

Cal OES #		FIPS #		VS#		Subaward #	VW21 40 0360
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** County of San Bernardino **1a. DUNS#:** 073590812

2. **Implementing Agency:** District Attorney **2a. DUNS#:** 626913172

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

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

5. **Disaster/Program Title:** Victim Witness Assistance Program **6. Performance Period:** 10/1/2021 **to** 9/30/2022
(Start Date) (End Date)

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

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2019	VOCA		\$1,600,000		\$400,000		\$400,000	\$2,000,000
9.	2020	VOCA		\$1,270,065		\$317,516		\$317,516	\$1,587,581
10.	2021	VWA0	\$319,493						\$319,493
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$319,493	\$2,870,065	\$3,189,558	\$717,516		\$717,516	\$3,907,074

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

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

15. Official Authorized to Sign for Subrecipient:

Name: Jason Anderson Title: District Attorney

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

Signature: _____ Date: _____

16. Federal Employer ID Number: 956002749

(FOR Cal OES USE ONLY)

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

(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: VW21 40 0360

Subrecipient: County of San Bernardino District Attorney

1. **Grant Subaward Director:**

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

2. **Financial Officer:**

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

3. **Programmatic Point of Contact:**

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

4. **Financial Point of Contact:**

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

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

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

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

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

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

Name: Curt Hagman Title: Chairman, Board of Supervisors
Telephone #: (909)387-4866 Email Address: curt.hagman@bos.sbcounty.gov
Address/City/ Zip Code (9-digit): 385 N. Arrowhead Ave., 5th Floor, San Bernardino CA 92415-0110



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Signature Authorization

Grant Subaward #: VW21 40 0360

Subrecipient: County of San Bernardino

Implementing Agency: District Attorney

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

Grant Subaward Director:

Printed Name: Flerida Alarcon

Signature: _____

Date: _____

Financial Officer:

Printed Name: Claudia Walker

Signature: _____

Date: _____

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

Signature: _____

Printed Name: Alfred Moore Jr.

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: _____

Printed Name: Karen White

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



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

Grant Subaward #: VW21 40 0360

Subrecipient: County of San Bernardino, District Attorney

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: _____

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

Current System for Award Management (SAM) Expiration Date: 3/4/2022

Executed in the City/County of: 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



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Bernardino County DA				Grant Subaward #: VW21 40 0360		
A. Personnel Costs - Line-item description and calculation	19VOCA	19VOCA Match	20VOCA	20VOCA Match	21VWAO	Total Amount Allocated
All program salary and benefit rates are per the employee's current Memorandum of Understanding with the County of San Bernardino						
1 FTE Assistant Victim Services Chief @ 100% to facilitate programs for victims and supervise the unit						
\$35.85 x 1040 hours x 1	\$37,284					\$37,284
\$36.75 x 1040 hours x 1			\$38,220			\$38,220
2 FTE Supervising Victim Advocates @ 100% to supervise staff and provide direct assistance to victims						
\$38.61 x 2080 hours x 2	\$80,309		\$80,309			\$160,618
21 FTE Victim Advocate II's @ 100% Provide direct services to victims with obtaining court support, applying for financial assistance, etc. MVA position will provide assistance to victims of mass victimization and terrorism incidents						
MVA-\$31.75 x 2080 hours x 1	\$33,020		\$33,020			\$66,040
\$31.75 x 2080 hours x 3	\$99,060		\$99,060			\$198,120
\$28.83 x 2080 hours x 11	\$329,815		\$254,389		\$75,427	\$659,631
\$26.15 x 2080 hours x 6	\$163,176		\$163,176			\$326,352
22 FTE Victim Advocate I's @ 100% Provide direct services to victims with obtaining court support, applying for financial assistance, etc						
\$20.96 x 2080 hours x 16	\$348,775		\$348,774			\$697,549
\$23.69 x 2080 hours x 4	\$98,550		\$98,551			\$197,101
\$26.75 x 2080 hours x 2	\$55,640		\$55,640			\$111,280
3 FTE Office Assistant III's @ 100% Provide direct services to victims by assisting with intake, calling victims, escorting to court, entering stats and issuing notification letters						
\$22.29 x 2080 hours x 2	\$46,363		\$46,363			\$92,726
\$20.22 x 2080 hours x 1	\$21,029		\$21,029			\$42,058



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Bernardino County DA				Grant Subaward #: VW21 40 0360		
A. Personnel Costs - Line-item description and calculation	19VOCA	19VOCA Match	20VOCA	20VOCA Match	21VWAO	Total Amount Allocated
BENEFITS FOR 49 FULL TIME EMPLOYEES FOR 1 YEAR = 52.46% NOT CLAIMING FULL AMOUNT of \$1,378,113 Total Salaries of 2,626,979 x 52.46% and includes MVA Benefits (\$66,040 x 52.46%) Retirement = 31.88% of gross salary Health/Vision/Dental Ins = 16.38% of gross salary Short Term Disability = 1.16% of gross salary Medicare Tax = 1.38% of gross salary Worker's Comp Ins = 0.62% of gross salary Employee Life Ins = 0.61% of gross salary 401K Match = 0.43% of gross salary	\$245,879	\$400,000	\$31,534	\$317,516	\$175,166	\$1,170,095
Personnel Costs Fund Source Totals	\$1,558,900	\$400,000	\$1,270,065	\$317,516	\$250,593	\$3,797,074
PERSONNEL COSTS CATEGORY TOTAL						\$3,797,074



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Bernardino County DA				Grant Subaward #: VW21 40 0360		
B. Operating Costs - Line-item description and calculation	19VOCA	19VOCA Match	20VOCA	20VOCA Match	21VWAO	Total Amount Allocated
ALL TRAVEL COSTS USE COUNTY RATES						
Courthouse Dog Expenses \$750 per month x 12 months x 3 dogs - includes supplies, vet bills, food, grooming, pet insurance	\$13,500				\$13,500	\$27,000
Vehicle Maintenance 5 vehicles x \$400 per month x 12 months	\$12,000				\$12,000	\$24,000
Emergency Fund Walmart - \$25 x 440 cards Target - \$25 x 440 cards	\$11,000				\$11,000	\$11,000 \$11,000
NOVA Training-Location TBD-Date TBD 10 advocates +asst chief + supervisor (see out of state travel request)					\$20,000	\$20,000
International Courthouse Dog Conference-Bellevue Washington-TBD \$2,300 each for 3 advocates (see out of state travel request)	\$4,600				\$2,300	\$6,900
CTI Training \$150 per hour x 22 hours of instruction					\$3,300	\$3,300
Childrens Network Training 10 advocates x \$250 each					\$2,500	\$2,500
Lifer Parole Travel (2 Advocate's) Hotel \$175 per night x 5 nights x 2 advocates Rental Car 5 days x \$75 per day x 2 advocates					\$1,750 \$750	\$1,750 \$750
Airfare \$300 x 2 trips x 2 advocates Meals \$60 per day per diem x 5 days x 2 advocates					\$1,200 \$600	\$1,200 \$600
Operating Costs Fund Source Totals	\$41,100				\$68,900	\$110,000
OPERATING COSTS CATEGORY TOTAL						\$110,000



Subrecipient: San Bernardino County DA			Grant Subaward #: VW21 40 0360			
C. Equipment Costs - Line-item description and calculation	19VOCA	19VOCA Match	20VOCA	20VOCA Match	21VWAO	Total Amount Allocated
Equipment Costs Fund Source Totals						
EQUIPMENT COSTS CATEGORY TOTAL						

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	19VOCA	19VOCA Match	20VOCA	20VOCA Match	21VWAO	Total Project Cost
Fund Source Totals	\$1,600,000	\$400,000	\$1,270,065	\$317,516	\$319,493	\$3,907,074



Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0360

Subrecipient: San Bernardino County District Attorney

The proposed budget provides funding in the amount of for a specialized Victim/Witness Assistance Unit with 49 full-time staff members. Two full-time Supervising Victim Advocates, committed at 100 percent of their time, paid for by the grant, will ensure that all staff members accomplish program objectives and conduct activities according to guidelines. One Victim Services Assistant Chief will facilitate programs designed to assist victims and oversee the Victim Witness Unit. A total of twenty-one (21) full-time Victim Advocate II's will provide direct services to victims. One (1) Victim Advocate II will be assigned to the mass Victimization Advocate (MVA) position. Twenty-two (22) full-time Victim Advocate I's will also provide direct services to victims. Three (3) Office Assistant III's will provide clerical support and direct support to victims. The Office Assistants will call victims, notify them of court dates, escort them to court, issue notification letters, provide intake services, attend meetings and enter statistics for themselves and the advocates.

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

Total salaries of \$2,626,979 are budgeted using 19VOCA and 20VOCA funds including the MVA position. Total benefits of \$1,170,095 are budgeted as follows: \$245,879 from 19VOCA funds; \$31,534 from 20VOCA funds; \$175,166 from 21VWAO funds and \$717,516 from the District Attorney's general fund to



Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0360

Subrecipient: San Bernardino County District Attorney

cover the 19VOCA and 20VOCA match requirements. Staff members are dedicated to accomplishing the stated objectives and activities described in the project narrative and according to guidelines. All grant funds allocated to salaries and benefits are for the provision of direct services. For grant year 21-22 we are not claiming the full amount of benefits which equals \$1,378,113. For grant year 21-22 the District Attorney will be claiming benefits of \$1,170,095. The remaining benefit amount, not covered under the grant, will be paid for using the District Attorney's general funds.

Ongoing operating expenses will be paid from grant funds. All operating expenses are from 19VOCA and 21VWAO. Courthouse dog expenses are budgeted at \$27,000 and pay for expenses for 3 courthouse dogs. Costs include: veterinarian care, pet insurance, dog food, grooming, and pet supplies. Three courthouse dog handlers and their dogs will attend the International Courthouse Dog Conference, which will be held in September 2022 for an estimated cost of \$6,900. The NOVA Conference is budgeted at \$20,000 and will be held summer of 2022. One Assistant Victim Services Chief, one Supervising Victim Advocate and ten Victim Advocates will attend the conference. NOVA is a recognized leader in victim advocacy, education and credentialing and provides excellent training to victim advocates and crisis responders. CTI Training is budgeted at \$3,300 and provides 22 hours of instruction to our Victim Advocates and includes suicide prevention; compassion fatigue, burnout, self-care, and wellness in the workplace. Children's Network Training is budgeted at \$2,500 to send 10 advocates to a local training. Emergency gift cards are budgeted at \$22,000 (\$11,000 each for Walmart and Target) and provides emergency relief for victims. Vehicle maintenance is budgeted at \$24,000 per year to cover maintenance, repairs and fuel. \$4,300 is budgeted for two victim advocates to attend Lifer Parole hearings and support victims during the process.

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0360

Subrecipient: San Bernardino County District Attorney

Project Narrative

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

The Bureau of Victim Services advocates working under the Victim/Witness Assistance program grant allocate 100% of their time to the Victim/Witness Assistance program. Victim advocates are highly qualified, well trained professionals that have met the mandatory, and optional, educational requirements to effectively provide services under PC13835. They advise survivors of their rights under Marsy's Law and provide trauma informed services such as applying for assistance through the California Victim Compensation Board



Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0360

Subrecipient: San Bernardino County District Attorney

program, emergency relocation, temporary lodging, funeral/burial assistance and court accompaniment.

The primary program goal of the San Bernardino County District Attorney's Bureau of Victim Services is to provide mandatory services expeditiously to victims of all crime types to minimize the traumatic impact of crime upon the victim. Assistance includes crisis intervention and conducting field visits to aid victims living in remote areas who do not have the ability to reach a center. To accomplish our goal of providing comprehensive assistance to crime victims, advocate staff are assigned to all District Attorney offices, the Children's Assessment Center of San Bernardino, Arrowhead Regional Medical Center Emergency Room, and the San Bernardino County Sheriff's Department Headquarters. We currently are coordinating with the Ontario Police Department to have an advocate placed at their location; the police-based advocacy program should be established at Ontario Police Department prior to the beginning of this grant award. Within the regional service centers, the victim advocates are assigned to general prosecution felony and misdemeanor units as well as specialized prosecutorial units that are primarily focused on crimes related to human trafficking, gangs, elder abuse, family violence, crimes against children, cold case, lifer parole unit, death penalty, juvenile cases, and major crime units.



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Subrecipient: San Bernardino County District Attorney

The District Attorney's Information Technology Department developed and maintains a comprehensive database (CRM) which tracks the number of victims assisted and types and number of services provided in compliance with the requirements set forth by the Office of Victims of Crime (OVC) for the Performance Measurement Tool. The database is used to track services provided to victims and the performance measures can be easily collected from the database. The supervising victim advocates, victim advocates and office assistants update the database each time contact is made with a victim and services have been provided. For each victim, the database contains their name, address, e-mail address, telephone number, date of birth, crime type and services provided. Any supervisor, victim advocate or office assistant that has contact with a victim will be able to immediately identify when and what type of previous contact has been made and what services have been provided to that victim. The information is used for reporting performance measures for the grant. Supervisors can monitor the database for quality assurance and run reports as needed for performance measures. Caseloads are monitored throughout the grant year to assess needs and determine where advocates are needed. Additionally, our advocates can assist victims in remote areas, hours away from the nearest regional service center, with our Microsoft office cloud-based tenant



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Subrecipient: San Bernardino County District Attorney

platform (virtual video and audio) to provide critical services to remote inhabitants in our desert and mountain regions. The above-mentioned services are also applied to victims and survivors unable to reach our office due to the current global Covid-19 pandemic.

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

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



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Subrecipient: San Bernardino County District Attorney

advocates will, complete the Cal-OES mandated Victim Advocate and Crisis Response training, Critical Incident Stress Management and Compassion Fatigue. Victim advocates will also participate in trainings offered by the California Crime Victims Assistance Association (CCVAA) and other organizations to improve their skills and trainings that lessen the impact of secondary trauma. Outreach activities will continue to be conducted on a regular basis, victim advocates will attend meetings and events at local colleges, community centers, senior centers, town hall meetings, County fairs and local civic gatherings. Victim advocates will participate in National Crime Victims' Rights Week events as well as National Night Out.

Volunteers are recruited through the San Bernardino County District Attorney website and through the outreach efforts made by our staff at local community centers and at various college campuses. Individuals interested in volunteering contact the volunteer coordinator and are given complete information and instructions as to the process of volunteering and what the volunteering position entails. All prospective volunteers are required to complete an application that is screened by the volunteer coordinator. The volunteer coordinator and a supervising victim advocate will interview the volunteer, asking a series of questions regarding their interest in our program and experience they



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have working with victims. The District Attorney's Bureau of Investigations conducts a background check on qualified candidates and the individual is fingerprinted by the San Bernardino County Sheriff's Department. Once the applicant has received clearance, they are then required to attend a 4-hour CLETS/Computer use training. The volunteers are then trained on the job and assist by requesting police reports, contacting victims for missing information for claims, updating cases, translating, sending victim contact letters and assisting the victim advocate in court. Volunteers are required to complete a monthly time sheet, which is then approved by their supervisor and submitted to the volunteer coordinator.

Specialized Units Supported by Victim Witness Funding

Major Crimes Advocates

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



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

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

Arrowhead Regional Medical Center Advocate

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



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

Family Violence Unit Victim Advocates

The San Bernardino County District Attorney's Office has three family violence units which originated in October 2004. Victim advocates are assigned to each of these units that are in our San Bernardino, Rancho Cucamonga and Victorville offices. They have many duties including assisting victims of child molestation and domestic violence, and unserved/underserved victims such as victims of elder abuse. The cases are filed by family violence attorneys and all cases are vertically prosecuted with the advocate remaining with the victim beginning with pre-trial and following through to post-trial. Within the unit, domestic violence advocates provide a full range of victim services to all victims of domestic violence. These advocates attend quarterly Family Violence Unit meetings. High desert advocates work with tribal members from the Fort Mojave Indian Tribe Domestic Violence Program in Needles and the Drop-In Center at the Chemehuevi Indian Tribe Reservation. As mentioned earlier, these advocates are



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specially trained to understand and work with the cultural issues of this unserved/underserved community, and they have a close working relationship.

Gang Prosecution

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

Digital Victim Advocate (DVA)

In 2020, at the onset of the Covid-19 pandemic, our office, along with the entire world for that matter, was forced into embracing the technology of video conferencing, live-stream video, and video chats. The use of digital devices, such as phones and tablets, increased worldwide. Along with this, the increase in the use of social media and the use of services like FaceTime, Google Duo, Microsoft Teams and Zoom. Victim Advocates have been able to provide court case



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information and support, resource and referrals, and answer questions regarding the criminal court process virtually. In August 2020, our office announced the creation of the Digital Victim Advocate (DVA) program. The DVA's role is to provide virtual services over the Microsoft Teams web-based platform. The primary objective of the DVA program is for a victim advocate to be accessible online, whether it be through our website or one of our social media platforms. The DVA is also responsible for creating and curating crime prevention safety content and articles, and the distribution of those items online. The DVA also assists in the positive promotion of our office and personnel, highlighting team members and cases to the community, in hopes of building trust and confidence in the services we provide.

Special Victims K-9 Unit

In June 2015, the District Attorney's Office established a Special Victims K-9 Unit. Three victim advocates, from our existing staff, are the primary handlers of our specially trained facility dogs. The facility dogs are used to provide support to children and reduce the fears that a child has about participating in the criminal justice system. We are currently using the facility dogs to provide support to children during meet and greets in the District Attorney's Office, when they are interviewed in preparation for court and during the child's court testimony. The



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facility dogs have been successful in providing support to children in both juvenile and adult court as well as responding to mass critical incidents.

Human Trafficking Prosecution Unit

The District Attorney's Office established the Human Trafficking Prosecution Unit (H.T. Unit) in February 2013. The H.T. Unit works closely with the Coalition Against Sexual Exploitation (C.A.S.E.), local law enforcement, school districts and non-governmental victim-support agencies to ensure that no case of human trafficking or sexual exploitation goes unreported to law enforcement. Advocates are regionally assigned and are responsible for providing comprehensive services to all victims of human trafficking to include victims who are foreign national, legal permanent residents, and commercially sexually exploited children. Additionally, our advocates are trained to assist HT victims that identify as male and females notwithstanding binary designation or identification.

Lifer Parole Unit

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



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

Mass Victimization Advocate (MVA) Components

Crisis Response Plan

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



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Mutual Aid Memorandums and Memorandums of Understanding

The District Attorney's office does not have operational mutual aid memorandums and memorandums of understanding with community partners and stakeholders at this time. However, we are a part of the CCVAA Southern Regional Crisis Response Team that includes the following counties: Riverside, San Diego, Orange, and Imperial counties. Meetings are held quarterly. We currently are incorporating language in our operational agreements regarding mass crime victim response coordination with all law enforcement agencies and the Sheriff's department located within the County of San Bernardino.

MVA Outreach and Community Events.

Historically, the MVA, management, and supervisory advocate staff are tasked with conducting community outreach and participate in community meetings related to critical incidents of mass violence. For example, our team attended regular meetings with the San Bernardino County Sheriff Coroner's Office, San Bernardino Unified School District Police Division, San Bernardino County Office of Emergency Services, and the Department of Behavioral Health. All within the context of critical incidents of mass violence. Our team successfully provided presentations on crisis response, under the umbrella of victim services, and obtained invaluable community partnerships that we intend to incorporate



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in our regional crisis response team meetings. We anticipate building stronger professional bonds with the above- mentioned agencies. During this reporting period, all physical outreach and community events were suspended due to the Covid-19 global pandemic. However, operations will resume once the pandemic abates.

MVA Presentations

During this fiscal year, MVA presentations were limited due to the global pandemic and nationwide social distancing protocols placed into effect nationally. Virtual presentations will continue to be provided until in-person presentations are able to resume after the global pandemic has abated.

MVA Funding

MVA funding is currently used to maintain go-bags. The go-bags, in the event of a crisis, will be used to provide deployed advocates with essential items they may need for personal and professional comfort for themselves as responders. The purchased items included the following: tactical clipboards, writing utensils, cellular/smart phone mobile charging devices, eye nose and ear protection, personal hygiene cleansers, mylar blankets, and water beverage containers.



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MVA Emergency Fund

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

MVA Trainings

Due to the global Covid-19 pandemic, the MVA has not attended any in-person trainings. However, the MVA has received the CCVAA Crisis Response Advocate Training and will continue to participate in the MVA virtual roundtable meetings until the in-person meetings can resume.

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

Subrecipient <u>County of San Bernardino</u>	Duns# <u>073590812</u>	FIPS# <u>071-00000</u>
Disaster/Program Title: <u>Victim Witness Assistance Program</u>		
Performance Period: <u>10/01/21</u> to <u>09/30/22</u> Subaward Amount Requested: <u>\$ 3,189,558</u>		
Type of Non-Federal Entity (Check Box): <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, District Attorney	Phone Number: 909-382-3660
Cal OES Staff Only: SUBAWARD #	



Grant Subaward Service Area Information

Grant Subaward #: VW21 40 0360

Subrecipient: County of San Bernardino

1. County or Counties Served:
San Bernardino County

County where principal office is located: San Bernardino County

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

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

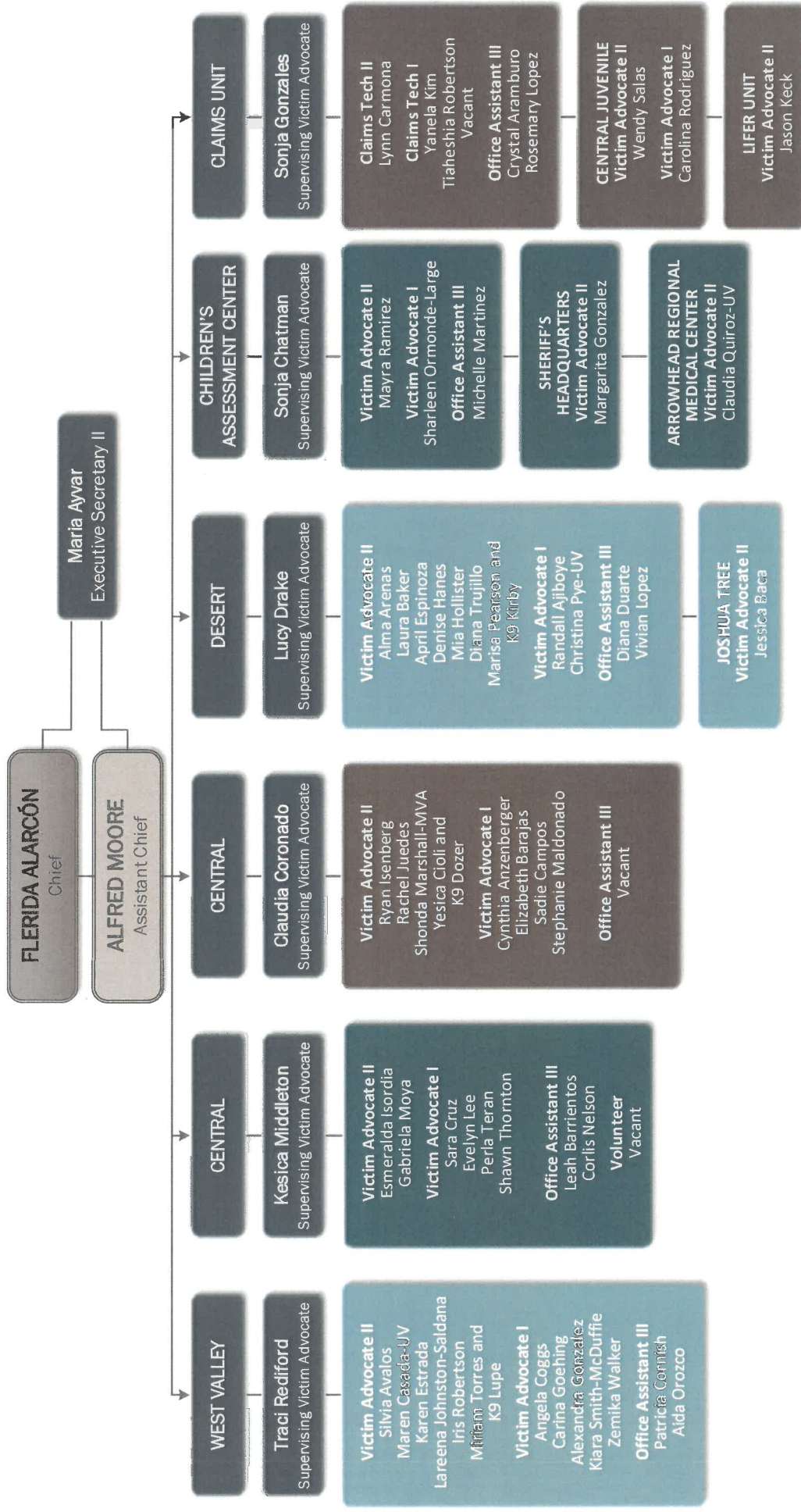
3. State Assembly District(s) Served:
32nd, 34th, 36th, 59th, 60th, 61st, 62nd, 63rd, and 65th Districts

State Assembly District where principal office is located: 62nd

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

State Senate District where principal office is located: 32nd

5. Population of Service Area: 2,180,537



BUREAU OF VICTIM SERVICES ORGANIZATIONAL CHART

February 2021

Effective 2/13/2021



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: VW21 40 0360

Subrecipient: San Bernardino County District Attorney

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{3}{\text{Travelers}} \times \frac{\$600}{\text{airfare}} = \$1800$

Rental Car: $\frac{1}{\text{Car}} \times \frac{\$65}{\text{daily rate}} \times \frac{5}{\text{days}} = \325

Mileage: $\frac{\$.575}{\text{Mileage rate}} / \text{mile} \times \frac{87}{\text{miles}} = \50.025

Parking: = \$150

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$0

Lodging: $\frac{3}{\text{Travelers}} \times \frac{\$170}{\text{daily rate}} \times \frac{5}{\text{days}} = \2550

Per Diem: $\frac{3}{\text{Travelers}} \times \frac{\$35}{\text{daily rate}} \times \frac{5}{\text{days}} = \525

Other Costs: Description: Cost: = \$1500

Conference Registration 1500

TOTAL COST NOT TO EXCEED: = \$6,900



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Out-of-State Travel Request Cost Worksheet

Grant Subaward #: VW21 40 0360

Subrecipient: San Bernardino County District Attorney

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{12}{\text{Travelers}} \times \frac{\$250}{\text{airfare}} = \$3000$

Rental Car: $\frac{2}{\text{Car}} \times \frac{\$45}{\text{daily rate}} \times \frac{5}{\text{days}} = \450

Mileage: $\frac{\$.575}{\text{Mileage rate}} \times \frac{105}{\text{miles}} = \60.375

Parking: = \$150

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$0

Lodging: $\frac{12}{\text{Travelers}} \times \frac{\$130}{\text{daily rate}} \times \frac{5}{\text{days}} = \7800

Per Diem: $\frac{12}{\text{Travelers}} \times \frac{\$34}{\text{daily rate}} \times \frac{5}{\text{days}} = \2040

Other Costs:

Description: Cost: = \$6500

Conference Registration 6500

TOTAL COST NOT TO EXCEED: = \$20,000



Report of Expenditure Submission Change Request

Grant Subaward #: VW21 40 0360

Subrecipient: County of San Bernardino

Requested Reporting Frequency:



Monthly



Quarterly

Justification for Change:

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 a quarterly reimbursement schedule to a monthly reimbursement schedule.

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

Flerida Alarcon

Grant Subaward Director Name

Grant Subaward Director Signature

Date

Claudia Walker

Financial Officer Name

Financial Officer Signature

Date

Cal OES Approval



Approved



Denied

Program Specialist Signature

Date

Grants management system updated:

Grants Processing Representative
Signature

Date