

January 31, 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 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 \$338,918, 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](http://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

(Cal OES Use Only)

Cal OES # 111-00000-00 FIPS # 067-98888 VS# 111-00000 Subaward # FJ21010560

## 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:** Ventura Ventura 93003-2973  
(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 **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. <del>2021</del> 2022	FJC0		\$338,918						\$338,918
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	\$338,918		\$338,918				\$338,918

**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: [Signature] Date: 1-12-22

16. Federal Employer ID Number: 956000944

(FOR Cal OES USE ONLY)

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

DocuSigned by: Mary Rucker 1/26/2022  
(Cal OES Fiscal Officer) (Date)

DocuSigned by: Heather Carlson 1/26/2022  
(Cal OES Director or Designee) (Date)

ENY: 2021-22 Chapter: 21 SL: 14021  
Item: 0690-101-0001 Pgm: 0385  
Fund: General Fund  
Program: Family Justice Center Program  
Match Req.: None  
Project ID: OES21FJC0000000  
SC: 2021-14021 Amount: \$ 338,918

Received: 01/13/22  
ML#748792

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## Grant Subaward Contact Information

Grant Subaward #: FJ21 01 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 #: 805-652-7624 Email Address: rachael.watkins@ventura.org  
Address/City/ Zip Code (9-digit): 800 S. Victoria Ave., Suite 314, Ventura, CA 93009-0001

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., Suite 314, 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., Suite 314, 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 Ave., L#1860, Ventura, CA 93009



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

### Grant Subaward Signature Authorization

Grant Subaward #: FJ21 01 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 L. 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 01 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.





**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.**

<b>CERTIFICATION</b>	
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
<b>AUTHORIZED BY:</b>	
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.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input checked="" type="checkbox"/> County Manager
<input type="checkbox"/> 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: County of Ventura		Grant Subaward #: FJ21 01 0560
A. Personnel Costs - Line-item description and calculation		Total Amount Allocated
<b>Victim Advocate II - 1.0 FTE</b> <i>Provides on-site victim advocacy and restraining order assistance at the Ventura County Family Justice Center</i> Salary = \$41,707.00 x 1.00 FTE = \$41,707.00 \$41,707.00/year x 2 years = \$83,414.00 Benefits @ 58.4% (58.4% of \$41,707) = \$24,356.88 \$24,356.88/year x 2 years = \$48,713.76 <i>Benefits include 30.4% health, 10.2% social security, 17.8% retirement</i>		\$83,414     \$48,714
<b>Legal Processing Assistant III - 1.0 FTE</b> <i>Greets victims and assists with document preparation, court filings, and scheduling support.</i> Salary = \$59,340.00 x 1.00 FTE = \$59,340.00 \$59,340.00/year x 2 years = \$118,680 Benefits @ 65.4% = \$38,808.36 \$38,808.36/year x 2 years = \$77,616.72 <i>Benefits include 25.89% health, 14.41% social security, 25.1% retirement</i>		     \$118,680   \$77,617
<b>PERSONNEL COSTS CATEGORY TOTAL</b>		<b>\$328,425</b>

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**Grant Subaward Budget Pages**  
Single Fund Source

Subrecipient: County of Ventura		Grant Subaward #: FJ21 01 0560
B. Operating Costs - Line-item description and calculation		Total Amount Allocated
<b>10% De Minimis for Indirect Costs</b>		
Indirect costs include postage, office supplies, telecommunication, facilities, hardware, software agreements; DAO MTDC of \$328,425 x 10% = \$32,842.50 *only claiming \$6,117 in de minimis		\$6,117
<b>Computer and Peripheral Supplies</b>		
Monitor Arm =\$185/unit x 2 units		\$370
Ergonomic Keyboard Tray =\$166/unit x 2 units		\$332
Dell Latitude 7390 =\$1,183/unit x 2 units		\$2,366
Dell Dock WD15 = \$159/unit x 2 units		\$318
HP V270 LED monitor = \$127/unit x 2 units		\$254
HP Laserjet Pro M404n Printer =\$258/unit x 2 units		\$516
Logitech Desktop MK120 Keyboard =\$18/unit x 2 units		\$36
Crucial MX500 Solid State Drive 500G =\$68/unit x 2 units		\$136
APC SurgeArrest Surge Protectors =\$24/unit x 2 units		\$48
<b>OPERATING COSTS CATEGORY TOTAL</b>		<b>\$10,493</b>

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Subrecipient: County of Ventura		Grant Subaward #: FJ21 01 0560	
C. Equipment Costs - Line-item description and calculation			Total Amount Allocated
EQUIPMENT COSTS CATEGORY TOTAL			
Total Project Cost (Must match the Grant Subaward Face Sheet)			\$338,918

## VSPS Budget Summary Report

**FJ21 Family Justice Center Program**  
**Ventura County**  
 Family Justice Center Program

**Subaward #: FJ21 01 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	21FJC0	328,425	0	328,425	0	328,425
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>328,425</b>	<b>0</b>	<b>328,425</b>	<b>0</b>	<b>328,425</b>

### 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	21FJC0	10,493	0	10,493	0	10,493
<b>Total B. Operating Expenses:</b>		<b>10,493</b>	<b>0</b>	<b>10,493</b>	<b>0</b>	<b>10,493</b>

### 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	21FJC0	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funded:</b>	<b>338,918</b>	<b>0</b>	<b>338,918</b>	<b>0</b>	<b>338,918</b>
<b>Total Project Cost:</b>	<b>338,918</b>	<b>0</b>	<b>338,918</b>	<b>0</b>	<b>338,918</b>

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

01/31/22



## Grant Subaward Budget Narrative

Grant Subaward #: FJ21 01 0560

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Subrecipient: Ventura County

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**a) Describe how the project's proposed budget supports the stated objectives**

**and activities in the project:** Most of the funds allocated in the budget (\$328,435) are for personnel costs. The Victim Advocate and Legal Processing Assistant positions will be assigned full-time to the Ventura County Family Justice Center to provide direct services and support to victims. The operating costs allocated include costs for the purchase of notebook computers, printers, and peripheral supplies (\$4,376).

**b) Discuss how funds are allocated to minimize administrative costs and**

**support direct services:** In June 2020, the County of Ventura Board of Supervisors approved the purchase of the 15,000 square ft. facility that houses the VCFJC. Without the expense of rent or lease costs, these grant funds have been allocated to maximize the provision of direct services to victims of domestic violence, child abuse, sexual assault, elder abuse and dependent adult abuse, and human trafficking. Pursuant to operating agreements with partner agencies, all administrative costs are borne by the District Attorney's Office (an agency of the County of Ventura).

**c) Describe how shared costs are allocated:** No shared costs are allocated to the grant. The Victim Advocate and Legal Processing Assistant will be stationed



## Grant Subaward Budget Narrative

Grant Subaward #: FJ21 01 0560

Subrecipient: Ventura County

at and assigned a case load exclusive to the VCFJC site in the city of Ventura.

All operating costs will be fully grant funded.

**d) Describe how project-funded staff duties and time commitments support the proposed objectives and activities.** The Victim Advocate II and Legal

Processing Assistant III positions will be assigned to the VCFJC full-time to provide direct services to victims. This will include intake activities, assessment and safety planning activities, victim compensation application assistance, crisis intervention and emergency assistance, court advocacy and orientation to the criminal justice system, restraining order assistance, Marsy's Rights information and advocacy, notification of inmate release, referrals to confer with prosecutors, investigators, probation officers, and law enforcement personnel, and many other referral services. Only 1.8% of the total award amount will be put towards offsetting indirect costs incurred by the County (\$6,117).

**e) Discuss the necessity of any subcontracts and any unusual expenditures.**

No subcontracts or unusual expenditures are planned.





## Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 01 0560

Subrecipient: Ventura County

### Plan

**1) Describe improvements to victim services that will be implemented:** The family justice center model was adopted in Ventura County and received CalOES Emerging Family Justice Center grant funding in fiscal year 2018-19. With that grant, the Ventura County Family Justice Center (VCFJC) opened in the wellness district of the city of Ventura in 2019 to better serve the victims of interpersonal violence by providing comprehensive, wrap-around services under one roof utilizing trauma-informed, whole-person care and Hope Theory models of treatment and healing.

The survivors committee that was formed before the opening of the VCFJC have always strongly voiced that the ability to have direct, face-to-face interaction with someone who can help them understand the services and options available to them is critical. These additional grant funds will provide victims with that face-to-face and COVID-era virtual contact by adding staff whose sole purpose is to warmly greet victims who may walk-in, telephone, text, email or have scheduled appointments, listen to their story, and screen appropriately for services. This process may include intake activities, assessment and safety planning activities, victim compensation application assistance, crisis



## **Grant Subaward Programmatic Narrative**

Grant Subaward #: FJ21 01 0560

Subrecipient: Ventura County

intervention and emergency assistance, court advocacy and orientation to the criminal justice system, restraining order assistance, Marsy's Rights information and advocacy, notification of inmate release, referrals to confer with prosecutors, investigators, probation officers, and law enforcement personnel, and other service providers. The victims are provided a warm handoff to onsite service providers and assisted with appointment arrangements with offsite partners.

Multiple agencies are housed "under one roof" at the VCFJC and offer walk-in appointments, scheduled office hours, and other referrals to provide an integrated network of services coordinated by navigators. The Ventura County District Attorney's Office (DAO) is the lead agency and provides administrative, prosecution, investigative, victim advocacy/victim witness, and support personnel. The District Attorney's Office also coordinates youth programs and manages the VCFJC volunteer program. The Safe Harbor / Child Advocacy Center is also on-site, and all victims seen by this multidisciplinary team are eligible and can be directly connected to FJC services. Law enforcement personnel from the Ventura County Sheriff's Office, all local municipal and military police agencies, and college police departments are available for our clients. The Ventura County Probation Agency provides a senior probation officer to confer with clients when preparing sentencing reports and with law



## Grant Subaward Programmatic Narrative

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Subrecipient: Ventura County

enforcement personnel regarding offender status and probation violations. Multiple nonprofit agencies, including the Coalition for Family Harmony, Interface Children and Family Services, Healthcare for Justice, and Forever Found, provide counseling professionals, shelter service staff, rape crisis advocates, domestic violence advocates, medical screenings, and human trafficking advocates. The Ventura County Area Agency on Aging serves victims of elder and dependent adult abuse with direct services including shelter, transportation, counseling, respite care, and emergency funding. The Ventura County Human Services Agency provides social worker staff from adult protective services, child protective services, transitional housing assistance, and other public assistance benefits. The Ventura County Health Care Agency provides the direct services of medical and licensed clinical professionals, including trauma specialists, physicians, forensic nurse examiners, public health nurses, and mental health resources. Ventura County Legal Aid, Inc. provides civil legal services to VCFJC clients. Líderes Campesinas, Inc. helps Spanish-speaking immigrant farm worker victims and survivors of domestic violence and sexual assault. The Mixteco Indigena Community Organizing Project (MICOP) help clients from Indigenous populations by referral who are victims of labor crimes, domestic violence, and sexual assault. The Ventura County Department



## Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 01 0560

Subrecipient: Ventura County

of Child Support Services assists victims with child support applications, modifications, and enforcement of court orders. The network of collaborative partnerships continues to expand along with requests for services by victims in our community.

Since opening and throughout the pandemic, the VCFJC has remained operational with business hours Monday through Friday from 8:00 a.m. to 5:00 p.m. without delay or interruption of services. This additional grant funding would directly benefit victims by providing increased staffing in direct correlation with an increasing demand for services.

**2) Describe how gaps in services will be met:** This proposal seeks funding for two positions to help ensure clients receive the care, services, victim compensation, and attention needed and improve long-term case management. These positions will reduce the amount of time victims may have to wait for screening and services, improve the quality of time available for communication with service provides, and increase follow up contacts. The first position is a Victim Advocate II. This new position will provide direct support with safety assessments and planning activities, court advocacy, claims for victim compensation, restraining order assistance, and follow-up contacts. The second is a Legal Processing Assistant III to serve as the initial point of contact for clients





## Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 01 0560

Subrecipient: Ventura County

and visitors at the VCFJC and provide operational support for the advocates, navigators, and other service providers with scheduling, document preparation and filing with the court.

**3) Describe a timeline for implementation of Program activities:** Upon acceptance of a formal grant award in April 2022 and approval by the County of Ventura Board of Supervisors, the recruitment and hiring process will begin with the goal of having both positions filled by June 2022. New employees will begin orientation and training programs once hired. When sufficiently trained, both will begin serving clients.

**4) Describe the plan for collaborating with service providers:** The VCFJC is a fully operational multiagency, multidisciplinary FJC, as defined by California Penal Code sections 13750-13751. The VCFJC is also an affiliated center of the Family Justice Center Alliance, a program of the Alliance for HOPE International. All 35 on-site and off-site collaborating service providers have operational agreements with the VCFJC, and an Operations Manual was developed to provide policy and procedural guidance for all onsite staff. A Partners' Board, chaired by the VCFJC Client Services Manager and attended by staff of the partnering agencies meets monthly to discuss operations, conduct case reviews, and revisions to policies and procedures.



## Grant Subaward Programmatic Narrative

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Subrecipient: Ventura County

**5) Describe the plan for training core service providers and volunteers:** Cross-training takes place regularly and often features different partners and their roles and responsibilities as agents of their respective agencies to all other onsite partner staff and volunteers. In addition, onsite staff and volunteers are presented with a series of continuing education trainings on topics relevant to VCFJC services as well as sessions on coping with vicarious trauma. Access to the Family Justice Center Alliance's training materials and resources are also available. Depending upon the role volunteers provide, different training is required; however, all those providing direct client services 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.

Additionally, all VCFJC partners are encouraged to share training announcements and opportunities with all other VCFJC partnering agencies and interested community stakeholders. When timing permits, these announcements are shared via the monthly e-newsletter, social media, on physical bulletin boards, and email distributions. By sharing these announcements, we promote training opportunities with all VCFJC partners. This will be enhanced with the re-launch of the VCFJC website that will improve our



## Grant Subaward Programmatic Narrative

Grant Subaward #: FJ21 01 0560

Subrecipient: Ventura County

ability to update content frequently on the information, resources, and training opportunities.

**6) Describe how services will be sustained after the Program ends:** All partners have agreed that participation in the VCFJC as an onsite partner is based on a commitment to provide in-kind staffing to VCFJC. As such, all partners are encouraged to relocate existing staff to VCFJC, as no funding support for these positions from the County of Ventura or the DAO will be provided. In turn, onsite partners are provided rent-free space, basic business supplies, and the use of onsite business tools and equipment, including telephone, copier, fax, computers, workstation, office furniture and internet access. This model has proven to be sustainable as labor costs are not borne exclusively by the DAO or any one entity. The VCFJC administrative staffing costs (Director, Client Services Manager, Outreach and Development Manager, Youth Programs Manager, and Data and Operations Manager) are borne by the DAO and do not require additional funding through this grant.

The VCFJC leadership team will continue to pursue additional grant opportunities to support staffing and services. Additionally, the VCFJC Foundation, a nonprofit 501(c)(3), was formed in 2018 to develop funding to meet the facilities and attendant business and administrative costs of the



## **Grant Subaward Programmatic Narrative**

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Subrecipient: Ventura County

VCFJC. The VCFJC leadership DAO leadership works with the Foundation Board and its development officer on the pursuit of grants and other revenue sources to sustain VCFJC programs, services, and operations.



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

January 6, 2022



**VENTURA COUNTY  
ELECTORATE**

**ERIK NASARENKO**  
District Attorney

**LISA O. LYTIKAINEN**  
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

**Lisa Wright**  
Admin Assistant II

**J. Brammer**  
Victim Advocate II

**DINA ZUHRIC**  
Admin Assistant IV

**BRENDA MARQUEZ**  
Admin Assistant III

**Sandra Avila**  
Admin Assistant I

**Kelly Muklevic**  
Admin Assistant I

**Jennifer Barbellini**  
Admin Assistant I

**Elizabeth Elizondo**  
Admin Assistant I

**Celia Cardona**  
Admin Assistant I

**Oxnard FJC**  
Admin Assistant I

**ERNESTINE COOK**  
Accounting Manager

**GIA IOLE**  
HR Director

**ANNE JENSEN**  
Grants & Revenue  
Admin Manager

**M. Campos**  
Victim Advocate II

**A. Fernandez**  
Victim Advocate II

**A. Sosa**  
Victim Advocate III

**K. Llamas**  
Victim Advocate II

**K. King**  
Victim Advocate II

**T. Escamilla**  
Victim Advocate II

**Vacant**  
Victim Advocate III

**Vacant**  
Victim Advocate III

**Vacant**  
Victim Advocate II

**K. Brock**  
Victim Advocate III

**S. Goodin**  
Victim Advocate II

**C. Kearns**  
Victim Advocate II

**P. Martinez**  
Victim Advocate II

**F. Roy**  
Victim Advocate III

**D. Sao**  
Victim Advocate II

**A. Stewart**  
Victim Advocate III

**K. Tyndall**  
Victim Advocate II

**Vacant**  
Victim Advocate III

**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 II

**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.



## Operational Agreement Summary

Grant Subaward #: FJ21 01 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**

<b>Subrecipient</b> <u>Ventura County</u>	<b>Duns#</b> <u>066691122</u>	<b>FIPS#</b> <u>111-00000</u>
<b>Disaster/Program Title:</b> <u>FJ - Family Justice Center Program</u>		
<b>Performance Period:</b> <u>04/01/2022</u> to <u>03/31/2024</u> <b>Subaward Amount Requested:</b> <u>\$ 338,918</u>		
<b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

Per Title 2 CFR § 200.332, 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 # **FJ21010560**



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Grant Subaward Service Area Information

Grant Subaward #: FJ21 01 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)



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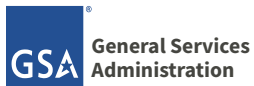
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