

August 17, 2016

Perla Flores, Director, Solutions to Violence Division  
Community Solutions For Children Families and Individuals, Inc.  
9015 Murray Avenue, Suite 100  
Gilroy, CA 95020

Subject: **NOTIFICATION OF APPLICATION APPROVAL**  
Domestic Violence Response Team Program  
Subaward #: VA16 03 1043, Cal OES ID: 069-90500

Dear Ms. Flores:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$125,000, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

(Cal OES Use Only)

Cal OES#	0109-90500-00	FIPS#	0109-90500	VS #		Subaward #	VA16-03-1043
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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), makes a Grant Subaward of funds set forth to the following:

1. **Subrecipient:** Community Solutions for Children Families and Individuals 1a. DUNS#: 081265670
2. **Implementing Agency:** Community Solutions for Children Families and Individuals 2a. DUNS#: 081265670
3. **Implementing Agency Address:** 9015 Murray Ave., #100 Gilroy 95020-3617  
Street City Zip+4
4. **Location of Project:** Morgan Hill, California Santa Clara County 95037-7130  
City County Zip+4
5. **Disaster/Program Title:** Domestic Violence Response <sup>Team AZ</sup> Program 6. Performance Period: 07/01/2016 to 06/30/2017
7. **Indirect Cost Rate:**  N/A;  10% de minimis;  Federally Approved ICR \_\_\_\_\_ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2016	8. VAWA		\$ 125,000				\$ 0	\$ 125,000
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	<b>TOTALS</b>	\$ 0	\$ 125,000	\$ 125,000	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 125,000

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

<b>14. Official Authorized to Sign for Subrecipient:</b>	<b>15. Federal Employer ID Number:</b> <u>23-7351215</u>
Name: <u>Erin O'Brien</u>	Title: <u>President / CEO</u>
Telephone: <u>408-497-5056</u> (area code)	FAX: <u>408-842-0838</u> (area code)
Email: <u>erin.obrien@communitysolutions.org</u>	
Payment Mailing Address: <u>9015 Murray Ave., #100</u>	City: <u>Gilroy</u> Zip+4: <u>95020-3617</u>
Signature:	Date: <u>6-24-16</u>

**[FOR Cal OES USE ONLY]**

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

Cal OES Fiscal Officer	Cal OES Director (or designee)
<u>8/15/16</u>	<u>8/15/16</u>
Date	Date

Yr: 2016-17 / Chapter: 23/ PCA No: 18416  
 Item: 0690-102-0890 Component: 40.20.161  
 FAIN #: TBD CFDA#: 16.588  
 Federal Award Dates: 07/01/16-06/30/18  
 Fund: Federal Trust  
 Program: **Domestic Violence Response Team Program**  
 Match Req.: 25%, C/IK based on TPC-Exempt per VAWA Guidance  
 Project No.: 16VAWA Amount: \$ 125,000

**RECEIVED**  
**JUN 30 2016**  
 BY: 618468  
10/21/16

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

**1. Cal OES Contact Information Section:**

Governor's Office of Emergency Services  
Mark S. Ghilarducci, Director  
3650 Schriever Avenue  
Mather, CA 95655  
(916) 845-8506 phone • (916) 845-8511 fax

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / CFDA #</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2016	Violence Against Women Act (VAWA) / 16.588	Office on Violence Against Women	\$14,798,873	\$13,318,986
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
Domestic Violence Response Team Program (VA)
- Project Description (Please type the Project Description):

Funds local domestic violence service agencies to collaborate with law enforcement to facilitate a coordinated response to domestic violence victims through training and the development of protocols

**4. Research & Development Section:**

- Is this Subaward a Research & Development grant?                      Yes                       No

## **SPECIAL CONDITION**

Grant Subaward No. VA16031043 is hereby approved with the following condition:

- The 2016 VAWA Funds in the amount of \$125,000 cannot be expended until the FY 2016/17 Federal VAWA award is received by Cal OES.

**Should the Federal VAWA award be reduced, you will be notified and required to amend the Subaward.**

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward and/or the denial of future grant funds.

**PROJECT CONTACT INFORMATION**

Subrecipient: Community Solutions for Children, Families & Individuals

Subaward #: VA 15-02-1043 <sup>16 03</sup> <sup>2-27</sup>

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

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

Name: Perla Flores Title: Director, Solutions to Violence Division

Telephone #: 408-776-6294 Fax#: 408-778-9672 Email Address: perla.flores@communitysolutions.org  
Address/City/Zip: Community Solutions, 9015 Murray Avenue, Suite 100, Gilroy, CA 95020

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

Name: Eduard Agajanian Title: CFO

Telephone #: 408-846-4777 Fax#: 408-842-0838 Email Address: eduard.agajanian@communitysolutions.org  
Address/City/Zip: Community Solutions, 9015 Murray Avenue, Suite 100, Gilroy, CA 95020

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

Name: Perla Flores Title: Director, Solutions to Violence Division

Telephone #: 408-776-6294 Fax#: 408-778-9672 Email Address: perla.flores@communitysolutions.org  
Address/City/Zip: Community Solutions, 9015 Murray Avenue, Suite 100, Gilroy, CA 95020

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

Name: Jan Pham Title: Controller

Telephone #: 408-846-4744 Fax#: 408-842-0838 Email Address: jan.pham@communitysolutions.org  
Address/City/Zip: Community Solutions, 9015 Murray Avenue, Suite 100, Gilroy, CA 95020

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: Erin O'Brien Title: President/CEO

Telephone #: 408-497-5056 Fax#: 408-842-0838 Email Address: erin.obrien@communitysolutions.org  
Address/City/Zip: Community Solutions, 9015 Murray Avenue, Suite 100, Gilroy, CA 95020

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

Name: Erin O'Brien Title: President/CEO

Telephone #: 408-497-5056 Fax#: 408-842-0838 Email Address: erin.obrien@communitysolutions.org  
Address/City/Zip: Community Solutions, 9015 Murray Avenue, Suite 100, Gilroy, CA 95020

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

Name: Janie Mardesich Title: Chair

Telephone #: 408-384-4303 Fax#: \_\_\_\_\_ Email Address: janie.mardesich@delmonte.com  
Address/City/Zip: 6580 Furlong Avenue, Gilroy, CA 95020

# SIGNATURE AUTHORIZATION

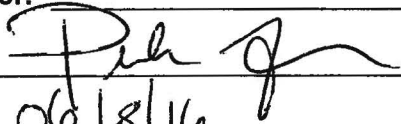
Grant Award #: VA16031043<sup>A.H.</sup>

Grant Recipient: Community Solutions for Children Families and Individuals

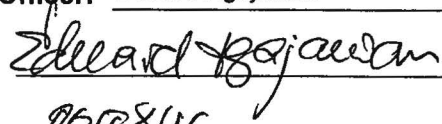
Implementing Agency: Community Solutions for Children Families and Individuals

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


**\*Project Director:** Perla Flores

Signature:   
Date: 06/08/16

**\*Financial Officer:** Eduard Agajanian

Signature:   
Date: 06/08/16

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

  
Signature  
Erin O'Brien, President / CEO  
Name

Signature

Name

Signature

Name

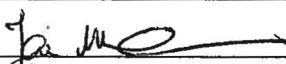
Signature

Name

Signature

Name

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

  
Signature  
Jan Pham, Controller  
Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended,**  
**Services\*Training\*Officers\*Prosecutors (STOP) Formula Grant Program**

I, Erin O'Brien hereby certify that  
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: Community Solutions for Children Families and Individuals

IMPLEMENTING AGENCY: Community Solutions for Children Families and Individuals

PROJECT TITLE: Domestic Violence Response Team Program

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

**I. Federal Grant Funds**

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Lettie Hidalgo Muro

Title: HR Director

Address: 9015 Murray Avenue, #100, Gilroy, CA 95020

Phone: 408-846-4733

Email: lettie.hidalgo@communitysolutions.org

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

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

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

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

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

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

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

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

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

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

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

The Applicant is required to obtain a signed resolution from the City Council/Governing Board illustrating that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain the signed resolution on-site, and a copy must be readily available upon request by Cal OES.

**VIII. Civil Rights Compliance**

The subrecipient complies will 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 Violence Against Women Act (VAWA) Funds**

- **Filing Costs for Criminal Charges and Protection**

Its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

- **Forensic Medical Examination Payment Requirement for Victims of Sexual Assault**

The state or territory, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault, coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to the victims, and does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam, or both.

- **Judicial Notification**

The State's or unit of local government's judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related Federal, State, or local laws.

- **Polygraph Testing Prohibition**

Its laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other Government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

- **Nondisclosure of Confidential or Private Information Regarding Services for Victims**

Recipients and Subrecipients shall not:

- (i) disclose, reveal, or release any personally identifying information or information collected in connection with services requested, utilized, or denied through Recipient' and Subrecipient' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person and/or parent or guardian about whom information is sought, unless the disclosure of the information is compelled by statutory or court mandate. If release of information is compelled by statutory or court mandate, Recipients and Subrecipients shall make reasonable attempts to provide notice to victims affected by the disclosure of information and shall take steps necessary to protect the privacy and safety of the person affected by the release of the information.

- **Consultation and Documentation with Local Victim Services Programs**

*(Applies only to law enforcement, prosecution and the courts)*

Tribal, territorial, State, or local prosecution, law enforcement, and courts must consult with tribal, territorial, State or local victim service programs during the course of developing their grant applications. This will ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

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

**CERTIFICATION**

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

Authorized Official's Signature: 

Authorized Official's Typed Name: Erin O'Brien

Authorized Official's Title: President / CEO

Date Executed: 01/24/2014

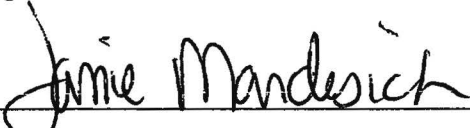
Federal Employer ID #: 23-7351215 Federal DUNS # 081265670

Current Central Contractor Registration Expiration Date: 02/10/2017

Executed in the City/County of: City of Gilroy, County of Santa Clara

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

- |   |   |
|---|---|
| <input type="checkbox"/> City Financial Officer           | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager                     | <input type="checkbox"/> County Manager           |
| <input checked="" type="checkbox"/> Governing Board Chair |   |

Signature: 

Typed Name: Janie Mardesich

Title: Board Chairperson

**BUDGET CATEGORY AND LINE ITEM DETAIL**

<b>Subrecipient: Community Solutions for Children, Families and Individuals</b>			<b>Subaward #: VA16-03-1043</b>
<b>A. Personal Services – Salaries/Employee Benefits</b>			<b>VAWA 16</b>
<b>15%</b>	<b>Program Manager (Bilingual)</b>	<b>\$ 9,150</b>	<b>\$9,150</b>
<b>Annual Salary</b>	<b>\$ 61,000</b>		
Manages day-to-day operations working to ensure that program goals and objectives are met; provides direct services to clients as needed; assists with administrative responsibilities including hiring and training staff, scheduling, performance evaluations, monitoring program effectiveness, and financial and statistical duties; collaborates with public and community-based agencies, as needed to ensure quality service delivery			
<b>30 Hrs Week (75% FTE) Advocate / Case Manager (Bilingual)</b>		<b>\$ 27,559</b>	<b>\$27,559</b>
Conducts initial assessment and referrals for Family Justice Center Walk-Ins; assists clients with development of individualized safety plans, provides on-going case management and advocacy for survivors. Conducts Roll Call Trainings for Law Enforcement partners and assists with trainings for DFCS and other Family Justice Center partners.			
Non-Benefited Position - \$20.16 per hour x 24 hours per week		<b>\$ 25,160</b>	
Second Language Differential Stipend		<b>\$ 2,399</b>	
<b>Payroll Taxes</b>			
Program Manager	$\$61,000 \times 10.34\% = \$6,307 \times 15\% = \$946$	<b>\$ 946</b>	<b>\$946</b>
Advocate	$\$27,559 \times 10.34\% \times 100\% = \$2,849$	<b>\$ 2,849</b>	<b>\$2,849</b>
Calculated at 10.34% of Salary, include the employer's contribution to Social			
<b>Fringe Benefits</b>			
Program Manager	Benefits at 29% of salary $\$61,000 \times 15\%$	<b>\$ 2,654</b>	
Advocate	Benefits Waiver Stipend $\$34.62$ every two weeks X 26 weeks = \$900	<b>\$ 900</b>	<b>\$2,654</b>
Fringe benefits are granted in accordance with organization policies and the Collective Bargaining Agreement. They include regular compensation paid to employees during periods of authorized absence from the job (vacation, sick leave, military leave, holidays); and in the form of employer			
<b>Personal Section Totals</b>			<b>\$43,158</b>
<b>PERSONAL SECTION TOTAL</b>			<b>\$43,158</b>

## BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Community Solutions for Children, Families and Individuals		Subaward #: VA16-03-1043
B. Operating Expenses		VAWA 16
<b>Professional Fees - Subcontract</b>	Salary, payroll taxes and fringe benefits for 0.25 FTE Domestic Violence Detective employed by the Morgan Hill Police Dept.  \$5,208.33 per month X 12 months  Charges for Legal, Auditing , Janitorial services	\$ 62,500    \$250
<b>Professional Fees - Auditing, janitorial, etc.</b>	\$20.83 per month X 12 months	
<b>Share of Office Furnishings/Equip.</b>	Cost of office furniture & equipment and supplies to maintain them. \$37.5 per month X 12 months	\$450
<b>Office Supplies</b>	Paper, tape, scissors, staplers, ink cartridge, binder clips, file folders etc.; average costs of \$20 per month x 12 months.	\$617
<b>Program Supplies</b>	Copies, videos, handouts	\$150
<b>Telephone</b>	Cellphone, landline	\$278
<b>Postage / Shipping</b>	\$30 per month X 12 months= \$360 per year X 75% FTE Postage for reports Average of \$6.00 postage per report x 4 reports	\$25
<b>Occupancy</b>	Costs related to occupying space including signage, tenant improvement costs, infrastructure costs, cost of financial transactions. Average of \$41 per month x 12 months	\$500
<b>Office Rent</b>	125 sq. ft. @ \$1.75/sq.ft. = \$218.75/mo. x 12 mo. = \$2,625/yr. per FTE x .90 FTEs = \$2,362	\$2,362
<b>General Insurance</b>	Cost of insurance for property, liability, directors & officers, employee dishonesty	\$246
<b>Utilities</b>	Cost of water, gas, electricity and garbage hauling Average \$69.75 per month X 12 months	\$837
<b>Mileage Reimbursement</b>	Calculated at the rate of \$0.54/mile X 100 miles per month - this reimburses staff when they transport clients and attend meetings related to the project. \$0.54 x 1567 miles	\$846
<b>Training - FJC Training</b>	Cot of attending Family Justice Center Training:	\$2,226
Registration for 2 employees at \$250 per attendee:	\$ 500	
Hotel for three nights at \$250 per night:	\$ 750	
Per Diem for 2 employees x 3 days x \$46 per day	\$ 276	
Air Fare for 2 employees at \$350 each	\$ 700	
<b>MIS Computer Charges</b>	Share of expenses for computer servers, software, licenses, and supplies \$150 per month X 12 months	\$1,805
<b>Indirect Administration Expense</b>	10% de minimus rate X \$87,500 = \$8,750 (=total grant award minus disallowed portion of MHPD subcontract \$37,500)	\$8,750
Maintaining facilities, general administrative expenses, accounting expenses.		
<b>Operating Section Totals</b>		<b>\$81,842</b>
<b>OPERATING SECTION TOTAL</b>		<b>\$81,842</b>

*ENF*

**BUDGET CATEGORY AND LINE ITEM DETAIL**

<b>Subrecipient: Community Solutions for Children, Families and Individuals</b>	<b>Subaward #: VA16-03-1043</b>
<b>C. Equipment</b>	<b>COST</b>
Equipment Section Totals	\$0
<b>EQUIPMENT SECTION TOTAL</b>	<b>\$0</b>
<b>Category Totals</b>	
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	
<b>Total Project Cost</b>	<b>\$ 125,000<sup>6.1</sup></b>

## VSPS Budget Summary Report

**VA16 Domestic Violence Response Team Program**

**Subaward #: VA16 03 1043**

Community Solutions For Children Families and Individuals, Inc.

**Performance Period: 07/01/16 - 06/30/17**

Domestic Violence Response Team Program

**Latest Request: , Not Final 201**

**A. Personal Services - Salaries/Employee Benefits**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	16VAWA	43,158	0	43,158	0	43,158
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>43,158</b>	<b>0</b>	<b>43,158</b>	<b>0</b>	<b>43,158</b>

**B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	16VAWA	81,842	0	81,842	0	81,842
<b>Total B. Operating Expenses:</b>		<b>81,842</b>	<b>0</b>	<b>81,842</b>	<b>0</b>	<b>81,842</b>

**C. Equipment**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	16VAWA	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funded:</b>	<b>125,000</b>	<b>0</b>	<b>125,000</b>	<b>0</b>	<b>125,000</b>
<b>Total Project Cost:</b>	<b>125,000</b>	<b>0</b>	<b>125,000</b>	<b>0</b>	<b>125,000</b>

**Budget Narrative**

**C. PROJECT BUDGET**

**1. Budget Narrative**

**a. *Describe how the project's proposed budget supports the Program's objectives and activities.***

The purpose of this program is to build protocols and practices for responding to domestic violence emergencies, contract for a law enforcement position to act as a liaison between the domestic violence services provider and law enforcement, provide training to law enforcement officers and 9-1-1- dispatchers on assisting victims, and establish and implement protocols that put victims in face-to-face contact with a domestic violence victim advocate as soon as possible following a crime.

Eighty-five percent of the budget supports personnel who have extensive experience providing direct services to victims of domestic violence. The Morgan Hill Police Department's (MHPD) Domestic Violence Detective, Greg Dini, will be responsible for investigating all domestic violence-related crimes. When there is MHPD response to an incident of domestic violence, dating violence or stalking, he will address the safety needs of victims. Detective Dini has worked in law enforcement since 2002 and has experience as a hostage negotiator, street crimes detective and patrol officer. He is currently a Defensive Tactics Instructor, Field Training Office, Neighborhood Watch Coordinator and a member of the MHPD Bike Team.

For the past year, Community Solutions' Victim Advocate/Case Manager, Anna Baucus, has worked on the DVRT project, coordinating client intake at our Family Justice Center, providing trainings to local law enforcement agencies, and providing victim advocacy. Ms. Baucus, who is fluent in Spanish, also provides legal advocacy and safety planning. Ms. Baucus, who is currently studying psychology at Mills College, has worked as a Legal Assistant and held numerous administrative positions. Along with all staff working in the Solutions to Violence



(STV) division at Community Solutions, she is cross-trained to provide services to victims of domestic violence, sexual assault and human trafficking.

Aida Zaldivar joined Community Solutions as Domestic Violence Program Manager in January. She will work with Detective Dini and our Victim Advocate on creating and implementing protocols and practices that improve services to victims of intimate partner abuse. Ms. Zaldivar, who is fluent in Spanish, supervises a staff of seven who provide confidential shelter and comprehensive services for victims of intimate partner abuse. She has extensive experience managing services for very low income families in HUD-subsidized transitional and low-income housing.

Ms. Baucus. Ms. Zaldivar and other Community Solutions' staff members are trainers for the 40-hour Sexual Assault State-Certified training supplemented by 15 hours of domestic violence-specific coursework. Community Solutions' Program conforms to domestic violence training mandates of the U.S. Violence Against Women Act and Victims of Crime Act and also California Sexual Assault Training Standards for rape crisis centers. All trainings cover gender-based violence, intimate partner abuse/domestic violence dynamics, power and control tactics, statistics, warning signs, safety planning, myths and facts and services available to clients. Community Solutions' Victim Advocates have also been trained in evidence-based practices including Cognitive Behavioral Treatment, Motivational Interviewing, Seeking Safety and Trauma-Informed Services, to better support clients who suffer from Post-Traumatic Stress Disorder. STV Advocates have been trained and are certified in Dr. Jacquelyn Campbell's Danger Assessment tool which helps to determine the level of danger an abused woman has of being killed by her intimate partner.

***b. Describe how funds are allocated to minimize administrative costs and support direct services.***

Expenses for personnel who will carry out direct services for the project represent 85% of the total project budget. After deducting the cost of the DV Detective, operating expenses of

\$19,342 represent 15% of the total project budget: \$2,226 is budgeted to send project personnel to Family Justice Center training; ~~direct services~~ include \$3,855 to move clients toward self-sufficiency (empowerment); <sup>RN- 846</sup> and \$648 is staff reimbursement for mileage to transport clients and attend project activities. The cost of <sup>8,750</sup>~~\$5,460~~ for indirect administration expenses is less than a 10% de minimus rate of the total project budget. The balance, <sup>520 RN</sup>\$7,153, supports program operating expenses: legal, auditing and janitorial expenses, share off office furnishings and equipment, office and program supplies, office rent based on 125 sq.ft./person x \$1.75/sq.ft., insurance, utilities and computer expenses.

**c. Describe the duties of project-funded staff including qualifications or education level necessary for the job assignment.**

The Domestic Violence Program Manager oversees the day-to-day operations of both shelter and non-shelter domestic violence services including staff development and training, creation/implementation of policies and procedures, facilities conservation, quality assurance, creation/updating of materials (in English and Spanish), and design and implementation of presentations in Spanish. She collects and analyzes data; documents project activities and authorizes expenditures when appropriate. The Program Manager position requires a Bachelor's degree or equivalent (four years direct client work experience in a related field) as well as completion of state-certified domestic violence/sexual assault training.

The Victim Advocate/Case Manager provides coordination and client intake at the Family Justice Center. She serves a liaison to law enforcement and also provides trainings to local law enforcement agencies. She informs victims of their rights and provides case management, court accompaniment, peer counseling, assistance with protective orders, safety planning and referrals for other resources. She supports victims and their families during prosecution of domestic violence cases, explaining arrests and criminal court procedures. The Advocate's focus is solely on the well-being of victims. She accompanies victims during interviews with law enforcement and prosecutors and attends court proceedings if the clients

wish. She ensures that victims receive the necessary court documents and assists victims in completing paperwork for protective orders. The Advocate works with clients on their safety plans and helps clients complete a Danger Assessment. The Advocate position requires a Bachelor's Degree and one-year human services experience, as well as completion of state-certified domestic violence/sexual assault training.

The Domestic Violence Detective brings law enforcement's perspective to the development of project protocols. He is the Morgan Hill Police Department's liaison, providing face-to-face response to victims of domestic violence and working with Community Solutions' staff to obtain services the victim needs. He partners with Community Solutions' staff to train law enforcement officers, 9-1-1- dispatchers, other human service providers and community groups on assisting victims of domestic violence.

***d. Describe how project-funded staff duties and time commitments support the proposed objectives and activities.***

One-hundred percent of the .75 FTE Victim Advocate/Case Manager's time is allocated to all aspects of this project. She provides face-to-face services to victims; participates in training law enforcement officers and 9-1-1- dispatchers, and works with the project partners on protocols and strategies to improve services.

Approximately 25% of the Domestic Violence Detective's time is dedicated to this project. One day per week, the Detective is stationed at the Family Justice Center located in Community Solutions' Morgan Hill office.

Fifteen percent of the Program Director's time is allocated to the DVRT project, primarily for work on protocols and improved practices.

***e. Describe proposed staff commitment/percentage of time to other efforts, in addition to the time allocated to this project.***

Community Solutions' Victim Advocate/Case Manager is a part-time (75%) case manager who is dedicated solely to the DVRT Project. The Program Manager will spend the

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Families and Individual

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balance of her time beyond this project overseeing delivery of comprehensive services for victims of intimate partner abuse and their minor children. Most of the Program Manager's time is administrative; the Victim Advocate/Case Manager provides direct services to clients.

Morgan Hill Police Department's Detective is in the Special Operations Division. His time outside of this project will be spent investigating and following up on crimes as assigned, assisting in the preparation of cases for court, maintaining care and control of evidence and property seized, and other duties as assigned.

***f. Describe the necessity for subcontracts and unusual expenditures.***

As required by CalOES for this program, we have contracted with Morgan Hill Police Department for approximately 25% of the Domestic Violence Detective's salary and fringe benefits.

***g. Describe mid-year salary range adjustments.***

Community Solutions non-exempt staff is unionized. The agency is currently in negotiations with SEIU for salaries, so any increase is unknown at this time.

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## Project Narrative

### Program Purpose

**Provide support for the coordinated services between domestic violence service providers and law enforcement organizations.**

Since the late 1990s, Community Solutions has played an integral role in coordinating domestic violence services between local law enforcement agencies (Morgan Hill Police Department, Gilroy Police Department, Santa Clara County Sheriff's Office, the District Attorney's Office, and Probation), Department of Family and Children Services, and victim service providers. Said coordination includes participation in and/or facilitation of monthly meetings to discuss service or training gaps, provide an opportunity for on-going dialogue, and identify best practices regarding domestic violence services.

**Provide training by local domestic violence service providers to law enforcement officers and 9-1-1 dispatchers on how to most effectively assist victims and connect them with domestic violence services and advocacy.**

For almost two decades, Community Solutions has provided roll call trainings to local law enforcement regarding: 1) impact of trauma on victims and children; 2) safety considerations for survivors; 3) intimate partner abuse power and control dynamics; 4) the advocate's role (including confidentiality and empowerment-based philosophy); 5) victim-defined services; and 6) local resources available for survivors and their children.

Though we have not provided training to local 9-1-1 operators, we plan to work closely with our DVRT Law Enforcement Liaison to prepare and implement domestic violence trainings for 9-1-1 operators in South Santa Clara County.

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Individuals

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**Establish and implement practical and sustainable protocols that put victims seeking resources in face-to-face contact with a domestic violence advocate as soon as possible after the crime has been committed.**

Community Solutions operates a bilingual (Spanish/English) 24-hour crisis line. We have two offices in South Santa Clara County (Morgan Hill and Gilroy) where survivors can obtain assistance Monday through Friday from 9am to 5pm. Additionally, Community Solutions' Domestic Violence Advocates provide 24-hour in-person response to the three law enforcement agencies in our jurisdiction.

The Santa Clara County Domestic Violence Law Enforcement Protocol requires officers responding to a domestic violence call to provide all survivors with a Domestic Violence Resource Card. South County Officers advise the survivor that Community Solutions provides services in Morgan Hill, Gilroy, and San Martin. Additionally, Community Solutions ensures that all law enforcement agencies within our service area keep English and Spanish versions of our domestic violence brochures. Survivors seeking services at any of the law enforcement agencies are provided with a domestic violence brochure, based on their language needs.

As of January 2015, law enforcement first responders are required to complete a Lethality Assessment at every domestic violence call they respond to. If the assessment shows that the survivor is in immediate danger, the office will work with a domestic violence advocate to coordinate safety needs (i.e. shelter or hotel,). If the survivor doesn't need shelter because the batterer was arrested, the officer makes arrangements to have the survivor speak over the phone with a domestic violence advocate. Lastly, officers are required to ask all survivors if they would like follow up from a domestic violence advocate. If the survivor agrees, the officer will fax the Lethality Assessment to the corresponding domestic violence provider. Providers are

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established by geographic service area. Community Solutions provides follow up to all Lethality Assessments pertaining to Gilroy, Morgan Hill, and San Martin survivors.

As part of this grant, Community Solutions created a protocol to formalize our agreement with local law enforcement agencies ensuring that a domestic violence advocate is present at all follow up meetings between law enforcement and survivors. During FY 16/17, we will establish a tracking system to quantify: 1) how many times local law enforcement responding to a DV call completed a lethality assessment in the field; 2) how many times local law enforcement connected an advocate with a victim at the scene (over the phone); 3) the number of lethality assessments faxed to our agency for follow up services; and 4) number of potential victims that accepted advocacy services.

### **Program Components**

#### **Advocacy Liaison**

For Fiscal Year 2016/17, Community Solutions has allocated 60% of an FTE (24 hours per week) to focus on the DVRT project. Anna Baucus, Community Solutions' DVRT Advocate, meets the requirements of a domestic violence counselor, pursuant to Evidence Code Section 1037.1(a)(1). Mrs. Baucus will assist in the review and modification/improvement of existing domestic violence protocols, as well as the creation of new protocols. Under the direction of Community Solutions' Domestic Violence Program Manager, Mrs. Baucus will coordinate and execute trainings for law enforcement officers and 9-1-1 dispatchers. Aida Zaldivar, Community Solutions Domestic Violence Manager, will serve as the point of contact between South Santa Clara County Law Enforcement Agencies (MHPD, Gilroy PD, and Sheriff's) in initiating mechanisms of inter-agency accountability. Mrs. Zaldivar will work closely with Mrs. Baucus and Detective Greg Dini to create

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administrative tools/resources for officers responding to domestic violence calls, as well as outreach materials that will be available for distribution by law enforcement.

### Law Enforcement Liaison

Community Solutions will continue to contract with the Morgan Hill Police Department for a .25FTE Domestic Violence Detective. Detective Greg Dini will assist with the development, improvement, and implementation of protocols for responding to domestic violence calls throughout the Morgan Hill Police Department. Detective Dini will work closely with the DVRT Advocate to coordinate trainings for South County Law Enforcement officers and 9-1-1 dispatchers. Detective Dini will work closely with the DVRT Advocate to create administrative tools and outreach materials that will be available for law enforcement officers for distribution to domestic violence victims.

### Protocols

During fiscal years <sup>2014</sup>~~2015~~ and <sup>2015</sup>~~2016~~ <sup>R.K.</sup> Community Solutions worked closely with the Morgan Hill Police Department to review and modify existing domestic violence protocols, and develop protocols and policies to guide law enforcement and domestic violence service providers in responding to victims of domestic violence. During fiscal year <sup>2016</sup>~~2017~~ <sup>R.K.</sup>, the South County Family Justice Center will expand services to sexual assault and human trafficking survivors. Funding from the VA program will allow us to create screening tools and protocols to identify and address:

- 1) intersection domestic violence and sexual assault cases;
- 2) intersection DV/human trafficking cases;
- 3) intersection domestic violence/child abuse cases.



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## **Community Response**

Community Solutions has provided comprehensive services to domestic violence survivors in South Santa Clara County since 1978. As a certified Domestic Violence Provider under Welfare and Institutions Code Section 18294, Community Solutions is required to provide all of the following services to victims of domestic violence and their children: 1) shelter on a 24 hours a day, seven days a week basis; 2) 24 hours a day, seven days a week telephone hotline for crisis calls; 3) temporary housing and food facilities; 4) psychological support and peer counseling provided in accordance with Section 1037.1 of the Evidence Code;

5) referrals to existing services in the community; 6) a drop-in center that operates during normal business hours to assist victims of domestic violence who have a need for support

Services; 7) arrangements for school-age children to continue their education during their stay at the domestic violence shelter-based program; and 8) emergency transportation as feasible.

We will continue to provide all of the above-mentioned services. Additionally, the domestic violence program staff participates in a weekly on-call rotation. As part of the rotation, each advocate is on call for a period of one week. During that time, she responds in-person to local police departments or a safe location for the purpose of assisting domestic violence survivors.

### **Training:**

Community Solutions will work closely with the Morgan Hill Police Department to provide regular and ongoing trainings on a quarterly basis for law enforcement officers and 9-1-1 dispatchers.

Trainings for FY 16/17 will include:

- Labor trafficking
- Commercially Sexually Exploited Children
- Trauma-Informed Services
- Local Resources for human trafficking Survivors
- Intersection of Domestic Violence and Human Trafficking

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### **Capacity Building Plan**

Community Solutions and the Morgan Hill Police Department have collaborated closely for almost two decades. The Morgan Hill Police Department was the recipient of the OWW Grants to Encourage Arrest grant for three funding cycles. During that time, Community Solutions subcontracted with the MHPD to provide legal advocacy and support to domestic violence survivors. Recently, Community Solutions partnered with the Santa Clara County CalOES XC grant. If awarded the funding, Community Solutions will hire a full time domestic violence advocate to provide long term support for non-shelter domestic violence survivors. Additionally, the advocate will focus on identifying housing support for victims of crime.

### **Co-location**

On March 7, 2014, Community Solutions, law enforcement agencies, prosecutors, and key Santa Clara County organizations came together to discuss the need for co-located and transformative domestic violence services in South Santa Clara County. The group concurred that a Family Justice Center model would substantially enhance existing efforts to respond to domestic violence in South Santa Clara County by consolidating and coordinating key players in a single location. The South County Family Justice Center ("SC FJC") is made up of multiple co-located government agencies and community-based organizations working together to provide coordinated and transformative services to survivors of domestic violence.

Our vision is, "To transform the community by breaking the cycle of family violence in this generation; restoring hope to individuals, their families and the community."

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Our mission is, "To ensure the safety, healing, and self-empowerment of victims of domestic violence and their children. We advocate for and construct a future where there is zero tolerance for all forms of family violence in South Santa Clara County."

The SC FJC is currently operated out of Community Solutions' Morgan Hill Office. Community Solutions and the Morgan Hill Police Department are committed to continuing to provide co-located and transformative services to domestic violence survivors in South Santa Clara County.

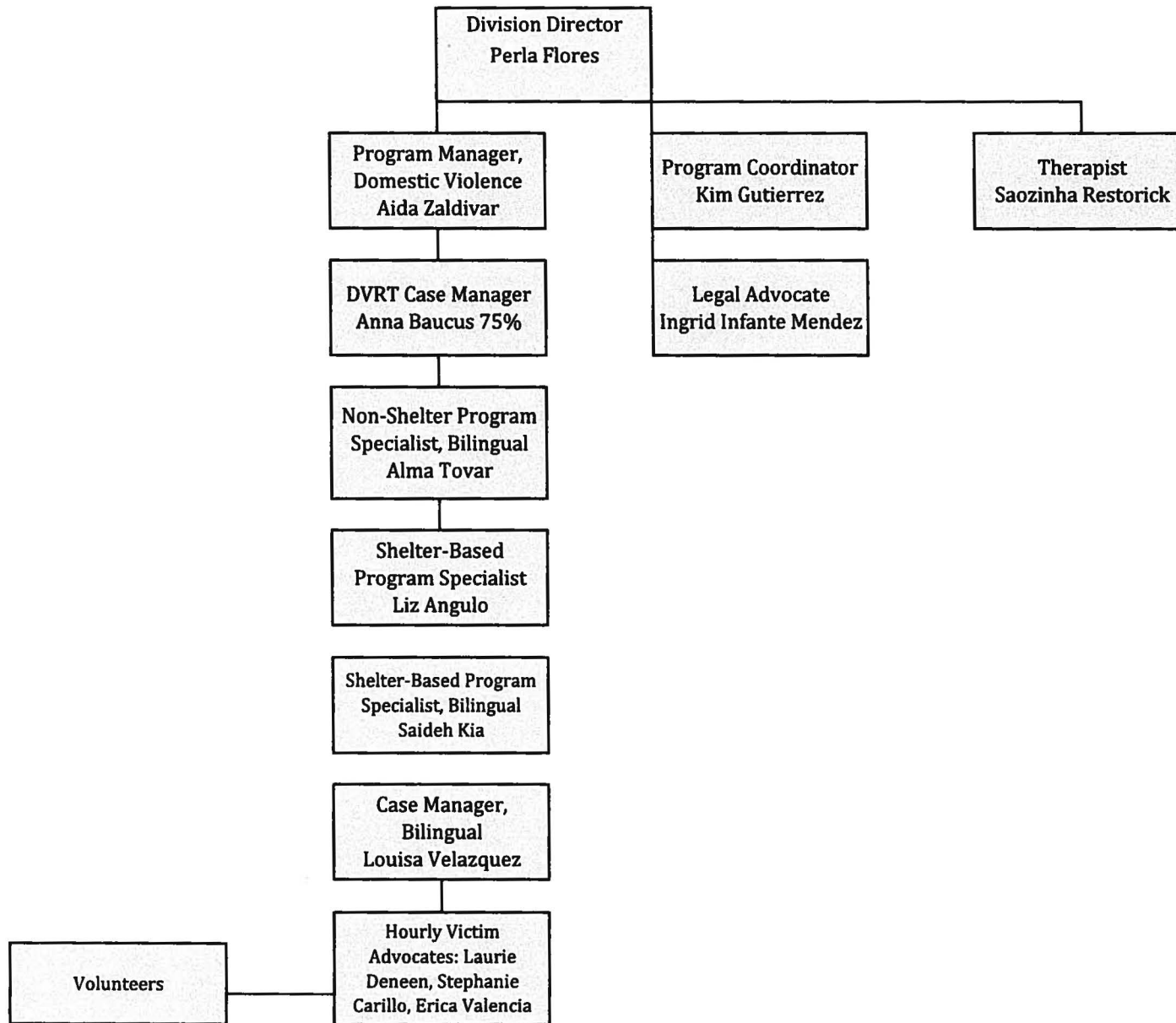
## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA From:                      To:		
1.	Morgan Hill Police Department (DV)	11/05/15	07/01/13	to	06/30/16
2.	Santa Clara County DA's Office	updating 05/22/13	07/01/13	to	06/30/16
3.	Gilroy Police Department (DV)	updating 04/10/13	07/01/13	to	06/30/16
4.	Santa Clara County Probation Department (HT)	11/05/15	01/01/16	to	12/31/17
5.	Santa Clara County DFCS (DV)	04/29/14	01/01/14	to	06/30/17
6.	Step Forward Foundation	pending	07/01/16	to	06/30/18
7.	Santa Clara County Victim Witness	updating 05/22/13	07/01/16	to	06/30/18
8.	Santa Clara Valley Health & Hospital	updating 04/08/13	07/01/16	to	06/30/18
9.				to	
10.				to	
11.				to	
12.				to	
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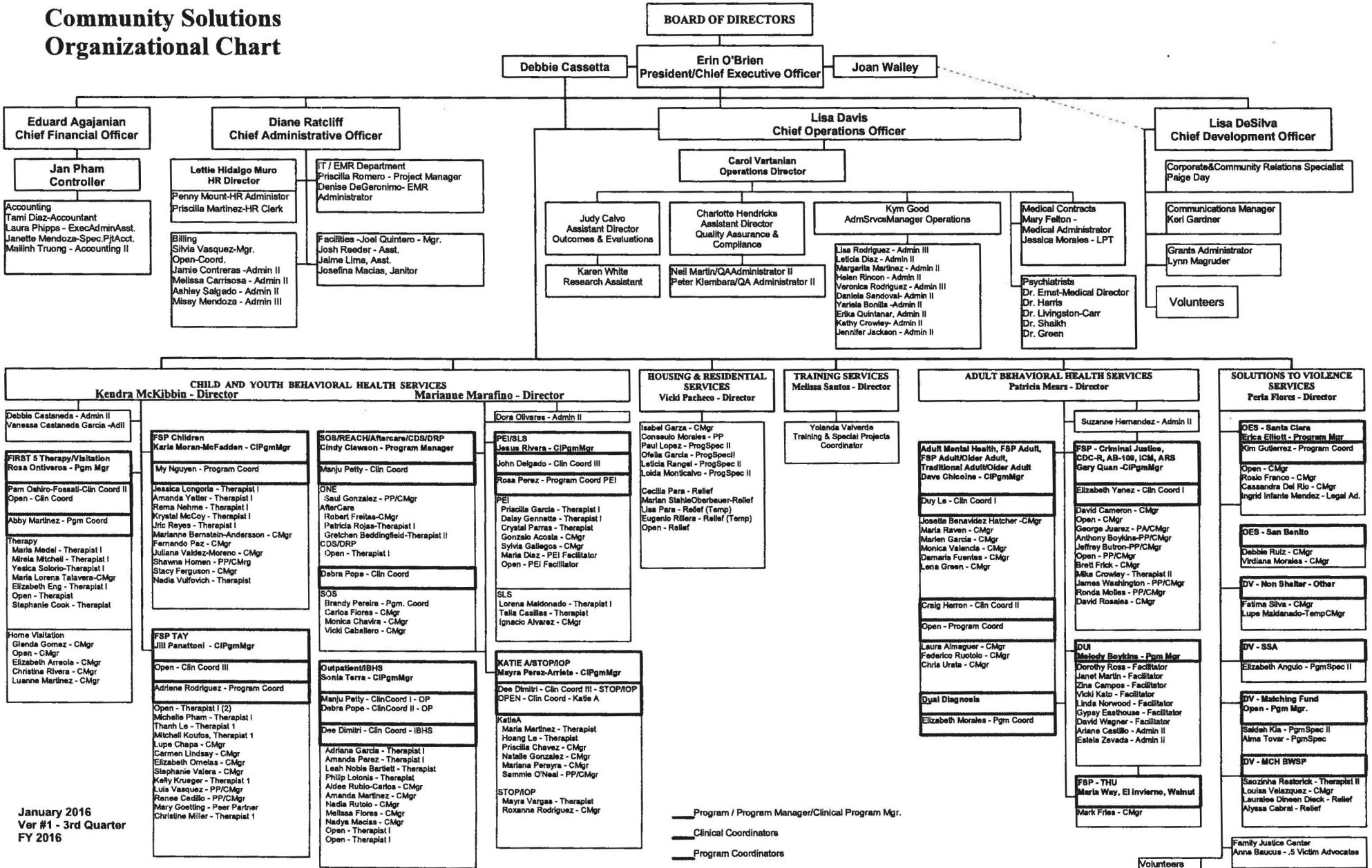
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Use additional pages if necessary.

**Community Solutions  
Domestic Violence Assistance  
CalOES funded in red**



# Community Solutions Organizational Chart



January 2016  
Ver #1 - 3rd Quarter  
FY 2016

\_\_\_ Program / Program Manager/Clinical Program Mgr.  
\_\_\_ Clinical Coordinators  
\_\_\_ Program Coordinators

Volunteers

## 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.

Santa Clara 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.

19  
20\*

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.

30

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.

17

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

43,645 Morgan Hill  
12,946 Unincorporated southern Santa Clara County

56,591 TOTAL

## **ANNA KATHLEEN BAUCUS**

**annabaucus@gmail.com**

**(408) 781-8397**

### **Work Experience**

#### **Domestic Violence Response Team Advocate**

**Community Solutions** Gilroy, California

*June 2014 to Present*

Coordination and intake of the South Santa Clara County Family Justice Center, police liaison as well as trainings to local law enforcement agencies. Victim advocacy in county agencies, court accompaniment, peer counseling, Criminal Protective Order Modifications, Domestic Violence Restraining Orders, legal referrals, safety planning and providing connection to other community resources. Participation in the LGBTQ Committee of the Santa Clara County Domestic Violence Council.

#### **Legal Assistant**

**Step Forward Foundation** Morgan Hill, California

*June 2014 to Present*

Intake, declaration, screening and translations for survivors of intimate partner abuse, sexual assault and human trafficking to apply for U-visas, T-visas and VAWA visas.

#### **Administrator**

**Rotorcraft Aeromechanics at NASA Ames Research Center**

*July 2013 to Spring 2014*

Moffett Field, California

Administrative intern at NASA Ames, coordinating all engineering publications, assisting with the archival images of books, selecting assisting and helping run the branch intern program, office administration and maintenance, and direct assistance to the chief of the department.

#### **Program Assistant**

**LEAD - Latino Empowerment at De Anza College**

*April 2013 to June 2013*

Cupertino, California

*Dependent Upon Class Schedule*

Assisting the program director of the program and head of the Women Studies Department with organizing offices, program contacts, materials and preparation for the coming year.

#### **Volunteer at La Red Alto al Tráfico y la Trata, Argentina and**

**Mercosur y Países Asociados**

*August 2010 to July 2012*

Buenos Aires, Argentina

Assisting the president and founders of the organizations, I supported all programs related to the United States, assisted the development of internship programs in Misiones and Bariloche of US university students. Completed translation work from Spanish to English in varied formats, assisted in the development and presentation of conferences to gather different NGOs. Aided in the development of protocols for quick information distribution among different organizations regarding recent disappearances.

#### **Luxury Property Manager and Administrative Assistant**

*June 2011 to November 2011*

Palermo Capital Group, Buenos Aires, Argentina

Oversight of multiple projects including refurbishing properties, contracting personnel, expense reports, general maintenance, all property purchases as well as short and long term revision and goals for the properties.

#### **Manager and Bartender,**

Reservoir, New York, NY

*April 2008 to June 2009*



Coordinated special events for clientele, maintained superior customer service in a high volume Manhattan Bar, developed a collaborative, mutually supportive work environment and, mediated potential conflicts to reconciliation.

**Public Policy Research Intern**

*June 2006 to August 2007*

The Honorable Donald Gage, Office of the Board of Supervisors

Supported the Santa Clara County Ten Year Plan to End Homelessness by providing policy and legal research evaluating services for transient individuals and families.

**Reservationist**

*2005 - 2007, Seasonal Only*

San Francisco Opera, CA

Supported and facilitated all special needs requests, coordinated "back stage" private events and managed reservation services.

**Manager and Projectionist**

*June 2004 to July 2005*

Los Gatos Cinema

Supervised and scheduled 12-15 employees, performed projection and technical film work, managed inventory, completed daily transaction reports and established protocols for cashiers and the safe handling and recording of cash receipts.

**Administrative Front of House**

*September 2004 to December 2005*

Pedro's Restaurant and Cantina

Administered daily operations and responsibility for 30+ employees; including distribution of employee schedules, communication of management's decisions and expectations; greeted and sat over 400 customers daily, organized reservations and received and handled all customer service issues and special requests.

**DJ and Youth Marketing Coordinator**

*June 2001 to September 2004*

KSCU 103.3 FM, Santa Clara University

Radio show host for weekly on-air radio program, general production, committee member of fund raising, special events, public relations and support of other staff projects.

## **Training and Skills**

**Spanish Fluent**

**Introduction to Immigration Law Practice**

*January to March 2015*

Catholic Legal Immigration Network

**Trauma and the Immigrant Experience**

*December 4<sup>th</sup>, 2014*

DFCS, Santa Clara County

**65 Hour Advocacy Training:**

*August 2013*

**Intimate Partner Abuse, Sexual Assault and Human Trafficking**

Community Solutions, Morgan Hill, CA

## **Education**

### **Mills College**

Psychology, Dean's Scholar

### **De Anza College**

Psychology, Honors Student

*2014 to Present*

*2012 to Present*

## **References upon Request**

1250 Willo Mar Dr.  
San Jose, Ca. 95118

(408)316-0787  
Greg.Dini@morganhill.ca.gov

# Greg Dini

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**Objective** To obtain the job assignment of Domestic Violence Detective

**Experience**

Police Officer (11/7/04 - present)  
City of Morgan Hill (16200 Vineyard Blvd. Morgan Hill, CA)

Patrol Officer – 6/2010- current  
Respond to calls for service, conduct pro-active Police work.

Street Crimes Detective 5/2007 – 6/2010  
Monitor gang activity in the City of Morgan Hill, conduct pro-active gang sweeps, probation/parole searches, conduct follow on gang and narcotics related cases.

\*\*Former Hostage Negotiator.  
\*\*Currently a Defensive Tactics Instructor, Field Training Officer, Neighborhood Watch Coordinator, member of the MHPD Bike team.

Public Safety Dispatcher (6/1/02-6/1/04)  
City of Morgan Hill (17605 Monterey Road., Morgan Hill, CA)

Financial Representative (5/17/01-5/25/02)  
Northwestern Mutual  
80 S. Market Street San Jose, CA

Inside Sales Representative (12/2/00-4/02-01)  
Oracle (Redwood Shores, CA)

Account Executive (4/12/00-11/30/00)  
Edelman Public Relations (Mountain View, CA)

Executive Producer (6/1/98-3/30/00)  
News Channel 46 - KION (Salinas, CA)

**Education**

BA - Radio/TV - 5/98 San Jose State University, San Jose, Ca.  
AA- 6/94 – De Anza College, Cupertino, Ca.

**SUBGRANT APPLICATION CHECKLIST**

<b>Subrecipient Name:</b> <i>Community Solutions</i>			<b>Mail Log#:</b> <i>6/8/15</i>	
<b>Subaward Number:</b> <i>VA16 03 1045</i>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Annual Plan</b>				
The Annual Plan is approved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Central Contractor Registration (CCR) Verification (Federally-funded Projects Only)</b>				
The SAM printout for the CCR # is printed out and has a current and active date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Grant Subaward Face Sheet</b>				
The most current Grant Subaward Face Sheet is being used (revised 2015 and available on Cal OES website).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Grant Subaward # is exactly the same as on Annual Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The name of the Implementing Agency is exactly the same as the Implementing Agency on the Annual Plan. Colusa County = County of Colusa Colusa County ≠ Colusa District Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The correct 9-digit Federal DUNS # is entered for both the Subrecipient and Implementing Agency and must be active.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Disaster/Program Title is exactly the same as on Annual Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The performance period is exactly the same as on the Annual Plan. Dates must include Month, Date, and Year (i.e., 10/1/06).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indirect Cost Rate must be indicated on the Subaward face sheet. If Federally Approved ICR is checked, copy of their ICR <b>MUST</b> be attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each fund source and year has its own row.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The funding amounts are <b>exactly</b> the same as on the Annual Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The match is identified and in the correct box(es) (cash and/or in-kind).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Column C Total is complete.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The information in Section 14 is complete including email address.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 14 has an original signature of the person authorized by the Governing Board to sign and accept the grant. [“Official Designee” on Project Contact Information form]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**SUBGRANT APPLICATION CHECKLIST**

<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
The Budget Narrative describes the duties of the staff, including qualifications and/or education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Budget Narrative describes the necessity for contracts, unusual expenditures, and/or mid-year salary range adjustments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11. Project Summary</b>				
A completed Project Summary Form is included. <i>[If required by the RFA/RFP]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>12. Project Narrative</b>				
The Project Narrative explains the development of the program and how it has evolved (i.e., history, unique problems, etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Problem Statement describes the elements required for plan development such as goals, objectives, activities, or timelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All Required attachments, per the RFA/RFP are included (e.g., goals and objective charts, job descriptions, etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>VOCA-funded projects only:</b> Project Narrative indicates utilization of at least one volunteer for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>13. Emergency Funds Procedures</b>				
If applicable, the Emergency Funds Procedures form is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The Subaward # is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>14. Operational Agreements</b>				
If required, the Operational Agreement (OA) Summary Form is current.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>P.D. working on updating them. R.H.</i>
OA Summary Form includes the required agencies per the RFA/RFP.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All OAs, required by the RFA/RFP, cover the entire performance period.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>They will once renewed</i>
<b>15. Organizational Chart</b>				
The application contains a current Organizational Chart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>16. Project Service Area Information Form</b>				
Contains a Project Service Area Information form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains an Other Funding Sources form?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**SUBGRANT APPLICATION CHECKLIST**

Checklist Items	Yes	No	N/A	Comments
<b>17. Special Items for Unit Supervisor Approval – Signature Required</b>				
Equipment and/or computer purchase over \$25,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Out-of-State Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vehicle Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Noncompetitive Bid – Contracts <i>[For Contracts of \$5,000 or more, regardless of how much is charged to the grant]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Noncompetitive Bid – Procurements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Written justification for each Noncompetitive Bid budget item is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
State Funds – consultant rate is not above \$450 for an 8-hour period.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Federal Funds – consultant rate is not above \$650 for an 8-hour period.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>18. EEO Compliance – Signature Required</b>				
Grants, for units of government, that allocate \$500,000 or more annually in FEDERAL funds have the signature of the Cal OES EEO Officer included on this form.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>19. VOCA SAR (VOCA-funded projects only)</b>				
Enter SAR in PMT database.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>I hereby certify this Grant Application Checklist is accurate and complete to the best of my knowledge.</b>				
Project Specialist (Print Name): <i>Cassandra Burgess-Alex conducted original review, and available to sign</i>				Date: <i>to management 6/28/16</i>
Unit Supervisor: <i>Riki Hammett</i>				Date: <i>08/5/16</i>

**19. Special Notice**

Special Processing Request

Notes:

EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



**Application Cover Sheet**

**RFA PROCESS**

**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM**

Submitted by:

Community Solutions for Children Families and Individuals  
9015 Murray Avenue, #100  
Gilroy, CA 95020  
408-842-7138

Cassandra Burgess-Alex

LOGOUT

# Entity Dashboard

[Entity Summary](#)

[Entity Record](#)

[Core Data](#)

[Assertions](#)

[Reps & Certs](#)

[POCs](#)

[Reports](#)

[Service Contract Report](#)

[BioPreferred Report](#)

[Exclusions](#)

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[Excluded Family Members](#)

[RETURN TO SEARCH](#)

Community Solutions For Children Families and Individuals Inc

DUNS: 081265670 CAGE Code: SA6Q9

Status: Active

9015 Murray Avenue, Suite 100

Gilroy, CA, 95020-3617,

UNITED STATES

Expiration Date: 02/10/2017

Purpose of Registration: Federal Assistance Awards Only

## Entity Overview

### Entity Information

**Name:** Community Solutions For Children Families and Individuals Inc

**Business Type:** Business or Organization

**POC Name:** Lynn Magruder

**Registration Status:** Active

**Activation Date:** 02/11/2016

**Expiration Date:** 02/10/2017

### Exclusions

Active Exclusion Records? No

