CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

PROGRAM: Madera County

PERFORMANCE ASSESSMENT / SITE VISIT REPORT

1. **GRANT AWARD NUMBER:** VS09010200 **DATE OF SITE VISIT:** 7/19/10

2. **GRANT PERIOD:** July 1, 2009 to September 30, 2010

3. **RECIPIENT/IMPLEMENTING AGENCY:**
   Community Action Partnership of Madera County

4. **PROJECT DIRECTOR:**
   Tina Figueroa

PERSONS INTERVIEWED DURING SITE VISIT:

NAME	TITLE	AGENCY
Donna Tooley	Financial Officer	Madera County
James Chandler	Fiscal Officer	Madera County
Irene Yang	Human Resource Director	Madera County
Patricia Helton	Advocate	Madera County
Mary Aziz	Advocate	Madera County

Charlotte Smith	7/19/10	Sally Hencken	7/19/10
Signature of Program Specialist	Date	Signature of Section Chief	Date

Tina Figueroa	7/19/10
Signature of Project Representative	Date

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW

	YES	NO	N/A
1. OPERATIONAL DOCUMENTS			
Review hard copy/verify the ability to access on line:			
• The Cal EMA Recipient Handbook (R.H.)	✓	☐	☐
• The Approved Grant Award Agreement	✓	☐	☐
• The RFA/RFP (supersedes the requirement of the R.H.)	✓	☐	☐
• The Program Guidelines (supersedes the requirement of the R.H.)	✓	☐	☐
• Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars	✓	☐	☐

Comments:

	YES	NO	N/A
2. FIDELTY BOND CERTIFICATE - COMMUNITY BASED ORGANIZATIONS (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY			
• Obtain copy of required Fidelity Bond Certificate? *[R.H. Section 2161]* Does not apply to state, city, or county units of government.	✓	☐	☐
• Does the certificate show:			
o Bonding company's name	✓	☐	☐
o Bond number	✓	☐	☐
o Description of coverage	✓	☐	☐
o Amount of coverage (50% of allocation)	✓	☐	☐
o Bond period	✓	☐	☐
o Grant award number	✓	☐	☐
o Form A, Employee Dishonesty	✓	☐	☐
o Form B, Forgery Coverage	✓	☐	☐
o Is the State of California, California Emergency Management Agency named on the bond as the beneficiary?	✓	☐	☐

Comments:

	YES	NO	N/A
3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (*R.H. Section 2153*)			
• Does the project have its CEQA documentation on file?(Ask to view)	✓	☐	☐
o Certified Exempt	✓	☐	☐
o Recipient has adopted or certified an environmental document which complies with the requirements of CEQA.	✓	☐	☐

Comments:
Addressed to the owner of the building.

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

	YES	NO	N/A
4. PROOF OF AUTHORITY (*R.H. Section 1350*)			
• Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? (Ask for copy)	☑	☐	☐

Comments:

5. ORGANIZATIONAL CHART

• Review the organizational chart. Are all budgeted positions identified?	☑	☐	☐

Comments:

6. Cal EMA MODIFICATION (Cal EMA 2-223)

• Review the purpose/preparation of Grant Award Modification Request (Cal EMA 2-223). *[R. H. Section 7500]* ***(Instruct project staff on the procedure to obtain the most recent forms from Cal EMA's website.)*** A modification is needed for the following:	☐	☑	☐
o Budget changes			
o Change in key personnel			
o Adding/changing additional signers			
o Change goals/objectives, or activities			
o Address change			
o Other			

Comments:

7. PERSONNEL POLICIES

• Does the project staff have access to written personnel policies as required? *[R. H. Section 2130]*	☑	☐	☐
• Do the personnel policies include:			
o Work hours	☑	☐	☐
o Compensation rates including overtime and benefits	☑	☐	☐
o Vacation, sick, and other leave allowances	☑	☐	☐
o Hiring and promotional policies	☑	☐	☐

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

- Do the personnel files include:
  - Staff note: Complete a sample review of a personnel file
  - Job application ☑ ☐ ☐
  - Resume ☑ ☐ ☐
  - Performance evaluations ☑ ☐ ☐
  - Salary rates ☑ ☐ ☐
  - Benefits ☑ ☐ ☐
  - Current job duties/descriptions ☑ ☐ ☐
  - Other terms of employment ☑ ☐ ☐
- Does the project have a current Drug Free Workplace policy statement on file signed by the employee? *[R. H. Section 2152]* ☑ ☐ ☐
- Did the Board approve the agency's existing personnel policy? ☑ ☐ ☐

Comments:

1. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? *[R. H. Section 11331]* ☑ ☐ ☐
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure signatures of staff and supervisor.) ☑ ☐ ☐

Comments:

2. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? ☑ ☐ ☐
  - Name of individual who approves purchases.
    Tina Figueroa
  - Name of individual who writes checks.
    Leticia Aranda, Tina Gomez,
  - Name of individual(s) who signs checks.
    Donna Tooley, M.J. Neighbors,

Comments:
additional individuals who write checks: Rod Chaney and Amy Howland
additional individuals who sign checks: Jessie Perez Supervisor and James Chander

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

	YES	NO	N/A
10. SOURCE DOCUMENTATION-Fiscal *[R. H. Section 11000]*			
• Does the project maintain a record-keeping system which accurately supports costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)?	☑	☐	☐
• Does the project maintain an accurate inventory log of equipment purchased with grant funds?	☑	☐	☐

Comments:
No equipment was purchased with grant funds.

	YES	NO	N/A
11. PROJECT EXPENDITURES			
• Is the project's expenditure rate commensurate with the elapsed period of the grant?	☑	☐	☐
• Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement?	☑	☐	☐
• Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)?	☐	☑	☐
• Is the project up-to-date with the submission of Cal EMA Form 2-201?	☑	☐	☐

Comments:

	YES	NO	N/A
12. MATCH REQUIREMENTS			
• Does the project have a match requirement?	☐	☑	☐
• Is the project meeting the match requirement?	☐	☐	☐
• Review the supporting documentation to substantiate cash or in-kind match.	☐	☐	☐

Comments:
Stimulus grant VS and RV have match requirements.

	YES	NO	N/A
13. EEO POLICY			
• Go over EEO checklist. (Separate document)	☑	☐	☐

Comments:

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

GENERAL	YES	NO	N/A
1. PROGRAM GOALS AND OBJECTIVES			
• Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program's goals and objectives?	☑	☐	☐
• Does the project need to submit Cal EMA Form 2-223 to modify grant objectives?	☐	☑	☐

Comments:

2. PROGRESS REPORT

• Discuss and review the programmatic Progress Report requirements.	☑	☐	☐

Comments:

3. SOURCE DOCUMENTATION-Programmatic

• Is the project maintaining a record keeping and data collection process that which accurately supports the project's reported data on the Progress Report form?	☑	☐	☐
• Review the project's file system and data collection process.			

Comments:

4. OPERATIONAL AGREEMENTS

• Does the project have current Operational Agreements as required by the Grant Award Agreement?	☑	☐	☐

Comments:

5. PROJECT STAFF DUTIES

• Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?	☑	☐	☐

Comments:

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
PROGRAMS: VICTIM / WITNESS ASSISTANCE & STIMULUS GRANTS
PERFORMANCE ASSESSMENT / SITE VISIT REPORT

SUPPLEMENTAL PROGRAMMATIC REVIEW			
1. MANDATORY SERVICES			
a. Crisis Intervention			
(1) Provide in person/telephone contacts	☒	☐	
(2) Provide crisis intervention and arrange for needed services	☒	☐	
b. Emergency Assistance			
(1) Arrange emergency assistance within the first 24 hours after initial contact	☒	☐	
(2) Written procedures in place for disbursing funds	☒	☐	
(3) OA(s) on file with service providers (i.e. shelters)	☒	☐	
c. Resource and Referral Assistance			
(1) Provide non-emergency referrals	☒	☐	
(2) OA(s) on file with service providers	☒	☐	
d. Direct Counseling			
(1) Provide in person or telephone guidance and/or emotional support	☒	☐	
(2) If counseling is provided, it is at a level that does not require a licensed professional	☒	☐	
(3) If counseling is referred, OA(s) on file with service providers	☒	☐	
e. Victims of Crime Claims			
(1) Assist clients in preparing applications for compensation	☒	☐	
(2) Advocate is aware their role does not include determination of eligibility	☒	☐	
(3) Is a joint Powers unit locally located	☒	☐	In San Joaquin County
f. Property Return			
(1) Assist in the return of property held as evidence	☒	☐	
(2) If property cannot be returned, an explanation is provided	☒	☐	

SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)			
1. MANDATORY SERVICES (Continued)			
g. Orientation to the Criminal Justice System			
(1) Provide information on the location, procedures, and functions of local criminal justice agencies	☒	☐	
(2) Written material/brochures are available in languages appropriate to local ethnic needs	☒	☐	
h. Court Escort			
(1) Provide physical accompaniment during court appearances	☒	☐	
(2) Provide physical accompaniment during interviews with law enforcement and prosecution	☒	☐	
i. Presentations and Training for Criminal Justice Agencies			
(1) Conduct informational presentations regarding resources available through V/W Centers	☒	☐	
(2) Conduct informational presentations explaining the rights and needs of victims	☒	☐	
j. Public Presentations and Publicity			
(1) Promote public awareness of V/W services through public media	☒	☐	
(2) Conduct presentations to victim service organizations and community groups	☒	☐	
(3) Participate in Victims' Rights Week	☒	☐	
k. Case Status/Case Disposition			
(1) Advise victim of the progress and disposition of case	☒	☐	
(2) Assist victim with preparing Victim Impact Statements	☒	☐	
l. Notification of Family/Friends			
(1) Notify victim's relatives and/or friends of the occurrence of the crime	☒	☐	
m. Employer Notification			
(1) Notify employer that client was a victim/witness to a crime	☒	☐	
(2) Encourage employer to minimize any loss of pay or other benefits	☒	☐	

SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)			
1. MANDATORY SERVICES (Continued)			
n. Restitution			
(1) Assist in obtaining restitution	☒	☐	
(2) Provide the Probation Department, District Attorney, and Court with information relevant the victim's losses prior to the imposition of sentencing	☒	☐	
2. OPTIONAL SERVICES			
(1) Employer Intervention	☒	☐	
(2) Creditor Intervention	☐	☒	No requests for intervention
(3) Child Care Assistance	☒	☐	
(4) Witness Notification	☐	☒	No requests have been made
(5) Funeral Arrangements	☐	☐	
(6) Crime Prevention Information	☒	☐	
(7) Witness Protection	☒	☐	
(8)Temporary Restraining Order (TRO) Assistance	☒	☐	
(9)Transportation Assistance	☒	☐	
(10) Court Waiting Area	☒	☐	
3. AGENCY ORGANIZATION			
a. Facility			
(1) V/W Center is open during normal business hours	☒	☐	
(2) Waiting Room	☒	☐	
(3) Private Interview Room	☒	☐	
b. Personnel & Organization			
(1) Reporting lines of Authority are consistent with the Project Contact Information form	☒	☐	
(2) Authorization for additional signature authority is current	☒	☐	
(3) Evidence of completion of 40 hour Entry-Level Training	☒	☐	

c. Personnel & Organization (Continued)			
(4) Evidence of completion of Advance Training, if applicable	☒	☐	
(5) Evidence of completion of Coordinator's Training, if applicable	☒	☐	
(6) Volunteers utilized as required	☒	☐	
(7) Utilize functional time sheets	☒	☐	

Additional Comments / Notes:

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Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW – – STIMULUS GRANTS ONLY			
(1) Does the timesheets for staff charged to VS grant match Hours Worked by Position monthly reports?	☒	☐	
(2) Does the timesheets for staff charged to RV grant match Hours Worked by Position monthly reports?	☒	☐	
(3) Does the Grantee have documentation supporting new or retained position(s) claimed in the VS grant?	☒	☐	
(4) Does the Grantee have documentation supporting new or retained position(s) claimed in the RV grant?	☒	☐	
(5) Does the Grantee have receipt documentation showing brochures or other purchased items (computers, monitors, etc.) were from "Buy America" business concerns?	☐	☐	N/A
Additional Comments / Notes:			