

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT District Attorney Victim Witness Division		(2) MEETING DATE March 28, 2006		(3) CONTACT/PHONE Cindy Marie Absey, Director Victim Witness Division (805) 781-5822	
(4) SUBJECT Submittal of a request to approve a grant agreement with the State of California, Office of Emergency Services for the continuing administration of a victim witness assistance program for fiscal year 2006-2007.					
(5) SUMMARY OF REQUEST The District Attorney's Office requests approval of a grant agreement with the State for grant funds made available through the State Office of Emergency Services for the continuing administration of a Victim Witness Assistance Program for fiscal year 2006-2007.					
(6) RECOMMENDED ACTION It is recommended that your Board approve a grant agreement with the State Office of Emergency Services for fiscal year 2006-2007 grant funding of \$191,666 for the continuing administration of a Victim/Witness Assistance Project.					
(7) FUNDING SOURCE(S) STATE/FEDERAL		(8) CURRENT YEAR COST \$191,666		(9) ANNUAL COST \$191,666	
(10) BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): County Counsel has reviewed and approved this grant agreement.					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) ADMINISTRATIVE OFFICE REVIEW <i>OK - Cindy Marie</i>					
(14) SUPERVISOR DISTRICT(S) 1st, 2nd, 3rd, 4th, 5th <u>All</u>			(15) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(16) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(17) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input checked="" type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(18) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input checked="" type="checkbox"/> Attached <input type="checkbox"/> N/A			(19) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		

*B-13
3-28-06*

Gerald T. Shea
District Attorney

Daniel A. Hilford
Assistant District Attorney

Cindy Marie Absey
Director
Victim Witness

OFFICE OF THE DISTRICT ATTORNEY
County of San Luis Obispo



To: Board of Supervisors

From: Gerald T. Shea, District Attorney

Date: March 28, 2006

Subject: Request to approve a grant agreement with the State of California, Office of Emergency Services to fund the continuing administration of a Victim Witness Assistance Program for fiscal year 2006-2007.

Recommendation

It is recommended that the Board approve a grant agreement with the State Office of Emergency Services for fiscal year 2006-2007 grant funding of \$191,666 for the continuing administration of a Victim/Witness Assistance Project.

Discussion

The purpose of Victim/Witness Assistance Programs is to reduce the trauma and insensitive treatment that victims and witnesses may experience in the wake of a crime through the provision of comprehensive services to all types of crime victims. Victim/Witness activities and services are mandated by and delineated in Penal Code section 13835.5. Since 1984, state grant funding had been available and administered through the Office of Criminal Justice Planning (OCJP). The San Luis Obispo District Attorney's Office has been in contract with the state for Victim/Witness funding since that time. With the January 2004 elimination of OCJP as a state agency, the administration of Victim/Witness grants was transferred to the Office of Emergency Services (OES).

This grant award is for \$191,666 and has no impact to the general fund. The grant funds a Senior Victim/Witness Coordinator position and two FTE Victim/Witness Coordinator positions with benefits.

Other Agency Involvement

The Administrative Office and County Counsel have reviewed this agreement. County Counsel has approved the agreement for form and legal effect.

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Financial Considerations

Under the terms of the grant, \$191,666 is available from the State with no county match for FY 2006-2007. This is \$3,779 more than the state provided in FY 2005-2006. The District Attorney's Victim/Witness Division has included expenses and revenue for this program in its budget request for FY 2006-2007. Approval of this agreement will have no effect on the level of General Fund support required by Victim/Witness for FY 2006-2007.

Results

This OES grant will enable the District Attorney's Victim/Witness Assistance Division to achieve its county department goals, including:

- 1) To reduce the effects of crime on victims, family members, and the community by:

Funding personnel (victim/witness assistance coordinators) who, together with other Project personnel, contact victims to assess their needs and offer services designed to help reduce victims' confusion and frustration and help them recover from the effects of crime. During FY 2004-2005, 2,901 new crime victims were contacted and provided a wide range of crisis and support services. This figure does not include elder and dependent adult abuse victims assisted through the Elder Abuse Advocacy and Outreach Project (EAAOP) as those services are reported separately as required by the Office of Emergency Services (OES). For FY 2005-2006, Victim/Witness established a new measure to track the percentage of crimes against persons victims contacted within eight (8) business days of referral to Victim/Witness. For the first half of FY05-06, victim/witness coordinators made contact with victims within an average of 7.8 days.

- 2) To increase the criminal justice efficiency response to crime victims and witnesses.

Funding personnel (victim/witness assistance coordinators) who, together with other Project personnel, confirm the mailed subpoenas of victims and witnesses which helps ensure the victim's or witness' cooperation with the criminal justice system and reduces expenses by saving law enforcement the time and expense of personally serving subpoenas. We estimated a savings of approximately \$180,000 in costs by confirming 85% of subpoenas that otherwise would require personal service by the Sheriff's civil division. For the first half of FY05-06, Victim/Witness confirmed 83% of the mailed subpoenas, or 98% of the target.

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

GRANT AWARD FACE SHEET (OES A301)

[FOR OES USE ONLY]	OES ID:	
	Award No:	

The Governor's Office of Emergency Services, hereafter designated OES, hereby makes a grant award of funds to the following

1. **Grant Recipient:** SAN LUIS OBISPO COUNTY
hereafter designated Recipient, in the amount and for the purpose and duration set forth in this grant award.

2. **Implementing Agency:** SAN LUIS OBISPO COUNTY DISTRICT ATTORNEY'S OFFICE

3. **Project Title** San Luis Obispo County Victim/Witness Assistance Center 4. **Grant Period** July 1, 2006 to June 30, 2007

Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
5.VOCA 06		87,120		21,780			
6.VWA 06	104,546						
7.							
8.							
9.							
10. TOTALS	104,546	87,120	191,666\$	21,780		21,780	10G. \$191,666

11. This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: I am vested with authority, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, to enter into this grant award agreement; and all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the *Recipient Handbook*, and the OES audit requirements, as stated in the applicable RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in the applicable RFP or RFA, and agrees that the allocation of funds is contingent on the enactment of the State Budget.

12. **Official Authorized to Sign for Applicant/Grant Recipient:**

Name KATCHO ACHADJIAN Title Chairperson, County Board of Supervisors
 Official's Mailing Address: Room 1055 Monterey Suite D430 City: San Luis Obispo Zip: 93408
 Street Address (if different): _____ City: _____ Zip: _____
 Telephone: (805)781-5450 (area code) FAX: (805)781-1350 (area code) Email: kachadjian@co.slo.ca.us
 Signature _____ Title: Chairperson, Board of Supervisors

 OES Program Manager Date _____ OES Director (or designee) Date _____

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CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, _____ hereby certify that
(official authorized to sign grant award; same person as Section 12 on Grant Award Face Sheet)

RECIPIENT: SAN LUIS OBISPO COUNTY

IMPLEMENTING AGENCY SAN LUIS OBISPO COUNTY DISTRICT ATTORNEY'S OFFICE

PROJECT TITLE: SAN LUIS OBISPO COUNTY VICTIM/WITNESS ASSISTANCE CENTER

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

I. Equal Employment Opportunity – (*Recipient 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). **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:

Affirmative Action Officer: RICHARD GREEK

Title: PERSONNEL DIRECTOR

Address: 1055 MONTEREY, SUITE D250, SAN LUIS OBISPO, CA 93408

Phone: (805) 781-5959

Email: rgreek@co.slo.ca.us

II. Drug-Free Workplace Act of 1990 – (*Recipient Handbook, Section 2152*)

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

III. California Environmental Quality Act (CEQA) – (*Recipient Handbook, Section 153*)

The State of California requires all OES-funded projects to obtain written certification that the project is not impacting the environment negatively.

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IV. Lobbying – (Recipient Handbook Section 2154)

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.

V. Debarment and Suspension – (Recipient Handbook Section 2155)

(This applies to federally funded grants only.)

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.

A. VI. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization 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 OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from 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.

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All appropriate documentation must be maintained on file by the project and available for 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 Recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the Recipient 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 Grant Award Agreement [Section 12 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient 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: KATCHO ACHADJIAN

Authorized Official's Title: CHAIRPERSON, COUNTY BOARD OF SUPERVISORS

Date Executed: MARCH 28, 2006

Federal ID Number: 95-6000939

Executed in the City/County of: SAN LUIS OBISPO

AUTHORIZED BY:

- City/County Financial Officer or
- City Manager or
- Governing Board Chair

Signature: _____

Typed Name: KATCHO ACHADJIAN

Title: CHAIRPERSON, COUNTY BOARD OF SUPERVISORS

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PROJECT CONTACT INFORMATION

Recipient SAN LUIS OBISPO COUNTY Grant Number VW06250400

Provide the name, title, address, telephone number, fax number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."** **NOTE: If you use a P.O. Box address, a street address is also required for UPS and site visit purposes.**

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

Name:	Gerald T. Shea	Title:	District Attorney
Street Address:	Fourth Floor, Courthouse Annex	City:	San Luis Obispo
P.O. Box		City:	
Telephone:	(805)781-5800	Fax :	(805)781-4307
E-Mail Address:	<u>gshea@co.slo.ca.us</u>		

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

Name:	Susan DeMaria	Title:	Administrative Officer
Street Address:	4 th Floor, Courthouse Annex	City:	San Luis Obispo
P.O. Box		City:	
Telephone:	(805)781-5800	Fax:	(805)781-4307
E-Mail Address:	<u>sdemaria@co.slo.ca.us</u>		

3. The **person** having **routine programmatic responsibility**:

Name:	Cindy Marie Absey	Title:	Victim/Witness Director
Street Address:	Rm. 386, Courthouse Annex	City:	San Luis Obispo
P.O. Box		City:	
Telephone:	(805)781-5821	Fax :	(805)781-5828
E-Mail Address:			

4. The **person** having **routine fiscal responsibility for the project**:

Name:	Susan DeMaria	Title:	Administrative Officer
Street Address:	4 th Floor,, Courthouse Annex	City:	San Luis Obispo
P.O. Box		City:	
Telephone :	(805)781-5800	Fax:	(805)781-4307
E-Mail Address:			

5. The Executive Director of a Community Based Organization or the Chief Executive Officer (e.g., Chief of Police, Superintendent of Schools) of the implementing agency:

Name:	David Edge	Title:	County Administrative Officer
Street Address:	1055 Monterey, D430	City:	San Luis Obispo
P.O. Box		City:	
Telephone:	(805)781-5011	Fax:	(805)781-5023
E-Mail Address:			

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Project Narrative

1. Problem Statement:

San Luis Obispo County (SLO) Victim/Witness Assistance Center is a division of the District Attorney's Office and has been operational since 1977, funded originally with LEAA grant monies. In 1983, the office was comprised of a Director and a Victim/Witness Coordinator in addition to assistance from Rape Crisis personnel, who shared office space with Victim/Witness and University of California Polytechnic interns. The increasing county population, corresponding crime and the availability of state funds resulted in growth of the Center over the next twenty years.

Currently, the Project has fourteen permanent employees plus several temporary help employees and up to four college interns who work on a volunteer "for class credit" basis. Included are a Joint Powers (JPA) Claims Unit of 3 persons and a 3-person witness coordination unit, which includes a receptionist who screens incoming calls from both victims and witnesses. Over the years, services have become increasingly victim-focused with increased specialization for specific crime types. For several years, the Project has operated with 3 victim service "teams": a 3-person Domestic Violence/Sexual Assault Team (including one Assistant Director), a 4-person Crimes against Persons/Juvenile Crime Team (which includes the other Assistant Director) and an Elder Abuse Advocacy and Outreach Project (EAAOP) comprised of 2 advocates, an intern and a volunteer. Services are provided to all types of victims, ranging from misdemeanor property crime victims to the most serious felony crimes against persons. During FY2005-06, the total Victim/Witness budget was \$1,096,271, \$537,706 of which was derived from county general funds.

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All appropriate documentation must be maintained on file by the project and available for 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 Recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the Recipient 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 Grant Award Agreement [Section 12 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient 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: KATCHO ACHADJIAN

Authorized Official's Title: CHAIRPERSON, COUNTY BOARD OF SUPERVISORS

Date Executed: MARCH 28, 2006

Federal ID Number: 95-6000939

Executed in the City/County of: SAN LUIS OBISPO

AUTHORIZED BY:

- City/County Financial Officer or
- City Manager or
- Governing Board Chair

Signature: *Susan DeMaria*

Typed Name: SUSAN DEMARIA

Title: DISTRICT ATTORNEY ADMINISTRATIVE SERVICES OFFICER

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in Penal Code 13835.5 et seq and as outlined in the Victim/Witness Program Guidelines. SLO V/W serves all types of crime victims, although priority is given to victims of violent crime, child victims and elderly/dependent adult victims. Services are available to victims in cases where there are no identified suspects and/or no pending criminal case, although in the absence of a criminal case, the scope of V/W services is limited. Project personnel are available during normal business hours and personnel will respond to crime scenes, law enforcement agencies or other locations as needed to assist victims. For homicides, the V/W Director or an Assistant Director is available after hours upon request. All victim/witness crisis and support services are provided based on the identified needs of the family and the specific circumstances surrounding the case.

California Polytechnic University students apply for internships with SLO Victim/Witness and are screened by an Assistant V/W Director for interest, aptitude and for basic criteria. Criteria include that the student be enrolled as a junior or senior, is able to commit to three school quarters and to a minimum of 12 hours per week. All prospective interns are subject to a full background check conducted by DA Investigators. SLO V/W can accommodate up to 4 interns at a time, although one may be assigned to the EAAOP. Intern's volunteer time is recorded on time-sheets which are submitted to the Assistant Director. Intern training is both structured and "on the job" training involving mentoring by designated seasoned advocates. To assist with orientation and training, an intern orientation manual was developed by a prior intern as a Senior Project and continues to be used today.

Through the use of advocate "teams" and specialized assignments, cases are tracked from the first victim contact ("intake") through subsequent contacts. The Project's efficiency and access to victim information has been greatly enhanced by the implementation in June 2001, of an automated victim data tracking system ("VTS") that is also linked to our District Attorney database of criminal cases. This system was reviewed and approved by OCJP while under development and continues to be modified and updated as needed.

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SLO V/W has been the county's designated primary provider of crime victim services since 1977. As a division of the District Attorney's Office, the Project has ready access to local law enforcement agencies as well as ongoing collaborations with other victim services agencies and groups. Referrals are made to V/W via law enforcement's use of a victim referral card (available in English and Spanish) which officers give to victims at the initial law enforcement contact. Additionally, V/W receives copies of all crime reports submitted by local law enforcement to the DA for filing/charging review and screens those for victim information. Other referrals come from victim service agencies, Hotline, Child Welfare Services, Adult Protective Services or other organizations or groups. With regular monitoring of local newspaper crime logs and other media reports, we stay informed about new crimes as they occur. In some cases, such as serious injury crimes or incidents involving a fatality that may develop into a criminal case, we will reach out to victims while the case is still under investigation by law enforcement.

Initial contact with the crime victim may occur by phone, in person or by letter. The advocate makes an assessment of the victim's status and needs in order to determine appropriate interventions and services. Subsequent contact with the victim depends on many factors, including the expressed needs of the victim and the status of a pending criminal case, if there is a case. Some victims of domestic violence and sexual assault are referred to our local women shelters or rape crisis center if there is no pending criminal case and her needs are best served by those community-based agencies. In cases where there is a pending criminal case, we work in partnership with our shelters and rape crisis center to provide the breadth of services available from all agencies. Because our V/W services are "system-based", we focus on services related to the criminal case, such as criminal justice orientation, case status updates, advocate support during DA and investigator interviews, court accompaniment and sentencing support/assistance. Other victim needs, such as temporary housing and counseling may be provided by the shelter or rape crisis center. Existing Operational Agreements (OA's) with victim service agencies, first

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responders and other providers are used as a springboard for effective working relationships, although maintaining good relationships is best achieved by ongoing collaboration and by focusing on how best to serve the victim.

Advocates are assigned cases based on their "team" and based on the defendant's last name, if there is a defendant. (Effective March, 2006, and in response to a staff shortage, cases have been temporarily assigned to victim advocates by courtroom. This system will be revisited once personnel are hired and trained.) The two V/W Assistant Directors typically make case assignments and provide the crime reports or other information to the assigned advocate. SLO V/W county performance measures include a goal of contacting victims within 8 business days of the filing of criminal charges, although contact is often attempted and made much sooner. For violent felonies, we attempt contact within 72 hours, in misdemeanor crimes against persons, within one week and with property crime victims, within two weeks, staffing level permitting. In cases involving a fatality or serious injury to a victim, our policy is to offer services as soon as possible to minimize further trauma to the victim or victims' family and to provide a contact for information.

Hearing-impaired victims are identified and if contact is by phone, the AT &T TDD system is accessed for special assistance. Translators, including sign language translators, are provided or arranged for through a roster maintained by the courts. DA and V/W offices are handicapped accessible for the elderly and disabled, and our Elder Abuse Advocacy and Outreach (EAAOP) staff work with that population of victims as required by that grant.

Although the majority of the contact with victims is by phone, advocates also make field visits to victims' homes, hospitals, law enforcement agencies and other locations as needed. Additionally, advocates have in-person contacts with victims at the Project offices or courthouse regarding services, including the preparation of Victim Compensation claims and to prepare for court and

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attend proceedings. Due to the close working relationship of the advocates and the prosecutor assigned to the criminal case, in most situations the advocates arrange pre-trial interviews for the DDA and provide support for the victim during interviews as well as court support during hearings. After the conclusion of the criminal case, the advocate often has continuing contact with the victim, especially if there is a pending victim compensation claim, restitution order or if the defendant is sentenced to prison. For cases involving state prison and the state juvenile justice system, the advocate provides the victim with information regarding their rights to information and notification and may act as a liaison with CDCR, BPH and the AG's Office. A packet for victims entitled "Sentencing Rights and Resources for Crime Victims" contains the information and forms related to prison and youthful offender cases.

The Project's ability to implement the program requirements is enhanced by its placement in the District Attorney's Office and close working relationships with prosecutors, law enforcement and other local and state victim service providers. The Victim/Witness Director attends weekly meetings convened by the District Attorney and attended by DA top managers.

In addition, the V/W Director or Project personnel are the District Attorney's designated representative on a number of key community councils and collaborative groups, including the Children's Services Network (CSN), the Adult Services Policy Council (ASPC), the Adult Abuse Prevention Council (AAPC), the Child Abuse Prevention Council (SLO-CAP) and the DUI Task Force. Moreover, designated V/W personnel are active members of other community coalitions and groups, including the Domestic Violence Task Force (DVTF) which was created by the DA in 1994 and continues to be chaired by the DA and the Suspected Abuse Response Team (SART), which is chaired by the Assistant D.A. and attended by a V/W Assistant Director whenever possible. Internal to the D.A. Office, Victim/Witness personnel provide key support roles for the D.A.'s Child Abuse Interview Team (CAIT) and the D.A.'s Child Advocate Program (CAP).

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The Project maintains regular, ongoing contact with both both women shelters and the rape crisis center to ensure that domestic violence and sexual assault victims receive the most comprehensive services possible. Until recently, the Victim/Witness Director had served for the past 6 years on the Board of Directors for our county's Sexual Assault Recovery and Prevention Center.

Existing Operational Agreements (OA's) with related and referral agencies are completed and reflect the cross-referral and cross-training necessary for effective crime victim service delivery. Due to the relatively small size of our county and the limited number of law enforcement agencies and victim service providers, Project staff are able to establish personal relationships with other participating agencies and can typically make referrals, problem-solve or obtain needed information with a simple phone call or contact.

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The **Chair** of the **governing body** of the implementing agency: *(Provide address and telephone number other than that of the implementing agency.)*

Name: Katcho Achadjian Title: Chairperson, Board of Supervisors
 Street Address: 1055 Monterey, D430 City: San Luis Zip: 93408
 Obispo
 P.O. Box City: Zip:
 Telephone: (805)781-5450 Fax: (805)781-5023
 E-Mail Address: Kachadjian@co.slo.ca.us

OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the "Grant Funds" column, report the OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES			
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services	191,666		191,666
Operating Expenses			
Equipment			
TOTAL	191,666		191,666

OES 653

This form does not become part of the grant award.

Handwritten initials: B/B, 17

PROJECT BUDGET
BUDGET NARRATIVE
2006-2007

The San Luis Obispo Victim/Witness Center's proposed budget from OES supports the Center's objectives and activities as follows:

- 1) The personnel paid with OES funds are advocates assigned to domestic violence, sexual assault and felony and misdemeanor crimes against persons. These caseloads are the largest handled by the Center, comprising the majority of crimes.
- 2) Mid-year salary increases will apply to several of the personnel and these costs were "built-in" to the submitted budget.

Funds are allocated to minimize administrative costs and support direct services through the budgeting of advocate positions which directly serve crime victims.

The required OES-sponsored training funds (referenced on page 12 of the VWAP-RFA) are not included in the grant budget and will instead be funded from non-grant Victim/Witness Assistance department funds.

Please see attached job descriptions for job duties of project-funded staff.

Project-funded staff duties and time commitments support the proposed objectives and activities by the assignment of trained, experienced crime victim advocates to direct service delivery at time commitments consistent with the Center's caseloads.

The Center has no subcontracts or unusual expenditures.

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BUDGET CATEGORY AND LINE ITEM DETAIL	STATE	VOCA	VOCA MATCH (State Funds)	TOTAL
A. Personnel Services – Salaries/Employee Benefits				
<u>SALARIES</u>				
1. Senior Victim/Witness Coordinator (1 FTE) 100% grant funded position current allocation \$25.82/hr x 2,080 hours = \$53,706		53,706		
2. Victim/Witness Coordinators 100% grant funded (2 FTE) current allocation \$23.36/hr x 4080 hrs = \$95,308	61,894	33,414		
<u>BENEFITS</u> (partially funded)				
1. Senior Victim/Witness Coordinator (1 FTE) \$22,556 42% of salary and includes medical, workers' comp, FICA, Medicare, Retirement and Unemployment Insurance	20,872		1,684	
2. Victim/Witness Coordinators (2 FTE) \$40,029 42% of salary and includes medical, workers' comp, FICA, Medicare, Retirement and Unemployment Insurance			20,096	
<p>The benefits for the three positions total \$62,585 of which \$42,652 will be charged to the grant. The County will pay the remaining \$19,933 in benefit costs for these positions.</p>				
TOTAL	82,766	87,120	21,780	191,666

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BUDGET CATEGORY AND LINE ITEM DETAIL B. Operating Expenses	STATE	VOCA	VOCA MATCH (State Funds)	TOTAL
None	0	0	0	0
TOTAL	0	0	0	0

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BUDGET CATEGORY AND LINE ITEM DETAIL C. Equipment	STATE	VOCA	VOCA MATCH (State Funds)	TOTAL
None	0	0	0	0
CATEGORY TOTAL	0	0	0	0
PROJECT TOTAL	82,766	87,120	21,780	191,666

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OPERATIONAL AGREEMENT SUMMARY FORM
(Maximum 3 year Operational Agreements)

Agency	From (date)	To (date)	Number of Years for which this Agreement is effective	Total Years of Agreements between Agency and Organization
Arroyo Grande Police Department	7/1/05	6/30/08	3 years	Since required
Atascadero Police Department	7/1/05	6/30/08	3 years	Since required
Grover Beach Police Department	7/1/05	6/30/08	3 years	Since required
Paso Robles Police Department	7/1/05	6/30/08	3 years	Since required
Pismo Beach Police Department	7/1/05	6/30/08	3 years	Since required
Morro Bay Police Department	7/1/05	6/30/08	3 years	Since required
San Luis Obispo Police Department	7/1/05	6/30/08	3 years	Since required
California Polytechnic Police Dept.	7/1/05	6/30/08	3 years	Since required
San Luis Obispo County Sheriff's Office	7/1/05	6/30/08	3 years	Since required
California Highway Patrol (SLO)	7/1/05	6/30/08	3 years	Since required
California Highway Patrol (North Station)	7/1/05	6/30/08	3 years	Since required
San Luis Obispo County Probation	7/1/05	6/30/08	3 years	Since required
Women's Shelter Program (SLO Co)	7/1/05	6/30/08	3 years	Since required
North County Women's Resource Center & Shelter	7/1/05	6/30/08	3 years	Since required
San Luis Obispo County Dept of Social Services- Adult Services	7/1/05	6/30/08	3 years	Since required
San Luis Obispo County Dept of Social Services—Child Services	7/1/05	6/30/08	3 years	Since required
San Luis Obispo County Mental Health Services	7/1/05	6/30/08	3 years	Since required
MADD California	7/1/05	6/30/08	3 years	Unknown
California State Parks-Oceano Dunes	7/1/05	6/30/08	3 years	Since required
Cuesta College Police Department	7/1/05	6/30/08	3 years	Since required
California State Parks—SLO Coastal Division	7/1/05	6/30/08	3 years	Since required
Economic Opportunity Commission	7/1/05	6/30/08	3 years	Unknown
Sexual Assault Recovery & Prevention Center (SARP)	7/1/05	6/30/08	3 years	Since required
Hotline of San Luis Obispo County	7/1/05	6/30/08	3 years	Unknown

B.B.
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PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

SAN LUIS OBISPO COUNTY *

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

22nd DISTRICT: LOIS CAPPS

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

33RD DISTRICT: SAM BLAKESLEE

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

15TH DISTRICT: ABEL MALDONADO

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

254,566 (2004 ESTIMATE FROM THE US CENSUS BUREAU)

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OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the "Grant Funds" column, report the OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES			
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services	191,666	0	191,666
Operating Expenses	0	0	0
Equipment	0	0	0
TOTAL	191,666	0	191,666

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This form does not become part of the grant award.

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PRIOR, CURRENT AND PROPOSED OES FUNDING

List all currently funded OES projects and all OES grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of OES funding. For current and proposed grants that include positions funded by more than one OES grant, list these personnel by title and the percentage of the position funded by OES. The percentage of funding must not exceed 100 percent for any one individual.

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY OES
1993-94	CP93010001	\$50,000	Project Director	25%
1993-94	CR93020001	\$67,000	Project Director	25%
1993-94	DS93020001	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF OES FUNDING
2001-02	VW00190400	187,887	Sr. V/W Coord. V/W Coord.	100%
2002-03	VW00190400	187,887	Sr. V/W Coord. V/W Coord.	100%
2003-04	VW033Q0400	140,569	Sr. V/W Coord. V/W Coord.	100%
2004-05	VW04230400	187,887	Sr. V/W Coord. V/W Coord.	100%
2005-06	VW05240400	187,887	Sr. Victim/Witness Coordinator	100%

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ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: VW06250400

Applicant: San Luis Obispo County
Project Title: San Luis Obispo County Victim/Witness Assistance Center
Grant Period: July 1, 2006 to June 30, 2007

The following persons are authorized to sign for:

Project Director

Gerald T. Shea
Signature
Gerald T. Shea

Name
Daniel A. Hilford
Signature
Daniel A. Hilford

Name

Signature

Name

Signature

Name

Signature

Name

Financial Officer

Susan DeMaria
Signature
Susan DeMaria

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Approved By:

Applicant Project Director: *Gerald T. Shea*

3/6/06
Date

Applicant Financial Officer: *Susan DeMaria*

3/6/06
Date

*B.B.
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