose from drop down):
County Victim Services Program (XC)
- Project Description (Please type the Project Description):

Provides one-time federal VOCA funding to each of California's 58 counties and the City of Los Angeles to help fill self-identified victim services gaps/needs.

4. Research & Development Section:

- Is this Subaward a Research & Development grant? Yes ☐ No ☒



YOUR ATTENTION IS DRAWN TO THE CONDITION(S) PLACED ON THIS DOCUMENT

EEOP Grant Award Condition

Grant Award XC16010560 is hereby approved with the following conditions:

One of the following must be submitted within 60 days of the Executive Director's signature on the Grant Award Face Sheet to the Governor's Office of Emergency Services, EEO Office.

- 1) A copy of a current Equal Employment Opportunity Plan (EEOP) and a Letter of Compliance from the Office for Civil Rights (OCR), U.S. Department of Justice; or
- 2) A copy of the Certification Form with section A completed if you are filing an exemption

Please send either the EEOP and Letter of Compliance or Certification Form by mail or email to the following:

Governor's Office of Emergency Services
Attn: EEO Office
3650 Schriever Avenue
Mather, CA 95655

Email: granteecompliance@caloes.ca.gov

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

For instructions on complying with the EEOP requirement, please visit the website at:
<http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

SPECIAL CONDITION

Grant Subaward No: XC16 010566 is hereby approved with the following condition:

- The 2015 VOCA funds in the amount of \$ 793,763 must be expended by June 30, 2018 and the final 2-201 must be submitted by August 31, 2018. This reduces the liquidation period to 60 days.

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

PROJECT CONTACT INFORMATION

Subrecipient: County of Ventura

Subaward #: XC 16 01 0560 ENV

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: Director, Victim Services & Community Outreach

Telephone #: (805) 654-2331 Fax#: (805) 654-3046 Email Address: michael.jump@ventura.org

Address/City/Zip: 800 South Victoria Avenue, Ventura, CA 93009

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

Name: Stuart 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

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

Name: Rachael Watkins Title: Crime Victim's Assistance Unit Supervisor

Telephone #: (805) 654-3081 Fax#: (805) 477-1918 Email Address: rachael.watkins@ventura.org

Address/City/Zip: 800 South Victoria Avenue, Ventura, CA 93009

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

Name: Mayela Ramirez Title: Grants Administrator

Telephone #: (805) 477-1676 Fax#: (805) 477-1670 Email Address: mayela.ramirez@ventura.org

Address/City/Zip: 800 South Victoria Avenue, Ventura, CA 93009

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

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

Name: 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

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

Name: Linda Parks Title: Chair, Ventura County Board of Supervisors

Telephone #: (805) 214-2510 Fax#: (805) 480-0585 Email Address: linda.parks@ventura.org

Address/City/Zip: 625 West Hillcrest Drive Thousand Oaks, CA 91360

SIGNATURE AUTHORIZATION

Subaward #:

XC 16 01 0560 ^(FVA)

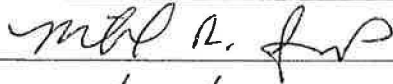
Subrecipient: County of Ventura

Implementing Agency: District Attorney

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

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

Signature:

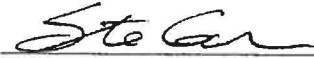


Date:

5/20/16

***Financial Officer:** Stuart Gardner

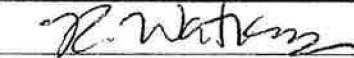
Signature:



Date:

5/20/16

The following persons are authorized to sign for the
Project Director



Signature

Rachael Watkins

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

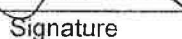
The following persons are authorized to sign for the
Financial Officer



Signature

Ernestine Cook

Print Name



Signature

Mayela Ramirez

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

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

I, Gregory D. Totten hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of Ventura

IMPLEMENTING AGENCY: District Attorney

PROJECT TITLE: County Victim Services XC 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 by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **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: W. Charles Hughes

Title: Chief Deputy District Attorney

Address: 800 S. Victoria Avenue, Ventura, CA 93009

Phone: (805) 654-2532

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

VIII. Civil Rights Compliance

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


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


- **Computer Network Requirement:** The recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- **Prohibit use of funds for ACORN and its subsidiaries:** Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- **Text Messaging Policy:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- **Nondiscrimination in programs involving students:** The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
- **Registration with the System for Award Management and Universal Identifier Requirements:** The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural

person (i.e., unrelated to any business or nonprofit organization that he or she may own or operate in his or her name).

- **VA OCFO Access:** The Grantee authorizes 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. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.
- **Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct:** The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under 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 involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct 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; email: oig.hotline@usdoj.gov; hotline: (contact information in English and Spanish): 800-869-4499; or hotline fax: 202-616-9881. Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

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 Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.	
Authorized Official's Signature:	
Authorized Official's Typed Name:	Gregory D. Totten
Authorized Official's Title:	District Attorney
Date Executed:	6/15/16
Federal Employer ID #:	95 6000944
Federal DUNS #	066691122
Current Central Contractor Registration Expiration Date:	6/30/2016 07/02/2016 ²⁰ 8/2/17 JF
Executed in the City/County of:	Ventura

AUTHORIZED BY: (not applicable to State agencies)	
<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	
Typed Name:	Catherine Rodriguez
Title:	Chief Financial Officer

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #: XC16010560	
A. Personal Services – Salaries/Employee Benefits	VOCA 15	VOCA 15 MATCH		COST
DISTRICT ATTORNEY'S CRIME VICTIM'S ASST. UNIT				\$0
1 Victim Advocate III Salary \$55,716.5 - 1.0 FTE				\$0
\$4,642.96 x 24 months = \$111,431	\$111,431			\$111,431
Benefits = \$52,469	\$52,469			\$52,469
Retirement - \$993.66 x 24 months = \$23,848				\$0
OASDI - \$297.50 x 24 months = \$7,140				\$0
FICA - \$69.66 x 24 months = \$1,672				\$0
Medical - \$644 x 24 months = \$15,456				\$0
Unemp. Insurance - \$6 x 24 months = \$144				\$0
Workers' Comp - \$89.66 x 24 months = \$2,152				\$0
401K - \$85.67 x 24 months = \$2,056				\$0
1 Administrative Assistant I-NE \$58,276 - 1 FTE				\$0
\$4,856 x 24 months = \$116,551	\$116,551			\$116,551
Benefits = \$57,312	\$57,312			\$57,312
Retirement - \$1,122 x 24 months = \$26,928				\$0
OASDI - \$329 x 24 months = \$7,896				\$0
FICA - \$77 x 24 months = \$1,848				\$0
Medical - \$644 x 24 months = \$15,456				\$0
Unemp. Insurance - \$5 x 24 months = \$120				\$0
Work Comp - \$118 x 24 months = \$2,832				\$0
401K - \$93 x 24 months = \$2,232				\$0
MATCH				\$0
1 Administrative Assistant III \$72,840 - .38 FTE				\$0
\$6,070 x 24 months x .38 = \$55,358		\$55,358		\$55,358
Benefits = \$28,247		\$28,247		\$28,247
Supplemental/COLA - \$382 x 24 x .38 = \$3,483				\$0
Retirement - \$1,337 x 24 months x .38 = \$12,193				\$0
OASDI - \$400 x 24 months x .38 = \$3,648				\$0
FICA - \$94 x 24 months x .38 = \$857				\$0
Medical - \$644 x 24 months x .38 = \$5,873				\$0
Unemp. Insurance - \$6 x 24 months x .38 = \$54				\$0
Work Comp - \$41 x 24 months x .38 = \$1,285				\$0
401K - \$113 x 24 months x .38 = \$1,030				\$0
Personal Section Totals	\$337,763	\$83,605	\$0	\$421,368
PERSONAL SECTION TOTAL				\$421,368

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:XC16010560	
	VOCA 15	VOCA 15 MATCH		COST
B. Operating Expenses				
INTERFACE CHILDREN & FAMILY SERVICES				\$0
.06 FTE Director of Family Violence Intervention Services Provides oversight and support to the XC Project within the Family Violence Intervention Services Department. \$35.88 per hour x 128.14 hours= \$4,598 x 2 years	\$8,422	\$774		\$9,196
				\$0
				\$0
1 FTE HT Services Coordinator Provides support for HT clients and coordinates services across systems. \$20 per hour x 2080 hours= \$41,600 x 2 years	\$83,200			\$83,200
				\$0
				\$0
.12 Office Assistant II Provides support to HT Services Coordinator and FVIS Director by ensuring forms, brochures, letters, MOUs, stats and progress reports are submitted and updated. \$15.23 per hour x 260 hours= \$3,960 x 2 years	\$7,254	\$666		\$7,920
				\$0
				\$0
.05 Client Database Coordinator Provides agency TIER and electronic healthcare record. Continuous maintenance to meet contract reporting requirements and data tracking. \$23 per hour x 104 hours= \$2,392 x 2 years	\$4,382	\$402		\$4,784
				\$0
				\$0
.18 FTE On Call Crisis Responders Responds to all after hours human trafficking related hotline calls. \$15 per hour x 375 hours= \$5,625 x 2 years	\$10,302	\$948		\$11,250
				\$0
				\$0
Volunteers Volunteer interns will be utilized to assist with coordinating services, participate with task force activities, provide community outreach, training, and capacity building through the local HT Coalition. 1124.5 hours x \$21/hr		\$23,614		\$23,614
				\$0
				\$0
Fringe Benefits Rounded to 22% for full time and 11% for part time FICA: 7.65% x \$56,780= \$4,344 SUI: 42% x \$56,780= \$238 WC: 1% x \$56,780= \$568 Health benefits: 13% x \$51,627= \$6,712 Medicare: 1.45% x \$56,780= \$823	\$23,442	\$1,928		\$25,370
				\$0
				\$0
10% Indirect Cost 9.51% \$184,404 x 10% = 10% de minimus rate x \$148,918 (MTDC) + \$14,891 Only requesting 9.51% of \$148,918 = \$14,172 Includes costs not yet readily identified with this project but incurred for the joint benefit of all agency projects and activities. 9.51% of Direct Expenses includes the Executive Director and Administration personnel salaries and fringe benefits. It also includes Occupancy and other expenses related to the Administration function.		\$14,172		\$14,172
				\$0
				\$0
Rent Shared cost of office space for 1.41 FTE project staff \$360,000/130FTEs x 1.41 FTE= \$3,905 x 2 years	\$7,094	\$716		\$7,810
				\$0
				\$0
Telecommunications Project costs for use of phones, electronic devices and internet access for 1.41 FTE project staff. \$78,000/100 FTEs x 1.41 FTE= \$1,099 x 2 years	\$1,996	\$202		\$2,198
				\$0
				\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:XC16010560	
B. Operating Expenses	VOCA 15	VOCA 15 MATCH		COST
Small Equipment	\$4,542	\$458		\$5,000
Cost to purchase (1) laptop computer with software for training presentations and outreach events; and (2) desktop computers with software to be utilized by the HT Services Coordinator, Crisis Responders and volunteers: 2 @ \$1,800= \$3,600 plus 1@ \$1,400= \$5,000				\$0
				\$0
IT Support	\$1,972	\$198		\$2,170
Cost of IT computer and phone support for 1.41 FTE Project staff. \$100,000/130 FTEs x 1.41 FTE= \$1,085 x 2 years				\$0
				\$0
Office Supplies	\$1,182	\$120		\$1,302
Shared cost of office supplies such as paper, pens, folders, etc., for 1.41 FTE project staff. \$60,000/130 FTEs x 1.41= \$651 x 2 years				\$0
				\$0
Lease Expense	\$992	\$92		\$1,084
Lease and maintenance cost for computers, copiers and postage meter for 1.41 FTE project staff. \$50,000/130 FTEs x 1.41 FTE= \$542 x 2 years				\$0
				\$0
Repairs and Maintenance	\$992	\$92		\$1,084
Shared cost of office building maintenance and repairs. \$50,000/130 FTEs x 1.41 FTE= \$542 x 2 years				\$0
				\$0
Printing and Postage	\$992	\$92		\$1,084
Shared cost for printing and postage expense. \$50,000/130 FTEs x 1.41 FTE= \$542 x 2 years				\$0
				\$0
Training	\$9,410	\$590		\$10,000
Cost of coordinating with Forever Found to host 2 HT Case Worker 40 hour trainings sessions for project staff, volunteers and HT partners. Pursuant to Evidence Code 1038.2. 2@ \$5,000 each= \$10,000				\$0
				\$0
Tier Database Licences	\$1,758	\$162		\$1,920
Shared cost of client database monthly license fee. \$80 per month x 12 months= \$960 x 2 years				\$0
				\$0
Marketing and Outreach	\$4,540	\$252		\$4,792
Production and printing cost for promotional and awareness materials such as brochures, hotline cards, etc., for countywide distribution. \$199.67/month x 24 months= \$4,792				\$0
				\$0
Client Assistance	\$4,334			\$4,334
Funds to purchase hotel vouchers, bus passes, train tickets, food, clothing, disposable phones, etc. as needed for victims of HT.				\$0
				\$0
Insurance	\$932	\$86		\$1,018
Commensurate share of agency insurance premiums: General liability, non-owned auto, fiduciary and other a \$47,000/ 130 x 1.41 FTE= \$509 x 2 years				\$0
				\$0
Audit	\$456	\$42		\$498
Annual audit meets single audit requirement. \$23,000/ 130 FTEs x 1.41 FTE= \$249 x 2 years				\$0
				\$0

148,919

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:XC16010560	
B. Operating Expenses	VOCA 15	VOCA 15 MATCH		COST
Mileage Cost of mileage for project funded staff and volunteers to transport clients, attend meetings, outreach events, etc. 7,750 miles x .40/ mile = \$3,100 x 2 years	\$5,806	\$394		\$6,200
				\$0
				\$0
COURT APPOINTED SPECIAL ADVOCATE				\$0
<i>Program Manager .0625 FTE</i> \$20.00 per hour x 1300 hrs/Yr. x 2Yrs = \$52,000 x .20 = Overhead at 18.2% =	\$10,400 \$1,892			\$10,400 \$1,892
				\$0
<i>Case Supervisor .0625 FTE</i> \$18.50 per hour x 1300 hrs/Yr x 2 Yrs = \$48,100 x .20 = \$9,620 Overhead @ 18.2% =	\$9,620 \$1,750			\$9,620 \$1,750
				\$0
<i>Training Coordinator .0625 FTE</i> \$18.00 per hour x 1300 hrs/Yr x 2Yrs = \$46,800 x .20 = Overhead @ 18.2% =	\$9,360 \$1,703			\$9,360 \$1,703
				\$0
<i>Data Analyst-Program Support 0.1 FTE</i> \$17.00 per hr x 2080 hrs/Yr x 2Yrs = \$70,720 x .10 = Benefits @18.2% =	\$7,072 \$1,287			\$7,072 \$1,287
				\$0
<i>Executive Director 0.1 FTE</i> \$48.07 per hr x 2080 hrs/Yr x 2Yrs = \$199,971 x .035 = Overhead @18.2% =	\$7,998 \$1,455			\$7,998 \$1,455
				\$0
Break down of Benefits @18.2%				\$0
FICA/MC- 0.0765 %				\$0
SUI - 0.0350%				\$0
Workers Comp - 0.0156%				\$0
PTO - 0.0433%				\$0
Stipend/ED - 0.0117				\$0
Total = 18.2%				\$0
				\$0
CSEC Training:				\$0
Webinar Dev and on-going availability @ \$145/month x 2 years =	\$3,480			\$3,480
CASA led In-service Training Dev and Presentation @				\$0
5 hours x \$18.00 = \$90 x 2 Tiers x 4 times =	\$720			\$720
CASA In-service - Outside Presenter				\$0
4 hours x \$18.00 = \$72 x 2 Tiers x 4 times =	\$576			\$576
On-going Advocate Training				\$0
225 Advocates x \$2,500/year x 2 x 2.4% =	\$27,000			\$27,000
				\$0
				\$0
Match:				\$0
Volunteer Hours:				\$0
400 hundred hours/year @26.87 x 2 =		\$21,496		\$21,496
Hourly Rate set by Judicial Council of California for CASA Program				\$0
				\$0
Insurance:				\$0
Non-Profit OWN				\$0
D & O				\$0
Property				\$0
Total Insurance = \$6300 x2 x .04 =		\$504		\$504
				\$0
Telecommunications @ 4.0%				\$0
Telephone, internet -\$160/month x 12 = \$1920 /Yr x 2Yrs x .04 =	\$154			\$154
				\$0
				\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:XC16010560	
B. Operating Expenses	VOCA 15	VOCA 15 MATCH		COST
<i>Facilities & Equipment @4.0</i>				\$0
Rent, Parking & Utilities \$1,800 per month				\$0
Equipment Rental & Maint \$263/month				\$0
Storage \$125/month				\$0
\$2188/month x 12 = 26,256 x 2yrs x .045 =	\$2,363			\$2,363
				\$0
<i>Supplies @ 4.0%</i>				\$0
Office and Training				\$0
\$1500/Yr x 2Yrs x .04 =	\$120			\$120
				\$0
<i>Computer Expense @ 4.0%</i>				\$0
IT support and system maintenance				\$0
\$10,600/Yr x 2 Yrs x .04 =	\$848			\$848
				\$0
<i>Printing & Postage @ 4.0%</i>				\$0
\$2,525/Yr x 2 Yrs x .04 =	\$202			\$202
				\$0
COALITION				\$0
Program Coordinator 1FTE				\$0
\$22/hour x 2080 hours x 2 yrs = \$45,760	\$91,520			\$91,520
Benefits and taxes @ 22% x 2 yrs = \$4,979	\$9,346			\$9,346
10.25% Health and Dental = \$4690				
6.2% Social Security = \$2837				\$0
1.45% Medicare = \$336				
4% CA Unemployment = \$1493				
.1% CA Training Tax = \$45.76				
MFT Intern Therapist .35 FTE				\$0
\$19/hour x 2080 x 35% x 2yrs= \$27,644	\$27,664			\$27,664
Benefits and taxes @ 18% x 2yrs = \$4,979	\$4,979			\$4,979
6.25% Health and Dental = \$1728				
6.2% Social Security = \$1728				\$0
1.45% Medicare = \$400				
4% CA Unemployment Tax = \$1107				
.1% Training Tax = \$27.66				
MFT Intern Therapist .35 FTE				\$0
\$19/hour x 2080 x 35% x 2yrs= \$27,644	\$27,664			\$27,664
Benefits and taxes @ 18% x 2yrs = \$4,979	\$4,979			\$4,979
6.25% Health and Dental = \$1728				\$0
6.2% Social Security = \$1728				
1.45% Medicare = \$400				
4% CA Unemployment Tax = \$1107				
.1% Training Tax = \$27.66				
Volunteers		\$24,700		\$24,700
Task force and crisis support volunteers				\$0
\$19/hour x 1300 hours= \$24,700				\$0
				\$0
Domestic Violence Emergency Shelter		\$21,300		\$21,300
Emergency Shelter for LGBTQ victims of domestic violence and sexual assault \$887.5/ month (35% of fair market rent) x 24 months = \$21,300				\$0
				\$0
Local Travel	5,533			\$5,533
Mileage expense for staff to attend task force meetings, outreach events and meet clients in crisis. 423 miles/month x .54 (mileage rate) x 24 months = \$5,533				\$0
				\$0
				\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE			Subaward #:XC16010560	
B. Operating Expenses	VOCA 15	VOCA 15 MATCH		COST
<i>Materials</i>	12,315			\$12,315
Printing of brochures, office supplies and training materials for extensive education and outreach in the community \$505/month x 24 months				\$0
				\$0
DISTRICT ATTORNEY				\$0
<i>Crime Victim's Assistance Publications</i>				\$0
Printing of Victims' Bill of Rights brochures/Spanish \$418/Yr x 2Yrs		\$836		\$836
Operating Section Totals	\$456,000	\$114,836	\$0	\$570,836
OPERATING SECTION TOTAL				\$570,836

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BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

VSPS Budget Summary Report

XC16 County Victim Services Program

Ventura County

County Victim Services Program

Subaward #: XC16 01 0560

Performance Period: 07/01/16 - 06/30/18

Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	337,763	0	337,763	0	337,763
L	15VOCA	83,605	0	83,605	0	83,605
Total A. Personal Services - Salaries/Employee Benefits:		421,368	0	421,368	0	421,368

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	456,000	0	456,000	0	456,000
L	15VOCA	114,836	0	114,836	0	114,836
Total B. Operating Expenses:		570,836	0	570,836	0	570,836

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	0	0	0	0	0
L	15VOCA	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
198,441	0	198,441	0	198,441
793,763	0	793,763	0	793,763
992,204	0	992,204	0	992,204

Total Local Match:

Total Funded:

Total Project Cost:

F/S/L (Funding Types): F=Federal, S=State, L=Local Match