

Cal OES #		FIPS #		VS#		Subaward #	VW23 42 0360
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

### GRANT SUBAWARD FACE SHEET

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

<b>1. Subrecipient:</b>	San Bernardino County	<b>1a. UEI#:</b>	PNJMSCHTMVF7
<b>2. Implementing Agency:</b>	District Attorney	<b>2a. UEI#:</b>	E81BMEGBU6R3
<b>3. Implementing Agency Address:</b>	303 West 3rd Street, 6th Floor (Street)	San Bernardino (City)	92415-0502 (Zip+4)
<b>4. Location of Project:</b>	San Bernardino (City)	San Bernardino (County)	92415-0502 (Zip+4)
<b>5. Disaster/Program Title:</b>	VW - Victim/Witness Assistance Program	<b>6. Performance/ Budget Period:</b>	10/1/2023 (Start Date) to 9/30/2024 (End Date)
<b>7. Indirect Cost Rate:</b>	10% de minimis	<b>Federally Approved ICR (if applicable):</b>	%

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$1,461,270		\$365,318		\$365,318	\$1,826,588
9.	2023	VOCA		\$1,461,268		\$365,317		\$365,317	\$1,826,585
10.	2023	VWA0	\$323,853						\$323,853
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	\$323,853	\$2,922,538	\$3,246,391	\$730,635		\$730,635	\$3,977,026

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

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

**15. Official Authorized to Sign for Subrecipient:**

Name: Jason Anderson Title: District Attorney

Payment Mailing Address: 303 West 3rd Street, 6th Floor City: San Bernardino Zip Code+4: 92415-0502

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

**16. Federal Employer ID Number:** 956002749

**(FOR Cal OES USE ONLY)**

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

(Cal OES Fiscal Officer)

(Date)

(Cal OES Director or Designee)

(Date)



## Grant Subaward Contact Information

### Information and Instructions

Key personnel are the official points of contact for the Grant Subaward, including the individuals identified on this form (per Subrecipient Handbook (SRH) Section 3.005).

Complete all sections of this form using the instructions below. Each individual must have a unique email address specific to them.

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.

1. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Grant Subaward Director** (per SRH Section 3.010).
2. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Officer** (per SRH Section 3.020).
3. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Programmatic Point of Contact** (per SRH Section 3.015).
4. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Point of Contact** (per SRH Section 3.025).
5. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the Implementing Agency (per SRH Section 1.020).
6. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Official Designee** (per SRH Section 3.030) as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES Form 2-101).
7. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient, if applicable. This must be direct contact information.



## Grant Subaward Contact Information

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

Subrecipient: \_\_\_\_\_

1. **Grant Subaward Director:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

2. **Financial Officer:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

3. **Programmatic Point of Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

4. **Financial Point of Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_



## Grant Subaward Signature Authorization

### Information and Instructions

This form identifies the signatures for the Grant Subaward Director (see Subrecipient Handbook (SRH) Section 3.010) and Financial Officer (see SRH Section 3.020) and allows Subrecipients to designate up to five additional signers for each. **The Grant Subaward Director and Financial Officer are authorizing the additional person(s) identified to sign on their behalf on all Grant Subaward-related matters.**

Complete all sections of the form. **No single individual may be authorized to sign for both the Grant Subaward Director and Financial Officer.** The individuals identified as the Grant Subaward Director and Financial Officer must match the individuals identified on the Grant Subaward Contact Information (Cal OES Form 2-102). **The Grant Subaward Director and Financial Officer must sign this form.**

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.



## Grant Subaward Signature Authorization

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

Subrecipient: \_\_\_\_\_

Implementing Agency: \_\_\_\_\_

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

### Grant Subaward Director:

Printed Name: \_\_\_\_\_

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

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

### Financial Officer:

Printed Name: \_\_\_\_\_

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

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

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

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

### Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that the Subrecipient will comply with the requirements and restrictions outlined in the Subrecipient Handbook, including but not limited to:

- Proof of Authority,
- State and federal civil rights laws,
- Equal Employment Opportunity,
- Drug-Free Workplace,
- California Environmental Quality Act, and
- Lobbying.

**The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form.** For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name

## Grant Subaward Certification of Assurance of Compliance

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

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

### I. **Proof of Authority – SRH 1.055**

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

### II. **Civil Rights Compliance – SRH Section 2.020**

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

### III. **Equal Employment Opportunity – SRH Section 2.025**

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



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

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

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

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

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

**VI. Lobbying – SRH Sections 2.040 and 4.105**

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

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

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Bernardino County			Grant Subaward #: VW23 42 0360			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA MATCH	23 VOCA	23 VOCA MATCH	23 VWA0	Total Amount Allocated
All program salary and benefit rates are per the employee's current Memorandum of Understanding with the County of San Bernardino						
1 FTE Assistant Victim Services Chief @ 100% to facilitate programs for victims and supervise the unit \$42.85 x 2080 hours x 1 FTE (Not Claiming Full Amount)	\$32,744	\$8,186	\$32,744	\$8,186	\$7,257	\$89,117
2 FTE Supervising Victim Advocates @ 100% to supervise staff and provide direct assistance to victims \$41.58 x 2080 hours x 2 FTE (Not Claiming Full Amount)	\$63,555	\$15,889	\$63,555	\$15,889	\$14,085	\$172,973
22 FTE Victim Advocate 1's @ 100% Provide direct services to victims with obtaining court support, applying for financial assistance, etc \$24.63 x 2080 hours x 22 FTE (Not Claiming Full Amount)	\$413,981	\$103,495	\$413,980	\$103,495	\$91,748	\$1,126,699
21 FTE Victim Advocate II's @ 100% Provide direct services to victims with obtaining court support, applying for financial assistance, etc. MVA position will provide assistance to victims of mass victimization and terrorism incidents \$33.31 x 2080 hours x 20 FTE	\$509,071	\$127,268	\$509,071	\$127,268	\$112,823	\$1,385,501
MVA-\$31.54 x 2080 hours x 1 FTE (Not Claiming Full Amount)	\$24,101	\$6,025	\$24,101	\$6,025	\$5,341	\$65,593
3 FTE Office Assistant III's @ 100% Provide direct services to victims by assisting with intake, calling victims, escorting to court, entering stats and issuing notification letters \$22.31 x 2080 hours x 3 FTE (Not Claiming Full Amount)	\$51,147	\$12,787	\$51,147	\$12,787	\$11,335	\$139,203



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Bernardino County			Grant Subaward #: VW23 42 0360			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA MATCH	23 VOCA	23 VOCA MATCH	23 VWAO	Total Amount Allocated
<p><b>Benefits</b></p> <p>BENEFITS FOR 49 FULL TIME EMPLOYEES FOR 1 YEAR = 50.58% of gross salary</p> <p>Total Salaries of 2,913,492 x 50.58% =</p> <p>Total Benefits = \$1,473,644 (Not Claiming Full Amount)</p> <p>MVA - Benefits (\$65,593 x 50.58%) = \$33,177 (Not Claiming Full Amount)</p> <p>Includes:</p> <p>Retirement = 28.75% of gross salary</p> <p>Survivors Benefits = 0.14% of gross salary</p> <p>Health Ins = 16.67% of gross salary</p> <p>Vision Ins = 0.11% of gross salary</p> <p>Dental Ins = 0.37% of gross salary</p> <p>Short Term Disability = 1.23% of gross salary</p> <p>Medicare Tax = 1.39% of gross salary</p> <p>Workers Comp Ins = 0.60% of gross salary</p> <p>Employee Life Ins = 0.72% of gross salary</p> <p>Indem Allow Cafeteria = 0.20% of gross salary</p> <p>401(k) match = 0.40% of gross salary</p>						
	\$354,481	\$83,620	\$354,480	\$80,119	\$78,563	\$951,263
	\$12,190	\$3,048	\$12,190	\$3,048	\$2,701	\$33,177
Personnel Costs Fund Source Totals	\$1,461,270	\$360,318	\$1,461,268	\$356,817	\$323,853	\$3,963,526
<b>PERSONNEL COSTS CATEGORY TOTAL</b>						<b>\$3,963,526</b>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Bernardino County			Grant Subaward #: VW23 42 0360			
B. Operating Costs - Line-item description and calculation	22 VOCA	22 VOCA MATCH	23 VOCA	23 VOCA MATCH	23 VWAO	Total Amount Allocated
<b>Courthouse K9 Expenses</b> \$250 per month x 6 months x 2 dogs - includes supplies, vet bills, food, grooming, pet insurance		\$3,000				\$3,000
<b>NOVA Conference</b> 1 MVA Advocate x \$2250				\$2,500		\$2,500
9 Advocates x \$555.56 (See out of state travel request)				\$5,000		\$5,000
<b>Vehicle Maintenance</b> 4 vehicles x \$83.33 per month x 6 months		\$2,000				\$2,000
<b>Emergency Fund</b> Prepaid cards \$25 x 40 cards				\$1,000		\$1,000
Operating Costs Fund Source Totals		\$5,000		\$8,500		\$13,500
<b>OPERATING COSTS CATEGORY TOTAL</b>						<b>\$13,500</b>



## Multiple Fund Sources

<b>Grant Subaward Totals -</b> Totals must match the Grant Subaward Face Sheet	<b>22 VOCA</b>	<b>22 VOCA MATCH</b>	<b>23 VOCA</b>	<b>23 VOCA MATCH</b>	<b>23 VWAO</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	\$1,461,270	\$365,318	\$1,461,268	\$365,317	\$323,853	\$3,977,026



## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0360

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Subrecipient: San Bernardino County

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The proposed budget provides funding in the amount of \$3,977,026 for a specialized Victim/Witness Assistance Unit with 49 full-time staff members. Two full-time Supervising Victim Advocates, paid for by the grant, will ensure that all staff members accomplish program objectives and conduct activities according to guidelines. One Victim Services Assistant Chief will facilitate programs designed to assist victims and oversee the Victim Witness Unit. A total of twenty-one (21) full-time Victim Advocate II's will provide direct services to victims. One (1) Victim Advocate II will be assigned to the mass Victimization Advocate (MVA) position. Twenty-two (22) full-time Victim Advocate I's will also provide direct services to victims. Three (3) Office Assistant III's will provide clerical support and direct support to victims. The Office Assistants will call victims, notify them of court dates, escort them to court, issue notification letters, provide intake services, attend meetings and enter statistics for themselves and the advocates.

Advocates are trained and experienced in working with victims and coordinating services, specializing in areas of major crimes, career criminal prosecution, gang and hate crimes, domestic violence, sexual assault, elder abuse and crimes against children. Advocates are qualified with the experience, skills and training to perform a variety of direct and indirect services for crime victims. Victim Advocate I's are expected to have education equivalent to an Associate's Degree in psychology, sociology, criminal justice, behavioral or social science, as well as one year's experience which includes face to face interviews, making referrals, maintaining case records, and determining eligibility for social services. In addition to the education and experience listed above, Victim Advocate II's are expected to have one year's experience providing advocacy services. Supervising Victim Advocates have the same educational guidelines as above but are expected to have three year's of experience providing a wide variety of victim advocate services, victim compensation claims or restitution services to victims of crimes in a criminal justice organization, with lead work or supervisory experience highly desired.

Total salaries of \$2,913,492 including the MVA position are budgeted as follows: \$1,094,599 from 22VOCA funds; \$1,094,598 from 23VOCA funds; \$242,589 from 23VWAO funds and \$547,300 from the District Attorney's general fund to cover the 22VOCA and 23VOCA match requirements. Total benefits of \$984,440



## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0360

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Subrecipient: San Bernardino County

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including the MVA position are budgeted as follows: \$366,671 from 22VOCA funds; \$366,670 from 23VOCA funds; \$81,264 from 23VWAO funds and \$169,835 from the District Attorney's general fund to cover the 22VOCA and 23VOCA match requirements. Staff members are dedicated to accomplishing the stated objectives and activities described in the project narrative and according to guidelines. All grant funds allocated to salaries and benefits are for the provision of direct services. For grant year 23-24 we are not claiming the full amount of benefits which equals \$1,506,821. For grant year 23-24 the District Attorney will be claiming benefits of \$984,440. The remaining benefit amount, not covered by the grant, will be paid for by the District Attorney's general funds.

Operating costs of \$13,500 are budgeted as follows: Courthouse K9 Expenses of \$3,000 from 22 VOCA Match funds; NOVA Conference Expenses of \$7,500 from 23 VOCA Match funds; Vehicle Maintenance Expenses of \$2,000 from 22VOCA Match funds; and Emergency Fund Expenses of \$1,000 from 23VOCA Match funds. Total program operating costs are expected to exceed the budgeted totals. Remaining operating costs, not covered by the grant, will be paid for by the District Attorney's general fund.

No subcontracts are needed; no unusual expenditures are anticipated. Mid-year salary adjustments are calculated in the budget costs. If vacancies exist and personnel cost savings are experienced, a budget adjustment will be conducted to move funds to an expense not being fully claimed in the grant budget.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0360

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Subrecipient: San Bernardino County

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### Project Narrative

San Bernardino County is the largest county in the contiguous United States. Crime victims often live many miles from the nearest victim witness service center in dense sprawling urban communities, remote desert areas, and insular mountain ranges hours from the nearest courthouse or victim services center. Field visits and virtual web-based platforms are utilized by the victim advocates where all mandatory and optional services, under California Penal Code 13835, are offered to victims who are unable to reach a victim services center due to lack of transportation, a medical condition, or limiting physical mobility. Funding will allow the San Bernardino County District Attorney's Bureau of Victim Services to maintain, improve, and deliver mandatory and optional services to victims.

The Bureau of Victim Services advocates working under the Victim/Witness Assistance program grant allocate 100% of their time to the Victim/Witness Assistance program. Victim advocates are highly qualified, well-trained professionals that have met the mandatory, and optional, educational requirements to effectively provide services under PC13835. They advise survivors of their rights under Marsy's Law and provide trauma informed services such as guidance in applying for assistance through the California Victim Compensation



## Grant Subaward Programmatic Narrative

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Subrecipient: San Bernardino County

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Board program, emergency relocation, temporary lodging, funeral/burial assistance and court accompaniment.

The primary program goal of the San Bernardino County District Attorney's Bureau of Victim Services is to provide mandatory services expeditiously to victims of all crime types to minimize the traumatic impact of crime upon the victim. Assistance includes crisis intervention (In-person contact at a Victim Witness Center or telephonic contact with a victim soon after a crime has occurred) and field visits to aid victims living in remote areas who do not have the ability to reach a center. To accomplish our goal of providing comprehensive assistance to crime victims, advocate staff are assigned to all District Attorney offices, the Children's Assessment Center of San Bernardino, Arrowhead Regional Medical Center Emergency Room, San Bernardino County Sheriff's Department (Headquarters and Needles annex office), Ontario Police Department, Rialto Police Department, Chino Police Department, Montclair Police Department, Fontana Police Department, and Barstow Police Department. Within the regional service centers, the victim advocates are assigned to general prosecution felony and misdemeanor units as well as specialized prosecutorial units that are primarily focused on crimes related to human trafficking, gangs, elder abuse, family





## Grant Subaward Programmatic Narrative

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Subrecipient: San Bernardino County

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violence, crimes against children, cold case, lifer parole unit, death penalty, juvenile cases, general prosecution, and major crimes units.

The District Attorney's Information Technology Department developed and maintains a comprehensive database (CRM) which tracks the number of victims assisted and types and number of services provided in compliance with the requirements set forth by the Office of Victims of Crime (OVC) for the Performance Measurement Tool. The database is used to track services provided to victims and the performance measures can be easily collected from the database. The supervising victim advocates, victim advocates and office assistants update the database each time contact is made with a victim and services have been provided. For each victim, the database contains their name, address, e-mail address, telephone number, date of birth, crime type and services provided. Any supervisor, victim advocate or office assistant that has contact with a victim will be able to immediately identify when and what type of previous contact has been made and what services have been provided to that victim. The information is used for reporting performance measures for the grant. Supervisors can monitor the database for quality assurance and run reports as needed for performance measures. Caseloads are monitored throughout the grant year to assess needs and determine where advocates are needed.



## Grant Subaward Programmatic Narrative

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Subrecipient: San Bernardino County

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Additionally, our advocates can assist victims in remote areas, hours away from the nearest regional service center, with our Microsoft office cloud-based tenant platform (virtual video and audio) to provide critical services to remote inhabitants in our desert and mountain regions. Additionally, the office will utilize funds to explore the use and purchase of technological instruments to support remote assistance (iPads and tablet based technological utilities).

Referrals to our program are received by police departments, sheriff's substations, fire departments, Loma Linda University Children's Medical Center, the Children's Assessment Center of San Bernardino, various local hospitals, Children and Family Services, Adult Protective Services, city and county schools, and non-profit victim service-related partners countywide. Our services also extend to the Native American community; Services are offered to the Chemehuevi, Fort Mohave and San Manuel tribes.

Victim advocates will continue to provide all mandatory and optional services to victims including crisis intervention (previously discussed), referrals to other agencies, orientation to the criminal justice system to include case updates and providing court accompaniment/support and assisting victims in completing the California Victim Compensation Board program application. Victim advocates will also assist in the area of creditor intervention, childcare assistance,



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0360

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Subrecipient: San Bernardino County

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witness notification, funeral arrangements, crime prevention information, witness protection, transportation assistance, community presentations, and property return assistance upon request. All under the rubric of PC13835.

Victim advocates work closely with court staff, law enforcement, staff from the District Attorney's Victims of Crime Claims unit (in partnership with the State of California via Joint Powers Agreement with the California Victim Compensation Board) with the aim to assist the victim with various services to lessen the impact of crime. All victim advocates have, and new advocates will, complete the Cal-OES mandated Victim Advocate entry and advanced level training, CCVAA/Waymakers Crisis Response training as well as the Critical Incident Stress Management and Compassion Fatigue training. Victim advocates will also participate in trainings offered by the California Crime Victims Assistance Association (CCVAA) and other organizations to improve their skills and trainings that lessen the impact of primary and secondary trauma. Outreach activities and presentations will continue to be conducted on a regular basis, victim advocates will attend meetings and events at local colleges, community centers, senior centers, town hall meetings, the San Bernardino County fair, law enforcement briefings, and local civic gatherings. Victim advocates will participate in National Crime Victims' Rights Week events as well as National Night Out.



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Volunteers are recruited through the San Bernardino County District Attorney website and through the outreach efforts made by our staff at local community centers and at various college campuses. Individuals interested in volunteering contact the volunteer coordinator and are given complete information and instructions as to the process of volunteering and what the volunteering position entails. All prospective volunteers are required to complete an application that is screened by the volunteer coordinator. The volunteer coordinator and a supervising victim advocate will interview the volunteer, asking a series of questions regarding their interest in our program and experience they have working with victims. The District Attorney's Bureau of Investigations conducts a background check on qualified candidates and the individual is fingerprinted by the San Bernardino County Sheriff's Department. Once the applicant has received clearance, they are then required to attend a 4-hour CLETS/Computer use training. The volunteers are then trained on the job and assist by requesting police reports, contacting victims for missing information for claims, updating cases, translating, sending victim contact letters and assisting the victim advocate in court. Volunteers are required to complete a monthly time sheet, which is then approved by their supervisor and submitted to the volunteer coordinator.



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### **Specialized Units Supported by Victim Witness Funding**

#### **Major Crimes Advocates**

In December 2012, The San Bernardino County District Attorney created the Major Crimes Against Children (MCAC) Unit, which is dedicated to pursuing justice for these most vulnerable victims. Specially selected deputy district attorneys, local law enforcement, victim advocates and medical partners work to ensure that these cases continue to receive the priority they deserve.

#### **Children's Assessment Center (CAC) of San Bernardino Advocates**

The Bureau of Victim Services has staff assigned to the Children's Assessment Center of San Bernardino. Two victim advocates have been placed in this critical location to provide intake work and mandatory services to child victims of physical and sexual abuse. The advocates participate in the bi-weekly case review meetings, provide direct victim assistance to crime victims seeking CAC services, and provide a professional transition to an assigned regional District Attorney based advocate. Additionally, advocate staff assigned to the CAC work in conjunction with staff from the Department of Behavioral Health, Loma Linda University Medical Center, Department of Public Health, and Department of Children and Family Services.

#### **Arrowhead Regional Medical Center Advocate**



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The Victim Services program at the County's Arrowhead Regional Medical Center (ARMC) was established in 2007 through the Cal OES UV Grant program. ARMC is the county's leading trauma center and a critical location for Victim Services because it allows victim advocates access to crime victims when they are admitted to the emergency room. While assigned to the ARMC, the victim advocate can quickly identify and assist as many victims as possible, including unserved/underserved LGBTQ and elderly victims. The ARMC advocate provides a professional transition to an assigned regional District Attorney based advocate that is funded through this grant. Initially, a victim advocate was placed in the emergency room at ARMC, and then a second advocate was added in 2011. To reach a broader area of victims, the second advocate was moved to the high desert regional office where the advocate was able to reach and provide services to even more victims.

### **Family Violence Unit Victim Advocates**

The San Bernardino County District Attorney's Office has three family violence units which originated in October 2004. Victim advocates are assigned to each of these units that are in our San Bernardino, Rancho Cucamonga and Victorville offices. They have many duties including assisting victims of child molestation and domestic violence, and unserved/underserved victims such as



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victims of elder abuse. The cases are filed by family violence attorneys and all cases are vertically prosecuted with the advocate remaining with the victim beginning with pre-trial and following through to post-trial. Within the unit, domestic violence advocates provide a full range of victim services to all victims of domestic violence. High desert advocates work with tribal members from the Fort Mojave Indian Tribe Domestic Violence Program in Needles and the Drop-In Center at the Chemehuevi Indian Tribe Reservation. As mentioned earlier, these advocates are specially trained to understand and work with this unserved/underserved community, and they have a close working relationship.

### **Gang Prosecution**

The District Attorney's office has gang prosecution units throughout the county where specially trained prosecutors seek gang-enhanced charges whenever possible, which increases the penalty against the offenders. Victim Services has victim advocates assigned to gang prosecutorial units, providing services to victims at all stages of prosecution. The gang advocates work closely with the gang attorneys and gang officers (law enforcement personnel), assisting these victims who may be difficult to get to court due to fear and intimidation by the gangs. The victim advocates attend monthly meetings to share information



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with law enforcement, Probation, Corrections and other agencies that handle gang crimes.

### **Digital Victim Advocate (DVA)**

In 2020, at the onset of the global Covid-19 pandemic, our office, along with the entire world for that matter, was forced into embracing the technology of video conferencing, live-stream video, and video chats. The use of digital devices, such as phones and tablets, increased worldwide. Along with this, the increase in the use of social media and the use of services like FaceTime, Google Duo, Microsoft Teams and Zoom. Victim Advocates have been able to provide court case information and support, resource and referrals, and answer questions regarding the criminal court process virtually. In August 2020, our office announced the creation of the Digital Victim Advocate (DVA) program. The DVA's role is to provide virtual services over the Microsoft Teams web-based platform. The primary objective of the DVA program is for a victim advocate to be accessible online, whether it be through our website or one of our social media platforms. The DVA is also responsible for creating and curating crime prevention safety content and articles, and the distribution of those items online. The DVA also assists in the positive promotion of our office and personnel, highlighting team members and cases to the community, in hopes of building





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trust and confidence in the services we provide. Due to the overall success of the DVA program, the office will continue to use this innovative method post global pandemic.

### **Special Victims K-9 Unit**

In June 2015, the District Attorney's Office established a Special Victims K-9 Unit. Two victim advocates, from our existing staff, are the primary handlers of our specially trained facility dogs. The facility dogs are used to provide support to children and reduce the fears that a child has about participating in the criminal justice system. We are currently using the facility dogs to provide support to children during meet and greets in the District Attorney's Office, when they are interviewed in preparation for court and during the child's court testimony. The facility dogs have been successful in providing support to children in both juvenile and adult court as well as responding to mass critical incidents.

### **Human Trafficking Prosecution Unit**

The District Attorney's Office established the Human Trafficking Prosecution Unit (H.T. Unit) in February 2013. The H.T. Unit works closely with the Coalition Against Sexual Exploitation (C.A.S.E.), local law enforcement, school districts and non-governmental victim-support agencies to ensure that no case of human trafficking or sexual exploitation goes unreported to law enforcement. Advocates



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are regionally assigned and are responsible for providing comprehensive services to all victims of human trafficking to include victims who are foreign national,

legal permanent residents, and commercially sexually exploited children.

Additionally, our advocates are trained to assist HT victims that identify as male and females notwithstanding binary designation or identification.

### **Lifer Parole Unit**

On January 6, 2013, the District Attorney created the lifer parole unit. The lifer parole unit is responsible for attending all post-conviction parole hearings within the state of California. The hearings are conducted in person at the inmate's assigned penal institution or telephonically at our regional offices upon request of the victim. Recognizing the special needs for victims requiring post-conviction support during parole hearings, an advocate is regularly deployed to correctional institutions to assist victims at parole hearings. The lifer unit advocate has traveled to various correctional institutions to provide support during the parole hearings to help reduce and prevent new traumatic experiences to our victims. The lifer parole unit has two assigned advocates dedicated to attend all hearings whether they are virtual, telephonic, or in-person.

### **Mass Victimization Advocate (MVA) Components**

#### **Crisis Response Plan**



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On March 23, 2018, the District Attorney's Office established and developed a completed crisis response plan and protocol. The plan contains structured provisions related to need assessments, emergency assistance, resource and referral, and advocate mobilization protocols within the District Attorney's office. Additionally, the plan highlights advocate responses and advocate/officewide expectations before, during, and after a critical incident of mass violence. Moreover, our plan provides guidance on responding with, and providing mutual aid, for neighboring victim witness assistance centers, the California Victim Compensation Board program and Cal OES. Our plan and protocols will be reviewed yearly for updates and reviewed for revisions, best practices, and emerging trends by the Victim Services Bureau Chief and the Assistant Chief.

### **Mutual Aid Memorandums and Memorandums of Understanding**

The District Attorney's has current and active operational mutual aid memorandums and memorandums of understanding with community partners and stakeholders at this time. In addition, we are a part of the CCVAA Southern Regional Crisis Response Team that includes the following counties: Riverside, San Diego, Orange, Los Angeles, and Imperial counties. Meetings are held quarterly. We have incorporated language in our operational agreements regarding mass



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crime victim response coordination with all law enforcement agencies within our county and the Sheriff's department located within the County of San Bernardino.

### **MVA Outreach and Community Events.**

Historically, the MVA, management, and supervisory advocate staff are tasked with conducting community outreach and participate in community meetings related to critical incidents of mass violence. For example, our team attended regular meetings with the San Bernardino County Sheriff Coroner's Office, San Bernardino Unified School District Police Division, San Bernardino County Office of Emergency Services, and the Department of Behavioral Health. All within the context of critical incidents of mass violence. Our team successfully provided presentations on crisis response, under the umbrella of victim services, and obtained invaluable community partnerships that we intend to incorporate in our regional crisis response team meetings. We anticipate building stronger professional bonds with the above- mentioned agencies. During this reporting period, all physical outreach and community events that were suspended due to the Covid-19 global pandemic, are resuming to pre-global pandemic regularity.

### **MVA Presentations**

During the FY 19-20, FY20-21, and portions of FY 21-22, MVA presentations were limited due to the global pandemic and nationwide social distancing



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protocols placed into effect nationally. During the current FY, our MVA will resume training, in-person presentation, and community outreach activities.

### **MVA Funding**

MVA funding is currently used to maintain go-bags. The go-bags, in the event of a crisis, will be used to provide deployed advocates with essential items they may need for personal and professional comfort for themselves as responders. The purchased items included the following: tactical clipboards, writing utensils, cellular/smart phone mobile charging devices, eye nose and ear protection, personal hygiene cleansers, mylar blankets, and water beverage containers.

### **MVA Emergency Fund**

The office is not requesting to establish an MVA emergency fund. The department currently maintains an emergency fund line item in the overall VW grant budget.

### **MVA Trainings**

The assigned MVA has received the CCVAA Crisis Response Advocate Training, attends the CCVAA Southern Regional Crisis Response Team meetings/trainings, and participates in web-based trainings offered.



## Federal Fund Grant Subaward Assurances

### Information and Instructions

This document is a binding affirmation that, in addition to the requirements and restrictions outlined in the Subrecipient Handbook, Subrecipients will comply with the assurances required by the federal program/fund source.

**The Official Designee (see SRH Section 3.030) must sign this form.**

Complete all sections of this form as follows:

- As part of the Grant Subaward Application – include the Grant Subaward number(s) for the applicable Cal OES Program(s) that share this fund source,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new federal fund source is being added to the Grant Subaward – include the current Grant Subaward number(s) for open Grant Subaward(s), and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the assurances are received by Cal OES after the execution of the applicable Grant Subaward. Please note that Cal OES will notify Subrecipients when this is required.

Cal OES Program Table Instructions:

- Subrecipients may list up to six Cal OES Programs/Grant Subaward numbers with the same fund source in the table.
- If a Subrecipient has more than six Cal OES Programs, an additional Federal Fund Grant Subaward Assurances Form must be submitted.
- If the Cal OES Program has multiple federal fund sources a Federal Fund Grant Subaward Assurances will need to be submitted for each federal fund source.



**Federal Fund Grant Subaward Assurances**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- ☐ Subrecipient expends \$750,000 or more in federal funds annually.
- ☐ Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

### **3. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

### **4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).



Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## **5. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

## **6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

## **7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

**8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

**9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

**10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

**11. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **12. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

## **13. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **14. Encouragement of Policies to Ban Text Messaging while Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier 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 Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **15. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

## **16. Employment Eligibility Verification for Hiring under the Grant Subaward**

### **a. Subrecipients (and any Second-Tier Subrecipients) must:**

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

### **b. Monitoring**

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

### **c. Allowable costs**

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

### **d. Rules of construction**

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

- 3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- 4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

## **17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters**

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

## **18. All Grant Subawards Must Have Specific Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "Lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

## **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates 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.



Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

## 24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

## 25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

## 26. Federal Funding Accounting and Transparency Act (FFATA)

Yes    No

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?

If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?

If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

### CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: \_\_\_\_\_

Official Designee's Typed Name: \_\_\_\_\_

Official Designee's Title: \_\_\_\_\_

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

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

<b>Subrecipient:</b>	<b>UEI #</b>	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b>		
<b>Performance Period:</b>	<b>to</b>	<b>Subaward Amount Requested:</b>
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<input type="checkbox"/> <b>State Govt</b> <input type="checkbox"/> <b>Local Govt</b> <input type="checkbox"/> <b>JPA</b> <input type="checkbox"/> <b>Non-Profit</b> <input type="checkbox"/> <b>Tribe</b>	

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

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

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

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

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

**Signature: (Authorized Agent)**

**Date:**

**Print Name and Title:**

**Phone Number:**

*Cal OES Staff Only: SUBAWARD #*



## Grant Subaward Service Area Information

### Information and Instructions

This form identifies the areas served by the Grant Subaward. Complete all sections of the form using the directions below. This form must be submitted as part of the Grant Subaward Application.

1. **County or Counties Served:** Enter the name or names of the counties served by the Grant Subaward and the county where the principal office for the Grant Subaward is located.
2. **U.S Congressional District(s) Served:** Enter the number(s) of the U.S. Congressional District(s) served by the Grant Subaward and the U.S. Congressional District number for where the principal office for the Grant Subaward is located.
3. **State Assembly District(s) Served:** Enter the number(s) of the State Assembly District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
4. **State Senate District(s) Served:** Enter the number(s) of the State Senate District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
5. **Population of Service Area:** Enter the total population of the area served by the Grant Subaward.



## Grant Subaward Service Area Information

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

Subrecipient: \_\_\_\_\_

1. County or Counties Served:

County where principal office is located: \_\_\_\_\_

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: \_\_\_\_\_

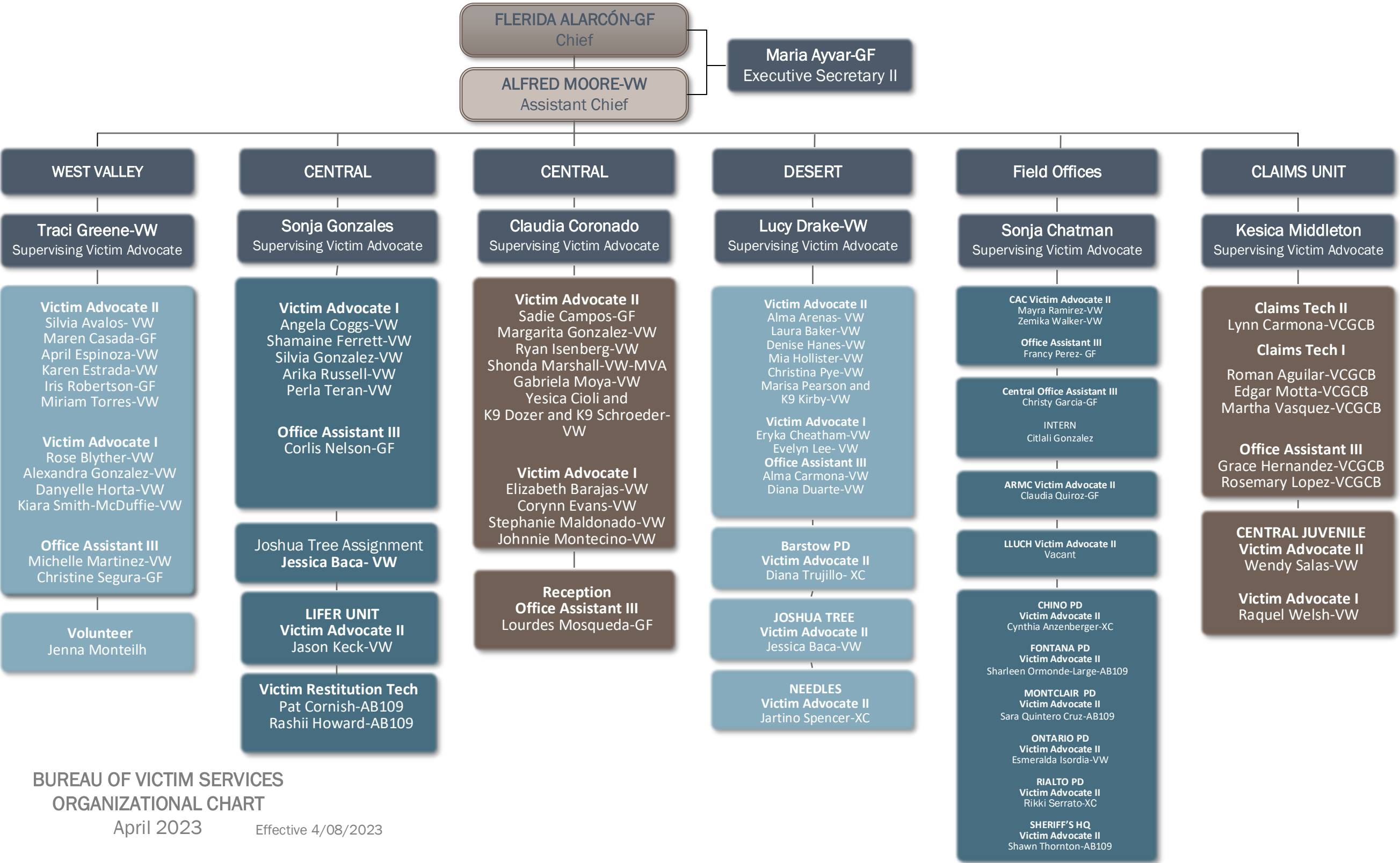
3. State Assembly District(s) Served:

State Assembly District where principal office is located: \_\_\_\_\_

4. State Senate District(s) Served:

State Senate District where principal office is located: \_\_\_\_\_

5. Population of Service Area: \_\_\_\_\_





## **Operational Agreement Summary**

### Information and Instructions

Operational Agreements (OA) (also referred to as a Memorandum of Understanding (MOU)) are a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency(ies)/organization(s). The OA reflects the roles each agency/organization will play in achieving the goals and objectives of the Grant Subaward.

Many programs require OAs. In such instances, the RFA or RFP will provide instructions concerning the agencies/organizations for which the Subrecipient must have an OA. In addition to any programmatic OA requirements, Subrecipients are encouraged to establish an OA with any agency/organization that will be an active participant in the implementation of the Grant Subaward.

The Operational Agreement Summary is a list of active OAs, meeting the requirements of Subrecipient Handbook Section 7.005, that a Subrecipient has with participating agencies/organizations.

Complete all sections of the form and include, at a minimum, all OAs required by the RFA or RFP. If necessary, use additional forms to show all OAs.

This form must be submitted as part of the Grant Subaward Application when required by the RFA or RFP and/or with a Grant Subaward Modification (Cal OES Form 2-223), if changes are requested during the Grant Subaward performance period.



## Operational Agreement Summary

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

Subrecipient: \_\_\_\_\_

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____	_____	_____ to _____
2. _____	_____	_____ to _____
3. _____	_____	_____ to _____
4. _____	_____	_____ to _____
5. _____	_____	_____ to _____
6. _____	_____	_____ to _____
7. _____	_____	_____ to _____
8. _____	_____	_____ to _____
9. _____	_____	_____ to _____
10. _____	_____	_____ to _____
11. _____	_____	_____ to _____
12. _____	_____	_____ to _____
13. _____	_____	_____ to _____
14. _____	_____	_____ to _____
15. _____	_____	_____ to _____
16. _____	_____	_____ to _____
17. _____	_____	_____ to _____
18. _____	_____	_____ to _____
19. _____	_____	_____ to _____
20. _____	_____	_____ to _____



## Operational Agreement Summary

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

Subrecipient: \_\_\_\_\_

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
21. _____	_____	_____ to _____
22. _____	_____	_____ to _____
23. _____	_____	_____ to _____
24. _____	_____	_____ to _____
25. _____	_____	_____ to _____
26. _____	_____	_____ to _____
27. _____	_____	_____ to _____
28. _____	_____	_____ to _____
29. _____	_____	_____ to _____
30. _____	_____	_____ to _____
31. _____	_____	_____ to _____
32. _____	_____	_____ to _____
33. _____	_____	_____ to _____
34. _____	_____	_____ to _____
35. _____	_____	_____ to _____
36. _____	_____	_____ to _____
37. _____	_____	_____ to _____
38. _____	_____	_____ to _____
39. _____	_____	_____ to _____
40. _____	_____	_____ to _____





**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and **Victor Valley Domestic Violence Inc.-A Better Way** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

**Victor Valley Domestic Violence Inc.-A Better Way will coordinate the following services:**

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients

**Victor Valley Domestic Violence Inc.-A Better Way will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Point of Contact**

Inger Robertson, Executive Director  
Victor Valley Domestic Violence Inc.-A Better Way  
P.O. Box 2825  
Victorville, CA. 92393  
760-955-8010

**Compensation**

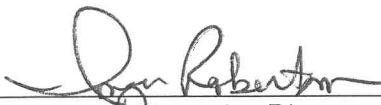
No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.



Inger Robertson, Executive Director  
Victor Valley Domestic Violence Inc.-A Better Way

5/12/2021  
Date



San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/12/21  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and **Arrowhead Regional Medical Center (ARMC)** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

Subject to and in compliance with all applicable laws, including, but not limited to the California Confidentiality of Medical Information Act and the Health Insurance Portability and Accountability Act, **Arrowhead Regional Medical Center (ARMC)** staff will coordinate and provide the following services:

- ARMC staff will refer victims of crime to the program advocate for services provided above
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

- Share information and serve as a resource to provide the best possible services to victims of crime

**Point of Contact**

ARMC: Stefanie Heim, Social Work Manager  
400 N. Pepper Ave.  
Colton, CA. 92324  
909-580-1080

District Attorney: Flerida Alarcón, Chief of Victim Services  
303 West 3<sup>rd</sup> Street  
San Bernardino, CA 92415

**Compensation**

No compensation is associated with this Agreement.

**Term**

This Agreement will be effective beginning July 1, 2021 through December 31, 2024, or until earlier terminated pursuant to the terms of this Agreement, or otherwise modified by written consent of all involved parties.

Either party may terminate this Agreement for any reason with 30 days written notice to the other party.

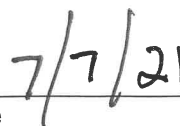
**Signatures**


This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

**Approval**

We, the undersigned, have read and agree, on behalf of the respective agencies, with the terms of the Operational Agreement.

  
\_\_\_\_\_  
William Gilbert, Hospital Director  
Arrowhead Regional Medical Center

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Barstow Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC ) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Barstow Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The **Barstow Police Department** will closely coordinate the following services with the **San Bernardino County District Attorney's Office VW, UV and XC Programs**:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Chief Albert S. Ramirez, Jr.  
Address: 220 East Mountain View St. Suite B  
Barstow, CA 92311  
Phone Number: (760) 256-2211

#### Compensation

No compensation is associated with this Agreement.

#### Term


This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Barstow Police Department  
Chief Albert S. Ramirez, Jr.

05/24/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **California Highway Patrol** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC ) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **California Highway Patrol**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The **California Highway Patrol** will closely coordinate the following services with the **San Bernardino County District Attorney's Office VW, UV and XC Programs**:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Captain Tariq Johnson  
Address: 847 East Brier Drive  
San Bernardino, CA 92408  
Phone Number: (909) 806-2400

#### Compensation

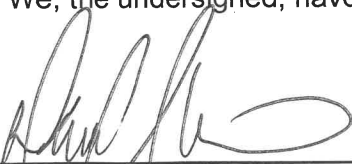
No compensation is associated with this Agreement.

#### Term

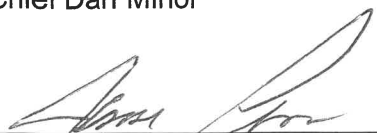
This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
California Highway Patrol  
Chief Dan Minor

6/3/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

6/2/21  
\_\_\_\_\_  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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**Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Chino Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

**Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

**Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Chino Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The Chino Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW, UV and XC Programs:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Lt. B. Cauble  
Address: 5450 Guardian Way  
Post Office Box 667  
Chino, CA 91710  
Phone Number: (909) 334-3000

#### Compensation


No compensation is associated with this Agreement.

#### Term

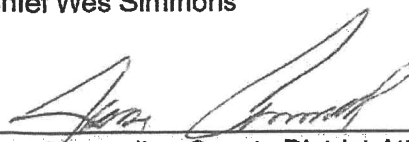
This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
Chino Police Department  
Chief Wes Simmons

5/19/21  
Date

  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Colton Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Colton Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The Colton Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW, UV and XC Programs:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Lt. Raymond Mendez  
Address: 650 N. La Cadena Drive  
Colton, CA 92324  
Phone Number: (909) 370-5000

#### Compensation


No compensation is associated with this Agreement.

#### Term

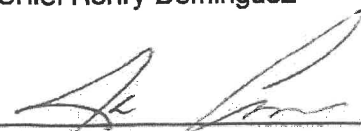
This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Colton Police Department  
Chief Henry Dominguez

5/19/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and **Desert Sanctuary, Inc.** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

**Desert Sanctuary, Inc will coordinate the following services:**

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients

**Desert Sanctuary, Inc will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Point of Contact**

Peggy Fries, Executive Director  
Desert Sanctuary, Inc.  
P.O. Box 1781  
Barstow, CA. 92312  
760-256-3733

**Compensation**

No compensation is associated with this Agreement.

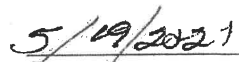
**Term**


This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

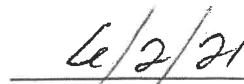
**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Peggy Fries, Executive Director  
Desert Sanctuary, Inc.

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office and Domestic Violence Education & Services-DOVES** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

**Domestic Violence Education & Services-DOVES will coordinate the following services:**

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients

**Domestic Violence Education & Services-DOVES will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Point of Contact**

Helen Adams, Executive Director  
DOVES OF Big Bear Valley, Inc.  
P.O. Box 3646  
Big Bear Lake, CA. 92315  
909-866-1546

**Compensation**

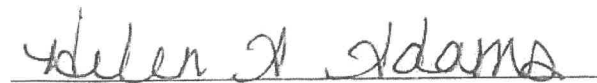
No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.



Helen Adams, Executive Director  
Domestic Violence Education & Services-Doves

5/18/21  
Date



San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/12/21  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office and Family Assistance Program** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

### **Family Assistance Program will coordinate the following services:**

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients

**Family Assistance Program will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Point of Contact**

Darryl Evey, Executive Director  
Family Assistance Program  
15075 7<sup>th</sup> Street  
Victorville, CA. 92395  
760-843-0701

**Compensation**

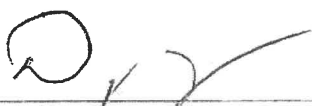
No compensation is associated with this Agreement.

**Term**


This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Darryl Evey, Executive Director  
Family Assistance Program

5/18/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/2/21  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Fontana Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Fontana Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The Fontana Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW, UV and XC Programs:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Lt. T. Dills  
Address: 17005 Upland Avenue  
Fontana, CA 92335  
Phone Number: (909) 370-5000

#### Compensation

No compensation is associated with this Agreement.

#### Term

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.



Fontana Police Department  
Chief William Green

5-16-21  
\_\_\_\_\_  
Date



San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office and House of Ruth** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

**House of Ruth will coordinate the following services:**

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients

**House of Ruth will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Point of Contact**

Pat Bell, Executive Director  
House of Ruth  
P.O. Box 459  
Claremont, CA. 91711  
909-623-4364

**Compensation**

No compensation is associated with this Agreement.

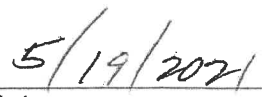
**Term**


This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

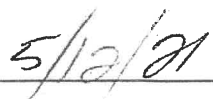
**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Pat Bell, Executive Director  
House of Ruth

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Montclair Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Montclair Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The Montclair Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW, UV and XC Programs:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Lt. B. Kumanski  
Address: 4870 Arrow Highway  
Montclair, CA 91763  
Phone Number: (909) ~~370-7740~~  
448-3605

#### Compensation

No compensation is associated with this Agreement.

#### Term


This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
Montclair Police Department  
Chief Robert Avels

5-17-21  
\_\_\_\_\_  
Date

  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
\_\_\_\_\_  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Ontario Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC ) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Ontario Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The **Ontario Police Department** will closely coordinate the following services with the **San Bernardino County District Attorney's Office VW, UV and XC Programs**:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Lt. V. Carrillo  
Address: 2500 South Archibald Ave  
Ontario, CA 91761  
Phone Number: (909) 408-1949

#### Compensation


No compensation is associated with this Agreement.

#### Term


This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Ontario Police Department  
Chief Michael Lorenz

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and **Option House** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

### **Option House will coordinate the following services:**

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients

**Option House will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Point of Contact**

Heather Stevning, Executive Director  
Option House  
813 North D Street, Suite A  
San Bernardino, CA. 92401  
909-383-1602

**Compensation**


No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
Heather Stevning, Executive Director  
Option House

  
Date

  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and **Project Sister Family Services** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

**Project Sister Family Services** will coordinate the following services:

- The **Project Sister Family Services** will refer to the **San Bernardino County District Attorney's Office** women and male survivors of sexual assault and abuse, child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are

victimized by parental substance abuse, high tech crimes against children to obtain information and assist with filling and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim

- The **Project Sister Family Services** will refer to the **San Bernardino County District Attorney's Office** women and male survivors of sexual assault and abuse, child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children for assisting them in understanding and participation in the criminal justice system/judicial proceedings as a result of a crime committed against the child
- The **Project Sister Family Services** will provide the following services to victims of sexual assault: 24-hour crisis intervention, advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings, individual and group counseling, education and prevention programs to teach the community about the nature of sexual assault

### Point of Contact

Julie Boynton, LCSW, Executive Director  
Project Sister Family Services  
P.O. Box 1369  
Pomona, CA. 91769  
909-623-1619, ext. 105

### Compensation

No compensation is associated with this Agreement.

### Term

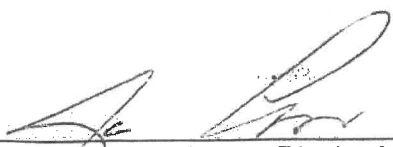
This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Julie Boynton, LCSW  
Project Sister Family Services  
Executive Director

5-18-2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/12/21  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Redlands Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC ) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Redlands Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The **Redlands Police Department** will closely coordinate the following services with the **San Bernardino County District Attorney's Office VW, UV and XC Programs**:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Rachel Tolber  
Address: 30 Cajon  
Post Office Box 1025  
Redlands, CA 92373  
Phone Number: (909) 798-7635

#### Compensation

No compensation is associated with this Agreement.

#### Term

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

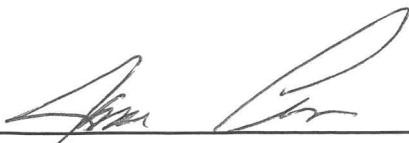
#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.



Redlands Police Department  
Chief Christopher Catren

5/24/21  
Date



San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Rialto Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC ) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Rialto Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The **Rialto Police Department** will closely coordinate the following services with the **San Bernardino County District Attorney's Office VW, UV and XC Programs**:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Sergeant James Mills  
Address: 128 North Willow Ave  
Rialto, CA 92376  
Phone Number: (909) 820-2550

#### Compensation

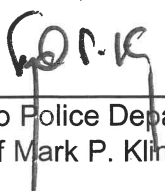
No compensation is associated with this Agreement.

#### Term

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Rialto Police Department  
Chief Mark P. Kling

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **San Bernardino County Children's Network** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

The **San Bernardino County Children's Network** will coordinate the following services:

- The **Children's Network** staff will refer to the **San Bernardino County District Attorney's Office** child and adult victims of crime to obtain information and assist with completing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim

- The **Children's Network** staff will refer to the **San Bernardino County District Attorney's Office** child and adult victims of crime for assisting them in understanding and participation in the criminal justice system/judicial proceedings
- Participation in meetings as needed to discuss interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases

**Point of Contact**

Janki Patel, Children's Network Officer  
Children's Network  
County of San Bernardino  
825 E. Hospitality Ln., 2<sup>nd</sup> Floor  
San Bernardino, CA. 92415  
909-383-9677

**Compensation**

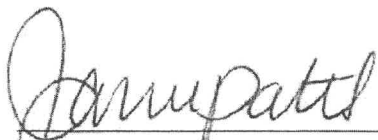
No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.


**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.



Janki Patel, Children's Network Officer  
San Bernardino County  
Children's Network

5/19/2021  
Date



San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/12/21  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **San Bernardino County Sheriff's Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC ) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **San Bernardino County Sheriff's Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The **San Bernardino County Sheriff's Department** will closely coordinate the following services with the **San Bernardino County District Attorney's Office VW, UV and XC Programs**:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### **Point of Contact**

Name: John Ades  
Address: 655 E. 3rd Street  
San Bernardino, CA 92415  
Phone Number: (909) 884-0156

#### **Compensation**

No compensation is associated with this Agreement.

#### **Term**

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### **Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
San Bernardino County Sheriff's Department  
Sheriff John McMahon

5/14/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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**Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and **Partners Against Violence/Crime Survivor Services** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

**Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

**Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

**Partners Against Violence/Crime Survivor Services** will coordinate the following services:

- Refer victims to the **San Bernardino County District Attorney's Office** for the services provided above
- Refer to the **San Bernardino County District Attorney's Office** survivors of violent

crimes to obtain information and assist with completing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim

- Refer to the **San Bernardino County District Attorney's Office** survivors of violent crimes to assist in understanding and participation in the criminal justice system/judicial proceedings
- Provide the following services to survivors of violent crimes: 24-hour crisis intervention hotline and on-site response, advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings, individual and group counseling, education and prevention programs and community referrals

### Point of Contact

Michelle Cates, Executive Director  
Partners Against Violence/Crime Survivor Services  
444 N. Arrowhead Ave., Suite 101  
San Bernardino, CA. 92401  
909-885-8884

### Compensation


No compensation is associated with this Agreement.

### Term

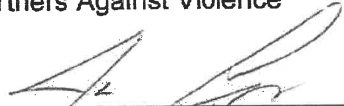
This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Michelle Cates, Executive Director  
Partners Against Violence

5/17/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/12/21  
\_\_\_\_\_  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **San Bernardino County Children and Family Services** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

The **San Bernardino County Children and Family Services** will coordinate the following services:

- The **Children and Family Services** staff will refer to the **San Bernardino County District Attorney's Office** child and adult victims of crime to obtain information and assist with completing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim

- The **Children and Family Services** staff will refer to the **San Bernardino County District Attorney's Office** child and adult victims of crime for assisting them in understanding and participation in the criminal justice system/judicial proceedings
- Participation in meetings as needed to discuss interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases

**Point of Contact**

Marlene Hagen, Director  
San Bernardino County  
Children and Family Services  
150 S. Lena Road  
San Bernardino, Ca. 92415  
909-388-0242

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.



Marlene Hagen, Director  
San Bernardino County  
Children and Family Services

5-21-21  
Date



San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/12/21  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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**Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **San Bernardino Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC ) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

**Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

**Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **San Bernardino Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The **San Bernardino Police Department** will closely coordinate the following services with the **San Bernardino County District Attorney's Office VW, UV and XC Programs**:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Lt. T. Shank  
Address: 710 North D Street  
San Bernardino, CA 92401  
Phone Number: (909) 384-5646

#### Compensation

No compensation is associated with this Agreement.

#### Term


This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
San Bernardino Police Department  
Chief Eric McBride

5-18-21  
Date

  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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**Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office and Morongo Basin Unity Home** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and the County Victim Services (XC) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

**Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

**Roles**

The **San Bernardino County District Attorney's Office VW, UV and XC Programs** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases.

**Morongo Basin Unity Home will coordinate the following services:**

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients

**Morongo Basin Unity Home will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Point of Contact**

Susanna Barnett, Executive Director  
Morongo Basin Unity Home  
P.O. Box 966  
Yucca Valley, CA. 92286  
760-366-9663

**Compensation**

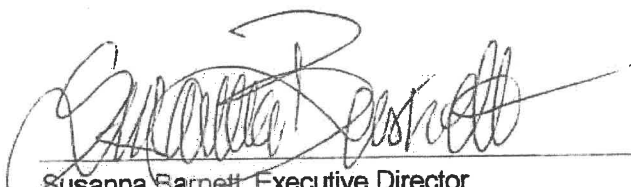
No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Susanna Barnett, Executive Director  
Morongo Basin Unity Home

5/17/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/12/21  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Upland Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim/Witness (VW) Assistance Program, Unserved/Underserved (UV) Victim Advocacy and Outreach Program and County Victim Services (XC ) Program in San Bernardino County.

Each participating agency believes that implementation of the VW, UV and XC Programs, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW, UV and XC Programs provide mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort and support, case status/disposition, notification of family and friends, employer notification/intervention and restitution assistance. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 2020, the VW and UV Programs provided services to 10,239 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office VW, UV Programs** will closely coordinate the following services with the **Upland Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW, UV and XC Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW, UV and XC Program cases
- Program staff will coordinate and collaborate on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events. Specific responsibilities include but are not limited to the following:

- Program staff will coordinate services and provide emergency assistance and referrals to mass crime victims.
- Program staff will participate in trainings in areas important to responding to mass crime victim casualty events.
- Program staff will collaborate with partners to develop protocols and procedures for responding to mass casualty crime events.

The **Upland Police Department** will closely coordinate the following services with the **San Bernardino County District Attorney's Office VW, UV and XC Programs**:

- Coordination of services for victims of VW, UV and XC Program cases
- Provide and make available for use by program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the program staff
- As identified, provide training to the program staff on issues related to targeted victims.
- Coordination and collaboration on planning, training and deployment of D.A. Bureau of Victim Services staff for mass crime victim events.
- Coordination of emergency services and referrals for mass crime victims.

#### Point of Contact

Name: Diana Vasquez  
Address: 1499 West 13th Street  
Upland, CA 91786  
Phone Number: (909) 946-7624

#### Compensation

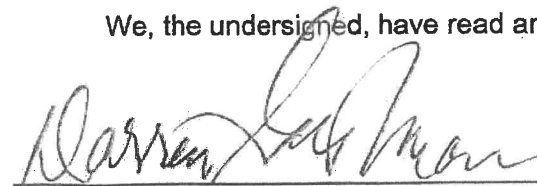
No compensation is associated with this Agreement.

#### Term

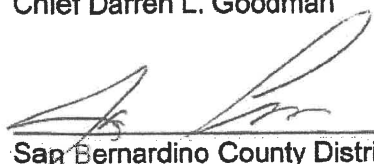
This agreement will be effective beginning July 1, 2021 through December 31, 2024, or until otherwise modified by written consent of all involved parties.

#### Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Upland Police Department  
Chief Darren L. Goodman

5/18/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

5/13/21  
\_\_\_\_\_  
Date





## **Out-of-State Travel Request**

### Information and Instructions

Out-of-state travel is restricted and only allowed in exceptional situations. Subrecipients must receive Cal OES approval prior to incurring expenses for out-of-state travel (see Subrecipient Handbook Section 4.070). Subrecipients may request approval to travel out of state by submitting this form.

Complete all sections of the form, including a strong justification and required attachments. The Grant Subaward Director, or their designee identified on the Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



## Out-of-State Travel Request

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

Subrecipient: \_\_\_\_\_

Traveler(s): \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Conference/training not available in California - Attach brochures or registration information

Victim advocacy

Other - Attach any applicable documentation

Justification:

-----  
**I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.**

\_\_\_\_\_  
Grant Subaward Director Name      Grant Subaward Director Signature      Date

-----  
Cal OES Approval

\_\_\_ Approved      \_\_\_ Denied      \_\_\_\_\_

Program Specialist Signature      Date

\_\_\_ Approved      \_\_\_ Denied      \_\_\_\_\_

Unit Chief Signature      Date



## Out-of-State Travel Request Cost Worksheet

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

Subrecipient: \_\_\_\_\_

### ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Travelers airfare

Rental Car: \_\_\_\_\_ x \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
Car daily rate days

Mileage: \$ \_\_\_\_\_ /mile x \_\_\_\_\_ = \$ \_\_\_\_\_  
Mileage rate miles

Parking: \_\_\_\_\_ = \$ \_\_\_\_\_

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): \_\_\_\_\_ = \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ x \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
Travelers daily rate days

Per Diem: \_\_\_\_\_ x \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
Travelers daily rate days

Other Costs:  
Description: \_\_\_\_\_ Cost: \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL COST NOT TO EXCEED:** = \$ \_\_\_\_\_