



November 12, 2019

Flerida Alarcon, Chief, Bureau of Victim Services
San Bernardino County
303 West 3rd Street, 6th Floor
San Bernardino, CA 92415-502

Subject: NOTIFICATION OF APPLICATION APPROVAL
Victim/Witness Assistance Program
Subaward #: VW19 38 0360, Cal OES ID: 071-00000

Dear Ms. Alarcon:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$2,802,863, 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.

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

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

1. Subrecipient: County of San Bernardino		1a. DUNS#: 073590812	
2. Implementing Agency: San Bernardino County District Attorney's Office		2a. DUNS#: 626913172	
3. Implementing Agency Address: 303 W. Third St.		San Bernardino	
Street		City	
4. Location of Project: 303 W. Third St.		San Bernardino	
City		County	
5. Disaster/Program Title: Victim/Witness Assistance Program		6. Performance Period: 10/01/2019 to 09/30/2020	
7. Indirect Cost Rate: ☐ N/A; ☒ 10% de minimis; ☐ Federally Approved ICR _____ %			

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	a. VOCA		\$ 2,517,830		\$ 629,458		\$ 629,458	\$ 3,147,288
2019	a. VWA0	\$ 285,033				\$ 0	\$ 285,033	
Select	10. Select					\$ 0	\$ 0	
Select	11. Select					\$ 0	\$ 0	
Select	12. Select					\$ 0	\$ 0	
	TOTALS	\$ 285,033	\$ 2,517,830	\$ 2,802,863	\$ 629,458	\$ 0	\$ 629,458	12. G Total Project Cost: \$ 3,432,321

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section §250 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:		16. Federal Employer ID Number: 956002748	
Name: Jason Anderson		Title: District Attorney	
Telephone: 909-382-3660 (area code)	FAX: 909-382-7674 (area code)	Email: DA@sbcda.org	
Payment Mailing Address: 303 W. Third St. 6th Floor		City: San Bernardino	Zip+4: 92415-0502
Signature: 		Date: 6/28/19	

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

Cal OES Fiscal Officer

Date _____

CALGES 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: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC
 Project ID: OES18V0CA000012 Amount: \$2,517,830
 Activity ID: LA18408V0CA0000 SC: 2019-18408

ENY: 2019-20 Chapter: 23 SL: 14300
 Item: 0690-101-0903 Pgm: 0385
 Fund: State Penalty Fund
 Program: Victim/Witness Assistance Program
 Match Req.: None
 Project ID: OES19VVA0000000 Amount: \$285,033
 Activity ID: LA14300VVA00000 SC: 2019-14300

Grant Subaward Face Sheet – Cal OES 2-101 (Revised 01/2019)

RECEIVED
AUG 30 2019
608 639

**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 • (916) 845-8511 fax

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
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):
Victim/Witness Assistance Program (VW)
- Project Description (Please type the Project Description):
The purpose of the VW Program is to maintain Victim Witness Assistance Centers (Centers) to provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties

4. Research & Development Section:

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

PROJECT CONTACT INFORMATION

Subrecipient: County of San Bernardino

Subaward #: VW 19 38 0360

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: Florida Alarcon Title: Chief, Bureau of Victim Services

Telephone #: 909-382-3669 Email Address: FAlarcon@sbcda.org

Address/City/Zip + 4: 303 West 3rd St, 6th Floor, San Bernardino, CA 92415-0502

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

Name: Claudia Walker Title: Chief, Bureau of Administration

Telephone #: 909-382-7689 Email Address: CWalker@sbcda.org

Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

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

Name: Florida Alarcon Title: Chief, Bureau of Victim Services

Telephone #: 909-382-3669 Email Address: FAlarcon@sbcda.org

Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

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

Name: Karen White Title: Supervisor, Bureau of Administration

Telephone #: 909-382-3674 Email Address: KWhite@sbcda.org

Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

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: Jason Anderson Title: District Attorney

Telephone #: 909-382-3660 Email Address: DA@sbcda.org

Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

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: Jason Anderson Title: District Attorney

Telephone #: 909-382-3660 Email Address: DA@sbcda.org

Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

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

Name: Curt Hagman Title: Chairman, Board of Supervisors

Telephone #: 909-387-4866 Email Address: curt.hagman@bos.sbcounty.gov

Address/City/Zip + 4: 385 N. Arrowhead Ave. Fifth Floor, San Bernardino, CA 92415-0110

SIGNATURE AUTHORIZATION

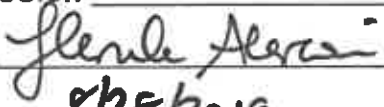
Subaward #: VW19 38 0360

Subrecipient: County of San Bernardino

Implementing Agency: Office of the District Attorney, San Bernardino County

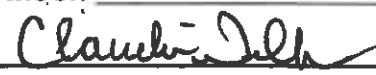
***The Project Director and Financial Officer are *REQUIRED* to sign this form.**

***Project Director:** Florida Alarcon

Signature: 

Date: 8/28/2019

***Financial Officer:** Claudia Walker

Signature: 

Date: 8-28-19

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



Signature

Alfred Moore

Printed Name

Signature

Printed Name

Signature

Printed Name

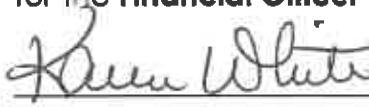
Signature

Printed Name

Signature

Printed Name

The following persons are authorized to sign
for the **Financial Officer**



Signature

Karen White

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund**

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

Subrecipient: County of San Bernardino

Implementing Agency: District Attorney's Office, County of San Bernardino

Project Title: Victim Witness Assistance Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the 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 OMB Uniform Guidance 2 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 equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Yvonne Johnson

Title: Senior Analyst

Address: 157 West 5th Street, 1st Floor, San Bernardino, CA 92415-0440

Phone: 909-387-5834

Email: yjohnson@hr.sbcounty.gov

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 will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to 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 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 agreement 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) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200; as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

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

The Subrecipient agrees to 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 Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by 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 agrees to 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 "2015 DOJ Grants Financial Guide").

6. 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.

7. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, 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:

- o Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- o E-mail: oig.hotline@usdoj.gov;
- o DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- o DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

8. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to 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, 2016, are set out at <http://oip.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

The Subrecipient understands and agrees that 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.

10. 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.

11. 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.

12. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

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

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--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 recipient'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.

14. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any

procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, 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 <http://oip.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 \$150,000)] and are incorporated by reference here.

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

The Subrecipient agrees to 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.

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

The Subrecipient agrees to 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.

17. VOCA Requirements

The recipient assures that the State and its subrecipients 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. Specifically, the State certifies that funds under this award will:

- a. be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b. not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c. be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

18. Demographic Data

The Subrecipient agrees to 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.

19. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to 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.

20. Access to Records

The Subrecipient authorizes 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.

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: Jason Anderson

Authorized Official's Title: District Attorney

Date Executed: 8/28/19

Federal Employer ID #: 95-6002748 Federal DUNS # 626913172

Current System for Award Management (SAM) Expiration Date: 3-28-2020

Executed in the City/County of: San Bernardino

AUTHORIZED BY: (not applicable to State agencies)

☐ City Financial Officer

☐ County Financial Officer

☐ City Manager

☐ County Manager

☒ Governing Board Chair

Signature: _____

Typed Name: Curt Hagman

Title: Chairman, Board of Supervisors

SEP 10 2019

SIGNED AND CERTIFIED THAT A COPY OF
THIS DOCUMENT HAS BEEN DELIVERED
TO THE CHAIRMAN OF THE BOARD
LYNNA MONELL
Clerk of the Board of Supervisors
of the County of San Bernardino

By _____

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: San Bernardino County District Attorney			Subaward #: VW19 38 0360	
A. Personal Services – Salaries/Employee Benefits	18 VOCA	19 VWA0	18 VOCA Match	COST
All program salary and benefit rates are per the employee's current Memorandum of Understanding with the County of San Bernardino				\$0
				\$0
				\$0
				\$0
1 FTE Assistant Victim Services Chief @ 100%				\$0
Facilitate programs for victims and oversee unit				\$0
\$30.39 x 1,386 x 1	\$42,121			\$42,121 ✓
\$ 32.06 x 694 hours x 1	\$22,250			\$22,250 ✓
				\$0
				\$0
				\$0
2 FTE Supervising Victim Advocate @ 100%				\$0
Supervise staff, provide direct assistance to victims				\$0
\$28.20 x 1040 hrs x 1	\$29,328			\$29,328 ✓
\$29.77 x 1040 hrs x 1	\$30,961			\$30,961 ✓
\$34.99 x 2080 hrs x 1	\$72,779			\$72,779 ✓
				\$0
				\$0
				\$0
21 FTE Victim Advocate II @ 100%				\$0
Provide direct services to victims with obtaining court support, applying for financial assistance, etc.				\$0
MVA position will provide assistance to victims of mass victimization and terrorism incidents				\$0
				\$0
MVA - \$31.11 x 2080 hours x 1	\$64,709			\$64,709 ✓
\$32.50 x 2080 hours x 6	\$405,600			\$405,600 ✓
\$26.23 x 1040 hours x 5	\$136,396			\$136,396 ✓
\$23.90 x 2080 x 9	\$447,408			\$447,408 ✓
				\$0
				\$0
22 FTE Victim Advocate I @ 100%				\$0
Provide direct services to victims with obtaining				\$0
Provide direct services to victims with obtaining				\$0
\$26.74 x 2080 hours x 2	\$111,238			\$111,238 ✓
\$24.28 x 2080 hours x 1	\$50,502			\$50,502 ✓
\$19.95 x 1040 hours x 9	\$186,732			\$186,732 ✓
\$21.47 x 2080 hours x 6	\$267,946			\$267,946 ✓
\$19.95 x 2080 x 4	\$165,984			\$165,984 ✓
				\$0
				\$0
3 FTE Office Assistant III @ 100%				\$0
Provide direct services to victims by assisting with intake, calling victims, escorting to court, entering stats, and issuing notification letters				\$0
\$20.70 x 2080 hours x 3	\$129,168			\$129,168 ✓
				\$0
				\$0
BENEFITS FOR 49 FULL TIME = 49.1585% EMPLOYEES FOR 1 YEAR				\$0
Total Salaries \$2,098,414 x 49.1585%				\$0
This includes MVA benefits				\$0
MVA Only Benefits (\$64,709 x .491585)	\$6,810		\$25,000	\$31,810 ✓
Retirement 29.5985% of gross	\$142,527	\$285,033	\$603,989	\$1,031,549 ✓
Vision Care 0.11% of gross salary				\$0
Short-Term Disability 1.08% of gross salary				\$0
Social Security Medicare 1.31% of gross salary				\$0
Workers Compensation 1.68% of gross salary				\$0
Life Insurance 0.09% of gross salary				\$0
Medical Insurance 14.59% of gross salary				\$0
Dental Insurance 0.7% of gross salary				\$0
$\$2,098,413 \times .491585 = \$1,031,549$				\$0
Personal Section Totals	\$2,312,459	\$285,033	\$628,989	\$3,226,481 ✓
PERSONAL SECTION TOTAL				\$3,226,481 ✓

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: San Bernardino County District Attorney

Subaward #: VW19 38 0360

B. Operating Expenses	18.VOCA	19 VWAO	18 VOCA Match	COST
ALL TRAVEL COSTS USE COUNTY RATES				\$0
NOVA Training - Orlando Florida				\$0
18 Advocates	\$32,000		\$0	\$32,000 ✓
See attached out of state travel				\$0
Includes costs of \$1725 for MVA Position				\$0
International Courthouse Dog Conference- Washington (2 advocates)	\$4,260		\$250	\$4,510
See attached out of state travel				\$0
Critical Incident Training (CISM) 11 advocates x \$199 per training	\$1,970		\$219	\$2,189
				\$0
303 Victim Center Lobby and beverage center	\$27,000			\$27,000
Estimated Lobby Furniture = \$20,000; Beverage Center (8 items ea. less than = \$7,000 (VW location) \$5,000)				\$0
LLUCH Furniture (VW location)	\$14,800			\$14,800
Furniture Cost Estimate = \$14,800				
Emergency Fund (charging 155) 4				\$0
Gas Cards - 300 x \$25 = \$6,000 16,000	\$6,000			\$6,000 ✓
Walmart Cards - 340 x \$25 = \$8,500	\$8,500			\$8,500 ✓
Target Cards - 340 x \$25 = \$8,500	\$8,500			\$8,500 ✓
Misc. Emergency 625 x 12 = \$7,500	\$7,500			\$7,500 ✓
Children's Network Training (Sept 18-19) 22 advocates x \$250 registration = \$5,500	\$5,500			\$5,500 ✓
Includes costs of \$250 for MVA Position				\$0
MVA CCVAA Crisis Response Training- November 8- 7, Solvang CA 1 Attendee (county rate) 4				\$0
Mileage \$.58 x 379 (roundtrip) = 219.82 (41)	\$220			\$220 ✓
Hotel 3 nights x \$200 a night (County rate)	\$600			\$600 ✓
Meals = \$34 x 3 days + \$9 breakfast last day + \$19 dinner evening before conference	\$130			\$130 ✓
CTI Training	\$3,300			\$3,300 ✓
Registration only				\$0
Suicide Prevention/Compassion Fatigue, Burn Out, Self-Care/Wellness in the Workplace				\$0
\$150 per hour for class instruction x 22 hours of instruction				\$0
Courthouse Dog Expenses	\$14,200			\$14,200 ✓
Includes supplies, vet bills, food, grooming				\$0
\$591.66 ave per month x 12 months x 2 dogs				\$0
Uniforms-Crisis Response and Outreach	\$5,025			\$5,025 ✓
Includes \$335 for MVA Position				\$0
Includes Jackets, polos, ball caps, backpack, pants and boots with Victim Services Logo at a total cost of approximately \$335 each set x 15 complete uniforms				\$0
Leave no Victim Behind Conference October 21-23 Las Vegas NV				\$0
See attached Out of State Travel Request for details	\$1,140			\$1,140 ✓
Jason Keck Lifer Parole Travel Expenses				\$0
Hotel Estimate 10 nights x \$175 per night	\$1,750			\$1,750 ✓
Rental Car Estimate 10 days x \$66 per day	\$660			\$660 ✓
Airfare Estimate 5 trips x \$250 each trip	\$1,250			\$1,250 ✓
Meal Per diem \$34 per day x 10 days	\$340			\$340 ✓

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: San Bernardino County District Attorney			Subaward #: VW19 38 0360	
B. Operating Expenses	18 VOCA	19 VWA0	18 VOCA Match	COST
Vehicle Maintenance of VOCA purchased Vehicles \$333.33 per month x 12 months	\$4,000			\$4,000 ✓
Indirect Cost 10% de minimis of salary + benefits Salary = \$2,163,122 + Benefits \$1,063,359 + \$149,114 x 10% de minimis = Indirect cost of \$337,560 MT MTDC (2,163,122+1,063,359+165,371+469-16726) x 10% = 337,560 Using less than 10% because there is not enough money left in the budget to cover \$337,560 <i>MTDC for Admin Costs & Overhead 40.55</i>	\$16,726			\$16,726
Operating Section Totals	\$165,371	\$0	\$469	\$165,840
OPERATING SECTION TOTAL	✓	✓	✓	\$165,840 ✓

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: San Bernardino County District Attorney			Subaward #: VW19 38 0360	
C. Equipment	18 VOCA	19 VWA0	18 VOCA Match	COST
Courthouse Dog Vehicle New Model, non hybrid medium to large SUV Using County Purchasing Rules and Regs regarding bids and justification Estimate = \$40,000	\$40,000			\$0
				\$40,000
				\$0
				\$0
				\$0
				\$0
				\$0
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				\$0
				\$0
				\$0
Equipment Section Totals	\$40,000	\$0	\$0	\$40,000
EQUIPMENT SECTION TOTAL				\$40,000
Category Totals				
Same as Section 12G on the Grant Subaward Face Sheet	\$2,517,830	\$265,033	\$629,488	
Total Project Cost				\$3,432,321

\$3,432,321
 AT

VSPPS Budget Summary Report

VW19 Victim/Witness Assistance Program

San Bernardino County

Victim Witness Assistance Program

Subaward #: VW19 38 0360

Performance Period: 10/01/19 - 09/30/20

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	2,312,459	0	2,312,459	0	2,312,459
L	18VOCA	628,989	0	628,989	0	628,989
S	19VWA0	285,033	0	285,033	0	285,033
Total A. Personal Services - Salaries/Employee Benefits:		3,226,481	0	3,226,481	0	3,226,481

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	165,371	0	165,371	0	165,371
L	18VOCA	469	0	469	0	469
S	19VWA0	0	0	0	0	0
Total B. Operating Expenses:		165,840	0	165,840	0	165,840

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	40,000	0	40,000	0	40,000
L	18VOCA	0	0	0	0	0
S	19VWA0	0	0	0	0	0
Total C. Equipment:		40,000	0	40,000	0	40,000

<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	629,458	0	629,458	629,458
Total Funded:	2,802,863	0	2,802,863	2,802,863
Total Project Cost:	3,432,321	0	3,432,321	3,432,321

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

11/12/19

Budget Narrative

The proposed budget provides funding in the amount of \$3,432,321 for a specialized Victim/Witness Assistance Unit with 49 full-time staff members. Two full-time Supervising Victim Advocate, committed at 100 percent of their time, paid for by the grant, will ensure that all staff members accomplish program objectives and conduct activities according to guidelines. One Victim Services Assistant Chief will facilitate programs designed to assist victims and oversee the Victim Witness Unit. Twenty (20) full-time Victim Advocate II's will provide direct services to victims. An additional Victim Advocate II will be assigned to the Mass Victimization Advocate (MVA) position. Twenty-two full-time Victim Advocate I's will also provide direct services to victims. Three Office Assistant III's will provide clerical support and direct support to victims. The Office Assistants will be calling victims, notifying them of court dates, escorting them to court, issuing notification letters, providing intake services, attending meetings, and entering statistics for themselves and the advocates.

Advocates are trained and experienced in working with victims and coordinating services, specializing in areas of major crimes, career criminal prosecution, gang and hate crimes, domestic violence, sexual assault, elder abuse and crimes against children. Advocates are qualified with the experience, skills, and training to perform a variety of direct and indirect services for crime victims. Victim Advocate I's are expected to have education equivalent to an Associate degree in psychology, sociology, criminal justice, behavioral or social science, as well as one year's experience which includes face to face interviews, making referrals, maintaining case records, and determining eligibility for social services. In addition to the education and experience listed above, Victim Advocate II's are expected to have one year's experience providing advocacy services. Supervising Victim Advocates have the same educational guidelines as above but are expected to have three years of experience providing a wide variety of victim advocate services, victim

compensation claims or restitution services to victims of crimes in a criminal justice organization, with lead work or supervisory experience highly desired.

Total salaries of \$2,163,122 are budgeted using VOCA18 funds including the MVA position. Total benefits of \$1,063,359 are budgeted as follows: \$149,337 from VOCA 18 funds, \$285,033 from VWAO19 funds, and \$628,989 from the District Attorney's general fund to cover the VOCA cash match. Staff members are dedicated to accomplishing the stated objectives and activities described in the project narrative and according to guidelines. All grant funds allocated to salaries and benefits are for the provision of direct services.

Ongoing operating expenses will be paid from both grant funds and from the District Attorney's general fund, demonstrating the commitment to minimize administrative costs and support direct services. All operating expenses are from VOCA 18 unless otherwise noted. Training costs to send advocates to NOVA Training of \$32,000 are budgeted from VOCA 18 funds. Training cost to send two Advocates and dogs to the International Courthouse Dog Conference of \$3,600 are budgeted as \$3,350 from VOCA 18 and \$250 from the District Attorney's general fund for cash match. Additional training costs of \$5,500 are budgeted for Children's Network Training using VOCA 18 funding. Costs of \$2,189 are set aside for Critical Incident Training, \$1,970 from VOCA 18 and \$219 from cash match. \$30,500 from VOCA 18 will be used to directly assist victims with financial needs such as paying for lodging, clothing, utilities, transportation, etc. and for providing emergency gift cards to assist victims with every day necessities. The 303 Victim Center Lobby has budgeted \$40,000 for new furniture and beverage center in order to help victims feel welcome and safe. A new location at the Loma Linda University Children's Hospital will house one Victim Advocate and is budgeted for \$14,800 for office and waiting room furniture. The MVA Advocate will be attending CCVAA Crisis Response Training in November 2019 at a cost of approximately \$950 which includes hotel and mileage. CTI

Subrecipient: County of San Bernardino Subaward #: VW19 38 0360

Training is budgeted at \$3,300 which includes 22 hours of instruction at \$150 per hour for all new Victim Advocates. Training includes suicide prevention; compassion fatigue, burnout, and self-care; and wellness in the workplace. Courthouse dog expenses are budgeted at \$14,200 and includes veterinarian care, dog food, grooming, and pet supplies for 2 courthouse dogs. Crisis Response and Outreach Uniforms are budgeted at \$5,025 and are for uniforms for new advocates and replacement of worn out uniforms for existing advocates. The Assistant Victim Services Chief will be attending the Leave No Victim Behind Conference which is budgeted at \$1,140 and includes registration, hotel, transportation and meals. \$4,000 is budgeted for 1 victim advocate II to attend Lifer Parole hearings and support the victims during the process. \$4,000 is budgeted to maintain Victim Services vehicles. The remaining budget of \$4,636 is indirect costs which help cover office supplies, phone, office space and other costs associated with the Victim Services unit. The County is using the 10 percent de minimis rate or less.

One Vehicle is budgeted at \$40,000 to support and additional courthouse dog and handler (Victim Advocate II).

No subcontracts are needed; no unusual expenditures are anticipated. Mid-year salary adjustments are calculated in budget costs.

Project Narrative

San Bernardino County is the largest county in the contiguous United States. Crime victims often live many miles from the nearest victim witness service center in dense sprawling urban communities, remote isolated desert areas, and insular mountain ranges hours from the nearest courthouse or victim services center. Field visits are conducted by the victim advocates where all mandatory and optional services, under California Penal Code 13835, are offered to victims who are unable to reach a victim services center due to lack of transportation, a medical condition, or limiting physical mobility. Funding will allow the Bureau of Victim Services to maintain and improve the services provided to victims.

The Bureau of Victim Services advocates working under the Victim/Witness Assistance program grant allocate 100% of their time to the Victim/Witness Assistance program. Victim advocates are highly qualified, well trained professionals that have met the mandatory educational requirements. They advise clients of their rights as victims under Marsy's Law and provide trauma informed services such as applying for assistance through the California Victim Compensation Board program, emergency relocation, temporary lodging, funeral/burial assistance and court accompaniment.

The primary program goal of the San Bernardino County District Attorney's Bureau of Victim Services is to provide mandatory services expeditiously to victims of all crime types to minimize the terrible impact of crime upon the victim. Assistance includes crisis intervention and conducting field visits to aid

Subrecipient: County of San Bernardino DA Subaward #: VW19 38.0360

victims living in remote areas who do not have the ability to reach a center. To accomplish our goal of providing comprehensive assistance to crime victims, advocate staff are assigned to all District Attorney offices, the Children's Assessment Center of San Bernardino, Arrowhead Regional Medical Center Emergency Room and the San Bernardino County Sheriff's Department Headquarters. The victim advocates are assigned to general prosecution felony and misdemeanor units as well as specialized prosecutorial units that are primarily focused on crimes related to human trafficking, gangs, elder abuse, family violence, crimes against children, cold case, parole unit, and major crime units.

The District Attorney's Information Technology Department developed and maintains a comprehensive database (CRM) which tracks the number of victims assisted and types and number of services provided in compliance with the requirements set forth by the Office of Victims of Crime (OVC) for the Performance Measurement Tool. The database will be used to track services provided to victims and the performance measures can be easily collected from the database. The supervising victim advocates, victim advocates and office assistants update the database each time contact is made with a victim and services have been provided. For each victim, the database contains their name, address, e-mail address, telephone number, date of birth, crime type and services provided. Any supervisor, victim advocate or office assistant that has contact with a victim will be able to immediately identify when and what

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

type of previous contact has been made and what services have been provided to that victim. The information will be used for reporting performance measures for the grant. Supervisors can monitor the database for quality assurance and run reports as needed for performance measures. Caseloads are monitored throughout the grant year to assess needs and determine where advocates are needed.

Referrals to our program are received by police departments, sheriff's substations, fire departments, Loma Linda University Children's Medical Center, the Children's Assessment Center of San Bernardino, various local hospitals, Children and Family Services, Adult Protective Services, city and county schools, and deputy district attorneys from all regional offices. Our services also extend to the Native American community; Services are offered to the Chemehuevi, Mohave and San Manuel tribes.

Victim advocates will continue to provide all mandatory and optional services to victims including crisis intervention, referrals to other agencies, orientation to the criminal justice system to include case updates and providing court accompaniment and assisting the victim in completing the California Victim Compensation Board program application. Victim advocates work closely with court staff, law enforcement, staff from the Department of Motor Vehicles, the District Attorney's Restitution and Victims of Crime Claims units, to assist the victim with various services to lessen the impact of the crime. All Victim advocates have, and new advocates will, complete the Cal-OES mandated

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

crisis response training, Critical Incident Stress Management, Compassion Fatigue, as well as other trainings to improve their skills and trainings that lessen the impact of secondary trauma. Outreach activities will continue to be conducted on a regular basis, victim advocates will attend meetings and events at local colleges, community centers, senior centers, town hall meetings, County fairs, local civic gatherings and Cal OES mandatory events: National Crime Victims' Rights Week and National Night Out.

Volunteers are recruited through the District Attorney website and through the outreach efforts made by our staff at local community centers and at various college campuses. Individuals interested in volunteering contact the volunteer coordinator and are given complete information and instructions as to the process of volunteering and what the volunteering position entails. All prospective volunteers are required to complete an application that is screened by the volunteer coordinator. The volunteer coordinator and a supervising victim advocate will interview the volunteer, asking a series of questions regarding their interest in our program and past experience they have working with victims. The District Attorney's Bureau of Investigations conducts a background check on qualified candidates and the individual is fingerprinted by the San Bernardino County Sheriff's Department. Once the applicant has received clearance they are then required to attend a 4-hour CLETS/Computer use training. The volunteers are then trained on the job and assist by requesting police reports, contacting victims for missing information for claims, updating

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

cases, translating, sending victim contact letters and assisting the victim advocate in court. Volunteers are required to complete a weekly time sheet, which is then approved by their supervisor and submitted to the volunteer coordinator.

Specialized Units Supported by Victim Witness Funding

Major Crimes Advocates

In December 2012, The San Bernardino County District Attorney created the Major Crimes Against Children (MCAC) Unit, which is dedicated to pursuing justice for these most vulnerable victims. Specially selected deputy district attorneys, local law enforcement, victim advocates and medical partners work to ensure that these cases continue to receive the priority they deserve.

Camp Good Grief

Camp Good Grief Special Victims Program was established in March 2005. The 4-day grief camp is for children ages 10-16 who have lost a loved one to a violent crime. The San Bernardino County District Attorney's Office, in partnership with Loma Linda University Children's Hospital, offers this unique four-day camp that provides a relaxed, supportive and safe environment for children to enjoy the typical activities of a summer camp, as well as to have opportunities to work with professionals to share their feelings related to their loss, learn new ways to cope, and interact with other children and teens in an atmosphere of love and acceptance.

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

A future goal for FY 19/20, our office is seeking approval to place a victim advocate at Loma Linda University Children's Hospital to build upon the success of Camp Good Grief, as well as provide victim assistance to crime victims admitted to the hospital's ER and trauma center. Our office intent is for the Loma Linda advocate to model our advocate staff at Arrowhead Regional Medical Center.

Children's Assessment Center Advocates

The Bureau of Victim Services has staff assigned to the Children's Assessment Center of San Bernardino. A supervising victim advocate, three victim advocates, and an office assistant have been placed in this critical location to provide intake work and mandatory services to children who are victims of physical and sexual abuse. The advocates and office assistant participate in the bi-weekly case review meetings.

Arrowhead Regional Medical Center Advocate

The Victim Services program at the county's Arrowhead Regional Medical Center (ARMC) was established in 2007. ARMC is the county's leading trauma center and a critical location for Victim Services because it allows victim advocates to be on hand immediately when crime victims are admitted to the emergency room. While assigned to the ARMC, the victim advocate can quickly identify and assist as many victims as possible, including unserved/underserved LGBTQ and elderly victims. Initially, a victim advocate was placed in the emergency room at ARMC, and then a second advocate

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

was added in 2011. To reach a broader area of victims, the second advocate was moved to the high desert regional office where the advocate was able to reach and provide services to even more victims.

Family Violence Advocates

The San Bernardino County District Attorney's office has three family violence units. Victim advocates are assigned to each of these units that are in our San Bernardino, Rancho Cucamonga and Victorville offices. They have many duties including assisting victims of child molestation and domestic violence, and unserved/underserved victims such as victims of elder abuse. The cases are filed by family violence attorneys and all cases are vertically prosecuted with the advocate remaining with the victim beginning with pre-trial and following through to post-trial.

Gang Prosecution

The District Attorney's office has gang prosecution units throughout the county where specially trained prosecutors seek gang-enhanced charges whenever possible, which increases the penalty against the offenders. Victim Services has victim advocates assigned to gang prosecutorial units, providing services to victims at all stages of prosecution. The gang advocates work closely with the gang attorneys and gang officers, assisting these victims who are difficult to get to court due to fear and intimidation by the gangs. The victim advocates attend monthly meetings to share information with law enforcement, Probation, Corrections and other agencies that handle gang crimes.

Domestic Violence

In October 2004, the family violence unit was created. Within the unit, domestic violence advocates provide a full range of victim services to all victims of domestic violence. These advocates attend quarterly Family Violence Unit meetings. High desert advocates work with tribal members at the Fort Mojave Domestic Violence Shelter in Needles and the Drop-In Center at the Chemehuevi Indian Tribe Reservation. As mentioned earlier, these advocates are specially trained to understand and work with the cultural issues of this unserved/underserved community, and they have a close working relationship.

Special Victims K-9 Unit

In June 2015, the District Attorney's office established a Special Victims K-9 Unit. Two victim advocates from our existing staff are the primary handlers of our specially trained facility dogs. The facility dogs are used to provide support to children and reduce the fears that a child has about participating in the criminal justice system. We are currently using the facility dogs to provide support to children during meet and greets in the District Attorney's Office and when they are interviewed in preparation for court. In August 2015, the facility dogs and their handlers/victim advocates were trained to provide support to children in the courtroom when they are required to testify in court. The facility dogs have been successful in providing support to children in both juvenile and adult court as well as responding to mass critical incidents. Our goal for FY

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

19/20 will be to add an additional K9 facility dog and handler to support the increasing demand.

Human Trafficking Prosecution Unit

The District Attorney's office established the Human Trafficking Prosecution Unit (H.T. Unit) in February 2013. The H.T. Unit works closely with the Coalition Against Sexual Exploitation (C.A.S.E.), local law enforcement, school districts and non-governmental victim-support agencies to ensure that no case of human trafficking or sexual exploitation goes unreported to law enforcement.

Advocates are regionally assigned and are responsible for providing comprehensive services to all victims of human trafficking to include victims who are foreign national, legal permanent residents, and commercially sexual exploited children. Additionally, our advocates are trained to assist HT victims that identify as male and females notwithstanding binary designation or identification.

Lifer Parole Unit

On January 6, 2013, the District Attorney created the lifer parole unit. The lifer parole unit is responsible for attending all post-conviction parole hearings within the state of California. The hearings are conducted in person at the inmate's assigned penal institution or telephonically at our regional offices upon request of the victim. Recognizing the special needs for victims requiring post-conviction court support during parole hearings, an advocate is regularly deployed to penal institutions to assist victims at parole hearings. The lifer unit

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

advocate has traveled to various department of correction institutions, provided court support to help reduce and prevent new traumatic experienced to our victims.

MVA Components

Crisis Response Plan

On March 23, 2018, the District Attorney's Office established and developed a completed crisis response plan and protocol. The plan contains structured provisions related to need assessments, emergency assistance, resource and referral, and advocate mobilization protocols within the District Attorney's office. Additionally, the plan highlights advocate responses and advocate/officewide expectations before, during, and after a critical Incident of mass violence. Moreover, our plan provides guidance on responding with, and providing mutual aid, for neighboring victim witness assistance centers, the California Victim Compensation Board program and Cal OES. Our plan and protocols will be reviewed yearly for updates and reviewed for revisions, best practices, and emerging trends by the Victim Services Bureau Chief and the Assistant Chief.

Mutual Aid Memorandums and Memorandums of Understanding

The District Attorney's office does not have operational mutual aid memorandums and memorandums of understanding with community partners and stakeholders at this time. However, we are a part of the CCVAA Southern Regional Crisis Response Team that includes the following counties: Riverside, San Diego, Orange, and Imperial counties. Meetings are held quarterly. Our goal is to

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

have mutual aid agreements and memorandums of understandings in place with sister counties for FY 19/20.

MVA Outreach and Community Events.

Our MVA, management, and supervisory advocate staff are actively conducting community outreach and participate in community meetings related to critical incidents of mass violence. For example, during FY 18/19, our team attended regular meetings with the San Bernardino County Sheriff Coroner's Office, San Bernardino Unified School District Police Division, San Bernardino County Office of Emergency Services, and the Department of Behavioral Health. All within the context of critical incidents of mass violence. Our team successfully provided presentations on crisis response, under the umbrella of victim services, and obtained invaluable community partnerships that we intend to incorporate in our regional crisis response team meetings. We anticipate building stronger professional bonds with the above-mentioned agencies.

MVA Presentations

During this fiscal year, MVA presentations included the following: University of Redlands Police Dept, California State University Police Department, Loma Linda University and the United Way of the Inland Empire 2-1-1.

MVA Funding

During FY 18/19, MVA funding was used to maintain go-bags. The go-bags, in the event of a crisis, will be used to provide deployed advocates with essential items they may need for personal and professional comfort for themselves as

Subrecipient: County of San Bernardino DA Subaward #: VW19 38 0360

responders. The purchased items included the following: tactical clipboards, writing utensils, cellular/smart phone mobile charging devices, eye nose and ear protection, personal hygiene cleansers, mylar blankets, and water beverage containers.

Funding was also used to provide in-house training courses to advocate staff, and future funding will also be utilized accordingly. During the current reporting period, MVA funding was utilized to train our team with the following: Critical Incident Stress Management, Compassion Fatigue, Burnout and Self-Care, and Death Notification Training.

MVA Emergency Fund

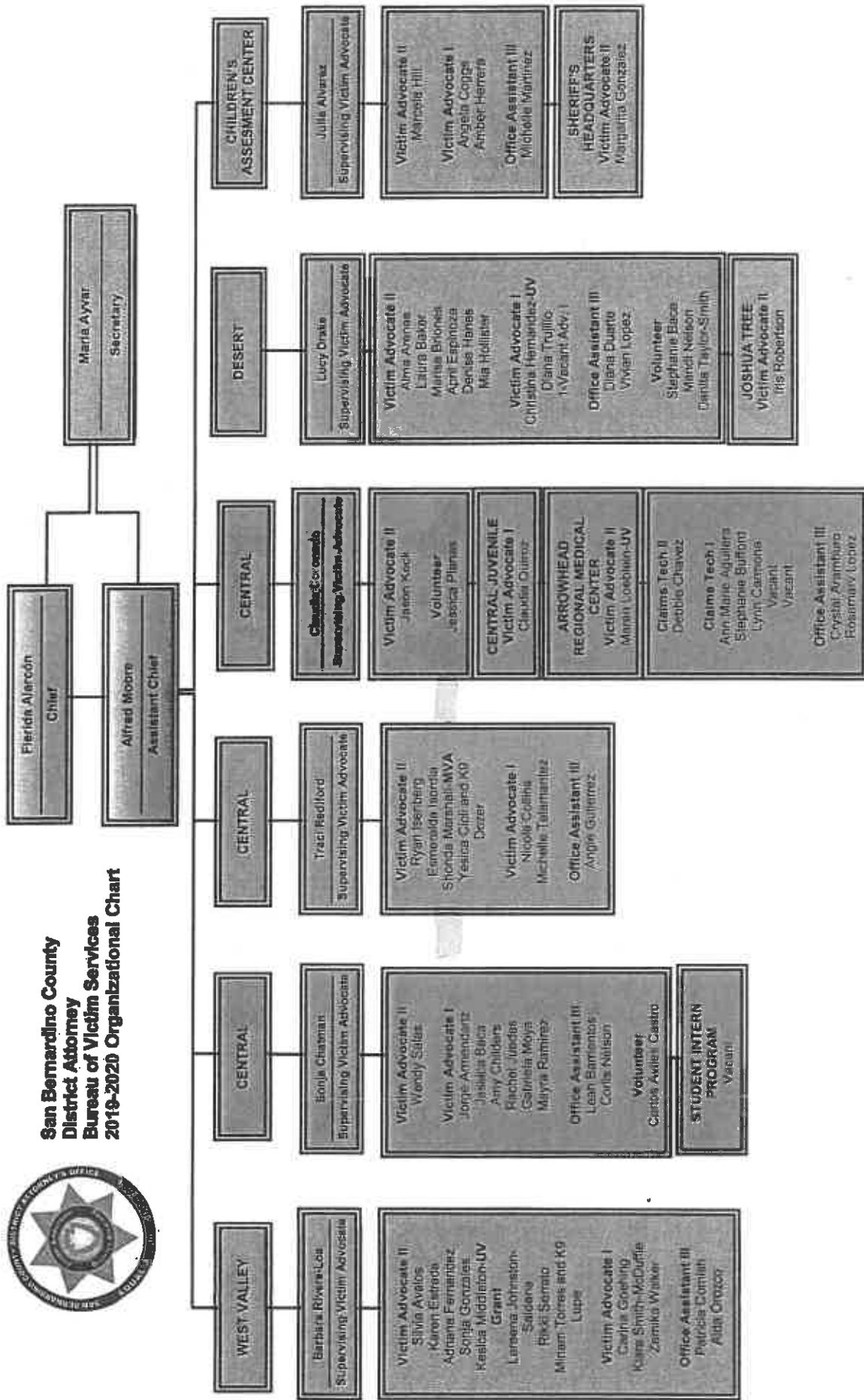
The office is not requesting to establish an MVA emergency fund at this time as we already have an emergency fund line item in the overall VW grant budget.

MVA Trainings

The MVA has attended the following training: San Francisco Mass Casualty Summit, Critical Incident Stress Management, Death Notification and Compassion Fatigue, Burnout and Self-Care. The MVA and relevant advocate staff have received CCVAA Entry Level and Advanced Advocate Training and are scheduled to attend the CCVAA Crisis Response Training.



**San Bernardino County
District Attorney
Bureau of Victim Services
2019-2020 Organizational Chart**



Subaward #: VW19 38 0360

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

SUBRECIPIENT

Agency: San Bernardino County District Attorney's Office
Project Director: Florida Alarcon Phone #: (909) 382-3669
Address: 303 W. Third St, 6th Floor
City: San Bernardino Zip: 92415

ATTENDEE(S)

Name: See Attached List
Title: _____ Phone #: _____
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 07/27/2020
Destination (City/State) Orlando FL
Description (Meeting/Conference/Other) NOVA Conference
July 27 - 30, 2020

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

NOVA is the recognized leader in victim advocacy, education, and credentialing.
It's important that our staff is up to date in the latest techniques for assisting those in

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

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove



[Signature]
Program Specialist

10/3/19
Date



[Signature]
Unit Chief

10/5/19
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: July 27 - 30, 2020
Destination: Orlando FL
Purpose: NOVA Conference (National Association for Victim Assistance)

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare: \$ 8352 ✓
Additional Airport Expenses
Mileage: (58 cents per mile) \$
Taxi/Shuttle: \$
Parking: \$
Auto Expenses:
Private Car: \$
Rental Car: \$ 950 ✓
State/Agency Car: \$

HOTEL/PER DIEM

Hotel: 4 days @ \$ 2250 per day = \$ 9000 ✓
($\$125$ per night w/ tax) $\$5$ per person
Per diem: 4 days @ \$ 612 per day = \$ 2448 ✓
($\$34$ per person per day) $\$5$

OTHER EXPENSES

Registration/Conference Fee: \$ 11250 ✓
\$
\$
\$
\$
TOTAL COSTS NOT TO EXCEED: \$ 32000 ✓

NOVA CONFERENCE

Travel Dates: 7/27-30/2020 Travel Destination: Orlando FL

Attendees	Title	Phone Number	Registration	Airfare	Hotel	Meals	Car Rental
Alfred Moore	Assistant Chief Victim Services	(909) 382-3878	\$625.00	\$464.00	\$500.00	\$136.00	\$0.00
Claudia Coronado	Supervising Victim Advocate	(909) 382-7693	\$625.00	\$464.00	\$500.00	\$136.00	\$475.00
Traci Redford	Supervising Victim Advocate	(909) 382-3656	\$625.00	\$464.00	\$500.00	\$136.00	
Nicole Collins	Victim Advocate I	(909) 382-7614	\$625.00	\$464.00	\$500.00	\$136.00	
Silvia Alvarez	Victim Advocate II	(909) 945-4235	\$625.00	\$464.00	\$500.00	\$136.00	
Diana Trujillo	Victim Advocate I	(760) 552-6904	\$625.00	\$464.00	\$500.00	\$136.00	
Jorge Arredondo	Victim Advocate I	(909) 382-3653	\$625.00	\$464.00	\$500.00	\$136.00	
Rachel Juecker	Victim Advocate I	(909) 382-3640	\$625.00	\$464.00	\$500.00	\$136.00	
Nichole Talamantes	Victim Advocate I	(909) 382-3635	\$625.00	\$464.00	\$500.00	\$136.00	
Gabriela Moya	Victim Advocate I	(909) 382-7617	\$625.00	\$464.00	\$500.00	\$136.00	
Claudia Quiroz	Victim Advocate I	(909) 382-7796	\$625.00	\$464.00	\$500.00	\$136.00	
Denise Hanes	Victim Advocate II	(760) 552-6948	\$625.00	\$464.00	\$500.00	\$136.00	
Jason Beck	Victim Advocate II	(909) 382-3619	\$625.00	\$464.00	\$500.00	\$136.00	
Wendy Sales	Victim Advocate II	(909) 382-3627	\$625.00	\$464.00	\$500.00	\$136.00	
Zamirah Walker	Victim Advocate II	(909) 477-8353	\$625.00	\$464.00	\$500.00	\$136.00	
Mia Hollister	Victim Advocate II	(909) 552-6978	\$625.00	\$464.00	\$500.00	\$136.00	
Estherida Igarra	Victim Advocate II	(909) 382-7722	\$625.00	\$464.00	\$500.00	\$136.00	
Amber Herrera	Victim Advocate II	(909) 382-3503	\$625.00	\$464.00	\$500.00	\$136.00	
Total			\$11,250.00	\$8,352.00	\$9,000.00	\$2,448.00	\$950.00

TOTAL TRIP

\$32,000.00

Subaward #: VW19 38 0360

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

SUBRECIPIENT

Agency: San Bernardino County District Attorney's Office
Project Director: Flerida Alarcon Phone #: (909) 382-3669
Address: 303 W. Third St., 6th Floor
City: San Bernardino Zip: 92415

ATTENDEE(S)

Name: Yesica Cioli
Title: Victim Advocate II Phone #: (909) 382-7702
Name: Marisa Briones
Title: Victim Advocate II Phone #: (760) 552-6931

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 09/02/2020
Destination (City/State) Bellevue, Washington
Description (Meeting/Conference/Other) International Courthouse Dogs Conference

Justification (Indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

K9 Advocates will receive insightful information on best practices, trends, and K9 management for dog handlers within the criminal justice system

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

FOR CAL OES USE ONLY

Recommendation:

Approve ☒ Disapprove ☐

☒ ☐


Program Specialist


Unit Chief

10/14/19
Date

10/16/19
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: 9/2/2020 Estimated
Destination: Bellevue, Washington
Purpose: International Courthouse Dog Conference

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Additional Airport Expenses \$500 x 2 advocates
Airfare: \$1000 ✓
Mileage: (58 cents per mile) 71.42 mi x .58 \$100 ✓
Taxi/Shuttle: 172.42 mi x .58 \$120 ✓
Parking: 36 \$120 ✓

Auto Expenses:

Private Car: \$
includes rental, gas, parking Rental Car: \$500 ✓
State/Agency Car: \$

HOTEL/PER DIEM

Hotel: 8 = 4 days x 2 advocates days @ \$185 per day = \$1480 ✓

Per diem: 10 = 5 days x 2 advocates days @ \$34 per day = \$340 ✓

OTHER EXPENSES

Registration/Conference Fee: 2 advocates x \$425 each \$850 ✓
\$
\$
\$
\$

TOTAL COSTS NOT TO EXCEED: \$4510 ✓

Subaward #: VW19 38 0360

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

SUBRECIPIENT

Agency: San Bernardino County District Attorney's Office
Project Director: Flerida Alarcon Phone #: (909) 382-3669
Address: 303 W. Third St., 6th Floor
City: San Bernardino Zip: 92415

ATTENDEE(S)

Name: Alfred Moore Jr.
Title: Assistant Victim Services Chief Phone #: (909) 382-3870
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 10/21/2019
Destination (City/State) Las Vegas Nevada
Description (Meeting/Conference/Other) Mass Violence Response Conference
Leave No Victim Behind IV

Justification (Indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

The conference will focus on best practices for responding to mass violence and unique partnerships between law enforcement and victim services.

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

FOR CAL OES USE ONLY

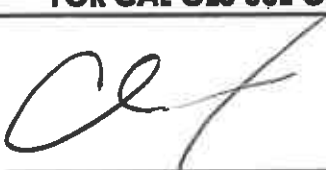
Recommendation:

Approve



Disapprove




Program Specialist


Unit Chief

10/8/19
Date

10/5/19
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: October 21-23, 2019
Destination: Las Vegas Nevada
Purpose: Mass Violence Response Conference -Leave No Victim Behind IV

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Additional Airport Expenses **Airfare:** \$ 170
Mileage: (58 cents per mile) \$
Taxi/Shuttle: \$ 63
Parking: \$ 60

Auto Expenses:

Private Car: \$
Rental Car: \$
State/Agency Car: \$

HOTEL/PER DIEM

Hotel: 3 days @ \$ 135 per day = \$ 405

Per diem: days @ \$ per day = \$ 0

OTHER EXPENSES

Registration/Conference Fee: \$ 370
Dinner 3 nights @\$24 per diem rate \$ 72
\$
\$
\$

TOTAL COSTS NOT TO EXCEED: \$ 1140 ✓

MEMORANDUM

DATE: September 27, 2019 **PHONE:** (909) 382-3870
FROM: ALFRED MOORE
ASSISTANT CHIEF, BUREAU OF VICTIM SERVICES
TO: CASSANDRA BURGESS-ALEX
PROGRAM ANALYST, CAL OES



SUBJECT: Justification for Request to Purchase Vehicle
Cal OES 2019 Victim Witness Program Grant Application

The Office of the District Attorney, Bureau of Victim Services (BVS) requests \$40,000 of funding to purchase a sport utility vehicle (SUV) in the 2019 Victim Witness Program grant application. The purpose of the vehicle is to safely transport a third facility dog that will be purchased in the fall of 2019. The dog and handler will be assigned to serve victims and witnesses in the High Desert region of San Bernardino County.

Currently BVS offers an innovative facility dog program with two dogs that provide an enhanced level of service to crime victims and witnesses. They serve as quiet companions for child victims and witnesses during forensic interviews, courtroom proceedings, and sensitive legal meetings between the Deputy District Attorneys and victims.

Trained handlers (Victim Advocate IIs) care for the dogs and each is assigned a Sport Utility Vehicle (SUV) that are outfitted for their safe transportation. The vehicles are a critical component to safely transport a valuable County K9 asset. If granted funding for a vehicle, BVS will coordinate the purchase through the County's Fleet Management department and follow the County's established procurement procedures.

MEMORANDUM

DATE: September 27, 2019 **PHONE:** (909) 382-3870
FROM: FLERIDA ALARCON
CHIEF OF BUREAU OF VICTIM SERVICES
TO: CASSANDRA BURGESS-ALEX
PROGRAM ANALYST, CAL OES



SUBJECT: Justification for Request to Purchase Furniture
Cal OES 2019 Victim Witness Program Grant Application

The Office of the District Attorney, Bureau of Victim Services (BVS) requests \$54,800 of funding for four furniture and configuration projects. Three of the projects are located at the central office at 303 West 3rd Street in San Bernardino, CA. The fourth project is located at Loma Linda University Children's Hospital (LLUCH) in Loma Linda, CA.

The first project is to purchase furniture and reconfigure the public lobby to create a welcoming space for victims and witnesses of crimes. The second project is to purchase furniture and small appliances to provide a beverage station for victims and witnesses. The third project is to purchase furniture and reconfigure the break room for BVS staff. Below is a description and estimated cost of each project. The fourth project is to install furniture in an office space provided by LLUCH at their facility for one of our Victim Advocate IIs to assist child victims.

Public lobby reconfiguration and new furniture

BVS requests funding to purchase better furniture and reconfigure the space to create a welcoming environment in the lobby. The existing furniture and space configuration do not provide confidentiality or a protective environment where victims or witnesses can discuss their cases. In addition, there is not a child-friendly area for children waiting with their parent or guardian.

Project cost

A County-contracted vendor provided an informal quote of \$35,000 for the project. It was determined that Victim Services would request funding of \$20,000 based on the number of victims and witnesses that come to the central office for meetings and to prepare for Court. The remaining cost will be paid from the DA's general fund budget.

Beverage center furniture and small appliances

BVS requests funding to create a beverage and snack station. When victims of crime and witnesses come to our office for meetings or to prepare for Court, staff can offer a hot or cold beverage and snacks for the children.

Project cost

A County-contracted vendor provided an informal quote of \$7,000 for the project.

Breakroom Reconfiguration

BVS requests funding to purchase suitable furniture and storage cabinets and reconfigure the small breakroom used by staff. The room is 9' x 10' and the reconfiguration will maximize space to accommodate seating, tabletop, water cooler, storage, and refrigerator.

Project cost

A County-contracted vendor provided an informal quote of \$13,000 for the project.

Office furniture for Advocate assigned to LLUCH

BVS requests funding to install furniture and to outfit an office that will be provided by LLUCH for a DA Victim Advocate II. Furniture for a waiting area will also need to be purchased. The Victim Advocate II will provide services to child victims or child witnesses of crime and their families.

Project cost

Costs are estimated at \$14,800 based on a similar project completed by the DA's office in 2019. Office furniture is estimated to cost \$8,500 and waiting room furniture is estimated to cost \$6,300.

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA From: To:		
1.	Option House, Inc.	08/29/18	10/01/18	to	09/30/21
2.	House of Ruth	08/30/18	10/01/18	to	09/30/21
3.	San Bernardino Sexual Assault Service	08/30/18	10/01/18	to	09/30/21
4.	San Bernardino County Children's Network	08/27/18	10/01/18	to	09/30/21
5.	Upland Police Department	08/27/18	10/01/18	to	09/30/21
6.	Ontario Police Department	08/23/18	10/01/18	to	09/30/21
7.	Forgotten Children, Inc.	08/20/18	10/01/18	to	09/30/21
8.	Desert Sanctuary, Inc.	08/20/18	10/01/18	to	09/30/21
9.	Domestic Violence Education & Services-Doves	08/23/18	10/01/18	to	09/30/21
10.	Indian Health, Inc	08/21/18	10/01/18	to	09/30/21
11.	Family Assistance Program	08/18/18	10/01/18	to	09/30/21
12.	Chino Police Department	08/23/18	10/01/18	to	09/30/21
13.	Rialto Police Department	08/23/18	10/01/18	to	09/30/21
14.	Montclair Police Department	08/20/18	10/01/18	to	09/30/21
15.	Colton Police Department	08/21/18	10/01/18	to	09/30/21
16.	Redlands Police Department	08/20/18	10/01/18	to	09/30/21
17.	Barstow Police Department	08/21/18	10/01/18	to	09/30/21
18.	San Bernardino Police Department	08/20/18	10/01/18	to	09/30/21
19.	San Bernardino County Children's and Family Services	09/11/18	10/01/18	to	09/30/21
20.	Project Sister Family Services	09/12/18	10/01/18	to	09/30/21

Use additional pages if necessary.

RESUME

Dates of OA
From: To:

Use additional pages if necessary.
Operational Agreement Summary - Cal OES 2-160 (Revised 7/2015)

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

Subrecipient: County of San Bernardino	DUNS # 73590812	FIPS #: 071-00000 <i>ly</i>
Grant Disaster/Program Title: Victim Witness Assistance Program <i>86</i>		
Performance Period: 10/01/2019 to 09/30/2020	Subaward Amount Requested: \$3,432,321 <i>\$2,852,863</i>	
Type of Non-Federal Entity (Check Box)	☐ State Gov. ☒ Local Gov. ☐ JPA ☐ Non-Profit ☐ 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 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 4,200,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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:

Print Name and Title
Jason Anderson

Phone Number:
909-382-3660

Program Specialist Only: SUBAWARD #

VW 9 38 0360

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.

San Bernardino*

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.

25th, 26th, 41st, 42nd, and 43rd* Districts

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.

32nd, 34th, 36th, 59th, 60th, 61st, 62nd*, 63rd, and 65th Districts

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.

17th, 18th, 29th, 31st, and 32nd* Districts

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

2,153,203