

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

This Grant Subaward Face Sheet summarizes the Grant Subaward for **UV24032301**

The full Grant Subaward includes all application information provided by the Subrecipient, all attestations, and requirements included in the Program Supplemental. Subrecipients can access, download, and print the full Grant Subaward in the Grants Central System.

1. **Subrecipient** County of Sonoma - District Attorney's Office **1a. UEI#:** EB6LZJPCWEU3
2. **Implementing Agency:** Sonoma County District Attorney's Office
3. **Location of Project/Services:** Santa Rosa Sonoma County 95403-2870
 (City) (County) (Zip+4)
4. **Program:** Unserved Underserved Advocacy - UV24
5. **Grant Subaward Performance Period/Period of Performance:** 1/1/2025 to 12/31/2025
6. **Indirect Cost Use:** **Federally Approved ICR (if applicable): %**

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
2024	2024 VCGF	\$88,017		\$88,017	\$0	\$0	\$0	\$88,017
2024	2024 VOCA		\$108,889	\$108,889	\$0	\$0	\$0	\$108,889
	Total Project Cost	\$88,017	\$108,889	\$196,906	\$0	\$0	\$0	\$196,906

Authorized Agent

Federal Employer Identification #: 94-6000539

<u>Joan Croft</u> Name	<u>Department Analyst</u> Title	<u>Joan Croft</u> Signature	<u>12/30/2024</u> Date
<u>600 ADMINISTRATION DR RM 212J</u> Payment Mailing Address	<u>SANTA ROSA</u> City	<u>95403-2870</u> ZIP Code	

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

<u>Mary Rucker</u> Cal OES Fiscal Officer	<u>2/5/2025</u> Date	<u>Eric Swanson</u> Cal OES Director or Designee	<u>2/5/2025</u> Date
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Awarding Official Contact - Cal OES			
Name	Title	Address	Phone
Nancy Ward	Director	3650 Schriever Avenue, Mather CA 95655	916-845-8506

Program Description
The purpose of the Program is to increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime.

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	2024 VCGF	2024 VOCA
State/Federal	State	Federal
ENY	2024	2024
Chapter #	35	22
Service Location	14030	18404
Item #	0690-105-0001	0690-102-0890
State Budget Program #	452	451
FAIN	N/A	15POVC-24-GG-00612-ASSI
Performance Period	07/01/24 - 06/30/27	10/01/23 - 09/30/27
State Budget Fund	State General Fund	Federal Trust Fund
Assistance Listing	N/A	16.575
Program	Unserved Underserved Advocacy - UV24	Unserved Underserved Advocacy - UV24
Mach Required	No	Yes
Project ID	OES24VCGFSUPP 00	OES24VOCA00001 2
Amount	\$88,017	\$108,889
Speed Chart	2024-14030	2024-18404
Grantor	N/A	Office for Victims of Crime
Federal Award Date	N/A	09/05/2024
Research & Development Program	N/A	No

Application Information Form

Program:

Unserved Underserved Advocacy - UV24

Grant Subaward Performance Period:

01/01/2025 to 12/31/2025

Subrecipient:

County of Sonoma - District Attorney's Office

Subrecipient UEI:

EB6LZJPCWEU3

Subrecipient Federal Employer ID:

94-6000539

Implementing Agency:

Sonoma County District Attorney's Office

Payment Address

*600 ADMINISTRATION DR
RM 212J
SANTA ROSA
California
Sonoma County
95403-2870*

Primary Location of Project/Services**Address**

600 Administration Drive, Room 212J

City:

Santa Rosa

Address 2**County:**

Sonoma County

Zip Code:

95403-2870

Contact Information Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- Individuals identified below will be the official points of contact for the Grant Subaward. For descriptions of these positions see Subrecipient Handbook Section 3.005 or other applicable Program Supplemental guidance.
- The Grant Subaward Director and Financial Officer cannot be the same individual.
- Each individual must have a unique email address.
- Organization Authorized Agents must be denoted as being a Grant Subaward Authorized Agent in order to submit the application.

Grant Subaward Contacts

Grant Subaward Director

First Name:	<i>Tatiana</i>	Last Name:	<i>Lopez</i>
Title:	<i>Victim Services Director</i>	Email:	<i>tatiana.lopez@sonoma-county.org</i>
Phone:	<i>(707) 565-2311 ext. 2822</i>	State:	<i>California</i>
Address:	<i>600 Administration Drive, Room 212J</i>	Zip Code:	<i>95403-2870</i>
City:	<i>Santa Rosa</i>		

Financial Officer

Name:	<i>Shane</i>	Last Name:	<i>Lewis</i>
Title:	<i>Administrative Services Officer II</i>	Email:	<i>shane.lewis@sonoma-county.org</i>
Phone:	<i>(707) 565-2311 ext. 3150</i>	State:	<i>California</i>
Address:	<i>600 Administration Drive, Room 212J</i>	Zip Code:	<i>95403-2870</i>
City:	<i>Santa Rosa</i>		

Programmatic Point of Contact:

Name:	<i>Joan</i>	Last Name:	<i>Croft</i>
Title:	<i>Department Analyst</i>	Email:	<i>joan.croft@sonoma-county.org</i>
Phone:	<i>(707) 565-2311</i>	State:	<i>California</i>
Address:	<i>600 Administration Drive, Room 212J</i>	Zip Code:	<i>95403-2870</i>
City:	<i>Santa Rosa</i>		

Financial Point of Contact:

Name:	<i>Joan</i>	Last Name:	<i>Croft</i>
Title:	<i>Department Analyst</i>	Email:	<i>joan.croft@sonoma-county.org</i>
Phone:	<i>(707) 565-2311</i>	State:	<i>California</i>
Address:	<i>600 Administration Drive, Room 212J</i>	Zip Code:	<i>95403-2870</i>
City:	<i>Santa Rosa</i>		

Chair of the Governing Body

Name:	<i>David</i>	Last Name:	<i>Rabbitt</i>
Title:	<i>Chair of the Board of Supervisors</i>	Email:	<i>David.Rabbitt@sonoma-county.org</i>
Phone:	<i>(707) 565-2241</i>	State:	<i>CA</i>
Address:	<i>575 Administration Drive, Room 100A</i>	Zip Code:	<i>95403-2870</i>
City:	<i>Santa Rosa</i>		

Grant Subaward Authorized Agent

Carla Rodriguez

Grant Subaward Assurances Form

Applicable Grant Subaward Assurances

This document is a binding affirmation that the Subrecipient will comply with the assurances required by the federal program/fund source.

Assurance	Acknowledgement
Federal Fund Grant Subaward Assurances - 2024 VOCA.pdf	<input checked="" type="checkbox"/> *
Program Standard Assurance Addendum	<input checked="" type="checkbox"/> *
Standard Certification of Compliance	<input checked="" type="checkbox"/> *

Subrecipients expending \$1,000,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits. *

Subrecipient expends \$1,000,000 or more in federal funds annually.

Subrecipient does not expend \$1,000,000 or more in federal funds annually.

Federal Funding Accounting and Transparency Act (FFATA)

In the preceding year, did the Subrecipient receive:

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal years? * Yes No

Programmatic Narrative Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Narrative Questions/Responses

Question 1 *

Describe how crisis intervention services will be provided to the identified unserved/underserved victim/survivor crime group(s) during the 12-month performance period.

The UV grant has allowed the addition of a bilingual bicultural advocate to our staff who has developed relationships with the underserved immigrant populations in our community. This advocate is assigned cases that fall within the demographics of this projects' underserved populations; in our community those populations have been identified as farmworkers, Mixtecos and Asian Pacific Islanders. In a collaborative effort, the advocate can provide crisis intervention services and will continue to handle this specialized caseload.

Sonoma County Victim Services Division is made up of 11 Victim Witness Advocates and two restitution specialists. Half of the advocates and one of the restitution specialists are bilingual/ bicultural. The role of the Advocate staff is to work alongside prosecutors to ensure that victims or their family are connected to services and informed about their rights. The Sonoma County District Attorney's Office on average receives 1,300 referred crime reports from 13 local Law Enforcement agencies each month; if a victim is listed in a crime report, the case receives an advocate assignment. For the purpose of this project, if a victim identifies as one of the target populations, the case is assigned to the UV advocate. When the UV advocate receives a new case assignment, they complete an initial outreach call. During this call, the advocate and the prosecutor meet with the victim to inform them of the filing decision, whether the case has already been filed, what the criminal process might look like, and provide the opportunity for the victim's wishes to be heard. Victim Advocates in general connect with the victims frequently to provide case updates, crisis intervention, counseling support, court accompaniment, and information and support for California Victim Compensation (VCB) and Restitution. The UV advocate provides all the required mandated services but is trained to identify more specific needs that the target immigrant population might experience. The advocate is connected with victims in an underserved population due to a crime-related victimization, but it might not be the only crisis situation an individual might be experiencing. The UV advocate is trained to be able to support the individual in the moment of crisis and provide adequate resources for their situation.

Question 2 *

Describe how counseling services will be provided to the identified unserved/underserved victim/survivor crime group(s) during the 12-month performance period.

To provide mental health services that are a vital portion of this project, Victim Services Division has partnered with Humanidad Therapy and Education Services (Humanidad) to provide counseling for individuals with a culturally sensitive approach by bicultural staff. Humanidad has provided culturally sensitive bilingual therapy services in Sonoma County for 10 years. UV funds will enable Humanidad to serve up to 10 clients per week with mild to moderate acuity levels during the performance period. Victim Services has collaborated with Humanidad to develop a referral procedure for qualified victims of crime in order to get connected with the agency services. Humanidad staff will complete an intake and provide access to appropriate, culturally sensitive supportive services. The provision of culturally competent mental health services is critical for serving immigrant victims of crime as culture affects whether and how people seek help, how they cope with symptoms, the presence and quality of social supports, and how they impart meaning to their symptoms.

The UV Advocate will be trained to provide time-limited therapeutic intervention to stabilize victims who are in crisis. The Advocate will assist with referrals for immediate needs to relevant support, and will link victims to ongoing, comprehensive care as well as to resources within the legal system for criminal prosecution and victim restitution. Victims of domestic violence or sexual assault will be referred the YWCA and Verity for additional crisis intervention services.

Question 3 *

Describe how outreach services will be provided to the identified unserved/underserved victim/survivor crime group(s).

A critical first step to providing culturally sensitive services has been to build trusting relationships and being part of the community. Victim Services Division will continue to participate in outreach efforts and education to immigrant communities to build trust, raise awareness of available services, and strengthen the communities' understanding of the criminal justice system. Victim Services will consult with immigrant-serving organizations, including the Sonoma County Secure Families Collaborative, Petaluma Health Center, Alliance Medical Center, Latino Service Providers, California Human Development, and Catholic Charities to develop a plan to conduct outreach that uses trusted messengers to reach a population that is understandably wary of public institutions. To build trust with immigrant communities, the UV Advocate and other advocate staff will provide outreach at cultural events such as Day of the Dead and Lunar New Year celebrations as well as outreach events such as Binational Health Care Fair Week and the Pacific Islander Festival. When possible, the UV Advocate will pursue opportunities to provide direct services onsite at partner organization offices to eliminate transportation barriers and to serve immigrant victims in safe and trusted environments.

Question 4 *

Describe how criminal justice support and advocacy services will be provided to the identified unserved/underserved victim/survivor crime group(s).

Criminal justice support and advocacy services will be provided with the help of the UV advocate. The Victim Advocate role is intended to fulfill the Victim's Bill of Rights also known as Marsy's Rights, not to provide only the basic mandated services but to go beyond the needs of the criminal case. Law enforcement refers crime reports to the District Attorney's Office for review and possible filing of charges. When a victim is listed in a report, a victim advocate assignment is generated. Upon receipt of a new assignment the UV advocate completes an initial outreach call where the advocate along with the prosecutor inform the victim of the filing decision, whether the case has already been filed, what the criminal process might look like, and provide the opportunity for the victim's wishes to be heard. The advocate will seek input from the victim on what needs they might have, and connect them to protection (e.g., protective order, shelter, etc.) as well as to services such as counseling, family custody assistance, immigration assistance, etc. If the victim is dependent on the defendant or has children, the Advocate will make referrals to partner agencies and identify resources to assist the victim with basic needs such as rent, utility bills, groceries, etc. The Advocate will maintain contact with the victim throughout the duration of the criminal justice process. The Advocate will prepare victims if they must testify, including helping them get comfortable in the courtroom.

Question 5 *

Describe the plan to assist unserved/underserved victims/survivors of crime with applying for compensation benefits through the California Victim Compensation Board.

Victim Advocates connect with the victims frequently to provide, case updates, crisis intervention, counseling support, court accompaniment, information, and support with California Victim Compensation (VCB) and Restitution. In an effort to assist the target population with applying for VCB, the advocate will provide information each time an opportunity presents itself, whether that be over an initial introductory phone call or at the tail end of the criminal justice process. The advocate will take whatever opportunity might present itself to explain the VCB process in an attempt to get the victim to submit the initial application.

Since the initial award for the UV project, our experience has been that many unserved/underserved victims are not inclined to apply for victim compensation. Victims may prefer direct cash payments and would prefer to seek civil remedies rather than go through the application process for victim compensation benefits. The application process can be burdensome for many victims who may have difficulty following up with necessary documentation, like receipts and medical bills. The layers of documentation required can seem overwhelming and require time and energy that many victims are unable to give.

Question 6 *

Describe the plan to maintain staff that are suitably equipped to execute all program components.

To maintain staff that is suitably equipped to execute all program components the project will be utilizing grant funds to pay for the advocate salary and benefits as well as training opportunities. In addition to the advocate being funded, the plan will be to continue supporting Humanidad and The Botanical Bus, a bilingual mobile herb clinic that empowers holistic health by and for Latine and Indigenous people, in an effort to make services more readily available to the target populations.

Question 7 *

Describe how cultural sensitivity training specific to the identified victim/survivor population is provided for all staff.

Culturally sensitive training has been identified and new opportunities will continue to be identified throughout, and possibly beyond, the term of this grant project. Since the initial year of this project, the Victim Services Division has been able to identify training on an as needed basis. We began training with the target populations in mind, farmworkers and Mixtecos and we have successfully completed trainings in these two target populations. The goal for year three will be to focus on Asian, Pacific Islander and local Indigenous groups (Pomo, Miwok and Wappo Tribes). Our plan to accomplish culturally sensitive trainings includes making a connection with a trusted group that represents or has a connection to the population such as Movimiento Cultural Indigena (MCUI), Asian American Pacific Islander Coalition (AAPIC) or the Sonoma County Consortium Tribes with the Indian Health Project. We have initiated relationships with these groups and look forward to working with them to provide training to all staff.

Question 8 *

Describe how volunteers are used to accomplish the goals of the Program. If volunteers are not used, provide a justification for why a volunteer waiver is needed.

Use of volunteers has historically been very difficult due to the extensive background check requirement that is in place for anyone who has access to the District Attorney's Office. During the COVID-19 pandemic, all volunteer programs were paused to minimize the number of people on site and follow safety guidelines to prevent the spread of the virus.

During this grant term, the Victim Services Division will post a formal volunteer recruitment bulletin on the District Attorney website, alongside volunteer opportunities for law clerks, and will have volunteer information at outreach events to encourage volunteer participation in our program.

Volunteers will support the program through aiding in tracking distribution of client supplies, providing outreach materials to partner organizations, and assisting with comfort dog care and handling.

The background investigation for new volunteers takes six to eight weeks, and our goal is to have volunteers in place by the end of the second quarter of the grant term.

Subrecipient Risk Assessment Form

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding.

How many years of experience does your current grant manager have managing grants?	<i>3-5 years</i>
How many years of experience does your current bookkeeper/accounting staff have managing grants?	<i><3 years</i>
How many grants does your organization currently receive?	<i>>10 grants</i>
What is the approximate total dollar amount of all grants your organization receives?	<i>\$5,790,949</i>
Are individual staff members assigned to work on multiple grants?	<i>Yes</i>
Do you use timesheets to track the time staff spend working on specific activities/projects?	<i>Yes</i>
How often does your organization have a financial audit?	<i>Annually</i>
Has your organization received any audit findings in the last three years?	<i>No</i>
Do you have a written plan to charge costs to grants?	<i>No</i>
Do you have written procurement policies?	<i>Yes</i>
Do you get multiple quotes or bids when buying items or services?	<i>Sometimes</i>
How many years do you maintain receipts, deposits, cancelled checks, invoices?	<i>>5 years</i>
Do you have procedures to monitor grant funds passed through to other entities?	<i>Yes</i>

Operational Agreements Form

Participating Agency/Organization	Date Signed	Start Date	End Date
<i>California Highway Patrol</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Cloverdale Police Department</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Cotati Police Department</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Healdsburg Police Department</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Petaluma Police Department</i>	<i>12/21/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Rohnert Park Department of Public Safety</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Santa Rosa Junior College Police Department</i>	<i>11/09/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Santa Rosa Police Department</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Sebastopol Police Department</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Sonoma County Sheriff</i>	<i>10/26/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Sonoma Police Department</i>	<i>10/26/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Sonoma State University Police Services</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Windsor Police Department</i>	<i>10/18/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>YWCA of Sonoma County</i>	<i>06/06/2022</i>	<i>07/01/2022</i>	<i>06/30/2025</i>
<i>Verity</i>	<i>10/03/2022</i>	<i>10/01/2022</i>	<i>12/31/2024</i>
<i>Catholic Charities of the Diocese of Santa Rosa</i>	<i>10/03/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Child Parent Institute</i>	<i>11/02/2022</i>	<i>01/01/2022</i>	<i>12/31/2025</i>
<i>Community Child Care Council of Sonoma County</i>	<i>10/03/2022</i>	<i>07/21/2022</i>	<i>06/30/2025</i>
<i>Community Action Partnership</i>	<i>10/07/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>
<i>Legal Aid of Sonoma County</i>	<i>10/31/2022</i>	<i>10/01/2022</i>	<i>12/31/2025</i>

Funding Source Allocation

Instructions:

- Please be sure to review page for accuracy.

Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Amount Available	Total Match Amount Required	Available Funding Total	Funding Requested	Cash Match Amount	In Kind Match Amount	Total Project Costs
2024 VCGF	2024	State	\$88,017	\$0	\$88,017	\$88,017	\$0	\$0	\$88,017
2024 VOCA	2024	Federal	\$108,889	\$0	\$108,889	\$108,889	\$0	\$0	\$108,889
			\$196,906	\$0	\$196,906	\$196,906	\$0	\$0	\$196,906

Budget Cost Categories

Cost Form Selection(s)

Personnel Costs

Volunteer Costs

Contractor/Consultant Costs

Rent Costs

Travel Costs

Equipment Costs

Financial Assistance For Client's Costs

Second-Tier Subward Costs

Audit Costs

Indirect Costs

Other Operating Costs

Match Waiver

2-159_VOCA_Match_Waiver_Request_Form.Correct Award Number.pdf

Personnel Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item, click the **ADD** button.
- To delete this Line Item, click the **DELETE** button. **WARNING: This action cannot be undone.**
- When done, click the **SAVE** button.

Personnel Costs

Budget/Project Line-Item *

Victim Witness Advocate II

Description *

1.0 FTE Victim Witness Advocate II

Provide direct services to victims/survivors, coordinate outreach efforts, strengthen data collection

Hourly

	Salary Per Month *	Number of Months *	[X]Salary	Hours of Full-Time Workweek *
	\$7,639.75	12.00		40.00

FTE *

Full-Time Equivalent in
Hours

Salary Calculation Total

1.0000

2,080

%

\$91,677

Does this position provide benefits? *

[X]Yes

No

Benefits Percentage *

58.98 %

Benefits Calculation

\$54,071

Benefits Description *

Benefits include County Retirement, FICA/Medicare, Health, Dental, Disability, Life, Vision, and Workers' Compensation Insurance

Calculation Total (Includes Benefits if provided)

\$145,748

Fund Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to support the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation		Cash Match Amount		In Kind Match Amount		Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2024 VCGF	2024	State	\$88,017	\$	\$	\$0	\$88,017	\$				
2024 VOCA	2024	Federal	\$57,731	\$	\$	\$0	\$57,731	\$			<i>Not Applicable</i>	
					\$145,748		\$0		\$0		\$0	\$145,748

Travel Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item click the **ADD** button.
- To delete this Line Item, click the **DELETE** button. **WARNING: This action cannot be undone.**
- When done, click the **SAVE** button.

Form Specific Instructions

- If you have selected that the travel will be Out of State, please be sure to complete the required Out-of-State travel Request fields.

Travel Costs

Travel Cost Type *

Mileage Costs

Budget/Project Line-Item *

Mileage - UV Advocate Outreach

Description *

Mileage for UV Advocate for outreach and meetings with partner agencies

100 Miles per month @ \$.67 per mile

In State

Out of State		Calculation Total *
Number of Miles *	Mileage Rate *	
	\$	\$804.00

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2024 VOCA	2024	Federal	\$804	\$	\$0	\$804	\$		Not Applicable
				\$804		\$0	\$0	\$0	\$804

Travel Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item click the **ADD** button.
- To delete this Line Item, click the **DELETE** button. **WARNING: This action cannot be undone.**
- When done, click the **SAVE** button.

Form Specific Instructions

- If you have selected that the travel will be Out of State, please be sure to complete the required Out-of-State travel Request fields.

Travel Costs

Travel Cost Type *

Travel

Budget/Project Line-Item *

UV Advocate Entry Level Training

Description *

Advocate training required by CalOES for assigned Victim Witness Advocate (if available)

Alternative training if unable to enroll in CalOES training:

2024 National Organization for Victim Advocacy Training

July 22-25, 2025

San Francisco, CA

Standard Registration: \$725

Hotel (4 days): \$1,088

Mileage 132 miles @ \$.67/mile: \$88.44

Parking @ \$26 per day: \$130

Bridge Toll: \$9.25

Per Diem (\$92 per day- 5 days): \$460

In State

Out of State

Staff Traveling * Travel Cost Per Staff *
\$

Calculation Total *
\$2,500.00

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
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Second-Tier Subaward Budget Category Form

Second-Tier Subawards Costs

Budget/Project Line-Item

Cultural Consciousness Training

Description

Cultural Consciousness Training to be provided to District Attorney Staff. Discussions are in progress with local agencies who are interested in partnering in this project, including Positive Images, Secure Families Collaborative, Asian and Pacific Islander Community in the North Bay, Sonoma State University and Santa Rosa Junior College Native American Studies Departments.

Calculation Total

\$1,800

Calculation Description

One-day Training fee: \$1,800

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements
2024 VOCA	2024	Federal	\$1,800	\$	\$	\$0	\$1,800	\$
			\$1,800	\$0	\$0	\$0	\$1,800	

Second-Tier Subaward Budget Category Form

Second-Tier Subawards Costs

Budget/Project Line-Item

Humanidad Therapy and Education Services

Description

Humanidad is a local non-profit multicultural community mental health agency that will provide culturally sensitive and trauma informed individual counseling to victims of crime who are immigrants.

Calculation Total

\$38,080

Calculation Description

Services of 0.38 FTE

Associate Therapist @

\$80,000 per year for a total of

\$28,000

Services of 0.12 FTE Clinical

Supervisor @ \$84,000 per year

for a total of \$10,080

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements
2024 VOCA	2024	Federal	\$38,080	\$	\$	\$0	\$38,080	\$
			\$38,080	\$0	\$0	\$0	\$38,080	

Second-Tier Subaward Budget Category Form

Second-Tier Subawards Costs

Budget/Project Line-Item

Sonoma County Office of Equity

Description

Services of 0.01 FTE (approximately 20 hours) Program Planning & Evaluation Analyst to provide training to staff from the District Attorney's Office to support anti-racist and culturally responsive service delivery to Sonoma County's immigrant communities.

Calculation Total

\$1,872

Calculation Description

*0.01 FTE @ \$187,240/year =
\$1,872*

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements
2024 VOCA	2024	Federal	\$1,872	\$	\$	\$0	\$1,872	\$
			\$1,872	\$0	\$0	\$0	\$1,872	

Other Operating Budget Category Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item click the **ADD** button.
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- When done, click the **SAVE** button.

Other Operating Costs

Budget/Project Line-Item *

Client Supplies

Description/Justification *

Client supplies including school supplies, food baskets, hats, gloves, sunscreen, victim/witness comfort items including tea, stuffed animals, etc.

Calculation Description *

School Supplies (25 sets @ \$17 each = \$425)

Backbacks (5 packs of 5 @ \$78 each = \$390)

Food Baskets (25 @ \$50 each = \$1,250)

Sun Protection Hats (25 @ \$10 each = \$250)

Work Gloves (25 @ \$5 each = \$125)

Sunscreen (100 @ \$3 each = \$300)

Tea (3 cases @ \$37 each = \$110)

Stuffed Animals (25 @ \$10 each = \$250)

Calculation Total *

\$3,100

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2024 VOCA	2024	Federal	\$3,100	\$	\$0	\$3,100	\$		Not Applicable
				\$3,100		\$0		\$0	\$3,100

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Cultural Awareness Event Supplies

Description/Justification *

Supplies for cultural awareness events for office staff:

Dia de los Muertos - Ofrenda

AAPI Heritage Month (May) - Display with cultural items and information

Pride Month (June) - Resource Table with printed materials, workbooks, resource information

Calculation Description *

Dia de los Muertos (Total \$376)

Flowers 4 @ \$20 ea = \$80

Candles (artificial) 10 @ \$3 ea= \$30

Papel Picado 2 pkgs @ \$40 ea = \$80

Table Runners 1 pkg @ \$66

Sarape 1 pkg @ \$70

Picture Frames 10 @ \$5 ea = \$50

AAPI Heritage Month (Total: \$177)

Chinese Lanterns 1 pkg @ \$25

Origami Cranes 1 pkg @ \$20

Table Covers 2 @ \$30 ea = \$60

Banner 1 @ \$12

Hibiscus Flowers 4 Pkg @ \$15 = \$60

Pride Month (Total: \$349)

Table Cloths 1 @\$35

Rainbow Flag/Banner \$34

Printed materials - Books \$100

Coloring Books \$180

Calculation Total *

\$902

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2024 VOCA	2024	Federal	\$902	\$	\$	\$0	\$902	\$	<i>Not Applicable</i>
				\$902		\$0		\$0	\$902

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Outreach Events

Description/Justification *

Registration Fees for six events. Events vary each year and may include Los Cien Behind the Lines and Annual African Soul Festival

Calculation Description *

Six events at \$50 each = \$300

Calculation Total *

\$300

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2024 VOCA	2024	Federal	\$300	\$	\$0	\$300	\$		<i>Not Applicable</i>
				\$300		\$0	\$0	\$0	\$300

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Printed Materials - Brochures

Description/Justification *

Victims Services Division Brochures (Spanish)

Marsy's Law Inserts (Spanish)

Calculation Description *

Brochures 3,000 @ .29 = \$870

Marsy's Law Inserts 3,000 @ .15 = \$450

Calculation Total *

\$1,320

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2024 VOCA	2024	Federal	\$1,320	\$	\$0	\$1,320	\$	Not Applicable	
				\$1,320		\$0	\$0	\$0	\$1,320

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Printing - Flyers

Description/Justification *

Flyers to promote outreach events

Calculation Description *

1,000 flyers @ .18 each = \$180

Calculation Total *

\$180

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2024 VOCA	2024	Federal	\$180	\$	\$0	\$180	\$	Not Applicable	
				\$180		\$0	\$0	\$0	\$180

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Training Supplies

Description/Justification *

Notebooks/workbooks

Calculation Description *

50 Notebooks/Workbooks @ \$6 each = \$300

Calculation Total *

\$300

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2024 VOCA	2024	Federal	\$300	\$	\$0	\$300	\$		<i>Not Applicable</i>
				\$300		\$0	\$0	\$0	\$300

Application Signatures Form

Assurances/Signatures

Proof of Authority/Governing Body Resolution *

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.

Standard Certification of Compliance *

By checking this box, I certify the Subrecipient will comply with the requirements of the Standard Certification of Compliance. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

Program Standard Assurance Addendum *

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

Fund Assurances *

By checking this box, I certify I have read all applicable Federal Fund Grant Subaward Assurances and the Subrecipient will comply with the requirements. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

California Public Records Act *

I understand the Grant Subaward applications are subject to the California Public Records Act, Government Code section 7920.000 et seq.

Additional information: Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

Upload California Public Records Act Exemption

Authorized Agent

Name:	<i>Joan Croft</i>	Title:	<i>Department Analyst</i>
Signature:	<i>Joan Croft</i>	Date:	<i>12/30/2024</i>