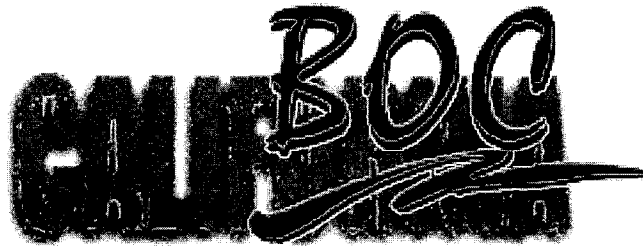
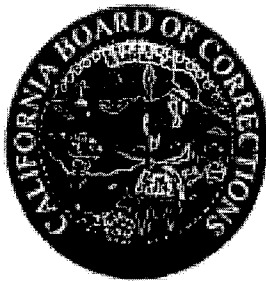


**State of California
Board of Corrections**

Juvenile Accountability Block Grant JABG 2004

**REQUEST FOR APPLICATION
AND FORMS PACKET**



Arnold Schwarzenegger, Governor

Due June 11, 2004

BOARD OF CORRECTIONS APPLICANT INFORMATION SHEET

The Board of Corrections, hereafter designated BOC, hereby makes a grant award of funds to the following Agency SAN MATEO COUNTY hereafter designated Grantee.

Project Title (60 characters maximum) VICTIM IMPACT AWARENESS (VIA)	Grant Period 7/1/2004 to 6/30/05
Project Manager (Name, Title, Address, Email, Telephone and Fax) LOREN BUDDRESS, CHIEF PROBATIO OFFICER 21 TOWER ROAD, SAN MATEO, CA 94402 650-312-8801 FAX 650-312-5597 lbuddress@co.sanmateo.ca.us	Federal Amount \$88,726
	Cash Match \$9,858
Fiscal Officer (Name, Title, Address, Email, Telephone and Fax) KANCHAN CHARAN, DEPUTY CONTROLLER 555 GOVERNMENT CENTER, REDWOOD CITY, CA 94063 650-363-4893 FAX 650-363-7888 kcharan@co.sanmateo.ca.us	In-Kind Match N/A
	Total Project Cost \$98,584
(5) Official Authorized to Sign for Applicant/Grant Recipient (Name, Title, Address, Email, Telephone and Fax) LOREN BUDDRESS, CHIEF PROBATIO OFFICER 21 TOWER ROAD, SAN MATEO, CA 94402 650-312-8801 FAX 650-312-5597 lbuddress@co.sanmateo.ca.us	

Provide a Brief Program Summary:

The Victim Awareness Impact Program will hold juvenile offenders accountable for their criminal behavior through participation in a cognitively based, skill building program developed by the California Youth Authority. This program will include hands on exercises and education that will move the participant to restoration of the victim and the community as a whole.

Program participants will be under the age of 15 ½ in the northern and southern part of San Mateo County and have been identified as having extremely high needs and a disproportionately high impact on county services. Young offenders in this area contribute to a major portion of the overall probation referrals (67%) and significant portion of the violence (53%) in this county. Existent services address two of the key rehabilitation factors, skill building and community protection. However, efforts need to be placed toward the crucial components of victim awareness and active reparation to victims.

<u>FOR BOC USE ONLY</u>	
Item: _____	Split Encumber: _____
Chapter: _____	Year: _____
PCA No: _____	Fed. Cat. #: _____
Components No.: _____	Match Requirement: _____
Project No.: _____	Fund: _____
Amount: _____	Program: _____
Split Fund: _____	Object Code: _____

Section 2

JABG program regulations require each participating agency to have an Advisory Board comprised of specific members. Complete this form identifying the Advisory Board for your agency.

ADVISORY BOARD MEMBERSHIP

APPLICANT: SAN MATEO COUNTY

IMPLEMENTING AGENCY: PROBATION

PROJECT TITLE: VICTIM IMPACT AWARENESS (VIA)

GRANT NUMBER (to be entered by the BOC): _____

Provide the name, title, organization, address, and telephone number for each of the eight member categories below. **An appropriate designee must be listed, representing each agency category.**

POLICE:

Name: Mark Raffaelli
Title: Chief of Police
Organization: South San Francisco Police Department
Address: 33 Arroyo Dr., South San Francisco, CA
Phone: 650-877-8900

SHERIFF:

Name: Sgt. Jeff Kerns
Title: Sergeant
Organization: San Mateo County Sheriff's Department
Address: 400 Government Center, Redwood City, CA
Phone: 650-599-1664

PROSECUTOR:

Name: Eddie Thomas
Title: District Attorney
Organization: San Mateo County DA Office
Address: 21 Tower Road, San Mateo, CA
Phone: 650-312-5512

PROBATION:

Name: Mary Ann O'Shea
Title: Director
Organization: San Mateo County Probation Department
Address: 21 Tower Road, San Mateo, Ca 94402
Phone: 650-312-8803

JUVENILE COURT:

Name: David Cherniss
Title: Mediation Coordinator
Organization: San Mateo County Combined Courts
Address: 21 Tower Road, San Mateo, CA
Phone: 650-312-5269

SCHOOLS:

Name: Sue Laramendy
Title: Assistant Superintendent
Organization: SMC Office of Education
Address: 101 Twin Dolphin Dr. Redwood City, CA
Phone: 650-802-5550

RELIGIOUS, FRATERNAL, NONPROFIT or SOCIAL SERVICE ORGANIZATION:

Name: Steve Eckert, Exec. Director YMCA MH
Organization: Peninsula Family YMCA
Address: 1406 Huntington, S. San Francisco, CA
Phone: 650-877-8642

BUSINESS:

Name: Margaret A. Copenhagen
Organization: Lawyer
Address: 702 Marshall, Redwood City, CA
Phone: 650-367-5085

ADDITIONAL MEMBERS: (OPTIONAL)

Name: Bob Rybicki
Title: Exec. Director
Organization: Youth and Family Assistance
Address: 609 Price Ave., #106, Redwood City, CA
Phone:

ADDITIONAL MEMBERS: (OPTIONAL)

Name:
Title:
Organization:
Address:
Phone:

Section 3

This form is used by BOC staff to ensure the proper individuals are contacted in relation to grant activities. Please provide all information requested on the form.

PROJECT CONTACT INFORMATION

Applicant: SAN MATEO COUNTY

Implementing Agency (if applicable): PROBATION DEPARTMENT

Project Title: VICTIM IMPACT AWARENESS

Grant Number (to be added by OCJP): _____

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The person having day-to-day responsibility for the project:

Name: Carl McClure

Title: Probation Services Manager

Address: 21 Tower Road, San Mateo, CA 94402

Telephone Number: (650) 312-5338

Fax Number: (650) 312-5349

E-Mail Address: cmclure@co.sanmateo.ca.us

2. The chief executive officer (e.g., chief of police, superintendent of schools) of the implementing agency or the executive director of a nonprofit organization:

Name: Loren Buddress

Title: Chief Probation Officer

Address: 21 Tower Road, San Mateo, CA 94402

Telephone Number: (650) 312-8803

Fax Number: (650) 312-5597

E-Mail Address: lbuddress@co.sanmateo.ca.us

3. The City Manager/County Administrative Officer:

Name: John Maltbie

Title: County Manager

Address: 400 County Center, Redwood City, CA 94063

Telephone Number: (650) 363-4123

Fax Number: (650) 363-1916

E-Mail Address: jmaltbie@co.sanmateo.ca.us

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

Name: Mark Church

Title: President of the Board of Supervisors

Address: 400 County Center, Redwood City, Ca 94063

Telephone Number: (650) 363-4571

Fax Number: (650) 599-1027

E-Mail Address:

5. The person responsible for the project from the applicant agency, if different than #1:

Name: Mary Anne O'Shea

Title: Director

Address: 21 Tower Road, San Mateo, CA 94402

Telephone Number: (650) 312-8849

Fax Number: (650) 312-5597

E-Mail Address: moshea@co.sanmateo.ca.us

6. The fiscal officer for the project:

Name: Christy Morrill

Title: Fiscal Officer II

Address: 21 Tower Road, San Mateo, CA 94402

Telephone Number: (650) 312-8872

Fax Number: (650) 312-5333

E-Mail Address: emorrill@co.sanmateo.ca.us

COORDINATED ENFORCEMENT PLAN (CEP)

Program Title: VICTIM IMPACT AWARENESS
Federal Funds Allocated: \$45,250
Match: \$5,028
Administrative Funds (Federal Funds Only): _____

Program Purpose Area #: 11

Goal: To establish and maintain an accountability-based program that reduces recidivism among juveniles who are referred by law enforcement personnel or agencies.

Proposed Activities:

- Generate referrals from probation and community based caseloads
- Team building and training for staff in victim impact awareness and mediation process for effective presentation to program participants
- Deliver interactive, skill-based curriculum that sets goals for offenders and requires compliance and accountability
- Development and delivery of class curriculum to juvenile offenders, exposing them to the impact of their behavior and repercussions for their victims and themselves.

OJJDP-Developed Performance Indicators: (Minimum of one output measure, one short-term outcome measure and one intermediate-outcome measure for each applicable program purpose area)¹

Output Measure(s)	Number of accountability program slots
Short-term Outcome Measure(s)	Number and percent of youth with a behavioral contract developed at their intake
Intermediate-term Outcome Measure(s)	Number and percent of youth to complete their accountability program successfully

¹ Selected from among performance indicators provided in the *JABG Performance Indicator Packet*. Select performance indicators that are most closely related to locally developed objectives and activities, and for which you can collect reliable data at reasonable cost.

COORDINATED ENFORCEMENT PLAN (CEP)

Program Title: VICTIM IMPACT AWARENESS
Federal Funds Allocated: \$43,476
Match: \$4,830
Administrative Funds (Federal Funds Only): _____

Program Purpose Area #: 15

Goal: To establish and maintain a program that enables the juvenile court and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

Proposed Activities:

- Train Deputy probation officers and facilitators to track data for cases referred to VIA
- Evaluate youth performance and compliance in the program and on probation.
- Follow up and holding participants accountable for successful program completion.

OJJDP-Developed Performance Indicators: (Minimum of one output measure, one short-term outcome measure and one intermediate-outcome measure for each applicable program purpose area)²

Output Measure(s)	Number of accountability program slots
Short-term Outcome Measure(s)	Number and percent of non-compliance events
Intermediate-term Outcome Measure(s)	Number and percent of youth to complete their justice requirements successfully

* Note: Page may be duplicated for additional program purpose areas.

² Selected from among performance indicators provided in the *JABG Performance Indicator Packet*. Select performance indicators that are most closely related to locally developed objectives and activities, and for which you can collect reliable data at reasonable cost.

Section 5

This form assures that the participating agency agrees to comply with all State and Federal requirements. The form must contain original signatures and be submitted with the application.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, LOREN BUDDRESS, hereby certify that:
(official authorized to sign Application Information Sheet - line 15)

GRANTEE: SAN MATEO COUNTY _____

IMPLEMENTING AGENCY: SAN MATEO COUNTY PROBATION DEPARTMENT _____

PROJECT TITLE: VICTIM IMPACT AWARENESS _____

Is responsible for reviewing the Board of Corrections (BOC) Administrative and audit requirements and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by the BOC including, but not limited to, the following areas:

I. Equal Employment Opportunity

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).

Please provide the following information:

A.A. Officer: MARY KABAKOV _____

Title: EQUAL EMPLOYMENT OPPORTUNITY MANAGER _____

Address: 455 County Center, 5th floor, Redwood City, CA _____

Phone: 650-363-4340 _____

Email: mkabakov@co.sanmateo.ca.us _____

II. Drug-Free Workplace Act of 1990

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

III. California Environmental Quality Act (CEQA)

The State of California requires BOC funded projects to comply with all of the requirements mandated by the State of California, Office of Planning and Research (OPR) to ensure that the project is not impacting the environment negatively. The California Environmental Quality Act (CEQA) (Public Resources Code, Division 13, Section 21000 et. Seq.) requires

all BOC funded projects to certify compliance with CEQA. Applies to funds used for construction costs. To assist grantees in complying with CEQA requirements, BOC developed the sample CEQA Compliance Memo in Section 14. Applicants are required to have their lead city or county planning agency review and complete a CEQA compliance memo. Projects unable to have lead planning agency staff certify the compliance memo must obtain other written certification from the lead planning agency or tribal staff that the project is not impacting the environment negatively and/or is complying with CEQA administrative requirements covered in the sample memo's contents. The original copy must be retained on file for review during site and monitoring visits by BOC staff.

IV. National Environmental Policy Act (NEPA) – Applies to funds used for construction only

In addition, for federally funded projects, counties must comply with the National Environmental Policy Act (NEPA), to be initiated as part of the planning and site selection phase. Environmental reports must be completed and comply with the provisions of the Program Guidance on Environmental Protection Requirements (copies of federal environmental requirements are available upon request to the BOC). CEQA/NEPA procedures should be undertaken concurrently to save time and costs. Recipients of federal grant funds cannot: 1) purchase property; 2) initiate the development of or approve final plans and specifications; 3) advertise for construction bids; 4) accept construction bids; or 5) start construction until projects have received federal environmental approval.

V. Lobbying

BOC 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

BOC 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 written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of BOC, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement,

including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and BOC disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from BOC shall not be used to supplant expenditures controlled by the city council/governing board.

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

VIII. Equal Employment Opportunity Plan

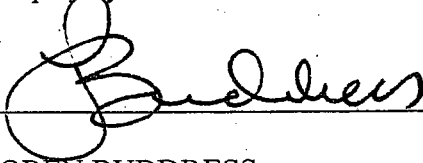
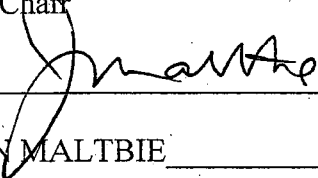
An Equal Employment Opportunity Plan (EEOP) is a U.S. Department of Justice required written document that analyzes the countywide workforce in comparison to its relevant labor market and all agency employment practices to determine their impact on the basis of race, sex, or national origin, including a written analysis that provides a statistical profile of the internal workforce by race, sex and national origin; identifies problems in employment practices and procedure; specifies corrective action; and forms the basis of ongoing evaluation. The EEOP provides the basis for an Equal Employment Opportunity Program.

Most cities/counties that receive federal funds must complete an EEOP and maintain an equal employment opportunity program, if the grant award is more than \$25,000. If the grant award is \$500,000 or more, the county shall submit its EEOP to the Federal Office for Civil Rights (OCR) for federal review and approval, and submit a copy of the federal approval letter to the Board. If the county has been found in EEOP compliance by a federal agency within the past 12 months, documentation in lieu of the above (which includes the federal letter of compliance) may be submitted to the Board. Once received, federal officials have advised the Board that the county EEOP must be renewed every two years to remain current. The two-year period runs from the date at the top of the federal letter of compliance and must be maintained throughout the duration of the project.

Failure to obtain timely EEOP approval from federal officials may result in federally required withholding of funds. Grantees are urged to develop and submit necessary EEOP material to federal officials as soon as possible to avoid potential delays in drawing down construction funds.

A federal document, *Civil Rights Seven-Step Guide*, describes federal requirements, exemptions, contains necessary forms, and lists a telephone number for counties to call if needed for federal technical assistance on filings and meeting EEOP requirements

All appropriate documentation must be maintained on file by the project and available for BOC 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 grantee may be ineligible for award of any future grants if the BOC determines that any of the following has occurred: (1) the grantee 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 Standard Agreement, and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.	
Authorized Official's Signature:	
Authorized Official's Typed Name:	LOREN BUDDRESS
Authorized Official's Title:	CHIEF PROBATION OFFICER
Date Executed:	2/9/04
Federal ID Number:	94-600053
Executed in the City/County of:	SAN MATEO
AUTHORIZED BY:	
<input type="checkbox"/> City/County Financial Officer	
<input checked="" type="checkbox"/> City Manager/County Administrator	
<input type="checkbox"/> Governing Board Chair	
Signature:	
Typed Name:	JOHN MALTBIE
Title:	COUNTY MANAGER

Section 6

This form was developed to assist applicants with determining their total funding available for project activities. The form is designed to calculate the total project cost and match requirements. Enter your agency information in the highlighted fields.

USE THIS FORM IF YOU ARE NOT USING THE JABG FUNDS FOR CONSTRUCTION

Name of Unit of Local Government: San Mateo County (A) \$88,726

- 1 Unit of Local Government Direct Grant Amount (See Program Guidelines, Appendix A)
- 2 Additional Direct Grants received from other eligible recipients: (See Program Guidelines, Appendix A. Use additional sheet if needed.)

City:	Amount	\$0
City:	Amount	\$0
City:	Amount	\$0
City:	Amount	\$0
City:	Amount	\$0
City:	Amount	\$0
City:	Amount	\$0
City:	Amount	\$0
City:	Amount	\$0
City:	Amount	\$0

Total from additional sheet (if needed) \$0 (B) \$0

Total amount received from other recipients (C) \$88,726

3 Total Amount of Federal Award (Calculation A + Calculation B above) (D) \$98,584

If you are applying funds toward construction of a Permanent Juvenile Correctional Facility (PJCF) then use the alternate calculation found in the box on page two for items 4 & 5 below:

4 Total Project Cost [(Calculation C x 10) ÷ 9] Round to the nearest whole dollar (E) \$9,858

5 Cash Match (Calculation D - Calculation C) (F) \$0

6 Administrative Costs to be Charged to Grant (G) \$98,584

7 Total Funds Available for Program Purpose Areas (Calculation D - Calculation F)

PROBLEM STATEMENT

Youth under the age of 15 ½ in the northern and southern part of San Mateo County have been identified by the JCEC as having extremely high needs and a disproportionately high impact on county services. Young offenders in this area contribute to a major portion of the overall probation referrals (67%) and significant portion of the violence (53%) in this county. Existing services address two of the key rehabilitation factors, skill building and community protection. However, efforts need to be placed toward the crucial component of victim awareness and active reparation to victims.

TARGET GROUP

Based on both the 1997 and 1999 Local Action Plans for San Mateo County, seven cities are identified as having extremely high needs and a disproportionately high impact on county services. These seven cities- (North County) Daly City, South San Francisco, Pacifica, (Central County) San Mateo, (South County) Redwood City, Menlo Park, and East Palo Alto represent 56% of the total county population (60% in 2000 County Census). Over 56% of the residents of these cities are ethnic minorities. These cities account for 89% of total county referrals for child abuse and neglect, 79% of low birth weight babies, 92% of teen births, 80% of women receiving late or no prenatal care, 78% of domestic violence reports, 77% of homicides and 78% of the juvenile probation referrals.

The total number of local police contacts with juvenile offenders decreased by 19.8% from 1993 to 1997, from 5,376 to 4,313. Misdemeanors decreased by 26.5% and felonies decreased by 22.3%, although violent felonies only decreased by 2.8%. This means that violent felonies represent a larger percentage of all arrests, increasing from 6.0% in 1993 to 7.3% in 1997. Felony crimes include violent offenses such as homicide, forcible rape, robbery, assault and kidnapping. Felony crimes also include serious property, drug and sexual offenses. Also, juvenile arrests make up a disproportionate amount of the total arrest for violent crime: juveniles comprise 12.8% of the population, yet are responsible for 17.4% of arrests for violent crime. The actual number of arrests jumped from 328 in 1993 to 532 in 1997, increasing 62.2%. These statistics

Section 7

indicate that the county is making some progress in its responses to juvenile crime, although clearly, more is needed.

Due to reductions in probation funding in the current economy and the amount of the grant offered it is necessary to begin our victim awareness program as a pilot project in our northern and southern jurisdictions.

The target group will be 120 youth who are either referred by police diversion programs or the juvenile court but all must meet the following requirements:

- Current offense must involve a victim
- Offender must be willing to meet with victim, unless excluded
- Must be assessed as "High Risk" offender

Parents of the project participant's are a sub-target group for the effort.

Their involvement and willingness, in some cases, to make changes to the family environment will encourage and support the offender to change. This parental, or other adult support, coupled with recognition of the youth offender's assets and strengths will, in most cases, make any immediate alteration of behavior more likely to be sustained. In addition, lessons learned may also assist the parent's with issues that effect their own lives and choices they make in society.

PROGRAM SUMMARY

San Mateo County has implemented a Victim Impact Awareness Program (**VIA**) that provides Victim Impact Awareness/Educational Classes for high-risk youth offenders 15 ½ and under on probation or in diversion. Youth participate in prescribed exercises focused on developing a sense of responsibility and an understanding of the harm inflicted as result of their actions. The program emphasizes restorative justice through restitution and or reparation to victims and the community.

The course curriculum, based on the California Youth Authority Victim Awareness Education program, consists of eight (8) 75 minute interactive sessions taught by trained teams of Probation and Community Based treatment providers, and include presentations by crime victims. The sessions, given six times per

Section 7

year in both locations, are an overview of crime and victimization; Property Crimes- Burglary, Theft, Vandalism, Arson; Embezzlement; Domestic Violence; Assault & Battery; Hate Crimes; Robbery; Sexual Assault and Driving Offenses- DUI, Reckless Driving.

VIA hopes to create a model of community cooperation for both the victim and offender by including law enforcement, both probation and local police departments, as well community-based providers and the court mediation program. This collaboration will bring separate sets of skills and expertise together that will have a synergistic effect on participants and staff. Communication between agencies on cases of mutual concern will be exponentially enhanced, thus benefiting participant, family, victim, and the community.

Parents are expected to attend the first and last sessions and program times will be adjusted to allow for maximum attendance. These sessions may be scheduled at approximately 6:00 p.m. As noted, without parental participation potential success for the participants is greatly reduced. The program and parents will need to encourage positive participant involvement in the community through long-range planning, decision making and critical thinking.

Normal program hours are from soon after school lets out until approximately 5 PM. The purpose of each session, with specifics to each crime type, is to build skills that encourage participants to think beyond a first response, to seek alternatives to dealing with rivalries, to visualize worst case outcomes, and to understand consequences of their behavior.

Upon completion of the program, each of the offenders is presented with the opportunity to participate in the Victim Offender Mediation Program with their victim, providing the victim agrees and the contact is not excluded by the nature of the offense or staff decision. The court mediator works with the offender to accomplish this. The mediation will supplement the class experience and assist participants in active reparation to the victims and instilling empathy for the victim. This next step will set in motion offender's amends to the victim through apology, payment for damages, or community work. All youth will take some active step to make reparation and/or restitution.

MAJOR VICTIM IMPACT AREAS				
PHYSICAL	EMOTIONAL	PSYCHOLOGICAL	FINANCIAL	SPIRITUAL
Trauma to body	Fear	Fear of being alone	Personal out-of-pocket expenses	Loss of belief system
Bruises	Anger	Social Isolation	Loss of wages	Change in belief system
Broken bones	Hopelessness	Intimidation by others	Insurance deductibles	
Cuts	Isolation	Crying outbursts	Law enforcement costs	
Scars	Insecurity	Inability to sleep	Trial costs	
Loss of life	Sadness	Depression	Cost of custody	
Sexually transmitted diseases	Shame	Nightmares	Medical costs	
Fatigue	Suicidal feelings	Difficulty with normal sexual relationships	Funeral costs	

Priority sample of areas of impact from the California Youth Authority Victim Awareness Education Training

If a participant fails to or refuses to participate they will have not successfully completed the program.

Unsuccessful completion may result in a diversion failure and referral to the juvenile court, or in the case of probation youth, a probation violation.

Program staff and assigned probation officers will monitor program compliance and supply data to record participant's behavior after program completion.

Project Timeline

Advisory Board Meeting	December '04 and April '05	Cherniss
Staff Training	July and December '04	McClure
Program Development	On-going	McClure
Staff Meetings	On-going	McClure
Curriculum Review	July and November '04	O'Shea
Develop Referral Process	July '04	Staff
Monitor Referral Process	On-going	McClure
Announce Program and Classes	July & October & January '05	Staff
Implement Program	July '04	Staff
Track Compliance Data	September through June '05	Staff
Track Mediation Data	September through June '05	Cherniss
Develop Surveys	July through September '04	Staff
Administer Surveys	September and June '05	Partners
Assess and Evaluate	October and June '05	Team
Report to BOC	September and January '05	McClure

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	COST
<p>A. Salaries and Benefits</p> <p><u>One (1) 0.13 time Program Coordinator, San Mateo County Probation, Probation Services Manager I:</u></p> <p>Salaried 5 hours per week @ \$38.88 x 52 weeks per year = \$10,413 overmatch Benefits 5 hours per week @ \$14.19 x 52 weeks per year = \$3,965 overmatch (Benefits include worker's Comp, health, vision, dental, FICA and retirement and are 36.5% of salary)</p> <p>Duties:</p> <ul style="list-style-type: none"> •Oversee program operation, staffing, training, and scheduling •Implement and monitor data collection component •Provide victim awareness classes as needed •Direct client counseling as needed. 	
<p><u>One (1) 0.13 time Juvenile Delinquency Mediation Coordinator, San Mateo County Superior Court:</u></p> <p>Salaried 5 hours per week @ \$33.59 x 52 weeks p/y = \$8,733 – 1,447 overmatch Benefits 5 hours per week @ \$ x 52 weeks p/y = \$3,058 – 486 overmatch (Benefits include worker's Comp, health, vision, dental, FICA and retirement and are 35% of salary) (All cash match)</p> <ul style="list-style-type: none"> •Contact and Assess offenders and victims for mediation •Preside over mediations •Follow-up on mediation contract completion •On-going training for mediators 	<p>7,286</p> <p>2,572</p>
<p><u>Two (2) 0.23 time Probation Facilitators, San Mateo County Deputy Probation Officer II:</u></p> <p>Salaried 9 hours per week @ \$32.99 x 52 weeks x 2 = \$30,879-6,979 overmatch Benefits at 9 hours per week @ \$19.96 x 52 x 2 = \$18,683-6,527 overmatch (Benefits include worker's Comp, health, vision, dental, FICA and retirement and are 50% of salary)</p> <ul style="list-style-type: none"> •Present victim awareness courses •Direct participant intervention •Case planning and counseling •Data and survey collection 	<p>23,900</p> <p>12,156</p>
<p><u>One (1) 0.1 time Clerical Support, San Mateo County Prob., Office Assistant I:</u></p> <p>Salaried at 4 hours per week @ \$19.36 x 52 weeks = \$4,027 Benefits at 4 hours per week @ \$8.92 x 52 weeks = \$1,855 (Benefits include worker's Comp, health, vision, dental, FICA and retirement and are 4 3% of salary)</p> <ul style="list-style-type: none"> •Data and survey collection/tabulation •Clerical support facilitators/coordinator. 	<p>4,027</p> <p>1,855</p>
CATEGORY TOTAL	51,796

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	COST
<p>B. Services and Supplies</p> <p>Supplies: Basic materials needed for program operation and data collection</p>	<p>1,500</p>
CATEGORY TOTAL	1,500

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	COST
C. Professional Services Audit:	1,500
CATEGORY TOTAL	1,500

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	COST
<p>D. Community Based Organization (CBO) Contracts</p> <p><u>Two (2) 0.2 time Youth Service Bureau Facilitators, @ \$21,894, Contract with Community organization in north and south county:</u> Duties:</p> <ul style="list-style-type: none"> •Present victim awareness courses •Direct participant intervention •Case planning and support •Data and survey collection 	<p>43,788</p>
CATEGORY TOTAL	43,788

(Rev. 3/04)

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	COST
E. Administrative Overhead	
CATEGORY TOTAL	0.00

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	COST
F. Equipment – Fixed Assets	
CATEGORY TOTAL	0.00

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL				COST
G. Other				
Not applicable				
CATEGORY TOTAL				0.00
PROJECT TOTAL				
FUND DISTRIBUTION	FEDERAL	STATE	CASH MATCH	IN-KIND MATCH
1. Amount of Funds	88,726			9,858
2. Percentage of Funds	90%			10%

(Rev. 3/04)

BUDGET NARRATIVE

The VIA PROJECT aims to hold juvenile probationers and youthful offenders referred by local law enforcement accountable for their actions by imposing a requirement to attend classes designed to give them an awareness of the consequences of their unlawful behavior on their victims, the community, their families and themselves. The project budget allocates funds to provide for part-time teachers /and facilitators and training for these facilitators. It also covers some of the cost of materials for the staff and youth to use in the course, and a part-time salary for clerical support to assist the coordinators in enrolling the youth and tracking results and outcomes toward the stated objectives. It is expected that through interactive participation, as well as listening to victim's stories, the youth will make decisions to participate in restorative justice programs and be deterred from further criminal offenses. Additional benefits to the youth are increased self-insight and awareness. With post surveys we hope to be able to determine the changes in a youth's ability to reason as part of decision-making and to base their decisions on more refined values. Use of the allocated funds will directly allow the development and delivery of the course.

In this proposal administration services are kept to a minimum by using a small portion of a supervisor's time and even applying a portion of that to direct services. The need for administration will be offset by the skill and quality level of staff, the thoroughness and known impact of the Victim Awareness course and the mediation process already in place in this county. Support for direct service providers is incorporated in the team approach to delivering the course. Consequently, the bulk of funds requested in this proposal are for direct services.

The second phase of the course involves facilitated mediation with the Juvenile Delinquency Mediation Program. Through this process juvenile offenders actively participate in the justice process by identifying and repairing the harm caused by his or her crime. They will take an active role in creating an acceptable restitution agreement with the victim. Probation Officers and Youth Service bureau facilitators will work directly with the Juvenile Delinquency Court Mediation Program to accomplish these goals.

The Mediation Coordinator works with volunteer mediators from the Peninsula Conflict Resolution Center. They do not give legal advice or make decisions. Training for advanced victim/offender mediation skills is provided to volunteer mediators through the Victim Offender Mediation program and the Peninsula Conflict Resolution Center.

Appendix B.

San Mateo County's VIA project budget allocates funds for salaries for Deputy Probation Officers and Youth service Bureau facilitators to jointly teach the Victim Impact Awareness classes to youth in the target population. These staff members will devote eight (8) hours per week to this task. Additional funds are earmarked for the clerical support that is necessary to assure accountability of staff and providers as well as to monitor data collection. The Probation Services Manager and the Delinquency Mediation Coordinator may provide a minimal amount of direct service provide in addition to administrative oversight of the project. Most of Their services are provided as match or overmatch.