

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

September 23, 2025

FROM

JASON ANDERSON, District Attorney

SUBJECT

San Bernardino County Victim Witness Assistance Program for 2025-26

RECOMMENDATION(S)

1. Approve grant application to the California Governor's Office of Emergency Services, for the Victim Witness Assistance Program, in the amount of \$2,882,785, for the period of October 1, 2025 to September 30, 2026.
2. Approve acceptance of grant funds (**Contract No. 25-722**), through Notice of Intent to Fund, from the California Governor's Office of Emergency Services, dated August 20, 2025, in the amount of \$2,882,785, for the San Bernardino County Victim Witness Assistance Program, for the period of October 1, 2025 to September 30, 2026.
3. Adopt **Resolution No. 2025-200**, as required by the California Governor's Office of Emergency Services, authorizing the Victim Services Chief to electronically execute and submit the grant application referenced in Recommendation No. 1, and accept the grant funds referenced in Recommendation No. 2, including any subsequent non-substantive amendments to the grant application, subject to review by County Counsel.
4. Authorize the Victim Services Chief to electronically execute and submit the grant application referenced in Recommendation No. 1 and all related documents, including any subsequent non-substantive amendments, subject to review by County Counsel.
5. Authorize the Victim Services Chief or the Chief of Bureau of Administration to electronically sign and submit invoices related to the grant mentioned in Recommendation Nos. 1 and 2, as required by the California Office of Emergency Services, on behalf of the County.
6. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments, as detailed in the Financial Impact section (Four votes required).
7. Direct the Victim Services Chief to transmit the grant application and any non-substantive amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Michael Fermin, Chief Assistant District Attorney, 382-3662)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The receipt of grant funds, in the amount of \$2,882,785 from the California Governor's Office of Emergency Services (Cal OES), will help fund the cost of the District Attorney's (Department) Victim Witness Assistant Program (Program). This grant is comprised

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of federal funding from the Victims of Crime Act (VOCA) in the amount of \$1,429,915 and State funding of \$1,452,870. The grant requires a local match of \$357,479, which supports the remaining cost of the Program and is funded within the Department’s existing budget allocation.

The requested budget adjustment as shown in the table below is due to a difference between what was budgeted during the annual budget development in 2025-26 and the award amount received. The Department initially projected receiving \$1,488,344 in VOCA fund and \$275,018 in State funds. However, the award amount for the 2025-26 grant cycle is \$1,429,915 in VOCA and \$1,452,870 in State funds. The net increase of the grant award is \$1,119,423.

Budget adjustments for 2025-26 are shown in the table below.

Fund Center	Commitment Item	Description	Action	Amount
4500001000	40509155	Federal – Pass Through	Decrease	\$ 58,429
4500001000	40408955	State – Grants	Increase	\$1,177,852
4500001000	51001010	Regular Salary	Increase	\$1,119,423

BACKGROUND INFORMATION

In accordance with Penal Code Section 13835 et seq., the Department has administered the Program for the County since 1980. The Program has received grant funding annually since its inception to provide a wide variety of social services to victims of and witnesses to crimes, including referrals to physical and mental health providers, coordination of volunteer support from the community, and assistance in applying for benefits from the Victim of Crime funds for economic losses. Department staff (Advocates) assist victims and witnesses in the criminal justice system by explaining the process, accompanying victims to court, and providing transportation to and from court when necessary.

On June 26, 2025, the Department received notification that Cal OES would make their Victim Witness 2025 Non-Competitive Funding Opportunity available on their electronic Grant Central System (GCS) in mid to late July 2025. On August 20, 2025, the Department received notification of their allotment of the funding and a Notice of Intent to Fund (Notice) from Cal OES. The Notice stated that Cal OES intends to fund the District Attorney’s Office \$2,882,785, with a required match of \$357,479.

The Cal OES Subrecipient Handbook, Section 1.055 requires all grant recipients to obtain written authorization, in the form of a resolution or letter from the Board of Supervisors, stating the official executing the application is authorized to execute the document. Subrecipients must maintain this written authorization on file and make it available upon demand during audits. A copy of this grant application and Notice will be filed with the Clerk of the Board. Approval of this item and Resolution will authorize the Victim Services Chief to electronically execute and submit the grant application and all related documents, including non-substantive amendments, subject to review by County Counsel.

PROCUREMENT

N/A

REVIEW BY OTHERS

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26
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This item has been reviewed by County Counsel (Daniella Hernandez, Deputy County Counsel, 387-5455) on August 29, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-3196) on August 29, 2025; and County Finance and Administration (Kathleen Gonzalez, Administrative Analyst, 387-5412) on September 6, 2025.

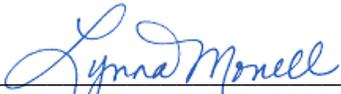
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 23, 2025



cc: DA - Walker w/app for sign
Contractor - c/o DA w/agree
File - w/agree
CCM 09/24/2025