

**INTER-AGENCY AGREEMENT**  
**Monterey County Victim Services Project**  
**CalOES VOCA XC16 Grant FY16-18**

This Inter-Agency Agreement stands as evidence that the Monterey County Administrative Office/Office of Community Engagement and Strategic Advocacy (OCESA) and the Monterey County District Attorney's Victim Witness Assistance Program intend to work together towards the mutual goal of providing maximum available assistance for victims of crime residing in Monterey County. Both agencies believe that continuation of the Monterey County Victim Services Project as funded by the California Office of Emergency Services Victims of Crime Act XC 16 grant. To this end, each agency agrees to participate in the program as follows:

**Terms of Agreement**

Monterey County District Attorney's Office:

1. The Victim/Witness Assistance Program of Monterey County will closely coordinate the following services with the OCESA through:
  - a. Assisting victims and witnesses to court when necessary;
  - b. Referring victims and witnesses to appropriate community resources for crisis counseling, emergency food, etc.;
  - c. Assisting victims and witnesses with child care, monitoring court proceedings, and arranging transportation;
  - d. Orienting clients to the Criminal Justice System;
2. The Victim/Witness Assistance Program agrees to provide information to the OCESA staff on victim services and other information and resources provided to victims. The Program further agrees to provide referral information to victims and significant others who may benefit from Victim Services provided by other grantee organizations.
3. Reporting and service invoice/billing requirements include quarterly and annual or as needed basis will be provided to the OCESA staff for grant reporting. Grantee meetings will be conducted between the OCESA and the Victim/Witness Assistance staff on an as needed basis to discuss strategies, time tables and implementation of mandated services.
4. This agreement will be in effect for a period of 2 years unless one or both parties terminate the agreement.

Office of Community Engagement and Strategic Advocacy:

1. Allocate and provide a total of **\$30,000** in VOCA XC16 funding to the Monterey County District Attorney's Office Victim Witness Program for meeting the basic needs of victims of crime such as clothing, groceries, meals, fuel, transportation and lodging. Said funds will be disbursed on a quarterly basis upon presentation and verification of receipts, time cards, or other proofs of expenditure and receipt of CalOES VOCA XC16 funds reimbursement.

2. Coordinate grantee meetings between the OCESA and the Monterey County District Attorney's Victim Witness program staff on an as needed basis to discuss strategies, time tables and implementation of mandated services.
3. Communicate regularly with the Victim Witness Program Manager regarding the victim services provided with support of the CalOES VOCA XC16 funds grant requirements.

### **CONFIDENTIALITY**

To the extent permitted by law, both the Office of Community Engagement and Advocacy and Probation agree to share information regarding services provided by this Inter-Agency Agreement. Information from the victim's history shall be used only to gain an understanding of the needs of victims and to improve the planning, delivery and evaluation of services. The sharing of information related to specific case histories, as permitted by law, is deemed essential to interagency collaboration.

### **EFFECTIVE DATE OF AGREEMENT:**

This Inter-Agency Agreement shall become effective from July 1, 2016 and will terminate on June 30, 2018. If funding is available for subsequent years, this agreement will be reviewed and may be updated or revised by mutual consent. This agreement may be terminated by either party upon (30) days advance written notice to the other party.

We, the undersigned, as authorized representatives of the Monterey County Administrative Office/Office of Community Engagement and Strategic Advocacy and the Monterey County District Attorney do hereby approve this document.

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Manny Gonzalez  
Assistant County Administrative Officer  
CAO/OCESA

Date: \_\_\_\_\_

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Dean D. Flippo  
District Attorney/Project Director  
Monterey County District Attorney's Office

Date: \_\_\_\_\_