



February 24, 2021

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

Subject: **NOTIFICATION OF APPLICATION APPROVAL**  
Unserved/Underserved Victim Advocacy and Outreach Program  
Subaward #: UV20 05 0360, Cal OES ID: 071-00000

Dear Ms. Alarcon:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$228,052, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

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

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

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

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

VSPS Grants Processing

Enclosure

c: Subrecipient's file

Cal OES #	071-00000-16	FIPS #	071-00000	VS#		Subaward #	UV20 05 0360
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

SMC

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

1. Subrecipient: <u>County of San Bernardino</u>	1a. DUNS#: <u>073590812</u>
2. Implementing Agency: <u>County of San Bernardino District Attorney's Office</u>	2a. DUNS#: <u>626913172</u>
3. Implementing Agency Address: <u>303 W. Third St.</u> (Street)	<u>San Bernardino</u> (City) <u>92415-0502</u> (Zip+4)
4. Location of Project: <u>303 W. Third St.</u> (City)	<u>San Bernardino</u> (County) <u>92415-0502</u> (Zip+4)
5. Disaster/Program Title: <u>Unserved/Underserved Victim Advocacy and Outreach Program</u>	6. Performance Period: <u>1/1/2021</u> to <u>12/31/2021</u> (Start Date) (End Date)
7. Indirect Cost Rate: <u>10% de minimis</u>	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.	2018	VOCA		\$114,026		<del>\$28,507</del> <u>\$28,506</u>		<del>\$28,507</del> <u>\$28,506</u>	<del>\$142,533</del> <u>\$142,532</u>
9.	2019	VOCA		\$114,026		\$28,507		\$28,507	\$142,533
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total Project Cost</b>				\$228,052	\$228,052	<del>\$57,013</del> <u>\$57,014</u>		<del>\$57,013</del> <u>\$57,014</u>	<del>\$285,065</del> <u>\$285,066</u>

**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. Third St. 6th Floor City: San Bernardino Zip Code+4: 92415-0502

Signature: [Signature] Date: 9/26/2020

16. Federal Employer ID Number: 956002748

**(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. <u>Mary Rucker</u> <u>2/12/2021</u> (Cal OES Fiscal Officer) (Date)	<u>Heather Carlson</u> <u>2/12/2021</u> (Cal OES Director's Designee) (Date)
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ENY: 2020-21 Chapter:6 SL: 18408  
 Item: 0690-102-0890 Pgm: 0385  
 FAIN #: 2018-V2-GX-0029 10/01/17-09/30/21  
 Fund: Federal Trust AL#: 16.575  
 Program: Unserved/Underserved Victim Advocacy and Outreach Program  
 Match Req.: 20%, C/IK based on TPC  
 Project ID: OES18VOCA000012  
 SC: 2020-18408 Amount: \$114,026

DS  
JH

ENY: 2020-21 Chapter:6 SL: 18409  
 Item: 0690-102-0890 Pgm: 0385  
 FAIN #: 2019-V2-GX-0053 10/01/18-09/30/22  
 Fund: Federal Trust AL#: 16.575  
 Program: Unserved/Underserved Victim Advocacy and Outreach Program  
 Match Req.: 20%, C/IK based on TPC  
 Project ID: OES19VOCA000012  
 SC: 2020-18409 Amount: \$114,026

RECEIVED  
 BY: 720203

## **SPECIAL CONDITION**

Grant Subaward No. UV20 05 0360 is hereby approved with the following condition:

- The 2018 VOCA Funds in the amount of \$114,026 must be expended by 07/31/21 and the final 2-201 must be received by Cal OES by 08/31/21.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward and/or the denial of future grant funds.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

**1. Cal OES Contact Information Section:**

Governor's Office of Emergency Services  
Mark S. Ghilarducci, Director  
3650 Schriever Avenue  
Mather, CA 95655  
(916) 845-8506 (phone)

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / AL#</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2018	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$396,642,274	\$380,776,583
2019	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$266,680,824	\$256,013,591
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
Unserved/Underserved Victim Advocacy and Outreach Program (UV)
- Project Description (Please type the Project Description):  
Provides funding focus on advocacy and support services to victims of violent crime within unserved/underserved communities.

**4. Research & Development Section:**

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



## PROJECT CONTACT INFORMATION

Subrecipient: County of San Bernardino Subaward #: UV20 05 0360

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

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

Name: Florida Alarcon Title: Chief, Bureau of Victim Services  
Telephone #: 909-382-3669 Email Address: FAlarcon@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino CA 92415-0502

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

Name: Claudia Walker Title: Chief, Bureau of Administration  
Telephone #: 909-382-7689 Email Address: CWalker@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino CA 92415-0502

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

Name: Florida Alarcon Title: Chief, Bureau of Victim Services  
Telephone #: 909-382-3669 Email Address: FAlarcon@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino CA 92415-0502

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

Name: Karen White Title: Supervisor, Bureau of Administration  
Telephone #: 909-382-3674 Email Address: KWhite@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

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

Name: Jason Anderson Title: District Attorney  
Telephone #: 909-382-3660 Email Address: DA@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

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

Name: Jason Anderson Title: District Attorney  
Telephone #: 909-382-3660 Email Address: DA@sbcda.org  
Address/City/Zip + 4: 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415-0502

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

Name: Curt Hagman Title: Chairman, Board of Supervisors  
Telephone #: 909-387-4866 Email Address: curt.hagman@bos.sbcounty.gov  
Address/City/Zip + 4: 385 N. Arrowhead Ave, 5th Floor, San Bernardino CA 92415-0110

## SIGNATURE AUTHORIZATION

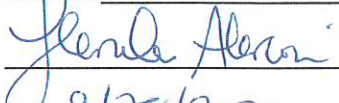
Subaward #: UV20 05 0360

Subrecipient: County of San Bernardino

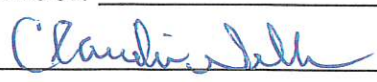
Implementing Agency: County of San Bernardino District Attorney's Office

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

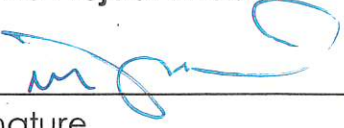
\***Project Director:** Florida Alarcon

Signature:   
Date: 9/28/2020

\***Financial Officer:** Claudia Walker

Signature:   
Date: 9-28-2020

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

  
Signature  
Alfred Moore  
Printed Name

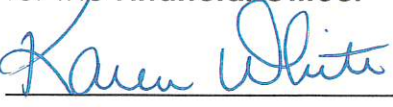
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Signature  
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Signature  
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Printed Name

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

  
Signature  
Karen White  
Printed Name

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Signature  
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Printed Name

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Signature  
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Signature  
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Printed Name



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**Grant Subaward Certification of Assurance of Compliance**  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Grant Subaward #: UV20 05 0360

Subrecipient: County of San Bernardino

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 (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds – SRH Sections 14.005**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure a single audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to allocate federal funds for the audit costs.

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

**II. Equal Employment Opportunity – SRH Section 2.025**

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

**Subrecipients certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.**

EEO Officer: Victor Tordesillas

Title: HR Employee Relations Division Chief

Address: 1111 E. Mill Street, San Bernardino, CA 92415

Telephone Number: 909.252.4223

Email Address: victor.tordesillas@hr.sbcounty.gov

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

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

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

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES-funded Subrecipients to certify compliance with CEQA. Subrecipients must certify they have completed, and will maintain on file, the appropriate CEQA compliance documentation.

**V. Lobbying – SRH Sections 2.040 and 4.105**

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

**VI. Debarment and Suspension – SRH Section 2.045**

Subrecipients receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. The Subrecipient certifies that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

The Subrecipient certifies that it will not make any Second-Tier Subaward, or enter into any contract greater than \$25,000, with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities.

**VII. Proof of Authority from City Council/Governing Board – SRH Section 1.055**

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (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 Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the Subrecipient and the Official Designee. The State of California and Cal OES disclaim responsibility of

any such liability. Furthermore, it is also agreed that Grant Subaward funds received from Cal OES shall not be used to supplant expenditures controlled by the governing board.

Subrecipients are required to obtain written authorization by the governing body (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 Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. The Applicant is also required to maintain said written authorization on file and make readily available upon demand.

#### **VIII. Civil Rights Compliance – SRH Section 2.020**

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

#### **IX. Federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Special Conditions**

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

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

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

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

Record retention and access: Records pertinent to the award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to



the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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

2. Compliance with DOJ Grants Financial Guide

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

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

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

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

4. Requirements related to System for Award Management and Universal Identifier Requirements

The Subrecipient 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.

The Subrecipient also must comply with applicable restrictions on Second-Tier Subawards, including restrictions on subawards to entities that do not acquire and provide (to the Subrecipient) the unique entity

Identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site 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 an award to an individual who received the award 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).

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

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

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

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

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2020, are set out at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here.

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

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award – (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by—(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

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

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

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

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

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or

contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:
- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
  - It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt

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

10. OJP Training Guiding Principles

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

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

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

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000 (for 2018 federal award) or \$250,000 (for 2019 & 2020 federal awards)

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (\$150,000 [for 2018 federal award] currently, \$250,000 [for 2019 & 2020 federal awards]). 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> (Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000 [for 2018 federal award] and exceed \$250,000 [for 2019 & 2020 federal



award]], and are incorporated by reference here.

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

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

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

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

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

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

15. VOCA Requirements

The Subrecipient must comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

16. Demographic Data

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

17. Performance Reports

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

18. Access to Records

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

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

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

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

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

This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

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

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable

requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

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

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

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

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

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

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

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

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

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi->

bin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

25. Restrictions on "Lobbying"

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

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

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

26. Subgrant Award Report (SAR)

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

27. Effect of Failure to Address Audit Issues

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

28. Additional DOJ Awarding Agency Requirements (2018, 2019, & 2020)

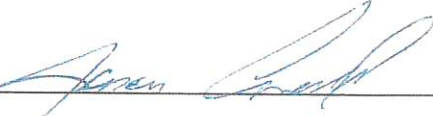



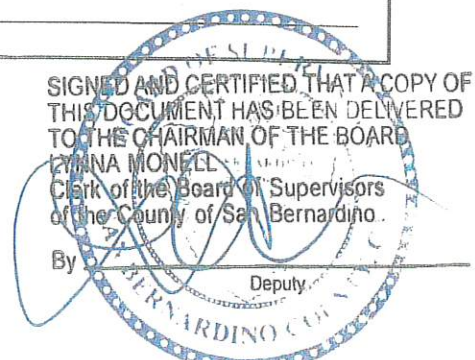
The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

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

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

<b>CERTIFICATION</b>	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>	
Official Designee's Signature:	
Official Designee's Typed Name:	<u>Jason Anderson</u>
Official Designee's Title:	<u>District Attorney</u>
Date Executed:	<u>11/23/2020</u>
Federal Employer ID #:	<u>95-6002748</u>
Federal DUNS #:	<u>626913172</u>
Current System for Award Management (SAM) Expiration Date: <u>3/7/2021</u>	
Executed in the City/County of: <u>San Bernardino/San Bernardino</u>	
<b>AUTHORIZED BY:</b>	
<input type="checkbox"/> City Financial Officer <input type="checkbox"/> City Manager <input checked="" type="checkbox"/> Governing Board Chair	<input type="checkbox"/> County Financial Officer <input type="checkbox"/> County Manager
Signature: 	
Typed Name: <u>Curt Hagman</u>	
Title: <u>Chairman, Board of Suervisors</u>	





## Grant Subaward Certification of Assurance of Compliance

### Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that Subrecipients will comply with the following regulations and restrictions:

- State and federal civil rights laws,
- Drug-Free Workplace,
- California Environmental Quality Act,
- Lobbying restrictions,
- Debarment and Suspension requirements,
- Proof of Authority documentation from the city council/governing board, and
- Federal grant fund requirements.

The Applicant is required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES (see Subrecipient Handbook (SRH) Section 1.005 and Section IV. of this form).

**The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form.** For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), with a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name, and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the federal program Special Conditions change after the approval of the Grant Subaward.





**Grant Subaward Certification of Assurance of Compliance**  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Grant Subaward #: \_\_\_\_\_

Subrecipient: County of San Bernardino

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 (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds – SRH Sections 14.005**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure a single audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to allocate federal funds for the audit costs.

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

**II. Equal Employment Opportunity – SRH Section 2.025**

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

**Subrecipients certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.**

EEO Officer: Victor Tordesillas

Title: HR Employee Relations Division Chief

Address: 1111 E. Mill Street, San Bernardino, CA 92415

Telephone Number: 909.252.4223

Email Address: victor.tordesillas@hr.sbcounty.gov

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

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

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

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES-funded Subrecipients to certify compliance with CEQA. Subrecipients must certify they have completed, and will maintain on file, the appropriate CEQA compliance documentation.

**V. Lobbying – SRH Sections 2.040 and 4.105**

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

**VI. Debarment and Suspension – SRH Section 2.045**

Subrecipients receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. The Subrecipient certifies that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

The Subrecipient certifies that it will not make any Second-Tier Subaward, or enter into any contract greater than \$25,000, with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities.

**VII. Proof of Authority from City Council/Governing Board – SRH Section 1.055**

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (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 Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the Subrecipient and the Official Designee. The State of California and Cal OES disclaim responsibility of



any such liability. Furthermore, it is also agreed that Grant Subaward funds received from Cal OES shall not be used to supplant expenditures controlled by the governing board.

Subrecipients are required to obtain written authorization by the governing body (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 Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. The Applicant is also required to maintain said written authorization on file and make readily available upon demand.

#### **VIII. Civil Rights Compliance – SRH Section 2.020**

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

#### **IX. Federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Special Conditions**

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

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

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

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

Record retention and access: Records pertinent to the award that the Subrecipient must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the Subrecipient must provide access, include performance measurement information, in addition to

the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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

2. Compliance with DOJ Grants Financial Guide

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

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

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

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

4. Requirements related to System for Award Management and Universal Identifier Requirements

The Subrecipient 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.

The Subrecipient also must comply with applicable restrictions on Second-Tier Subawards, including restrictions on subawards to entities that do not acquire and provide (to the Subrecipient) the unique entity

identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site 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 an award to an individual who received the award 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).

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

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

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

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

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2020, are set out at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here.

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

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

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

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

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

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

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or

contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:
- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
  - It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt

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

10. OJP Training Guiding Principles

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

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

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

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000 (for 2018 federal award) or \$250,000 (for 2019 & 2020 federal awards)

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (\$150,000 [for 2018 federal award] currently, \$250,000 [for 2019 & 2020 federal awards]). 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> (Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000 [for 2018 federal award] and exceed \$250,000 [for 2019 & 2020 federal

award]), and are incorporated by reference here.

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

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

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

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

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

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

15. VOCA Requirements

The Subrecipient must comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

16. Demographic Data

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

17. Performance Reports



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

18. Access to Records

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

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

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

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

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

This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

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

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable

requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

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

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

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

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

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

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

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

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

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi->

bin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

25. Restrictions on "Lobbying"

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

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

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

26. Subgrant Award Report (SAR)

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

27. Effect of Failure to Address Audit Issues

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

28. Additional DOJ Awarding Agency Requirements (2018, 2019, & 2020)

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

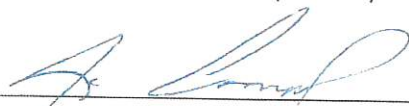
29. Hiring Documents

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

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

### CERTIFICATION

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

Official Designee's Signature: 

Official Designee's Typed Name: Jason Anderson

Official Designee's Title: District Attorney

Date Executed: 11/23/2020

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

Current System for Award Management (SAM) Expiration Date: ~~8/7/2021~~ 12/10/21 SMC

Executed in the City/County of: San Bernardino/San Bernardino

### AUTHORIZED BY:

☐

City Financial Officer

☐

County Financial Officer

☐

City Manager

☐

County Manager

☒

Governing Board Chair

Signature: 

Typed Name: Curt Hagman

Title: Chairman, Board of Supervisors

**BUDGET CATEGORY AND LINE ITEM DETAIL**

<b>Subrecipient: San Bernardino County District Attorney</b>			<b>Subaward #:UV20 05 0360</b>		
<b>A. Personal Services – Salaries/Employee Benefits</b>	<b>18 VOCA</b>	<b>18 VOCA Match</b>	<b>19 VOCA</b>	<b>19 VOCA Match</b>	<b>COST</b>
<b>1.0 Victim Advocate I</b>					
350 hours x \$20.96 x 1	\$7,336				\$7,336
690 hours x \$21.48 x 1	\$14,821				\$14,821
350 hours x \$22.02 x 1	\$7,707				\$7,707
690 hours x \$22.57 x 1	\$15,573				\$15,573
<b>2 Victim Advocate II's</b>					
170 hours x \$24.30 x 2	\$8,262				\$8,262
870 hours x \$24.86 x 2	\$43,256				\$43,256
170 hours x \$25.48 x 2			\$8,663		\$8,663
870 hours x \$26.15 x 2	\$17,071		\$28,430		\$45,501
 Benefits for 3.0 FTE Employees for 1 year					
<b>CASH MATCH</b>					
Total Benefits = 52.005% of salary		\$28,507	\$21,576	\$28,507	\$78,590
enefits = \$151,119 x 52.00.5% = \$78,590					
Retirement (31.28% of gross salary)					
Survivors Benefits (.08% of gross)					
Health Insurance (16.12% of gross)					
Vision Insurance (.14% of gross)					
Dental Insurance (.53% of gross)					
Short term Disability (1.27% of gross)					
Medicare Tax (1.36% of gross)					
Workers Comp Insurance (.64% of gross)					
Life Insurance (.09% of gross)					
457B Match (.49% of gross)					
<b>Personal Section Totals</b>	<b>\$114,026</b>	<b>\$28,507</b>	<b>\$58,669</b>	<b>\$28,507</b>	<b>\$229,709</b>
<b>PERSONAL SECTION TOTAL</b>					<b>\$229,709</b>

AG



**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: San Bernardino County District Attorney			Subaward #:UV20 05 0360		
B. Operating Expenses	18 VOCA	18 VOCA Match	19 VOCA	19 VOCA Match	COST
<p><b>Indirect Costs = 10% de minimis</b>  10% x (\$229,761 salaries and bens + \$32,381 operating exp)  <math>229,761 + 32,381 = 262,142</math>  <math>262,142 \times 10\% = 26,214</math>  Charging less at \$22,976</p> <p><b>Trainings (all numbers may be rounded up to the nearest dollar)</b></p> <p><b>Let's Get Better Together AZ (see attached OES 2-158)</b>  <b>June 24-25 Phoenix AZ</b>  Airfare = \$450 (3 people x \$150)  Rental Car = \$100</p> <p>Hotel = \$1,080 (3 days 3 people \$120 per day)  Per Diem Meals 3 people 2 days @62.10 per day = \$372.60  Registration 3 @ \$125 each = \$375.00  1 extra dinner at \$29.81 x 3 people = \$89.43</p> <p><b>NOVA Training (see attached OES 2-158)</b>  Airfare = \$1,500 (3 people \$500 ea)  Mileage = 35 (\$0.575 per mile x 61 miles) = \$21.13  Parking = \$70  Rental Car = \$400  Hotel = \$1,800 (5 days x 3 people x \$120 per day)</p> <p>Per Diem Meals 3 people 4 days @62 per day = \$744.00  Registration 3 @ \$675 = \$2,025.00  1 extra dinner at \$29.81 x 3 people = \$89.43  <del>charging less @ \$6,514</del></p> <p><b>Nuestras Voces (see attached OES 2-158)</b>  Airfare = \$872 (3 people \$290.66 ea)  Mileage = \$30 (\$0.575 per mile x 53 miles) = \$30.48  Parking = \$30  Rental Car = \$200  Hotel = \$1,080 (3 days x 3 people x \$120 per day)</p>			<p>\$22,976</p> <p>\$2,467</p> <p>\$6,514</p> <p>\$3,400</p>		<p>\$22,976</p> <p>\$2,467</p> <p>\$6,514</p> <p>\$3,400</p>

## BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: San Bernardino County District Attorney			Subaward #:UV20 05 0360		
B. Operating Expenses	18 VOCA	18 VOCA Match	19 VOCA	19 VOCA Match	COST
Per Diem Meals 3 people 3 days @62 per day registration \$540 (3 people x \$180) 1 extra dinner at \$29.81 x 3 people  <b>Outreach and Presentation</b> <b>Materials</b> 3 Panel glide Kits \$3,495 each 9 Industrial County High Display Chairs at \$200 each 3 42" Display Monitors @ \$448 each 3 Display Mounts at \$51 each 5,000 Bureau of Victim Services Brochures @ \$0.2104 each 5,000 District Attorney Office Brochures @ \$0.2104 each  5,000 Marcy's Law Brochures @ \$0.2104 each 2,000 Promo Items for Victims (small spiral notebooks \$1.41 each) 5 Storage Bins @ \$20 each 2 Business card holders @ \$10 each 4 pack hand sanitizer gel (1 gallon each) and first aid kit \$30.50 each			\$20,000		\$20,000
<b>Operating Section Totals</b>			\$55,357		\$55,357
<b>OPERATING SECTION TOTAL</b>					\$55,357

AG

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

285,066 AG

## VSPS Budget Summary Report

**UV20 Unserved/Underserved Victim Advocacy and Outreach Program**

**San Bernardino County**

Unserved/Underserved Victim Advocacy and Outreach Program

**Subaward #: UV20 05 0360**

**Performance Period: 01/01/21 - 12/31/21**

**Latest Request: , Not Final 201**

### **A. Personal Services - Salaries/Employee Benefits**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	114,026	0	114,026	0	114,026
L	18VOCA	28,507	0	28,507	0	28,507
F	19VOCA	58,669	0	58,669	0	58,669
L	19VOCA	28,507	0	28,507	0	28,507
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>229,709</b>	<b>0</b>	<b>229,709</b>	<b>0</b>	<b>229,709</b>

### **B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	0	0	0	0	0
L	18VOCA	0	0	0	0	0
F	19VOCA	55,357	0	55,357	0	55,357
L	19VOCA	0	0	0	0	0
<b>Total B. Operating Expenses:</b>		<b>55,357</b>	<b>0</b>	<b>55,357</b>	<b>0</b>	<b>55,357</b>

### **C. Equipment**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	0	0	0	0	0
L	18VOCA	0	0	0	0	0
F	19VOCA	0	0	0	0	0
L	19VOCA	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

02/24/21

## VSPS Budget Summary Report

<b>UV20 Unserved/Underserved Victim Advocacy and Outreach Program</b>			<b>Subaward #: UV20 05 0360</b>		
<b>San Bernardino County</b>			<b>Performance Period: 01/01/21 - 12/31/21</b>		
Unserved/Underserved Victim Advocacy and Outreach Program			<b>Latest Request: , Not Final 201</b>		

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>57,014</b>	<b>0</b>	<b>57,014</b>	<b>0</b>	<b>57,014</b>
<b>Total Funded:</b>	<b>228,052</b>	<b>0</b>	<b>228,052</b>	<b>0</b>	<b>228,052</b>
<b>Total Project Cost:</b>	<b>285,066</b>	<b>0</b>	<b>285,066</b>	<b>0</b>	<b>285,066</b>

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

02/24/21



### **Budget Narrative**

The proposed budget provides for funding in the amount of \$285,064 for a specialized Unserved/Underserved Victim Advocacy and Outreach Unit with 3.0 FTE staff members. Two full-time Victim Advocate II's and one full time Victim Advocate I will provide direct services to victims. Advocates are trained and experienced in working with victims and coordinating services and will specialize in serving victims from the unserved/underserved lesbian, gay, bi-sexual, transgender, and questioning (LGBTQ) populations.

Advocates are qualified with the experience, skills, and training to perform a variety of direct and indirect services for crime victims. Victim Advocate II's are expected to have an education equivalent to an Associate's degree in psychology, sociology, criminal justice, behavioral or social science, as well as two years of experience providing advocacy services. Supervising Victim Advocates have the same educational guidelines as above, but are expected to have three years of experience providing a wide variety of victim advocate, victim compensation claims or restitution services to victims of crime in a criminal justice organization, with lead work or supervisory experience highly desired.

The total budget includes \$228,052 in grant funds and ~~\$57,012~~ <sup>\$57,014 BR</sup> in District Attorney cash match. Of the total budget, \$151,119 of grant funds will provide salaries for 2.0 FTE Victim Advocate II's and 1.0 Victim Advocate I for twelve months. Benefits in the amount of ~~\$78,642~~ <sup>\$ 78,588 BR</sup> are also included, ~~\$57,012~~ <sup>\$ 57,014 BR</sup> in match and ~~\$21,630~~ <sup>\$21,576 BR</sup> in grant funding. Operating costs include Indirect Costs (10% de

Subrecipient: County of San Bernardino Subaward #: UV 20 05 0360

minimis) in the amount of \$22,976. Also included in Operating Expenses are three trainings, the first one in May of 2021 in Phoenix Arizona for the Nuestras Voces National Bilingual Sexual Assault Conference for an estimated total cost of \$3,400. The second training will be the "Let's Get Better Together AZ" training June 24<sup>th</sup> and 25<sup>th</sup> in Phoenix Arizona at an estimated cost of ~~\$2,413~~ <sup>\$ 2,467 BB</sup> and the third training will be in July 2021 in Orlando Florida for the NOVA Conference for a total estimated cost of \$6,514. All three conferences will help the program's advocates keep up with the latest information on helping unserved and underserved victims. Outreach and Presentation materials are being budgeted at \$20,000 to purchase presentation canopies and outreach materials to be used at conferences, resource fairs and other outreach events.

Staff members are dedicated to accomplishing the stated objectives and activities described in the project narrative and according to guidelines. No subcontracts are needed; no unusual expenditures are anticipated. Mid-year salary adjustments are calculated in the budget costs.



## **Project Narrative**

### **Plan**

San Bernardino County is the largest county in the contiguous United States, encompassing 24 incorporated cities and 72 unincorporated communities within an area of over 20,000 square miles and a population of over 2.2 million residents. The county has three distinct areas: the west valley, central, and desert region. 44 victim advocates provide services to a diverse population of Hispanic non-white, White, African American, Asian, Native American, Pacific Islander and Multi-Race residents. Considering the geographical size, population and crime rate, the program has not experienced a decline in the number of victims needing assistance. The Bureau of Victim Services advocates receive referrals from law enforcement agencies, domestic violence shelter agencies, 207 Deputy District Attorneys, other County departments including the hospitals and community-based organizations.

The National Coalition of Anti-Violence Programs (NCAVP) reported that as of August 23, 2017 they had recorded 36 hate violence related homicides of LGBTQ and HIV affected people. The number of hate violence related homicides represents a 29% increase in single incident reports from 2016. In 2017, NCAVP also reported that there had been nearly one homicide a week of an LGBTQ person in the U.S. In San Bernardino County, due to the existing and ever emerging street gangs there is a potential to see more hate crimes

reported that target people of color and gender diversity. Because of this, we could see more reported hate crimes committed against the LGBTQ community. The San Bernardino County District Attorney's Office Bureau of Victim Services previously housed two full-time victim advocates at the Arrowhead Regional Medical Trauma Center (ARMC Trauma Center) who provided assistance to victims of crime from the LGBTQ community. In February 2013 we expanded our program to place a greater focus on the high desert region of our county and one of the ARMC Trauma Center advocates was relocated to the Victorville District Attorney's Office. In 2016, our program was able to expand to the west valley region of our county in part to receiving a larger grant award. The full-time victim advocates, at each location, will continue to provide services to the underserved crime victims in the high desert, central valley, and west valley regions of the county. Victim advocates will offer all mandatory and optional services such as crisis intervention that will include immediate, short-term emotional and physical care for victims both in-person, by telephone contact or video conferencing, emergency needs assessment, community resource referrals, assistance with completion of the California Victim Compensation Board program application, orientation to the criminal justice system; Assistance will also include case management, assistance with victim impact statements, arrange for transportation to court and criminal justice offices as well as court accompaniment and assistance in securing child care in order for the victim to attend court. The victim advocate assigned to ARMC will continue to work in the

Trauma Center, assisting crime victims requiring medical services as they arrive from all over the county, or are brought in by law enforcement officers. The victim advocate will provide immediate crisis intervention that will include immediate, short-term emotional and physical care for victims both in-person and by telephone contact, services may include crisis counseling, accompaniment during medical exams, referrals to qualified professional counselors and/or counseling agencies, victim compensation claim assistance, orientation to the criminal justice system, emergency needs assessment, relocation and criminal case notification.

The goal of our Unserved/Underserved Victim Advocacy & Outreach Program is to improve upon and provide immediate services to crime victims of all crime types in the high desert region, central valley, west valley region, and to victims that arrive as patients at the ARMC Trauma Center. We will increase our efforts to identify and reach out to the underserved victims throughout the county. Our plan is to continue to advance our LGBTQ victim services programs at the ARMC Trauma Center, both the high desert and west valley regions through improved victim advocacy. We will continue to increase our knowledge and awareness when working with victims that are members of the LGBTQ community and be better able to recognize culturally significant and gender sensitive issues that arise and handle them appropriately. By increasing our knowledge, awareness and sensitivity, we will be better able to provide all mandatory services to victims of the LGBTQ community. We will also be able to act as a liaison between the

victim and medical staff, law enforcement, the victim's family and community with a more compassionate and understanding approach. Another program goal is to continue to help the crime victim towards healing from the trauma, guide them through the criminal justice system, and restore their faith in a system that may have disregarded them and possibly even treated them poorly in the past.

The victim advocate assigned to the ARMC Trauma Center will continue to employ the following best practices to streamline the delivery of services to crime victims from our underserved populations: When a victim arrives at the ARMC, the victim advocate will introduce themselves and offer services immediately. An intake face page will be completed by the victim advocate in addition to the application for the California Victim Compensation Program.

The victim advocate will accompany the victim during the medical exam and/or law enforcement interviews at the victim's request. A thorough needs assessment of the victim will be completed by the victim advocate, after which the victim advocate will make applicable referrals to both emergency resources and to community-based programs.

The victim advocate will provide a criminal justice system orientation, assistance with victim impact statements, assistance in securing child care so that the victim can attend court and arrange for travel and accompaniment to court and criminal justice offices if the case is filed by the District Attorney's office. If the victim is admitted to the hospital as an in-patient, the ARMC Trauma Center

victim advocate will follow up with the victim each day they are in the hospital, and if necessary, will provide further crisis counseling and a needs assessment. If the victim is not admitted to the hospital, the victim advocate will provide follow-up services as needed. If the victim is first seen in the high desert or west valley region, the victim advocate will be assigned to remain with the victim throughout the criminal proceedings to post trial. All victims receive a Marsy's card which lists all their rights under Marsy's law and all questions regarding their rights as victims will be answered by the victim advocate. Following the above best service protocol has proven to be most effective in providing comprehensive services to crime victims. During the fiscal year 19/20 our office was significantly impacted by the Covid-19 Pandemic. The Pandemic forced us to make changes in the manner that we provided services to victims of crime. We implemented the use of virtual technology to reach out to victims and continued to provide in-person assistance for the victims who had emergency needs such as funeral and burial assistance as well as food and clothing needs. Our office also coordinated with the Courts and created virtual courtrooms for victims and families to have the opportunity to view the hearings from a satellite office located in the District Attorney's Office. Once the courts made the decision to fully operate victim advocates provided court support to those victims who had to testify at the preliminary hearing or trial; victim advocates also provided court support during the sentencing hearing. We will continue to offer services in-person, by phone or video conferencing and will follow the

preferred method of the victims that we are serving to ensure we provide the most comfortable setting that they are comfortable with.

We have taken steps to meet the Cultural competency of victim advocate staff assigned to the ARMC Trauma Center and both the high desert and west valley divisions of the District Attorney's Office. The victim advocates have completed both the 40-hour Entry and Advanced Level Advocate training. We continue to have partnerships with the CSUSB Pride Center, University of Redlands Pride Center, Foothill AIDS Project offices in San Bernardino, Claremont and Hesperia, and an ongoing partnership with the San Bernardino County Department of Behavioral Health Office of Cultural Competence & Ethnic Services. The victim advocates assigned to the project will continue to obtain additional training through these partnerships as it becomes available. The victim advocates will participate in site visits, make phone calls when necessary and will remain in communication with these centers on a regular basis to discuss available trainings and ways we can be of assistance to them, including providing virtual presentations on the services available through the Bureau of Victim Services and attend outreach fairs and community events. Every agency that supports the LGBTQ community has a supply of our LGBTQ Victim Services brochures and business cards. In the last year the victim advocates have continued to attend meetings with all the agencies listed who provide assistance to those in the LGBTQ community. It is our goal to continue attending meetings and sharing information on ways that we can better serve the community and it also



provides an opportunity to network and address any issues that may have arisen.

Victim advocates trained in cultural competency and LGBTQ gender sensitivity will provide in-service training to the Bureau of Victim Services staff, District Attorney staff, ARMC staff, all law enforcement agencies and community-based organizations within the County of San Bernardino. An outreach brochure was designed and printed specifically to raise awareness of the special victim service needs of the underserved population. The brochures are available at the ARMC Trauma Center, CSUSB Pride Center, University of Redlands Pride Center and Foothill AIDS Project offices in San Bernardino, Claremont and Hesperia and all District Attorney Victim Services centers. To further our goals, the advocate assigned to the Arrowhead Regional Medical Center serves as a co-chair member of the San Bernardino County Department of Behavioral Health Office of Cultural Competence & Ethnic Services LGBTQ Subcommittee. During fiscal year 2018/2019, the victim advocate worked on aforesaid sub-committee to develop a resource guide and a safe, professional, and cordial relationship with the LGBTQ community. During fiscal year 19/20 we added one of our victim advocates to the underserved grant who is also part of the campus advocacy and outreach team. Through our extensive contact and partnerships with the colleges and universities in our County, we believe that our advocates will be able to raise awareness of the services available through our program and it will

provide an opportunity to reach out many students from the underserved community who need special assistance.

The Bureau of Victim Services currently maintains an extensive community referral resource list. The list is regularly updated by the regional office assistants and it includes mental health care providers, support groups, domestic violence shelters, dental and physical therapy providers, crime scene clean up providers, funeral and burial providers, and resources to various government agencies such as behavioral health and law enforcement. The District Attorney's Office also maintains a resource list that is available on our website. Resources include law enforcement agencies, district attorney's offices, legal aid resources, sexual assault service centers and domestic violence centers and TRO (Temporary Restraining Orders) assistance information. The community referral list was also updated to include medical care providers, county social services and child protective services agencies.

The victim advocates will continue to be trained in Cultural sensitivity which has proven to be effective with providing assistance in a compassionate manner to same sex domestic violence victims. If the victim initially receives services at the ARMC Trauma Center, the victim advocate at the Trauma Center will transition underserved clients to court-based victim advocates if a criminal case is filed. Underserved clients will be advised of their rights as crime victims and receive a Marsy's card. Domestic violence occurs within same-sex relationships just as it does in heterosexual relationships, therefore the need for advocating with

sensitivity and awareness is greater than ever. People in the LGBTQ community are more reluctant to seek help for fear of judgment and harsh treatment by peace officers or attorneys. They also fear insensitivity or being exposed before they are ready to do so themselves. Understanding and acceptance of the LGBTQ community will encourage victims to seek help, improving the victim's willingness to cooperate with and restoring their faith in the criminal justice process.

Operational Agreements are in effect with Barstow, Colton, Fontana, Montclair, Ontario, Redlands, Rialto, San Bernardino and Upland police departments and the San Bernardino County Sheriff's Department. We also have Operational Agreements with local domestic violence centers- House of Ruth, Option House and DOVES (Domestic Violence Education and Services); San Bernardino Sexual Assault Services, Inc. (sexual assault counseling center); San Bernardino County Children's Network and Department of Children and Family Services and Arrowhead Regional Medical Center. Each Operational Agreement contains original signatures, titles, agency names for both parties and effective dates. Volunteers are recruited through the District Attorney website and through the outreach efforts made by our staff at local community centers and at various college campuses. Individuals interested in volunteering contact the volunteer coordinator and are given complete information and instructions as to the process of volunteering and what the volunteering position entails. All prospective volunteers are required to complete an application that is screened

by the volunteer coordinator. The volunteer coordinator and a supervising victim advocate will interview the volunteer, asking a series of questions regarding their interest in our program and past experience they have working with victims. The District Attorney's Bureau of Investigations conducts a background check on qualified candidates and the individual is fingerprinted by the San Bernardino County Sheriff's Department. Once the applicant has received background 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 weekly time sheet, which is then approved by their supervisor and submitted to the volunteer coordinator.

### **ADA Compliance Statement**

All Victim Services Centers providing services to victims of crime served by the District Attorney's Office in San Bernardino County are compliant with the Americans Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq., and Title 28 of the Code of Federal Regulation, part 35. All Victim Service Centers have parking spaces, wheelchair ramps, restroom facilities and elevators for use by individuals with disabilities.

Victim Advocates will assist in arranging transportation to court appearance or interviews for physically challenged victims. Sign language for the hearing

impaired is provided by Hanna Interpreting Services; Superior Court Services also maintains a certified listing of Sign Language interpreters. All printed material is available in large-type versions upon request from visually impaired clients.

Victims with disabilities will continue to receive the same high-quality services as those without disabilities. Additionally, all aspects of employment comply with ADA.

### **Capabilities**

District Attorney Jason Anderson is an elected official currently serving his first 4-year term. He leads the San Bernardino County District Attorney's Office which employs a staff of 590 employees. District Attorney Anderson has an executive staff consisting of a chief assistant district attorney, one assistant district attorney, a special assistant district attorney, an executive assistant, a chief Investigator for the Bureau of Investigations, a departmental Information services administrator for the Bureau of Information Technology, a chief of administration and a chief over the Bureau of Victim Services. District Attorney Anderson also has a management team that consists of four chief deputy district attorneys, 16 supervising deputy district attorneys and 207 deputy district attorneys countywide.

The Unserved/Underserved Victim Advocacy & Outreach Program will continue to be overseen by the chief of victim services. The Bureau of Victim Services has a core program funded by a combined state and federal grant and a portion of local county general funds. The Bureau of Victim Services has a staff of 67

employees which includes the chief, an assistant chief, a secretary, supervising victim advocates, victim advocates, clerical staff, and the California Victim Compensation Board claims unit that includes claims technicians and clerical staff. The program has been administered by the District Attorney's Office since 1980 and our department has a successful history of collaboration with other agencies including law enforcement, community-based organizations and other governmental agencies through our advocacy work. Currently we have on file 23 operational agreements. Among them are law enforcement agencies, domestic violence centers, children's services and a sexual assault services center, and most of the operational agreements have been in effect for at least 16 years. The number of years and number of collaborating agencies demonstrates the level of service we provide. To address the outreach to partnering agencies, we will contact each of our current collaborative partners to discuss our Unserved/Underserved Victim Advocacy & Outreach Program. We will also actively continue to seek new partners to assist the unserved/underserved victims of crime in San Bernardino County.

In April 2013, during National Crime Victims' Rights Week we launched the One Call Now Marsy's notification system. Upon the filing of a criminal case, the system provides a telephonic notification to victims of crime informing them that they have rights under Marsy's Law and directs them to the District Attorney website for detailed information on those rights. We have an office assistant who is assigned to ensuring that the notifications are sent out on a daily basis. In

June of 2014, The National Association of Counties (NACO) informed our office that our County was selected to receive an Achievement Award for the One Call Now Marsy's notification system we implemented.

The District Attorney's Office has a contract with the California Victim Compensation Board which provides partial funding for four claims technicians and two clerical staff members. The claims unit staff assist in processing applications for the State Victim Compensation and Government Claims Board, for victims seeking recovery of economic losses as a result of a crime (i.e. funeral/burial, medical bills, counseling, etc.). Staff process claims for payments, verifies services and billing invoices, and process requests for the disbursement of emergency funds.

Our budget proposal consists of 3.0 FTE victim advocate positions. The victim advocates will be supervised by supervising victim advocates funded through another grant program and from the district attorney's general fund.

The Bureau of Victim Services and the District Attorney's Information Technology department developed a comprehensive database which tracks the number of victims assisted and types and number of services provided. This database will continue to be used to track new and returning victims and the services provided to each victim; the performance measures can be easily collected from the database for the quarterly reports that are needed for the submission of service stats into the performance measurement tool required by the Office for Victims of Crime (OVC). 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 and crime type and services provided. Any supervising victim advocate, 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. This information will be used for reporting performance measures for the grant. Supervising victim advocates can monitor the database at any time and they have the ability to run reports. Caseloads are monitored throughout the grant year to assess needs and determine where advocates are needed; this enables us to focus on where our services are needed most, all of which are dependent upon the needs of victims.

The victim advocates will provide in-service trainings on cultural competency to the Bureau of Victim Services staff, the district attorney staff, law enforcement and community-based organizations. An outreach brochure was designed to raise awareness of the special victim service needs of the underserved population described and will continue to be distributed by the victim advocate assigned to the Arrowhead Regional Medical Center and the victim advocates in all district attorney offices to victims of crime and all law enforcement agencies, victim service provider agencies, colleges, county departments and at resource fairs.

Victim Advocates will provide in-service training on cultural competency pertaining to LGBTQ victims. One of the victim advocates assigned to the UV grant participated as a panel expert and shared a personal story during the County Pride training that was hosted by the County Department Diversity Committee. The said victim advocate has been a great resource for not only our staff but members of the community as well and will continue to participate as a panel expert when called upon.

The victim advocates have met with staff from the Gay and Lesbian Center in Los Angeles, CSUSB Pride Center, University of Redlands Pride Center and the Foothill AIDS Project offices in San Bernardino, Claremont and Hesperia. We are partnering with these agencies and have discussed how to provide services and outreach opportunities to our underserved populations, as well as training components for our staff. The victim advocates will continue to be trained in Cultural sensitivity which has proven to be effective in providing assistance in a compassionate manner to same sex domestic violence victims.

The District Attorney's Office Bureau of Victim Services pioneered an original approach for serving the unserved/underserved population by placing a victim advocate in the Arrowhead Regional Medical Center's emergency room (San Bernardino County's premier trauma center) that serves all cultures and ethnicities. All underserved populations including the LGBTQ community receive services at the Arrowhead Regional Medical Center. The Unserved/Underserved Victim Advocacy & Outreach Program will focus on service delivery to victims of

violent crime within the unserved/underserved and socially isolated populations including, but not limited to, those historically underserved due to race, socio-economic status, disability or sexual orientation. Examples of targeted populations are high crime communities: communities of immigrants with limited English proficiency; Native Americans; persons with disabilities and/or deaf or hard-of-hearing; or members of LGBTQ populations. The specific needs of these groups, especially victims in the LGBTQ community, can be misunderstood by the public and law enforcement. There are cultural barriers and a lack of understanding of the LGBTQ culture in general, and consequently the victims are not always treated with the proper levels of compassion, understanding or respect.

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

October 6, 2020

**FROM**

**JASON ANDERSON, District Attorney**

**SUBJECT**

Grant Application for the 2020-2021 Unserved/Underserved Victim Advocacy and Outreach Program

**RECOMMENDATION(S)**

1. Approve submission of a grant application to the California Office of Emergency Services (Cal-OES) in the amount of \$228,052 for the San Bernardino County Unserved/Underserved Victim Advocacy and Outreach Program for the period of January 1, 2021 to December 31, 2021.
2. Adopt **Resolution No. 2020-177**, as required by Cal OES, authorizing the District Attorney, on behalf of the Board of Supervisors, to sign and submit the grant application, including the Certificate of Assurance of Compliance, and any non-substantive amendments, subject to review by County Counsel.
3. Direct the District Attorney to transmit all grant application documents and amendments to the Clerk of the Board of Supervisors within 30 days of execution.  
(Presenter: Michael Fermin, Assistant District Attorney, 382-3662)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

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

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

**FINANCIAL IMPACT**

The grant funding request of \$228,052 for the San Bernardino County Unserved/Underserved Victim Advocacy and Outreach Program (UV Program) requires a local cash match of \$57,013. This match will be funded from the District Attorney's (Department) existing budget without the need for additional Discretionary General Funding (Net County Cost). The Grant and local match amount, which total \$285,065, will be used to fund the UV Program's staffing costs (one Victim Advocate I and two Victim Advocate II's). Appropriation and revenue for this grant were included in the Department's 2020-21 budget and will be included in the 2021-22 recommended budget.

**BACKGROUND INFORMATION**

The Department provides services to victims of violent crime within the County's underserved population due to race, socio-economic status, disability, or sexual orientation. Target populations for these victim services include urban, high crime communities; communities of immigrants with limited English proficiency; American Indians; persons with disabilities and/or deaf or hard-of-hearing; and/or members of the Lesbian, Gay, Bisexual, and Transgender populations. Grant funds received from Cal-OES have assisted the Department in providing

**Grant Application for the 2020-2021 Unserved/Underserved Victim  
Advocacy and Outreach Program  
October 6, 2020**

services that immediately respond to the victim's emotional and physical needs (excluding medical care) such as accompaniment to medical examinations, hotline counseling, emergency food, clothing, transportation, shelter, and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.

On August 20, 2020, Cal-OES announced its intention to release grant funds for the UV Program. The competitive application process is open to all qualifying agencies. If this application is successful, the Department will return to the Board of Supervisors (Board) for acceptance of the grant award in accordance with County policy. The Department has been receiving grant funds from Cal-OES annually for this program since 2010.

The Cal-OES Recipient Handbook, Section 1350, requires all grant recipients to obtain written authorization, in the form of a resolution or letter from the Board, that the official executing the agreement is, in fact, authorized to execute the document. Recipients must maintain this written authorization on file and make it available upon demand during audits. Historically, Cal-OES has requested that each county's District Attorney be the authorized official to execute the grant documents.

**PROCUREMENT**

The 2020 Subrecipient Handbook Section 3000 provides direction for contracts and procurement bids. The Department will follow the Subrecipient Handbook and County Policy 11-04 for any contracts or procurements for services or supplies paid with grant funds.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Katherine Hardy, Deputy County Counsel, 387-5437) on September 14, 2020; Finance (Carl Lofton, Administrative Analyst II, 387-5404) on September 22, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-5423) on September 22, 2020.

**Grant Application for the 2020-2021 Unserved/Underserved Victim  
Advocacy and Outreach Program  
October 6, 2020**

Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman   Seconded: Robert A. Lovingood  
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: October 6, 2020



cc:    W/RESOLUTION  
      DA- Anderson w/app  
      File- District Attorney w/app  
LA    10/7/2020

RESOLUTION NO. 2020-177

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AUTHORIZING THE DISTRICT ATTORNEY TO SIGN AND SUBMIT TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES A GRANT APPLICATION AND ANY NON-SUBSTANTIVE GRANT APPLICATION AMENDMENTS NECESSARY FOR THE SAN BERNARDINO COUNTY UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM**

On Tuesday October 6, 2020, on motion of Supervisor Hagman, duly seconded by Supervisor Lovingood and carried, the following resolution is adopted by the Board of Supervisors of San Bernardino County, State of California.

**WHEREAS**, the San Bernardino County District Attorney's Office desires to submit a grant application for the Unserved/Underserved Victim Advocacy and Outreach Program to the California Office of Emergency Services (hereafter referred to as Cal-OES)

**NOW THEREFORE, BE IT RESOLVED** that the District Attorney of San Bernardino County is authorized to sign, and submit, on behalf of the Board of Supervisors, County of San Bernardino, the Grant Application and any non-substantive Grant Application amendments necessary.

**IT IS AGREED** that any liability arising out of the submission and performance in connection with the Grant Application, including civil court action for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal-OES disclaims responsibility for any such liability.

**BE IT FURTHER RESOLVED** that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of San Bernardino, State of California, by the following vote:

AYES: SUPERVISORS: Robert A. Lovingood, Janice Rutherford, Dawn Rowe,  
Curt Hagman, Josie Gonzales

NOES: SUPERVISORS: None

ABSENT: SUPERVISORS: None

\* \* \* \* \*

STATE OF CALIFORNIA                     )  
   )       ss.  
COUNTY OF SAN BERNARDINO        )

I, **LYNNA MONELL**, Clerk of the Board of Supervisors of the County of San Bernardino, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Supervisors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of October 6, 2020. #17 LA

LYNNA MONELL  
Clerk of the Board of Supervisors

By \_\_\_\_\_

Deputy





## Operational Agreements (OA) Summary Form

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

Use additional pages if necessary.

## Operational Agreements (OA) Summary Form

### List of Agencies/Organizations/Individuals

Date OA Signed  
(xx/xx/xxxx)

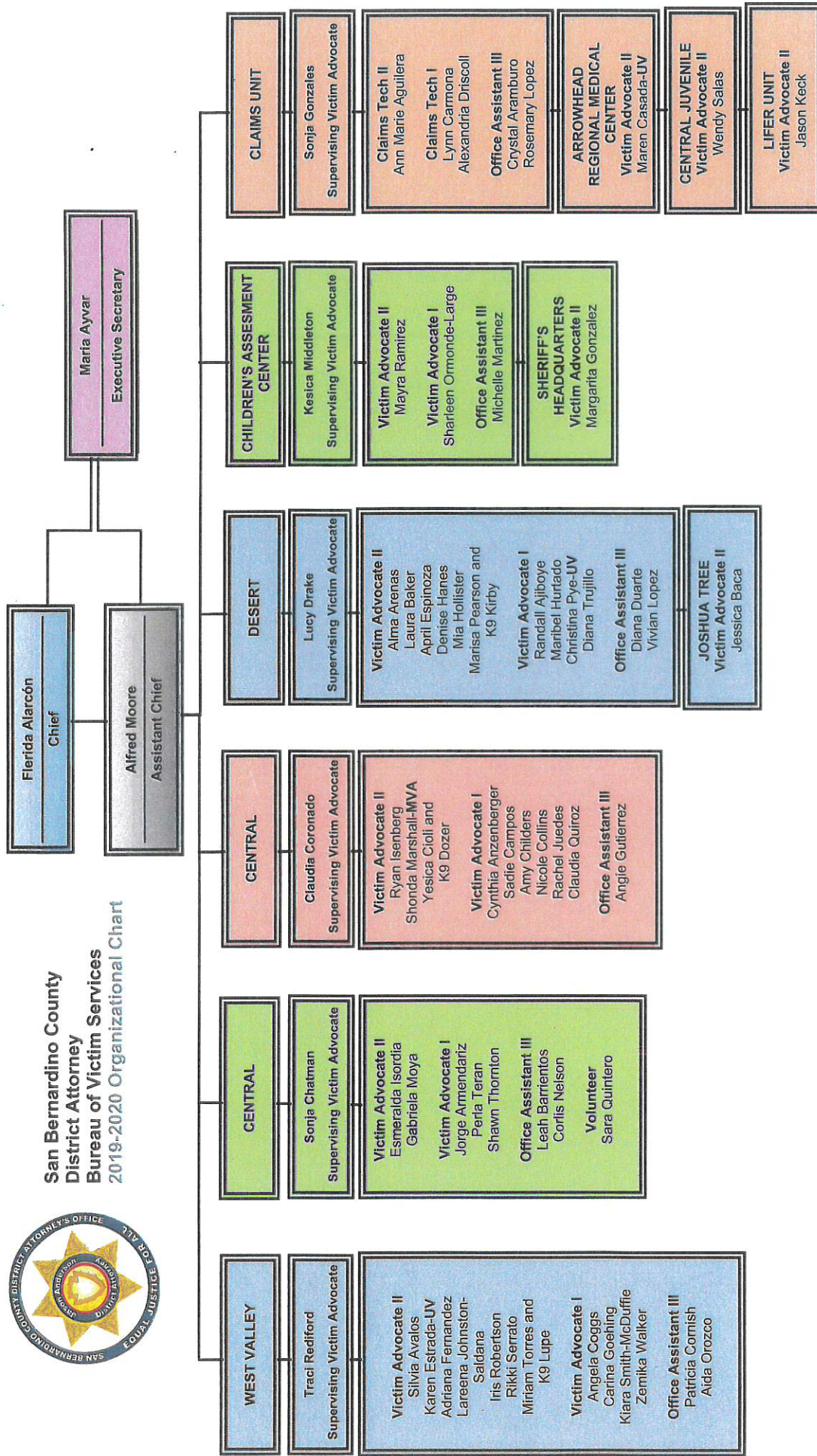
Dates of OA  
From: To:

[illegible]

Use additional pages if necessary.



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



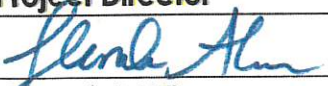
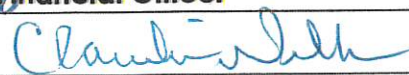


STATE OF CALIFORNIA  
 CALIFORNIA GOVERNOR'S OFFICE OF  
 EMERGENCY SERVICES  
**REQUEST TO SUBMIT MONTHLY/QUARTERLY  
 REPORT OF EXPENDITURES AND REQUEST FOR FUNDS**

<b>Subaward Number</b>	<b>Reporting Frequency</b>
UV20 05 0360	<input type="checkbox"/> Monthly To Quarterly
<b>Subrecipient</b>	<input checked="" type="checkbox"/> Quarterly To Monthly
County of San Bernardino	
<b>Program Title</b>	
Unserved/Underserved Victim Advocacy and Outreach Program	
<b>Implementing Agency (if applicable)</b>	
San Bernardino County District Attorney's Office	
<b>Justification of Change</b>	
San Bernardino County has incurred significant costs in responding to COVID-19. Our County is currently undergoing budget mitigation measures to continue allocating resources to COVID-19 while still maintaining existing operations. The County has requested that Departments review their financial processes and procedures and make changes as needed to be as fiscally efficient as possible. Therefore, the Department requests to change from from a quarterly reimbursement schedule to a monthly reimbursement schedule.	

By signing below, the project director and the financial officer agree to meet the following terms and conditions for billing on a monthly/quarterly basis:

1. The project must submit this request with the application.
2. The project will submit a Report of Expenditures and Request for Funds (Cal OES 2-201) form within thirty (30) calendar days of the end of the ☒ monthly ☐ quarterly billing period.
3. The project will adhere to these ☒ monthly ☐ quarterly billing requirements throughout the Grant Subaward performance period.

<b>Project Director</b>	<b>Date</b>
	11-12-2020
<b>Financial Officer</b>	<b>Date</b>
	11-12-2020

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

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

**ATTENDEE(S)**

Name: See Attached List  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] June 24 - 25, 2021  
Destination (City/State) Phoenix AZ  
Description (Meeting/Conference/Other) Let's Get Better AZ LGBTQ Conference

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

Annual conference to increase education, resources and understanding of health providers serving the LGBTQ Community

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

**FOR CAL OES USE ONLY**

Recommendation:

**Approve**



**Disapprove**



  
Program Specialist

11/12/2020  
Date



  
Unit Chief

1/5/2021  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

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

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: June 24 - 25 2021  
Destination: Phoenix AZ  
Purpose: Let's Get Better Together AZ

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

**Airfare:** \$ 450

Additional Airport Expenses

Mileage: (57.5 cents per mile) \$           

Taxi/Shuttle: \$           

Parking: \$           

Auto Expenses:

Private Car: \$           

Rental Car: \$ 100

State/Agency Car: \$           

#### HOTEL/PER DIEM

Hotel:

9 days @ \$ 120 per day = \$ 1080

Per diem:

6 days @ \$ 62.10 per day = \$ 372.6

#### OTHER EXPENSES

Registration/Conference Fee: \$ 375

1 extra dinner x 3 attendees x \$29.81 \$ 90

\$           

\$           

\$           

**TOTAL COSTS NOT TO EXCEED:**

\$ 2467.6



Let's Get Better Together AZ

Travel Dates: June 24-25 2021 Travel Destination: Phoenix AZ

Attendees	Title	Phone Number	REGISTRATION	AIRFARE	HOTEL	MEALS	CAR RENTAL
Maren Casada	Victim Advocate II	909-580-1443	\$125.00	\$150.00	360	154	\$0.00
Karen Estrada	Victim Advocate II	909-477-8382	\$125.00	\$150.00	\$360.00	\$154.00	\$100.00
Christina Pye	Victim Advocate I	760-552-6946	\$125.00	\$150.00	\$360.00	\$154.00	\$0.00
Total			\$375.00	\$450.00	\$1,080.00	\$462.00	\$100.00

TOTAL TRIP

\$2,467.00



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

**SUBRECIPIENT**

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

**ATTENDEE(S)**

Name: See Attached List  
 Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] Summer 2021 (dates TBD)  
 Destination (City/State) TBD  
 Description (Meeting/Conference/Other) NOVA Conference, Summer 2021

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

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

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

**FOR CAL OES USE ONLY**

Recommendation:

**Approve** **Disapprove**

☒
☐

  
 Program Specialist

 11/12/20  
 Date

☐
☐

\_\_\_\_\_  
 Unit Chief

\_\_\_\_\_  
 Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

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

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: Summer 2021 TBD  
Destination: TBD  
Purpose: NOVA Conference (National Association for Victim Assistance)

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

	<b>Airfare:</b>	\$ <u>1500</u>
Additional Airport Expenses		
	Mileage: (57.5 cents per mile)	\$ <u>35</u>
	Taxi/Shuttle:	\$ <u></u>
	Parking:	\$ <u>70</u>
Auto Expenses:		
	Private Car:	\$ <u></u>
	Rental Car:	\$ <u>400</u>
	State/Agency Car:	\$ <u></u>

#### HOTEL/PER DIEM

Hotel:  
15 days @ \$ 120 per day = \$ 1800

Per diem:  
12 days @ \$ 62 per day = \$ 744

#### OTHER EXPENSES

Registration/Conference Fee:	\$ <u>1875</u>
1 Extra Dinner 3 attendees x 29.81 x 1	\$ <u>90</u>
	\$ <u></u>
	\$ <u></u>
	\$ <u></u>

**TOTAL COSTS NOT TO EXCEED:** \$ 6514

## NOVA CONFERENCE

Travel Dates: Summer 2021 Dates TBD Travel Destination: TBD

Attendees	Title	Phone Number	REGISTRATION	AIRFARE	HOTEL	MEALS	CAR RENTAL
Maren Casada	Victim Advocate II	909-580-1443	\$625.00	\$500.00	\$600.00	278	\$0.00
Karen Estrada	Victim Advocate II	909-477-8382	\$625.00	\$500.00	\$600.00	\$278.00	\$400.00
Christina Pye	Victim Advocate I	760-552-6946	\$625.00	\$500.00	\$600.00	\$278.00	\$0.00
Mileage and Parking							
\$105.00							
Total			\$1,875.00	\$1,500.00	\$1,800.00	\$834.00	\$505.00

TOTAL TRIP

\$6,514.00



Subaward #: UV20 05 0360

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

**SUBRECIPIENT**

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

**ATTENDEE(S)**

Name: See Attached List  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] Summer 2021 (dates TBD)  
Destination (City/State) Phoenix AZ  
Description (Meeting/Conference/Other) Nuestras Voces Training

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

Nuestras Voces National Bilingual Sexual Assault Conference was created in 2004 to establish a network of victim advocates working to address and prevent sexual

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

**FOR CAL OES USE ONLY**

Recommendation:

**Approve** **Disapprove**



  
Program Specialist

11/12/2020  
Date



  
Unit Chief

1/5/2021  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

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

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: Summer 2021 TBD  
Destination: Phoenix AZ  
Purpose: Nuestras Voces Training

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

	<b>Airfare:</b>	\$ <u>872</u>
Additional Airport Expenses		
	Mileage: (57.5 cents per mile)	\$ <u>30</u>
	Taxi/Shuttle:	\$ <u></u>
	Parking:	\$ <u>30</u>
Auto Expenses:		
	Private Car:	\$ <u></u>
	Rental Car:	\$ <u>200</u>
	State/Agency Car:	\$ <u></u>

#### HOTEL/PER DIEM

Hotel:  
9 days @ \$ 120 per day = \$ 1080

Per diem:  
9 days @ \$ 62 per day = \$ 558

#### OTHER EXPENSES

Registration/Conference Fee:	\$ <u>540</u>
1 extra dinner @\$29.81 x 3 attendees	\$ <u>90</u>
	\$ <u></u>
	\$ <u></u>
	\$ <u></u>

**TOTAL COSTS NOT TO EXCEED:** \$ 3400



## Nuestras Voces Training

Travel Dates: TBD 2021 Travel Destination: Phoenix AZ

Attendees	Title	Phone Number	REGISTRATION	AIRFARE	HOTEL	MEALS	CAR RENTAL
Kessica Middleton	Victim Advocate II	909-477-8389	\$180.00	\$292.00	\$360.00	\$216.00	\$0.00
Maren Loeblein	Victim Advocate II	909-580-1443	\$180.00	\$290.00	\$360.00	\$216.00	\$200.00
Christina Hernandez	Victim Advocate I	760-552-6946	\$180.00	\$290.00	\$360.00	\$216.00	\$0.00
Parking and Mileage							\$60.00
Total			\$540.00	\$872.00	\$1,080.00	\$648.00	\$260.00

TOTAL TRIP

\$3,400.00



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

<b>Subrecipient</b> <u>County of San Bernardino</u>	<b>Duns#</b> <u>73590812</u>	<b>FIPS#</b> <u>071-00000</u>
<b>Disaster/Program Title:</b> <u>Unservd/Underserved Victim Advocacy and Outreach Program</u>		
<b>Performance Period:</b> <u>01/01/2020</u> to <u>12/31/2020</u>		
<b>Subaward Amount Requested:</b> <u>\$ 285,065 228,652 BB</u>		
<b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 4,200,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

**Certification:** *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

**Signature: (Authorized Agent)**

**Date:**

**Print Name and Title:** Jason Anderson

**Phone Number:** 909-382-3660

Cal OES Staff Only: SUBAWARD # UV20 05 0360 BB



## PROJECT SERVICE AREA INFORMATION

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

San Bernardino County\*

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

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

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

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

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

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

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

2,153,203