

October 5, 2023

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

Subject:       **Grant Subaward Application Approval**  
Victim/Witness Assistance Program  
Grant Subaward #: VW23 42 0490

Dear Tatiana Lopez:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$827,222, 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 Shaynah Fox, at [Shaynah.Fox@caloes.ca.gov](mailto:Shaynah.Fox@caloes.ca.gov) with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

## **SPECIAL CONDITION**

Grant Subaward No. VW23 42 0490 is hereby approved with the following condition:

- Operational Agreements (OAs) must cover the entire grant period and therefore those OAs that expire prior to the end of the Grant Subaward performance period must be renewed as soon as they expire. Renewed OAs must be kept on file at your agency and an updated Operational Agreement Summary Form must be sent to your program specialist upon completion

**Should the Federal award(s) be reduced, you will be notified and required to amend the Grant Subaward.**

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward and/or the denial of future grant funds.

Cal OES #	097-00000-16	FIPS #	097-00000	VS#		Subaward #	VW23 42 0490
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

### GRANT SUBAWARD FACE SHEET

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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#:** EB6LZJPCWEU3

3. **Implementing Agency Address:** 600 Administration Drive 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:** VW - Victim/Witness Assistance Program **6. Performance/** 10/1/2023 **to** 9/30/2024  
**Budget Period:** (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	VWAO	\$74,852						\$74,852
9.	2022	VOCA		\$376,180					\$376,180
10.	2023	VOCA		\$376,190					\$376,190
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	<b>\$74,852</b>	<b>\$752,370</b>	<b>\$827,222</b>				<b>\$827,222</b>

**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 City: Santa Rosa Zip Code+4: 95403-2870

Signature: Carla Rodriguez Date: 6/22/23

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 and purposes of this expenditure stated above.

<p><u>Mary Rucker</u> <u>10/4/2023</u></p> <p>(Cal OES Fiscal Officer) (Date)</p>	<p><u>Heather Carlson</u> <u>10/4/2023</u></p> <p>(Cal OES Director or Designee) (Date)</p>
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ENY: 2023-24 Chapter: 12 SL: 18402  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 15POVC-22-GG-00708-ASSI 10/01/21-09/30/25  
Fund: Federal Trust Fund AL#: 16.575  
Program: Victim/Witness Assistance Program  
Match Req.: 20%, C/IK based on TPC-Match Waived  
Project ID: OES22VOCA000012  
SC: 2023-18402 Amount: \$ 376,180

ENY: 2023-24 Chapter: 12 SL: 18403  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 15POVC-23-GG-00432-ASSI 10/1/22-09/30/26  
Fund: Federal Trust Fund AL#: 16.575  
Program: Victim/Witness Assistance Program  
Match Req.: 20%, C/IK based on TPC-Match Waived  
Project ID: OES23VOCA000012  
SC: 2023-18403 Amount: \$ 376,190

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ENY: 2023-24 Chapter: 12 SL: 14300  
Item: 0690-101-0903 Pgm: 0385  
Fund: Victim Witness Assistance Fund  
Program: Victim/Witness Assistance Program  
Match Req.: None  
Project ID: OES23VWA0000000  
SC: 2023-14300 Amount: \$ 74,852

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Received by CalOES, Lorna Allen  
Mail log #: 221277, Friday June 30, 2023

**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	\$146,100,374
2022	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$165,115,554	\$158,510,932
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
Victim/Witness Assistance Program (VW)
- Project Description (Please type the Project Description):  
Provides funding for comprehensive services to assist victims/witnesses of all types of violent crime pursuant to California Penal Code § 13835 in each of California's 58 counties.

**4. Research & Development Section:**

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



## Grant Subaward Contact Information

Grant Subaward #: VW23 42 0490

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.rodriquez@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.rodriquez@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 #: VW23 42 0490

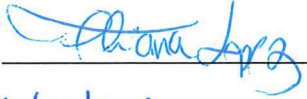
Subrecipient: County of Sonoma

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: 6/22/2023

### Financial Officer:

Printed Name: Shane Lewis

Signature: 

Date: 6/22/2023

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: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of Sonoma

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Victim Witness Assistance Program	VW23 42 0490	10/1/2023-9/30/2024
2			
3			
4			
5			
6			

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: 6/19/23

#### 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

☐ County Financial Officer

☐ City Manager

☒ County Manager

☐ Governing Board Chair

Signature: M. Christina Rivera  
Typed Name: M. Christina Rivera  
Title: County Administrator  
Date Executed: \_\_\_\_\_





## **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.	Victim Witness Assistance Program	VW23 42 0490	10/1/2023-9/30/2024
2.	County Victim Services Program	XC21 04 0490	1/1/2022 - 12/31/2022
3.	Innovative Response to Marginalized Victims Program	KI21 04 0490	1/1/2022 - 12/31/2022
4.	Victim Witness Assistance Program	VW22 41 0490	10/1/2022-9/30/2023
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 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>.

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.

### **3. 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 2022 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 2022 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 an 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.

### **4. 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 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## **5. 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 Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

## **6. 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-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

## **7. 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.

**8. 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."

**9. 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.

**10. 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").

**11. 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).

## **12. 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 web site 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.

## **13. 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.

## **14. 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.

## **15. 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.

## 16. 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 4.B., 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/>).

## **17. 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.

## **18. 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 web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. 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 web site at <https://ojp.gov/funding/Explore/SAM.htm>.

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).

## **20. 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.

**21. 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 web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

**22. 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 web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

**23. 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>.

## 24. 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.

## 25. 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.

## 26. 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 \(ojp.gov\)](#).

### 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: 6/22/23



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: County of Sonoma		Grant Subaward #: VW23 42 0490		
A. Personnel Costs - Line-item description and calculation	23 VWA0	23 VOCA	23 VOCA	Total Amount Allocated
Senior Victim Advocate Earnings \$102,045 / year 0.5 FTE (MVA) 1.0 FTE (0.5 MVA) effective 1/1/2024 Charging less Benefits 78.48% of salary 0.5 FTE (MVA) charging less 1.0 FTE (0.5 MVA) effective 1/1/2024 County Retirement, FICA/Medicare, Health, Dental, Disability, EAP, Life, Vision, Unemployment, and Workers' Compensation Insurance	\$4,955	\$7,801	\$76,534	\$12,756 \$76,534
Victim Advocates II Earnings \$92,067.40 / year 4.4221 FTE and 0.5 FTE (MVA) Charging less Benefits 64.0398% of salary 4.4221 FTE and 0.5 FTE (MVA) County Retirement, FICA/Medicare, Health, Dental, Disability, EAP, Life, Vision, Unemployment, and Workers' Compensation Insurance	\$40,410	\$214,000	\$152,721	\$407,131
	\$25,267	\$148,588	\$86,871	\$260,726
Personnel Costs Fund Source Totals	\$74,852	\$376,180	\$376,190	\$827,222
<b>PERSONNEL COSTS CATEGORY TOTAL</b>				<b>827,222</b>

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## Grant Subaward Budget Pages

### Multiple Fund Sources

Subrecipient: County of Sonoma		Grant Subaward #: VW23 42 0490		
B. Operating Costs - Line-item description and calculation	22 VWA0	22 VOCA	23 VOCA	Total Amount Allocated
No Operating Costs requested				
<div>Operating Costs Fund Source Totals</div> <div>OPERATING COSTS CATEGORY TOTAL</div>				

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## Grant Subaward Budget Pages

### Multiple Fund Sources

Subrecipient: County of Sonoma		Grant Subaward #: VW23 42 0490		
C. Equipment Costs - Line-item description and calculation	23 VWA0	22 VOCA	23 VOCA	Total Amount Allocated
No Equipment requested				
Equipment Costs Fund Source Totals				—
EQUIPMENT COSTS CATEGORY TOTAL				—

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<b>Grant Subaward Totals</b> - Totals must match the Grant Subaward Face Sheet	<b>23 VWA0</b>	<b>22 VOCA</b>	<b>23 VOCA</b>	<b>Total Amount Allocated</b>
<b>Fund Source Totals</b>	<b>\$74,852</b>	<b>\$376,180</b>	<b>\$376,190</b>	<b>\$827,222</b>

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# Budget Summary Report

VW23 Victim/Witness Assistance Program

Subaward#: VW23 42 0490

Sonoma County

Subaward Period: 10/01/23 - 09/30/24

Victim/Witness Assistance Program

Latest Request:

## A Personnel Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	22VOCA	376,180	0	376,180	0	376,180
F	23VOCA	376,190	0	376,190	0	376,190
S	23VWA0	74,852	0	74,852	0	74,852
<b>Total A Personnel Services - Salaries/Employee Benefits</b>		<b>827,222</b>	<b>0</b>	<b>827,222</b>	<b>0</b>	<b>827,222</b>

## B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	22VOCA	0	0	0	0	0
F	23VOCA	0	0	0	0	0
S	23VWA0	0	0	0	0	0
<b>Total B. Operating Expenses</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	22VOCA	0	0	0	0	0
F	23VOCA	0	0	0	0	0
S	23VWA0	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>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
<b>Total</b>						

## Budget Summary Report

**VW23 Victim/Witness Assistance Program**

**Subaward#: VW23 42 0490**

**Sonoma County**

**Subaward Period: 10/01/23 - 09/30/24**

Victim/Witness Assistance 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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funded:</b>	<b>827,222</b>	<b>0</b>	<b>827,222</b>	<b>0</b>	<b>827,222</b>
<b>Total Project Cost:</b>	<b>827,222</b>	<b>0</b>	<b>827,222</b>	<b>0</b>	<b>827,222</b>



## Grant Subaward Budget Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

The Sonoma County District Attorney's Office allocation to continue the Victim Witness Assistance Program is \$827,222. Descriptions and calculations for each budget category and line item are included below.

All funding will go to salaries and benefits for the advocate staff to provide mandatory and optional services to victims. All other mandatory services will be funded through the County's General Fund.

### 1. Personnel Services: (\$877,222)

- Salaries (Total Salaries: \$496,421)

- Senior Victim Advocate

As a designated Mass Victimization Advocate (MVA), the Senior Victim Advocate will devote 50% of her time for the first three months at a cost of \$12,756. Effective January 1, 2024, she will continue to be 50% MVA but 100% dedicated to this grant at a cost of \$76,534. Total cost for this position over the grant term will be \$89,290.

- Victim Advocates

The attributed cost to this program for the annual salary of Sonoma County Victim Service Victim Witness Advocates is \$407,131.



## Grant Subaward Budget Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

The funding will cover 4.4221 advocates. One of the advocates is designated at 50% as a Mass Victimization Advocate.

- Benefits (Total Benefits: \$330,801)

Sonoma County benefits for permanent employees include Retirement, FICA/Medicare, Health Insurance, Disability Insurance, Dental Insurance, Life Insurance, Vision Insurance, Unemployment Insurance, and Workers' Compensation Insurance.

- Senior Victim Advocate

Benefits are expected to cost \$10,011 for the first three months of the grant, increasing to \$60,064 for the remainder of the grant term as her FTE increases to 100%. The total cost over the grant term is estimated at \$70,075.

- Victim Advocates

Benefits are expected to cost \$260,726 for the 4.4221 advocates.

### 2. Operating Expenses

All required and necessary Operating Expenses will be covered by the Department's General Fund budget. Items included but not limited to are below.

- Travel/Training





## Grant Subaward Budget Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

- Outreach
  - Go-Bags
  - Event registration
  - Materials
  - TracFone minutes
- Supplies

### 3. Equipment

No equipment requested.

### 4. Budget Rationale

- a. How the project's proposed budget supports the objectives and activities.

The project budget supports one half-time Senior Advocate for three months increasing to full-time for the remaining nine months and four full-time Advocates with an additional advocate at slightly less than half-time. All advocates provide outreach and link crime victims to services. Services are provided to all victims regardless of case filing. Funding from the proposed budget will ensure that victims receive the most up to date information about the case status and services available to them as well as allowing us to continue to be victim centered.



## Grant Subaward Budget Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

- b. How funds are allocated to minimize administrative costs and support direct services.

Allocations requested will be used to fund direct services as the priority for the proposed program. The grant award will be dedicated to employee salaries and benefits without operating expenses for training and supplies. No indirect costs are requested. The Advocates have varied education and experience in building trusting relations and a strong working knowledge of resources available in Sonoma County. Our most tenured advocate has been with the DA's Office for over 19 years and was promoted to Senior Advocate in December 2020. Our newest advocate, hired in May 2022, brings 17 years of advocacy experience from a rape crisis center. All are passionate about their roles and are eager to learn and implement best trauma-informed care practices.

- c. How shared costs are allocated.

There are no shared cost.

- d. How project-funded staff duties and time commitments support the proposed objectives and activities.

Staff duties and time commitments are 100% dedicated to directly support the objectives and activities of the VW Program.



## **Grant Subaward Budget Narrative**

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

- e. The necessity for subcontracts and unusual expenditures.

No subcontract or unusual expenditures are requested.

- f. Need for mid-year salary range adjustments.

No mid-year salary range adjustments are requested.



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

### PROBLEM STATEMENT

Not required

### PLAN

The Sonoma County District Attorney's Office, Victim Services Division will continue to provide culturally appropriate, trauma informed services, and support all victims of crime in the aftermath of the pandemic. The team consists of the Director, a Senior Advocate, eleven advocates, two restitution specialists, an administrative aide (Homeless Outreach Coordinator), and a legal processor. Most staff are housed at the Hall of Justice in Santa Rosa to allow for easy access by the public and victims that may be testifying or wishing to be heard by the Court. Santa Rosa is located in Sonoma County an urban-rural county in which the population consists of various ethnic groups. As a result of various funding sources, the Sonoma County Victim Services Division is made up of 17 staff. In the last fiscal year, the Division served over 2,485 individuals, including 1,220 victims of domestic violence, and provided 211 unsheltered victims of crime a safe place to stay. Currently, we have three advocates assigned to a domestic violence caseload, the Senior Victim Advocate is assigned to the foster youth caseload as well as assisting in coordinating mass casualty plan preparation. We have two specialized caseloads: elder abuse/dependent adult



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

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Subrecipient: VW23 42 0490

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and Violence Against Women (VV) crimes. The elder advocate assists dependent adults and elder abuse victims; the VV advocate assists survivors of sexual assault and other violent crimes. These victims are served by vertical assignment teams, composed of a victim advocate, investigator, and attorney. Both these specialized advocates are stationed at Family Justice Center Sonoma County to ensure victims get full wrap around services. All advocates work to build rapport, increase cooperation with prosecution, and promote California Victim Compensation claims. Our entire team works to ensure that victims of crime are provided with the information about resources available, which many times include one of the collocated partner agencies the local Family Justice Center Sonoma County.

The Family Justice Center of Sonoma County (FJCSC) is a site for referrals for victims of domestic violence, elder abuse, and sexual assault. The FJCSC works with partner agencies to provide a referral or an appointment to various partner agencies services; it serves as another local safe site for a victim of such crimes to be connected to an advocate. Primary FJCSC community partners include the YWCA (serving domestic violence victims), Verity (serving sexual assault victims), Legal Aid (aiding with civil restraining orders), Council on Aging (serving elder victims), and Catholic Charities (assisting victims in U-Visa and



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

VAWA applications). Government partners include law enforcement, Santa Rosa Police Department and the Sonoma County Sheriff's Domestic Violence Sexual Assault units, Human Services -Redwood Children's Center, Family, Youth and Children Services, Adult Protective Services, and Health Services providing mental health services. Stationed at FJCSC, District Attorney staff include attorneys and investigators who focus on child abuse, elder abuse, and the VV cases, who are housed at FJCSC providing a collaborative working approach to serving victims in one place.

The County's Human Services Departments' Redwood Children Services (RCC) conducts forensic interviews of minors who have disclosed a type of victimization. Intakes are completed and later sent to Victim Services for a victim advocate assignment. This partnership between Victim Services and RCC provides the opportunity for California Victim Compensation Board (VCB) claims to be completed in these cases, which might otherwise never be formally referred for charging consideration and may have never benefited from Victim Services. Another service co-located at FJC is the Homeless Outreach Team. Team members from the XC grant, serving homeless victims of crime, including the program coordinator, are housed at the FJCSC, and receive direct referrals from DA advocates and partners. The Homeless Outreach team (HOT) is part of





## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

the vulnerable population grant award. The HOT team has become essential when working with victims of crime to ensure they are provided with additional support after an incident and allowing some respite.

Over half the Victim Services staff are bilingual/bicultural Spanish advocates, a goal in the upcoming years will be to improve the division's ability to provide culturally-aware services to address the trend of additional immigrant clients. Victim Services brochures include a Marsy's Law insert, are available in English and Spanish, and on our website. A goal for the upcoming year is to update the brochures and potentially offer office literature in various media forms and additional languages.

As a result of COVID-19 volunteers were unable to participate in the program during the last grant cycle. A goal for the upcoming year is to recruit volunteers and develop an intern program for our division. There are two colleges in the jurisdiction, Santa Rosa Junior College (SRJC) and Sonoma State University. SRJC offers a Human Services/Advocacy certificate/associate degree program. A continued goal is to further develop relationships with the colleges to promote volunteer and/or internship possibilities. Currently we collaborate with these colleges for outreach and educational events. Upon selection,



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

volunteers and interns must pass a background check, receive training, and would be partnered with advocates to obtain a wide variety of experience.

The Victim Services Division collaborates with other county departments, law enforcement, and community agencies. Operational agreements are currently in effect until December 31, 2025. We have added multiple new partners last year and a goal will be to continue to build new partnerships. Victim Services has excellent working relationships with local partner agencies, providing training and connecting at various 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, Elder Abuse Multidisciplinary Team, Elder Protection Workgroup, and the Domestic Violence Death Review.

We have continued to build collaborative relationships with various local immigrant groups and agencies that serve various populations. In efforts to reach more individuals in our community, we continue to have a close bond with our local non-profit radio station and hope to complete quarterly interviews on KBBF, a Spanish-speaking radio station, highlighting Human Trafficking month (January), Child Abuse, Sexual Assault month, and Victims' Rights Week (April), Elder Abuse Awareness (June), Domestic Violence Awareness month (October)



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

and Homeless Awareness month (November). A goal for the upcoming year is to have an advocate regularly reconnecting and attending monthly Latino Service Providers meetings, which features various local agencies that serve the local Hispanic community; along with possibly hosting one of meetings in honor of National Crime Victims' Rights Week. Over the last year additional outreach to underserved populations included VetConnect, La Luz, Verity's volunteer training, and our second National Crime Victims' Rights Week Community and Resource Fair. y. To bring more awareness to our services, we will continue attending in person outreach events, such as the Senior Expo Fair, Take Back the Night, and the Fiesta de Independencia at Luther Burbank Center of the Arts.

Through the last couple years and with support of this grant, the Division has been able to purchase various promotional items including pens, bags, stress balls, and crayons. Promotional items allow for the Division to interact with various community members while completing outreach efforts.

Another way grant funds have been able to support the development of the Division, is utilizing funds for staff trainings which are attended by Victim Services advocates to stay informed with latest and best practice while they work with victims of crime. Some of the trainings include: CCVAA Entry Level Advocate Academy, Crisis Response Training, NOVA Conference, Leave No Victim Behind.



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

In the upcoming grant cycle, we hope to be able to send advocates to the Advanced Advocate Training, if offered by Waymakers, and to any additional crisis training offered.

Ongoing objectives and activities in the advocate unit include:

- Provide excellent and comprehensive mandatory and optional services to victims of violent crime, including filing VCB applications and assisting in collection of restitution.
- Continue to contact all crime victims to provide information on advocacy, resources, and updates on the criminal justice system to support victims, witnesses, and their families.
- Respond to victims requesting services by letter and phone to offer services and inform them of their Marsy's Law rights.
- Continue to expand relationships with collaborate partners to better serve victims of family violence, child abuse, sexual assault, elder abuse, and other general crimes.
- Continue to provide community outreach and educational presentations focused on reaching underserved populations in the county.
- Maintain and/or increase the number of bilingual and bicultural Spanish-speaking staff.



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

- Enter all victims and services provided in the Prosecutor by Karpel case management system and maintain updated contact information for all victims of active cases.
- Provide training regarding our programs and services to law enforcement, community-based organizations, and colleges in our county.
- Staff informational booths at community events with victim rights information, brochures, and an outline of services available.
- Continue to refine the use of court support dogs, Miranda and Darla, the office comfort dogs, obtained through Paws as Loving Support, a local nonprofit agency.
- Continue efforts to recruit volunteers and interns.
- Enhance emergency assistance by offering a variety of resources such as food, clothing, and transportation vouchers.

### MVA PLAN

The Mass Victimization Advocates (MVA) work with other advocates to kick start our goal of implanting a countywide Mass Casualty Plan. One of the MVA advocates was able to attend the required Crisis Response Training offered by CCVAA and the virtual Leave No Victim Behind Conference. During this past grant cycle, two of the 11 advocates attended the Virtual NOVA Crisis



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

Response. Our continued goal is to improve the team's collaboration with other agencies and to further define each role while learning from other agencies who have had experience responding to mass-casualty incidents. During the upcoming performance period, we hope to be able to send two more advocates to the CCVAA Crisis Response Training and have two more advocates complete FBI and FEMA webinars.

Sonoma County is part of the Bay Area Mass Casualty Planning Committee and has current Memorandums of Understanding (MOUs) with the participating nine counties; we have renewed our partnership and signed an update MOU April 2023. We are motivated to develop the plan in more detail and engage partners in our community. During this performance period we had discussions and completed staff introductions with Santa Rosa Police Department and hope to be able to introduce our services to more Emergency Response Partners. Some of our targeted partners will include Sonoma County Sheriff and Coroner's Office, Red Cross, City of Santa Rosa Emergency Management, and the Sonoma County Emergency Preparedness Team. We continue to be a regular attending member of the Community Organizations Activated in time of Disaster (COAD).



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

As per our plan, the senior advocates created a planning committee. The committee has met twice a month and soon will be updating our Go-Bags for all advocate staff and our facility dogs. We have divided the advocate into four groups; group A would respond when activated by Investigators Bureau Chief, group B would relieve group A after 24-48 hours of being part of the incident response. Group C composed of our comfort dogs would potentially respond as back up to group A or B or be deployed for four to eight hours during post-event response. Group D would be the advocate that would stay at the Hall of Justice to take care of the day-to-day responsibilities of the Division. In the next year, we will continue meeting twice a month to further define Mass Casualty within our team and prepare for the roles and responsibilities each member of the team could take. In the next reporting period, we hope to take the MVA plan to the various union groups to ensure advocates roles and involvement in the event of a mass casualty will be receive adequate compensation for their time. Go-Bags include a backpack style bag, with the following supplies: Emergency blanket, face mask, first aid kit, hand sanitizer, flashlight, tissue, rain poncho, disposable gloves, notebook, clipboard, pocket file folder, charger with multi plug adapter, and water. VCB claim packets, brochures, business cards, and resources are stocked in the folder. Safety bags were updated with emergency supplies for



## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

victims as recommended by the Bay Area Mass Casualty training. The facility dog backpack includes a collapsible bowl, leash, collar, doggie bags, and food. Additional supplies include team vests and jackets, items for children ("My heroes" coloring books and crayons), stress balls, and pens. Outreach will be conducted throughout the performance period in a variety of settings.

Goals:

- With the assistance of the DA Chief Investigator, build partnerships with law enforcement, and staff from both the Sonoma County Sheriff's Office and Santa Rosa Police Department
- Create MOUs for county partnerships to include Red Cross, Salvation Army, Sonoma County Chaplaincy and COAD
- Become part of the county-wide emergency plan with a defined role in the Emergency Operation Center
- Build relationship with coroner's office (provider of death notifications)
- Continue to create opportunities for staff to attend trainings related to mass casualty.





## Grant Subaward Programmatic Narrative

Grant Subaward #: County of Sonoma

Subrecipient: VW23 42 0490

Multiple Field Offices:

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

600 Administration Drive, Room 212J

Santa Rosa, CA 95403

(707) 565-8250

Victim Services Staff = 10

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

2755 Mendocino Avenue, Suite 100

Santa Rosa, CA 95403

(707) 565-8255

Victim Services Staff = 4

Supervisor: Tatiana Lopez, Victim Services Director

[tatiana.lopez@sonoma-county.org](mailto:tatiana.lopez@sonoma-county.org)

(707) 565-2822

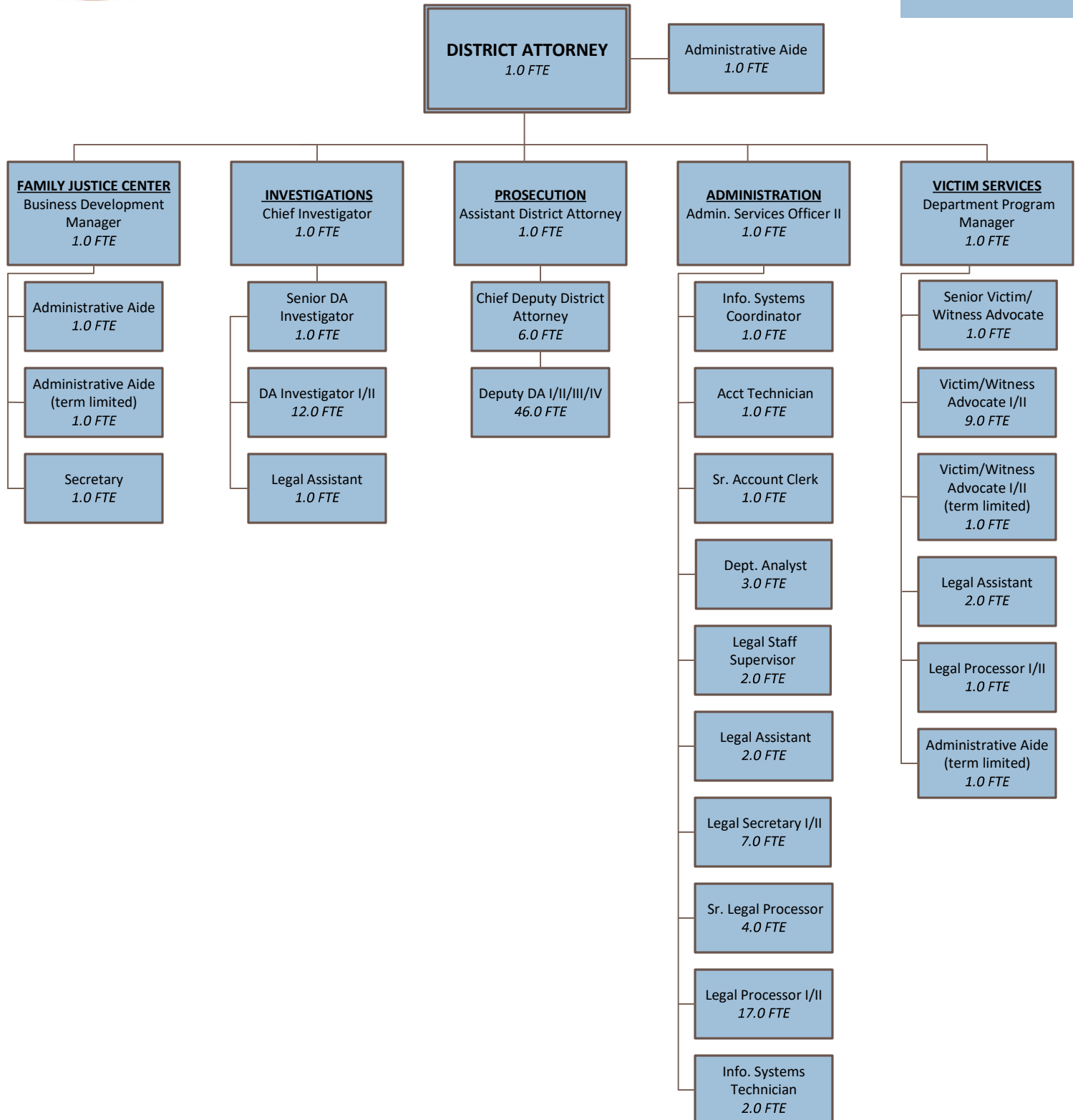
### **After hour's emergency contact:**

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



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

131.0 Total FTE





## Operational Agreement Summary

Grant Subaward #: VW23 42 0490

Subrecipient: County of Sonoma

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA	
1. Alliance Medical Center	11/03/2022	10/01/22	to 12/31/25
2. California Human Development	10/03/2022	10/01/22	to 12/31/25
3. Catholic Charities of the Diocese of Santa Rosa	10/03/2022	01/01/22	to 12/31/25
4. Child Parent Institute	11/02/2022	01/01/22	to 12/31/25
5. Commission on the Status of Women	10/03/2022	07/01/22	to 06/30/24
6. Community Action Partnership	10/07/2022	10/01/22	to 12/31/25
7. Community Child Care Council of Sonoma County	10/03/2022	07/21/22	to 06/30/25
8. Kaiser Permanente	11/03/2022	10/01/22	to 12/31/25
9. Legal Aid of Sonoma County	10/31/2022	10/01/22	to 12/31/25
10. Sonoma County Human Services Department	10/03/2022	10/01/22	to 12/31/25
11. Sonoma County Office of Education	10/03/2022	10/01/22	to 12/31/25
12. Sonoma State University Confidential Advocacy	09/08/2022	08/29/22	to 12/31/24
13. St. Joseph's Northern California	06/01/2022	07/01/22	to 06/30/24
14. Sutter Santa Rosa Regional Hospital	11/03/2022	10/01/22	to 12/31/24
15. Verity	10/03/2022	10/01/22	to 12/31/24
16. YWCA of Sonoma County	06/06/2022	07/01/22	to 06/30/25
17. _____			to _____
18. _____			to _____
19. _____			to _____
20. _____			to _____



## Operational Agreement Summary

Grant Subaward #: VW23 42 0490

Subrecipient: County of Sonoma

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA	
1. <u>California Highway Patrol</u>	10/18/2022	10/01/22	to 12/31/25
2. <u>Cloverdale Police Department</u>	10/18/2022	10/01/22	to 12/31/25
3. <u>Cotati Police Department</u>	10/18/2022	10/01/22	to 12/31/25
4. <u>Healdsburg Police Department</u>	10/18/2022	10/01/22	to 12/31/25
5. <u>Petaluma Police Department</u>	12/21/2022	10/01/22	to 12/31/25
6. <u>Rohnert Park Department of Public Safety</u>	10/18/2022	10/01/22	to 12/31/25
7. <u>Santa Rosa Junior College Police Department</u>	11/09/2022	10/01/22	to 12/31/25
8. <u>Santa Rosa Police Department</u>	10/18/2022	10/01/22	to 12/31/25
9. <u>Sebastopol Police Department</u>	10/18/2022	10/01/22	to 12/31/25
10. <u>Sonoma County Sheriff's Office</u>	10/26/2022	10/01/22	to 12/31/25
11. <u>Sonoma Police Department</u>	10/26/2022	10/01/22	to 12/31/25
12. <u>Sonoma State University Police Services</u>	10/18/2022	10/01/22	to 12/31/25
13. <u>Windsor Police Department</u>	10/18/2022	10/01/22	to 12/31/25





## 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: VW23 42 0490
2. Subrecipient's Name: County of Sonoma
3. Grant Subaward Performance Period 10/01/2023 through 09/30/2024
4. VOCA Fund Source #1: 22VOCA  
VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 376,180  
Amount of Match Proposed (post approved Match Waiver): \$ 0
5. VOCA Fund Source #2 (if applicable): 23VOCA  
VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 376,190  
Amount of Match Proposed (post approved Match Waiver): \$ 0
6. Briefly summarize the services provided:  
Meet the victim and witness service mandates under California Penal Code Section § 13835 by providing comprehensive and optional services to victims, whether or not a suspect has been identified. Provide advocacy to victims going through the criminal justice system; collaborate with law enforcement and victim service organizations to provide a comprehensive response to meeting the needs of victims; provide community outreach and training to law enforcement, victim service providers, and the community at large on the services available to crime victims.
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 attempting to rebuilding 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.

Approved ☒

Denied ☐

Susan Grace  
Unit Chief Name

  
Unit Chief Signature

07/03/2023  
Date

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

097-95006

DLM

<b>Subrecipient:</b> County of Sonoma	<b>UEI #</b> EB6LZJPCWEU3	<b>FIPS #:</b> <del>097-00000</del>
<b>Grant Disaster/Program Title:</b> Victim Witness Assistance Program		
<b>Performance Period:</b> 10/01/23	<b>to</b> 09/30/24	<b>Subaward Amount Requested:</b> \$ 827,222
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<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 years <input type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years <input type="checkbox"/>
3. How many grants does your organization currently receive?	>10 grants <input type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 4,013,375
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?	Annually <input type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	Yes <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?	Sometimes <input type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years <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> 	<b>Date:</b> 6/22/23
<b>Print Name and Title:</b> Carla Rodriguez, District Attorney	<b>Phone Number:</b> 707-565-3098
<b>Cal OES Staff Only: SUBAWARD #</b> VW23 42 0490	



## Grant Subaward Service Area Information

Grant Subaward #: VW23 42 0490

Subrecipient: County of Sonoma

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 4

U.S. Congressional District where principal office is located: District 4

3. State Assembly District(s) Served:  
Districts 2, 4, and 12

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)