



Messages

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Sender	Recipient	Subject	Document Name	Status	Sent	
Grant System	Joan Croft	Notification of Application Approval	VW24032301	Read	10/16/2024 3:45:01 PM	
Grant System	Joan Croft	Successful Submission of Application	VW24032301	Read	9/25/2024 2:35:00 PM	

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Notification of Application Approval

10/16/2024 3:45 PM

To: Joan Croft, Carla Rodriguez, Tatiana Lopez

GRANT SUBAWARD APPLICATION APPROVAL

Program: Template Instance Name)
Grant Subaward #: VW24032301

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application. The full Grant Subaward can be viewed or downloaded in Grants Central. **You may request payment for eligible Grant Subaward expenditures incurred during the Grant Subaward performance period/period of performance.**

Please contact your Cal OES Program Analyst, through Grants Central

Document Status History

Status	Date/Time	Person	Notes
Application in Progress	7/17/2024 11:46:46 AM	Joan Croft	
Application Submitted	9/25/2024 2:34:13 PM	Joan Croft	
Application in Review	9/25/2024 2:34:13 PM	Joan Croft	
Application Revisions	9/26/2024 7:59:36 PM	Tosha Enos	
Application Submitted	9/30/2024 2:37:34 PM	Carla Rodriguez	
Application in Review	9/30/2024 2:37:34 PM	Carla Rodriguez	
Approval Pending	9/30/2024 4:11:19 PM	Tosha Enos	
Financial Ops Review	9/30/2024 4:52:43 PM	Susan Grace	
Fiscal Officer Signature	10/1/2024 12:08:22 PM	Glen Osterhage	
Director Designee Signature	10/14/2024 9:50:16 AM	Mary Rucker	
Grant Subaward Executed	10/16/2024 3:44:14 PM	Eric Swanson	Signature
Grant Subaward Executed	10/23/2024 10:51:55 AM	Lilibeth Bloom	
Grant Subaward Executed	12/20/2024 10:49:06 AM	Shane McKillop	
Grant Subaward Executed	12/20/2024 4:14:44 PM	Leigh Bills	FFATA C Script Error

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

This Grant Subaward Face Sheet summarizes the Grant Subaward for **VW24032301**

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:** Victim/Witness Assistance - VW24
- 5. **Grant Subaward Performance Period/Period of Performance:** 10/1/2024 to 9/30/2025
- 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	\$303,295		\$303,295	\$0	\$0	\$0	\$303,295
2024	2024 VOCA		\$359,263	\$359,263	\$0	\$0	\$0	\$359,263
2024	2024 VWA0	\$66,385		\$66,385	\$0	\$0	\$0	\$66,385
	Total Project Cost	\$369,680	\$359,263	\$728,943	\$0	\$0	\$0	\$728,943

Authorized Agent

Federal Employer Identification #: 94-6000539

<u>Carla Rodriguez</u> Name	<u>District Attorney</u> Title	<u>Carla Rodriguez</u> Signature	<u>9/30/2024</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>10/14/2024</u> Date	<u>Eric Swanson</u> Cal OES Director or Designee	<u>10/16/2024</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 maintain Centers in each of California's 58 counties to provide comprehensive services to victims/survivors and witnesses of domestic violence, sexual assault, and human trafficking.

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

This Grant Subaward Face Sheet summarizes the Grant Subaward for **VW24032301**

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.

	2024 VCGF	2024 VOCA	2024 VWA0
State/Federal	State	Federal	State
ENY	2024	2024	2024
Chapter #	35	22	22
Service Location	14030	18404	14300
Item #	0690-105-0001	0690-102-0890	0690-101-0903
State Budget Program #	452	451	101
FAIN	N/A	15POVC-24-GG-00612-ASSI	N/A
Performance Period	07/01/24 - 06/30/27	10/01/23 - 09/30/27	07/01/24 - 06/30/27
State Budget Fund	State General Fund	Federal Trust Fund	State Penalty Fund
Assistance Listing	N/A	16.575	N/A
Program	Victim/Witness Assistance - VW24	Victim/Witness Assistance - VW24	Victim/Witness Assistance - VW24
Mach Required	No	Yes	No
Project ID	OES24VCGFSUPP00	OES24VOCA000012	OES24VWA000000
Amount	\$303,295	\$359,263	\$66,385
Speed Chart	2024-14030	2024-18404	2024-14300
Grantor	N/A	Office for Victims of Crime	N/A
Federal Award Date	N/A	09/05/2024	N/A
Research & Development Program	N/A	No	N/A

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</i>	State:	<i>California</i>
Address:	<i>600 Administration Drive, Room 212J</i>		
City:	<i>Santa Rosa</i>	Zip Code:	<i>95403-2870</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</i>	State:	<i>California</i>
Address:	<i>600 Administration Drive, Room 212J</i>		
City:	<i>Santa Rosa</i>	Zip Code:	<i>95403-2870</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>		
City:	<i>Santa Rosa</i>	Zip Code:	<i>95403-2870</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>		
City:	<i>Santa Rosa</i>	Zip Code:	<i>95403-2870</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>		
City:	<i>Santa Rosa</i>	Zip Code:	<i>95403-2870</i>

Grant Subaward Authorized Agent

Carla Rodriguez

Application Information Form

Program:

Victim/Witness Assistance - VW24

Grant Subaward Performance Period:

10/01/2024 to *09/30/2025*

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

Programmatic Narrative Form

Narrative Questions/Responses

Question 1

Briefly describe the plan to provide all mandatory services outlined in the VW Supplemental Program Components and indicate any significant changes to your Program for the 2024-25 Grant Subaward performance period.

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 the prosecutors to ensure the victim(s) or their family are connected and informed about their rights. The Sonoma County District Attorney's Office receives 1,300 crime reports every month from 13 local Law Enforcement agencies. When a victim is listed in a crime report, an advocate is assigned to the case. When an advocate receives a new case assignment, they complete an initial outreach call; during this call, the advocate, along with the prosecutor, informs the victim of the filing decision and, if the case is filed, what the criminal process might look like and provide the opportunity for the victim's wishes to be heard.

To ensure that all mandatory services are provided, victim advocates work with the victims, their families, local law enforcement, and prosecutors collaboratively. 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. The Restitution Specialists are an integral part of the District Attorney team and ensure victim's rights and that losses are attempted to be collected once the case has reached the end stage of the criminal justice process.

Mandated services provided by the advocate include in-person or telephone contact with a victim or witness as soon as possible after notification of the incident is received. Upon contact, the advocate will provide referrals to local agencies for crisis counseling as well as emergency needs including food, shelter, clothing, and transportation, when needed.

The advocates also assist victims with compensation through the California Victim Compensation Board by notifying victims of the availability of the benefits, assisting with application forms and necessary documentation to support the claim, and providing updates as to the status of the claim, when available.

Escort to court and support during court appearances is also provided by the victim witness advocate, in addition to providing orientation to the criminal justice system and information regarding case status and future court dates.

Question 2

This section is for additional space to answer Question 1.

Victim Services can provide emergency assistance when appropriate and approved by the prosecutor. The Division more recently has been able to provide cell phones, emergency food vouchers or hotel stays for victims who need that type of support.

The Victim Services team completes 10-20 community outreach presentations and outreach events a year. Advocates are involved in community events to provide preventative education to our community members and partners. As part of our collaborative efforts, Victim Services is part of various collective meetings such as Sonoma County Office of Education Crisis Response Team, Human Trafficking Task Force, and the Family Violence Preventions Council, to name a few. Victim Advocates and the Director work consistently to make sure connections with various community agencies and its members are kept and maintained; more recently, we have made a connection with the Asian American Pacific Islander Coalition of the North Bay (AAPIC).

Question 3

Briefly describe the optional services listed in the VW Supplemental Program Components that your VW Center provides to victims/survivors.

The Victim Services advocates can provide optional services upon the victim's request. Of the optional services that advocates provide include employer or creditor intervention, whether that be in a letter or phone call; witness notification and updates, assistance and information with funeral arrangements and crime scene clean up; In these situations, the advocate can provide additional support in complex situations where other professionals are unable to assist.

The Victim Advocate may also assist with referrals to local resources to provide housing or legal support. Victim advocates can work with the DA Investigations Bureau to coordinate travel arrangements, transportation and a temporary stay when victims are needed to be part of the criminal process and testify. Staff can coordinate referrals to community-based agencies that might be able to provide childcare and temporary restraining order assistance, like 4C's or Legal Aid.

The District Attorney's Office provides a quiet waiting area for victims and witnesses to utilize during court proceedings, separate from the defendant's family and friends. A children's room is also available with distractions like coloring books, fidget toys, stuffed animals, and snacks, as well as comfortable spaces to rest and relax. The room is also used to provide a more private space for adult victims and witnesses, when needed.

Question 4

Provide a brief status update of the VW Center's crisis response and Mass Victimization (MV) Assistance plan for crime-related MV/terrorism incidents. Include after hours contact information.

The Mass Victimization Assistance Plan for the Sonoma County Victim Services Division is close to being finalized for presentation to the local law enforcement agencies. Seven of our 11 Victim Witness Advocates have completed the required Crisis Response Training, providing a large team ready to respond should an incident of such magnitude occur in our area or neighboring counties. Our continued goal is to improve the awareness of our services if an emergency situation were to arise. Our law enforcement agency partners are aware the important role advocates play when a case is being prosecuted; but not all law enforcement agencies are aware that the advocate team is trained to assist during extreme crisis situations.

Our office has completed the draft stage of the Mass Casualty Plan response, which requires advocate staff and investigators to respond jointly in an emergency to ensure staff safety and clearance to a possibly chaotic scene. The District Attorney has approved the plan and the Victim Services Division, and the Investigations Bureau are in the process of referring the plan for review to the appropriate bargaining units that represent the staff affected by the plan. Once the plan has been reviewed and the meet-and-confer process with the unions is complete, our MVA Plan will become a policy in affect.

If a mass casualty event was to occur after hours, the contact for our office would be the on-call District Attorney Investigator (DAI), who then would reach out to the District Attorney and if appropriate, activate our office MVA plan. Each DAI has their own on-call number, the number is different each week. The on-call Deputy District Attorney (DDA) takes the on-call phone. Our office has on-call list that is sent out to local LE quarterly and is updated when changes are made. We coordinate with the DDA's for ensuring coverage is met. LE calls us, we call the DDA and then managers are notified, as necessary. Any local LE agency can be reached by CAL-OES to get in-touch with the on-call DAI or DDA.

Question 5

Describe how volunteers are used to support the Program. If volunteers are not used, email a completed Volunteer Waiver Request to your Grants Analyst for approval and upload the approved copy to your VW24 Application.

We are unable to utilize volunteers to support our VW program. In order to have access to the District Attorney's Office, volunteers must go through an in-depth background check that includes fingerprinting and live scan. The process is very expensive for the department to implement as well as being time consuming and intimidating to undergo for an unpaid, part-time position for the prospective volunteer.

Question 6

List information for all field offices in the county including address, telephone numbers, employees assigned to the office, and supervisor(s) contact information.

District Attorney's Office
Hall of Justice
600 Administration Drive, Room 212 J
Santa Rosa, CA 95403
(707) 565-2311

Employees assigned to this location:
Victim Witness Advocates: (* indicates fully or partially funded with VW grant funds)

*Olivia Carbajal
*Elizabeth Garcia
*Lucia Hernandez
*Yessenia Valencia
*Alex Perry
Ashley Beilhes
Selena Galdos
Ana Lopez
Oscar Villalobos Campos

Senior Victim Witness Advocate:
Rocio Torres-Murphy

Victim Services Director:
Tatiana Lopez

Restitution Specialists:
Rebecca Vives
Elia Davenport

Support Staff:
Barbara Cosci

Family Justice Center Sonoma County
2755 Mendocino Avenue
Santa Rosa, CA 95403
(707) 565-8255

Victim Witness Advocate:
Gina Raith
Additional staff assigned as needed

Juvenile Justice Center
7425 Rancho Los Guilicos Road
Santa Rosa, CA 95409
(707) 565-6250

Staff assigned as needed

Environmental and Consumer Law Division
2300 County Center Drive, Ste B167
Santa Rosa, CA 95403
(707) 565-3161

Staff assigned as needed

Question 7

This section is for additional space to answer Question 6.
N/A

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>



The California Governor's Office of Emergency Services (Cal OES) is soliciting applications for the following Non-Competitive Funding Opportunity:

Program:

Victim/Witness Assistance - VW24

Description:

The purpose of the Program is to maintain Centers in each of California's 58 counties to provide comprehensive services to victims/survivors and witnesses of

Grant Subaward Performance Period

Oct 01, 2024 - Sep 30, 2025

Eligible Applicant:

County of Sonoma - District Attorney's Office

Authorized Agent:

Joan Croft, Department Analyst
Carla Rodriguez, District Attorney

Available Funding Source(s) Allocation:

Funding Source Name	Fiscal Year	Type	Amount Available	Match Amount Available	Available Funding Total
2024 VWA0	2024	State	\$66,385	\$0	\$66,385
2024 VOCA	2024	Federal	\$359,263	\$0	\$359,263
2024 VCGF	2024	State	\$303,295	\$0	\$303,295
			\$728,943	\$0	\$728,943

Required Grant Subaward Assurances:

- g Standard Certification of Compliance
- g Program Standard Assurance Addendum
- g Federal Fund Grant Subaward Assurances - 2024 VOCA.pdf

Application Due Date:

Sep 30, 2024

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

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 *

Earnings \$96,278.04/year
3.5451 FTE and 1.0 FTE MVA
Hourly

	Salary Per Month *	Number of Months *	<input checked="" type="checkbox"/> Salary	Hours of Full-Time Workweek *
	\$8,023.17	12.00		40.00
FTE *	Full-Time Equivalent in Hours		Salary Calculation Total	
4.5451	2,080	%	\$437,593	
Does this position provide benefits? *			<input checked="" type="checkbox"/> Yes	No
Benefits Percentage *		Benefits Calculation		
66.58 %		\$291,350		

Benefits Description *

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

Calculation Total (Includes Benefits if provided)

\$728,943

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	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements		Federal Fund
2024 VCGF	2024	State	\$303,295	\$	\$	\$0	\$303,295	\$		
2024 VOCA	2024	Federal	\$359,263	\$	\$	\$0	\$359,263	\$		<i>Not Applicable</i>
2024 VWA0	2024	State	\$66,385	\$	\$	\$0	\$66,385	\$		
				\$728,943		\$0		\$0	\$0	\$728,943

PERSONNEL COSTS

Line Item Identifier	Description	FTE	Calculation	2024 VCGF		2024 VOCA		2024 VWA0		Total
				FS	Match	FS	Match	FS	Match	
Victim Witness Advocate II	Earnings \$96,278.04/year 3.5451 FTE and 1.0 FTE MVA	4.5451		\$303,295		\$359,263		\$66,385		\$728,943

Budget Total	\$303,295		\$359,263		\$66,385		\$728,943
Allocation Plan Total	\$303,295	\$0	\$359,263	\$0	\$66,385	\$0	\$728,943
Over/Under	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Application Signatures Form

Assurances/Signatures

Authorized Body of Five *

This certifies that each member of the Approval Authority has approved the HSGP application for funding.

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.

Upload Proof of Authority/Governing Body Resolution *

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>Carla Rodriguez</i>	Title:	<i>District Attorney</i>
Signature:	<i>Carla Rodriguez</i>	Date:	<i>09/30/2024</i>