

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: August 4, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
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DEPARTMENT: District Attorney
APPROVING PARTY: Sandra A. Groven
PHONE NUMBER: 530.289.3269

AGENDA ITEM: Approval of California Office of Emergency Services (CalOES) 2020/21 Victim/Witness Grant.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
CalOES Grant

BACKGROUND INFORMATION: Application for Annual Grant

FUNDING SOURCE: N/A
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

_____ CLERK TO THE BOARD	_____ DATE
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BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**IN THE MATTER OF AUTHORIZING THE COUNTY DISTRICT ATTORNEY TO
HAVE SIGNING AUTHORITY FOR THE SIERRA COUNTY VICTIM/WITNESS
ASSISTANCE PROGRAM GRANT**

RESOLUTION 2020-_____

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SIERRA HERBY RESOLVES
AS FOLLOWS:**

WHEREAS, the Board of Supervisors has contracted with California Office of
Emergency Services to provide victim services through the Sierra County Victim/
Witness Assistance Program.

WHEREAS, from time to time documents will need to be signed promptly, and,

WHEREAS, the District Attorney's Office will be administering the daily interface with the
respective agencies;

NOW, THEREFORE, BE IT RESOLVED that the Sierra County Board of
Supervisors, County of Sierra, State of California does: authorize the District Attorney to act
as Authorizing Officer to sign the necessary documents, which include amendments and
extensions to maintain the Sierra County Victim/Witness Assistance Program.

ADOPTED by the Board of Supervisors of the County of Sierra on the _____ day of
_____, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA

JIM BEARD, CHAIRMAN
BOARD OF SUPERVISORS

APPROVED AS TO FORM:

ATTEST:

HEATHER FOSTER
CLERK TO THE BOARD

DAVID PRENTICE
COUNTY COUNSEL

Cal OES #	FIPS #	VS#	Subaward #
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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 Sierra 1a. DUNS#: 040482804

2. **Implementing Agency:** Sierra County District Attorney/Public Administrator 2a. DUNS#: 040482804

3. **Implementing Agency Address:** PO Box 457 Downieville 95936-0457
 (Street) (City) (Zip+4)

4. **Location of Project:** 100 Courthouse Square Sierra 95936-0457
 (City) (County) (Zip+4)

5. **Disaster/Program Title:** Victim/Witness Assistance (VW) Program **6. Performance** 10/1/2020 **to** 9/30/2021
Period: (Start Date) (End Date)

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

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2019	VOCA		\$136,720					\$136,720
9.	2020	VWAO	\$15,653						\$15,653
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$15,653	\$136,720	\$152,373				\$152,373

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: Sandra A. Groven Title: District Attorney

Payment Mailing Address: PO Box 457 City: Downieville Zip Code+4: 95936-0457

Signature:  Date: 10-3-2020

16. **Federal Employer ID Number:** 946000536

(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) _____

PROJECT CONTACT INFORMATION

Subrecipient: County of Sierra Subaward #: VW20 26 0460

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: Sandra A. Groven Title: District Attorney/Public Administrator
Telephone #: 530.289.3269 Email Address: sgroven@sierracounty.ca.gov
Address/City/Zip + 4: 100 Courthouse Square/PO Box 457, Downieville, CA 95936-0457

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

Name: Van Maddox Title: Auditor
Telephone #: 530.289.3286 Email Address: auditor@sierracounty.ca.gov
Address/City/Zip + 4: 100 Courthouse Square/PO Box 376, Downieville, CA 95936-0376

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

Name: Sandy Marshall Title: VW Coordinator III
Telephone #: 530.289.3269 Email Address: smarshall@sierracounty.ca.gov
Address/City/Zip + 4: 100 Courthouse Square/PO Box 457, Downieville, CA 95936-0457

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

Name: Tom Palmeri Title: Chief Deputy Auditor
Telephone #: 530.289.3273 Email Address: tpalmeri@sierracounty.ca.gov
Address/City/Zip + 4: 100 Courthouse Square/PO Box 425, Downieville, CA 95936-0425

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: Sandra A. Groven Title: District Attorney/Public Administrator
Telephone #: 530.289.3269 Email Address: sgroven@sierracounty.ca.gov
Address/City/Zip + 4: 100 Courthouse Square/PO Box 457, Downieville, CA 95936-0457

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: Sandra A. Groven Title: District Attorney/Public Administrator
Telephone #: 530.289.3269 Email Address: sgroven@sierracounty.ca.gov
Address/City/Zip + 4: 100 Courthouse Square/PO Box 457, Downieville, CA 95936-0457

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

Name: Jim Beard Title: Chair, District 4 , Board of Supervisors
Telephone #: 530.289.3295 Email Address: jbeard@sierracounty.ca.gov
Address/City/Zip + 4: 100 Courthouse Square/PO Box D, Downieville, CA 95936-9998

SIGNATURE AUTHORIZATION

Subaward #: VW20 26 0460

Subrecipient: County of Sierra

Implementing Agency: District Attorney

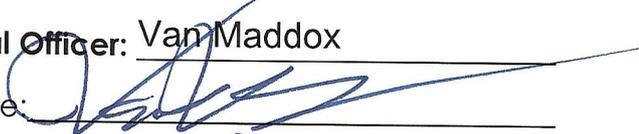
*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

***Project Director:** Sandra A. Groven

Signature: 

Date: 6-3-2020

***Financial Officer:** Van Maddox

Signature: 

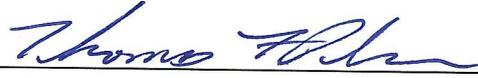
Date: 7-7-20

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

Signature

Printed Name

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


Signature

Tom Palmeri
Printed Name

Printed Name

Signature

Printed Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

The Applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding federal grant funds, the Equal Employment Opportunity, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The Applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the Applicant formally notifies Cal OES that the Applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the Grant Subaward is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

I, Sandra A. Groven hereby certify that
(official authorized to sign; same person as Section 15 on Grant Subaward Face Sheet)

Subrecipient: County of Sierra

Implementing Agency: Sierra County District Attorney/Public Administrator

Project Title: Victim/Witness Assistance Program

is responsible for reviewing the *Subrecipient Handbook* 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

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)

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 (requesting 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. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Van Maddox

Title: Auditor

Address: PO Box 376, Downieville, CA 95936-0376

Phone: 530.289.3286

Email: auditor@sierracounty.ca.gov

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

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

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant-funded positions shall not be used for any lobbying activities, including, but 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 – (Subrecipient Handbook Section 2155)

(This applies to federally-funded grants only.)

Cal OES-funded projects must certify that it and its principals are not 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 of agency.

VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)

The above-named organization (Applicant) accepts responsibility for and must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. 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 grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the City Council/Governing Board.

The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this Grant Subaward is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

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. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Funds

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 FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 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 FY 2019 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. The Subrecipient must comply with the DOJ Grants Financial Guide.

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. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. The Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. The Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and

c. The Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

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 (FY 2019)

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, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.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:

- o 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
- o 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:

- o 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

- o 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 \$250,000

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 (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a Subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at

<https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

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. Victims of Crime Act 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

SCOPE. 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

SCOPE. 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 award), or other

outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

28. Additional DOJ Awarding Agency Requirements

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 funds.

All appropriate documentation must be maintained on file by the project 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.

Authorized Official's Signature: 
Authorized Official's Typed Name: Sandra A. Groven
Authorized Official's Title: District Attorney/Public Administrator
Date Executed: June 2, 2020
Federal Employer ID #: 946000536 Federal DUNS #: 040482804
Current System for Award Management (SAM) Expiration Date: 11/13/2020
Executed in the City/County of: Downieville/Sierra

AUTHORIZED BY: (not applicable to State agencies)

- | | |
|---|---|
| <input type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> County Manager |
| <input checked="" type="checkbox"/> Governing Board Chair | |

Signature: 
Typed Name: Jim Beard
Title: Chair, District 4, Board of Supervisors

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Sierra		Subaward #: VW20 26 0460	
A. Personal Services – Salaries/Employee Benefits	19VOCA	20VWAO	COST
<p align="center">SALARY (Victim/Witness Coordinator III) Hourly \$34.0670 x 2088 = \$71,132</p>	\$71,607		\$71,607
<p align="center">HEALTH & LIFE \$939 x 100% x 12 = \$11,268</p>	\$11,268		\$11,268
<p align="center">WORKERS COMP \$103.75 x 100% x 12 = \$1,245</p>		\$1,245	\$1,245
<p align="center">PERS RETIREMENT \$457 x 100% x 12 = \$5,484</p>	\$4,582	\$902	\$5,484
<p align="center">PERS DEBT PAYMENT \$838 x 100% x 12 = \$10,056</p>	\$2,556	\$7,500	\$10,056
<p align="center">PAYROLL TAXES/SUI \$488 x 100% x 12 = \$5,856</p>		\$5,658	\$5,658
<p align="center">INSURANCE \$20 x 100% x 12 = \$240</p>		\$240	\$240
<p align="center">LIFE FLIGHT \$9.00 x 100% x 12 = \$108</p>		\$108	\$108
Personal Section Totals	\$90,013	\$15,653	\$105,666
PERSONAL SECTION TOTAL			\$105,666

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Sierra		Subaward#: VW20260460	
B. Operating Expenses	19VOCA	20VWAO	COST
VEHICLE MAINTENANCE			
Fuel 500 mi x .58 = \$290 x 12 mo = \$3480	\$3,480		\$3,480
Fluids, Wipers, Battery, Repairs \$2500	\$2,500		\$2,500
Tires, Mount, Balance \$600/ea = \$2400	\$2,400		\$2,400
V/W LOYALTON OFFICE			
Office Supplies \$416.66/mo x 12 = \$5000	\$5,000		\$5,000
Digital Path Internet \$100/mo x 12 = \$1200	\$1,200		\$1,200
Printer	\$800		\$800
(3) Armchairs @ \$800/ea = \$1800	\$2,400		\$2,400
Conference Table w/ Chairs	\$2,119		\$2,119
V/W DOWNIEVILLE OFFICE			
Office Supplies \$416.66/mo x 12 = \$5000	\$5,000		\$5,000
Office Desk Chair \$900	\$900		\$900
Susteen Mobile Forensics Renewal	\$1,500		\$1,500
OUTREACH SERVICES			
Emergency Services			
Pre-Paid Cell Phones 12 x \$50 = \$600	\$600		\$600
100 Go Bags x \$35 = \$3500	\$3,500		\$3,500
CCVAA MEMBERSHIP DUES			
CSAIA Calif. Sexual Assault Investigator Association Lifetime Membership	\$35		\$35
	\$300		\$300
TRAININGS			
CSAIA Calif. Sexual Assault Investigator Assoc.			
Shell Beach, CA			
Registration	\$525		\$525
Hotel \$179/nt x 5 = \$895	\$895		\$895
Hotel Taxes \$46/nt x 5 = \$230	\$230		\$230
Hotel Parking \$35/nt x 5 = \$175	\$175		\$175
Per Diem \$46/day x 6 = \$276	\$276		\$276
EVAWI End Violence Against Women International			
Boston, MA			
Registration	\$550		\$550
Hotel \$280/nt x 5 = \$1400	\$1,400		\$1,400
Hotel Taxes \$50/nt x 5 = \$250	\$250		\$250
Hotel Parking \$35/nt x 5 = \$175	\$175		\$175
Per Diem \$71/day x 6 = \$426	\$426		\$426
Airfare	\$800		\$800
Airport Parking \$20/day x 6 = \$120	\$120		\$120

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Sierra		Subaward#: VW20260460	
B. Operating Expenses	19VOCA	20VWAO	COST
Rental Car \$75 x 5 = \$375 + \$200 tax/insurance = \$575	\$575		\$575
CCAW Conference on Crimes Against Women			
Dallas, TX			
Registration	\$550		\$550
Hotel \$161/nt x 5 = \$805	\$805		\$805
Hotel Taxes \$46/nt x 5 = \$230	\$230		\$230
Hotel Parking \$35/nt x 5 = \$175	\$175		\$175
Per Diem \$66/day x 6 = \$396	\$396		\$396
Airfare	\$800		\$800
Airport Parking \$20/day x 6 = \$120	\$120		\$120
Rental Car \$75 x 5 = \$375 + \$200 tax/insurance = \$575	\$575		\$575
NOVA National Organization for Victim Assistance			
Unknown Location			
Registration	\$550		\$550
Hotel \$161/nt x 5 = \$805	\$805		\$805
Hotel Taxes \$46/nt x 5 = \$230	\$230		\$230
Hotel Parking \$35/nt x 5 = \$175	\$175		\$175
Per Diem \$66/day x 6 = \$396	\$396		\$396
Airfare	\$800		\$800
Airport Parking \$20/day x 6 = \$120	\$120		\$120
Rental Car \$75 x 5 = \$375 + \$200 tax/insurance = \$575	\$575		\$575
National Institution of Crime Prevention			
Reno, NV			
Registration	\$550		\$550
Hotel \$95/nt x 4 = \$380	\$380		\$380
Hotel Taxes \$20/nt x 4 = \$80	\$80		\$80
Per Diem \$66/day x 4 = \$264	\$264		\$264
Operating Section Totals	\$46,707		\$46,707
OPERATING SECTION TOTAL			\$46,707

Budget Narrative

PERSONAL EXPENSES: This proposed budget will be focused on supporting the objectives and activities of this project by providing funding for one full-time coordinator/advocate, filling in the service gaps, and providing victims of crime with the mandatory and optional services that are outlined by the Victim/Witness Assistance Program.

The Sierra County Victim/Witness Assistance Program operates five days a week with the Coordinator having the following responsibilities: advocacy, clerical, grant writing, progress report, administration and counseling.

OPERATING EXPENSES: The remaining funds support vehicle maintenance, both Victim/Witness offices, indirect costs, outreach services and trainings.

Volunteers will perform general office duties.

EQUIPMENT EXPENSES: None.

Project Narrative

PROBLEM STATEMENT: Sierra County is located in the Sierra-Nevada northeast of Sacramento and bordering Nevada. It is a very rural county with approximately 3,000 residents making it the second least populous county in California. The county is divided by the Pacific Crest with both the west and east sides of the County rich in history. The county was once home to both the Maidu and Washoe Indians, but today's history is tied to the Gold Rush. The discovery of gold resulted in some 16,000 miners settling in the county between 1848 to 1860. Downieville, the county seat of Sierra County, is located on Highway 49 at the Fork of the North Yuba and Downie rivers.

Sierra County is comprised of two very different regions. On the west side of the crest it is very mountainous and heavily forested. On the east side of the county lies the Sierra Valley, one of the largest alpine valleys in the Sierra Nevada Mountains.

Rugged remoteness and harsh weather conditions are just two of the contributing factors to a small population of independent and self-reliant people. High mountains and deep river canyons make cell phones unreliable and travel treacherous. The drive from Downieville (2700 feet) to Loyalton (5000 feet) is 100 miles round-trip with a 7000 foot pass in-between.

The Victim/Witness Assistance Program was created in 1990 with the Victim/Witness Coordinator position held by the same person for twenty-three years. Fiscal Year 2013/2014 came with new changes as a new Coordinator

stepped in. Two days a week services are provided in Loyalton and the remaining three days are in Downieville. With Downieville being the county seat and the location of the courthouse, this schedule provides services to both sides of the county which is separated by fifty miles.

Victims of all crimes are assisted by the Victim/Witness Assistance program. The crimes most commonly occurring in Sierra County are “acquaintance crimes” such as domestic violence, child molest and statutory rape; rather than “stranger crimes” such as car theft, robbery or muggings.

According to the 2010 census, the racial makeup of Sierra County is 93% Caucasian, 6% Hispanic and 1% Native American.

PLAN: The Victim/Witness Assistance Program will continue to be administered through the Office of the District Attorney providing immediate and comprehensive services in accordance with Penal Code Section 13835 et seq. for all crime victims and witnesses requesting assistance. All mandatory services such as crisis intervention, emergency assistance, resource/referral, counseling, direct counseling, orientation to the criminal justice system, court support, assistance with CalVCB claims, property return, case status/disposition, family notification and restitution will be provided to our identified victims.

The Victim/Witness Assistance Program has reached every crime victim in Sierra County with all mandatory and most optional services. All victims on both sides of the county will be served despite the remoteness and severe weather conditions. Special needs victims will receive home visits, translation services and any other

kind of help required.

Children and mentally handicapped victims can be interviewed at the Multidisciplinary Interview Center in the Family Resource Center located in Loyalton. The Superior Court is equipped with four Endersound assisted listening systems for the hearing impaired. If needed, the Probation Department employs multilingual staff for translation services.

In Loyalton, domestic violence and sexual assault victims are seen at the Family Justice Center, which houses Victim/Witness, Sierra SAFE and the District Attorney's Office.

We receive referrals and have working relationships with the Sheriff's Office, California Highway Patrol, District Attorney's Office, Probation Department and Human Services/Mental Health. The Sierra Superior Court refers requests for restraining orders also.

With the west and east sides of the county being separated by fifty miles, the program advocate provides services to both sides of the county during the work week. This schedule has worked out well with court dates for Victim/Witness cases calendared on Tuesdays and Fridays. Both locations provide a safe and secure environment.

Home visits are arranged for those unable to get to either office for restraining orders, victim compensation assistance, counseling, or other support services. The Program Directors of Victim/Witness and Sierra SAFE agree to coordinate services. The Victim/Witness Coordinator has an agreement with the Sierra

Subrecipient: County of Sierra Subaward #: VW20 26 0460

Superior Court, which allows restraining orders to be assisted in Loyalton at the Family Justice Center and are scanned to the courthouse in Downieville to be processed and signed by a Judge.

Victim/Witness is also joined with the Community Correction Partnership (CCP) and Victim Information Notification Everyday (VINE) Program.

Volunteers are not as useful in a small county as they may be in larger counties. In a county where everyone knows each other, there may be conflicts with volunteers and victims.

VOCA match creates a huge burden that hinders our ability to provide critical victim services; yet failure to meet this requirement puts our program and its services to victims in jeopardy. Being the second smallest county in the State of California, we are at a real disadvantage for volunteers. Shortage of fundraising opportunities, low caseloads and lack of interest from interns for unpaid work are just a few examples of why we lack volunteers.

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

Subrecipient <u>County of Sierra</u>	Duns# <u>40482804</u>	FIPS# <u>091-00000</u>
Disaster/Program Title: <u>Sierra County Victim/Witness Assistance Program</u>		
Performance Period: <u>10/01/20</u> to <u>09/30/20</u>		Subaward Amount Requested: _____
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 <input type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years <input type="checkbox"/>
3. How many grants does your organization currently receive?	>10 grants <input type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2
5. Are individual staff members assigned to work on multiple grants?	Yes <input type="checkbox"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input type="checkbox"/>
7. How often does your organization have a financial audit?	Annually <input type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	No <input type="checkbox"/>
9. Do you have a written plan to charge costs to grants?	No <input type="checkbox"/>
10. Do you have written procurement policies?	No <input type="checkbox"/>
11. Do you get multiple quotes or bids when buying items or services?	Always <input type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years <input type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A <input type="checkbox"/>

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: 07/07/2020
Print Name and Title: Sandra Groven/District Attorney	Phone Number: 530.289.3269
<i>Cal OES Staff Only: SUBAWARD #</i>	

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.

*Sierra

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.

*1

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.

*1

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.

*1

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

3000

Sierra County Victim/Witness Organizational Chart

District Attorney



Victim/Witness Coordinator

VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE FORMULA GRANT PROGRAM
MATCH WAIVER REQUEST

Cal OES Subrecipients may request a partial or full match waiver. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number: 2019-V2-GX-0053
2. Cal OES Subaward Number: VW20 26 0460
3. Subrecipient's Name: Sierra County
4. Grant Subaward Performance Period 10/1/20 through 9/30/21
5. VOCA Victim Assistance Funds Awarded: \$ 136,720
6. Amount of Cash Match Proposed (post-Match Waiver): \$ 0
7. Amount of In-kind Match Proposed (post-Match Waiver): \$ 0
8. Total Amount of Match Proposed (sum of #6 and #7): \$ 0

9. Briefly summarize the services provided:

Providing victims of crime with the mandatory and optional services that are outlined by the Victim/Witness Assistance Program. All services such as crisis intervention, emergency assistance, resource/referral, counseling, direct counseling, orientation to the criminal justice system, court support, assistance with CalVCB claims, property return, case status/disposition, family notification and restitution will be provided to our identified victims.

10. Describe practical and/or logistical obstacles to providing match:

VOCA match creates a huge burden that hinders our ability to provide critical victim services; yet failure to meet this requirement puts our program and its services to victims in jeopardy. Being the second smallest county in the State of California, we are at a real disadvantage for volunteers. Shortage of fundraising opportunities, low caseloads and lack of interest from interns for unpaid work are just a few examples of why we lack volunteers.

11. Describe any local resource constraints to providing match:

Our office remains closed to the public due to Covid 19. Sierra County, with approximately 3,000 residents, is at a real disadvantage for volunteers. For many residents Sierra County is a second home and not their primary residence. A good percent of the residents work full-time with the rest being seniors and folks on government assistance. Many people are in our criminal system which would disqualify them from service with the District Attorney/Victim Witness Office.

Approved

Denied

Unit Chief Name

Unit Chief Signature / Date

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals Date OA Signed (xx/xx/xxxx) Dates of OA From: To:

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	From:	To:
1.	Sierra County Sheriff	04/17/20	10/01/19	to 09/30/22
2.	Sierra County Department of Helath & Social Services	04/15/20	10/01/19	to 09/30/22
3.	Sierra County SAFE Program	04/10/20	10/01/19	to 09/30/22
4.	Sierra County Child Abuse Prevention Council	05/04/20	10/01/19	to 09/30/22
5.	Plumas Crisis Intervention and Resource Center	08/23/18	10/01/18	to 09/30/21
6.				to
7.				to
8.				to
9.				to
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.

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

SUBRECIPIENT

Agency: Sierra County Victim/Witness Assistance Program
 Project Director: Sandra A. Groven Phone #: (530) 289-3269
 Address: PO Box 457
 City: Downieville Zip: 95936

ATTENDEE(S)

Name: Sandy Marshall
 Title: Victim/Witness Coordinator Phone #: (530) 289-3269
 Name: _____
 Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 2021
 Destination (City/State) Boston, MA
 Description (Meeting/Conference/Other) EVAWI - End Violence Against Women International

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

EVAWI provides technical assistance on the law enforcement response to sexual assault and VAWA forensic compliance.

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

FOR CAL OES USE ONLY

Recommendation:

Approve **Disapprove**

 Program Specialist

 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: 2021
Destination: Boston, MA
Purpose: Conference

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare:	\$ <u>800</u>
Additional Airport Expenses	
Mileage: (57.5 cents per mile)	\$ _____
Taxi/Shuttle:	\$ _____
Parking:	\$ <u>120</u>
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ <u>575</u>
State/Agency Car:	\$ _____

HOTEL/PER DIEM

Hotel:
5 days @ \$ 280 per day = \$ 1400

Per diem:
6 days @ \$ 71 per day = \$ 426

OTHER EXPENSES

Registration/Conference Fee:	\$ <u>550</u>
Hotel Parking	\$ <u>175</u>
Hotel Taxes	\$ <u>250</u>
_____	\$ _____
_____	\$ _____

TOTAL COSTS NOT TO EXCEED: \$ 4296

Subaward #: VW20 26 0460

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

SUBRECIPIENT

Agency: Sierra County Victim/Witness Assistance Program
Project Director: Sandra A. Groven Phone #: (530) 289-3269
Address: PO Box 457
City: Downieville Zip: 95936

ATTENDEE(S)

Name: Sandy Marshall
Title: Victim/Witness Coordinator Phone #: (530) 289-3269
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 2021
Destination (City/State) Dallas, TX
Description (Meeting/Conference/Other) 16th Annual conference on Crimes Against Women

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

CCAW provides the most up-to-date, relevant and effective training techniques to take a stand against the worldwide epidemic of violence against women.

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

FOR CAL OES USE ONLY

Recommendation:

Approve

Disapprove

Program Specialist

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: 2021
Destination: Dallas, TX
Purpose: Conference

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare:	\$ 800
Additional Airport Expenses	
Mileage: (57.5 cents per mile)	\$
Taxi/Shuttle:	\$
Parking:	\$ 120
Auto Expenses:	
Private Car:	\$
Rental Car:	\$ 575
State/Agency Car:	\$

HOTEL/PER DIEM

Hotel:		
5	days @ \$ 161	per day =
		\$ 805
Per diem:		
6	days @ \$ 66	per day =
		\$ 396

OTHER EXPENSES

Registration/Conference Fee:	\$ 550
Hotel Parking	\$ 175
Hotel Taxes	\$ 230
	\$
	\$

TOTAL COSTS NOT TO EXCEED: \$ 3651

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

SUBRECIPIENT

Agency: Sierra County Victim/Witness Assistance Program
 Project Director: Sandra A. Groven Phone #: (530) 289-3269
 Address: PO Box 457
 City: Downieville Zip: 95936

ATTENDEE(S)

Name: Sandy Marshall
 Title: Victim/Witness Coordinator Phone #: (530) 289-3269
 Name: _____
 Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 2021
 Destination (City/State) Unknown
 Description (Meeting/Conference/Other) NOVA's 47th Annual Training Event

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

NOVA's mission is to champion dignity and compassion for those harmed by crime and crisis.

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

FOR CAL OES USE ONLY

Recommendation:

Approve **Disapprove**

 Program Specialist

 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: 2021
Destination: Unknown
Purpose: Conference

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Additional Airport Expenses	Airfare:	\$ <u>800</u>
	Mileage: (57.5 cents per mile)	\$ _____
	Taxi/Shuttle:	\$ _____
	Parking:	\$ <u>120</u>
Auto Expenses:	Private Car:	\$ _____
	Rental Car:	\$ <u>575</u>
	State/Agency Car:	\$ _____

HOTEL/PER DIEM

Hotel:
5 days @ \$ 161 per day = \$ 805

Per diem:
6 days @ \$ 66 per day = \$ 396

OTHER EXPENSES

Registration/Conference Fee:	\$ <u>550</u>
Hotel Parking	\$ <u>175</u>
Hotel Taxes	\$ <u>230</u>
_____	\$ _____
_____	\$ _____

TOTAL COSTS NOT TO EXCEED: \$ 3651

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

SUBRECIPIENT

Agency: Sierra County Victim/Witness Assistance Program
 Project Director: Sandra A. Groven Phone #: (530) 289-3269
 Address: PO Box 457
 City: Downieville Zip: 95936

ATTENDEE(S)

Name: Sandy Marshall
 Title: Victim/Witness Coordinator Phone #: (530) 289-3269
 Name: _____
 Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 2021
 Destination (City/State) Reno, NV
 Description (Meeting/Conference/Other) National Institute of Crime Prevention

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

The NICP offers trainings that cover the topics of Domestic Violence and Sexual Assault.

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

FOR CAL OES USE ONLY

Recommendation:

Approve **Disapprove**

 Program Specialist

 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: 2021
Destination: Reno, NV
Purpose: Conference

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

	Airfare:	\$ _____
Additional Airport Expenses		
Mileage: (57.5 cents per mile)		\$ _____
Taxi/Shuttle:		\$ _____
Parking:		\$ _____
Auto Expenses:		
Private Car:		\$ _____
Rental Car:		\$ _____
State/Agency Car:		\$ _____

HOTEL/PER DIEM

Hotel:
4 _____ days @ \$95 _____ per day = \$ 380

Per diem:
4 _____ days @ \$66 _____ per day = \$ 264

OTHER EXPENSES

Registration/Conference Fee:	\$ <u>550</u>
Hotel Parking	\$ _____
Hotel Taxes	\$ <u>80</u>
_____	\$ _____
_____	\$ _____

TOTAL COSTS NOT TO EXCEED: \$ 1274