



April 15, 2024

Tatiana Lopez  
Victim Services Director  
Sonoma County - District Attorney  
600 Administration Drive, Room 212J  
Santa Rosa, CA 95403-2870

Subject:       **Grant Subaward Application Approval**  
County Victim Services Program  
Grant Subaward #: XC23 06 0490

Dear Tatiana Lopez:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$248,756, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

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

Please contact your Program Specialist , at with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

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

*MS TL*

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient: County of Sonoma 1a. UEI#: EB6LZJPCWEU3
- 2. Implementing Agency: Sonoma County District Attorney 2a. UEI#: MA5MFLZKNJR3
- 3. Implementing Agency Address: 600 Administration Drive, Room 212J Santa Rosa 95403-2870  
(Street) (City) (Zip+4)
- 4. Location of Project: Santa Rosa Sonoma 95403-2870  
(City) (County) (Zip+4)
- 5. Disaster/Program Title: XC - County Victim Services Program 6. Performance/  
Budget Period: 1/1/2024 to 12/31/2024  
(Start Date) (End Date)
- 7. Indirect Cost Rate: N/A Federally Approved ICR (if applicable): \_\_\_\_\_ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	VOCA		\$248,756					\$248,756
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$248,756	\$248,756				\$248,756

13. **Certification** - 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.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. 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.

15. **Official Authorized to Sign for Subrecipient:**

Name: Carla Rodriguez Title: District Attorney

Payment Mailing Address: 600 Administration Drive, Room 212J City: Santa Rosa Zip Code+4: 95403-2870

Signature: *Carla Rodriguez* Date: 3/21/24

16. Federal Employer ID Number: 946000539

**(FOR Cal OES USE ONLY)**

I hereby certify on my personal knowledge that budgeted funds are available for the period beginning on the date of this expenditure stated above.

Eric Swanson 4/12/2024  
(Cal OES Fiscal Officer) (Date)

Mary Rucker 4/11/2024  
(Cal OES Director or Designee) (Date)

ENY: 2023-24 Chapter: 12 SL: 18403  
 Item: 0690-102-0890 Pgm: 0385  
 FAIN #: 15POVC-23-GG-00432-ASSI 10/01/22-09/30/26  
 Fund: Federal Trust Fund AL#: 16.575  
 Program: County Victim Services Program  
 Match Req.: 20%, C/IK based on TPC-Match Waived  
 Project ID: OES23VOCA000012  
 SC: 2023-18403 Amount: \$248,756

DS  
*JH*

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

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

Governor's Office of Emergency Services  
Nancy Ward, Director  
3650 Schriever Avenue  
Mather, CA 95655  
(916) 845-8506 (phone)

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / AL#</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2023	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$153,789,867	\$147,638,272

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
County Victim Services Program (XC)
- Project Description (Please type the Project Description):

Provides one-time federal VOCA funding to each of California's 58 counties and City of Los Angeles to help fill self-identifies victim services gaps/needs.

**4. Research & Development Section:**

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



## Grant Subaward Contact Information

Grant Subaward #: ~~XC23 05 0490~~ XC23 06 0490 ag

Subrecipient: County of Sonoma

1. **Grant Subaward Director:**

Name: Tatiana Lopez Title: Victim Services Director  
Telephone #: 707-565-2822 Email Address: tatiana.lopez@sonoma-county.org  
Address/City/ Zip Code (9-digit): 600 Administration Drive, Room 212J, Santa Rosa, CA 95403-2870

2. **Financial Officer:**

Name: Shane Lewis Title: Administrative Services Officer II  
Telephone #: 707-565-3150 Email Address: shane.lewis@sonoma-county.org  
Address/City/ Zip Code (9-digit): 600 Administration Drive, Room 212J, Santa Rosa, CA 95403-2870

3. **Programmatic Point of Contact:**

Name: Tatiana Lopez Title: Victim Services Director  
Telephone #: 707-565-2822 Email Address: tatiana.lopez@sonoma-county.org  
Address/City/ Zip Code (9-digit): 600 Administration Drive, Room 212J, Santa Rosa, CA 95403-2870

4. **Financial Point of Contact:**

Name: Joan Croft Title: Department Analyst  
Telephone #: 707-565-2304 Email Address: joan.croft@sonoma-county.org  
Address/City/ Zip Code (9-digit): 600 Administration Drive, Room 212J, Santa Rosa, CA 95403-2870

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Carla Rodriguez Title: District Attorney  
Telephone #: 707-565-3098 Email Address: carla.rodriguez@sonoma-county.org  
Address/City/ Zip Code (9-digit): 600 Administration Drive, Room 212J, Santa Rosa, CA 95403-2870

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Carla Rodriguez Title: District Attorney  
Telephone #: 707-565-3098 Email Address: carla.rodriguez@sonoma-county.org  
Address/City/ Zip Code (9-digit): 600 Administration Drive, Room 212J, Santa Rosa, CA 95403-2870

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: Chris Coursey Title: Chair, Board of Supervisors  
Telephone #: 707-565-2241 Email Address: district3@sonoma-county.org  
Address/City/ Zip Code (9-digit): 575 Administration Drive, Room 100A, Santa Rosa, CA 95403-2876



### Grant Subaward Signature Authorization

Grant Subaward #: ~~XC23 05 0490~~ XC23 06 0490 ag

Subrecipient: County of Sonoma

Implementing Agency: Sonoma County District Attorney's Office

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

**Grant Subaward Director:**

Printed Name: Tatiana Lopez

Signature: 

Date: 10/30/2023

**Financial Officer:**

Printed Name: Shane Lewis

Signature: 

Date: 10/30/2023

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: 

Printed Name: Carla Rodriguez

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

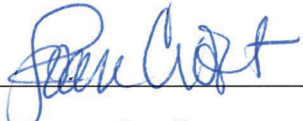
Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Signature: 

Printed Name: Joan Croft

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of Sonoma

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	County Victim Services (XC) Program	XC23 06 0490	01/01/2024 - 12/31/2024
2			
3			
4			
5			
6			

ag

I, Carla Rodriguez (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

### I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

### II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

### III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated 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 Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature: Carla Rodriguez  
Official Designee's Typed Name: Carla Rodriguez  
Official Designee's Title: District Attorney  
Date Executed: 10/19/23

**AUTHORIZED BY:**

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

- City Financial Officer
- City Manager
- Governing Board Chair
- County Financial Officer
- County Manager

Signature: M. Christina Rivera  
Typed Name: M. Christina Rivera  
Title: County Administrator  
Date Executed: 10/20/23



**Federal Fund Grant Subaward Assurances  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: County of Sonoma

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	XC-County Victim Services Program	XC23 06 0490	01/01/2024 to 12/31/2024
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 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 C.F.R. 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 \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Compliance with Restrictions on the use of Federal Funds--Prohibited and Controlled Equipment under OJP awards**

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the Subrecipient (and any Second-Tier Subrecipients) to put in place specified controls prior to using federal funds under this Grant Subaward to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP website at <https://www.ojp.gov/funding/explore/prohibited->



and-controlled-equipment (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

### **3. Compliance with General Appropriations-Law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

### **4. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2023 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2023 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that a Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

## **5. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130). Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 18 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## **6. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

## **7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-in/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

**8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

**9. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

**10. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this Grant Subaward, the Subrecipient is to contact the Cal OES for guidance.

**11. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of

federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

## **12. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT). Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

## **13. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

## **14. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **15. Encouragement of Policies to Ban Text Messaging while Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages

Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **16. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

## **17. Employment Eligibility Verification for Hiring under the Grant Subaward**

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

- 5) Nothing in this condition, including in paragraph D.2, shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

## **18. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters**

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
  - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

- 1) Subrecipients represent that:
  - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

## **19. All Grant Subawards Must Have Specific Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP website at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

## **20. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.



Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP website at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **21. Restrictions on "Lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

## **22. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

**23. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP website at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

**24. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

**25. Discrimination Findings**

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

**26. Limited English Proficiency and Compliance with Title VI and the Safe Streets Act**

Subrecipients (and any Second-Tier Subrecipients) must ensure that Limited English Proficiency persons have meaningful access to the services under this Grant Subaward. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, Subrecipients (and any Second-Tier Subrecipients) are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).

**27. VOCA Requirements**

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

**28. Federal Funding Accounting and Transparency Act (FFATA)**

Yes No

- Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?
- If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?
- If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: Award Condition: Reporting Subawards and Executive Compensation (Updated as of September 2016) | Office of Justice Programs ([ojp.gov](http://ojp.gov)).

**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: Carla Rodriguez

Official Designee's Typed Name: Carla Rodriguez

Official Designee's Title: District Attorney

Date Executed: 3/21/24



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Sonoma County</b>	<b>Grant Subaward #: <del>XC23 05 0490</del></b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>23 VOCA</b>	<b>Total Amount Allocated</b>
Homeless Outreach Coordinator		
Earnings \$71,588/year 1.0 FTE	\$71,588	\$71,588
Benefits 10% of salary 1.0 FTE Benefits include County Retirement,  FICA/Medicare, Health, Dental, Disability, Life, Vision, Unemployment, and Workers' Compensation Insurance	\$7,159	\$7,159
<b>Personnel Costs Fund Source Totals</b>	\$78,747	\$78,747
<b>PERSONNEL COSTS CATEGORY TOTAL</b>		\$78,747

XC23 06 0490 *ag*

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**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Sonoma County	Grant Subaward #: <sup>XC23 06 0490</sup> <del>XC23 05 0490</del>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>23 VOCA</b>	<b>Total Amount Allocated</b>
Second-Tier Subawards		
VOICES - Case Manager \$58,800/year Earnings: 0.875 FTE Benefits: 10% of salary	\$51,450 \$5,145	\$51,450 \$5,145
VOICES Case Manager Cell Phone 12 months @ \$30/month	\$360	\$360
VOICES Case Manager Mileage Driving to appointments, DMV, Court, Outreach, etc. 50 miles/month @0.655/mile	\$393	\$393
Verity - Outreach Worker \$54,000/year Earnings 1.0 FTE	\$54,000	\$54,000
Verity Outreach Worker Cell Phone 12 months @ \$30/month	\$360	\$360
Ruthless Kindness-Outreach Worker \$57,200/year Earnings: 0.60 FTE	\$34,320	\$34,320
The Living Room Housing Case Manager \$43,333/year Earnings @ 0.15 FTE	\$6,500	\$6,500
Operating Costs Fund Source Totals	\$152,528	\$152,528
<b>OPERATING COSTS CATEGORY TOTAL</b>		\$152,528

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**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Sonoma County</b>	<b>Grant Subaward #:</b> <small>XC23 06 0490</small> <del>XC23 05 0490</del>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>23 VOCA</b>	<b>Total Amount Allocated</b>
Gap Housing including housing, food services, cleaning fees, utilities	\$8,568	\$8,568
Uniform for The Living Room staff	\$150	\$150
Housing Vouchers 76 vouchers @ \$190/voucher (Charging less) AG	\$7,000	\$7,000
Housing Supplies Blankets, soap, etc.	\$741	\$741
Outreach Registration Fees		
5 events @ \$60 per event	\$300	\$300
Outreach Materials		
5 events @ \$50 per event	\$250	\$250
Travel @ 0.655/mile		
Coordinator - 30 miles/month	\$236	\$236
Outreach Workers-30 miles/month	\$236	\$236
<b>Operating Costs Fund Source page 2</b>	<b>\$17,481</b>	<b>\$17,481</b>
<b>Operating Costs Fund Source page 1</b>	<b>\$152,528</b>	<b>\$152,528</b>
<b>Operating Costs Fund Source Totals</b>	<b>\$170,009</b>	<b>\$170,009</b>
<b>OPERATING COSTS CATEGORY TOTAL</b> *		<b>\$170,009</b>

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**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Sonoma County</b>	<b>Grant Subaward #:</b> <sup>XC23 06 0490</sup> <del>XC23 05 0490</del>	
<b>C. Equipment Costs</b> - Line-item description and calculation	<b>23 VOCA</b>	<b>Total Amount Allocated</b>
no equipment requested		
Equipment Costs Fund Source Totals		
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>		

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<b>Grant Subaward Totals</b> - Totals must match the Grant Subaward Face Sheet	<b>23 VOCA</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	<b>\$248,756</b>	<b>\$248,756</b>

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## Budget Summary Report

**XC23 County Victim Services Program**

**Subaward#: XC23 06 0490**

**Sonoma County**

**Subaward Period: 01/01/24 - 12/31/24**

County Victim Services Program

**Latest Request:**

**A Personnel Services - Salaries/Employee Benefits**

<u>F/S/L</u>	<u>Funding Source</u>	<b>Budget Amount</b>	<b>Paid/Expended</b>	<b>Balance</b>	<b>Pending</b>	<b>Pending Balance</b>
F	23VOCA	78,747	0	78,747	0	78,747
<b>Total A Personnel Services - Salaries/Employee Benefits</b>		<b>78,747</b>	<b>0</b>	<b>78,747</b>	<b>0</b>	<b>78,747</b>

**B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	<b>Budget Amount</b>	<b>Paid/Expended</b>	<b>Balance</b>	<b>Pending</b>	<b>Pending Balance</b>
F	23VOCA	170,009	0	170,009	0	170,009
<b>Total B. Operating Expenses</b>		<b>170,009</b>	<b>0</b>	<b>170,009</b>	<b>0</b>	<b>170,009</b>

**C. Equipment**

<u>F/S/L</u>	<u>Funding Source</u>	<b>Budget Amount</b>	<b>Paid/Expended</b>	<b>Balance</b>	<b>Pending</b>	<b>Pending Balance</b>
F	23VOCA	0	0	0	0	0
<b>Total C. Equipment</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<u>F/S/L</u>	<u>Funding Source</u>	<b>Budget Amount</b>	<b>Paid/Expended</b>	<b>Balance</b>	<b>Pending</b>	<b>Pending Balance</b>
<b>Total</b>						



# Budget Summary Report

**XC23 County Victim Services Program**

**Subaward#: XC23 06 0490**

**Sonoma County**

**Subaward Period: 01/01/24 - 12/31/24**

County Victim Services Program

**Latest Request:**

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	0	0	0	0	0
<b>Total Funded:</b>	248,756	0	248,756	0	248,756
<b>Total Project Cost:</b>	248,756	0	248,756	0	248,756



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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### **A. How the line items support the objectives and activities**

The budget includes \$78,747 in Personnel expenses. Personnel expenses include \$71,588 in salary and \$7,159 in benefits for a 1.0 FTE Homeless Outreach Coordinator (Administrative Aide), Extra Help employee, who will provide direct services to assist homeless victims of crime find shelter and services, build strong inter-agency collaboration, strengthen data collection, provide systems analysis that can refine service strategies, build community awareness, and identify new resources to provide to clients.

The County of Sonoma benefit package for Extra Help employees includes FICA / Medicare, Health Insurance, Dental Insurance, Vision Insurance, Employee Assistance Program, Deferred Compensation, and Workers' Compensation Insurance.

The budget also includes \$170,009 in Operating Expenses associated with implementing the proposed plan. Operating expenses include four Second-Tier Subawards: 1) \$54,000 to Verity for a 1.0 FTE Outreach Worker to assist victims of crime who are homeless; 2) \$15,218 to The Living Room who will a) provide the services of 0.15 Housing Case Manager who works at their Life Center, a hub for services that allows individuals to be connected to local partners, food, and transitional housing programs, and b) provide gap housing for stays from one



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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night up to six weeks, covering costs of a weekly pantry food bag, utilities, supplies, and cleaning upon exiting; 3) \$57,348 to VOICES will provide comprehensive case management to 18-24 year-old victims of crime by connecting them to resources and supporting them with one-on-one coaching. 4) \$34,320 for an outreach worker from Ruthless Kindness, a mobile veterinary nonprofit serving victims of violence and their pets, will provide additional avenues of outreach with their mobile clinic, providing the opportunity to connect with those who may not initially seek services for themselves, but connect through seeking services for their pet.

The remaining operating costs include client services for emergency housing and supplies, outreach, a cell phone allowance for Verity's full-time Outreach Worker, and mileage for outreach workers.

### **B. How funds minimize administrative costs and support direct services**

Allocations requested will be used to fund direct services as the priority for the program. The grant award will be dedicated to employee salaries, benefits, and operating expenses to include services of participating staff who are not employed by this applicant. No indirect costs are requested. The project budget supports three contracted Outreach Workers to provide outreach and link crime victims to services. Outreach includes visits to sites where homeless individuals



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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congregate to identify and serve homeless victims of crime that may have disabling conditions. The contracted Housing Case Manager will provide assistance to homeless victims of crime with housing navigation, assistance completing applications, and job-seeking support. A full-time Homeless Outreach Coordinator provides support for the Outreach Workers as well as supporting the broader Victim Services Steering Committee (VSSC) initiative, including data collection.

### **C. How shared costs are allocated.**

The budget does not include shared costs.

### **D. How staff duties and time support the objectives and activities.**

All grant-funded staff duties and time commitments directly support the proposed objectives and activities of the VSSC plan. The 1.0 FTE Homeless Outreach Coordinator is fully dedicated to this grant, providing direct services to victims/survivors who are homeless, including accessing shelter or housing, coordinating outreach and education efforts, and continuing to build relationships with other service providers. Second-tier subaward funded positions will also support proposed objectives and activities: the fulltime Verity Outreach worker, the 0.875 FTE VOICES Case Manager, the 0.60 FTE Ruthless



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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Kindness Outreach worker, and the 0.15 FTE Housing Case Manager.

### **E. Necessity for subcontracts and unusual costs.**

The contracts for service provider expenses requested in this budget focus on the direct services that are provided by Verity, VOICES, Ruthless Kindness, and The Living Room. Existing contracts are in the process of being extend and the initial contract is being developed with our new partners, VOICES and Ruthless Kindness. No unusual expenditures are requested.

### **F. Need for mid-year salary range adjustments.**

The budget does not include mid-year salary range adjustments.



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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### Problem Statement

Sonoma County, located on the northern coast of California, comprises nearly 16,000 square miles of land and water. Sonoma County ranges from very small coastal rural communities to the increasingly urban City of Santa Rosa where the majority of the population resides and works. Despite the attractive quality of life, the shift from a somewhat rural community to an urban community has presented challenges in addressing crime trends in this County. Today the population is estimated to be over 500,000 Sonoma County residents. The majority of new residents, 69%, live within the boundaries of Sonoma County's nine cities. The City of Santa Rosa is the county seat and has led this growth in total population, adding 15,841 residents, over ten years to attain its current population of 176,938.

Victim Services has been part of the District Attorney's Office since 2002 and is based at the Sonoma County Hall of Justice (HOJ). The Homeless Outreach Team formed in 2016 with funding from the original XC grant and is housed at the Family Justice Center Sonoma County (FJCSC), which is walking distance from the HOJ. The Homeless Outreach Team provides direct outreach to homeless victims of crime focusing on those experiencing disabling mental,



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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emotional, and physical conditions. Outreach workers resolve immediate needs for support, engage individuals in a vulnerability assessment, and link victims to ongoing, comprehensive care as well as to prosecution and restitution. The project seeks to coordinate care to homeless victims of crime throughout Sonoma County and to broaden community understanding of the scope and nature of crimes against the homeless. This team is comprised of a coordinator from Victim Services and four outreach workers, one each community base agency; Verity, The Living Room, Ruthless Kindness and VOICES. In the past year our outreach advocate partners have shifted as a previous partner, Catholic Charities, stepped back from the grant to handle their own organizational capacity concerns. This change has resulted in program staff actively spending time networking with various community-based organizations to assist the Homeless Outreach Team in filling any gaps in service. Our goal for the upcoming year will be to fill the gaps created with the loss of other funding sources; assist all victims of crime, from young teens to older adults, who are homeless or at risk of becoming homeless as a result of a victimization.

Verity strives to eliminate all forms of violence in Sonoma County, with a special focus on sexual assault and abuse. Verity facilitates healing and promotes the prevention of violence by providing counseling, advocacy,



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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intervention, and education in our community. They have a 24-hour hotline, support groups, and assist victims of human trafficking. The Living Room, provides services to homeless women and children who are experiencing homelessness or may be at risk of becoming homeless. A provider of services in our community for the past 29 years, The Living Room holds two sites, one for residential and administrative services, and the Life Center, a hub for services during regular business hours that allows individuals to be connected to local partners, food, and transitional housing programs. The Living Room seeks to increase services where gaps have been identified. The partnership with The Living Room has allowed victims to benefit from Gap Housing. While there is a set exit date from The Living Room's housing options, which would coincide with the victim securing a longer term or permanent housing situation. While in their program, which could last one night or up to six weeks, victims have the opportunity to catch a respite, focus on their job, and receive immediate housing support and food. In addition, victims can interview with the Living Room staff for their transitional housing program for up to a one year stay.

Due to the increase in crime relating to young children, the need for services continues to grow. While there are agencies that focus on childrens' services, there is limited coordination efforts between agencies and





## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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government. The existing services are inadequate to meet the needs without an integrated effort by Community Based Organizations to collaborate with government agencies. There is no process to ensure that all dependent homeless youth have access to services.

### **Plan**

In an innovative approach, Victim Services and VOICES are joining in partnership to continue working on a more comprehensive approach at serving young victims of crime at risk being homeless or aging out of the foster system. VOICES Sonoma County has been a resource for over 12 years. It offers kids and young adults, who are living on the street or coming out of foster care, a safe place to get connected to food, shelter, clothing, and services available through various partnership like SAY, Our Village Closet and TLC, among others.

VOICES runs a peer-lead program in which a one of-a kind Youth Engagement Model is implemented. VOICES' comprehensive case management is designed to prepare 18–24 year-old youth for emancipation by connecting them to resources and supporting them with one-on-one coaching. Together, the Case Managers and youth complete an assessment of the youth's needs and identify local resources to meet these needs. The Case Managers



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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and youth identify permanent connections with supportive adults, work to create one unified emancipation plan and work in partnership to progress towards the youth's goals. Case Managers ensure the youth accesses core education, career development, health and safety, mentoring, daily living skills, financial resources, housing information, and social connections. VOICES Case Managers work with youth at VOICES as well as at multiple group homes, a variety of Sonoma County schools, Petaluma Family Life Center, SAY Dream Center, Valley of the Moon Children's Home, and Sonoma County Juvenile Hall.

VOICES Youth Advocates provide exceptionally effective support to their peers while guiding the evolving vision of the VOICES Center, training social service agencies in how to best support young people, and advocating as a voice for youth the community. With their "by any means" mindset towards case management and coaching, Advocates, all of whom have lived experience with homelessness, foster care, and/or juvenile justice systems, are uniquely equipped to motivate young people and connect them to resources. A goal of the new partnership is to provide gap housing to victims of crime. After the immediate shelter situation has been met via hotel stays, female victims will be connected to services through The Living Room. The goal will be to reduce the



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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possibility of female victims feeling like they have no viable options after the initial crisis situation.

The population we serve, namely Sonoma County families and individuals who are victims of crime experiencing homelessness, have also endured collective, community trauma due to the pandemic and fires. The County's resources overall were down during shelter in place and many teams were unable to do outreach in the field. Additionally, shelter bed spaces available in the county are severely limited in comparison to the need for those experiencing homelessness. During the past year, local shelter capacity has varied and not reached pre-pandemic levels despite a rise in the number of homeless individuals and families. To compound this issue, many agencies have struggled with chronically low staffing which impacts service delivery and availability. The Homeless Outreach team has had to adjust to the ever-changing dynamics of the local resource network. For clients with transportation issues, this led to a gap or barrier. The virtual world unfortunately created unprecedented challenges when working with such a vulnerable population. On top of that, local need for mental health services has required individuals to get on waitlists that can be a yearlong, which is not ideal for someone actively in a crisis.



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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Connecting with our service population after lockdowns have been lifted has proven to be difficult. Outreach protocol has changed to adjust for remaining COVID-19 precautions, and events or drop-in times have not been able to reach the same level of attendance that they did pre-pandemic. Due to this, the team has had to adapt and prioritize networking even more to develop relationships for referrals and connections to services. Outreach events are not as regular as they previously were, reaching individuals to learn about services has served as a challenge. As homelessness and certain crimes such as domestic violence and hate crimes have been on the rise, many community partners have turned to the Homeless Outreach Team as a critical asset in assisting these individuals.

The anticipated impact of this funding will focus on salary and benefits to the five staff members working under this grant. Additional funds will go towards mileage, short-term motel stays, gap housing, and food vouchers. This will allow the team to continue efforts that have already been established in the community and address gaps and needs for victims of crime. The need this program addresses holds a high value with victims and community partners



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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since other programs offering similar benefits impose higher barriers or requirements.

To address the need for an additional advocate, the Homeless Outreach Team is working to hire a new part-time advocate through community-based agency Ruthless Kindness who is the mobile veterinary nonprofit serving victims of violence and their pets. Not only will this expansion to the team provide additional supportive services to victims, it will allow for more avenues of outreach through their mobile clinic outreach events throughout the county, opening the door to connect with those who may not initially seek services for themselves, but get connected through seeking services for their pet.

The Office of the District Attorney's Victim Services Division will continue to administer the XC Grant Subaward and act as the single point of contact for the grant. A process has been established between the Victim Services Director, grant analyst, and the accounting department to approve and pay invoices monthly to the three partners.

To continue expanding services throughout the county, the plan includes utilizing partner spaces and outreach opportunities that will become an



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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extension of the District Attorney's Victim Services Division. By providing trainings to The Living Room Life Center staff and The Living Room Housing advocate on the Homeless Outreach team about what services the District Attorney's Office can provide victims, as well as victims' rights and resources, these partner sites are able to assist in navigating victims to the proper resource channels.

Additionally, Homeless Outreach Staff stationed at the Family Justice Center act as a point of contact for Coordinated Entry Intakes which allows victims to access countywide housing opportunities. By being an access site for this system, staff participates in weekly case-conferencing calls with homeless service providers throughout the county. Not only does this continue to include this program into the greater coordination of care in our community, it allows for continued networking and wraparound support for each victim. This system has allowed for victim services to participate in a larger effort to include victims of domestic violence into the homeless data reporting system while allowing them to still remain anonymous and confidential in the system.

While the recent partnership addition of The Living Room allowed for access to gap and transitional housing for victims, the need for shelter still remains one of the largest issues in the county. The Homeless Outreach Team



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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continues to work at identifying different organizations, resources, and creative opportunities to meet the shelter and housing needs of victims. This includes strengthening our relationship with other county programs that offer forms of shelter including the Housing Support Program through CalWorks, as well as the local Housing Authority. For short term solutions to this issue, the program has agreed going forward to provide additional hotel nights for particular victims when there is no other option and safety is a concern.

Ongoing objectives and activities for the grant include:

- Continue to contact new crime victims to provide advocacy, resources, and housing assistance
- Increase Coordinated Entry enrollment by ten percent and maintain active status for all enrolled through the program
- Increase follow-up to clients through case management and continue to track data and trends for services provided
- Continue to provide community outreach and education presentations focused on reaching underserved victim populations
- Enhance emergency assistance by providing clothing, toiletries, and first aid supplies



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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- Purchase and distribute fuel, bus, and ride share gift cards for transportation needs
- Offer short-term motel stay as needed for clients
- Increase outreach efforts to Transitional Aged Youth (TAY) by five percent
- Increase referrals from health care providers by offering trainings
- Maintain participation in community workgroups for economic justice to provide victims with long term solutions, including a local homeless employment program

Since the implementation of COVID-19 pandemic restrictions, our office has not pursued volunteers to assist our efforts at this time. In lieu of securing volunteers, our efforts have focused on reconnecting and strengthening relationships in the community, especially to reflect the need we have seen through our services. This has included strengthening our relationships with Communique Interpreter Services, Humanidad, and La Luz to assist the increased number of monolingual Spanish and American Sign Language speaking clients that are being served by the Homeless Outreach Team.





## Grant Subaward Programmatic Narrative

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Subrecipient: County of Sonoma

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The Victim Services Division collaborates with other county departments, law enforcement, and community agencies. Victim Services Operational Agreements are in place. We have excellent working relationships with these agencies providing training and collaborating on numerous outreach events. The Victim Services Director and staff are part of many multi-disciplinary Teams including the Family Violence Prevention Council, Human Trafficking Task Force, Redwood Children Center Multidisciplinary Team (MDT) meeting, Elder Abuse MDT meeting, Elder Protection Workgroup, Homeless Employment Workgroup, and the Domestic Violence Death Review.

Homeless Outreach Team staff are consistently provided with opportunities for continued training and education focusing on topics such as Trauma Informed Services, Serving Victims with Disabilities, Harm Reduction, Fair Housing, and Cultural Competencies specifically with Tribal Engagement. Given the diverse population that is served through the outreach team, the team prioritizes trainings that reflect the latest knowledge and understanding of the current diversity, equity, and inclusion standards.



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0490

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Subrecipient: County of Sonoma

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### Multiple Field Offices:

#### **Office of the District Attorney**

600 Administration Dr. Rm. 212J

Santa Rosa, CA 95403

(707) 565-8250

Victim Services Staff = 14

Supervisor: Tatiana Lopez

(707) 565-2822

#### **Family Justice Center Sonoma County**

2755 Mendocino Ave. Suite 100

Santa Rosa, CA 95403

(707) 565-8255

Victim Services Staff = 3

#### **After hour's emergency contact:**

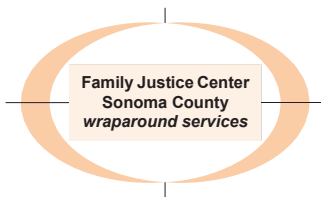
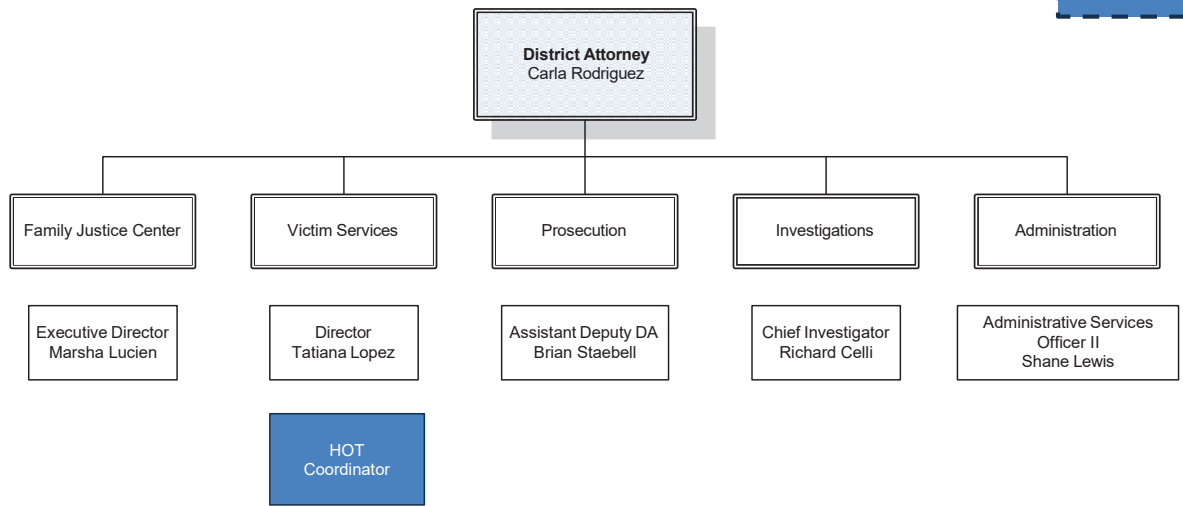
Tatiana Lopez, Victim Service Director (707) 326-5474



COUNTY OF SONOMA  
**OFFICE OF THE DISTRICT ATTORNEY**  
*ORGANIZATION CHART*

County Victim Services (XC) Program

Grant-funded position





## Volunteer Waiver Request

Grant Subaward #: ~~XC23 05 0490~~ XC23 06 0490 ag

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Subrecipient: County of Sonoma

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### Justification:

In an effort to provide a safe workplace during the COVID-19 pandemic, precautions have been in place to limit the number of people on-site, and volunteers have not been allowed in the office as a result. Due to surges in the number of cases of COVID-19 in the community, as well as within the workplaces surrounding the District Attorney's Office and the Court, those limitations remain in place.

The hiring process for volunteers in the District Attorney's Office includes a thorough background check which is very time consuming and intimidating to undergo for an unpaid position, making the recruitment of volunteers very difficult.

### Cal OES Approval

Approved       Denied

Anna Gastelum      03/21/24  
Program Specialist Signature      Date

Approved       Denied

Cindy Berta      3/26/24  
Unit Chief Signature      Date



## Operational Agreement Summary

Grant Subaward #: ~~XC23 05 0490~~ XC23 06 0490

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Subrecipient: County of Sonoma

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. California Highway Patrol	10/18/2022	10/01/22 to 12/31/25
2. Cloverdale Police Department	10/18/2022	10/01/22 to 12/31/25
3. Cotati Police Department	10/18/2022	10/01/22 to 12/31/25
4. Healdsburg Police Department	10/18/2022	10/01/22 to 12/31/25
5. Petaluma Police Department	12/21/2022	10/01/22 to 12/31/25
6. Rohnert Park Department of Public Safety	10/18/2022	10/01/22 to 12/31/25
7. Santa Rosa Junior College Police Department	11/09/2022	10/01/22 to 12/31/25
8. Santa Rosa Police Department	10/18/2022	10/01/22 to 12/31/25
9. Sebastopol Police Department	10/18/2022	10/01/22 to 12/31/25
10. Sonoma County Sheriff's Office	10/26/2022	10/01/22 to 12/31/25
11. Sonoma Police Department	10/18/2022	10/01/22 to 12/31/25
12. Sonoma State University Police Services	10/18/2022	10/01/22 to 12/31/25
13. Windsor Police Department	10/18/2022	10/01/22 to 12/31/25
14. California Human Development	10/03/2022	10/01/22 to 12/31/25
15. Catholic Charities of the Diocese of Santa Rosa	01/26/2022	01/01/22 to 12/31/25
16. Child Parent Institute	11/02/2022	10/01/22 to 12/31/25
17. Community Child Care Council of Sonoma County	10/03/2022	10/01/22 to 12/31/25
18. Council on Aging	10/25/2023	10/01/23 to 12/31/25
19. Kaiser Permanente	11/03/2022	10/01/22 to 12/31/25
20. Legal Aid of Sonoma County	10/31/2022	10/01/22 to 12/31/25



## Operational Agreement Summary

Grant Subaward #: ~~XC22 05 0490~~ XC23 06 0490 ag

Subrecipient: County of Sonoma

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. YWCA of Sonoma County	10/03/2022	07/01/22 to 06/30/25
2. Sonoma County Office of Education	01/03/2022	10/01/22 to 12/31/25
3. Sonoma County Human Services Department	10/04/2022	10/01/22 to 12/31/25
4. Sonoma County Probation Department	10/18/2022	10/01/22 to 12/31/25
5. St. Joseph's Northern California	06/01/2022	07/01/22 to 06/30/24
6. Verity	10/03/2022	10/01/22 to 12/31/25
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____



## Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Match Waiver Request Form

Cal OES Subrecipients may request a partial or full match waiver for Victim of Crime Act (VOCA) Victim Assistance Formula Grant Program funds. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. Cal OES Grant Subaward Number: XC23 ~~05-0490~~ *06 0490* OS
2. Subrecipient's Name: County of Sonoma
3. Grant Subaward Performance Period 01/01/2024 through 12/31/2024
4. VOCA Fund Source #1: 23VOCA  
 VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 248,756  
 Amount of Match Proposed (post approved Match Waiver): \$ 0
5. VOCA Fund Source #2 (if applicable): Select  
 VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 0  
 Amount of Match Proposed (post approved Match Waiver): \$ 0

6. Briefly summarize the services provided:

In an effort to provide a safe workplace during the COVID-19 pandemic, precautions have been in place to limit the number of people on-site, and volunteers have not been allowed in the office as a result. Due to surges in the number of cases of COVID-19 in the community, as well as within the workplaces surrounding the District Attorney's Office and the Court, those limitations remain in place. The hiring process for volunteers in the District Attorney's Office includes a thorough background check which is very time consuming and intimidating to undergo for an unpaid position, making the recruitment of volunteers very difficult.

7. Describe practical/logistical obstacles and/or local resource constraints to providing match:

The County of Sonoma has struggled with revenue for the past five years. After attempts to rebuild the revenue shortfall from the 2017 and 2019 firestorms, the COVID-19 pandemic hit, then winter storms and flooding lead to yet another active local emergency declaration on January 3, 2023. In the last year, storm damage recovery was estimated at \$11 million and this does not account for the loss of lives, wages, housing, etc. In addition, KI grant funding that was utilized for outreach and services to Foster Youth expires at the end of 2023, requiring the use of general funds to continue this work to the extent possible to provide support for this marginalized group.

Approved

Cindy Berta

*Cindy Berta*

11/2/23

Denied

Unit Chief Name

Unit Chief Signature

Date

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

<b>Subrecipient:</b> County of Sonoma	<b>UEI #</b> EB6LZJPCWEU3	<b>FIPS #:</b> 097-00000 <i>ag</i>
<b>Grant Disaster/Program Title:</b> County Victim Services Program		
<b>Performance Period:</b> 01/01/24 to 12/31/24	<b>Subaward Amount Requested:</b> \$ 248,756	
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	3-5 year <input type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 year <input type="checkbox"/>
3. How many grants does your organization currently receive?	>10 gr <input type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 6,063,375
5. Are individual staff members assigned to work on multiple grants?	Yes <input type="checkbox"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input type="checkbox"/>
7. How often does your organization have a financial audit?	Annual <input type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	No <input type="checkbox"/>
9. Do you have a written plan to charge costs to grants?	No <input type="checkbox"/>
10. Do you have written procurement policies?	Yes <input type="checkbox"/>
11. Do you get multiple quotes or bids when buying items or services?	Sometim <input type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 year <input type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input type="checkbox"/>

**Certification:** This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

<b>Signature: (Authorized Agent)</b> <i>Carla Rodriguez</i>	<b>Date:</b> <i>10/30/23</i>
<b>Print Name and Title:</b> Carla Rodriguez	<b>Phone Number:</b> 707-565-3098

Cal OES Staff Only: SUBAWARD # XC23060490 *CB*





## Grant Subaward Service Area Information

Grant Subaward #: ~~XC22-05-0490~~ XC2306 0490 ag

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Subrecipient: County of Sonoma

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1. County or Counties Served:  
Sonoma County

County where principal office is located: Sonoma County

2. U.S. Congressional District(s) Served:  
Districts 2 and 5

U.S. Congressional District where principal office is located: District 5

3. State Assembly District(s) Served:  
Districts 2, 4, and 10

State Assembly District where principal office is located: District 2

4. State Senate District(s) Served:  
District 2 and 3

State Senate District where principal office is located: District 2

5. Population of Service Area: 485,887 (U.S. Census Bureau, Population Estimate July 1, 2021)