

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

This Grant Subaward Face Sheet summarizes the Grant Subaward for **UV25032301**

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:** District Attorney
3. **Location of Project/Services:** Santa Rosa Sonoma County 95403-2876
(City) (County) (Zip+4)
4. **Program:** Unserved/Underserved Victim Advocacy and Outreach - UV25
5. **Grant Subaward Performance Period/Period of Performance:** 1/1/2026 to 12/31/2026
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
2025	2025 VCGF	\$86,048		\$86,048	\$0	\$0	\$0	\$86,048
2025	2025 VOCA		\$110,858	\$110,858	\$0	\$0	\$0	\$110,858
	Total Project Cost	\$86,048	\$110,858	\$196,906	\$0	\$0	\$0	\$196,906

Authorized Agent

Federal Employer Identification #: 94-6000539

<u>Joan Croft</u>	<u>Department Analyst</u>	<u>Joan Croft</u>	<u>11/14/2025</u>
Name	Title	Signature	Date
<u>600 ADMINISTRATION DR RM 212J DISTRICT ATTORNEY</u>	<u>SANTA ROSA</u>	<u>95403-2876</u>	
Payment Mailing Address	City	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>Jennifer McIntire</u>	<u>12/24/2025</u>	<u>Mary Rucker</u>	<u>12/24/2025</u>
Cal OES Fiscal Officer	Date	Cal OES Director or Designee	Date

Awarding Official Contact - Cal OES			
Name	Title	Address	Phone
Nancy Ward	Director	3650 Schriever Avenue, Mather CA 95655	916-845-8506

Program Description
The purpose of the Program is to increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime. This can be accomplished by enhancing existing programs to commit staff time specifically to address the needs of the identified unserved/underserved victim/survivor population, hiring staff that reflect the identified population, training all staff on the cultural norms of the population, and increasing outreach efforts.

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	2025 VCGF	2025 VOCA
State/Federal	State	Federal
ENY	2025	2025
Chapter #	4	4
Service Location	14030	18405
Item #	0690-105-0001	0690-102-0890
State Budget Program #	452	451
FAIN	N/A	15POVC-25-GG-00285-ASSI
Performance Period	07/01/25 - 06/30/28	10/01/24 - 09/30/28
State Budget Fund	State General Fund	Federal Trust Fund
Assistance Listing	N/A	16.575
Program	Unserved/Underserved Victim Advocacy and Outreach - UV25	Unserved/Underserved Victim Advocacy and Outreach - UV25
Match Required	No	Yes
Project ID	OES25VCGF000000	OES25VOCA000012
Amount	\$86,048	\$110,858
Speed Chart	2025-14030	2025-18405
Grantor	N/A	Office for Victims of Crime
Federal Award Date	N/A	09/17/2025
Research & Development Program	N/A	No

Application Information Form

Program:*Unserved/Underserved Victim Advocacy and Outreach - UV25***Grant Subaward Performance Period:***01/01/2026 to 12/31/2026***Subrecipient:***County of Sonoma - District Attorney's Office***Subrecipient UEI:***EB6LZJPCWEU3***Subrecipient Federal Employer ID:***94-6000539***Implementing Agency:***District Attorney***Payment Address****Primary Location of Project/Services****Address***600 Administration Drive, Room 212J***City:***Santa Rosa***Address 2****County:***Sonoma County***Zip Code:***95403-2876*

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

* **Person:** *Tatiana Lopez*
* **First Name:** *Tatiana* * **Last Name:** *Lopez*
* **Title:** *Victim Services Director*
* **Phone:** *(707) 565-2822* * **Email:** *Tatiana.Lopez@sonomacounty.gov*
* **Address:** *600 Administration Drive, Room 212J*
* **City:** *Santa Rosa* * **State:** *California* * **Zip Code:** *95403*

Grant Subaward Financial Officer

* **Person:** *Shane Lewis*
* **First Name:** *Shane* * **Last Name:** *Lewis*
* **Title:** *Administrative Services Officer II*
* **Phone:** *(707) 565-3150* * **Email:** *Shane.Lewis@sonoma-county.org*
* **Address:** *600 Administration Drive Room 212J*
* **City:** *Santa Rosa* * **State:** *California* * **Zip Code:** *95403*

Grant Subaward Programmatic Point of Contact:

* **Person:** *Joan Croft*
* **First Name:** *Joan* * **Last Name:** *Croft*
* **Title:** *Department Analyst*
* **Phone:** *(707) 565-2304* * **Email:** *joan.croft@sonomacounty.gov*
* **Address:** *600 Administration Drive Room 212J*
* **City:** *Santa Rosa* * **State:** *California* * **Zip Code:** *95403*

Grant Subaward Financial Point of Contact:

* **Person:** *Joan Croft*
* **First Name:** *Joan* * **Last Name:** *Croft*
* **Title:** *Department Analyst*
* **Phone:** *(707) 565-2304* * **Email:** *joan.croft@sonomacounty.gov*
* **Address:** *600 Administration Drive Room 212J*
* **City:** *Santa Rosa* * **State:** *California* * **Zip Code:** *95403*

Chair of the Governing Body

* **Person:** *Other*
* **First Name:** *Lynda* * **Last Name:** *Hopkins*
* **Title:** *Chair of the Board*
* **Phone:** *(707) 565-2311* * **Email:** *Lynda.Hopkins@sonomacounty.gov*
* **Address:** *575 Administration Drive, Rom 100A*
* **City:** *Santa Rosa* * **State:** *CA* * **Zip Code:** *95403-2870*

Grant Subaward Authorized Agent

☒ *Carla Rodriguez*

☒ *Joan Croft*

Grant Subaward Assurances 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:

- Read all Grant Subaward Assurance and indicate compliance by checking acknowledgement box.

Applicable Grant Subaward Assurances

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

Assurance	Acknowledgement
Federal Fund Grant Subaward Assurances - 2025 VOCA.pdf	<input checked="" type="checkbox"/> *
Program Standard Assurance Addendum	<input checked="" type="checkbox"/> *
Standard Certification of Compliance	<input checked="" type="checkbox"/> *

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

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

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

Federal Funding Accounting and Transparency Act (FFATA)

In the preceding year, did the Subrecipient receive:

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



Program Standard Assurances Addendum

As the duly authorized representative of the Applicant/Subrecipient, I hereby certify that the Applicant/Subrecipient, and any of its second-tier subrecipients or representatives, will comply with all applicable local, state, and federal statutes, including but not limited to the following state and federal statutes prohibiting hate-based conduct:

- (a) California Penal Code section 422.6(a);
- (b) California Penal Code section 404.6;
- (c) California Penal Code section 422(a);
- (d) California Civil Code section 52.1;
- (e) 18 U.S.C. § 249;
- (f) 42 U.S.C. § 3631;
- (g) 18 U.S.C. § 247; and
- (h) 18 U.S.C. § 241, 245.

Additionally, Applicant/Subrecipient will not engage, and certifies that it will take steps to ensure that its second-tier subrecipients and representatives do not engage, in conduct contrary to the purposes of the grant program and/or that threatens the safety and security of Californians, including, but not limited to, acts of violence or unlawful intimidation on the basis of race, gender, religion, national origin, sexual orientation, or other protected classifications. Prohibited conduct includes, but is not limited to, violation of the federal and state laws identified herein.

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.



**Federal Fund Grant Subaward Assurances
Victims of Crime Act Victim Assistance (VOCA) Formula
Grant Program – 2025 VOCA**

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

1. 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 that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY25AppropriationsRestrictions.htm>, and are incorporated by reference here.

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

2. 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 assurance) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

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

3. 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.

Among other things, 28 C.F.R. Part 38 states that Subrecipients (and any Second-Tier Subrecipients) may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment to the U.S. Constitution and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice or in outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary 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. In addition, Part 38 states that a faith-based organization that participates in a Department of Justice funded program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.

Subrecipients (and any Second-Tier Subrecipients) that provide social services under this Grant Subaward must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations>.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, please see “Nondiscrimination provisions and the Religious Freedom Restoration Act,” accessible at <https://www.ojp.gov/funding/explore/legaloverview2025/civilrightsrequirements>.

4. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") including, without limitation, the provisions regarding termination in 2 C.F.R. 200.340, apply to this Grant Subaward.

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

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

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

5. 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:

- Submitted a claim that violates the False Claims Act; or
- 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 be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

6. 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").

7. Requirement for Data on Performance and Effectiveness under the Grant Subaward

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

8. 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.

Notice for OVC VOCA Victim Assistance Grantees Regarding
Unallowable Costs Under the Award (re: legal services to certain aliens)

Date: November 19, 2025

By its express terms, the Legal Services for Aliens provision of the DOJ Grants Financial Guide (which generally disallows the costs of providing legal services to any removable alien (see 8 U.S.C. § 1229a(e)(2)) or to any alien otherwise unlawfully present in the United States from being charged against DOJ grant awards) does not apply where "such disallowance would contravene any express requirement of any law ... applicable to the award." Regulations currently in effect (which thus have the force of law) and applicable to VOCA Victim Assistance grants (28 C.F.R. Part 94, Subpart B) made by the Office of Justice Programs' Office for Victims of Crime (OVC) and grants made by the Office on Violence Against Women ("OVW") (28 C.F.R. Part 90) variously provide that victim eligibility for direct services under such grants is not dependent on the victim's immigration status. Accordingly, costs for such services under those grants are not disallowed by the Legal Services for Aliens provision of the DOJ Grants Financial Guide (ch. 3.13 "Unallowable Costs").

9. 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 28 C.F.R. § 42.106(d), 28 C.F.R. § 42.405(c), and 28 C.F.R. § 42.505(f), which contain notice requirements that covered Subrecipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

10. Determination of Suitability to Interact with Participating Minors

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

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

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

11. 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 assurance 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 assurance 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 of Second-Tier Subrecipients' compliance with this assurance.

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 assurance.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this assurance, 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 assurance regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (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 assurance shall be understood to authorize or require Subrecipients (or 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 assurance, including in paragraph D.2., shall be understood to relieve Subrecipients (or 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/>).

Questions about the meaning or scope of this assurance should be directed to Cal OES, before Grant Subaward acceptance.

12. 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), 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.

13. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (or 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 it neither require, nor 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
 - 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, 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, 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.

14. OJP Training Guiding Principles

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

15. 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 assurance applies to agreements that, for purposes of federal grants administrative requirements, OJP considers a procurement "contract" (and therefore does not consider a subaward).

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal

grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

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

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

17. 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.

18. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)

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 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 18 hours after an occurrence of an actual breach, or the detection of an imminent breach.

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

This assurance does not apply to a Grant Subaward to an individual who received the award 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 (or 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 (or 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. 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 assurance 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 subaward are posted on the OJP website at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

22. 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 "education programs."

Among other items, 28 C.F.R. § 54.140 contains notice requirements that covered Subrecipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

23. 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.

24. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with 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.

2025 VOCA Victims of Crime Act Victim Assistance Formula Grant Program	
Assistance Listing Number and Title	16.575 - Crime Victim Assistance
2025 VOCA Award Description	Under this program, the states provide subgrants to local community-based organizations and public agencies that provide services directly to crime victims, such as crisis counseling, telephone and onsite information and referrals, criminal justice support and advocacy, shelter, therapy, and additional assistance. NC/NCF.



Standard Assurances of Compliance

I hereby certify that the 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. 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.

II. 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.

III. 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.

IV. 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.

Programmatic Narrative Form

Navigation Instructions:

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

Narrative Questions/Responses

Question 1 *

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

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

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

Question 2 *

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

To provide mental health services that are a vital portion of this project, Victim Services Division has partnered with Humanidad Therapy and Education Services (Humanidad) to provide counseling for individuals with a culturally sensitive approach by bicultural staff. Humanidad has provided culturally sensitive bilingual therapy services in Sonoma County for 10 years. UV funds will enable Humanidad to serve up to 10 clients per week, with mild to moderate acuity levels, during the performance period. Victim Services has collaborated with Humanidad to develop a referral procedure for qualified victims of crime in order to get connected with the agency services. Humanidad staff will complete an intake and provide access to appropriate, culturally sensitive supportive services. The provision of culturally competent mental health services is critical for serving immigrant victims of crime as culture affects whether and how people seek help, how they cope with symptoms, the presence and quality of social supports, and how they impart meaning to their symptoms. The UV Advocate will be trained to provide time-limited therapeutic intervention to stabilize victims who are in crisis. The Advocate will assist with referrals for immediate needs to relevant support, and will link victims to ongoing, comprehensive care as well as to resources within the legal system for criminal prosecution and victim restitution. Victims of domestic violence or sexual assault will be referred to the YWCA and Verity for additional crisis intervention services.

Question 3 *

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

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

Question 4 *

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

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

Question 5 *

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

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

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

Question 6 *

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

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

Question 7 *

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

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

Question 8 *

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

In prior years we have been unable to recruit volunteers due to the challenging and detailed background process our office requires. In recent years, the office has created a summer volunteer internship program that was able to provide volunteer support for this project in 2025. A goal for the upcoming grant cycle will be to continue to have some of those interns volunteer with the division as part of the program. Intern volunteer hours will help with outreach events and assist with any other division related projects.

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>3-10 grants</i>
What is the approximate total dollar amount of all grants your organization receives?	<i>\$5,540,593</i>
Are individual staff members assigned to work on multiple grants?	<i>Yes</i>
Do you use timesheets to track the time staff spend working on specific activities/projects?	<i>Yes</i>
How often does your organization have a financial audit?	<i>Annually</i>
Has your organization received any audit findings in the last three years?	<i>No</i>
Do you have a written plan to charge costs to grants?	<i>No</i>
Do you have written procurement policies?	<i>Yes</i>
Do you get multiple quotes or bids when buying items or services?	<i>Sometimes</i>
How many years do you maintain receipts, deposits, cancelled checks, invoices?	<i>>5 years</i>
Do you have procedures to monitor grant funds passed through to other entities?	<i>Yes</i>

Operational Agreements Form

Participating Agency/Organization	Date Signed	Start Date	End Date
YWCA of Sonoma County	07/28/2025	07/01/2025	12/31/2027
Verity	09/08/2025	10/01/2025	12/31/2028
Catholic Charities	09/10/2025	10/01/2025	12/31/2028
Legal Aid	09/05/2025	10/01/2025	12/31/2028
Council on Aging	09/18/2025	10/01/2025	12/31/2028
The Living Room	09/30/2025	10/01/2025	12/31/2028
Sonoma County Human Services	09/29/2025	10/01/2025	12/31/2028
Sonoma County Sheriff	09/11/2025	10/01/2025	12/31/2028
Santa Rosa Police Department	09/09/2025	10/01/2025	12/31/2028
California Highway Patrol	09/09/2025	10/01/2025	12/31/2028
Healdsburg Police Department	09/08/2025	10/01/2025	12/31/2028
Santa Rosa Junior College Police Dept.	09/15/2025	10/01/2025	12/31/2028
Petaluma Police Department	09/08/2025	10/01/2025	12/31/2028
Cloverdale Police Department	09/08/2025	10/01/2025	12/31/2028
Sonoma Police Department	09/30/2025	10/01/2025	12/31/2028
Sebastopol Police Department	09/30/2025	10/01/2025	12/31/2028
Rohnert Park Public Safety	10/01/2025	10/01/2025	12/31/2028
Cotati Police Department	10/01/2025	10/01/2025	12/31/2028
Windsor Police Department	10/20/2025	10/01/2025	12/31/2028

Funding Source Allocation

Instructions:

- Please be sure to review page for accuracy.

Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Amount Available	Total Match Amount Required	Available Funding Total	Funding Requested	Cash Match Amount	In Kind Match Amount	Total Project Costs
2025 VCGF	2025	State	\$86,048	\$0	\$86,048	\$86,048	\$0	\$0	\$86,048
2025 VOCA	2025	Federal	\$110,858	\$0	\$110,858	\$110,858	\$0	\$0	\$110,858
			\$196,906	\$0	\$196,906	\$196,906	\$0	\$0	\$196,906

Budget Cost Categories

Cost Form Selection(s)

☒ Personnel Costs
☐ Volunteer Costs
☐ Contractor/Consultant Costs
☐ Rent Costs
☒ Travel Costs
☐ Equipment Costs
☐ Financial Assistance For Client's Costs
☒ Second-Tier Subward Costs
☐ Audit Costs
☐ Indirect Costs
☒ Other Operating Costs
☒ Match Waiver

VOCA Match Waiver Request Form (3).pdf

Personnel Budget Category Form

Navigation Instructions:

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

Personnel Costs

Budget/Project Line-Item *

Victim Witness Advocate II

Description *

1.0 FTE Victim Witness Advocate II

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

☐ Hourly

☒ Salary

Salary Per Month *

Number of Months *

Hours of Full-Time Workweek *

\$

40.00

FTE *

Full-Time Equivalent in Hours

Salary Calculation Total

2,080

\$95,760

Does this position provide benefits? *

☒ Yes

☐ No

Benefits Percentage *

Benefits Calculation

56.94 %

\$54,526

Benefits Description *

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

Calculation Total (Includes Benefits if provided)

\$150,286

Fund Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name		Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VCGF	2025	State		\$86,048	\$0	\$0	\$86,048			
2025 VOCA	2025	Federal		\$64,238	\$0	\$0	\$64,238			Not Applicable
\$150,286						\$0		\$0	\$0	\$150,286

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 - Overtime

Description *

Overtime for travel to training and community outreach.

Hourly rate of \$69.06 is 1.5 x regular rate of \$47.98 per hour

☒ Hourly

☐ Salary

Pay per Hour *

Number of Hours/Week *

Number of Weeks *

Hours of Full-Time Workweek *

\$

40.00

Full-Time Equivalent in Hours

FTE

Salary Calculation Total

2,080

%

\$345

Does this position provide benefits? *

☐ Yes

☒ No

Calculation Total (Includes Benefits if provided)

\$345

Fund Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 VOCA	2025	Federal	\$345	\$0	\$0	\$0	\$345		
				\$345		\$0	\$0	\$0	\$345

Travel Budget Category Form

Navigation Instructions:

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

Form Specific Instructions

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

Travel Costs

Travel Cost Type *

Travel

Budget/Project Line-Item *

UV Advocate - Training

Description *

Advocate Training

Location: TBD

Dates: TBD

Registration: \$295 (estimated)

Airfare: \$480 (estimated)

Lodging: 4 days @ \$190/day x 1 advocate (estimated): \$760

Meals: (4 Breakfast @ \$16= \$64; 4 Lunch @ \$19 = \$76; 4 Dinner @ \$28 = \$112) \$64+\$76+\$112 = \$272

Incidental Expenses: 4 days @ \$5/day = \$20

Mileage (airport roundtrip) 140 miles @ \$.70/mile: \$98

Airport parking - Economy Lot 4 days @ \$19/day: \$76

Total =\$295+ \$480+\$760+\$272+ \$20+\$98+\$76 = \$2,001 (Claiming lesser amount)

☒ In State

☐ Out of State

Staff Traveling *

Travel Cost Per Staff *

Calculation Total *

\$

\$2,000.00

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VOCA	2025	Federal	\$2,000	\$	\$	\$0	\$2,000		Not Applicable
				\$2,000		\$0		\$0	\$2,000

Travel Budget Category Form

Navigation Instructions:

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

Form Specific Instructions

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

Travel Costs

Travel Cost Type *

Mileage Costs

Budget/Project Line-Item *

Mileage - UV Advocate Outreach

Description *

Mileage for UV Advocate for outreach and meetings with partner agencies

25 Miles per month @ \$.70 per mile, total of 300 miles

☒ In State

☐ Out of State

Number of Miles *

Mileage Rate *

\$

Calculation Total *

\$210.00

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VOCA	2025	Federal	\$210	\$0	\$0	\$0	\$210		
				\$210		\$0	\$0	\$0	\$210

Second-Tier Subaward Budget Category Form

Second-Tier Subawards Costs

Budget/Project Line-Item

Humanidad Therapy and Education Services

Description

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

Calculation Total

\$36,424

Calculation Description

*Services of 0.38 FTE
Associate Therapist @
\$73,685 per year for a total of
\$28,000
Services of 0.09 FTE Clinical
Supervisor @ \$93,600 per year
for a total of \$8,424*

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements
2025 VOCA	2025	Federal	\$36,424			\$0	\$36,424	
			\$36,424	\$0	\$0	\$0	\$36,424	

Other Operating Budget Category Form

Navigation Instructions:

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

Other Operating Costs

Budget/Project Line-Item *

Cultural Consciousness Training

Description/Justification *

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

Calculation Description *

One workshop @ \$1,500

Calculation Total *

\$1,500

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VOCA	2025	Federal	\$1,500	\$	\$	\$0	\$1,500		Not Applicable
				\$1,500		\$0	\$0	\$0	\$1,500

Other Operating Budget Category Form

Navigation Instructions:

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

Other Operating Costs

Budget/Project Line-Item *

Client Supplies

Description/Justification *

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

Calculation Description *

School Supplies (15 sets @ \$17 each = \$255)
Backbacks (3 packs of 5 @ \$78 each = \$234)
Food Baskets (20 @ \$50 each = \$1,000)
Hats (5 @ \$10 each) \$50
Work Gloves (10 @ \$5 each = \$50)
Sunscreen (25 @ \$3 each = \$75)
Tea (1 case @ \$36 each = \$36)
Stuffed Animals (10 @ \$10 each = \$100)
\$255+\$234+\$1000+\$50+\$50+\$75+\$36+\$100 = \$1,800

Calculation Total *

\$1,800

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 VOCA	2025	Federal	\$1,800	\$	\$0	\$1,800		Not Applicable	
				\$1,800		\$0	\$0	\$0	\$1,800

Other Operating Budget Category Form

Navigation Instructions:

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

Other Operating Costs

Budget/Project Line-Item *

Printed Materials

Description/Justification *

Informational flyers/cards with information on services available to be distributed at outreach events and available from partner agencies.

Calculation Description *

1,500 cards/flyers @ \$0.11 each

Calculation Total *

\$165

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VOCA	2025	Federal	\$165	\$	\$	\$0	\$165		Not Applicable
				\$165		\$0	\$0	\$0	\$165

Other Operating Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
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Other Operating Costs

Budget/Project Line-Item *

Botanical Bus Wellness Workshops

Description/Justification *

Botanical bus is a bilingual mobile clinic that provides place based, culturally centered, collaborative healthcare in Latine and Indigenous immigrant communities. Towards the goal of providing trauma-informed, culturally centered healthcare services to Latine and Indigenous immigrants in Sonoma County, the Botanical Bus will partner with Victim Services to provide two in-person wellness workshops to reach participants who identify at Latine and Indigenous people.

Calculation Description *

Five online wellness workshops at \$500 per workshop

Calculation Total *

\$2,500

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 VOCA	2025	Federal	\$2,500	\$0	\$	\$0	\$2,500		Not Applicable
				\$2,500		\$0		\$0	\$2,500

Other Operating Budget Category Form

Navigation Instructions:

- All required fields are marked with an *.
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Other Operating Costs

Budget/Project Line-Item *

Advocate Cell Phone Minutes

Description/Justification *

Cell phone for advocate to be available out in the field and to send and receive text messages from clients

Calculation Description *

Calculation Total *

Cell phone @ \$580

One-year plan @ \$200

\$200

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name		Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount		Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VOCA	2025	Federal		\$200	\$0	\$0	\$200			Not Applicable	
\$200						\$0			\$0	\$0	\$200

Other Operating Budget Category Form

Navigation Instructions:

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

Other Operating Costs

Budget/Project Line-Item *

Training Supplies

Description/Justification *

Notebooks/workbooks

Calculation Description *

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

Calculation Total *

\$300

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VOCA	2025	Federal	\$300	\$	\$	\$0	\$300		Not Applicable
				\$300		\$0	\$0	\$0	\$300

Other Operating Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
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Other Operating Costs

Budget/Project Line-Item *

Cultural Awareness Event Supplies

Description/Justification *

Supplies for cultural awareness events for office staff:

Dia de los Muertos - Ofrenda

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

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

Calculation Description *

Dia de los Muertos (Total \$152)

Flowers 4 @ \$18 ea = \$72

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

AAPL Heritage Month (Total: \$145)

Chinese Lanterns 1 pkg @ \$25

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

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

Calculation Total *

\$476

Pride Month (Total: \$179)

Table Cloths 1 @\$35

Rainbow Flag/Banner \$34

Printed materials - Books \$50

Coloring Books \$60

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 VOCA	2025	Federal	\$476	\$	\$0	\$476		Not Applicable	
				\$476		\$0	\$0	\$0	\$476

Other Operating Budget Category Form

Navigation Instructions:

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

Other Operating Costs

Budget/Project Line-Item **Outreach Events***Description/Justification ***

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

Calculation Description **Five events - Cost Varies*

*Senior Fair @ \$100; Disability Resource Fair @ \$125; SOLCA @ \$150;
Harvest Fair @ \$250; African Soul Festival @ \$75*

Calculation Total **\$700*

Funding Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VOCA	2025	Federal	\$700	\$	\$	\$0	\$700		Not Applicable
				\$700		\$0	\$0	\$0	\$700

Application Signatures Form

Assurances/Signatures

Proof of Authority/Governing Body Resolution *

☒ This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

Upload Proof of Authority/Governing Body Resolution *

POA with Designee Letter.pdf

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.

Grant Subaward Assurances *

☒ By checking this box, I certify I have read all applicable 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: *Joan Croft*
Signature: *Joan Croft*

Title: *Department Analyst*
Date: *11/14/2025*



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

Complete all sections of this form using the instructions below. This form must be uploaded in the Grants Central System as part of the Grant Subaward Application.

1. **VOCA Fund Source #1:** Utilize the drop-down menu to select the VOCA Victim Assistance Formula Grant Program fund source/year for which you are requesting a match waiver.
VOCA Victim Assistance Formula Grant Program Funds Awarded: Enter the award allocation amount for the fund source identified as VOCA Fund Source #1.
Amount of Match Proposed: Enter the amount of match that your organization will provide for VOCA Fund Source #1.
2. **VOCA Fund Source #2 (if applicable):** Utilize the drop-down menu to select the additional VOCA Victim Assistance Formula Grant Program fund source/year for which you are requesting a match waiver.
VOCA Victim Assistance Formula Grant Program Funds Awarded: Enter the award allocation amount for the fund source identified as VOCA Fund Source #2.
Amount of Match Proposed: Enter the amount of match that your organization will provide for VOCA Fund Source #2.
3. **VOCA Fund Source #3 (if applicable):** Utilize the drop-down menu to select the additional VOCA Victim Assistance Formula Grant Program fund source/year for which you are requesting a match waiver.
VOCA Victim Assistance Formula Grant Program Funds Awarded: Enter the award allocation amount for the fund source identified as VOCA Fund Source #3.
Amount of Match Proposed: Enter the amount of match that your organization will provide for VOCA Fund Source #3.
4. **Briefly summarize the services provided:** Provide a narrative response.
5. **Describe practical/logistical obstacles and/or any local resource constraints to providing match:** Provide a narrative response.



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 Victims 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. VOCA Fund Source #1:
VOCA Victim Assistance Formula Grant Program Funds Awarded:
Amount of Match Proposed:
2. VOCA Fund Source #2 (if applicable):
VOCA Victim Assistance Formula Grant Program Funds Awarded:
Amount of Match Proposed:
3. VOCA Fund Source #3 (if applicable):
VOCA Victim Assistance Formula Grant Program Funds Awarded:
Amount of Match Proposed:
4. Briefly summarize the services provided:
5. Describe practical/logistical obstacles and/or local resource constraints to providing match.



COUNTY OF SONOMA

OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
PHONE 707.565.2311 • FAX 707.565.2762 • da.sonomacounty.ca.gov

CARLA RODRIGUEZ
District Attorney

December 3, 2025

To: California Office of Emergency Services
Re: Victim Witness Assistance Program (VW)
Underserved Victims Program (UV)

Pursuant to the attached Resolution of the Board of Supervisors of the County of Sonoma, the District Attorney or their designee is authorized to apply for and accept grant funds provided by and/or sub-granted through the State of California.

This letter is to confirm that Joan Croft, Department Analyst, is my designee as an Official Authorized Agent for Sonoma County District Attorney grant awards through California Office of Emergency Services.

Sincerely,

A handwritten signature in blue ink that reads "Carla Rodriguez".

Carla Rodriguez
District Attorney

Attachment: Sonoma County Board of Supervisors Resolution Number 25-0242



County of Sonoma

State of California

Noelle Francis

Date: May 13, 2025

Item Number: _____ 7

Resolution Number: _____ 25-0242

☐ 4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Affirming and Approving Delegation of Authority to the District Attorney for the Application
and Implementation of Grant Programs**

Whereas, the District Attorney's Office desires to pursue opportunities for funding through grants to support prosecutorial projects, Victim Services, and the Family Justice Center Sonoma County; and

Whereas, the Sonoma County Board of Supervisors recognizes the importance of securing grant funding to support the Office of the District Attorney's efforts; and

Whereas, the Board of Supervisors deems it necessary to grant authority to the District Attorney or their designee to act on behalf of Sonoma County in applying for and accepting grant funds, with approval by County Counsel, to include agreements that require matching funds up to 25% of the award amount;

Now, Therefore, Be It Resolved that the Sonoma County Board of Supervisors hereby authorizes the District Attorney or their designee, with the approval of County Counsel, to execute for, and on behalf of, the County of Sonoma, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining state or federal financial assistance for the benefit of the District Attorney's Office or the Family Justice Center Sonoma County, provided by and/or sub-granted through the State of California and/or the federal Department of Justice, Bureau of State and Community Corrections, California Department of Insurance, California Office of Traffic Safety or any other source deemed

appropriate, to include all matters related to the grant application and implementation including extensions, modifications, or amendments thereof.

Be It Further Resolved that his authority will be in effect until this resolution is revoked or modified by a subsequent resolution of the Board of Supervisors.

Supervisors:

Hermosillo: Aye Rabbitt: Aye Coursey: Aye Gore: Aye Hopkins: Aye

Ayes: 5

Noes: 0

Absent: 0 Abstain: 0

So Ordered.