



April 14, 2020

Karen Fies, Director of Human Services Department  
Sonoma County  
3600 Westwind Boulevard  
Santa Rosa, CA 95403-1037

Subject: **NOTIFICATION OF APPLICATION APPROVAL**  
Child Advocacy Center Program  
Subaward #: KC19 03 0490, Cal OES ID: 097-00000

Dear Ms. Fies:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$200,000, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This 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 Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

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

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

VA

Cal OES #	097-00000-18	FIPS #	097-00000	VS#		Subaward #	KC19 03 0490
-----------	--------------	--------	-----------	-----	--	------------	--------------

## 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: Sonoma County Human Services Department 1a. DUNS#: 831448324
2. Implementing Agency: Sonoma County Human Services Department 2a. DUNS#: 831448324
3. Implementing Agency Address: 3600 Westwind Blvd. Santa Rosa 95403-1037  
(Street) (City) (Zip+4)
4. Location of Project: Santa Rosa sonoma 95403-1037  
(City) (County) (Zip+4)
5. Disaster/Program Title: Child Advocacy Center Program 6. Performance Period: 04/01/20 to 03/31/21  
(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.	2019	VOCA		\$200,000		\$50,000		\$50,000	\$250,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total Project Cost				\$200,000	\$200,000	\$50,000		\$50,000	\$250,000

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

**14. CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

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

Name: Karen Fies Title: Director of Human Services Department

Payment Mailing Address: 3600 Westwind Blvd. City: Santa Rosa Zip Code+4: 95403-1037

Signature: Karen Fies Date: 2/6/2020

16. Federal Employer ID Number: 946000539

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Mary Buckner 4/7/2020 Shathu Carlson 4.7.2020  
(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)

ENY: 2019-20 Chapter: 23 SL: 18408  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 2018-V2-GX-0029 10/01/17-09/30/21  
Fund: Federal Trust AL#: 16.575  
Program: Child Advocacy Center Program  
Match Req.: 20%, C/IK based on TPC  
Project ID: OES18VOCA000012  
SC: 2019-18408 Amount: \$ 200,000

NOV 10 2019

**RECEIVED**  
FEB 07 2020  
BY: # 7000 U 8

**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 (phone)

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / AL#</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2018	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$396,642,274	\$380,776,583
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
Child Advocacy Center Program (KC)
- Project Description (Please type the Project Description):  
Provides child abuse victims with an age-appropriate forensic interview in a family-friendly location and ongoing victim services for the child and family unit.

**4. Research & Development Section:**

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

## PROJECT CONTACT INFORMATION

Subrecipient: Sonoma County Subaward #: KC 19 03 0490

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: Karen Fies Title: Director of Human Services Department  
Telephone #: (707)565-6990 Email Address: kfies@schsd.org  
Address/City/Zip + 4: 3600 Westwind Blvd. Santa Rosa, CA 95403-1037

2. The **Financial Officer** for the project:

Name: Tina Rivera Title: Department Administrative Services Director  
Telephone #: (707)565-5869 Email Address: trivera@schsd.org  
Address/City/Zip + 4: 3600 Westwind Blvd. Santa Rosa, CA 95403-1037

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Dara Chanin Title: Redwood Children's Center Coordinator  
Telephone #: (707)565-6361 Email Address: dchanin@schsd.org  
Address/City/Zip + 4: 2755 Mendocino Ave, Suite 204 Santa Rosa, CA 95403-2868

4. The **person** having **Routine Fiscal** responsibility for the project:

Name: Amber Todahl Title: Accountant III  
Telephone #: (707)565-5872 Email Address: atodahl@schsd.org  
Address/City/Zip + 4: 3600 Westwind Blvd. Santa Rosa, CA 95403-1037

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

Name: Karen Fies Title: Director of Human Services Department  
Telephone #: (707)565-6990 Email Address: kfies@schsd.org  
Address/City/Zip + 4: 3600 Westwind Blvd. Santa Rosa, CA 95403-1037

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Karen Fies Title: Director of Human Services Department  
Telephone #: (707)565-6990 Email Address: kfies@schsd.org  
Address/City/Zip + 4: 3600 Westwind Blvd. Santa Rosa, CA 95403-1037

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

Name: Susan Gorin Title: Board of Supervisors Chair  
Telephone #: (707)565-2241 Email Address: Susan.Gorin@sonoma-county.org  
Address/City/Zip + 4: 575 Administration Dr. 100A, Santa Rosa, CA 95403-2815

## SIGNATURE AUTHORIZATION

Subaward #: KC19 03 0490

Subrecipient: Sonoma County

Implementing Agency: Human Services Department  
Sonoma County -



\*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

\***Project Director:** Karen Fies

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

Date: \_\_\_\_\_

*Karen Fies*

2/3/20

\***Financial Officer:** Tina Rivera

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

Date: \_\_\_\_\_

*Tina Rivera*

2/6/20

The following persons are authorized to sign  
for the **Project Director**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

I, Karen Fies hereby certify that  
(official authorized to sign; same person as Section 15 on Grant Subaward Face Sheet)

Subrecipient: Sonoma County Human Services Department

Implementing Agency: Sonoma County Human Services Department

Project Title: Redwood Children's Center

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Grant Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

**II: Equal Employment Opportunity – (Subrecipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.**

Equal Employment Opportunity Officer: Nick Yanez

Title: Program Development Manager, Human Resources

Address: 520 Mendocino Ave. Santa Rosa, CA 95401-5255

Phone: (707)565-1309

Email: nyanez@schsd.org

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

The Applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding federal grant funds, the Equal Employment Opportunity, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The Applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the Applicant formally notifies Cal OES that the Applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the Grant Subaward is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

**III. Drug-Free Workplace Act of 1990 – (*Subrecipient Handbook*, Section 2152)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (*Subrecipient Handbook*, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code*, Section 21000 et seq.) requires all Cal OES-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (*Subrecipient Handbook* Section 2154)**

Cal OES grant funds, grant property, or grant-funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (*Subrecipient Handbook* Section 2155)**

*(This applies to federally-funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board – (*Subrecipient Handbook* Section 1350)**

The above-named organization (Applicant) accepts responsibility for and must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the City Council/Governing Board.



The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this Grant Subaward is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

## **VIII. Civil Rights Compliance**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

## **IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Funds**

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

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

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

Record retention and access: Records pertinent to the award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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

## 2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants 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. The Subrecipient must comply with the DOJ Grants Financial Guide.

## 3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient 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, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's 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> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

## 4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. The Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. The Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and

c. The Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

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

The Subrecipient 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 award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds (FY 2019)

The Subrecipient 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, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (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 award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC

20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, 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 award, 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 award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- o Certifies that, if it learns or is notified that it 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, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) 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 (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award 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, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. 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 Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient 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> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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

The Subrecipient must comply with, and is 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.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

## 15. Victims of Crime Act Requirements

The Subrecipient must 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.

## 16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

## 17. Performance Reports

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

## 18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

## 19. All Subawards ("Subgrants") must have specific federal authorization

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

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

## 20. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar

amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

- a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

- b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

- c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award 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) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.



- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

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

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient 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.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient 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 that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and 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.

## 25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, 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 the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

## 26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

## 27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other

outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

28. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees 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 award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the funds.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates 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 swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_



Authorized Official's Typed Name: Karen Fies


Authorized Official's Title: Director of Human Services Department

Date Executed: \_\_\_\_\_

2/3/20

Federal Employer ID #: 94-6000539

Federal DUNS #: 831448324

Current System for Award Management (SAM) Expiration Date: January 2021 11/4/2020 

Executed in the City/County of: Santa Rosa / Sonoma County

## AUTHORIZED BY: (not applicable to State agencies)

☐

City Financial Officer

☒

County Financial Officer

☐

City Manager

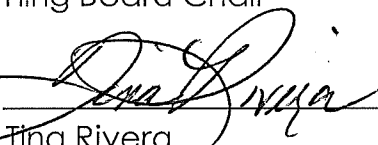
☐

County Manager

☐

Governing Board Chair

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



Typed Name: Tina Rivera

Title: \_\_\_\_\_

Director Administrative Services Department

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: Sonoma County Human Services Department- ③						Subaward #: KC 19 03 0490	
A. Personal Services – Salaries/Employee Benefits	18 <del>19</del> VOCA	18 VOCA Match Fund2	Fund3	Fund4	Fund5	Fund6	COST ②
Program Planning & Evaluation Analyst (PPEA) (.6 FTE) Salary .6 FTE (1 Staff) \$3567/Bi-Weekly X 26 pay periods X 60% FTE = \$55,645	\$55,645						\$55,645 ✓
Benefits .6 FTE (1 Staff) 71.8926% X \$92,742 total salaries X 60% FTE = \$40,005	\$40,005						\$40,005 ✓
Benefit Details FICA (7.65% of total salaries) ③ SUI & Workers Comp (3.21% of total salaries) Health, Vision, Dental, Life & Disability Insurance (17.40% of total salaries) Retirement Benefits (43.63% of total salaries)							
PPEA Description To develop the policies, procedures and protocol for the MDT to respond to severe physical abuse cases as well as provide ongoing administrative support to ensure effective implementation and service coordination of the MDT membership.							
Personal Section Totals	✓\$95,650	\$ 0					\$95,650 ②
<b>PERSONAL SECTION TOTAL</b>							\$95,650 ✓ VH

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: Sonoma County Human Services Department				Subaward #: KC 19 03 0490				
B. Operating Expenses	10 19VOCA	10 19VOCA In-Kind Match	Fund3	Fund4	Fund5	Fund6	COST	
<b>2020 Dallas Crimes Against Children (6 participants)</b>								
Registration \$600 x6 staff = \$3600	\$3,600						\$3,600	✓
Airfare \$300 x 6 staff = \$1800	\$1,800						\$1,800	✓
Lodging 4 nights \$150 x 6 staff x 4 nights = \$3600	\$3,600						\$3,600	✓
Per Diem \$56 x 6 staff x 5 days = \$1680	\$1,680						\$1,680	✓
<i>Description: MDT members learn new ways to improve investigations, forensic interviews, service delivery and understanding how to incorporate new tools for the team to manage secondary and vicarious trauma by attending this conference.</i>								
<b>VydaNyx Storage</b>								
Baseline Subscription= \$1732 per year	\$1,732						\$1,732	✓
Active Video Storage= \$275 x \$10.95=\$3012	\$3,012						\$3,012	✓
Archival Video Storage=\$275 x \$0.59=\$163	\$163						\$163	✓
<i>Description: Cloud-based video management system, to store and share forensic interviews. VidaNyx has layers of security including multifactor authentication and binary scrambling, is HIPAA compliant, and automatically documents chain of custody.</i>								
<i>Second tier operational agreement.</i> <b>YWCA EMDR Therapy Services</b>	\$29,763						\$29,763	✓
30 clients for up to 15 sessions - sessions run from \$75/hr - \$105/hr depending on therapeutic modality used.								
<i>Description: Provides evidence based modalities of therapy to victims served through RCC.</i>								
<i>Second tier operational agreement.</i> <b>Lifeworks Therapy Services</b>	\$59,000	\$12,000					\$71,000	✓
60 clients for up to 15 sessions - sessions run from \$75/hr-\$100/hr depending on therapeutic modality used.								
<i>Description: Provides evidence based modalities of therapy to victims served through RCC.</i>								
<i>Second tier operational agreement.</i> <b>Verity Advocacy Services</b>		\$38,000					\$38,000	✓
<i>Description: Contracted advocacy and supportive services for child victims of sexual assault, including resource assistance.</i>								
Operating Section Totals	✓\$104,350	✓\$50,000					\$154,350	
<b>OPERATING SECTION TOTAL</b>							\$154,350	✓ VH

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

## VSPS Budget Summary Report

**KC19 Child Advocacy Center Program**

Sonoma County

Child Advocacy Center Program

Subaward #: KC19 03 0490

Performance Period: 04/01/20 - 03/31/21

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	18VOCA	95,650	0	95,650	0	95,650
L	18VOCA	0	0	0	0	0
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>95,650</b>	<b>0</b>	<b>95,650</b>	<b>0</b>	<b>95,650</b>

### 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	18VOCA	104,350	0	104,350	0	104,350
L	18VOCA	50,000	0	50,000	0	50,000
<b>Total B. Operating Expenses:</b>		<b>154,350</b>	<b>0</b>	<b>154,350</b>	<b>0</b>	<b>154,350</b>

### 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	18VOCA	0	0	0	0	0
L	18VOCA	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>
<b>Total Funded:</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>
<b>Total Project Cost:</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>

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

04/14/20



## **Project Narrative**

### **a. Problem Statement**

Redwood Children's Center (RCC) is the only Child Advocacy Center in Sonoma County and is utilized by surrounding counties lacking their own. As the coordination hub for investigation and intervention services for child victims, RCC has successfully used VOCA KE/Cal OES funding since 2018 to improve and increase services for victims in the areas of mental health, victim support and advocacy, multidisciplinary response, and providing a child focused setting. While these services have indeed helped support victims, the needs of victims have progressively become more complex, requiring increased coordination of services and the need to seek focused support programs along with trauma treatment. Although RCC has expanded mental health services by increasing the number of contracted therapists and providing training in evidence-based modalities, there remains long waiting lists with local providers. Further unmet needs related to mental health include the need to create quality assurance procedures to ensure evidence-based screenings are being conducted with tracked outcomes, and expanding treatment to include other types of evidence-based modalities.

RCC received oversight approval to offer a Multi-Disciplinary Team response to severe physical abuse cases. In order to successfully launch this new offering, oversight processes need to be established to guarantee the MDT response is swift, coordinated, and inclusive of all essential partners. Additionally, a protocol including policies and procedures needs to be developed to ensure cases are referred in a timely manner.

Sonoma County Dependency Court has recently gone through a shift in practice leading to an increase in subpoenas requesting copies of RCC recorded forensic interviews. Current practice is to provide DVD recordings of interviews. RCC does not have the capability to secure

these recordings in the DVD format. This poses a security risk for victims, as interviews can be duplicated or viewed by anyone who possesses the DVD. RCC is committed to ensuring victims are protected, however lacks the equipment, staff, and software to manage and assure these interviews are secured.

MDT members need access to professional tools that allow the collaboration to work effectively on behalf of the children and families we serve. However, staff rotations and changes continue to be part of our professional culture. For this reason, we believe that ongoing training and education is important for all MDT members. Training funding continues to be scarce within our County, as budgets have become more compressed. Additionally, law enforcement and the District Attorney's office has been especially strained and many were not able to attend training allocated for the 2018/2019 grant cycle.

#### **b. Plan**

##### **1) The multidisciplinary team and the plan to increase the effectiveness of the team's response to child abuse/neglect cases.**

RCC has a two-pronged approach to increase the effectiveness of the MDT. First is to continue to invest in the education of the MDT members by engaging in the Crimes Against Children conference taking place in August 2020. The workshops and case studies presented at the 2019 conference proved invaluable for MDT members by learning new ways to improve investigations, forensic interviews, service delivery and understanding how to incorporate new tools for the team to manage secondary and vicarious trauma. The remaining members of the MDT will attend the 2020 conference to garner up-to-date information and build their skills.

Second, is to add capacity to the staff team with a .6 FTE Program Planning & Evaluation Analyst to develop the policies, procedures and protocol for the MDT to respond to severe physical abuse cases as well as provide ongoing administrative support to ensure effective implementation and service coordination of the MDT membership to address this unmet need.

**2) The frequency at which forensic interviews take place at the Applicant's CAC and how that information is shared with the multidisciplinary team.**

Since its inception in 1994, the Redwood Children's Center (RCC) has worked alongside law enforcement and child welfare workers, providing over 7,233 forensic investigative interviews and over 1,442 forensic sexual assault medical exams to children involved in child abuse investigations in our community. On average, RCC conducts 250-270 forensic interviews each year. These statistics are shared with the Multi-Disciplinary team during the monthly Case Review meeting, monthly Investigative Team meetings, and quarterly Steering Committee meetings.

Furthermore, RCC plans to use VidaNyx, a cloud-based video management system, to store and share forensic interviews. VidaNyx has layers of security including multifactor authentication and binary scrambling, is HIPAA compliant, and automatically documents chain of custody. With the use of this program, recorded interviews will be stored securely without the risk of duplication or unauthorized access. To support the implementation of the VidaNyx system and associated processes, RCC will utilize a 0.6 FTE Program Planning & Evaluation Analyst to provide project and contract management oversight.

**3) The victim and advocacy services provided by Applicant**

Victim and advocacy services are provided by community-based Sexual Assault advocates, District Attorney Victim advocates, and the YWCA Intimate Partner Violence advocates. Sexual Assault advocates attend forensic interviews and accompany victims and caregivers during their time at RCC. They accompany victims during medical exams, in the field to assist with investigations, and support victims during pre-text phone calls. Sexual Assault advocates also provide ongoing case management to ensure victims' needs are met and to connect the families to services such as legal assistance, housing, food, counseling, immigration assistance, transportation, medical services, and ongoing support and education. District Attorney Victim advocates assist the caregivers in applying for victim compensation, educate and support the family through the criminal process, collaborate with the sexual assault advocates and ensure family and victim needs are met. The YWCA Intimate Partner Violence advocates provide ongoing case management, including support and resources for families and victims involved in intimate partner violence. These advocates will be an essential partner for support of severe physical abuse cases to link families and victims with necessary resources and access to ongoing medical evaluations.

**4) Whether mental health services are provided on site or referred to outside individuals/agencies.**

Mental Health Services are currently provided by referral to outside agencies through a linkage agreement. Crisis intervention is provided on-site as needed. Mental health clinicians are part of the Multi-Disciplinary team and attend monthly meetings with advocates to

coordinate support. They also attend monthly Case Reviews to engage in continuous quality improvement and are available for consults as needed.

RCC has a two-part plan to address access to quality mental health services. Funding for mental health services will continue through this grant to ensure that victims are offered evidence-based treatment to meet their needs. Additionally, capacity will be added to the staff team through a Program Planning & Evaluation Analyst (.6 FTE) to provide program development to enhance and expand services to meet the needs of clients, as well as manage service provider contracts and collaboration. The Program Planning & Evaluation Analyst position will develop policies, procedures, and tracking systems to support the service provision of contracted mental health providers. This will ensure quality and consistency with evidence-based modalities and increase capacity to serve more child victims.

**5) The frequency of case reviews and how the Applicant coordinates the multidisciplinary team for the case reviews.**

The RCC Coordinator and the Deputy District Attorneys assigned to RCC hold case reviews once a month for the MDT. Trainings are offered each month during case review to enhance the knowledge of the team and to keep up to date on the latest research to meet the needs of victims. The case review process follows the NCA Accreditation Standards.

**6) How volunteers will be used (VOCA requirement).**

RCC is housed at the Family Justice Center (FJC). The FJC provides volunteers to assist the program by organizing clothing and supplies for victims, making copies of brochures and resources for families, and by conducting follow up Outcome Measurement System surveys with

caregivers. Furthermore, RCC routinely supports the ongoing teaching of Masters in Social Work interns by facilitating an internship experience with collaboration, communication, awareness of evidence-based modalities, and knowledge of cutting-edge research.



Subaward #: KC19 030490

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: Sonoma County Human Services Department  
Project Director: Karen Fies Phone #: (707) 565-6990  
Address: 3600 Westwind Blvd.  
City: Santa Rosa Zip: 95403

**ATTENDEE(S)**

Name: 6 Attendees  
Title: Phone #:   
Name:   
Title: Phone #:

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 8/9/20-8/13/20  
Destination (City/State) Dallas, Texas  
Description (Meeting/Conference/Other) Training-Crimes Against Children Conference

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)  
This training teaches those who work directly with child victims of crime, help children in their healing process.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

Approve



Disapprove



*Julie Clay*  
Program Specialist

2/24/2020

Date



*Norman St. Clair*  
Unit Chief

3/4/20

Date



## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state's travel policy?  
Please specify:

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: 8/9/20-8/13/20  
Destination: Dallas, Texas  
Purpose: Training-Crimes Against Children Conference

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

Airfare: \$ 1800 ✓

Additional Airport Expenses

Mileage: (57.5 cents per mile) \$ \_\_\_\_\_

Taxi/Shuttle: \$ \_\_\_\_\_

Parking: \$ \_\_\_\_\_

Auto Expenses:

Private Car: \$ \_\_\_\_\_

Rental Car: \$ \_\_\_\_\_

State/Agency Car: \$ \_\_\_\_\_

#### HOTEL/PER DIEM

Hotel: 4 ~~x 6 people~~ days @ \$ 900<sup>4</sup> ~~150~~ per day = 3600 ✓

Per diem: 5 ~~x 6 people~~ days @ \$ 300<sup>5</sup> ~~50~~ per day = 1680 ✓

#### OTHER EXPENSES

Registration/Conference Fee: \$ \_\_\_\_\_

6 Attendees (\$600) \$ 3600 ✓

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL COSTS NOT TO EXCEED:

\$ 10680 ✓

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

<b>Subrecipient</b> <u>Sonoma County</u>	<b>Duns#</b> <u>831448324</u>	<b>FIPS#</b> <u>097-000000</u>
<b>Disaster/Program Title:</b> <u>Child Advocacy Center Program (KC) Program</u>		
<b>Performance Period:</b> <u>04/01/20</u> to <u>03/31/21</u> <b>Subaward Amount Requested:</b> <u>\$ 200,000</u>		
<b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

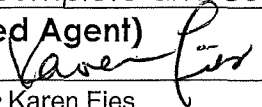
Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, 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?	>5 year <input checked="" type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	3-5 year <input checked="" type="checkbox"/>
3. How many grants does your organization currently receive?	3-10 gra <input checked="" type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 5,445,603
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?	Yes <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?	Always <input checked="" type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	3-5 year <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.*

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> <u>2/3/20</u>
<b>Print Name and Title:</b> <u>Karen Fies</u>	<b>Phone Number:</b> <u>(707)565-6990</u>
<b>Cal OES Staff Only: SUBAWARD #</b> <u>KC19 03 0490</u>	

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Sonoma County

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

2nd Congressional District

5th Congressional District\*

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

2nd State Assembly District\*

4th State Assembly District

10th State Assembly District

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

2nd State Senate District\*

3rd State Senate District

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

504,217 (2017)