

Cal OES #		FIPS #		VS#		Subaward #	VW22 41 0360
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** San Bernardino County **1a. UEI#:** PNJMSCHTMVF7

2. **Implementing Agency:** District Attorney **2a. UEI#:** E81BMEGBU6R3

3. **Implementing Agency Address:** 303 West 3rd Street, 6th Floor San Bernardino 92415-0502
(Street) (City) (Zip+4)

4. **Location of Project:** San Bernardino San Bernardino 92415-0502
(City) (County) (Zip+4)

5. **Disaster/Program Title:** VW - Victim/Witness Assistance Program **6. Performance/** 10/1/2022 **to** 9/30/2023
Budget Period: (Start Date) (End Date)

7. **Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2020	VOCA		\$2,100,000		\$525,000		\$525,000	\$2,625,000
9.	2022	VOCA		\$811,689		\$202,922		\$202,922	\$1,014,611
10.	2022	VWA0	\$322,608						\$322,608
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$322,608	\$2,911,689	\$3,234,297	\$727,922		\$727,922	\$3,962,219

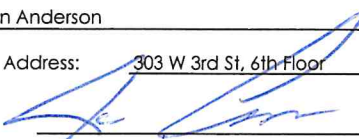
13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County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

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

15. Official Authorized to Sign for Subrecipient:

Name: Jason Anderson Title: District Attorney

Payment Mailing Address: 303 W 3rd St, 6th Floor City: San Bernardino Zip Code+4: 92415-0502

Signature:  Date: 6/8/22

16. **Federal Employer ID Number:** 956002749

(FOR Cal OES USE ONLY)

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

(Cal OES Fiscal Officer) _____ (Date) _____

(Cal OES Director or Designee) _____ (Date) _____



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Contact Information

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

1. **Grant Subaward Director:**

Name: Flerida Alarcon Title: Chief, Bureau of Victim Services
Telephone #: (909) 382-3669 Email Address: FAlarcon@sbcda.org
Address/City/ Zip Code (9-digit): 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

2. **Financial Officer:**

Name: Claudia Walker Title: Chief, Bureau of Administration
Telephone #: (909) 382-7689 Email Address: CWalker@sbcda.org
Address/City/ Zip Code (9-digit): 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

3. **Programmatic Point of Contact:**

Name: Flerida Alarcon Title: Chief, Bureau of Victim Services
Telephone #: (909) 382-3669 Email Address: FAlarcon@sbcda.org
Address/City/ Zip Code (9-digit): 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

4. **Financial Point of Contact:**

Name: Karen White Title: Admin Supervisor, Bureau of Administration
Telephone #: (909) 382-3674 Email Address: KWhite@sbcda.org
Address/City/ Zip Code (9-digit): 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

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

Name: Jason Anderson Title: District Attorney
Telephone #: (909) 382-3660 Email Address: DA@sbcda.org
Address/City/ Zip Code (9-digit): 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

6. **Official Designee**, 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 Code (9-digit): 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

7. **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 Code (9-digit): 385 N. Arrowhead Ave., 5th Floor, San Bernardino, CA 92415-0110



Grant Subaward Signature Authorization

Grant Subaward #: VW22 41 0360

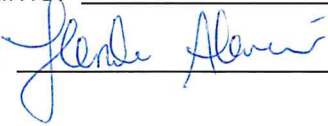
Subrecipient: San Bernardino County

Implementing Agency: District Attorney

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

Grant Subaward Director:

Printed Name: Flerida Alarcon

Signature: 

Date: _____

Financial Officer:

Printed Name: Claudia Walker

Signature: 

Date: _____

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: 

Printed Name: Alfred Moore Jr.

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

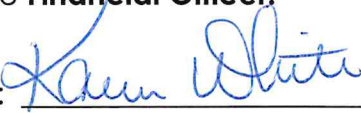
Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: 

Printed Name: Karen White

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: San Bernardino County

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Victim Witness Assistance Program	VW22 41 0360	10/1/2022 - 9/30/2023
2	Unserved/Underserved Victim Advocacy & Outreach	UV21 06 0360	1/1/2022 - 12/31/2022
3	Victim Services XC Program	XC21 02 0360	1/1/2022 - 12/31/2022
4			
5			
6			

I, Jason Anderson (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

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

III. Equal Employment Opportunity – SRH Section 2.025

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



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

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

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

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

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

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

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature: _____

Official Designee's Typed Name: Jason Anderson

Official Designee's Title: District Attorney

Date Executed: 6/6/22

AUTHORIZED BY:

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

☐ City Financial Officer

☐ County Financial Officer

☐ City Manager

☐ County Manager

☒ Governing Board Chair

Signature: _____

Typed Name: Carl Hagman

Title: Chairman, Board of Supervisors

Date Executed: JUN 14 2022



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Bernardino County			Grant Subaward #: VW22 41 0360			
A. Personnel Costs - Line-item description and calculation	20 VOCA	20 VOCA MATCH	22 VOCA	22 VOCA MATCH	22 VWA0	Total Amount Allocated
All program salary and benefit rates are per the employee's current Memorandum of Understanding with the County of San Bernardino						
1 FTE Assistant Victim Services Chief @ 100% to facilitate programs for victims and supervise the unit						
\$38.25 x 480 hours x 1		\$10,000		\$8,360		\$18,360
\$39.18 x 1040 hours x 1	\$40,747					\$40,747
\$40.16 x 560 hours x 1			\$22,490			\$22,490
2 FTE Supervising Victim Advocates @ 100% to supervise staff and provide direct assistance to victims						
\$39.97 x 2080 hours x 2	\$88,126	\$22,031	\$34,086	\$8,314	\$12,718	\$165,275
22 FTE Victim Advocate I's @ 100% Provide direct services to victims with obtaining court support, applying for financial assistance, etc						
\$24.59 x 2080 hours x 18	\$487,945	\$119,685	\$193,336	\$46,032	\$73,652	\$920,650
\$21.25 x 2080 hours x 4	\$95,471	\$22,984	\$35,360	\$8,840	\$14,145	\$176,800
21 FTE Victim Advocate II's @ 100% 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						
MVA-\$28.90 x 2080 hours x 1	\$40,000		\$20,112			\$60,112
\$29.49 x 2080 hours x 12	\$400,000	\$60,000	\$177,470	\$38,600	\$60,000	\$736,070
\$34.03 x 2080 hours x 8	\$300,115	\$79,300	\$115,000	\$28,500	\$43,344	\$566,259
3 FTE Office Assistant III's @ 100% Provide direct services to victims by assisting with intake, calling victims, escorting to court, entering stats and issuing notification letters						
\$23.53 x 2080 hours x 2	\$51,500	\$13,750	\$20,000	\$5,000	\$7,635	\$97,885
\$20.42 x 2080 hours x 1	\$22,500	\$6,000	\$8,500	\$2,150	\$3,324	\$42,474



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Bernardino County			Grant Subaward #: VW22 41 0360			
A. Personnel Costs - Line-item description and calculation	20 VOCA	20 VOCA MATCH	22 VOCA	22 VOCA MATCH	22 VWA0	Total Amount Allocated
Benefits BENEFITS FOR 49 FULL TIME EMPLOYEES FOR 1 YEAR = 55.17% of gross salary Includes MVA Benefits (\$60,112 x 55.17%) Total Salaries of 2,848,122 x 55.17% = Total Benefits = \$1,570,757 (Not Claiming Full Amount) & Includes: Retirement = 34.27% of gross salary Survivors Benefits = 0.12% of gross salary Health Ins = 15.64% of gross salary Vision Ins = 0.12% of gross salary Dental Ins = 0.37% of gross salary Short Term Disability = 1.22% of gross salary Medicare Tax = 1.39% of gross salary Workers Comp Ins = 0.71% of gross salary Employee Life Ins = 0.62% of gross salary Indem Allow Cafeteria = 0.26% of gross salary 401 (k) match = 0.45% of gross salary	\$573,596	\$191,250	\$185,335	\$57,126	\$107,790	\$1,115,097
Personnel Costs Fund Source Totals	\$2,100,000	\$525,000	\$811,689	\$202,922	\$322,608	\$3,962,219
PERSONNEL COSTS CATEGORY TOTAL						\$3,962,219

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Grant Subaward Budget Pages

Multiple Fund Sources

Subrecipient: San Bernardino County				Grant Subaward #: VW22 41 0360		
C. Equipment Costs - Line-item description and calculation	20 VOCA	20 VOCA MATCH	22 VOCA	22 VOCA MATCH	22 VWA0	Total Amount Allocated
Equipment Costs Fund Source Totals						
EQUIPMENT COSTS CATEGORY TOTAL						

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	Fund Source 1	Fund Source 2	Fund Source 3	Fund Source 4	Fund Source 5	Total Project Cost
Fund Source Totals	\$2,100,000	\$525,000	\$811,689	\$202,922	\$322,608	\$3,962,219



Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

The proposed budget provides funding in the amount of \$3,962,219 for a specialized Victim/Witness Assistance Unit with 49 full-time staff members. Two full-time Supervising Victim Advocates, 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. A total of twenty-one (21) full-time Victim Advocate II's will provide direct services to victims. One (1) Victim Advocate II will be assigned to the mass Victimization Advocate (MVA) position. Twenty-two (22) full-time Victim Advocate I's will also provide direct services to victims. Three (3) Office Assistant III's will provide clerical support and direct support to victims. The Office Assistants will call victims, notify them of court dates, escort them to court, issue notification letters, provide intake services, attend meetings and enter 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's 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 year's 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 \$2,847,122 including the MVA position are budgeted as follows: \$1,526,404 from 20VOCA funds; \$626,354 from 22VOCA funds; \$214,818 from 22VWAO funds and \$479,546 from the District Attorney's general fund to cover the 20VOCA and 22VOCA match requirements. Total benefits of \$1,115,097 are



Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

budgeted as follows: \$573,596 from 20VOCA funds; \$185,335 from 22VOCA funds; \$107,790 from 22VWAO funds and \$248,376 from the District Attorney's general fund to cover the 20VOCA and 22VOCA match requirements. 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. For grant year 22-23 we are not claiming the full amount of benefits which equals \$1,570,757. For grant year 22-23 the District Attorney will be claiming benefits of \$1,115,097. The remaining benefit amount, not covered under the grant, will be paid for using the District Attorney's general funds.

Ongoing operating expenses will be paid from the District Attorney's general fund, demonstrating the commitment to minimize administrative costs and support direct services.

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

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 desert areas, and insular mountain ranges hours from the nearest courthouse or victim services center. Field visits and virtual web-based platforms are utilized 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 San Bernardino County District Attorney's Bureau of Victim Services to maintain, improve, and deliver mandatory and optional services 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, and optional, educational requirements to effectively provide services under PC13835. They advise survivors of their rights under Marsy's Law and provide trauma informed services such as applying for assistance through the California Victim Compensation Board



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

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 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) and 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, the Children's Assessment Center of San Bernardino, Arrowhead Regional Medical Center Emergency Room, San Bernardino County Sheriff's Department (Headquarters and Needles annex office), Ontario Police Department, Rialto Police Department, Chino Police Department, and Barstow Police Department. We are currently working towards the creation of a police-based advocate presence at the Fontana Police Department with a target date of Fall 2022. 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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

violence, crimes against children, cold case, lifer parole unit, death penalty, juvenile cases, general prosecution, and major crimes 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 is 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 type of previous contact has been made and what services have been provided to that victim. The information is 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.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

Additionally, our advocates can assist victims in remote areas, hours away from the nearest regional service center, with our Microsoft office cloud-based tenant platform (virtual video and audio) to provide critical services to remote inhabitants in our desert and mountain regions. Additionally, the office will utilize funds to explore the use and purchase of technological instruments to support remote assistance (Ipads and tablet based technological utilities).

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 non-profit victim service-related partners countywide. Our services also extend to the Native American community; Services are offered to the Chemehuevi, Fort Mohave and San Manuel tribes.

Victim advocates will continue to provide all mandatory and optional services to victims including crisis intervention (previously discussed), referrals to other agencies, orientation to the criminal justice system to include case updates and providing court accompaniment/support and assisting victims in completing the California Victim Compensation Board program application. Victim advocates will also assist in the area of creditor intervention, childcare assistance,



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

witness notification, funeral arrangements, crime prevention information, witness protection, transportation assistance, community presentations, and property return assistance upon request. All under the rubric of PC13835.

Victim advocates work closely with court staff, law enforcement, staff from the District Attorney's Victims of Crime Claims unit (in partnership with the State of California via Joint Powers Agreement with the California Victim Compensation Board) with the aim to assist the victim with various services to lessen the impact of crime. All victim advocates have, and new advocates will, complete the Cal OES mandated Victim Advocate entry and advanced level training, CCVAA/Waymakers Crisis Response training as well as the Critical Incident Stress Management and Compassion Fatigue training. Victim advocates will also participate in trainings offered by the California Crime Victims Assistance Association (CCVAA) and other organizations to improve their skills and trainings that lessen the impact of primary and secondary trauma. Outreach activities and presentations 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, the San Bernardino County fair, law enforcement briefings, and local civic gatherings. Victim advocates will participate in National Crime Victims' Rights Week events as well as National Night Out.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

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. 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 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 cases, translating, sending victim contact letters 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.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

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.

Children's Assessment Center (CAC) of San Bernardino Advocates

The Bureau of Victim Services has staff assigned to the Children's Assessment Center of San Bernardino. Two victim advocates have been placed in this critical location to provide intake work and mandatory services to child victims of physical and sexual abuse. The advocates participate in the bi-weekly case review meetings, provide direct victim assistance to crime victims seeking CAC services, and provide a professional transition to an assigned regional District Attorney based advocate. Additionally, advocate staff assigned to the CAC work in conjunction with staff from the Department of Behavioral Health, Loma Linda University Medical Center, Department of Public Health, and Department of Children and Family Services.

Arrowhead Regional Medical Center Advocate



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

The Victim Services program at the County's Arrowhead Regional Medical Center (ARMC) was established in 2007 through the Cal OES UV Grant program. ARMC is the county's leading trauma center and a critical location for Victim Services because it allows victim advocates access to crime victims when they 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. The ARMC advocate provides a professional transition to an assigned regional District Attorney based advocate that is funded through this grant. Initially, a victim advocate was placed in the emergency room at ARMC, and then a second advocate 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 Unit Victim Advocates

The San Bernardino County District Attorney's Office has three family violence units which originated in October 2004. 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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

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. Within the unit, domestic violence advocates provide a full range of victim services to all victims of domestic violence. High desert advocates work with tribal members from the Fort Mojave Indian Tribe Domestic Violence Program 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 this unserved/underserved community, and they have a close working relationship.

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 (law enforcement personnel), assisting these victims who may be difficult to get to court due to fear and intimidation by the gangs. The victim advocates attend monthly meetings to share information



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

with law enforcement, Probation, Corrections and other agencies that handle gang crimes.

Digital Victim Advocate (DVA)

In 2020, at the onset of the global Covid-19 pandemic, our office, along with the entire world for that matter, was forced into embracing the technology of video conferencing, live-stream video, and video chats. The use of digital devices, such as phones and tablets, increased worldwide. Along with this, the increase in the use of social media and the use of services like FaceTime, Google Duo, Microsoft Teams and Zoom. Victim Advocates have been able to provide court case information and support, resource and referrals, and answer questions regarding the criminal court process virtually. In August 2020, our office announced the creation of the Digital Victim Advocate (DVA) program. The DVA's role is to provide virtual services over the Microsoft Teams web-based platform. The primary objective of the DVA program is for a victim advocate to be accessible online, whether it be through our website or one of our social media platforms. The DVA is also responsible for creating and curating crime prevention safety content and articles, and the distribution of those items online. The DVA also assists in the positive promotion of our office and personnel, highlighting team members and cases to the community, in hopes of building



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

trust and confidence in the services we provide. Due to the overall success of the DVA program, the office will continue to use this innovative method post global pandemic.

Special Victims K-9 Unit

In June 2015, the District Attorney's Office established a Special Victims K-9 Unit. Three 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, when they are interviewed in preparation for court and during the child's court testimony. 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.

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

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 sexually 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 support during parole hearings, an advocate is regularly deployed to correctional institutions to assist victims at parole hearings. The lifer unit advocate has traveled to various correctional institutions to provide support during the parole hearings to help reduce and prevent new traumatic experiences to our victims. The lifer parole unit has two assigned advocates dedicated to attend all hearings whether they are virtual, telephonic, or in-person.

Mass Victimization Advocate (MVA) Components

Crisis Response Plan



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

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 has current and active operational mutual aid memorandums and memorandums of understanding with community partners and stakeholders at this time. In addition, we are a part of the CCVAA Southern Regional Crisis Response Team that includes the following counties: Riverside, San Diego, Orange, Los Angeles, and Imperial counties. Meetings are held quarterly. We have incorporated language in our operational agreements regarding mass



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

crime victim response coordination with all law enforcement agencies within our county and the Sheriff's department located within the County of San Bernardino.

MVA Outreach and Community Events.

Historically, the MVA, management, and supervisory advocate staff are tasked with conducting community outreach and participate in community meetings related to critical incidents of mass violence. For example, 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. During this reporting period, all physical outreach and community events that were suspended due to the Covid-19 global pandemic, are resuming to pre-global pandemic regularity.

MVA Presentations

During the FY 19-20, FY20-21, and portions of FY 21-22, MVA presentations were limited due to the global pandemic and nationwide social distancing



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

protocols placed into effect nationally. Virtual presentations will continue to be provided until all Covid-19 protocols are universally lifted. In-person presentations will continue where appropriate and accepted based on community standards, as the global pandemic restrictions continue to abate.

MVA Funding

MVA funding is currently 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 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.

MVA Emergency Fund

The office is not requesting to establish an MVA emergency fund. The department currently maintains an emergency fund line item in the overall VW grant budget.

MVA Trainings

Due to the global Covid-19 pandemic that has impacted the FY19-20, FY20-21, and portions of FY21-22, the MVA has not attended any in-person



Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

trainings. However, the MVA has received the CCVAA Crisis Response Advocate Training and will continue to participate in the MVA virtual roundtable meetings until the in-person meetings can resume to pre-global pandemic regularity.



Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Subrecipient: San Bernardino County

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Victim Witness Assistance Program	VW22 41 0360	10/1/2022 - 9/30/2023
2.	Unserved/Underserved Victim Advocacy & Outreach	UV21 06 0360	1/1/2022 - 12/31/2022
3.	Victim Services XC Program	XC21 02 0360	1/1/2022 - 12/31/2022
4.			
5.			
6.			

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

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

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

☒ Subrecipient expends \$750,000 or more in federal funds annually.

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

2. Applicability of Part 200 Uniform Requirements

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

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

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

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

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

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

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

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

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

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

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

program.

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

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

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

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

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

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

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

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

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

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

10. Determination of Suitability to Interact with Participating Minors

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

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

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

11. Compliance with DOJ Grants Financial Guide

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

12. Encouragement of Policies to Ban Text Messaging while Driving

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

13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

14. Potential Imposition of Additional Requirements

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

15. Employment Eligibility Verification for Hiring under the Grant Subaward

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

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

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

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

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

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

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

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
 - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
 - 1) Subrecipients represent that:
 - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

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

17. OJP Training Guiding Principles

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

18. Federal Authorization

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

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

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

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

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

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

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

20. Restrictions on "lobbying"

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

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients

(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

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

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

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

24. Discrimination Findings

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

25. VOCA Requirements

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

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: _____

Official Designee's Typed Name: Jason Anderson

Official Designee's Title: District Attorney

Date Executed: _____

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

Subrecipient: San Bernardino County	UEI # E81BMEGBU6R3	FIPS #: 071-00000
Grant Disaster/Program Title: Victim Witness Assistance Program		
Performance Period: 10/01/22	to 09/30/23	Subaward Amount Requested: \$ 3,962,219
Type of Non-Federal Entity (Check Applicable Box)	☐ State Govt ☒ Local Govt ☐ JPA ☐ Non-Profit ☐ Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>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 gran
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 5,000,000
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?	>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, District Attorney

Phone Number:

909-382-3660

Cal OES Staff Only: SUBAWARD #



Grant Subaward Service Area Information

Grant Subaward #: VW21 41 0360

Subrecipient: San Bernardino County

1. County or Counties Served:
San Bernardino County

County where principal office is located: San Bernardino County

2. U.S. Congressional District(s) Served:
25th, 26th, 41st, 42nd, and 43rd Districts

U.S. Congressional District where principal office is located: 43rd District

3. State Assembly District(s) Served:
32nd, 34th, 36th, 59th, 60th, 61st, 62nd, 63rd, and 65th Districts

State Assembly District where principal office is located: 62nd District

4. State Senate District(s) Served:
17th, 18th, 29th, 31st, and 32nd Districts

State Senate District where principal office is located: 32nd District

5. Population of Service Area: 2,220,081



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Report of Expenditure Submission Change Request

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

Requested Reporting Frequency:



Monthly



Quarterly

Justification for Change:

Due to the recent increase in the inflation rate, San Bernardino County would like to ensure that its departments closely monitor expenses and receive reimbursements in a timely manner. Submitting claims on a monthly basis will align more closely with the County's directives.

I hereby certify that the Subrecipient will maintain the frequency for the duration of the Grant Subaward performance period.

Flerida Alarcon

Grant Subaward Director Name

Flerida Alarcon

Grant Subaward Director Signature

6-6-22

Date

Claudia Walker

Financial Officer Name

Claudia Walker

Financial Officer Signature

6-6-22

Date

Cal OES Approval



Approved



Denied

Program Specialist Signature

Date

Grants management system updated: _____

Grants Processing Representative
Signature

Date



Operational Agreement Summary

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. A Better Way (Victor Valley Domestic Violence Inc)	05/12/2021	07/01/21 to 12/31/24
2. Arrowhead Regional Medical Center	07/07/2021	07/01/21 to 12/31/24
3. Barstow Police Department	05/24/2021	07/01/21 to 12/31/24
4. California Highway Patrol	06/03/2021	07/01/21 to 12/31/24
5. Chino Police Department	05/19/2021	07/01/21 to 12/31/24
6. Colton Police Department	05/19/2021	07/01/21 to 12/31/24
7. Desert Sanctuary Inc.	05/19/2021	07/01/21 to 12/31/24
8. Domestic Violence Education (DOVES)	05/18/2021	07/01/21 to 12/31/24
9. Family Assistance Program	05/18/2021	07/01/21 to 12/31/24
10. Fontana Police Department	05/16/2021	07/01/21 to 12/31/24
11. Forgotten Children Inc	05/28/2021	07/01/21 to 12/31/24
12. House of Ruth	05/19/2021	07/01/21 to 12/31/24
13. Indian Health	09/30/2021	07/01/21 to 12/31/24
14. Montclair Police Department	05/17/2021	07/01/21 to 12/31/24
15. Ontario Police Department	05/25/2021	07/01/21 to 12/31/24
16. Option House Inc	05/17/2021	07/01/21 to 12/31/24
17. Project Sister Family Services	05/18/2021	07/01/21 to 12/31/24
18. Redlands Police Department	05/24/2021	07/01/21 to 12/31/24
19. Rialto Police Department	07/28/2021	07/01/21 to 12/31/24
20. San Bernardino County Children's Network	05/19/2021	07/01/21 to 12/31/24

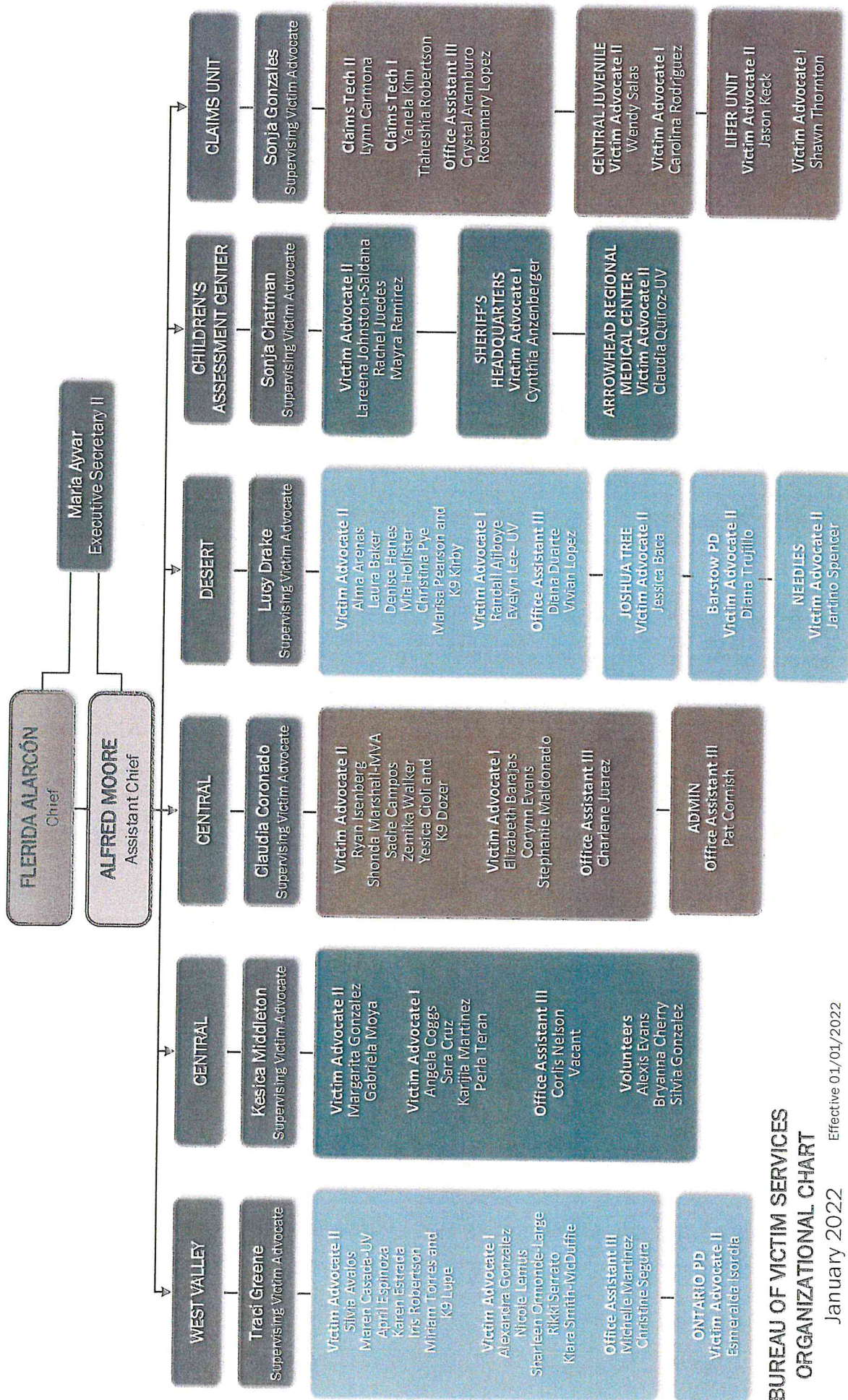


Operational Agreement Summary

Grant Subaward #: VW22 41 0360

Subrecipient: San Bernardino County

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
21. <u>A Better Way (Victor Valley Domestic Violence Inc)</u>	<u>05/12/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
22. <u>Arrowhead Regional Medical Center</u>	<u>07/07/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
23. <u>Barstow Police Department</u>	<u>05/24/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
24. <u>California Highway Patrol</u>	<u>06/03/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
25. <u>Chino Police Department</u>	<u>05/19/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
26. <u>Colton Police Department</u>	<u>05/19/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
27. <u>Desert Sanctuary Inc.</u>	<u>05/19/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
28. <u>Domestic Violence Education (DOVES)</u>	<u>05/18/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
29. <u>Family Assistance Program</u>	<u>05/18/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
30. <u>Fontana Police Department</u>	<u>05/16/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
31. <u>Forgotten Children Inc</u>	<u>05/28/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
32. <u>House of Ruth</u>	<u>05/19/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
33. <u>Indian Health</u>	<u>09/30/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
34. <u>Montclair Police Department</u>	<u>05/17/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
35. <u>Ontario Police Department</u>	<u>05/25/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
36. <u>Option House Inc</u>	<u>05/17/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
37. <u>Project Sister Family Services</u>	<u>05/18/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
38. <u>Redlands Police Department</u>	<u>05/24/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
39. <u>Rialto Police Department</u>	<u>07/28/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>
40. <u>San Bernardino County Children's Network</u>	<u>05/19/2021</u>	<u>07/01/21</u> to <u>12/31/24</u>



BUREAU OF VICTIM SERVICES ORGANIZATIONAL CHART

January 2022 Effective 01/01/2022