



February 16, 2023

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

Subject: Notification of Grant Subaward Application Approval
Unserved/Underserved Victim Advocacy and Outreach Program
Grant Subaward #: UV22 01 0490

Dear Tatiana Lopez:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$196,906, subject to Budget approval. 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.

Any funds received in excess of current needs, approved amounts, or those funds owed as a result of a close-out or audit, must be refunded to Cal OES within 30 days upon receipt of an invoice.

Please contact your Program Specialist, Blake Braboy, at (916) 845-8803 with questions about this notice.

VS Grants Processing Unit

cc: Subrecipient's file
Program Specialist

Cal OES #	097-00000-16	FIPS #	097-00000	VS#		Subaward #	UV22 01 0490
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** County of Sonoma **1a. UEI#:** EB6LZJPCWEU3

2. **Implementing Agency:** Sonoma County District Attorney **2a. UEI#:** MA5MFLZKNJR3

3. **Implementing Agency Address:** 600 Administration Drive, Room 212J Santa Rosa 95403-2870
(Street) (City) (Zip+4)

4. **Location of Project:** Santa Rosa Sonoma 95403-2870
(City) (County) (Zip+4)

5. **Disaster/Program Title:** UV - Unserved/Underserved Victim Advocacy and Outreach Program **6. Performance/Budget Period:** 1/1/2023 to 12/31/2023
(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.	2020	VOCA		\$98,453					\$98,453
9.	2021	VOCA		\$98,453					\$98,453
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$196,906	\$196,906				\$196,906

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. 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: Jill Ravitch Title: District Attorney

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

Signature: [Signature] Date: 9/27/2022

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 purpose of this expenditure stated above.

Mary Rucker 2/15/2023
9A3D0B66E24B485...
(Cal OES Fiscal Officer) (Date)

Heather Carlson 2/16/2023
F76AD62C0BDE440...
(Cal OES Director or Designee) (Date)

ENY: 2022-23 Chapter: 43 SL: 18400
Item: 0690-102-0890 Pgm: 0385
FAIN #: 2020-V2-GX-0031 10/01/19-09/30/24
Fund: Federal Trust AL#: 16.575
Program: Unserved/Underserved Victim Advocacy and Outreach Program
Match Req.: 20%, C/IK based on TPC- Match Waived
Project ID: OES20VOCA000012
SC: 2022-18400 Amount: \$ 98,453

ENY: 2022-23 Chapter: 43 SL: 18401
Item: 0690-102-0890 Pgm: 0385
FAIN #: 15POVC-21-GG-00613-ASSI 10/01/20-09/30/25
Fund: Federal Trust AL#: 16.575
Program: Unserved/Underserved Victim Advocacy and Outreach Program
Match Req.: 20%, C/IK based on TPC- Match Waived
Project ID: OES21VOCA000012
SC: 2022-18401 Amount: \$ 98,453

Received by CalOES, Lorna Allen
Friday September 30, 2022 at 2:45PM

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

1. Cal OES Contact Information Section:

Governor's Office of Emergency
Services Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / AL#	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2020	Victims of Crime Act (VOCA) / 16.575 258	Office for Victims of Crime	\$195,905,619	\$188,069,394
2021	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$120,361,953	\$115,547,475
			\$	\$
			\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

3. Project Description Section:

- Project Acronym (Please choose from drop down):
Unserved/Underreserved Victim Advocacy and outreach Program (UV)
- Project Description (Please type the Project Description):
Provides funding focus on advocacy and support services for victims of violent crimes within unserved/underserved communities.

4. Research & Development Section:

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



Grant Subaward Contact Information

Grant Subaward #: UV22 01 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: Cassandra Stinson Title: Department Analyst

Telephone #: 707-565-2818 Email Address: cstinson@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: Jill Ravitch Title: District Attorney

Telephone #: 707-565-3098 Email Address: jill.ravitch@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: Jill Ravitch Title: District Attorney

Telephone #: 707-565-3098 Email Address: jill.ravitch@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



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Signature Authorization

Grant Subaward #: UV22 01 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: 9/14/2022

Financial Officer:

Printed Name: Shane Lewis

Signature: 

Date: 9/15/2022

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: Cassandra Stinson

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



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Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of Sonoma

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Unserved/Underserved Victim Advocacy and Outreach (UV)	UV 21 01 0490	1/1/2023 - 12/31/2023
2			
3			
4			
5			
6			

M R

I, Jill Ravitch

(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.



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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: _____

Official Designee's Typed Name: Jill Ravitch

Official Designee's Title: District Attorney

Date Executed: _____

9/8/2022

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: _____

Typed Name: Sheryl Braton

Title: County Administrator

Date Executed: _____

9/20/2022



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.	Unserved/Underserved Victim Advocacy and Outreach (UV)	UV22 01 0490	1/1/2023 - 12/31/2023
2.			
3.			
4.			
5.			
6.			

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

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

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 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 \$750,000 or more in federal funds annually.

☐ Subrecipient does not expend \$750,000 or more in federal funds annually.

2. 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.

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

3. 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 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 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

4. 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.

Currently, 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, currently, 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.

5. 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.

6. 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, that relate to nondiscrimination on the basis of sex in certain "educational programs."

7. 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.

8. 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").

9. 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).

10. 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>.

11. 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.

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), 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.

13. 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, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.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.

14. 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.

15. 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), 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/>).

16. 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.

17. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

18. 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.

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

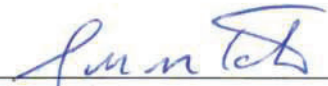
Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of 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.

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: 

Official Designee's Typed Name: Jill Ravitch

Official Designee's Title: District Attorney

Date Executed: 9/14/2022

**Cal OES**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**Grant Subaward Budget Pages**

Multiple Fund Sources

Subrecipient: County of Sonoma			Grant Subaward #: UV22 01 0490			
A. Personnel Costs - Line-item description and calculation	2020 VOCA	2020 VOCA MATCH	2021 VOCA	2021 VOCA MATCH	Fund Source 5	Total Amount Allocated
UV Advocate						
Earnings						
\$72,980/year	\$35,512		\$37,468			\$72,980
1.0 FTE						
Benefits						
73.5% of salary	\$26,898		\$26,742			\$53,640
1.0 FTE						
Benefits include County Retirement, FICA/Medicare, Health, Dental, Disability, Life, Vision, Unemployment, and Workers' Compensation Insurance						
Personnel Costs Fund Source Totals	\$62,410		\$64,210			\$126,620
PERSONNEL COSTS CATEGORY TOTAL						\$126,620

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Grant Subaward Budget Pages

Multiple Fund Sources

Subrecipient: County of Sonoma			Grant Subaward #: UV22 01 0490			
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA MATCH	2021 VOCA	2021 VOCA MATCH	Fund Source 5	Total Amount Allocated
Second-Tier Subaward						
Humanidad						
Services of 0.50 FTE Associate Therapist \$74,880/year @ .50 FTE <i>BB</i>	\$18,720		\$18,720			\$37,440
Services of 0.0625 FTE Clinical Supervisor \$10,359 @ 0.0625 FTE <i>BB</i>	\$4,875		\$4,875			\$9,750
One-time supplies						
Phone \$35x12months=\$420	\$420					\$420
Laptop	\$1,000					\$1,000
HIPPA-compliant Zoom subscription	\$676					\$676
Second-Tier Subaward						
Office of Equity						
Services of 0.10 FTE Program Planning & Evaluation Analyst \$187,240 @ .10 FTE <i>BB</i>	\$9,362		\$9,362			\$18,724
Outreach						
UV Advocate						
106 miles/month@ \$0.625/mile	\$540		\$736			\$1,276
2042 miles @ 0.625 miles	\$150		\$150			\$300
Event registration						
Six events @ \$50/event						
printed materials	\$300		\$400			\$700
58.3 x 12 months= \$700 <i>BB</i>						
Operating Costs Fund Source Totals	\$36,043		\$34,243			\$70,286
OPERATING COSTS CATEGORY TOTAL						\$70,286

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Multiple Fund Sources

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	2020 VOCA	2020 VOCA MATCH	2021 VOCA	2021 VOCA MATCH	Fund Source 5	Total Project Cost
Fund Source Totals	\$98,453		\$98,453			\$196,906

VSPS Budget Summary Report

UV22 Unserved/Underserved Victim Advocacy and Outreach Program

Subaward #: UV22 01 0490

Sonoma County

Performance Period: 01/01/23 - 12/31/23

Unserved/Underserved Victim Advocacy and Outreach Program

Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	20VOCA	62,410	0	62,410	0	62,410
F	21VOCA	64,210	0	64,210	0	64,210
Total A. Personal Services - Salaries/Employee Benefits:		126,620	0	126,620	0	126,620

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	20VOCA	36,043	0	36,043	0	36,043
F	21VOCA	34,243	0	34,243	0	34,243
Total B. Operating Expenses:		70,286	0	70,286	0	70,286

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	20VOCA	0	0	0	0	0
F	21VOCA	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	0	0	0	0	0
Total Funded:	196,906	0	196,906	0	196,906
Total Project Cost:	196,906	0	196,906	0	196,906

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

02/16/23



Unserved/Underserved Population Certification Form

Attachment A

Instructions: Identify one Unserved/Underserved Population that your proposal will focus on. You must submit this completed form with your proposal in order to be eligible to be read and rated for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program Request For Proposal.

1. Agency Name:	Sonoma County District Attorney
2. Unserved/Underserved Population	Immigrants



Grant Subaward Budget Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: Sonoma County

A. How the line items support the objectives and activities

The budget includes \$126,620 in Personnel expenses. Personnel expenses include \$72,980 in salary and \$53,640 in benefits for a 1.0 FTE Victim Advocate who will provide direct services to victims/survivors, coordinate outreach efforts, and strengthen data collection.

The budget also includes \$70,286 in Operating expenses associated with implementing the proposed plan. Operating expenses include two Second-Tier Subawards: 1) \$47,190 for Humanidad to provide individual counseling to victims of crime who are immigrants; 2) \$18,724 for the Sonoma County Office of Equity Work to a) develop curriculum and provide training for staff from the District Attorney's Office to support anti-racist and culturally responsive service delivery to Sonoma County's immigrant communities, and b) seek relevant data, analyze that data, and develop specific strategies and interventions to close service and other gaps to ensure culturally responsive services. The enclosed Second-Tier Subawards provide additional detail about the roles and responsibilities of these partners. The remaining operating costs include office supplies to support the Victim Advocate to perform their role and outreach expenses, including mileage, event registration, and printed materials.

The budget does not include funds for Equipment.



Grant Subaward Budget Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: Sonoma County

B. How funds minimize administrative costs and support direct services

One-hundred percent of the proposed budget will support direct services.

C. How shared costs are allocated.

The budget does not include shared costs.

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

All grant-funded staff duties and time commitments directly support the proposed objectives and activities. The 1.0 FTE Victim Advocate will provide culturally appropriate direct services to victims/survivors who are immigrants, coordinate outreach and education efforts, and improve data collection. Second-tier subaward funded positions will also support proposed objectives and activities: the Humanidad 0.5 FTE Associate Therapist and 0.0625 FTE Clinical Supervisor will provide counseling for victims and the Office of Equity 0.1 FTE Program Planning & Evaluation Analyst will provide training and support data collection and planning.

E. Need for mid-year salary range adjustments.

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



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

A. Problem Statement

A.1. THE UNSERVED/UNDERSERVED VICTIM/SURVIVOR POPULATION TO BE SERVICED

The Sonoma County District Attorney's Office (DAO) will service immigrant victims of crime. Immigrants represent 17% of the county's 485,887 residents.¹ An estimated 38,500 undocumented immigrants reside in the county.² A significant number of the county's immigrants live in Santa Rosa, and the Latino population in that city is concentrated in regions that experience high crime rates for youth violent crime, narcotics crime, gang crime, and child abuse and neglect.³ The almost 42,500 immigrant women in the county are at particular risk of victimization since immigrant women experience abuse at rates almost three times the national average.⁴ Immigrants in low-wage jobs, such as the 11,000 vineyard workers in the county, are at risk of labor violations and physical and sexual abuse.⁵ It is difficult to document the full extent of victimization because the DAO and law enforcement do not ask about immigration and immigrants report crimes at lower rates (see A.4). However, the DAO Victim Services Division

¹ U.S. Census Bureau American Community Survey 1-Year Estimates, 2021

² PPIC. *Health Coverage and Care for Undocumented Immigrants*, 2021

³ City of Santa Rosa. *Community Safety Scorecard*, 2016

⁴ NOW. *Intimate Partner Violence, Undocumented & Immigrant Women*, 2016

⁵ Urban Institute. *Latinx Immigrant Crime Victims Fear Seeking Help*, 2017; Bureau of Labor Statistics, 2018



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

(VSD) does track provision of translation services: between July 2021 and June 2022, 284 of the 2,845 victims served by VSD required translation.

A.2. HISTORICAL PERSPECTIVE ADDRESSING SERVICE NEEDS

Despite consistent evidence to the contrary, there are historical and prevailing narratives portraying immigrants as violent criminals.⁶ In combination with recent and historical government efforts to deport unauthorized immigrants, this has cast immigrants as criminals, not victims.⁷ To combat this narrative, the county launched the Sonoma County Immigration Initiative in 2017. This initiative identified service needs based on input from immigrant communities, which included the need for specialized educational materials and outreach efforts, and better coordinated services.

A.3. DEMOGRAPHIC/CULTURAL/SOCIAL CHARACTERISTICS

Eighty-five percent of the county's immigrants speak a language other than English at home and 55.5% speak English less than "very well".⁸ Eighteen percent of the foreign-born population lives below 150% of the poverty level, compared to 9% countywide. The most common countries of origin include

⁶ CUNY ISLG. *Immigration and Crime: A Public Policy Red Herring*. 2021.

⁷ See Second-Tier Subaward with the Office of Equity for additional information.

⁸ Unless otherwise noted, all data in this paragraph is from the U.S. Census Bureau American Community Survey 1-Year Estimates, 2021



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

Mexico, the Philippines, and China. Community partners also report a significant Mixtec (indigenous migrants from Mexico) population who speak indigenous languages and are often isolated from other Latino populations.⁹

A.4. REASON WHY POPULATION IS UNSERVED/UNDERSERVED & CONTRIBUTING FACTORS

Immigrant victims face unique forms of abuse, especially individuals who are undocumented or whose legal status depends on the abuser.¹⁰ Victims may be isolated, prevented from learning English or speaking with friends and family in their home country. Cultural stigma around victimization in some communities means that immigrants may be less likely to seek help. Some immigrants are not familiar with the laws and their rights in the U.S., lack an understanding of the justice-seeking process, and mistrust the justice system. A fear of deportation means undocumented immigrants are even less likely to report crimes.

A.5. GAPS IN SERVICES FOR IDENTIFIED UNSERVED/UNDERSERVED POPULATION

Service gaps for immigrant victims include: 1) Outreach and education about available services and the criminal justice system, including informational materials that reflect languages spoken in immigrant communities; and 2) Direct services that are tailored to the specific needs of immigrant populations.

⁹ Mixteco Indigena Community Organizing Project

¹⁰ WomensLaw.org. *Abuse in Immigrant Communities*, 2020.



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

B. Plan

VSD will achieve four inter-related objectives: Increase outreach and education to immigrant communities to build trust, raise awareness of available services, and strengthen understanding of the criminal justice system (See B.5); Increase VSD's capacity to provide culturally appropriate direct services to victims of crime who are immigrants (See B.1, B.8, B.9); Provide culturally appropriate direct services to victims of crime who are immigrants (See B.2, B.3, B.4, B.6, B.7); and Improve data collection to better understand gaps and improve delivery of culturally responsive services (See B.1). The sections below describe planned activities to support VSD's objectives.

B.1. PLAN TO PROVIDE TRAUMA-INFORMED, CULTURALLY-SENSITIVE SERVICES

VSD will increase its capacity to provide trauma-informed, culturally appropriate services for immigrants that meet their holistic needs. VSD will hire a 1.0 FTE Victim Advocate (UV Advocate) dedicated to serving victims who are immigrants and collaborating with immigrant-serving organizations. VSD will work with community-based partners to promote the position and identify bicultural candidates who reflect the county's unserved / underserved immigrant populations. The UV Advocate will be able to serve up to 100 victims during the performance period. The UV Advocate will be bilingual, ideally in English and



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

Spanish. The Advocate will use LanguageLine Solutions, which provides interpretation in 240 languages, to communicate with victims that speak other languages. The UV Advocate will receive culturally-sensitive training along with all other advocates and DAO staff (see B.8.). The UV Advocate will strengthen relationships with community-based organizations that serve immigrant populations to better understand and respond to the unique needs of immigrant victims (See B.4, B.5). The UV Advocate will coordinate with the Sonoma County Office of Equity to seek and analyze relevant data and develop specific strategies and interventions to ensure culturally responsive services.

B.2. PLAN TO PROVIDE CRISIS INTERVENTION

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

B.3. PLAN TO PROVIDE COUNSELING SERVICES

VSD will develop written procedures for referring victims to Humanidad Therapy & Education Services (Humanidad) for culturally sensitive individual



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

counseling. The provision of culturally competent mental health services will be critical for serving immigrant victims because 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.¹¹

B.4. PLAN TO PARTICIPATE IN SOCIAL SERVICES NETWORK TO PROMOTE COORDINATION

The DAO and VSD are established leaders in the local public and non-profit social services network and have strong working relationships with other county departments, law enforcement, and community organizations from across the county, as evidenced by the enclosed Operational Agreements. VSD also participates in many multi-disciplinary teams (see C.2.). Through UV, VSD will develop and strengthen relationships with immigrant-serving agencies and build connections between these agencies and other service providers. VSD will share information about new services available through the UV program with all partners and teams, and promote coordinated efforts to conduct outreach, improve access, and provide services to better address the needs of immigrants.

B.5. PLAN TO CONDUCT OUTREACH

Providing education about the criminal justice process and support

¹¹ U.S. Dept. of HHS. *Mental Health: Culture, Race, and Ethnicity*, 2001



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

services to the many underserved populations that make up the immigrant community is vital to ensuring access and halting the cycle of violence. For example, when VSD recently met with an immigrant who had been in an abusive marriage for more than 40 years, she stated that she never sought help because she wasn't aware of her rights in this country.

VSD will increase outreach and education to immigrant communities to build trust, raise awareness of available services, and strengthen understanding of the criminal justice system. A critical first step to providing culturally-sensitive services is to build trusting relationships. VSD will consult with the Sonoma County Office of Equity and immigrant-serving organizations, including Petaluma Health Center, Alliance Medical Center, Latino Service Providers, California Human Development, and Catholic Charities to develop a plan to conduct outreach that uses trusted messengers to reach a population that is understandably wary of public institutions. To build trust with immigrant communities, the UV Advocate and VSD volunteers will provide outreach at cultural events such as Day of the Dead celebrations and outreach events such as Binational Health Care Fair Week and Asian American and Pacific Islander Heritage Month.

As appropriate, the UV Advocate will pursue opportunities to provide direct services onsite at partner organization offices to eliminate transportation



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

barriers and to serve immigrant victims in safe and trusted environments.

VSD will also produce informational materials in multiple languages with information about victims' rights and available services. VSD will distribute these materials to partner agencies, including community based organizations and first responders such as law enforcement and medical providers.

B.6. PLAN TO PROVIDE CRIMINAL JUSTICE SUPPORT AND ADVOCACY

VSD has provide comprehensive criminal justice support and advocacy for 20 years. The addition of the UV Advocate will enable VSD to provide dedicated support and advocacy for immigrants. VSD provides all mandated services under Marsy's Law, including but not limited to court accompaniment and information as a victim's case moves through the court process. The Advocate will serve as a trusted partner for victims who may not otherwise have support. For example, VSD recently supported an immigrant who was the victim of rape who had kept her victimization a secret from her family out of fear of bringing shame on them.

Upon receiving a crime report that mentions a victim, a Deputy District Attorney and Victim Advocate will be assigned to that case. VSD will develop new protocols for identifying victims who are immigrants and assigning them to the UV Advocate. Under Marsy's Law the Advocate will contact the victim to



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

inform them of their rights and discuss the process for accessing services. They will seek their input on what needs they might have, and connect them to protection (e.g., protective order, shelter, etc.) as well as to services such as counseling, family custody assistance, immigration assistance, etc. If the victim is dependent on the defendant or has children, the Advocate will make referrals to partner agencies and identify resources to assist the victim with basic needs such as rent, utility bills, groceries, etc. The Advocate will maintain contact with the victim throughout the duration of the criminal justice process. The Advocate will prepare victims if they must testify, including helping them get comfortable in the courtroom. To address transportation barriers to accessing criminal justice support and advocacy, VSD will leverage the Homeless Outreach Team's (funded by CalOES XC) partnership with Lyft to schedule rides as needed or provide bus passes. The DAO will make referrals to the Community Child Care Council of Sonoma County for childcare and preschool as needed.

Through the UV Program, VSD will increase collaboration with the California Victims Legal Resource Center to provide victims with information about this resource and coordinate additional training for DAO staff.

B.7. PLAN TO PROVIDE ASSISTANCE WITH CRIME VICTIM'S COMPENSATION BENEFITS

The UV Advocate will provide immigrant victims with assistance in seeking



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

crime victim's compensation benefits. VSD collaborates with the California Victim Compensation Board (Cal VCB) to support victims with their claims for crime-related expenses. VSD Advocates are trained to complete the necessary paperwork and upload the application into CalVCB's database which allows for faster processing, especially for victims who may not have access to technology.

B.8. PLAN TO PROVIDE ALL STAFF WITH CULTURALLY-SENSITIVE TRAINING

VSD will partner with the Sonoma County Office of Equity to develop curriculum and provide training for all DAO staff, to support anti-racist and culturally responsive service delivery to Sonoma County's immigrant communities. Half-day trainings will be provided once per year to all DAO staff, and VSD staff will participate in quarterly trainings addressing serving immigrant victims. Training will also be made available to partners.

B.9. PLAN TO UTILIZE VOLUNTEERS

VSD will recruit and engage volunteer and interns to help update and maintain a local resource guide and support outreach activities, including participation at outreach events (See B.5). VSD will work with partner organizations to recruit volunteers from immigrant communities to further build connections and credibility. VSD will also collaborate with local colleges to recruit student volunteers.



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

C. Capabilities

C.1. APPLICANTS ABILITY TO IMPLEMENT THE PLAN

VSD has provided comprehensive services to victims and witnesses of all types of crime since 2002. VSD has 10 advocates that provide comprehensive trauma-informed services for victims under Marsy's Law and the additional 1.0 FTE Victim Advocate will enable VSD to provide culturally appropriate, trauma-informed services for immigrant victims. The UV Advocate will report to the VSD Director who has extensive experience supporting diverse victims of crime.

VSD will partner with other agencies to support implementation. Counseling partner 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. Established by County Board of Supervisors in 2020, the Office of Equity develops and delivers equity focused training curriculum for county departments and supports equity-centered planning. The Office of Equity's Executive Director was integral to the County's launch of the Sonoma County Immigration Initiative as described in the enclosed Second-Tier Subaward. The County Office of Equity will provide culturally-sensitive training for all staff. VSD will refer victims to other partners for



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

additional services as needed, as described in the Operational Agreements.

C.2. APPLICANT'S EXPERTISE COLLABORATING IN SERVICE AREA

The DAO, including VSD, has longstanding partnerships with county agencies and nonprofit service providers who serve victims of crime in Sonoma County. To meet the diverse and complex needs of victims/survivors, the DAO collaborates with other County agencies and community-based organizations. For example, the DAO operates the Family Justice Center of Sonoma County (FJCSC), which partners with government and community agencies to provide wraparound services to victims of violence. Under its leadership, the FJCSC's partnership has grown in 10 years to include more than 20 partner organizations, including the Redwood Children's Center, a forensic interview center for children and youth who are victims of or witnesses to violence. VSD participates in several multi-disciplinary teams (MDTs) including the Family Violence Prevention Council, Human Trafficking Task Force, Redwood Children Center MDT, Elder Abuse MDT, Elder Protection Workgroup, and the Domestic Violence Death Review. Additionally, VSD has recently established Memoranda of Understanding with immigrant-serving organizations, including Corazón Healdsburg, Nuestra Comunidad, La Luz Center, and health care providers including West County Community Services and Providence. These partnerships



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

will enable VSD to connect immigrant victims to service providers in rural areas of the county and those who serve low-income victims. VSD will continue to explore new partnerships and establish operational agreements with additional service providers as the UV Victim Advocate learns more about the needs of immigrant victims.

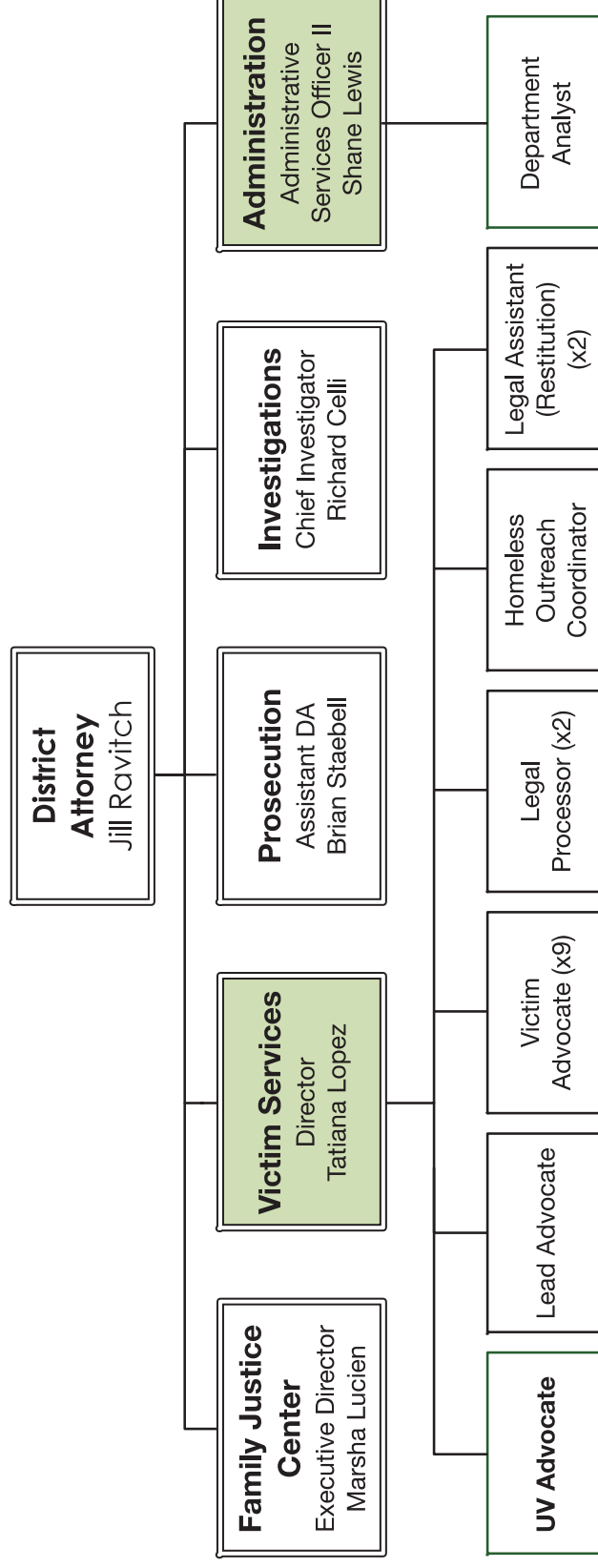
C.3. TRAINING QUALIFICATIONS OF PROPOSED STAFF

The new UV Victim Advocate will complete the 40-hour California Crime Victims Assistance Association certification course and regular culturally-sensitive training (see B.8).

C.4. APPLICANT'S EXPERTISE ADMINISTERING GRANT PROGRAMS

The DAO has a track record of providing fiscal, administrative, and programmatic oversight for grant programs in an efficient and cost-effective manner. Under the leadership of District Attorney Jill Ravitch, the DAO has implemented numerous federal and state grant programs, including several Cal OES grants (XC, VW, FJ, KI, VV) and grants from the U.S. Department of Justice including the Improving Criminal Justice Response Program and the Polyvictimization Demonstration Initiative. The DAO will apply lessons learned from administering these programs to the UV project.

Sonoma County District Attorney Organizational Chart
Cal OES UV Program





Operational Agreement Summary

Grant Subaward #: UV22 01 0490

Subrecipient: County of Sonoma

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA	
1. <u>Verity (Cal OES – funded Domestic Violence Assistance Program)</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
2. <u>YWCA of Sonoma County (Cal OES – funded Rape Crisis Program)</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
3. <u>Alliance Medical Center</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
4. <u>California Human Development</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
5. <u>California Highway Patrol</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
6. <u>Catholic Charities of the Diocese of Santa Rosa</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
7. <u>Cloverdale Police Department</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
8. <u>Cotati Police Department</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
9. <u>Healdsburg Police Department</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
10. <u>Latino Service Providers</u>	<u>09/23/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
11. <u>Petaluma Health Care Centers</u>	<u>09/23/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
12. <u>Rohnert Park Department of Public Safety</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
13. <u>Santa Rosa Junior College Police Department</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
14. <u>Santa Rosa Police Department</u>	<u>09/29/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
15. <u>Sonoma County Sheriff</u> 16. <u>Sonoma Police Department</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
16. <u>Sonoma Police Department</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
17. <u>Sonoma State University Police</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
18. <u>Windsor Police Department</u>	<u>09/22/2022</u>	<u>01/01/23</u>	<u>to 03/31/24</u>
19. _____			<u>to</u> _____
20. _____			<u>to</u> _____

Sonoma County UV Program Operational Agreements

Note: This application does not include Operational Agreements for the Victim/Witness Assistance Program or District Attorney's Office because the Sonoma County District Attorney is the Implementing Agency and the District Attorney's Office Victim Services Division is Sonoma County's Victim/Witness Assistance Program

1. Verity (Cal OES – funded Domestic Violence Assistance Program)
2. YWCA of Sonoma County (Cal OES – funded Rape Crisis Program)
3. Alliance Medical Center
4. California Human Development
5. California Highway Patrol
6. Catholic Charities of the Diocese of Santa Rosa
7. Cloverdale Police Department
8. Cotati Police Department
9. Healdsburg Police Department
10. Latino Service Providers
11. Petaluma Health Care Centers
12. Rohnert Park Department of Public Safety
13. Santa Rosa Junior College Police Department
14. Santa Rosa Police Department
15. Sonoma County Sheriff
16. Sonoma Police Department
17. Sonoma State University Police
18. Windsor Police Department



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Verity. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Verity with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Verity with training, information, and materials regarding services provided to crime victims through VSD
- Assist Verity with crime victims contact and resources/referrals
- Meet with Verity as necessary and appropriate

Verity will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Verity

Christine Castillo, Executive Director
835 Piner Road, Suite D
Santa Rosa, CA 95403
ccastillo@ourverity.org
707-545-7270

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Christine Castillo, Executive Director
Verity

Date: 9/22/2022

Date: 9/23/2022



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707.565.2311 • FAX 707.565.2762 • www.sonoma-cmnty.org/da/

JILL RAVITCH
District Attorney

Operational Agreement/ Memorandum of Understanding

January 1, 2023 - March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the YWCA of Sonoma County. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by YWCA of Sonoma County with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist YWCA of Sonoma County with training, information, and materials regarding services provided to crime victims through VSD
- Assist YWCA of Sonoma County with crime victims contact and resources/referrals
- Meet with YWCA of Sonoma County as necessary and appropriate

YWCA of Sonoma County will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

YWCA of Sonoma County

Madeleine Keegan O'Connell, Chief Executive Officer
PO Box 3506
Santa Rosa, CA 95402
moconnell@ywcasc.org
707-546-9922

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Madeleine Keegan O'Connell, Chief Executive
Officer
YWCA of Sonoma County

Date: 9/22/2022

Date: 9-22-2022



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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 - March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Alliance Medical Center. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Alliance Medical Center with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Alliance Medical Center with training, information, and materials regarding services provided to crime victims through VSD
- Assist Alliance Medical Center with crime victims contact and resources/referrals
- Meet with Alliance Medical Center as necessary and appropriate

Alliance Medical Center will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Alliance Medical Center

Janice Harper, Director of Clinical Operations
1381 University Ave
Healdsburg, CA 95448
jharper@alliancemed.org
707-433-5494

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Janice Harper, Director of Clinical Operations
Alliance Medical Center

Date: 9/22/2022

Date: 9/28/22



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OFFICE OF THE DISTRICT ATTORNEY

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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 - March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and California Human Development. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by California Human Development with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist California Human Development with training, information, and materials regarding services provided to crime victims through VSD
- Assist California Human Development with crime victims contact and resources/referrals
- Meet with California Human Development as necessary and appropriate

California Human Development will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

California Human Development

Thomas Stuebner, Chief Executive Officer
3315 Airway Drive
Santa Rosa, CA 95403
Thomas.Stuebner@cahumandevlopment.org
707-523-1155

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Date: 9/22/2022



Thomas Stuebner, Chief Executive Officer
California Human Development

Date: 9/26/2022



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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the California Highway Patrol. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by California Highway Patrol with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist California Highway Patrol with training, information, and materials regarding services provided to crime victims through VSD
- Assist California Highway Patrol with crime victims contact and resources/referrals
- Meet with California Highway Patrol as necessary and appropriate

California Highway Patrol will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

California Highway Patrol

Randy England, Captain
6100 Labath Avenue
Rohnert Park, CA 94928
rengland@chp.ca.gov
707-588-1400

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Date: 9/22/2022



Randy England, Captain
California Highway Patrol

Date: 09.23.2022



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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Catholic Charities of the Diocese of Santa Rosa. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Catholic Charities of the Diocese of Santa Rosa with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Catholic Charities of the Diocese of Santa Rosa with training, information, and materials regarding services provided to crime victims through VSD
- Assist Catholic Charities of the Diocese of Santa Rosa with crime victims contact and resources/referrals
- Meet with Catholic Charities of the Diocese of Santa Rosa as necessary and appropriate

Catholic Charities of the Diocese of Santa Rosa will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Catholic Charities of the Diocese of Santa

Rosa

Jennielynn Holmes, Executive Director
PO Box 4900
Santa Rosa, CA 95402
707-528-8712

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Date: 9/22/2022

DocuSigned by:

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Jennielynn Holmes, Executive Director
Catholic Charities of the Diocese of Santa
Rosa

9/27/2022
Date: _____



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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Cloverdale Police Department. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Cloverdale Police Department with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Cloverdale Police Department with training, information, and materials regarding services provided to crime victims through VSD
- Assist Cloverdale Police Department with crime victims contact and resources/referrals
- Meet with Cloverdale Police Department as necessary and appropriate

Cloverdale Police Department will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Cloverdale Police Department

Jason Ferguson, Chief
112 Broad Street
Cloverdale, CA 95425
jferguson@ci.cloverdale.ca.us
707-894-1736

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Date: 9/22/2022



Jason Ferguson, Chief
Cloverdale Police Department

Date: 9/26/22



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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Cotati Police Department. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Cotati Police Department with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Cotati Police Department with training, information, and materials regarding services provided to crime victims through VSD
- Assist Cotati Police Department with crime victims contact and resources/referrals
- Meet with Cotati Police Department as necessary and appropriate

Cotati Police Department will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Cotati Police Department

Michael Parish, Chief
203 West Sierra Avenue
Cotati, CA 94931
mparish@cotaticity.org
707-665-3601

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Michael Parish, Chief
Cotati Police Department

Date: 9-26-22

Date: 9/23/2022



COUNTY OF SONOMA
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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Healdsburg Police Department. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Healdsburg Police Department with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Healdsburg Police Department with training, information, and materials regarding services provided to crime victims through VSD
- Assist Healdsburg Police Department with crime victims contact and resources/referrals
- Meet with Healdsburg Police Department as necessary and appropriate

Healdsburg Police Department will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Healdsburg Police Department

Matt Jenkins, Chief
238 Center Street
Healdsburg, CA 95448
mjenkins@ci.healdsburg.ca.us
707-431-3368

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Date: 9/22/2022



Matt Jenkins, Chief
Healdsburg Police Department

Date: 9/23/22



COUNTY OF SONOMA
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707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Latino Service Providers. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Latino Service Providers with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Latino Service Providers with training, information, and materials regarding services provided to crime victims through VSD
- Assist Latino Service Providers with crime victims contact and resources/referrals
- Meet with Latino Service Providers as necessary and appropriate

Latino Service Providers will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Latino Service Providers

Roseanne Ibarra, Executive Director
1015-A Center Drive
Santa Rosa, CA 95403
admin@latinoserviceproviders.org
707-837-9577

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Roseanne Ibarra, Executive Director
Latino Service Providers

Date: 9/23/2022

Date: 09/28/22



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Petaluma Health Care Centers. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Petaluma Health Care Centers with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Petaluma Health Care Centers with training, information, and materials regarding services provided to crime victims through VSD
- Assist Petaluma Health Care Centers with crime victims contact and resources/referrals
- Meet with Petaluma Health Care Centers as necessary and appropriate

Petaluma Health Care Centers will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Petaluma Health Care Centers

Kathryn Powell, Chief Executive Officer
1179 North McDowell Blvd
Petaluma, CA 94954
707-559-7500

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Date: 9/22/2022



Kathryn Powell, Chief Executive Officer
Petaluma Health Care Centers

Date: September 23, 2022



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Operational Agreement/ Memorandum of Understanding

January 1, 2023 - March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Rohnert Park Department of Public Safety. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Rohnert Park Department of Public Safety with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Rohnert Park Department of Public Safety with training, information, and materials regarding services provided to crime victims through VSD
- Assist Rohnert Park Department of Public Safety with crime victims contact and resources/referrals
- Meet with Rohnert Park Department of Public Safety as necessary and appropriate

Rohnert Park Department of Public Safety will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Rohnert Park Department of Public Safety

Tim Mattos, Chief
500 City Center Drive
Rohnert Park, CA 94928
tmattos@rpcity.org
707-584-2654

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Tim Mattos, Chief
Rohnert Park Department of Public Safety

Date: 9/22/2022

Date: 9/22/22



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Santa Rosa JC Police Department. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Santa Rosa JC Police Department with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Santa Rosa JC Police Department with training, information, and materials regarding services provided to crime victims through VSD
- Assist Santa Rosa JC Police Department with crime victims contact and resources/referrals
- Meet with Santa Rosa JC Police Department as necessary and appropriate

Santa Rosa JC Police Department will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Santa Rosa JC Police Department

Robert Brownlee, Chief
1501 Mendocino Avenue
Santa Rosa, CA 95401
rbrownlee@santarosa.edu
707-524-1820

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Robert Brownlee, Chief
Santa Rosa JC Police Department

Date: 9/22/2022

Date: 9/22/2022



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

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JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Santa Rosa Police Department. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Santa Rosa Police Department with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Santa Rosa Police Department with training, information, and materials regarding services provided to crime victims through VSD
- Assist Santa Rosa Police Department with crime victims contact and resources/referrals
- Meet with Santa Rosa Police Department as necessary and appropriate

Santa Rosa Police Department will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Santa Rosa Police Department

John Cregan, Chief
965 Sonoma Avenue
Santa Rosa, CA 95404
jcregan@srcity.org
707-543-4070

Either party may withdraw from this agreement by delivery of written notice to the other party at least 30 days prior to the date of the proposed withdrawal.

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



John Cregan, Chief
Santa Rosa Police Department

Date: 9/29/2022

Date: 09/29/2022



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Sonoma County Sheriff. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Sonoma County Sheriff with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Sonoma County Sheriff with training, information, and materials regarding services provided to crime victims through VSD
- Assist Sonoma County Sheriff with crime victims contact and resources/referrals
- Meet with Sonoma County Sheriff as necessary and appropriate

Sonoma County Sheriff will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Sonoma County Sheriff

Mark Essick, Sheriff
2796 Ventura Avenue
Santa Rosa, CA 95403
mark.essick@sonoma-county.org
707-565-3520

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Date: 9/22/2022



Mark Essick, Sheriff
Sonoma County Sheriff

Date: 9/26/22



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Sonoma Police Department. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Sonoma Police Department with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Sonoma Police Department with training, information, and materials regarding services provided to crime victims through VSD
- Assist Sonoma Police Department with crime victims contact and resources/referrals
- Meet with Sonoma Police Department as necessary and appropriate

Sonoma Police Department will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Sonoma Police Department

Orlando Rodriguez, Chief
175 1st Street West
Sonoma, CA 95476
orlando.rodriguez@sonoma-county.org
707-565-8730

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Orlando Rodriguez, Chief
Sonoma Police Department

Date: 9/22/2022

Date: 09/22/2022



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

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707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Sonoma State University Police. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Sonoma State University Police with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Sonoma State University Police with training, information, and materials regarding services provided to crime victims through VSD
- Assist Sonoma State University Police with crime victims contact and resources/referrals
- Meet with Sonoma State University Police as necessary and appropriate

Sonoma State University Police will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Sonoma State University Police

Nader Oweis, Chief
1801 East Cotati Avenue
Rohnert Park, CA 94928
nader.oweis@sonoma.edu
707-664-2915

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Nader Oweis, Chief
Sonoma State University Police

Date: 9/22/2022

Date: 9/23/22



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Operational Agreement / Memorandum of Understanding

January 1, 2023 – March 31, 2024

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and the Windsor Police Department. This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Provide victims referred by Windsor Police Department with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist Windsor Police Department with training, information, and materials regarding services provided to crime victims through VSD
- Assist Windsor Police Department with crime victims contact and resources/referrals
- Meet with Windsor Police Department as necessary and appropriate

Windsor Police Department will:

- Refer crime victims to VSD for services
- Work with VSD in the best interest of the crime victim
- Be available for consultations
- Attend relevant trainings hosted by VSD
- Provide relevant trainings to VSD
- Meet with VSD as necessary and appropriate

Primary Contacts

Victim Services Division

Tatiana Lopez, Director
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Windsor Police Department

Mike Raasch, Chief
PO Box 100
Windsor, CA 95492
michael.raasch@sonoma-county.org
707-838-1001

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Mike Raasch, Chief
Windsor Police Department

Date: 9/22/2022

Date: 9/23/2022

**Sonoma County UV Program
Second-Tier Subawards**

1. Humanidad Therapy & Education Services
2. Sonoma County Office of Equity



Second-Tier Subaward

January 1, 2023 – December 31, 2023

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and Humanidad Therapy & Education Services (Humanidad). This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate victim services for victims who are immigrants.

Roles and Responsibilities

VSD will:

- Work with Humanidad to develop and implement written procedures for VSD to refer victims of crime who are immigrants to Humanidad for counseling services.
- Provide victims referred by Humanidad with culturally appropriate direct services.
- Provide victims with court orientation, support, and escort.
- Assist victims in obtaining victim compensation and restitution.
- Refer victims to additional services, as appropriate.
- Assist Humanidad with training, information, and materials regarding services provided to crime victims through VSD.
- Assist Humanidad with crime victims contact and resources/referrals.
- Meet with Humanidad as necessary and appropriate.

Humanidad will:

- Work with VSD to develop and implement written procedures for VSD to refer victims of crime who are immigrants to Humanidad for counseling services.
- Provide individual counseling to victims of crime who are immigrants.
- Provide services to individuals with mild to moderate acuity level with a maximum of 10 clients per week.
- Refer crime victims to VSD for services.
- Work with VSD in the best interest of the crime victim.
- Be available for consultations.
- Attend relevant trainings hosted by VSD.
- Meet with VSD as necessary and appropriate.

- Comply with all applicable requirements of the UV RFP and the provisions of the Cal OES Subrecipient Handbook concerning the use of Grant Subaward funds as outlined in Section 7.010 of the Cal OES Subrecipient Handbook.

Non-Fiscal Resources

None

Reporting Requirements

Humanidad will provide VSD with information necessary for VSD to meet Cal OES reporting requirements, including but not limited to:

- Number and types of services provided to victims referred by VSD
- Demographics of victims served
- Type of victimization experienced

Only non-identifying, aggregate data is required. Humanidad will collect and share statistics with VSD on a quarterly basis.

Transfer of Funds

VSD will establish a contract with Humanidad for the transfer of funds upon notice of a grant award from Cal OES. VSD will transfer a total of \$47,190 to Humanidad for the roles and responsibilities described above on a reimbursement basis based on actual expenses incurred by the Humanidad. Humanidad will submit monthly invoices for cost reimbursement. Humanidad will provide source documentation that supports contract billings. Functional timesheet must support service hours charged and be included with invoices.

Primary Contacts

Sonoma County District Attorney's Office

Tatiana Lopez, Director
Victim Services Division
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Humanidad

Juan Torres, Executive Director
1260 N. Dutton Ave., Suite 230
Santa Rosa, CA 95401
jtorres@humanidadtherapy.org
707-525-1515 Ext. 101

The parties hereby agree to and approve this document.



Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office



Juan Torres, Executive Director
Humanidad

Date: 9/30/2022

Date: 09/30/2022



COUNTY OF SONOMA
OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
707.565.2311 • FAX 707.565.2762 • www.sonoma-county.org/da/

JILL RAVITCH
District Attorney

Second-Tier Subaward

January 1, 2023 – December 31, 2023

This Agreement is entered into by and between the Sonoma County District Attorney's Office, Victim Services Division (herein referred to as VSD), and Sonoma County Office of Equity (Office of Equity). This Agreement sets forth the understanding between the two agencies with the intent to work together toward the mutual goal of providing maximum available assistance and services to crime victims in Sonoma County, with a specific focus on increasing access to culturally appropriate victim services for victims who are immigrants.

Sonoma County's diverse immigrant community is valued and in need of specific, focused, trauma-informed, and caring service delivery. The last federal administration implementation of aggressive federal deportation policies and targeting of Sonoma County has led to great fear and desperation throughout our immigrant community. For example, Sonoma County was singled out (1 of 26 jurisdictions nationwide) by the Justice Department for review of its Justice Assistance Grant (JAG), 4 of 98 Seven-Eleven stores raided by ICE nationwide in 2018 were in Sonoma, litigation pleadings against the State of California alleging the unconstitutionality of SB 54 specifically called out Sonoma County, and the Assistant Secretary of DOJ (falsely) claimed at a press conference that the 2017 Sonoma Fires were started by a homeless undocumented person. Community fear has manifested itself in increased stress and a reduced willingness to interact with local government agencies. This has led to reduced crime reporting, fewer applications for critical child health and social services, and the increased possibility of legal and other violations of people's rights.

In 2017, at the direction of the Board of Supervisors, Sonoma County launched the Sonoma County Immigration Initiative (with leadership from then-Chief Deputy County Counsel and now Director Alegría De La Cruz) to keep the County's immigrant community safe, informed, and connected to local government. The Initiative convened local immigration advocates and community leaders to determine what is most needed to address these threats to immigrant families. The Initiative's efforts revealed an immediate need for affordable immigration legal defense, for educational materials and outreach efforts specifically designed to meet the needs of immigrant residents, families, students, as well as educators and employers of these community members, as well as a desire to better coordinate existing legal and other support services. From that initial convening has grown a powerful network of community-based organizations working to provide wrap around social and legal services as the Sonoma County Secure Families Collaborative.

In addition, the Board of Supervisors has taken meaningful steps to address the entrenched racial and ethnic inequities in Sonoma County with the establishment of the Office of Equity in late 2020,

appointing Alegría De La Cruz as its inaugural Director. Since that time, the Office of Equity has built a County-wide infrastructure of Core Team members representing a majority of County departments and agencies and developed a Race Equity 101 curriculum for delivery to departments and agencies interested in taking the next steps towards ensuring culturally responsive services to those community members experiencing institutional marginalization and disproportionately negative outcomes. Additionally, the Office of Equity is able to support departments and agencies to develop specific curriculum to address needs in the workforce to better serve specific populations of concern with equity-centered data analysis, curriculum and training, as well as strategic planning to support sustainable short-term and long-term solutions and strategies in the form of Racial Equity Action Plans.

While nearly one in four Sonoma County residents are either undocumented or have an undocumented friend or family member in their household, the undocumented population is still living in the shadows, significantly underserved, and in need of specific, focused, and knowledgeable service provision. This powerful partnership between the Victims Services Division and the Office of Equity secures a solid, stable, and critical foundation to ensure culturally responsive services to the immigrant community in Sonoma County.

Roles and Responsibilities

VSD will:

- Work with the Office of Equity to develop curriculum and provide training for staff from the District Attorney's Office, including VSD staff, to support anti-racist and culturally responsive service delivery to Sonoma County's immigrant communities
- Work with the Office of Equity to develop relevant components of a Racial Equity Action Plan
- Provide victims with culturally appropriate direct services
- Provide victims with court orientation, support, and escort
- Assist victims in obtaining victim compensation and restitution
- Refer victims to additional services, as appropriate
- Assist the Office of Equity with data, information, and materials regarding services provided to crime victims through VSD
- Meet with the Office of Equity as necessary and appropriate

The Office of Equity will:

- Work with VSD to develop curriculum and provide training to for staff from the District Attorney's Office, including VSD staff to support anti-racist and culturally responsive service delivery to Sonoma County's immigrant communities
- Work with VSD to seek relevant data, analyze that data, and develop specific strategies and interventions to close service and other gaps to ensure culturally responsive services
- Work with VSD to develop relevant components of a Racial Equity Action Plan
- Meet with VSD as necessary and appropriate
- Comply with all applicable requirements of the UV RFP and the provisions of the Cal OES Subrecipient Handbook concerning the use of Grant Subaward funds as outlined in Section 7.010 of the OES Subrecipient Handbook

Non-Fiscal Resources

None

Reporting Requirements

The Office of Equity will provide VSD with information necessary for VSD to meet Cal OES reporting requirements, including but not limited to:

- Number and types of trainings provided
- Number of staff trained

The Office of Equity will collect and share statistics with VSD on a quarterly basis.

Transfer of Funds

VSD will establish a contract with the Office of Equity for the transfer of funds upon notice of a grant award from Cal OES. VSD will transfer a total of \$18,724 to the Office of Equity for the roles and responsibilities described above on a monthly reimbursement basis based on a 0.1 full-time equivalent Office of Equity Program Planning and Evaluation Analyst employed by the Office of Equity. The Office of Equity will submit monthly invoices for cost reimbursement. The Office of Equity will provide source documentation that supports contract billings. Functional timesheet must support service hours charged and be included with invoices.

Primary Contacts


Sonoma County District Attorney's Office

Tatiana Lopez, Director
Victim Services Division
600 Administration Drive, Room 212J
Santa Rosa, CA 95403
Tatiana.Lopez@sonoma-county.org
707-565-2822

Sonoma County Office of Equity

Alegría De La Cruz, Director
50 Santa Rosa Avenue, Suite 330
Santa Rosa, CA 95404
Alegría.DeLaCruz@sonoma-county.org
707-565-8709

The parties hereby agree to and approve this document.


Tatiana Lopez (Sep 30, 2022 10:16 PDT)

Tatiana Lopez, Director
Victim Services Division
Sonoma County District Attorney's Office

Date: Sep 30, 2022



Alegría De La Cruz, Director
Sonoma County Office of Equity

Date: Sep 30, 2022



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: **UV22 01 0490** *BB*
2. Subrecipient's Name: **County of Sonoma**
3. Grant Subaward Performance Period **01/01/2023** through **12/31/2023**
4. VOCA Fund Source #1: **20VOCA**

VOCA Victim Assistance Formula Grant Program Funds Awarded: **\$ 98,453**

Amount of Match Proposed (post approved Match Waiver): **\$ 0**

5. VOCA Fund Source #2 (if applicable): **21VOCA**

VOCA Victim Assistance Formula Grant Program Funds Awarded: **\$ 98,453**

Amount of Match Proposed (post approved Match Waiver): **\$ 0**

6. Briefly summarize the services provided:

Comprehensive services and referrals will be provided, whether or not a suspect has been identified, to the unserved/underserved immigrant victim/survivor population. There will be a specialized advocate to provide advocacy, support, and other direct services to these identified victims/survivors going through the criminal justice system; who will collaborate with other victim service organizations and mental health partners to provide appropriate referrals for counseling and other services etc.; and will engage with the community through outreach.

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

California is experiencing a financial need for a match waiver due to the COVID-19 national emergency. In recent years, Sonoma County agencies have had to shut down and limit their abilities to serve victims in order to comply with shelter in place orders and other health and safety requirements for the state. Agencies continue to face exposure and concerns with the masking mandate lifted, which place strains on existing county personnel and hiring efforts. Further, recent emergencies have negatively impacted county revenue,

Approved ☒

Claire Wimbley-Brown

Claire Wimbley-Brown 1/10/23

Denied ☐

Unit Chief Name

Unit Chief Signature

Date

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

097-00000 *BB*

Subrecipient: County of Sonoma	UEI # EB6LZJPCWEU3	FIPS #:
Grant Disaster/Program Title: Unserved/Underserved Victim Advocacy and Outreach Program		
Performance Period: 01/01/23 to 12/31/23	Subaward Amount Requested: \$ 246,132 196,906 <small>rsc</small>	
Type of Non-Federal Entity (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	

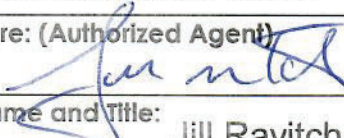
Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, 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 checked="" type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years <input checked="" type="checkbox"/>
3. How many grants does your organization currently receive?	>10 grants <input checked="" type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 4,594,348
5. Are individual staff members assigned to work on multiple grants?	Yes <input checked="" type="checkbox"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input checked="" type="checkbox"/>
7. How often does your organization have a financial audit?	Annually <input checked="" type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	No <input checked="" type="checkbox"/>
9. Do you have a written plan to charge costs to grants?	No <input checked="" type="checkbox"/>
10. Do you have written procurement policies?	Yes <input checked="" type="checkbox"/>
11. Do you get multiple quotes or bids when buying items or services?	Sometimes <input checked="" type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years <input checked="" type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input checked="" 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.

Signature: (Authorized Agent) 	Date: 9/16/2022
Print Name and Title: Jill Ravitch, District Attorney	Phone Number: 707-565-3098
Cal OES Staff Only: SUBAWARD # UV22 01 0490 <i>BB</i>	



Grant Subaward Service Area Information

Grant Subaward #: UV22 01 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 5

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

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

State Assembly District where principal office is located: District 2

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

State Senate District where principal office is located: District 2

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