

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
VICTIMS' LEGAL RESOURCE CENTER PROGRESS REPORT
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 845-8272**

Following the instructions, please provide the information as indicated. All reports must be received by Cal OES no later than the last calendar day of the month following the end of the reporting period, unless otherwise stated.

SUBMIT TWO (2) COPIES OF THE REPORT TO THE ABOVE ADDRESS; ATTENTION: Victim Services Division

- | | |
|-----------------------------|-------------------------|
| 1] Project Title _____ | 2] Grant Award # _____ |
| 3] Recipient _____ | 4] Grant Period _____ |
| 5] Address _____ | 6] Report Period _____ |
| 7] Report prepared by _____ | 8] Title _____ |
| 9] Telephone Number _____ | 10] Email Address _____ |

PROGRESS REPORT

- Progress Report: October 1, 2013 - September 30, 2014 (due October 31, 2014)

PROJECT BUDGET

- | | |
|--|----------|
| 1. Total grant award: | \$ _____ |
| 2. Total funds expended to date: | \$ _____ |
| 3. Items encumbered but not paid for: | \$ _____ |
| 4. Total grant balance: | \$ _____ |
| 5. Report of expenditures submitted through (month/year) | _____ |

- YES NO Are grant funds being expended in accordance with the Grant Award Agreement? (If not, explain below.)

- YES NO Has the project added any line items to the budget during this report period? If yes, describe each line item added and the relationship to the grant award objectives.

Signature

Title

Date

REVIEWERS COMMENTS (For Cal OES use only):

Program Specialist

Date

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PERSONNEL

1. Have all project personnel been hired in a timely manner? YES NO
If no, explain.

2. Are there any personnel issues which may affect the project objective? YES NO
If yes, explain.

3. Have any of the job duties, as detailed in the Grant Award Agreement, changed? YES NO
If yes, explain below.

Positions Authorized in Grant Award Agreement (including sub-contract employees)

	<u>Name of Staff</u>	<u>Position</u>	<u>Duties</u>	<u>% Grant Funded</u>
1.				
2.				
3.				
4.				

EQUIPMENT

Does your Grant Award allow equipment purchases? YES NO
If yes, please provide the following information.

	<u>Equipment</u>	<u>Cost</u>	<u>Date Ordered/Received</u>	<u>State Equipment Tag (Affixed Yes/No)</u>
1.				
2.				
3.				
4.				

If your equipment purchases exceed the space above, or you have encountered problems in ordering/receiving grant equipment, please detail issues on a separate sheet and attach it to this report.

Does the project need Cal OES staff to provide technical assistance? YES NO
If yes, please explain.

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SUMMARY DATA ON PROJECT ACTIVITIES

Instructions: All data must be supported by source documentation. The "Projected Number" is to be taken directly from the Program Objectives section of the grant award or from an approved modification (Cal OES Form 223).

OBJECTIVES

Mandatory Objectives	Projected	Report Period (10/01/13 – 09/30/14)	Total
Phone Calls Received			
Victims Served			
Provide Information on Victims' Legal Rights to Compensation and Guidance in Exercising These Rights			
Provide Service Providers Information on the Legal Rights of Victims			
Provide Civil Law Counseling and Legal Assistance Referrals			
Provide Information on Participating in Sentencing and Parole Eligibility Hearings			
Provide Information on Victims' Rights in the Criminal Justice System			
Provide Victim Assistance Referrals			
Provide Public and Private Benefits Referrals			
Media Interviews/Group Presentations			
Victims' Rights Bumper Stickers			
Web Page Hits			
Victims' Rights Information and Training Materials			
Victims' Rights Brochures			

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NARRATIVE: Please provide a detailed narrative covering the following program areas/activities. (Attach additional pages if necessary)

1. Any delays and/or problems in implementation or in continuing the grant award?
2. Activities supporting each objective which are not currently operational or in place.
3. The project's source documentation designed to track the project's statistical information.
4. Any anticipated areas that may need to be modified.
5. Presentations.
6. Conferences and Events Attended.
7. Sample Research Conducted.
8. How the existence of the Toll-Free Line is publicized.
9. Providing a comprehensive list of local resources.
10. Producing and distributing promotional materials to law enforcement agencies, state and local agencies, print, radio, and television media outlets, and the general public.
11. Researching, compiling, and maintaining a library of legal information concerning crime victims and their rights.