

EDMUND G. BROWN JR., GOVERNOR

MARK S. GHILARDUCCI, DIRECTOR



**Application Cover Sheet**

**RFA PROCESS**

**COUNTY VICTIM SERVICES (XC) PROGRAM**

Submitted by:

Paul Hierling, Grants Coordinator  
On behalf of  
The County of Monterey  
168 W. Alisal St, 3<sup>rd</sup> Fl  
Salinas, CA 93901  
831-755-5462

## GRANT SUBAWARD FACE SHEET INSTRUCTIONS

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

### 1. Subrecipient

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

#### 1a. Federal DUNS Number (Subrecipient)

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

### 2. Implementing Agency

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

#### 2a. Federal DUNS Number (Implementing Agency)

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

### 3. Implementing Agency Address

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

### 4. Location of Project

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

### 5. Disaster/Program Title

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

### 6. Performance Period

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

### 7. Indirect Cost Rate

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

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

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

### 13. Certification Paragraph

Please review the certification paragraph.

### 14. Official Authorized to sign for the Subrecipient

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

### 15. Federal Employer ID Number

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

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

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

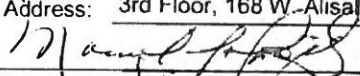
## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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

**1. Subrecipient:** County of Monterey, Community Engagement & Advocacy Unit **1a. DUNS#:** 080265649  
**2. Implementing Agency:** County of Monterey, Community Engagement & Advocacy Unit **2a. DUNS#:** 080265649  
**3. Implementing Agency Address:** 168 W. Alisal St., 3rd floor Salinas 93901  
Street City Zip+4  
**4. Location of Project:** Salinas County of Monterey 93901  
City County Zip+4  
**5. Disaster/Program Title:** Monterey County Victims Services **6. Performance Period:** 7/1/2016 to 6/30/2018  
**7. Indirect Cost Rate:** ☐ N/A; ☒ 10% de minimis; ☐ Federally Approved ICR \_\_\_\_\_ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
Select	8. VOCA	\$ 508,500			\$ 0	\$ 127,125	\$127,125	\$635,625
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	<b>TOTALS</b>	\$ 508,500	\$ 0	\$ 508,500	\$ 0	\$127,125	\$127,125	12. G Total Project Cost: \$ 635,625

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

**14. Official Authorized to Sign for Subrecipient:** **15. Federal Employer ID Number:** 946000524  
 Name: Manuel T. Gonzalez Title: Assistant County Administrative Officer  
 Telephone: 831-796-3593 FAX: 831-757-5792 Email: gonzalezmt@co.monterey.ca.us  
(area code) (area code)  
 Payment Mailing Address: 3rd Floor, 168 W. Alisal St. City: Salinas Zip+4: 93901  
 Signature:  Date: 5/24/16

[FOR Cal OES USE ONLY]

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

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

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number and e-mail address for the **Chair** of the **governing body** of the subrecipient.



## PROJECT CONTACT INFORMATION

Subrecipient: The County of Monterey

Subaward #: \_\_\_\_\_

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

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

Name: Manuel T. Gonzalez

Title: Assistant County Administrative Officer

Telephone #: 831-796-3593

Fax#: 831-757-5792

Email Address: gonzalezmt@co.monterey.ca.us

Address/City/Zip: 168 West Alisal Street, 3rd Floor, Salinas, CA 93901

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

Name: Rosemary Soto

Title: Management Analyst III

Telephone #: 831-755-5840

Fax#: \_\_\_\_\_

Email Address: sotory1@co.monterey.ca.us

Address/City/Zip: 168 West Alisal Street, 3rd Floor, Salinas, CA 93901

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

Name: Rosemary Soto

Title: Management Analyst III

Telephone #: 831-755-5840

Fax#: \_\_\_\_\_

Email Address: sotory1@co.monterey.ca.us

Address/City/Zip: 168 West Alisal Street, 3rd Floor, Salinas, CA 93901

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

Name: Rosemary Soto

Title: Management Analyst III

Telephone #: 831-755-5840

Fax#: \_\_\_\_\_

Email Address: sotory1@co.monterey.ca.us

Address/City/Zip: 168 West Alisal Street, 3rd Floor, Salinas, CA 93901

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

Name: Lew Bauman

Title: County Administrative Officer

Telephone #: 831-755-5113

Fax#: \_\_\_\_\_

Email Address: baumanl@co.monterey.ca.us

Address/City/Zip: 168 West Alisal Street, 3rd Floor, Salinas, CA 93901

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

Name: Manuel T. Gonzalez

Title: Assistant County Administrative Officer

Telephone #: 831-796-3593

Fax#: 831-757-5792

Email Address: gonzalezmt@co.monterey.ca.us

Address/City/Zip: 168 West Alisal Street, 3rd Floor, Salinas, CA 93901

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

Name: Jane Parker

Title: Chair of the Board, Supervisor

Telephone #: 830-755-5842

Fax#: \_\_\_\_\_

Email Address: parkerj@co.monterey.ca.us

Address/City/Zip: 2616 1st Avenue, Marina CA 93933

## **SIGNATURE AUTHORIZATION INSTRUCTIONS**

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

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

## SIGNATURE AUTHORIZATION

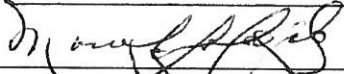
Subaward #: \_\_\_\_\_

Subrecipient: The County of Monterey

Implementing Agency: County of Monterey, Community Engagement & Advocacy Unit

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

\*Project Director: Manuel T. González

Signature: 

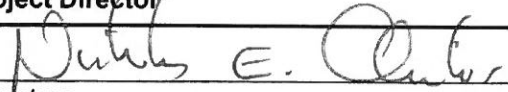
Date: 5/24/16

\*Financial Officer: Rosemary Soto

Signature: 

Date: 5/24/16

The following persons are authorized to sign for the  
**Project Director**

  
Signature

NICHOLAS E. CHULOS  
Print Name

Signature

Print Name

Signature

Print Name

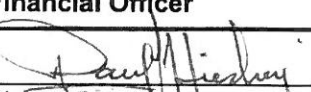
Signature

Print Name

Signature

Print Name

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

  
Signature

Paul Hierling  
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

## **CERTIFICATION OF ASSURANCE OF COMPLIANCE**

### **Victims of Crime Act (VOCA) Fund**

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

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

I, Manuel T. Gonzalez hereby certify that  
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: The County of Monterey

IMPLEMENTING AGENCY: The County of Monterey

PROJECT TITLE: Monterey County Victims Services Project

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Irma Ramirez-Bough

Title: Equal Opportunity Officer

Address: 3rd Floor, 168 W. Alisal St., Salinas, CA 93901

Phone: 8317555117

Email: Boughi@co.monterey.ca.us

### **III. Drug-Free Workplace Act of 1990 – (*Subrecipient Handbook, Section 2152*)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

### **IV. California Environmental Quality Act (CEQA) – (*Subrecipient Handbook, Section 2153*)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

### **V. Lobbying – (*Subrecipient Handbook Section 2154*)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

### **VI. Debarment and Suspension – (*Subrecipient Handbook Section 2155*)** (*This applies to federally funded grants only.*)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

### **VII. Proof of Authority from City Council/Governing Board**

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

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

## **VIII. Civil Rights Compliance**

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

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

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



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

- VA OCFO Access: The Grantee authorizes Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.
- Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct: The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail: Office of the Inspector General, U.S. Department of Justice Investigations Division, 950 Pennsylvania Avenue, N.W., Room 4706, Washington, DC 20530; email: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); hotline: (contact information in English and Spanish): 800-869-4499; or hotline fax: 202-616-9881. Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).



All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

#### CERTIFICATION

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

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: Manuel T. González

Authorized Official's Title: Assistant County Administrative Officer

Date Executed: 5/24/2016

Federal Employer ID #: 946000524

Federal DUNS # \_\_\_\_\_

Current Central Contractor Registration Expiration Date: N/A

Executed in the City/County of: County of Monterey

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

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

- ☐ County Financial Officer  
☒ County Manager

Signature: \_\_\_\_\_

Typed Name: Manuel T. Gonzalez

Title: Assistant County Administrative Officer

Nicholas E. Chiuolos  
NICHOLAS E. CHIUOLOS

### BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:		Subaward #:					
A. Personal Services – Salaries/Employee Benefits	Budget	Match					COST
<b>Probation</b>							\$0
.30 FTE Probation Aide = \$23,411.50/yr x 2 years	\$46,823						\$46,823
<b>Community Engagement/Grant Admin</b>							\$0
Management Analyst III \$82,800 x 0.39 FTE	\$32,226						\$32,226
							\$0
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<b>Personal Section Totals</b>	<b>\$79,049</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$79,049</b>
<b>PERSONAL SECTION TOTAL</b>							<b>\$79,049</b>

# BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:				Subaward #:			
B. Operating Expenses	Budget	Match					COST
<b>Seaside PD</b>							\$0
Materials, printing costs (\$5 per brochure x 200 = \$1000), telephone service (6 phones @ \$200 each = \$1200; year of service @ \$400 x 2 years = \$800)	\$3,000						\$3,000
Professional Child Care Services (\$5000 per year for 2 years)	\$10,000						\$10,000
Transportation - Professional Services (\$15 per trip x 400 trips)	\$6,000						\$6,000
Facility Rental (\$500 month x 24 months)	\$12,000						\$12,000
<b>YWCA</b>							\$0
Legal Coordinator, 1 at 1.0 FTE @ \$64,540/yr, 1 yr	\$64,540						\$64,540
Legal Coordinator, 1 at 1.0 FTE @ \$47,245/yr, 1 yr	\$47,245						\$47,245
Legal Advocate, part time \$21,805 (0.5 FTE) 1 yr	\$21,805						\$21,805
Transportation: 460 miles x 0.53 per mile = 244 x 12 mos	\$2,931						\$2,931
<b>Voices for Children, Court Appointed Special</b>							\$0
Program Director @ \$120,000 x 25% (.25 FTE)	\$30,000						\$30,000
Add Sr. Advocate Supervisor 1, \$60,000/yr, 1 yr	\$60,000						\$60,000
Insurance (\$2000 per staffer x 2 = \$4000) and staff support costs (\$3850 per staffer x 2 = \$7700) for these positions	\$11,700						\$11,700
MATCH: 97 active volunteer court appointed child advocates @ 44 hours each advocate per year @ \$30/hr (average hourly wage/fair market value of a social worker performing similar services)		\$127,125					\$127,125
<b>Probation</b>							\$0
Professional Services - Victim module (1 contract at \$23,670)	\$23,670						\$23,670
<b>District Attorney - Victims Services</b>							\$0
800 Gift Cards @ \$10.00 for Restaurants	\$8,000						\$8,000
300 Gift Cards @ \$25.00 for Clothing	\$7,500						\$7,500
160 Gift Cards @ \$50.00 for Groceries	\$8,000						\$8,000
350 Gift Cards @ \$10.00 for Fuel	\$3,500						\$3,500
1000 Gift Cards @ \$1.00 for Bus Transit	\$1,000						\$1,000
40 Gift Cards @ \$50 for Lodging	\$2,000						\$2,000
<b>Monterey County Sexual Assault Response Team</b>							\$0
Credentialing for 6 nurse examiners (6 tests @ \$250)	\$1,500						\$1,500
Proctoring for 5 experienced examiners (10 exams @ \$250 each)	\$2,500						\$2,500
Forensic Didactic training for new hire RN (1 training @ \$1000)	\$1,000						\$1,000
Clinical Training for new hire RN (1 training at \$2750)	\$2,750						\$2,750
<b>Monterey County Rape Crisis Center</b>							\$0
150 sets of supplies for sexual assault survivors at \$60 each, each pack includes clothes, underwear, journal, pen, snack	\$9,000						\$9,000
60 vouchers @ \$60 for lodging for survivors	\$3,600						\$3,600
100 day passes for bus transit @ \$10 each	\$1,000						\$1,000
100 restaurant gift cards at \$10 each	\$1,000						\$1,000
20 "Pay as you Go" phones @ \$20 each	\$400						\$400
40 refill cards of 60 minutes @ \$20 each	\$800						\$800
<b>Greenfield Police Department</b>							\$0
Case Agent (.135 FTE)	\$20,203						\$20,203
Volunteer Coordinator (.46 FTE)	\$10,176						\$10,176
Transporter (.39 FTE)	\$6,005						\$6,005
Translator (Indigenous) (.1 FTE)	\$27,000						\$27,000
Victims of Crime - Mileage Reimbursement	\$9,926						\$9,926

# BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:				Subaward #:			
	Budget	Match					COST
<b>B. Operating Expenses</b>							
Training for Case Agent (10 trainings @ \$992.60 each)	\$1,200						\$1,200
Computer @ \$700 x 1	\$700						\$700
Printer @ \$300 x 1	\$300						\$300
Telephones (4 @ \$50ea=\$200; 1 yr service x 2 years = \$200)	\$400						\$400
Office Supplies (toner \$50 ea x 10 = \$500; paper @ \$5 a ream x50 = \$250; pens/pencils/accessories @ \$1 ea x 250 = \$250)	\$1,000						\$1,000
Brochures (100 @ \$5 ea)	\$500						\$500
Office Furniture (2 desk chair sets at \$600 ea)	\$1,200						\$1,200
Filing Cabinet (1 cabinet at \$400 ea)	\$400						\$400
<b>Community Engagement/ Grant Admin</b>							\$0
Guest Speakers (\$125/hr rate x 24 hours)	\$3,000						\$3,000
Guest speaker travel (plane ticket \$200), lodging (\$125/day Monterey County x 4 days = \$500), facility rental (\$150/day x 2 days = \$300)	\$1,000						\$1,000
							\$0
							\$0
Operating Section Totals	\$429,451	\$127,125	\$0	\$0	\$0	\$0	\$556,576
<b>OPERATING SECTION TOTAL</b>							<b>\$556,576</b>

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

**Budget Narrative****Monterey Rape Crisis Center**

The proposed budget will provide funding for the purchase supplies for sexual assault survivors who undergo forensic exams but will not fund the staff who perform these exams. Survivors clothing is taken into evidence during these exams so supplies include sweatpants and sweatshirts, underwear and t-shirts, a journal, pen and snacks. Survivors' cell phones are sometimes taken into evidence leaving them with no method of communication either with their families or with our agency to arrange follow up services. "Pay as you go" phones with refill cards are included in the budget to assist these survivors. In addition, funds will be used to purchase vouchers for lodging and gift cards for restaurants so sexual assault survivors may have a safe place to eat. Many times survivors do not wish to return home if the assault took place there, and some survivors are homeless and have nowhere to go, so they need temporary accommodation. Bus passes will be purchased to enable survivors to get to counseling appointments.

**Probation:**

Funding will support a portion of salary and benefits for a Probation Aide (PA) assigned to the Juvenile Victim Restitution program. This is critical position to support victims of crimes, provide determination of damages, referrals for access to services, and the collection of restitution. Gang activities in the county sometimes result in homicides. In those cases, the Probation Aide provides support and guidance to families who lost a loved one with referrals to funeral homes and to the faith community, support during funeral and burials, and general assistance during times of crisis.

The grant will also support software customization for information related to victims which will allow better tracking of victims and service provision to victims. Funding will support expansion

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of data collection and reporting of data related to victims of crimes in Probation's Case Management System (CMS), Smart Probation. Smart Probation is the CMS storing data related to adult and juvenile clients under Probation's supervision; it currently only collects some basic information about victims. This will fund programming to develop the Victims node, and will be provided by Smart Probation's contractor, Homeland Justice Systems, Inc who has licensed the system to Probation and has created all needed customizations. This contractor must be used as the current system is proprietary and this contractor is the only one qualified to provide service and updates to the existing computerized records system. The Victim node would allow for collection and reporting of information about referrals to victim services, services provided to victims, restorative justice activities, and restitution information.

This request will also help victims to understand and participate in the criminal justice system, and support all activities generated by the Probation Officer and the Probation Aide in support of the victims.

**Monterey County Sexual Assault Response Team:**

The Monterey County Sexual Assault Response Team program is critically understaffed, and currently operating with 40% of shifts unassigned. The program requires that a trained examiner be on stand-by 24/7, and must respond to a request for an exam within an hour of being called. The program coordinator has been assuming stand-by for the unassigned shifts, but more examiners are needed immediately. The costs to hire and train a sexual assault forensic examiner and to bring a group of sexual assault forensic examiners who are already trained on board is necessary to provide direct services to victims and to the criminal justice system for suspect exams and court testimony. The examiners must travel to one of two hospitals within the county as requested by law enforcement to provide direct services to victims

and suspects in the form of a sexual assault evidentiary exam. This will allow the program to provided improved and more timely services to sexual assault victims.

- Funding is being requested to train additional forensic examiners and credentialing of an additional five experienced examiners to allow them to provide services to victims at Natividad Hospital in Monterey County through the hospital's credentialing and testing process. The experienced examiners will need to be proctored for two exams each, for a total of ten proctored exams. There are no other funding sources for these proctored exams. During these proctored exams, they will follow all state evidentiary collection requirements. Outside of the ten (10) exams associate with credentialing these examiners, no CalOES funds will be used to fund the performance of forensic examinations for sexual assault victims.
- Funds will be paid directly to the new examiner for attendance at the California Clinical Forensic Medical Training Center courses for Pediatric and Adult forensic exams for the two courses after receiving proof of completion of the required didactic training.

**Seaside Police:**

In the City of Seaside and surrounding areas, the first point of contact for a victim of domestic violence is a faith-based organization. Funding from this grant will be used to provide education to the congregations on the issues around battering and domestic violence victims. Leaders of faith based organizations will be trained to provide resources and assistance to victims of domestic violence, including conducting a "risk-assessment" and developing a safety plan, assistance obtaining a protection order and other types of legal advocacy, one- on-one support and counseling, provide battered victims with support groups, and assisting domestic violence victims with emergency and basic living needs.



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Funding would provide free or low cost professional child care services for victims so they can attend court, counseling, look for housing, and other critical functions. Funding would be allocated to provide emergency transportation to domestic violence victims. Transportation services are critical because victims are often isolated and do not have transportation in emergency situations and/or for medical appointments, court appearances, etc. It is estimated approximately 20-25% of the faith based staff members time will be dedicated to this effort. The funds for outside printing, material, and telephone services would be used to provide referrals and resources for victims.

**City of Greenfield Police Department:**

This grant would fund case agents to provide services to victims of crimes, connect them with related services, provide initial case management referrals, and follow-up with victims. A volunteer coordinator will help coordinate services through the community and provide services to victims of crimes, a translator will be funded to help translate Spanish and rare languages from indigenous populations in Greenfield and the surrounding area when working with victim populations, and a transporter will be funded to get victims to and from services related to their victimization.

**District Attorney, Victims Unit:**

The proposed budget will provide funding for restaurants, clothing, groceries, fuel, bus transportation, and lodging. The gift cards purchased will be used to enhance services currently lacking and limited in the community. The funds will be used to assist adult and child victims of domestic violence, sexual assault, child abuse and other crimes by providing immediate assistance for needs such as temporary and emergency housing, clothing, meals, transportation, groceries and other services.

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By providing gift cards to clients instead of having victim advocates organize and schedule the services, administrative costs are reduced and victims are given more flexibility on how they use housing, food, clothing, and transportation for their unique needs. The proposed budget supports the projects objectives and activities as outlined in this grant application.

### **Voices for Children Monterey, Court Appointed Special Advocates**

Our volunteer Advocates are carefully recruited, screened and trained to become Court Appointed Special Advocates (CASAs). As such, they provide services to the Superior Court of Monterey County acting under their authority. They are managed by Voices for Children CASA of Monterey County and report to our Dependency Court Judge. Each is assigned to one or more specific children in foster care, and funding from this program will go to fund those children who are victims of crimes. CASAs befriend the child and watch over the child's progress in their foster placement, at school, in therapy, and where applicable, in reunification efforts with their biological parents or original care givers. All volunteers are supervised by professional CASA staff. Court Appointed Special Advocates are carefully recruited and trained and after a rigorous full background check are sworn in to Superior Court of Monterey County and then assigned to support one child in foster care.

Training subjects include: Understanding child abuse and neglect, understanding child abuse and neglect, communication skills, and other key competencies necessary to be effective advocates.

After training and being sworn into the courts our CASAs funded by this program will be carefully matched to a child in foster care and assigned by the superior court to advocate for that child victim. The CASA's primary responsibilities are then to: Investigate and review the case; speak with the child and relevant adults; review appropriate records and reports; observe

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the child and significant others; facilitate, with the interested parties, appropriate services for each case; research, review and recommend services and providers; participate in the development of an appropriate service plan; report and advocate findings to the court; provide a written report containing factual information; attend court hearings concerning the child and case conferences concerning the child; record and collect the data as required by the program; monitor each case to ensure a child's best interest is represented; attend all court hearings to see that all relevant facts are presented; attend appropriate interagency meetings regarding the child; and consult regularly with the Advocate Supervisor concerning an assigned case and develop a case plan which is reviewed and updated as needed.

**YWCA:**

The legal coordinator functions are to provide advocacy services and counseling to victims of domestic violence, manage performance of legal advocacy programs, and maintain data on legal services. Responsibilities include provides counseling, court escort, and preparation of court orders and declarations, maintaining accurate records and confidential case files and provides statistical reports, monitoring financial performance, managing programs and supervising and training legal advocates, and writing reports. Qualifications includes minimum of two years of higher education; bilingual, counseling, legal, paralegal or legal assistant, demonstrated knowledge of women's issues, family law, court systems, crisis intervention and domestic violence, excellent written and verbal communication skills and ability to effectively present sensitive topic materials to wide range of audiences and other duties as requested.

The domestic violence advocates are responsible for documenting all case management for victims of domestic violence, advocacy and crisis line calls. Advocates facilitate and mediate victims' interactions and make appropriate outside referrals. They arrange transportation to community shelters and medical, legal and support group appointments. They supervise

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domestic violence shelter resident's chores and meal preparation and assure necessary maintenance and custodial functions are completed. Qualifications include Associates or Bachelor's Degree or other social services field preferred, one year direct service experience in client-centered crisis intervention and experience working with domestic violence survivors preferred, completion of 40 hours domestic violence training program, ability to cooperate with military and civilian medical, social services, law enforcement, and legal personnel on behalf of shelter residents, and other duties as requested.

Transportation covers the mileage for employees providing services to victims as indicated above.

**Community Engagement & Advocacy / Grant Admin:**

The County Administrative Office, Community Engagement and Advocacy Unit will manage and oversee the execution of the Victims Services grant and will be the project lead. A staff member will be responsible for administrative oversight of this project. This office will also arrange to have guest speakers come to address the project partners in addition to community partners that deal with victims services in order to increase their capacity and help train them to better deliver services to victims.

**Mid-Year Salary Increases:**

There are no plans for mid-year salary increases for any expenses included here.

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## **Project Narrative**

### **County Victims Services (XC) Program Grant – Draft Project Scope**

#### **1. Problem Statement**

##### **Description of County's demographics**

Monterey is a rural county in an agriculturally based economy. Major population centers exist in Salinas and the Monterey Peninsula, with substantial growth taking place in central Salinas Valley. The current estimated population of Monterey County is 431,344. Because of its agriculturally based economy, the County has a large, often transient, Hispanic population. The economic foundation is low-income, and the primary source of employment is seasonal in the agricultural industry. Many of these farm laborers, as well as members of the families who accompany them can communicate effectively in Spanish only. The County faces most victimization issues that are typical of both rural and more densely populated counties.

##### **Description of the crime type(s) and victim demographic information that the agencies receiving XC funding serve;**

Victims of domestic violence, sexual assault, child abuse, violent crimes, human trafficking, and other crimes are serviced by the partners in this funding application, including the Monterey Voices for Children Court Appointed Special Advocates, Monterey County Rape Crisis Center (MCRCC), Monterey County YWCA, the Monterey County Health Department's Sexual Assault Response Team (SART), the Victims Unit of the Monterey County District Attorney's Office, Monterey County Probation, the City of Seaside Police Department, and the City of Greenfield Police Department.

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Demographics for victims served by the Greenfield and Seaside Police Departments and Monterey County Probation include the entire range of victims encountered in any criminal justice system. Victims affected by domestic violence and rape are primarily served by the YWCA, the Sexual Assault Response Team, the Monterey County Rape Crisis Center, and partner police departments. Those victims affected by crimes most often associated with children such as abuse and neglect are primarily served by Monterey Voices for Children CASA.

Domestic violence is widespread in Monterey County; one in every 5.4 women in Monterey County (18.4%) has at some time experienced physical violence at the hands of an intimate partner by the age of 18. During the past six years there has been a declining trend in domestic violence calls made to Monterey County law enforcement organizations. However, the rate of local calls per 10,000 people in the population exceeds the statewide rate. In 2009, there were 46.8 calls per 10,000 in Monterey County residence and 43.7 per 10,000 in California residences.

The low income and immigrant population in Monterey County has very little access to pro bono victim advocacy services and assistance programs, and, due to language barriers and lack of outreach into their communities, most victims of domestic violence are unaware of the few services that do exist. These services are needed now more than ever as awareness of incidences of human trafficking in Monterey County is on the rise, as are numbers of clients who have been trafficked who approach us for our services. According to the United Nations Office on Drugs and Crime, human trafficking is the "recruitment, transportation, transfer, harboring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of a giving or receiving of payment or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation." While we acknowledge this is no new phenomenon, the

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YWCA-MC is positioning itself to serve this hidden, threatened and unserved portion of our community by becoming recognized and certifying staff through the Board of Immigration Appeals to offer assistance with immigration related matters including "U" Visas for victims of crime and "T" Visas for trafficking victims who are often also victims of domestic violence.

**Description of the nature and extent of your victim services gaps/needs affecting your County**

In Monterey County, victims' services are limited. Case management and referral services for victims interacting with the criminal justice system are underfunded because limited justice budgets require a bulk of resources be put into responding to crimes, and less effort put into post-crime services. Additionally, training is limited for faith-based organization staff who are often the first contact point for many victims of crimes and have difficulty identifying the best services to refer victims to. In the probation system, tracking of victims is limited due to technical database challenges, and restitution and case management for these victims is difficult to track over time.

Victims have needs for immediate assistance for needs such as temporary housing, clothing, meals, transportation, groceries and clothing. These services are currently limited. Many victims who are subpoenaed to court or who seek help after being victimized by domestic violence, rape, abuse, or other crimes have no means of transportation and in some cases do not have appropriate clothing for court appearances, legal appointments, or other follow-up appointments. Child victims are particularly vulnerable, and currently there is a demand for court appointed child advocates which outstrips the existing available services.

This project will address these victim services gaps and needs by engaging in services including but not limited to: Improving victim services, financial assistance to victims, housing assistance,

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food assistance, legal assistance, improved referrals, improved case management, and through better coordination, collaboration and training of the partner entities represented by the VSSC

**Anticipated impact of this funding in addressing your gaps/needs**

The grant funds will be used to enhance services currently lacking or limited in the community.

The funds will be used to assist adult and child victims of domestic violence, sexual assault, child abuse and other crimes by providing immediate assistance for needs such as improved case management, counseling, legal advocacy, court appointed advocates, temporary and emergency housing, clothing, meals, transportation, groceries, clothing, and other services.

Vouchers and gift certificates which do not allow alcohol purchase could be distributed to victims for food, groceries, clothes, and transportation to and from appointments associated with victimization such as lawyers and therapists.

Funding would also be utilized to provide direct service legal advocacy to survivors of human trafficking and domestic violence in the form of restraining orders, divorce agreements, cease and desist letters, court accompaniment, and other services. Often times, survivors lack the capabilities to complete the required court documentation to obtain these types of orders and are unaware of the process and intimidated by the legal system. Organizations that fill these needs support survivors in taking the necessary steps to transform their lives away from trauma and violence.

**2. Victims Services Steering Committee (VSSC) Plan and certification**

Attached to this application are letters of commitment from participants of the VSSC with (1) Signatures of the program-required participants of the Victims Services Steering Committee (VSSC) indicating their participation in the VSSC, (2) a victims services plan which includes a gaps/needs identification, a plan to address these gaps/needs, the name of the department to



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administration the XC Grant Sub-award, a description of volunteer use, and a proposed distribution of funds as required by the Victims Services (XC) Program Request for Application.

### **Gaps/Needs identified by the VSSC**

The VSSC has identified the following gaps and needs for victims:

Victims of crimes and violence often have needs such as case management, referrals, advocates, obtaining restitution, temporary housing, transportation, food and clothing. Barriers exist which make it difficult for them to even come forward to report crime. These barriers include language and cultural issues as well as mistrust and confusion regarding the criminal justice system. Victims tend not to know their options and rights and subsequently can feel a sense of powerless. Access to information and services are a challenge not only because of language and cultural issues, but also geographically with rural areas in the north and southern portions of the county having limited access to services.

Other gaps in service can include limitations to computer systems to track victims of crimes which may challenge the effectiveness of providing services to victims of crimes. The project partners have identified a number of needs for victims, including case management improvement, referrals, financial assistance, advocacy, housing assistance, food assistance, and legal assistance,

Crime victims need linguistically appropriate, culturally sensitive and trauma sensitive services, particularly the service providers whose purpose is to assist them and those who work within the criminal justice system. To that end, cooperation among service providers and the County is important and will be developed over the course of this grant.

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**Plan to address the identified victim services gaps/needs:**

The County of Monterey will address these victim services gaps and needs by engaging in services including but not limited to: Improving victim services, financial assistance to victims, improved case management, referrals, housing assistance, food assistance, legal assistance, advocacy, and through improved coordination, collaboration and training of the partner entities represented by the VSSC. The project lead will be the County of Monterey County Administrative Office, under the Community Engagement and Advocacy unit. Project services may be provided by any of the VSSC signatories indicated in this application. Measurable objectives illustrating the success of the project include (1) improving the number of victims served, (2) improving the amount of services provided to victims, and (3) improving the quality of services provided to victims.

Use of volunteer to address victims service gaps: Monterey County Rape Crisis Center recruits and trains volunteers who must undergo 44 hours of State Certified Sexual Assault Counselor training before having contact with sexual assault victims. Once trained, volunteers provide crisis intervention services over the phone and in person. They accompany survivors to forensic exams, interviews with law enforcement and to court upon request. As a provider of services 24-hours a day, MCRCC particularly relies on volunteers to provide services after hours. This type of volunteer will be used to provide victims services as part of this project.

Other volunteers will be used to provide victims services for our victims services provider, Voices for Children who provide Court Appointed Special Advocates for children. Volunteer Advocates are carefully recruited, screened and trained to become Court Appointed Special Advocates (CASAs). As such, they provide services to the Superior Court of Monterey County acting under their authority. They are managed by Voices for Children CASA of Monterey County and report to our Dependency Court Judge. Each is assigned to one or more specific

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children in foster care, and funding from this program will go to fund those children who are victims of crimes. CASAs befriend the child and watch over the child's progress in their foster placement, at school, in therapy, and where applicable, in reunification efforts with their biological parents or original care givers. All volunteers are supervised by professional CASA staff. Court Appointed Special Advocates are carefully recruited and trained and after a rigorous full background check are sworn in to Superior Court of Monterey County and then assigned to support one child in foster care.

**Name of County Agency/Department assigned to administer Grant:**

The County Administrators Office (CAO), which oversees all departments in the County, will administer and oversee the grant. Specifically, this project will be administered by the Community Engagement & Advocacy unit of the CAOs office.

**Distribution of Funds**

Project partners who will be receiving funds from the CalOES Victims Services (XC) Grant include the Greenfield Police Department, the Seaside Police Department, the Monterey County Probation Department, the Monterey County District Attorney's office Victims Services Unit, the YWCA, Voices for Children CASA, the Monterey County Rape Crisis Center, the County of Monterey County Administrative Office, and the Monterey County Health Department to support their Sexual Assault Response Team (SART).

The parties indicated on the attached herein with signed commitments to the VCCS constitute the Victims Services Steering Committee (VSSC) for the CalOES County Victim Services (XC) Program as required by the CalOES County Victims Services (XC) Request for Application. The VSSC project partner commitments attached to this plan agree with the plan herein, and certify

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that this document fulfills the requirements of the County Victims Services (XC) Program grant application.

### **3. Capabilities**

The County of Monterey will implement this plan in partnership with its core implementation partners: The Monterey County Administrative Office, Monterey Voices for Children Court Appointed Special Advocates (CASA), Monterey County Rape Crisis Center (MCRCC), Monterey County YWCA, the Sexual Assault Response Team (SART), the Victim Unit of the Monterey County District Attorney's Office, Monterey County Probation, the City of Seaside Police Department, and the City of Greenfield Police Department. The police department partners deal with victims from the crime scene to case closeout, and have dozens of years of experience addressing victims issues. Addressing a range of victims issues with women, children, and those affected by domestic violence, the YWCA, Sexual Assault Response Team, Monterey County Rape Crisis Center, and Voices for Children have many years of addressing the unique needs of these unique victims classes. The probation department has many years of experience dealing with victims of crime after a victimization has taken place and will expand its programs to deal with victims as part of this program.

#### **Organizational Description:**

Monterey County formed the Victims Services Steering Committee (VSSC), will manage the Victims Services (XC) Grant, and coordinate all future meetings of the VSSC. This project will be managed by the office of the County Administrative Officer's Community Engagement & Advocacy unit, which oversees all other departments in the County. The structure of the VSSC is a voluntary ad hoc committee that meets as needed to discuss victims services issues.

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All organizations included in the Victims Services Steering Committee (VSSC) serve victims by identifying their needs, referring them to the appropriate public, private, or non-profit victim's services as needed, or providing services themselves.

Funded positions assigned to the project include:

- Child Advocate Program Director (Voices CASA)
- Senior Child Advocate Supervisor (Voices CASA)
- Legal Coordinator (YWCA)
- Legal Advocates (YWCA)
- Probation Aide (Probation)
- Case Agent (Greenfield PD)
- Volunteer Coordinator (Greenfield PD)
- Transporter (Greenfield PD)
- Translator (Greenfield PD)
- Management Analyst III (County Administrator's Office)

### **Organizational Chart**

Provide an organizational chart illustrating the relationship between the Victim Services Steering Committee and your entity, and if applicable, the project components, project staff and other participating agencies. Clearly highlight grant funded positions, including those donated. Titles for individuals should match the budget.

See appendices.