

Application Information Form

Program:*Victim/Witness Assistance - VW25***Grant Subaward Performance Period:***10/01/2025**to**09/30/2026***Subrecipient:***County of San Bernardino - District Attorney's Office***Subrecipient UEI:***E81BMEGBU6R3***Subrecipient Federal Employer ID:***95-6002749***Implementing Agency:***San Bernardino County District Attorney's Office***Payment Address****Primary Location of Project/Services****Address***303 W 3RD ST***City:***SN BERNRDNO***Address 2****County:***San Bernardino County***Zip Code:***92415-0502*

Contact Information Form

Navigation Instructions:

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

Form Specific Instructions:

- Individuals identified below will be the official points of contact for the Grant Subaward. For descriptions of these positions see Subrecipient Handbook Section 3.005 or other applicable Program Supplemental guidance.
- The Grant Subaward Director and Financial Officer cannot be the same individual.
- Each individual must have a unique email address.
- Organization Authorized Agents must be denoted as being a Grant Subaward Authorized Agent in order to submit the application.

Grant Subaward Contacts

Grant Subaward Director

First Name: *Flerida*
Title: *Victim Services Chief*
Phone: *(909) 382-3669*
Address: *303 W. Third St.*
City: *San Bernardino*

Last Name: *Alarcon*
Email: *falarcon@sbcda.org*
State: *California* **Zip Code:** *92415*

Financial Officer

Name: *Claudia*
Title: *Chief, Bureau of Administration*
Phone: *(909) 382-7689*
Address: *303 West 3rd Street, 6th Floor*
City: *San Bernardino*

Last Name: *Walker*
Email: *cwalker@sbcda.org*
State: *California* **Zip Code:** *92415-0502*

Programmatic Point of Contact:

Name: *Flerida*
Title: *Victim Services Chief*
Phone: *(909) 382-3669*
Address: *303 W. Third St.*
City: *San Bernardino*

Last Name: *Alarcon*
Email: *falarcon@sbcda.org*
State: *California* **Zip Code:** *92415*

Financial Point of Contact:

Name: *Karen*
Title: *Administrative Supervisor*
Phone: *(909) 382-3674*
Address: *303 West 3rd Street, 6th Floor*
City: *San Bernardino*

Last Name: *White*
Email: *kwhite@sbcda.org*
State: *California* **Zip Code:** *92415-0502*

Chair of the Governing Body

Name:
Title:
Phone:
Address:
City:

Last Name:
Email:
State: **Zip Code:**

Grant Subaward Authorized Agent

☒ *Flerida Alarcon*

Grant Subaward Assurances Form

Navigation Instructions:

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

Form Specific Instructions:

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

Applicable Grant Subaward Assurances

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

Assurance	Acknowledgement
Federal Fund Grant Subaward Assurances - 2021 VOCA, 2022 VOCA, 2023 VOCA.pdf	☒
Federal Fund Grant Subaward Assurances - 2025 VOCA.pdf	☒
Program Standard Assurance Addendum	☒
Standard Certification of Compliance	☒

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

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

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

Federal Funding Accounting and Transparency Act (FFATA)

In the preceding year, did the Subrecipient receive:

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal years? *

☐ Yes ☒ No



**Federal Fund Grant Subaward Assurances
Victims of Crime Act Victim Assistance Formula Grant
Program – 2021VOCA, 2022VOCA, 2023VOCA**

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

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

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

2. Compliance with Restrictions on the use of Federal Funds--Prohibited and Controlled Equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the Subrecipient (and any Second-Tier Subrecipients) to put in place specified controls prior to using federal funds under this Grant Subaward to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP website [ahttps://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment](https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment) (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

3. Compliance with General Appropriations-Law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes.

Pertinent restrictions, including from various "general provisions" in the

Consolidated Appropriations Act, 2022, are set out at [https://ojp.gov/funding/Explore/FY22 AppropriationsRestrictions.htm](https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm), and are incorporated by reference here.

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

4. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2023 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward 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 Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2023 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 Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

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

promptly for clarification.

5. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130). Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 18 hours after an occurrence of an actual breach, or the detection of an imminent breach.

6. OJP Training Guiding Principles

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

7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

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 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient

organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-in/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

9. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

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

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

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

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

Cal OES for guidance.

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

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

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

13. Determination of Suitability to Interact with Participating Minors

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

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

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition:

Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

14. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

15. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

16. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

17. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8

U.S.C. 1324a(a)(1).

- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes

(without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

- 3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- 4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 5) Nothing in this condition, including in paragraph D.2, shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

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

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the

reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

19. All Grant Subawards Must Have Specific Federal Authorization

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

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

20. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

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

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

21. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

22. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a

noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that

- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

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

23. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

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

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

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

25. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

26. Limited English Proficiency and Compliance with Title VI and the Safe Streets Act

Subrecipients (and any Second-Tier Subrecipients) must ensure that Limited English Proficiency persons have meaningful access to the services under this Grant Subaward. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, Subrecipients (and any Second-Tier Subrecipients) are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.

27. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

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

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

Cal OES has not received the federal fiscal year 2025 Victims of Crime Act Victim Assistance Formula Grant Program Award; therefore, the applicable assurances are not yet available.

When funds become available, this document will be updated with the applicable assurances. All impacted Subrecipients will be notified to log in and certify compliance with the updated Federal Fund Grant Subaward Assurance.

This must be done prior to reporting expenditures and requesting payment for the applicable fund source.



Program Standard Assurances Addendum

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

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

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

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.



Standard Assurances of Compliance

I hereby certify that the Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

II. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.

III. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

IV. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

Programmatic Narrative Form

Navigation Instructions:

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

Narrative Questions/Responses

Question 1 *

Briefly describe the plan to provide all mandatory services outlined in the VW Supplemental Program Components and indicate any significant changes to your Program for the 2025-26 Grant Subaward performance period.

The San Bernardino County District Attorney's Bureau of Victim Services victim advocates working under the VWAP grant allocate 100% of their time to grant program. Victim advocates are highly qualified, well-trained professionals that have met the mandatory, and optional, educational requirements to effectively provide services under PC13835. The victim advocates advise survivors of their rights under Marsy's Law and provide trauma informed services.

The primary program goal of the Bureau of Victim Services is to provide mandatory services expeditiously to victims of all crime types to minimize the traumatic impact of crime upon the victim. Assistance includes crisis intervention (In-person contact at a Victim Witness Center or telephonic contact with a victim soon after a crime has occurred), referrals to other agencies, guidance in applying for assistance through the California Victim Compensation Board program, emergency relocation, temporary lodging, funeral/burial assistance, and addressing emergency needs for food and clothing, orientation to the criminal justice system to include case updates and providing court accompaniment/support, property return, family/friend notification, employer notification and intervention upon request of the victim, and restitution assistance. Victim advocates will also conduct field visits to aid 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 including our remote annex office in the city of Needles, the Children's Assessment Center of San Bernardino, Arrowhead Regional Medical Center's Emergency Room, and San Bernardino County Sheriff's Department Headquarters. Within the regional service centers, 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, lifer parole unit, death penalty, juvenile cases, general prosecution, and major crimes units. Our program has experienced a significant change for the 2025-2026 Grant Subaward performance period; We had to inactive 11 victim advocate positions that were formerly funded through the VW grant due to not receiving the funding to support these positions.

Question 2 *

Briefly describe the optional services listed in the VW Supplemental Program Components that your VW Center provides to victims/survivors.

Our Victim Services Center will also provide optional services to include assistance with creditor intervention, arranging for childcare assistance, witness notification, funeral arrangements, providing crime prevention information, witness protection in the form of arranging for law enforcement protection, transportation assistance, and a court waiting area. These services will be provided under the rubric of the California Penal Code 13835.

Question 3 *

Provide a brief status update of the VW Center's crisis response and Mass Victimization (MV) Assistance plan for crime-related MV/terrorism incidents. Include after-hours contact information.

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, resources 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.

The after-hours contact persons for our program are:

Flerida Alarcon, Victim Services Chief-cell: 909-553-6534

Alfred Moore, Victim Services Assistant Chief-cell: 909-709-6317

Lucy Drake, Supervising Victim Advocate-cell: 909-499-2055

Question 4 *

List information for all field offices in the county including address, telephone numbers, employees assigned to the office, and supervisor(s) contact information.

San Bernardino Victim Services Center

303 W. 3rd Street

San Bernardino, CA. 92415

Tel: (909) 382-3846

Supervisor: Claudia Coronado-909-382-7693

VW Grant Advocates: Elizabeth Barajas, Joseph Block, Margarita Gonzalez, Silvia Gonzalez, Analis Lamboy, Stephanie Maldonado, Sadie Marshall, Shonda Marshall (MVA), Johnnie

Montecino, Gabriela Moya, Arika Russell, and Yesica Cioli w/ K9 Schroeder

VW Senior Legal Support Assistant: Christy Garcia

San Bernardino Juvenile Victim Services Center

303 W. 3rd Street

San Bernardino, CA. 92415

Tel: (909) 382-3846

Supervisor: Sonja Gonzales-909-386-9131

VW Grant Advocate: Roxanne Figueroa

Hospitality Lane VW Grant Advocates: Jessica Baca, Angela Coggs, Shamaine Ferrett and Jason Keck

Joshua Tree Victim Services Center

6527 White Feather Road

Joshua Tree, CA. 92252

Tel: (760) 366-5740

Supervisor: Lucy Drake-760-552-6979

VW Grant Advocate: Lorenzo Esparza

Rancho Cucamonga Victim Services Center

8303 Haven Avenue, 4th Floor

Rancho Cucamonga, CA. 91730

Tel: (909) 945-4241

Supervisor: Traci Greene-909-477-8354

VW Grant Advocates: Rose Blyther, April Espinoza, Karen Estrada, Danyelle Horta, Kesica Middleton, Miriam Torres, Raquel Welsh

VW Senior Legal Support Assistant: Michelle Martinez

Victorville Victim Services Center

15371 Civic Drive, 1st Floor (Annex)

Victorville, CA. 92392

Tel: (760) 552-6947

Supervisor: Lucy Drake-760-552-6979

VW Grant Advocates: Astrid Gonzalez, Hailey Arceo, Kalei Delair, Mia Hollister, Naomi Ruiz

VW Senior Legal Support Assistant: Diana Duarte

Children's Assessment Center

700 Gilbert St.

San Bernardino, CA. 92404

Tel: (909) 382-3512

Supervisor: Sonja Chatman-909-382-7616

General Fund Advocates: Mayra Ramirez and Zemika Walker

Question 5 *

This section is for additional space to answer Question 4.

Additional information for Question 1:

Our program has experienced a significant change for the 2025-2026 Grant Subaward performance period; We had to inactive 11 victim advocate positions that were formerly funded through the VW grant due to not receiving the funding to support these positions. Our program, like many victim services programs across the state, has been impacted by the federal funding cuts to VOCA.

Question 6 *

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

Volunteers are recruited through the San Bernardino County District Attorney website and through the outreach efforts made by our staff at local community centers and at various college campuses. 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 prospective volunteer, asking a series of questions regarding their interest in our program and experience they have working with victims. The District Attorney's Bureau of Investigation 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 victim compensation claims, translating, sending victim contact letters, placing phone calls to victims on misdemeanor cases to offer services and assisting the victim advocate in court. Volunteers are required to complete a monthly time sheet, which is then approved by their supervisor and submitted to the volunteer coordinator.

Required Document #1

VOCA Match Waiver Request

Document #1 Template



Subrecipient Risk Assessment Form

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding.

How many years of experience does your current grant manager have managing grants?	>5 years
How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
How many grants does your organization currently receive?	3-10 grants
What is the approximate total dollar amount of all grants your organization receives?	\$7,000,000
Are individual staff members assigned to work on multiple grants?	Yes
Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
How often does your organization have a financial audit?	Annually
Has your organization received any audit findings in the last three years?	No
Do you have a written plan to charge costs to grants?	Yes
Do you have written procurement policies?	Yes
Do you get multiple quotes or bids when buying items or services?	Always
How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
Do you have procedures to monitor grant funds passed through to other entities?	N/A

Operational Agreements Form

Participating Agency/Organization	Date Signed	Start Date	End Date
<i>A Better Way</i>	<i>05/28/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Barstow Police Department</i>	<i>08/06/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>California Highway Patrol</i>	<i>05/16/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Chino Police Department</i>	<i>05/22/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Colton Police Department</i>	<i>05/15/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Desert Sanctuary Inc</i>	<i>05/16/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Domestic Violence Education & Services (DOVES)</i>	<i>05/20/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Family Assistance Program</i>	<i>07/01/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Fontana Police Department</i>	<i>05/15/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Forgotten Children Inc</i>	<i>05/20/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>House of Ruth</i>	<i>05/20/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Indian Health Inc</i>	<i>06/10/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Montclair Police Department</i>	<i>05/29/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Ontario Police Department</i>	<i>05/21/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Option House, Inc</i>	<i>05/15/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Project Sister</i>	<i>05/21/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Redlands Police Department</i>	<i>05/16/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Rialto Police Department</i>	<i>10/30/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>Partners Against Violence</i>	<i>05/31/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>
<i>San Bernardino Police Department</i>	<i>05/23/2024</i>	<i>07/01/2024</i>	<i>12/31/2027</i>

Funding Source Allocation

Instructions:

- Please be sure to review page for accuracy.

Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Amount Available	Total Match Amount Required	Available Funding Total	Funding Requested	Cash Match Amount	In Kind Match Amount	Total Project Costs
2022 VOCA	2022	Federal	\$500,000	\$125,000	\$625,000	\$500,000	\$125,000	\$0	\$625,000
2025 VCGF	2025	State	\$1,109,899	\$0	\$1,109,899	\$1,109,899	\$0	\$0	\$1,109,899
2025 VOCA	2025	Federal	\$929,915	\$232,479	\$1,162,394	\$929,915	\$232,479	\$0	\$1,162,394
2025 VWA0	2025	State	\$342,971	\$0	\$342,971	\$342,971	\$0	\$0	\$342,971
			\$2,882,785	\$357,479	\$3,240,264	\$2,882,785	\$357,479	\$0	\$3,240,264

Budget Cost Categories

Cost Form Selection(s)

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

Personnel Budget Category Form

Navigation Instructions:

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

Personnel Costs

Budget/Project Line-Item *

1 FTE Assistant Victim Services Chief

Description *

To facilitate programs for victims and supervise the unit

\$47.52 x 2080 hours x 1 FTE

(Not Claiming Full Amount)

☒ Hourly

☐ Salary

Pay per Hour *	Number of Hours/Week *	Number of Weeks *	Hours of Full-Time Workweek *
\$47.52	40.00	52.00	40.00
	Full-Time Equivalent in Hours	FTE	Salary Calculation Total

2,080

100.00%

\$98,842

Does this position provide benefits? *

☒ Yes

☐ No

Benefits Percentage *

46.03 %

Benefits Calculation

\$45,497

Benefits Description *

Includes:

Retirement = 26.16% of gross salary

Survivors Benefits = 0.13% of gross salary

Health Ins = 15.17% of gross salary

Vision Ins = 0.10% of gross salary

Dental Ins = 0.34% of gross salary

Short Term Disability = 1.12% of gross salary

Medicare Tax = 1.26% of gross salary

Workers Comp Ins = 0.55% of gross salary

Employee Life Ins = 0.66% of gross salary

Indem Allow Cafeteria = 0.18% of gross salary

401(k) match = 0.36% of gross salary

(Not Claiming Full Amount)

Calculation Total (Includes Benefits if provided)

\$144,339

Fund Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2022 VOCA	2022	Federal	\$109,961	\$27,490	\$27,490	\$137,451		Not Applicable	
				\$109,961	\$27,490		\$0	\$27,490	\$137,451

Personnel Budget Category Form

Navigation Instructions:

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

Personnel Costs

Budget/Project Line-Item *

3 FTE Senior Legal Support Assistant

Description *

Provide direct services to victims by assisting with intake, calling victims, escorting to court, entering stats and issuing notification letters

\$24.11 x 2080 hours x 3 FTE

(Not Claiming Full Amount)

☒ Hourly

☐ Salary

Pay per Hour *	Number of Hours/Week *	Number of Weeks *	Hours of Full-Time Workweek *
\$24.11	40.00	156.00	40.00

Full-Time Equivalent in Hours

FTE

Salary Calculation Total

2,080

300.00%

\$150,446

Does this position provide benefits? *

☒ Yes

☐ No

Benefits Percentage *

Benefits Calculation

46.03 %

\$69,250

Benefits Description *

Includes:

Retirement = 26.16% of gross salary

Survivors Benefits = 0.13% of gross salary

Health Ins = 15.17% of gross salary

Vision Ins = 0.10% of gross salary

Dental Ins = 0.34% of gross salary

Short Term Disability = 1.12% of gross salary

Medicare Tax = 1.26% of gross salary

Workers Comp Ins = 0.55% of gross salary

Employee Life Ins = 0.66% of gross salary

Indem Allow Cafeteria = 0.18% of gross salary

401(k) match = 0.36% of gross salary

(Not Claiming Full Amount)

Calculation Total (Includes Benefits if provided)

\$219,696

Fund Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2022 VOCA	2022	Federal	\$175,107	\$43,777	\$43,777	\$218,884			Not Applicable
				\$175,107	\$43,777		\$0	\$43,777	\$218,884

Personnel Budget Category Form

Navigation Instructions:

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

Personnel Costs

Budget/Project Line-Item *

29 FTE Victim Advocates

Description *

Provide direct services to victims with obtaining court support, applying for financial assistance, etc. MVA position will provide assistance to victims of mass victimization and terrorism incidents.

\$33.05 x 2080 hours x 29 FTE

(Not Claiming Full Amount)

☒ Hourly

☐ Salary

Pay per Hour *	Number of Hours/Week *	Number of Weeks *	Hours of Full-Time Workweek *
\$33.05	40.00	1,508.00	40.00
Full-Time Equivalent in Hours		FTE	Salary Calculation Total

2,080

2,900.00%

\$1,993,576

Does this position provide benefits? *

☒ Yes

☐ No

Benefits Percentage *

46.03 %

Benefits Calculation

\$917,643

Benefits Description *

Includes:

Retirement = 26.16% of gross salary

Survivors Benefits = 0.13% of gross salary

Health Ins = 15.17% of gross salary

Vision Ins = 0.10% of gross salary

Dental Ins = 0.34% of gross salary

Short Term Disability = 1.12% of gross salary

Medicare Tax = 1.26% of gross salary

Workers Comp Ins = 0.55% of gross salary

Employee Life Ins = 0.66% of gross salary

Indem Allow Cafeteria = 0.18% of gross salary

401(k) match = 0.36% of gross salary

(Not Claiming Full Amount)

Calculation Total (Includes Benefits if provided)

\$2,911,219

Fund Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 VOCA	2025	Federal	\$816,050	\$204,013	\$204,013	\$1,020,063			Not Applicable
2025 VWA0	2025	State	\$342,971		\$0	\$342,971			
2025 VCGF	2025	State	\$1,109,899		\$0	\$1,109,899			
				\$2,268,920	\$204,013		\$0	\$204,013	\$2,472,933

Personnel Budget Category Form

Navigation Instructions:

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

Personnel Costs

Budget/Project Line-Item *

2 FTE Supervising Victim Advocates

Description *

To supervise staff and provide direct assistance to victims - \$44.39 x 2080 hours x 2 FTE
(Not Claiming Full Amount)

☒ Hourly

☐ Salary

Pay per Hour *	Number of Hours/Week *	Number of Weeks *	Hours of Full-Time Workweek *
----------------	------------------------	-------------------	-------------------------------

\$44.39

40.00

104.00

40.00

Full-Time Equivalent in Hours

FTE

Salary Calculation Total

2,080

200.00%

\$184,662

Does this position provide benefits? *

☒ Yes

☐ No

Benefits Percentage *

Benefits Calculation

46.03 %

\$85,000

Benefits Description *

Includes:

Retirement = 26.16% of gross salary

Survivors Benefits = 0.13% of gross salary

Health Ins = 15.17% of gross salary

Vision Ins = 0.10% of gross salary

Dental Ins = 0.34% of gross salary

Short Term Disability = 1.12% of gross salary

Medicare Tax = 1.26% of gross salary

Workers Comp Ins = 0.55% of gross salary

Employee Life Ins = 0.66% of gross salary

Indem Allow Cafeteria = 0.18% of gross salary

401(k) match = 0.36% of gross salary

(Not Claiming Full Amount)

Calculation Total (Includes Benefits if provided)

\$269,662

Fund Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2022 VOCA	2022	Federal	\$214,932	\$53,733	\$53,733	\$268,665			Not Applicable
				\$214,932	\$53,733		\$0	\$53,733	\$268,665

Personnel Budget Category Form

Navigation Instructions:

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

Personnel Costs

Budget/Project Line-Item *

1 FTE Victim Advocate Trainee

Description *

Provide direct services to victims with obtaining court support, applying for financial assistance, etc - \$21.17 x 2080 hours
(Not Claiming Full Amount)

☒ Hourly

☐ Salary

Pay per Hour *	Number of Hours/Week *	Number of Weeks *	Hours of Full-Time Workweek *
----------------	------------------------	-------------------	-------------------------------

\$21.17

40.00

52.00

40.00

Full-Time Equivalent in Hours

FTE

Salary Calculation Total

2,080

100.00%

\$44,034

Does this position provide benefits? *

☒ Yes

☐ No

Benefits Percentage *

Benefits Calculation

46.03 %

\$20,269

Benefits Description *

Includes:

Retirement = 26.16% of gross salary

Survivors Benefits = 0.13% of gross salary

Health Ins = 15.17% of gross salary

Vision Ins = 0.10% of gross salary

Dental Ins = 0.34% of gross salary

Short Term Disability = 1.12% of gross salary

Medicare Tax = 1.26% of gross salary

Workers Comp Ins = 0.55% of gross salary

Employee Life Ins = 0.66% of gross salary

Indem Allow Cafeteria = 0.18% of gross salary

401(k) match = 0.36% of gross salary

(Not Claiming Full Amount)

Calculation Total (Includes Benefits if provided)

\$64,303

Fund Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 VOCA	2025	Federal	\$29,568	\$7,392	\$7,392	\$36,960			Not Applicable
				\$29,568		\$7,392	\$0	\$7,392	\$36,960

Personnel Budget Category Form

Navigation Instructions:

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

Personnel Costs

Budget/Project Line-Item *

1 FTE MVA

Description *

Mass Victimization Advocate (MVA) position will provide assistance to victims of mass victimization and terrorism incidents

\$34.82 x 2080 hours x 1 FTE

(Not Claiming Full Amount)

☒ Hourly

☐ Salary

Pay per Hour *	Number of Hours/Week *	Number of Weeks *	Hours of Full-Time Workweek *
\$34.82	40.00	52.00	40.00
Full-Time Equivalent in Hours		FTE	Salary Calculation Total

2,080

100.00%

\$72,426

Does this position provide benefits? *

☒ Yes

☐ No

Benefits Percentage *

46.03 %

Benefits Calculation

\$33,338

Benefits Description *

Includes:

Retirement = 26.16% of gross salary

Survivors Benefits = 0.13% of gross salary

Health Ins = 15.17% of gross salary

Vision Ins = 0.10% of gross salary

Dental Ins = 0.34% of gross salary

Short Term Disability = 1.12% of gross salary

Medicare Tax = 1.26% of gross salary

Workers Comp Ins = 0.55% of gross salary

Employee Life Ins = 0.66% of gross salary

Indem Allow Cafeteria = 0.18% of gross salary

401(k) match = 0.36% of gross salary

(Not Claiming Full Amount)

Calculation Total (Includes Benefits if provided)

\$105,764

Fund Source Allocations

Fund Source Allocations Instructions

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

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 VOCA	2025	Federal	\$84,297	\$21,074	\$21,074	\$105,371			Not Applicable
				\$84,297	\$21,074		\$0	\$21,074	\$105,371

PERSONNEL COSTS

PERSONNEL COSTS												
		2022 VOCA			2023 VCDP			2025 VOCA			2025 VWAO	
Line Item Identifier	Description	FTE	Calculation	FB	Match	FB	Match	FB	Match	FB	Match	Total
1 FTE Assistant Victim Services Chief	To facilitate programs for victims and supervise the unit \$47.52 x 2080 hours x 1 FTE (Not Claiming Full Amount)	1		\$199,963	\$27,490							\$137,453
2 FTE Supervising Victim Advocates	To supervise staff and provide direct assistance to victims – \$44.39 x 2080 hours x 2 FTE (Not Claiming Full Amount)	2		\$214,932	\$53,723							\$268,655
1 FTE Victim Advocate Trainer	Provide direct services to victims with obtaining court support, applying for financial assistance, etc. – \$21.17 x 2080 hours (Not Claiming Full Amount)	1						\$29,508	\$7,292			\$36,800
20 FTE Victim Advocates	Provide direct services to victims with obtaining court support, applying for financial assistance, etc. MVA position will provide assistance to victims of mass victimization and terrorism incidents. \$33.85 x 2095 hours x 20 FTE (Not Claiming Full Amount)	20				\$1,100,899		\$416,050	\$254,013			\$2,472,933
1 FTE MVA	Mass Victimization Advocate (MVA) position will provide assistance to victims of mass victimization and terrorism incidents. \$34.83 x 2080 hours x 1 FTE (Not Claiming Full Amount)	1						\$64,297	\$21,074			\$105,371
3 FTE Senior Legal Support Assistant	Provide direct services to victims by assisting with intake, calling victims, referring to court, entering stats and issuing notification letters. \$28.11 x 2090 hours x 3 FTE (Not Claiming Full Amount)	3		\$178,107	\$43,777							\$221,884

Budget Total	\$500,000	\$125,000	\$1,100,899	\$529,915	\$252,479	\$342,971		\$3,240,264
Allocation Plan Total	\$500,000	\$125,000	\$1,100,899	\$0	\$529,915	\$342,971	\$0	\$3,240,264
Over/Under	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

VW25027401

Total Funding: \$3,240,264.00

Counties

County Name	%	Funding Amount
San Bernardino	100%	\$3,240,264.00

Congressional Districts

County Name	%	Funding Amount
CD 28	16.67%	\$540,152.01
CD 25	16.67%	\$540,152.01
CD 23	16.66%	\$539,827.98
CD 40	16.66%	\$539,827.98
CD 35	16.67%	\$540,152.01
CD 33	16.67%	\$540,152.01

State Assembly Districts

County Name	%	Funding Amount
AD 64	%	
AD 63	%	
AD 62	%	
AD 61	%	
AD 60	%	
AD 59	10%	\$324,026.40
AD 58	10%	\$324,026.40
AD 57	%	
AD 56	%	
AD 55	%	
AD 54	%	
AD 53	10%	\$324,026.40
AD 52	%	
AD 51	%	
AD 50	10%	\$324,026.40
AD 49	%	
AD 48	%	
AD 47	10%	\$324,026.40
AD 46	%	
AD 45	10%	\$324,026.40
AD 44	%	
AD 43	%	
AD 42	%	
AD 41	10%	\$324,026.40
AD 40	%	
AD 39	10%	\$324,026.40
AD 38	%	
AD 37	%	
AD 36	10%	\$324,026.40
AD 35	%	
AD 34	10%	\$324,026.40
AD 33	%	
AD 32	%	
AD 31	%	
AD 30	%	
AD 29	%	
AD 28	%	

AD 27	%	
AD 26	%	
AD 25	%	
AD 24	%	
AD 23	%	
AD 22	%	
AD 21	%	
AD 20	%	
AD 19	%	
AD 18	%	
AD 17	%	
AD 16	%	
AD 15	%	
AD 14	%	
AD 13	%	
AD 12	%	
AD 11	%	
AD 10	%	
AD 9	%	
AD 8	%	
AD 7	%	
AD 6	%	
AD 5	%	
AD 4	%	
AD 3	%	
AD 2	%	
AD 1	%	
AD 80	%	
AD 79	%	
AD 78	%	
AD 77	%	
AD 76	%	
AD 75	%	
AD 74	%	
AD 73	%	
AD 72	%	
AD 71	%	
AD 70	%	
AD 69	%	
AD 68	%	

AD 67	%	
AD 66	%	
AD 65	%	

State Senate Districts

County Name	%	Funding Amount
SD 32	12.5%	\$405,033.00
SD 31	12.5%	\$405,033.00
SD 29	12.5%	\$405,033.00
SD 25	12.5%	\$405,033.00
SD 23	12.5%	\$405,033.00
SD 22	12.5%	\$405,033.00
SD 19	12.5%	\$405,033.00
SD 18	12.5%	\$405,033.00

Application Signatures Form

Assurances/Signatures

Authorized Body of Five *

This certifies that each member of the Approval Authority has approved the HSGP application for funding.

Proof of Authority/Governing Body Resolution *

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

Upload Proof of Authority/Governing Body Resolution *

Standard Certification of Compliance *

By checking this box, I certify the Subrecipient will comply with the requirements of the Standard Certification of Compliance. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

Program Standard Assurance Addendum *

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

Grant Subaward Assurances *

By checking this box, I certify I have read all applicable Grant Subaward Assurances and the Subrecipient will comply with the requirements. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

California Public Records Act *

I understand the Grant Subaward applications are subject to the California Public Records Act, Government Code section 7920.000 et seq.

Additional information: Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

Upload California Public Records Act Exemption

Authorized Agent

Name:

Signature:

Title:

Date: