

March 29, 2022

Michael R. Jump, Chief Deputy District Attorney
Ventura County
800 South Victoria Avenue, Suite 314
Ventura, CA 93009-1

Subject: NOTIFICATION OF APPLICATION APPROVAL
Family Justice Center Program
Subaward #: FJ21 A1 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 \$1,000,000, 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

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(Cal OES Use Only)

Cal OES #	111-00000-22	FIPS #	111-00000	VS#		Subaward #	FJ21 A1 0560
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** Ventura County **1a. DUNS#:** 066691122

2. **Implementing Agency:** Ventura County District Attorney **2a. DUNS#:** 066691122

3. **Implementing Agency Address:** 800 South Victoria Avenue Ventura 93009-2730
(Street) (City) (Zip+4)

4. **Location of Project:** Oxnard Ventura 93030-4907
(City) (County) (Zip+4)

5. **Disaster/Program Title:** FJ - Family Justice Center Program **6. Performance/ Budget Period:** 4/1/2022 to 3/31/2024
(Start Date) (End Date)

7. **Indirect Cost Rate:** 10% de minimis N/A **Federally Approved ICR (if applicable):** %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2021	FJC5	\$1,000,000						\$1,000,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$1,000,000		\$1,000,000				\$1,000,000

FSC


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

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Erik Nasarenko Title: District Attorney

Payment Mailing Address: 800 S. Victoria Avenue L#2730 City: Ventura Zip Code+4: 93009-2730

Signature:  Date: 01-11-22

16. Federal Employer ID Number: 956000944

(FOR Cal OES USE ONLY)

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

DocuSigned by: Mary Rucker 3/21/2022
(Cal OES Director or Designee) (Date)

DocuSigned by: Heather Carlson 3/22/2022
(Cal OES Director or Designee) (Date)

ENY: 2021-22 Chapter: 21

Item: 0690-1014-0001

Fund: General Fund

Program: Family Justice Center Program

Match Req.: None

Project ID: OES21FJC5000000

SC: 2021-14029

SL: 14029

Pgm: 0385

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Received: 01/13/22

ML#748790

Amount: \$ 1,000,000

SPECIAL CONDITION

Grant Subaward No. FJ21 A1 0560 is hereby approved with the following condition:

- Operational Agreements (OAs) must cover the entire grant period and therefore those OAs that expire prior to the end of the Grant Subaward performance period must be renewed as soon as they expire. Renewed OAs must be kept on file at your agency and an updated Operational Agreement Summary Form must be sent to your program specialist upon completion.

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.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Contact Information

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

1. **Grant Subaward Director:**

Name: Michael R. Jump

Title: Chief Deputy District Attorney

Telephone #: 805-654-2331

Email Address: michael.jump@ventura.org

Address/City/ Zip Code (9-digit): 800 S. Victoria Ave., Suite 314, Ventura, CA 93009-0001

2. **Financial Officer:**

Name: Stuart Gardner

Title: Director, Fiscal/Admin/Leg Services

Telephone #: 805-477-1635

Email Address: stuart.gardner@ventura.org

Address/City/ Zip Code (9-digit): 800 S. Victoria Ave. L#2730, Ventura, CA 93009-2730

3. **Programmatic Point of Contact:**

Name: Rachael Watkins

Title: Victim Services Manager

Telephone #: 805-654-3081

Email Address: rachael.watkins@ventura.org

Address/City/ Zip Code (9-digit): 3160 Loma Vista Road, Ventura, CA 93003-2918

4. **Financial Point of Contact:**

Name: Anne Jensen

Title: Program Administrator

Telephone #: 805-477-1676

Email Address: anne.jensen@ventura.org

Address/City/ Zip Code (9-digit): 800 S. Victoria Ave. L#2730, Ventura, CA 93009-2730

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

Name: Erik Nasarenko

Title: District Attorney

Telephone #: 805-654-2500

Email Address: erik.nasarenko@ventura.org

Address/City/ Zip Code (9-digit): 800 S. Victoria Ave., Ventura, CA 93009-0001

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Erik Nasarenko

Title: District Attorney

Telephone #: 805-654-2500

Email Address: erik.nasarenko@ventura.org

Address/City/ Zip Code (9-digit): 800 S. Victoria Ave., Ventura, CA 93009-0001

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

Name: Carmen Ramirez

Title: Chair-Ventura County Board of Supervisors

Telephone #: 805-654-2613

Email Address: Carmen.Ramirez@ventura.org

Address/City/ Zip Code (9-digit): 800 S. Victoria Avenue L#1860, Ventura, CA 93009



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Signature Authorization

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

Implementing Agency: Ventura County District Attorney

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

Grant Subaward Director:

Printed Name: Michael R. Jump

Signature: Michael R Jump

Date: 1/05/2022

Financial Officer:

Printed Name: Stuart Gardner

Signature: Stuart Gardner

Date: 1/7/2022

The following persons are authorized to
sign for the **Grant Subaward Director**:

Signature: Rachael Watkins

Printed Name: Rachael Watkins

Signature: Joyce Donehue

Printed Name: Joyce Donehue

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: Anne C. Jensen

Printed Name: Anne Jensen

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: Ventura County

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	FJ - Family Justice Center Program	FJ21 A1 0560	4/1/22 - 3/31/24
2			
3			
4			
5			
6			

I, Erik Nasarenko (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



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OF EMERGENCY SERVICES

IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION

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

Official Designee's Signature: 

Official Designee's Typed Name: Erik Nasarenko

Official Designee's Title: District Attorney

Date Executed: 1-11-22

AUTHORIZED BY:

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

☐ City Financial Officer

☐ County Financial Officer

☐ City Manager

☒ County Manager

☐ Governing Board Chair

Signature: 

Typed Name: Michael Powers

Title: County Executive Officer

Date Executed: 1/12/22



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: Ventura County		Grant Subaward #: FJ21 A1 0560	
A. Personnel Costs - Line-item description and calculation		Total Amount Allocated	
<p>Administrative Assistant I - 1.0 FTE <i>Provides on-site oversight of Oxnard Family Justice Center Facilities and Operations including supervision of victim advocates and partnering agency staff.</i> Salary = \$65,764.67 x 1.0 FTE = \$65,764.67 \$65,764.67/year x 2 years = \$131,529.34 Benefits @ 58.24% (58.24% of \$65,764.67)= \$38,301.34 \$38,301.34/year x 2 years = \$76,602.68 <i>Benefits include 22.77% health, 11.49% social security, 23.98% retirement</i></p>		<p>\$131,529</p> <p>\$76,603</p>	
<p>Victim Advocate III - 2.0 FTE <i>Provides on-site victim advocacy and restraining order assistance at Oxnard Family Justice Center</i> Salary = \$45,232 x 2.0 FTE = \$90,464 \$90,464/year x 2 years = \$180,928.00 Benefits @ 61.74% (61.74% of \$90,464)= \$55,852.47 \$55,852.47/year x 2 years = \$111,704.94 <i>Benefits include 34.6% health, 9.44% social security, 17.7% retirement</i></p>		<p>\$180,928</p> <p>\$111,705</p>	
PERSONNEL COSTS CATEGOTY TOTAL		\$500,765	

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Grant Subaward Budget Pages
Single Fund Source

Subrecipient: Ventura County		Grant Subaward #: FJ21 A1 0560
B. Operating Costs - Line-item description and calculation		Total Amount Allocated
Furniture and Office Equipment		
Herman Miller Adjustable Height Desk = \$662/unit x 20 units = \$13,240		\$13,240
HON Ignition Desk Chair = \$381/unit x 20 units = \$7,620		\$7,620
Mobile Pedestal File Cabinet = \$189/unit x 40 units = \$7,560		\$7,560
Sit on It Seating Plastic Training Chair = \$148/unit x 40 units = \$5,920		\$5,920
Ergonomic Keyboard Tray = \$166/unit x 20 units = \$3,320		\$3,320
Herman Miller Credenza = \$594/unit x 20 units = \$11,880		\$11,880
National Office Waveworks Training Table = \$685/unit x 20 units = \$13,700		\$13,700
Monitor Arm = \$189/unit x 20 units = \$3,780		\$3,780
Client Room Guest Chair = \$300/unit x 10 units = \$3,000		\$3,000
Client Room Couch = \$1,000/unit x 7 units = \$7,000		\$7,000
Office Furniture: area rugs for client rooms, exam rooms and waiting		\$375
HP Laserjet Pro M404n Printer = \$258/unit x 20 units = \$5,160		\$5,160
iPad Wif-Fi 32GB = \$299/unit x 10 units = \$2,990		\$2,990
iPad Smart Cover = \$39/unit x 10 units = \$390		\$390
APC SurgeArrest Surge Protectors = \$24/unit x 20 units = \$480		\$480
Phones and phone lines for offices and client rooms = \$188/unit x 27 units = \$5,076		\$5,076
Computers		
Dell Latitude 7390 = \$1,183/unit x 14 units = \$16,562		\$16,562
Dell Dock WD15 = \$159/unit x 14 units = \$2,226		\$2,226
Crucial MX500 Solid State Drive 500G = \$68/unit x 14 units = \$952		\$952
HP V270 LED monitor = \$127/unit x 14 units = \$1,778		\$1,778
Logitech Desktop MK120 Keyboard = \$18/unit x 14 units = \$252		\$252
Mixteco Indigena Community Organizing Project (MICOP)		



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: Ventura County		Grant Subaward #: FJ21 A1 0560
B. Operating Costs - Line-item description and calculation		Total Amount Allocated
<p>.5 FTE On-Site Navigator</p> <p><i>Provides on-site translation and navigation assistance to clients of the Oxnard Family Justice Center.</i></p> <p>\$22.00/hr. x 2,080 Hours = \$45,760</p> <p>Benefits at 22% = \$10,067.20 Total: \$55,827.20</p> <p>Lideres Campesinas</p> <p>.5 FTE On-Site Navigator</p> <p><i>Provides on-site translation and navigation assistance to clients of the Oxnard Family Justice Center.</i></p> <p>\$22.00/hr. x 2,080 Hours = \$45,760</p> <p>Benefits at 22% = \$10,067.20 Total: \$55,827.20</p> <p>Ventura County Legal Aid</p> <p>1.0 FTE Civil Attorney</p> <p><i>Provides on-site free civil legal assistance to clients of the Oxnard Family Justice Center</i></p> <p>\$37.50/hr. x 4,160 Hours = \$156,000</p> <p>Benefits at 22% = \$34,320 Total: \$190,320</p> <p>Evaluator</p> <p>Develop and implement a data collection and evaluation plan on delivery of FJC services to underserved persons, culminating in an academic 2 year evaluation report.</p> <p>Facilities: Flooring Replacement</p> <p>Replace flooring in waiting room, lobby, client rooms, hallways and offices</p> <p>Facilities: Painting</p> <p>Repaint interior throughout the building</p>		<p>\$55,827</p> <p>\$55,827</p> <p>\$190,320</p> <p>\$25,000</p> <p>\$39,000</p> <p>\$20,000</p>
OPERATING COSTS CATEGORY TOTAL		\$499,235

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VSPS Budget Summary Report

FJ21 Family Justice Center Program

Ventura County

Family Justice Center Program

Subaward #: FJ21 A1 0560

Performance Period: 04/01/22 - 03/31/24

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>
S	21FJC5	500,765	0	500,765	0	500,765
Total A. Personal Services - Salaries/Employee Benefits:		500,765	0	500,765	0	500,765

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>
S	21FJC5	499,235	0	499,235	0	499,235
Total B. Operating Expenses:		499,235	0	499,235	0	499,235

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>
S	21FJC5	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>
Total Local Match:	0	0	0	0	0
Total Funded:	1,000,000	0	1,000,000	0	1,000,000
Total Project Cost:	1,000,000	0	1,000,000	0	1,000,000

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

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

03/29/22



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Grant Subaward Budget Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

a) Describe how the line items on the Grant Subaward Budget pages support the objectives and activities.

The majority of funds (\$500,765) are under personnel, and will be devoted to meeting the objectives and activities of this grant by providing positions for the Oxnard Family Justice Center that will provide direct services to victims (i.e., 2 Victim Advocates) and an Administrative Assistant that will provide facilities and coordination of on-site partner staff to ensure that clients are served in an integrated and coordinated manner. The second largest cost (\$499,235) under operations, allocates \$301,974 to funds to on-site partnering agencies that will also be providing direct services to clients (i.e., VC Legal Aid, Lideres Campesinas and MICOP). \$116,842 is allocated for purchase of one-time only items for workstations, furniture and business machines necessary for partners to serve clients on-site. The remainder under operations is reserved for facilities preparation and furniture such as couches to ensure a welcoming environment for clients and program evaluation for expertise in the development of the Oxnard Family Justice Center.



Grant Subaward Budget Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

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

A 17,000 sq ft facility will be purchased and upgraded at a cost of \$4 million dollars by the County of Ventura and the City of Oxnard for purposes of this project and donated rent-free to the Oxnard Family Justice Center. Without rent and facilities overhead, these grant funds have been prioritized to maximize the provision of direct services to victims of domestic violence, child abuse, sexual assault, elder abuse, dependent adult abuse and human trafficking. All other administrative costs will be provided by the partners, the VCFJC Foundation and District Attorney's Office as an agency of the County of Ventura.

c) Describe how shared costs are allocated.

The facility is to be purchased and upgraded at the expense of the County of Ventura and the City of Oxnard. The two will provide furnishings, evaluation, and some staffing costs funded in part by this grant, providing cost-free office, counseling and training space for all Oxnard FJC onsite partner staff. Partner staff includes local law enforcement, local rape-crisis, shelter and domestic violence community-based organizations, underrepresented population advocates, civil



Grant Subaward Budget Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

family law attorneys, counselors, therapists and youth programming organizations.

There will be no charge to victims for these services.

d) Describe how Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.

Two bilingual Spanish-speaking Victim Advocates will be on-site providing direct victim advocacy and client navigation services to victims at the Oxnard FJC. This will include: intake, assessment, safety planning, victim compensation application assistance, restraining order assistance and many other referrals as well as Marsy's Rights assistance. The Administrative Assistant will provide on-site supervision of the aforementioned as well as serve as the lead in addressing all facilities and on-site partnering staff concerns.

e) Discuss the necessity for any subcontracts and unusual costs.

The California Family Justice Network is needed to serve as a common resource for the Oxnard FJC to participate in and benefit from best practices among California Family Justice Center in terms of operations, case management, trauma-informed care and principles, hope-centered support services for adult and child survivors, provide training, facilitate information sharing, networking,



Grant Subaward Budget Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

and peer mentoring coordinate the gathering of de-identified, aggregate data from the Oxnard FJC and other California Family Justice Centers.

f) Discuss the need for any mid—year salary range adjustments.

Mid-year salary adjustments have been accounted for or will be absorbed by the respective participating agencies. The proposed budget assumes that the District Attorney's Victim Advocates and Administrative Assistant will be eligible for merit increases on their respective anniversary dates. No other increases are anticipated at this time.



Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: County of Ventura

Plan

1) *Describe the improvements to victim services that will be implemented through the Program.*

Opening on November 12, 2019, 15 agencies began sharing space and offering rotating onsite office hours, making referrals and providing a more integrated network of services coordinated by navigators for victims of child abuse, sexual assault, elder abuse, domestic violence and human trafficking within the Ventura County Family Justice Center, located in the City of Ventura. For the first time, victims began to have access to the services provided by more than 15 onsite agencies. In addition, commitments from an additional off-site agencies and community-based organizations were formed with RAIN Transitional Living Center, Gabriel's House and many others to streamline referrals for temporary housing needs, and with the Ventura County Health Care Agency to provide referrals directly from a network of emergency rooms and trauma centers, and the Ventura County Behavioral Health Agency for counseling and mental health services to adults and children.

While this was a positive step toward providing better access to victims residing throughout Ventura County, the geographic distance of other cities within the County and the FJC in the City of Ventura has been a barrier to



Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: County of Ventura

access for underrepresented victims, particularly farmworkers and indigenous Central and South American populations working in the County's \$2 billion dollar a year agricultural industry.

Locating a Family Justice Center in the City of Oxnard with these grant funds will bring the current FJCs multiple partnerships and services under one roof in Oxnard allowing the large, underserved population of victims residing there unprecedented access to services exponentially multiplying the options that were heretofore theoretically available but not practically accessible at the FJC in the City of Ventura.

2) Describe how the gaps in victim services will be addressed.

Being a young, single, low-income, Hispanic or Latina woman with children needing access to services in a county as geographically large, costly and decentralized as Ventura County presents significant obstacles and challenges for victims in need. Access, therefore, is the greatest gap. Although the current Family Justice Center has a diverse and active community of service providers, these services are located in Ventura making transportation, childcare, housing stability and money to access services extremely difficult particularly for Ventura County's large farmworker and indigenous Central and



Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: County of Ventura

South American population, many of whom reside in and around the City of Oxnard.

Grant funds will be used to establish a more accessible Family Justice Center in the City of Oxnard that will provide victims with face-to-face contact in the form of a bilingual Navigator whose sole purpose is to sit down with victims via walk-in or scheduled appointments and work with them to conduct an assessment and services plan. The Navigator will then provide a warm handoff to onsite service providers to include Ventura County Legal Aid, Lideres Campesinas (a farmworker based nonprofit), MICOP (Mixteco Indigena Organizing Project), Ventura County Farmworker Resources Program and other local rape crisis and community-based nonprofits and local law enforcement.

Secondly, this funding will enable the VCFJC to continue to broaden the number of access points for victims and onsite partners by increasing on-site partner space ten-fold which will create additional access to services, including onsite sexual assault nurse examiners, onsite counseling, youth programming and a host of other valued services that will benefit victims and are presently not located in the City of Oxnard under one roof.



Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: County of Ventura

3) Describe a timeline for implementation of Program activities.

Currently, the County of Ventura and the City of Oxnard are in negotiations to purchase a building in downtown Oxnard for use as the Oxnard Family Justice Center location. Both entities are poised to commit up to \$4 million dollars towards the purchase and capitol repairs. Repairs are anticipated to be completed the facility ready for occupancy by June 2022. Upon acceptance of a formal grant award in April of 2022, the positions of Administrative Assistant I and two Victim Advocate III positions will be opened for recruitment with positions filled by June of 2022. All contracts with subgrantees (i.e., MICOP, Lideres Campesinas, Ventura County Legal Aid and Evaluator will be finalized in May of 2022. Painting, flooring, office furniture and all other office equipment will be installed and ready for opening day by July of 2022. All other on-site partners will have completed premises agreements for tenancy within the Oxnard FJC facility by June of 2022. The Oxnard FJC will be fully operational in July of 2022.

4) Describe the plan for collaborating with service providers.

At present all 35 on-site and off-site partner agencies that currently have operational agreements in place with the Ventura FJC will also have operational agreements for the Oxnard FJC. The protocols and procedures



Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: County of Ventura

manual that has been drafted and fully developed by the Ventura FJC's onsite partners to provide policy and procedural guidance for all staff will serve as the baseline for the Oxnard FJC and adapted to that location's unique features.

Chaired by the VCFJC Victim Services Manager, a Partners Board consisting of onsite staff convenes once monthly to discuss operations within the Ventura FJC. Oxnard FJC staff will also participate in these meetings to address problems, areas of improvement, liaison with their partnering agencies, conduct case reviews, and provide input as to the governance of the Oxnard FJC and areas for improved collaboration. Oxnard FJC partners will also take part in a training series designed to improve understanding regarding each respective partner's roles and mandates.

5) Describe the plan for training core service providers and volunteers.

Training for core service providers at the Oxnard FJC will begin with a series of mock victim scenarios prior to opening to ensure that the protocols and procedures for VCFJC operations are understood by all onsite staff prior to opening the Oxnard FJC. Cross-training will then take place monthly and will feature a different onsite partner and their roles and responsibilities as agents of their respective agencies to all other onsite partner staff and volunteers. In



Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: County of Ventura

addition, onsite staff and volunteers will be presented with a series of continuing education trainings on topics relevant to VCFJC services as well as sessions on coping with vicarious trauma and have access to the on-line California Family Justice Center Network's training module. Depending upon the role the volunteer is providing, they will complete mandatory training of up to 48 hours to prepare them to assist victims with services, including obtaining a restraining order, emergency shelter placement, and court accompaniment.

In addition, all 35+ VCFJC Partners are already encouraged to share training invitations and opportunities with all other VCFJC partnering agencies and interested community stakeholders via posting on VCFJC's monthly e-newsletter. The ability to promote each partnering agency's training opportunities and share external training opportunities with all VCFJC partners will be enhanced further with the launch of the VCFJC website that will contain a page specifically for information, resources, and training opportunities.

6) Describe how services will be sustained after the Program ends.

The Oxnard FJC has agreed to offer onsite partners with rent-free space, basic business supplies, and the use of onsite business tools and equipment,



Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 A1 0560

Subrecipient: County of Ventura

including telephone, copier, fax, computers, workstation, office furniture and internet access. This model has proven to be sustainable as labor costs are not borne by the DAO or any one entity. In addition, VCFJC administrative staffing costs (Director, Client Services Manager, Outreach and Development Manager and Youth Programs Manager) are already borne by the DAO and do not require additional funding through this grant.

Of additional importance, the Ventura County Family Justice Center Foundation, a non-profit 501(c)(3), was formed in February 2018 to develop funding to meet the facilities and attendant business and administrative costs of the VCFJC.

County of Ventura – District Attorney's Office Victim and Community Services Division

December 29, 2021



**VENTURA COUNTY
ELECTORATE**

ERIK NASARENKO
District Attorney

LISA O. LYYTIKAINEN
Chief Assistant DA, EEO Officer

MICHAEL R. JUMP
Chief Deputy DA,
FJC Director & Admin Services

RACHAEL WATKINS
Client Services Manager

JOYCE DONEHUE
FJC Development &
Outreach Manager

VACANT
FJC Youth Programs
Manager

YVONNE PAMPALONE
FJC Data & Operations
Manager

STUART GARDNER
Director of Fiscal, Admin.
& Legislative Svcs

MARIE VILLA
Sr. Program
Administrator

DINA ZUHRIC
Admin Assistant IV

BRENDA MARQUEZ
Admin Assistant III

ERNESTINE COOK
Accounting Manager

GIA BLOLE
HR Director

ANNE JENSEN
Grants & Revenue
Admin Manager

Lisa Wright
Admin Assistant II

J. Brammer
Victim Advocate II

Sandra Avila
Admin Assistant I

Kelly Muklevicz
Admin Assistant I

Jennifer Barbettini
Admin Assistant I

Elizabeth Elizondo
Admin Assistant I

Celia Cardona
Admin Assistant I

Oxnard FJC
Admin Assistant I

M. Campos
Victim Advocate II

A. Fernandez
Victim Advocate II

A. Sosa
Victim Advocate II

K. Llamas
Victim Advocate II

K. King
Victim Advocate II

T. Escamilla
Victim Advocate II

Vacant
Victim Advocate II

Vacant
Victim Advocate II

Vacant
Victim Advocate II

K. Brock
Victim Advocate II

S. Goodin
Victim Advocate II

C. Kearns
Victim Advocate II

P. Martinez
Victim Advocate II

F. Roy
Victim Advocate II

D. Sao
Victim Advocate II

A. Stewart
Victim Advocate II

K. Tyndall
Victim Advocate II

Vacant
Victim Advocate II

D. Melendez
Victim Advocate II

M.A. Villa
Victim Advocate II

G. Solorzano
Victim Advocate II

Vacant
Victim Advocate II

A. Arendano Torres
Victim Advocate II

C. Perdomo
Legal Processing
Assistant II

VCFJC
Victim Advocate III

VCFJC
Legal Processing
Assistant III

Oxnard FJC
Victim Advocate

Oxnard FJC
Victim Advocate

Three positions proposed for new
Family Justice Center site to be
located in the city of Oxnard.

Two positions proposed for Ventura
County Family Justice Center
located in the city of Ventura.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Non-Competitive Procurement Request

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

Total Procurement Amount: \$ 39,000.00 Procurement: Ventura County General Services Agency

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☒ NO ☐

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

Michael R. Jump

Grant Subaward Director Name

Michael R. Jump
Grant Subaward Director Signature

1/05/2021
Date

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

- | | Yes | N/A |
|-------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| • Description of the product of service being procured | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Description of why it is necessary to procure the good or service in a non-competitive manner | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Addresses all elements for one or more of the following | | |
| ➤ The good or services is available only from one source | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ➤ Public exigency or emergency for the required equipment will not permit a delay | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Competition is determined inadequate after solicitation | <input type="checkbox"/> | <input type="checkbox"/> |

☒ Approved ☐ Denied

Elizabeth Wilder
Program Specialist Signature

01/18/2022
Date

☒ Approved ☐ Denied

Cindy Banta
Unit Chief Signature

3/9/22
Date

Request to Waive Bidding Requirements – General Services Agency Floor Replacement

1. Describe the product or service being procured.

This project will replace the flooring in the waiting room, lobby, client rooms, hallways, and offices of the new Oxnard Family Justice Center.

2. Describe why it is necessary to procure the goods or services in a non-competitive manner.

As a department of Ventura County, it is difficult for the District Attorney's Office to deliver a project without utilizing wider Ventura County resources. One resource is the Ventura County General Services Agency (GSA). GSA exists to assist various Ventura County Departments in capital tenant improvement project delivery. There are several ways in which GSA makes the process of completing capital projects easier; one of which is that they use a preapproved list of cost-effective contractors for construction jobs via Job Order Contracts. These contractors have committed to extremely competitive rates in order to be included on the county list. Delivering this project without GSA's help will greatly complicate and delay project delivery for the District Attorney's Office. If the District Attorney's Office collaborates with GSA, we are required to use their preapproved list of vendors.

3. Address one or more of the three following circumstances:

- **The good or service is available only from one source.**

The flooring replacement is located within a Ventura County facility (the Oxnard Family Justice Center). As it is a Ventura County project, it is ideal to follow county protocol and hire a contractor through Ventura County GSA. GSA was created to serve Ventura County departments and has done so for 20+ years. They have six project managers on staff. GSA is the fastest and most cost-effective option for the District Attorney's Office, as they already have a preapproved list of cost-effective Contractors and Consultants for County projects (the vendors agree to competitive rates in order to be included on GSA's list). Contractors under GSA are already proven cost-effective and very competitive and the quality of their work is verified. Additionally, they are well versed in working with Ventura County standards, protocols, and requirements. This makes using GSA's list of contractors cost effective, more reliable in terms of quality, as well as much faster. GSA goes out to formal public bid on five contract (\$1.5 million each) every three years. They select a contractor based on the best cost factor.

- **Public exigency or emergency for the requirement will not permit a delay.**

N/A

- **Competition is deemed inadequate after solicitation.**

N/A



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Non-Competitive Procurement Request

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

Total Procurement Amount: \$ 55,827.00 Procurement: Lideres Campesinas

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☒ NO ☐

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

Michael R. Jump

Grant Subaward Director Name

Michael R. Jump

Grant Subaward Director Signature

1/05/2021

Date

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

- | | Yes | N/A |
|-------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| • Description of the product of service being procured | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Description of why it is necessary to procure the good or service in a non-competitive manner | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Addresses all elements for one or more of the following | | |
| ➤ The good or services is available only from one source | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Public exigency or emergency for the required equipment will not permit a delay | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ➤ Competition is determined inadequate after solicitation | <input type="checkbox"/> | <input type="checkbox"/> |

☒ Approved

☐ Denied

Elizabeth Wilder
Program Specialist Signature

01/18/2022
Date

☒ Approved

☐ Denied

Cindy Berta
Unit Chief Signature

3/9/22
Date

Request to Waive Bidding Requirements – Lideres Campesinas

1. Describe the product or service being procured.

Ventura County would like to contract with Lideres Campesinas. Lideres Campesinas is a community-based organization located in the City of Oxnard that provides advocacy and services to farm working women on the central coast.

2. Describe why it is necessary to procure the good or service in a non-competitive manner.

Lideres Campesinas is local to Oxnard and experienced in serving the women in Oxnard's farm working migrant population. They will provide on-site translation services and navigation assistance to clients who visit the Oxnard Family Justice Center.

3. Address one or more of the three following circumstances:

- **The good or service is available only from one source**
N/A
- **Public exigency or emergency for the requirement will not permit a delay**
Lideres Campesinas already serves clients at the existing Ventura County Family Justice Center. It is essential to keep them in place with existing clients when they are moved to the Oxnard Family Justice Center. Continuity of service provides is essential for those dealing with trauma, such as those who visit a Ventura County Family Justice Center location.
- **Competition is determined inadequate after solicitation**
N/A



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Non-Competitive Procurement Request

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

Total Procurement Amount: \$ 55,827.00 Procurement: Mixteco Indigena Community Organizing Project

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☒ NO ☐

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

Michael R. Jump

Grant Subaward Director Name

Michael R. Jump

Grant Subaward Director Signature

1/05/2021

Date

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

- | | Yes | N/A |
|-------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| • Description of the product of service being procured | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Description of why it is necessary to procure the good or service in a non-competitive manner | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Addresses all elements for one or more of the following | | |
| ➤ The good or services is available only from one source | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ➤ Public exigency or emergency for the required equipment will not permit a delay | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Competition is determined inadequate after solicitation | <input type="checkbox"/> | <input type="checkbox"/> |

☒ Approved

☐ Denied

Elizabeth Wilder
Program Specialist Signature

01/18/2022
Date

☒ Approved

☐ Denied

Cindy Bonta
Unit Chief Signature

3/9/22
Date

Request to Waive Bidding Requirements - MICOP

1. Describe the product or service being procured.

Ventura County would like to contract with the Mixteco Indigena Community Organizing Project (MICOP). MICOP is a community-based organization that serves indigenous migrants from the Mexican states of Oaxaca, Guerrero, and Michoacan. MICOP provides many different services to California's indigenous migrant community; for Ventura County, they will be providing on-site translation and navigation assistance to indigenous, monolingual clients of the Oxnard Family Justice Center.

2. Describe why it is necessary to procure the good or service in a non-competitive manner.

The Ventura County Family Justice Center sees many clients who speak only Mixteco or other pre-Hispanic indigenous languages. Speaking only these languages, which are tonal and over 3,000 years old, can be a barrier to receiving service for clients in need of it. The Oxnard Family Justice Center will need access to a translation service who can both speak Mixteco and understand the unique challenges and language barriers of the indigenous migrant community in Ventura County.

3. Address one or more of the three following circumstances:

- **The good or service is available only from one source**
The District Attorney's Office was not able to find another agency that offered on-site, in person Mixteco translation services in our area.
- **Public exigency or emergency for the requirement will not permit a delay**
N/A
- **Competition is determined inadequate after solicitation**
N/A



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Non-Competitive Procurement Request

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

Total Procurement Amount: \$ 20,000.00 Procurement: Ventura County General Services Agency

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☒ NO ☐

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

Michael R. Jump

Grant Subaward Director Name

Michael R. Jump

Grant Subaward Director Signature

1/25/2021

Date

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

- | | Yes | N/A |
|-------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| • Description of the product of service being procured | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Description of why it is necessary to procure the good or service in a non-competitive manner | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Addresses all elements for one or more of the following | | |
| ➤ The good or services is available only from one source | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ➤ Public exigency or emergency for the required equipment will not permit a delay | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Competition is determined inadequate after solicitation | <input type="checkbox"/> | <input type="checkbox"/> |

☒ Approved

☐ Denied

Elizabeth Wilder
Program Specialist Signature

01/18/2022
Date

☒ Approved

☐ Denied

Cindy Berta
Unit Chief Signature

3/9/22
Date

Request to Waive Bidding Requirements – General Services Agency Painting

1. Describe the product or service being procured.

This project will repaint the interior of the new Oxnard Family Justice Center.

2. Describe why it is necessary to procure the goods or services in a non-competitive manner.

As a department of Ventura County, it is difficult for the District Attorney's Office to deliver a project without utilizing wider Ventura County resources. One resource is the Ventura County General Services Agency (GSA). GSA exists to assist various Ventura County Departments in capital tenant improvement project delivery. There are several ways in which GSA makes the process of completing capital projects easier; one of which is that they use a preapproved list of cost-effective contractors for construction jobs via Job Order Contracts. These contractors have committed to extremely competitive rates in order to be included on the county list. Delivering this project without GSA's help will greatly complicate and delay project delivery for the District Attorney's Office. If the District Attorney's Office collaborates with GSA, we are required to use their preapproved list of vendors.

3. Address one or more of the three following circumstances:

- **The good or service is available only from one source.**

The flooring replacement is located within a Ventura County facility (the Oxnard Family Justice Center). As it is a Ventura County project, it is ideal to follow county protocol and hire a contractor through Ventura County GSA. GSA was created to serve Ventura County departments and has done so for 20+ years. They have six project managers on staff. GSA is the fastest and most cost-effective option for the District Attorney's Office, as they already have a preapproved list of cost-effective Contractors and Consultants for County projects (the vendors agree to competitive rates in order to be included on GSA's list). Contractors under GSA are already proven cost-effective and very competitive and the quality of their work is verified. Additionally, they are well versed in working with Ventura County standards, protocols, and requirements. This makes using GSA's list of contractors cost effective, more reliable in terms of quality, as well as much faster. GSA goes out to formal public bid on five contract (\$1.5 million each) every three years. They select a contractor based on the best cost factor.

- **Public exigency or emergency for the requirement will not permit a delay.**

N/A

- **Competition is deemed inadequate after solicitation.**

N/A



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Non-Competitive Procurement Request

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

Total Procurement Amount: \$ 190,320.00 Procurement: Ventura County Legal Aid

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☒ NO ☐

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

Michael R. Jump

Grant Subaward Director Name

Michael R. Jump

Grant Subaward Director Signature

1/05/2021

Date

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

	Yes	N/A
• Description of the product of service being procured	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Description of why it is necessary to procure the good or service in a non-competitive manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Addresses all elements for one or more of the following		
➤ The good or services is available only from one source	<input type="checkbox"/>	<input type="checkbox"/>
➤ Public exigency or emergency for the required equipment will not permit a delay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
➤ Competition is determined inadequate after solicitation	<input type="checkbox"/>	<input type="checkbox"/>

☒ Approved

☐ Denied

Elizabeth Wilder
Program Specialist Signature

01/18/2022
Date

☒ Approved

☐ Denied

Cindy Berta
Unit Chief Signature

3/9/22
Date

Request to Waive Bidding Requirements – Ventura County Legal Aid

1. Describe the product or service being procured.

Ventura County would like to contract with Ventura County Legal Aid for one full-time civil attorney position. The Attorney would provide on-site, free civil legal assistance to clients of the Oxnard Family Justice Center.

2. Describe why it is necessary to procure the good or service in a non-competitive manner.

Ventura County is already partnering with Ventura County Legal Aid and would like to continue to do so for service continuity to clients. Ventura County Legal Aid does not charge clients a fee and are the only such free legal service in Ventura County that can serve all crime types of the Family Justice Center (i.e., victims of Domestic Violence, Sexual Assault, Child Abuse, Elder Abuse, Human Trafficking and Hate Crimes).

3. Address one or more of the three following circumstances:

- **The good or service is available only from one source**
N/A
- **Public exigency or emergency for the requirement will not permit a delay**
Ventura County Legal Aid already serves clients at the existing Ventura County Family Justice Center. It is essential to keep them in place with existing clients when they are moved to the Oxnard Family Justice Center. Continuity of service provides is essential for those dealing with trauma, such as those who visit a Ventura County Family Justice Center location.
- **Competition is determined inadequate after solicitation**
N/A



Non-Competitive Procurement Request

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

Total Procurement Amount: \$ 25,000.00 Procurement: California Lutheran University

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☒ NO ☐

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

<u>Michael R. Jump</u>	<u>Michael Jump</u>	<u>1-12-22</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

	Yes	N/A
• Description of the product of service being procured	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Description of why it is necessary to procure the good or service in a non-competitive manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Addresses all elements for one or more of the following		
➤ The good or services is available only from one source	<input checked="" type="checkbox"/>	<input type="checkbox"/>
➤ Public exigency or emergency for the required equipment will not permit a delay	<input type="checkbox"/>	<input checked="" type="checkbox"/>
➤ Competition is determined inadequate after solicitation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Elizabeth Wilder</u>	<u>01/18/2022</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Cindy Berta</u>	<u>3/9/22</u>
		Unit Chief Signature	Date

1. Describe the product or service being procured.

Ventura County would like to contract with CLU to develop and implement a data collection and evaluation plan on delivery of Family Justice Center services to underserved persons. The end product will be an academic two-year evaluation report.

2. Describe why it is necessary to procure the good or service in a non-competitive manner.

CLU recently conducted a study of the Family Justice Center Ventura site (funded by a local funding source). During that process, CLU cleared District Attorney Office (DAO) background protocols and already have access to DAO data. Hiring another vendor or university would require additional funds and time to put them through the background process.

3. Address one or more of the three following circumstances:

- **The good or service is available only from one source**
N/A
- **Public exigency or emergency for the requirement will not permit a delay**
As a vendor hired by the DAO for the FJC Oxnard study will have access to data relating to victims of crime, they must be rigorously vetted through an intensive background check process. CLU has already undergone this background process during their study of the Ventura FJC. Additionally, having completed their study CLU is very familiar with the workings of Ventura County's FJCs. Hiring another vendor, putting them through the background process for the Oxnard FJC site, and bringing them up to date on FJC operations would involve significant cost and delay the start of the evaluation period. It is significantly more cost-effective to use a vendor who has already completed and passed the DAO's background check and is verified to be trustworthy in handling our sensitive FJC client data.
- **Competition is determined inadequate after solicitation**
N/A



Operational Agreement Summary

Grant Subaward #: FJ21 A1 0560

Subrecipient: County of Ventura

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. Landon Pediatric Foundation	09/13/2021	09/13/21 to 09/01/22
2. Coalition for Family Harmony	09/10/2021	09/10/21 to 09/01/22
3. Cal State University Channel Islands	09/14/2021	09/14/21 to 09/01/22
4. VC Child Support Services	09/28/2021	09/28/21 to 09/01/22
5. Forever Found	09/10/2021	09/10/21 to 06/01/22
6. Healthcare for Justice	10/08/2021	10/08/21 to 09/01/22
7. Interface Children & Family Services	09/10/2021	09/10/21 to 09/01/22
8. Safe Harbor CAC	09/16/2021	09/16/21 to 09/01/22
9. VC Area Agency on Aging	09/13/2021	09/13/21 to 09/01/22
10. VC Arts Council	09/28/2021	09/28/21 to 09/01/22
11. VC Human Services Agency	09/10/2021	09/10/21 to 09/01/22
12. VC Legal Aid	12/22/2021	12/22/21 to 09/01/22
13. VC Probation Agency	10/05/2021	10/05/21 to 09/01/22
14. Oxnard Police Department	12/17/2020	01/01/21 to 12/31/25
15. Port Hueneme Police Department	12/16/2020	01/01/21 to 12/31/25
16. Ventura County Behavioral Health	11/05/2018	11/01/18 to 01/01/23
17. Ventura Police Department	12/17/2020	01/01/21 to 12/31/25
18. Ventura County Sheriff's Office	12/17/2020	01/01/21 to 12/31/25
19. Simi Valley Police Department	12/17/2020	01/01/21 to 12/31/25
20. Santa Paula Police Department	12/17/2020	01/01/21 to 12/31/25

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

Subrecipient <u>Ventura County</u>	Duns# <u>066691122</u>	FIPS# <u>111-00000</u>
Disaster/Program Title: <u>FJ - Family Justice Center Program</u>		
Performance Period: <u>04/01/20²²</u> to <u>03/31/20²²</u> ^{AG} Subaward Amount Requested: <u>\$ 1,000,000</u>		
Type of Non-Federal Entity (Check Box): <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 3,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

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

Signature: (Authorized Agent)

Date:

Print Name and Title: Erik Nasarenko

Phone Number: 805-654-2500

Cal OES Staff Only: SUBAWARD # FJ21A10560



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Service Area Information

Grant Subaward #: FJ21 A1 0560

Subrecipient: Ventura County

1. County or Counties Served:
Ventura County

County where principal office is located: Ventura

2. U.S. Congressional District(s) Served:
24th Congressional District
25th Congressional District
26th Congressional District

U.S. Congressional District where principal office is located: 26th

3. State Assembly District(s) Served:
37th State Assembly District
38th State Assembly District
44th State Assembly District

State Assembly District where principal office is located: 44th

4. State Senate District(s) Served:
19th State Senate District
27th State Senate District

State Senate District where principal office is located: 19th

5. Population of Service Area: 850,967 July 1 2018 (US Census Bureau Estimate)

Entity Registration
Exclusions
Active Exclusions
Inactive Exclusions
Responsibility / Qualification

COUNTY OF VENTURA

<div> <div>DUNS</div> <div>Unique Entity ID</div> <div>066691122</div> <div>✓</div> </div> <div> <div>SAM</div> <div>Unique Entity ID</div> <div>HG2JKZYYTUT3</div> </div> <div> <div>CAGE/NCAGE</div> <div>0E9E2</div> </div> <div> <div>Physical Address</div> <div>800 S Victoria AVE</div> <div>Ventura, California</div> <div>93009-0003, United States</div> </div>	<div> <div>Registration Status</div> <div>Expiration Date</div> </div> <div> <div>Active</div> <div>Jul 8, 2022</div> </div> <div> <div>Purpose of Registration</div> <div>All Awards</div> </div> <div> <div>Mailing Address</div> <div>800 S. Victoria AVE.</div> <div>Ventura, California</div> <div>93009-1290, United States</div> </div>
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*The DUNS number is currently the official Unique Entity ID

Version

Current Record

▼

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

■ ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

■ INACTIVE EXCLUSIONS

There are no inactive exclusion records associated to this entity by its Unique Entity ID.