

Cal OES #		FIPS #		VS#		Subaward #	VW2039 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:

1. **Subrecipient:** County of San Bernardino **1a. DUNS#:** 073590812

2. **Implementing Agency:** San Bernardino County District Attorney's Office **2a. DUNS#:** 626913172

3. **Implementing Agency Address:** 303 W. Third St San Bernardino 92415-0502  
(Street) (City) (Zip+4)

4. **Location of Project:** 303 W. Third St San Bernardino 92415-0502  
(City) (County) (Zip+4)

5. **Disaster/Program Title:** Victim/Witness Assistance Program **6. Performance Period:** 10/01/20 **to** 09/30/21  
(Start Date) (End Date)

7. **Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):**  %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2018	VOCA		\$1,400,000		\$350,000		\$350,000	\$1,750,000
9.	2019	VOCA		\$1,255,818		\$313,955		\$313,955	\$1,569,773
10.	2020	VWAO	\$292,280						\$292,280
11.	Select	Select							
12.	Select	Select							
<b>Total Project Cost</b>			<b>\$292,280</b>	<b>\$2,655,818</b>	<b>\$2,948,098</b>	<b>\$663,955</b>		<b>\$663,955</b>	<b>\$3,612,053</b>

**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 W. Third Street City: San Bernardino Zip Code+4: 92415-0502

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

**16. Federal Employer ID Number:** 956002748

(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)

## PROJECT CONTACT INFORMATION

Subrecipient: County of San Bernardino

Subaward #: VW20 39 0360

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

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

Name: Florida Alarcon Title: Chief, Bureau of Victim Services  
Telephone #: 909-382-3669 Email Address: FAlarcon@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino CA 92415-0502

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

Name: Claudia Walker Title: Chief, Bureau of Administration  
Telephone #: 909-382-7689 Email Address: CWalker@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino CA 92415-0502

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

Name: Florida Alarcon Title: Chief, Bureau of Victim Services  
Telephone #: 909-382-3669 Email Address: FAlarcon@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino CA 92415-0502

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

Name: Karen White Title: Supervisor, Bureau of Administration  
Telephone #: 909-382-3674 Email Address: KWhite@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

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

Name: Jason Anderson Title: District Attorney  
Telephone #: 909-382-3660 Email Address: DA@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Jason Anderson Title: District Attorney  
Telephone #: 909-382-3660 Email Address: DA@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

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

Name: Curt Hagman Title: Chairman, Board of Supervisors  
Telephone #: 909-387-4866 Email Address: curt.hagman@bos.sbcounty.gov  
Address/City/Zip + 4: 385 N. Arrowhead Ave, 5th Floor, San Bernardino CA 92415-0110

## SIGNATURE AUTHORIZATION

Subaward #: VW20 39 0360

Subrecipient: County of San Bernardino

Implementing Agency: County of San Bernardino District Attorney's Office

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

\***Project Director:** Flerida Alarcon

Signature: 

Date: 5-27-2020

\***Financial Officer:** Claudia Walker

Signature: 

Date: 5-27-2020

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



Signature

Alfred Moore

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

Karen White

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

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

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

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

I, Jason Anderson hereby certify that  
(official authorized to sign; same person as Section 15 on Grant Subaward Face Sheet)

Subrecipient: County of San Bernardino

Implementing Agency: County of San Bernardino District Attorney's Office

Project Title: Victim/Witness Assistance Program

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

**I. Federal Grant Funds**

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

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

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

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.**

Equal Employment Opportunity Officer: Victor Tordesillas

Title: HR Employee Relations Division Chief

Address: 1111 E. Mill Street, San Bernardino CA 92415

Phone: 909-252-4223

Email: victor.tordesillas@hr.sbcounty.gov

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

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

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

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

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

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

**VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**

*(This applies to federally-funded grants only.)*

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

**VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)**

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

The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this Grant Subaward is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

## **VIII. Civil Rights Compliance**

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

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

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

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award 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 award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 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 award that the Subrecipient must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the Subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-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 OJP promptly for clarification.

## 2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants 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. The Subrecipient must comply with the DOJ Grants Financial Guide.

## 3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient 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, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's 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> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

## 4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. The Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. The Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and



c. The Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

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

The Subrecipient 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 award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds (FY 2019)

The Subrecipient 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, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award – (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 award should be reported to the OIG by—(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC

20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

**8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters**

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, 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 award, 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 award, the Subrecipient:**

- Represents that it neither requires nor 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
- Certifies that, if it learns or is notified that it 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, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

**b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:**

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) 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 (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award 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, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

#### 9. 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 Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

#### 10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

#### 11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient 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> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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

The Subrecipient must comply with, and is 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.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

## 15. Victims of Crime Act Requirements

The Subrecipient must 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.

## 16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

## 17. Performance Reports

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

## 18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

## 19. All Subawards ("Subgrants") must have specific federal authorization

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

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

## 20. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar

amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

- a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements – including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") – no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

- b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

- c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award 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) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government – as an employee, contractor or subcontractor, grant Subrecipient or -Subrecipient, agent, or otherwise – in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient 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.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient 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.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient 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.

Currently, 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, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and 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.

## 25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, 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 the Subrecipient 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 would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

## 26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

## 27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other



outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

**28. Additional DOJ Awarding Agency Requirements**

The Subrecipient agrees 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 award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

**29. Hiring Documents**

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the funds.

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

## CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

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

Authorized Official's Typed Name: Jason Anderson

Authorized Official's Title: District Attorney

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

Federal Employer ID #: 95-6002748 Federal DUNS #: 626913172

Current System for Award Management (SAM) Expiration Date: 3/7/2021

Executed in the City/County of: San Bernardino

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

☐

City Financial Officer

☐

County Financial Officer

☐

City Manager

☐

County Manager

☒

Governing Board Chair

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

Typed Name: Curt Hagman

Title: Chairman, Board of Supervisors

### **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 isolated desert areas, and insular mountain ranges hours from the nearest courthouse or victim services center. Field visits are conducted 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 Bureau of Victim Services to maintain and improve the services provided 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 completed optional advanced, educational requirements. They advise clients of their rights as victims under Marsy's Law and provide trauma informed services such as applying for assistance through the California Victim Compensation 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 terrible impact of crime upon the

victim. Assistance includes crisis intervention and conducting 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 and the San Bernardino County Sheriff's Department Headquarters. 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 violence, crimes against children, cold case, parole unit, 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 will be 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 will be 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. Additionally, our advocates can assist victims in remote areas, hours away from the nearest regional service center, with our Microsoft office cloud-based tenant licensing platform (remote video and audio) to provide critical services to remote inhabitants in our desert and mountain regions.

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 deputy district attorneys from all regional offices. 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, referrals to other agencies, orientation to the criminal justice system to include case updates and providing court accompaniment and assisting the victim in completing the California

Victim Compensation Board program application. Victim advocates work closely with court staff, law enforcement, staff from the Department of Motor Vehicles, the District Attorney's Victims of Crime Claims units, to assist the victim with various services to lessen the impact of the crime. All Victim advocates have, and new advocates will, complete both the Cal-OES mandated CCVAA Entry Level Victim Advocate and Crisis Response trainings, Critical Incident Stress Management, Compassion Fatigue, as well as other trainings to improve their skills and trainings that lessen the impact of secondary trauma. Outreach activities will continue to be conducted on a regular basis, victim advocates will attend meetings and participate in outreach events at local colleges, community centers, senior centers, town hall meetings, County fairs, local civic gatherings and will participate in National Crime Victims' Rights Week and National Night Out.

Volunteers are recruited through the 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 of crime. 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.

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

#### **Major Crimes Against Children 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.

#### **Camp Good Grief**

Camp Good Grief Special Victims Program was established in March 2005. The 4-day grief camp is for children ages 10-16 who have lost a loved one to a violent crime. The San Bernardino County District Attorney's Office, in partnership with Loma Linda University Children's Hospital, offers this unique four-

day camp that provides a relaxed, supportive and safe environment for children to enjoy the typical activities of a summer camp, as well as to have opportunities to work with professionals to share their feelings related to their loss, learn new ways to cope, and interact with other children and teens in an atmosphere of love and acceptance.

A goal our program set for FY 19/20 was to place a victim advocate at Loma Linda University Children's Hospital to provide victim assistance to crime victims admitted to the hospital's ER and trauma center and to build upon the success of Camp Good Grief. Our intent is for the Loma Linda University Children's Hospital advocate to model our advocate staff at Arrowhead Regional Medical Center. Due to the Covid-19 Pandemic, we have been delayed in meeting this goal but continue to work with the Loma Linda University Children's Hospital staff to establish a victim advocate program.

### **Children's Assessment Center (CAC) Advocates**

The Bureau of Victim Services has staff assigned to the Children's Assessment Center of San Bernardino. Two victim advocates, and an office assistant have been placed in this critical location to provide intake work and mandatory services to children who are victims of physical and sexual abuse. The advocates and office assistant participate in the bi-weekly case review meetings with the staff of the Children's Assessment Center, advocates provide direct victim assistance to crime victim seeking CAC services, and provide a professional transition to assigned regional District Attorney based advocate.



### **Family Violence Advocates**

The San Bernardino County District Attorney's office has three family violence units. 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 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.

### **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, assisting these victims who are difficult to get to court due to fear and intimidation by the gangs. The victim advocates attend monthly meetings to share information with law enforcement, Probation, Corrections and other agencies that handle gang crimes.

### **Domestic Violence**

In October 2004, the family violence unit was created. Within the unit, domestic violence advocates provide a full range of victim services to all victims

of domestic violence. These advocates attend quarterly Family Violence Unit meetings. High desert advocates work with tribal members at the Fort Mojave Domestic Violence Shelter 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 the cultural issues of this unserved/underserved community, and they have a close working relationship.

### **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 were 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. During FY 19/20, we added a third K-9 and advocate staff member to the team. We are currently using the facility dogs to provide support to children during meet and greets in the District Attorney's Office and when they are interviewed in preparation for court. In August 2015, the facility dogs and their handlers/victim advocates were trained to provide support to children in the courtroom when they are required to testify in court. 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 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 sexual exploited children. Additionally, our advocates are trained to assist HT victims that identify as male and females notwithstanding binary designation or identification. Our HT advocate staff are trained to assist local, state, and federal agencies that combat human trafficking by rescuing victims in safe joint operations away from the crime scene for direct victim/rescue assistance.

### **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 court support during parole hearings, an advocate is regularly deployed to penal institutions to assist victims at parole hearings. The lifer unit advocate has traveled to various department of correction institutions, provided court support to help reduce and prevent new traumatic experiences to our victims.

## **MVA Components**

### **Crisis Response Plan**

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 office does not have operational mutual aid memorandums and memorandums of understanding with community partners and stakeholders at this time. However, we are a part of the CCVAA Southern Regional Crisis Response Team that includes the following counties: Riverside, San Diego, Orange, and Imperial counties. Meetings continue to be held quarterly. Our goal was to have mutual aid agreements and memorandums of understandings in place with sister counties for FY 19/20 and to obtain additional memorandums of understanding in FY 20/21.

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

Our MVA, management, and supervisory advocate staff are actively conducting community outreach and participate in community meetings related to critical incidents of mass violence. Our team continues to attend 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.

### **MVA Presentations**

During this fiscal year, MVA presentations included the following: University of Redlands Campus Police Dept, California State University San Bernardino Campus Police Department, Chaffey College Campus Police Department, Ontario Police Department, Rancho Cucamonga Police Department, Department of Veterans Affairs/Veterans Outreach Committee, County Department of Behavioral Health and the United Way of the Inland Empire 2-1-1.

### **MVA Funding**

During FY 18/19, MVA funding was 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.

Funding was also used to provide in-house training courses to advocate staff, and future funding will also be utilized accordingly. During the FY 19/20, funding was utilized to train our team with the following: Critical Incident Stress Management, Compassion Fatigue, Burnout and Self-Care, and Death Notification Training.

### **MVA Emergency Fund**

The office is not requesting to establish an MVA emergency fund at this time as we already have an emergency fund line item in the overall VW grant budget.

### **MVA Trainings**

The MVA has attended the following training: San Francisco Mass Casualty Summit, Critical Incident Stress Management, Death Notification and Compassion Fatigue, Burnout and Self-Care. The MVA and relevant advocate staff have received CCVAA Entry Level and Advanced Advocate Training as well as the CCVAA Crisis Response Training.

### **Budget Narrative**

The proposed budget provides funding in the amount of \$3,612,053 for a specialized Victim/Witness Assistance Unit with 49 full-time staff members. Two full-time Supervising Victim Advocates, committed at 100 percent of their time, 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. Twenty (20) full-time Victim Advocate II's will provide direct services to victims. An additional 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 \$2,366,097 are budgeted using 18VOCA and 19 VOCA funds including the MVA position. Total benefits of \$1,160,116 are budgeted as follows: \$100,505 from 18VOCA funds, \$103,376 from 19VOCA funds, \$292,280 from 20VWAO funds and \$663,955 from the District Attorney's general fund to cover the 18VOCA and 19VOCA 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 20-21 we are not claiming the full amount of benefits which equals \$1,196,063. For grant year 20-21 the District Attorney will be claiming benefits of \$1,160,116. The remaining benefit amount, not covered under the grant, will be paid for using the District Attorney's general funds.

Ongoing operating expenses will be paid from grant funds. All operating expenses are from 19VOCA. Courthouse dog expenses are budgeted at \$23,270 and pay for expenses for 3 dogs. Costs include: veterinarian care, pet insurance, dog food, grooming, and pet supplies. Three courthouse dog handlers and their dogs will attend the International Courthouse Dog Conference, which will be held in September 2021 for an estimated cost of \$6,765. Additional Training costs of \$20,000 will allow 10 Victim Advocates, 1 Assistant Victim Services Chief and 1 Supervising Victim Advocate to attend the NOVA Conference in the summer of 2021. NOVA is a recognized leader in victim advocacy, education and credentialing and provides excellent training to victim advocates and crisis responders. CTI Training is budgeted at \$3,300 and provides 22 hours of instruction to our Victim Advocates and includes suicide prevention; compassion fatigue, burnout, self-care, and wellness in the workplace. Vehicle maintenance is budgeted at \$4,000 per year to cover maintenance and fuel. Children's Network training is budgeted at \$2,500 to send 10 advocates to a local training. Emergency gift cards are budgeted at \$22,000 (\$11,000 each for Walmart and Target) and provides emergency relief for



Subrecipient: County of San Bernardino DA Subaward #: VW2039 0360

victims. Miscellaneous Emergency is budgeted at \$2,000 and is used for emergency relief to victims such as paying for lodging, clothing, utilities, meals, or transportation. \$2,005 is budgeted for one victim advocate to attend Lifer Parole hearings and support the victim during the process.

No subcontracts are needed; no unusual expenditures are anticipated. Mid-year salary adjustments are calculated in the budget costs.

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: San Bernardino County District Attorney's Office				Subaward #: VW20 39 0360		
A. Personal Services – Salaries/Employee Benefits	18VOCA	19VOCA	20VWAO	18VOCA Match	19VOCA Match	COST
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						
\$32.51 x 1040 hours x 1	\$33,810					\$33,810
\$33.31 x 1040 hours x 1	\$34,642					\$34,642
2 FTE Supervising Victim Advocates @ 100% to supervise staff and provide direct assistance to victims						
\$36.76 x 520 hours x 1	\$19,115					\$19,115
\$37.67 x 1,560 hours x 1	\$58,765					\$58,765
\$37.67 x 2080 hours x 1	\$78,354					\$78,354
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						
MVA-\$31.74 x 2080 hours x 1	\$66,019					\$66,019
LLUCH - \$31.74 x 2080 x 1	\$66,019					\$66,019
\$31.74 x 2080 hours x 4	\$264,077					\$264,077
\$24.30 x 2080 hours x 13	\$630,584	\$26,488				\$657,072
\$23.13 x 1040 hours x 2	\$48,110					\$48,110
22 FTE Victim Advocate I's @ 100% Provide direct services to victims with obtaining court support, applying for financial assistance, etc						
\$19.95 x 1040 hours x 5		\$103,740				\$103,740
\$20.96 x 2080 hours x 8		\$348,774				\$348,774
\$23.11 x 2080 hours x 6		\$288,413				\$288,413
\$27.43 x 2080 hours x 3		\$171,163				\$171,163

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: San Bernardino County District Attorney's Office				Subaward #: VW20 39 0360		
A. Personal Services – Salaries/Employee Benefits	18VOCA	19VOCA	20VWAO	18VOCA Match	19VOCA Match	COST
<p>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</p> <p>    \$21.48 x 2080 hours x 2</p> <p>    \$18.59 x 2080 hours x 1</p>		<p>\$89,357</p> <p>\$38,667</p>				<p>\$89,357</p> <p>\$38,667</p>
<p>BENEFITS FOR 49 FULL TIME EMPLOYEES FOR 1 YEAR = 50.55% <b>NOT CLAIMING FULL AMOUNT</b> (\$1,196,063)</p> <p>Total Salaries of 2,366,097 x 50.55% and includes <b>MVA Benefits (\$66,019 x 50.55%)</b></p> <p>Retirement = 31.79% of gross salary</p> <p>Health/Vision/Dental Ins = 14.2% of gross salary</p>	\$100,505	<p>\$8,373</p> <p>\$95,003</p>	\$292,280	\$350,000	<p>\$25,000</p> <p>\$288,955</p>	<p>\$33,373</p> <p>\$1,126,743</p>
<p>Short Term Disability = 1.25% of gross salary</p> <p>Medicare Tax = 1.39% of gross salary</p> <p>Worker's Comp Ins = 0.76% of gross salary</p> <p>Employee Life Ins = 0.74% of gross salary</p> <p>401K Match = 0.42% of gross salary</p>						
<b>Personal Section Totals</b>	\$1,400,000	\$1,169,978	\$292,280	\$350,000	\$313,955	<b>\$3,526,213</b>
<b>PERSONAL SECTION TOTAL</b>						<b>\$3,526,213</b>

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: San Bernardino County District Attorney's Office				Subaward #: VW20 39 0360		
B. Operating Expenses	18VOCA	19VOCA	20VWAO	18VOCA Match	19VOCA Match	COST
<b>ALL TRAVEL COSTS USE COUNTY RATES</b>						
<b>Courthouse Dog Expenses</b>						
\$646.39 per month x 12 months x 3 dogs - Includes supplies, vet bills, food, grooming, pet insurance		\$23,270				\$23,270
International Courthouse Dog Conference (\$2,255 each for 3 advocates) see out of state travel request		\$6,765				\$6,765
NOVA Training (10 advocates + chief + supervisor) see out of state travel request		\$20,000				\$20,000
CTI Training (\$150 per hour x 22 hours of instruction)		\$3,300				\$3,300
Vehicle Maintenance (\$333.33 per month x 12 months)		\$4,000				\$4,000
Childrens Network Training (10 advocates @\$250 each)		\$2,500				\$2,500
Emergency fund						
Walmart - \$25 x 440 cards		\$11,000				\$11,000
Target - \$25 x 440 cards		\$11,000				\$11,000
Misc Emergency		\$2,000				\$2,000
Jason Keck-Lifer Parole Travel						
Hotel \$175 per night x 5		\$875				\$875
Rental Car \$5 days x \$66 per day		\$330				\$330
Airfare \$250 x 2 trips		\$500				\$500
Meals-per diem ~\$60 per day x 5		\$300				\$300
<b>Operating Section Totals</b>		\$85,840				\$85,840
<b>OPERATING SECTION TOTAL</b>						\$85,840

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

Subaward #: VW20 39 0360

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County District Attorney's Office  
Project Director: Florida Alarcon Phone #: (909) 382-3669  
Address: 303 W. Third St, 6th Floor  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: See Attached List  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] July 2021  
Destination (City/State) TBD  
Description (Meeting/Conference/Other) NOVA Conference

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

NOVA is the recognized leader in victim advocacy education and credentialing. It's important that our staff is up to date in the latest best practices for victim assistance

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

**Approve**      **Disapprove**

☐☐

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

☐☐

\_\_\_\_\_  
Unit Chief

\_\_\_\_\_  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?**  
**Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: July 2021 (estimated)  
Destination: TBD  
Purpose: NOVA Conference

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

Additional Airport Expenses

Airfare:	1 attendee x \$600	\$ 600
Mileage: (57.5 cents per mile)		\$ 0
Taxi/Shuttle:		\$ 0
Parking:		\$ 0

Auto Expenses:

Private Car:	\$80/day x	\$
Rental Car:	2 cars 5 days	\$ 800
State/Agency Car:		\$

#### HOTEL/PER DIEM

Hotel:

12 attendees	\$ 130/day x 5 days	
days @	\$ 650 per day =	\$ 7800

Per diem:

12 attendees	\$ 60/day x 5 days	
days @	\$ 300 per day =	\$ 3600

#### OTHER EXPENSES

Registration/Conference Fee: 12 attendees x \$600 \$ 7200

	\$
	\$
	\$
	\$

**TOTAL COSTS NOT TO EXCEED:** \$ 20000

Note: 11 attendees have airfare credits due to COVID19  
No cash refund.

# NOVA CONFERENCE

Travel Dates: July 2021 (TBD) Travel Destination: TBD

Attendees	Title	Phone Number	REGISTRATION	AIRFARE	HOTEL	MEALS	CAR RENTAL
Alfred Moore	Assistant Chief Victim Services	(909) 382-3870	\$600.00	\$0.00	\$650.00	\$300.00	\$400.00
Claudia Quiroz	Victim Advocate I	909-382-7796	\$600.00	\$0.00	\$650.00	\$300.00	\$0.00
Jorge Armendariz	Victim Advocate I	909-382-3653	\$600.00	\$0.00	\$650.00	\$300.00	\$0.00
Amy Childers	Victim Advocate I	909-382-7619	\$600.00	\$0.00	\$650.00	\$300.00	
Rachel Juedes	Victim Advocate I	909-382-3640	\$600.00	\$0.00	\$650.00	\$300.00	
Yesica Cioli	Victim Advocate II	909-382-7702	\$600.00	\$0.00	\$650.00	\$300.00	\$0.00
Nicole Collins	Victim Advocate I	909-382-7614	\$600.00	\$0.00	\$650.00	\$300.00	
Christina Hernandez	Victim Advocate I	760-552-6946	\$600.00	\$0.00	\$650.00	\$300.00	
Diana Trujillo	Victim Advocate I	760-552-6904	\$600.00	\$0.00	\$650.00	\$300.00	
Shawn Thornton	Victim Advocate I	909-382-3839	\$600.00	\$600.00	\$650.00	\$300.00	
Miriam Torres	Victim Advocate II	909-477-8356	\$600.00	\$0.00	\$650.00	\$300.00	
Traci Redford	Supervising Victim Advocate	909-382-3656	\$600.00	\$0.00	\$650.00	\$300.00	\$400.00

TOTAL TRIP

\$20,000.00



Subaward #: VW20 39 0360

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County District Attorney's Office  
Project Director: Florida Alarcon Phone #: (909) 382-3669  
Address: 303 W. Third St, 6th Floor  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: Yesica Cioli  
Title: Victim Advocate II Phone #: (909) 382-7702  
Name: Marisa Pearson  
Title: Victim Advocate II Phone #: (760) 552-6931  
Miriam Torres, Victim Advocate II (909) 477-8356

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] September 2021  
Destination (City/State) Bellevue, Washington  
Description (Meeting/Conference/Other) International Courthouse Dogs Conference

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

K9 Advocates will receive insightful information on best practices, trends, and K9 management for dog handlers within the criminal justice system

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

**Approve**      **Disapprove**

☐☐

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

☐☐

\_\_\_\_\_  
Unit Chief

\_\_\_\_\_  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on Internal policy or the state's travel policy?  
Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: September 2021 (estimated)  
Destination: Bellevue Washington  
Purpose: International Courthouse Dogs Conference

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

Additional Airport Expenses **Airfare: \$600 x 3** \$ 1800  
Mileage: (57.5 cents per mile) **208.7 mi.** \$ 120  
Taxi/Shuttle: **\$20 x 3** \$ 60  
Parking: **\$60 x 3** \$ 180

#### Auto Expenses:

Private Car: \$  
Rental Car: **incl gas, rental, parking** \$ 600  
State/Agency Car: \$

#### HOTEL/PER DIEM

Hotel: 12 **4 days x 3 advocates** days @ \$ 185 per day = \$ 2220

Per diem: 15 **5 days x 3 advocates** days @ \$ 34 per day = \$ 510

#### OTHER EXPENSES

Registration/Conference Fee: **3 advocates x \$425** \$ 1275  
\$  
\$  
\$  
\$

**TOTAL COSTS NOT TO EXCEED:** \$ 6765

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

<b>Subrecipient</b> <u>County of San Bernardino</u>	<b>Duns#</b> <u>73590812</u>	<b>FIPS#</b> <u>071-00000</u>
<b>Disaster/Program Title:</b> <u>Victim Witness Assistance Program</u>		
<b>Performance Period:</b> <u>10/01/20</u> to <u>09/30/21</u> <b>Subaward Amount Requested:</b> <u>\$ 2,948,098</u>		
<b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 4,200,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

**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:** Jason Anderson

**Phone Number:** 909-382-3660

**Cal OES Staff Only:** SUBAWARD #

## PROJECT SERVICE AREA INFORMATION

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

San Bernardino County\*

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

25th, 26th, 41st, 42nd, and 43rd\* Districts

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

32nd, 34th, 36th, 59th, 60th, 61st, 62nd\*, 63rd, and 65th Districts

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

17th, 18th, 29th, 31st and 32nd\* Districts

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

2,153,203

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. Option House, Inc.	08/29/18	10/01/18	to 09/30/21
2. House of Ruth	08/30/18	10/01/18	to 09/30/21
3. San Bernardino Sexual Assault Service	08/30/18	10/01/18	to 09/30/21
4. San Bernardino County Children's Network	08/27/18	10/01/18	to 09/30/21
5. Upland Police Department	08/27/18	10/01/18	to 09/30/21
6. Ontario Police Department	08/23/18	10/01/18	to 09/30/21
7. Forgotten Children, Inc.	08/20/18	10/01/18	to 09/30/21
8. Desert Sanctuary, Inc.	08/20/18	10/01/18	to 09/30/21
9. Domestic Violence Education & Services-Doves	08/23/18	10/01/18	to 09/30/21
10. Indian Health, Inc	08/21/18	10/01/18	to 09/30/21
11. Family Assistance Program	08/18/18	10/01/18	to 09/30/21
12. Chino Police Department	08/23/18	10/01/18	to 09/30/21
13. Rialto Police Department	08/23/18	10/01/18	to 09/30/21
14. Montclair Police Department	08/20/18	10/01/18	to 09/30/21
15. Colton Police Department	08/21/18	10/01/18	to 09/30/21
16. Redlands Police Department	08/20/18	10/01/18	to 09/30/21
17. Barstow Police Department	08/21/18	10/01/18	to 09/30/21
18. San Bernardino Police Department	08/20/18	10/01/18	to 09/30/21
19. San Bernardino County Children's and Family Services	08/11/18	10/01/18	to 09/30/21
20. Project Sister Family Services	09/12/18	10/01/18	to 09/30/21

Use additional pages if necessary.

**RESET**

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
21. Fontana Police Department	09/10/18	10/01/18 to	09/30/21
22. Arrowhead Regional Medical Center	07/18/19	10/01/18 to	09/30/21
23. San Bernardino County Sheriff's Department	07/24/19	10/01/18 to	09/30/21

Use additional pages if necessary.

**Operational Agreement Summary - Cal OES 2-160 (Revised 7/2015)**



**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, 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, 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) and Unsubstantiated/Unsubstantiated (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13636.5 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 and UV Program will provide the following services:**

- **Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV Program cases.**

**Option House, 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**



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

**Option House, 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 service to victims of domestic violence and their children

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 Blawing, Executive Director  
Option House, Inc.

  
Date

  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, District Attorney**

---

## **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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 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 and UV Program will provide the following services:**

- **Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV 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**



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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

Compensation

No compensation is associated with this Agreement.

Term

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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.



Suzanne Aschbacher, Executive Director  
House of Ruth

8/30/18  
Date



Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8/17/2018  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, District Attorney**

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**Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and San Bernardino Sexual Assault 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 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 and UV Program will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV Program cases.

San Bernardino Sexual Assault Services will coordinate the following services:

- San Bernardino Sexual Assault Services will refer to the San Bernardino County District Attorney's Office survivors of sexual assault 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
- San Bernardino Sexual Assault Services will refer to the San Bernardino County District Attorney's Office survivors of sexual assault to assist in understanding and participation in the criminal justice system/judicial proceedings
- San Bernardino Sexual Assault Services will provide the following services to sexual assault survivors: 24-hour crisis intervention hotline, advocacy and accompaniment to local hospitals,

303 West 3<sup>rd</sup> Street, San Bernardino, California 92415-0502  
E-mail address: [da@sbda.org](mailto:da@sbda.org)

(909) 382-3080 Fax (909) 382-7874  
Web site: [www.sbcountyda.org](http://www.sbcountyda.org)



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

law enforcement interviews and legal proceedings, individual and group counseling, education and prevention programs and community referrals

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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.

  
Candy Stallings, Executive Director  
San Bernardino Sexual Assault Services

  
Date

  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

  
Date





County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resources 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.**

### **Services**

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

- **Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV 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 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 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 and UV Program cases**



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2016 through September 30, 2021, 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.

Kathy Turnbull, Network Officer  
The Children's Network

8/27/18  
Date

Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8-17-2018  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides 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.**

**In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 expended 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 and UV Program cases**



County of San Bernardino  
**Office of the District Attorney**  
**Bureau of Victim Services**  
MICHAEL A. RAMOS, District Attorney

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 Goodman

Date

8/27/18

San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

Date

8/6/18





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13636.5 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.

In fiscal year 17/18, the VW and UV Program provided services to 8,245 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 and UV Program 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 and UV 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 and UV Program cases



County of San Bernardino  
**Office of the District Attorney**  
**Bureau of Victim Services**  
MICHAEL A. RAMOS, District Attorney

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 Derek Williams

8/23/19

Date

San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

8.16.19

Date



**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, District Attorney**

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**Operational Agreement**

**This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Forgotten Children, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resources 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 and UV Program will coordinate and provide the following services:**

- **Coordinates services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV Program cases.**

**Forgotten Children, Inc. will coordinate the following services:**

- **Forgotten Children, Inc. will refer to the San Bernardino County District Attorney's Office victims of human trafficking and sexual exploitation 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**
- **Forgotten Children, Inc. will refer to the San Bernardino County District Attorney's Office victims of human trafficking and sexual exploitation to assist in understanding and participation in the criminal justice system/judicial proceedings**



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

- Forgotten Children, Inc. will provide the following services to human trafficking victims: advocacy, intervention programs at the Drop In and Resource Center, street outreach and emergency and long-term housing

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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.

  
Tara Hillard, President/CEO  
Forgotten Children, Inc.

  
Date

  
Florinda Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8-17-2018  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, 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) and Uninjured/Underinjured (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13835.6 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 and UV Program will provide the following services:**

- **Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV 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**



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

**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**

**Compensation**

**No compensation is associated with this Agreement.**

**Term**

**This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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.**

  
Pegg Fries, Executive Director  
Desert Sanctuary, Inc

8/20/18  
Date

  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8/17/2018  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, 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-Daves 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) and Uninjured/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13636.5 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/deposition, 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 and UV Program will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 deposition, 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 and UV Program cases.

Domestic Violence Education & Services-Daves 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



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

**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, brochure, 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**

**Compensation**

**No compensation is associated with this Agreement.**

**Term**

**This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 A. Adams*

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

*8-23-18*

**Date**

*Florida Alarcon*

**Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services**

*8-17-2018*

**Date**





**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, District Attorney**

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**Operational Agreement**

**This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Indian Health, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13695.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resources 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 and UV Program will provide the following services:**

- **Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV Program cases.**

**The Indian Health, Inc. staff will coordinate and provide the following services:**

- **Indian Health Inc., staff will refer victims of crime to the program advocates for appropriate services**
- **Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.**
- **Share information and serve as a resource to provide the best possible services to victims of crime**



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 Andrews, LCSW  
Indian Health, Inc.

8/21/18  
Date

  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8-17-2018  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resources 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 and UV Program will provide the following services:**

- **Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV 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**



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

**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

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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

  
Date

  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 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.**

**In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 and UV Program cases**



County of San Bernardino  
**Office of the District Attorney**  
**Bureau of Victim Services**  
MICHAEL A. RAMOS, District Attorney

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 Karen Comstock

8.23.18

Date

San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

8.16.18

Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 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.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 and UV Program cases



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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.

*W.P.K.*  
Rialto Police Department  
Chief Mark Kling

*8-23-18*  
Date

*[Signature]*  
San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

*8-16-18*  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides 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.**

**In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 and UV Program cases**



County of San Bernardino  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 Avalos

  
Date

  
San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

  
Date



County of San Bernardino  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

## **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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13636.5 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.

In fiscal year 17/18, the VW and UV Program provided services to 8,245 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.

### **Role**

The San Bernardino County District Attorney's Office VW and UV Program 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 and UV 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 and UV Program cases



County of San Bernardino  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 Mark Owens

8-21-18  
Date

  
San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

8-26-18  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.**

**Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 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.**

**In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 and UV Program cases**



County of San Bernardino  
**Office of the District Attorney**  
**Bureau of Victim Services**  
MICHAEL A. RAMOS, District Attorney

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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

8/2/18

Date

San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

8/16/18

Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13835.6 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.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 and UV Program cases



County of San Bernardino  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

Compensation

No compensation is associated with this Agreement.

Term

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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.

  
Date

  
San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

  
Date





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resources 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.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 and UV Program cases



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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

- **Coordination of services for victims of VW and UV Program cases**
- **Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.**
- **Provide feedback and information to the VW and UV Program staff**
- **As identified, provide training to the VW and UV Program staff on issues related to targeted victims.**

**Compensation**

**No compensation is associated with this Agreement.**

**Term**

**This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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 Jarrod Burguan**

**8-20-18**  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**San Bernardino County District Attorney's Office**  
**District Attorney Michael A. Ramos**

**8-16-18**  
\_\_\_\_\_  
**Date**



**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, 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 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)** and **Unsubstantiated (UV)** Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the **VW and UV Program**, 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 and UV Program** provides mandatory services under **PC 13836.5** 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.

**Role**

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

- Coordinate services and provide referrals and emergency assistance to crime victims of **VW and UV 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 and UV Program** cases.

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

- Children's and Family Services staff will refer to the **San Bernardino County District Attorney's Office** child 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
- Children's and Family Services staff will refer to the **San Bernardino County District Attorney's Office** child victims of crime for assisting them in understanding and participation in the criminal justice system/judicial proceedings



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

- Participation in meetings as needed to discuss emergency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2016 through September 30, 2021, 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.



Mariene Haggan, Director  
San Bernardino County  
Children's and Family Services

7-11-18

Date



Florio Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8-17-2018

Date

San Bernardino County Children's Family Services (909) 388-0242



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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**Operational Agreement**

The 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) and Uninjured/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13635.6 to victims of all crime types. The services include: crisis intervention, emergency assistance, resources 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.

**Role**

The San Bernardino County District Attorney's Office VW and UV Program will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV 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 filing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

- 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

**Compensation**

No compensation is associated with this Agreement.

**Term**

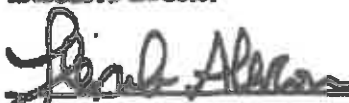
This agreement will be effective beginning **October 1, 2018** through **September 30, 2021**, or until otherwise modified by written consent of all involved parties.

**Approval**

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

  
Julie Boynton, LCSW  
Project Sister Family Services  
Executive Director

4-12-18  
Date

  
Michael A. Ramos, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8-17-2018  
Date

**Project Sisters Family Services (909) 623-1619**





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, 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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13835.6 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.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 and UV Program cases



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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

8-10-18  
Date

San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

8-16-18  
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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides 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 and UV Program will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV 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 and UV Program cases.

The Arrowhead Regional Medical Center staff will coordinate and provide the following services:

- ARMC staff will refer victims of crime to the program advocates for appropriate services
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.
- Share information and serve as a resource to provide the best possible services to victims of crime



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

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**Compensation**

No compensation is associated with this Agreement.

**Term**


This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

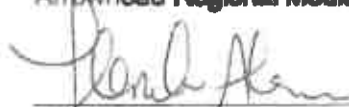
**Approval**

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

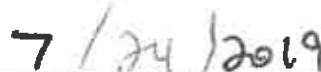


Joy Davis, Assistant Administrator  
Arrowhead Regional Medical Center

  
Date



Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**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) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, 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 and UV Program provides mandatory services under PC 13836.5 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.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 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 and UV Program 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 and UV 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 and UV Program cases



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

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

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

**No compensation is associated with this Agreement.**

**Term**

**This agreement will be effective beginning October 1, 2018 through September 30, 2021, 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**

  
\_\_\_\_\_  
**Date**

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

  
\_\_\_\_\_  
**Date**



San Bernardino County  
District Attorney  
Bureau of Victim Services  
2020-2021 Organizational Chart

