

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 Lassen **1a. UEI#:** H99GFNBCEJY7

2. **Implementing Agency:** Lassen County District Attorney's Office **2a. UEI#:** H99GFNBCEJY7

3. **Implementing Agency Address:** 2950 Riverside Drive, Suite #102 Susanville 96130-4754  
(Street) (City) (Zip+4)

4. **Location of Project:** Susanville Lassen 96130-4754  
(City) (County) (Zip+4)

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

7. **Indirect Cost Rate:** 10% de minimis **Federally Approved ICR (if applicable):** \_\_\_\_\_ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2020	VOCA		\$115,000					\$115,000
9.	2022	VOCA		\$99,816					\$99,816
10.	2022	VWA0	\$20,300						\$20,300
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	<b>\$20,300</b>	<b>\$214,816</b>	<b>\$235,116</b>				<b>\$235,116</b>

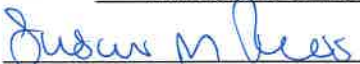
**13. Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County 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: Susan M. Rios Title: Lassen County District Attorney

Payment Mailing Address: 2950 Riverside Dr. Suite #102 City: Susanville Zip Code+4: 96130-4754

Signature:  Date: 5/6/2022

16. **Federal Employer ID Number:** 946000517

**(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 #: VW 22 30 0180

Subrecipient: County of Lassen

1. **Grant Subaward Director:**

Name: Susan M. Rios Title: Lassen County District Attorney

Telephone #: 530-251-8283 Email Address: mrios@co.lassen.ca.us

Address/City/ Zip Code (9-digit): 2950 Riverside Dr. Suite #102, Susanville, CA 96130-4754

2. **Financial Officer:**

Name: Julie Morgan Title: Lassen County Auditor

Telephone #: 530-251-8236 Email Address: jmorgan@co.lassen.ca.us

Address/City/ Zip Code (9-digit): 221 South Roop St. Suite 1, Susanville, CA 96130-4339

3. **Programmatic Point of Contact:**

Name: Latoya Salas Title: Victim/Witness Coordinator

Telephone #: 530-251-2693 Email Address: lsalas@co.lassen.ca.us

Address/City/ Zip Code (9-digit): 2950 Riverside Dr. Suite #102, Susanville, CA 96130-4754

4. **Financial Point of Contact:**

Name: Michelle Latimer Title: District Attorney Program Coordinator

Telephone #: 530-251-8284 Email Address: mlatimer@co.lassen.ca.us

Address/City/ Zip Code (9-digit): 2950 Riverside Dr. Suite #102, Susanville, CA 96130-4754

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: Susan M. Rios Title: Lassen County District Attorney

Telephone #: 530-251-8283 Email Address: mrios@co.lassen.ca.us

Address/City/ Zip Code (9-digit): 2950 Riverside Dr. Suite #102, Susanville, CA 96130-4754

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

Name: Susan M. Rios Title: Lassen County District Attorney

Telephone #: 530-251-8283 Email Address: mrios@co.lassen.ca.us

Address/City/ Zip Code (9-digit): 2950 Riverside Dr. Suite #102, Susanville, CA 96130-4754

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

Name: Chris Gallagher Title: Chairman, Lassen County Board of Supervisors

Telephone #: 530-251-8333 Email Address: cgallagher@co.lassen.ca.us

Address/City/ Zip Code (9-digit): 221 South Roop St. Suite 4, Susanville, CA 96130-4339



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

## Grant Subaward Signature Authorization

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

Implementing Agency: Lassen County District Attorney's Office

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

### Grant Subaward Director:

Printed Name: Susan M. Rios

Signature: *Susan M. Rios*

Date: 5/6/2022

### Financial Officer:

Printed Name: Julie Morgan

Signature: *Julie Morgan*

Date: 5/9/22

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

Signature: *Michelle Latimer*

Printed Name: Michelle Latimer

Signature: *Latoya Salas*

Printed Name: Latoya Salas

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Signature: *Lori Pearce*

Printed Name: Lori Pearce

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## **Grant Subaward Certification of Assurance of Compliance**

### Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that the Subrecipient will comply with the requirements and restrictions outlined in the Subrecipient Handbook, including but not limited to:

- Proof of Authority,
- State and federal civil rights laws,
- Equal Employment Opportunity,
- Drug-Free Workplace,
- California Environmental Quality Act, and
- Lobbying.

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

Complete all sections of this form and then submit:

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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of Lassen

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Victim/ Witness Assistance Program	VW 22 30 0180	10/1/2022 - 9/30/2023
2	Child Advocacy Center Program	KC 21 05 0180	4/1/2022 - 3/31/2023
3			
4			
5			
6			

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

### I. **Proof of Authority – SRH 1.055**

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

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

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

### III. **Equal Employment Opportunity – SRH Section 2.025**

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



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

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

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

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

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

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

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

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	<u>Susan M. Rios</u>
Official Designee's Typed Name:	<u>Susan M. Rios</u>
Official Designee's Title:	<u>Lassen County District Attorney</u>
Date Executed:	<u>5/6/2022</u>
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input checked="" type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u>Richard Egan</u>
Typed Name:	<u>Richard Egan</u>
Title:	<u>Lassen County Administrative Officer</u>
Date Executed:	<u>5/10/22</u>



## **Federal Fund Grant Subaward Assurances**

### Information and Instructions

This document is a binding affirmation that, in addition to the requirements and restrictions outlined in the Subrecipient Handbook, Subrecipients will comply with the assurances required by the federal program/fund source.

**The Official Designee (see SRH Section 3.030) must sign this form.**

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new federal fund source is being added to the Grant Subaward, and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the assurances are received by Cal OES after the execution of the applicable Grant Subaward. Cal OES will notify Subrecipients when this is required.



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

Subrecipient: County of Lassen

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Victim/ Witness Assistance Program	VW 22 30 0180	10/1/2022 - 9/30/2023
2.	Child Advocacy Center Program	KC 21 05 0180	4/1/2022 - 3/31/2023
3.			
4.			
5.			
6.			

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

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

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

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

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

**2. Applicability of Part 200 Uniform Requirements**

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

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

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

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

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

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

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

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

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

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

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

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

program.

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

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

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

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

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

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

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

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

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

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

## **10. Determination of Suitability to Interact with Participating Minors**

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

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

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

## **11. Compliance with DOJ Grants Financial Guide**

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

## **12. Encouragement of Policies to Ban Text Messaging while Driving**

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

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

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

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

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

#### **14. Potential Imposition of Additional Requirements**

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

#### **15. Employment Eligibility Verification for Hiring under the Grant Subaward**

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

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

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

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

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

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

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

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

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

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

## **17. OJP Training Guiding Principles**

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

## **18. Federal Authorization**

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

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

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

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

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

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

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

## **20. Restrictions on "lobbying"**

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

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

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

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

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

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

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

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

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

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

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

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

### **24. Discrimination Findings**

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

### **25. VOCA Requirements**

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

**CERTIFICATION**

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

Official Designee's Signature: Susan M. Rios

Official Designee's Typed Name: Susan M. Rios

Official Designee's Title: Lassen County District Attorney

Date Executed: 5/6/2022

**Cal OES**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Lassen County		Grant Subaward #:VW22 30 0180		
A. Personnel Costs - Line-item description and calculation	20 VOCA	22 VOCA	22 VWAO	Total Amount Allocated
<p>Position: Victim Witness Program Coordinator. Duties: Routine programmatic personnel for the Victim/Witness grant; supervisor to VW staff; provides direct services to victims of crime pursuant to PC 13835.5, PC 679-680 and the VW grant. Effective: October 1, 2022 - September 30, 2023 at 1 FTE or 40 hours a week. (10% or 4 hours a week supervising/ working on mass crisis response).</p> <p>Salary: UPEC range 20 step G at \$5233 monthly salary. <math>\\$5233 \times 12 \text{ mo.} = \\$62796</math>. County salary longevity of 10% added to position. <math>\\$62796 \times 10\% = \\$6279.60</math>. Grand salary total: <math>\\$62796 + \\$6279.60 = \\$69075.60</math> (69076)(10% MVA funds = \$6908)</p> <p>Benefits Total: 35.6% or \$24590 (This covers: Retirement, Social Security, Medicare, Health/Dental/Vision/Life Insurance and Other Personnel Employee Benefits.)(10% MVA funds = \$2459)</p>	\$62,168	\$6,908		\$69,076
	\$22,131	\$2,459		\$24,590



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Lassen County		Grant Subaward #:VW22 30 0180		
A. Personnel Costs - Line-item description and calculation	20 VOCA	22 VOCA	22 VWAO	Total Amount Allocated
<p>Position: Victim Witness/ Mass Victimization Advocate (VWA/MVA). Duties: Provides direct services to victims of crime pursuant to PC 13835.5, PC 679-680 and the VW grant; as well as work 20% of the time as the Mass Victimization Advocate creating protocols, MOU's and assist with mass crisis response to a criminal act. Effective: October 1, 2022 - September 30, 2023 at 1 FTE or 40 hours a week. (20% or 8 hours a week working on mass crisis response).</p> <p>Salary: UPEC range 15 step B at \$3313 monthly salary. <math>\\$3313 \times 5 \text{ mo.} = \\$16565</math>. Salary adjustment during 22-23 grant year to UPEC range 15 step C at \$3468 monthly. <math>\\$3468 \times 7 \text{ mo.} = \\$24276</math>. Grand salary total: <math>\\$16565 + \\$24276 = \\$40841</math>. (20% MVA funds= \$8168)</p> <p>Benefits Total: 48.8% or \$19915 (This covers: Retirement, Social Security, Medicare, Health/Dental/Vision/Life Insurance and Other Personnel Employee Benefits.)(20% MVA funds= \$3983)</p>				
		\$40,841		\$40,841
		\$19,915		\$19,915



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Lassen County		Grant Subaward #:VW22 30 0180		
A. Personnel Costs - Line-item description and calculation	20 VOCA	22 VOCA	22 VWAO	Total Amount Allocated
Position: District Attorney Program Coordinator. Duties: Routine fiscal personnel for the Victim/Witness grant. Effective: October 1, 2022 - September 30, 2023 at 7.5% FTE or 3 hours a week.  Salary: Mid-Management range 22 step G at \$5578 monthly salary. $\$5578 \times 7.5\% \times 12 \text{ mo.} = \$3346.80$ . County salary longevity of 2.5% added to position. $\$3346.80 \times 2.5\% = \$83.67$ . Grand salary total: $\$3346.80 + \$83.67 = \$3430.47$ . (\$3430)	\$3,430			\$3,430
Benefits Total: 34.2% or \$1173 (This covers: Retirement, Social Security, Medicare, Health/Dental/Vision/Life Insurance and Other Personnel Employee Benefits.)	\$1,173			\$1,173
PERS Unfunded Retirement attributed to VW as calculated by Lassen County (28.5% MVA funds= \$6975).	\$17,498	\$6,975		\$24,473
Worker Compensation Insurance attributed to VW as calculated by Lassen County (28.5% MVA funds= \$919).	\$2,305	\$919		\$3,224



Subrecipient: Lassen County		Grant Subaward #:VW22 30 0180		
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>20 VOCA</b>	<b>22 VOCA</b>	<b>22 VWA0</b>	<b>Total Amount Allocated</b>
Personnel Costs Fund Source Totals	\$108,705	\$78,017		\$186,722
<b>PERSONNEL COSTS CATEGORY TOTAL</b> * * *				\$186,722



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Lassen County		Grant Subaward #:VW22 30 0180		
B. Operating Costs - Line-item description and calculation	20 VOCA	22 VOCA	22 VWAO	Total Amount Allocated
Communications: Office phones for VW staff. (\$45 mo. X 12 = \$540)		\$540		\$540
Insurance: liability insurance attributable to VW - Calculated by Lassen County (100 x 12 = \$1200)		\$300	\$900	\$1,200
Office Supplies: Paper, printer toner, file folders, pens, labels, etc.. (\$100 mo. X 12 = \$1200) MVA: Go-Bag updates, paper, pens and folders, etc.. (\$25 mo. X 12 = \$300) Grand Total: \$1500		\$1,380	\$120	\$1,500
Cell phone data plan for 2 VW phones (\$41.50 mo. X 12 X 2 = \$996)		\$996		\$996
Postage: Cost to mail out contact letters/ brochures/ correspondence to victims and community agencies. (\$25.75 a month x 12 = 309 and the Meter fee attributable to VW \$840 a year / 4 divisions in DA office = \$210) \$309+\$210 = \$519. Grand total cost: \$519.00			\$519	\$519



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Lassen County		Grant Subaward #:VW22 30 0180		
B. Operating Costs - Line-item description and calculation	20 VOCA	22 VOCA	22 VWAO	Total Amount Allocated
I. T. direct billing: covers internet, email, Office, anti-virus, system storage and back-up, maintenance for VW work stations (2), mobile devices (2) at \$22500 per system. (\$2250 x 4 = \$9000.00) (50% of I.T. for MVA responsibilities for \$4500)		\$5,000	\$4,000	\$9,000
Indirect costs (A-87) attributable to Victim/ Witness up to 10% DE Minimis rate. Amount is calculated by Lassen County. (Covers but not limited to: county administration, auditor, board of supervisors, county counsel, buildings and grounds, janitorial services and utilities - excluding phones and security system) \$235,116 X 10% = \$23,511.60 . Maximum allowable indirect cost is \$23,552 and the county is charging less than the maximum.	\$3,097	\$3,898	\$14,761	\$21,756



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Lassen County</b>		<b>Grant Subaward #:VW22 30 0180</b>		
<b>B. Operating Costs - Line-item description and calculation</b>	<b>20 VOCA</b>	<b>22 VOCA</b>	<b>22 VWAO</b>	<b>Total Amount Allocated</b>
Transportation: Fuel and maintenance for VW vehicle ( 220 gallons X \$5.50 = \$1210; \$70 bi-quarter oil changes and tire rotations X 2 = \$140) Grand total: \$1350 (This is for the Victim/Witness vehicle only.)(50% of the vehicle will be for MVA outreach/ collaboration)		\$1,350		\$1,350
Trainings for VW Staff: Entry level for VWA, Crisis Response for VWA, cost of webinars and any additional trainings for VWA and Coordinator relevant to victim services and mass victimization incidents. (A modification will be submitted once the training is finalized.)(5054 for Victim/Witness and \$3500 for MVA Trainings)	\$1,005	\$7,549		\$8,554
Memberships: CDAA memberships for VW Coordinator and MVA (\$88 + \$44 = \$132) CCVAA Memberships (VW Coordinator \$135) Grand total: \$267		\$267		\$267
Karpel data base to log victim services for PMT reporting/ tracking (\$550 per user x 2.05 FTE = \$1127.80)	\$1,128			\$1,128



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Lassen County		Grant Subaward #:VW22 30 0180		
B. Operating Costs - Line-item description and calculation	20 VOCA	22 VOCA	22 VWAO	Total Amount Allocated
Copier expenses attributable to VW (\$4259.20 a year / 4 divisions in DA office = \$1064.80.	\$1,065			\$1,065
Victim Services business cards and apparel for outreach events, mass victimization incidents and trainings to be purchased through Vista Print. As prices change we cannot give an accurate break down but it will not exceed \$519.		\$519		\$519
Operating Costs Fund Source Totals	\$6,295	\$21,799	\$20,300	\$48,394
<b>OPERATING COSTS CATEGORY TOTAL</b>				<b>\$48,394</b>

**Cal OES**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Lassen County		Grant Subaward #:VW22 30 0180		
C. Equipment Costs - Line-item description and calculation	20 VOCA	22 VOCA	22 VWAO	Total Amount Allocated
None				
Equipment Costs Fund Source Totals				
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>				

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	20 VOCA	22 VOCA	22 VWAO	Total Project Cost
Fund Source Totals	\$115,000	\$99,816	\$20,300	\$235,116



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

### **Budget Narrative**

We have prepared our 2022/2023 grant period budget to accomplish the following goals:

- Support the Program's objectives and activities;
- To minimize administrative costs and support direct services;
- To support the duties and time commitments of project-funded staff to meet the proposed objectives and activities.

We anticipate salary adjustments in the program for our full-time Mass Victimization/ Victim- Witness Advocate (MVA/VWA) at 1 FTE.

### **PERSONAL COSTS**

#### **TOTAL ALLOCATION FOR PERSONAL SERVICES: \$186,722.00**

The budget was calculated to cover the salaries and benefits of the following positions/ full-time equivalent percentages as well as the following amounts for PERS Unfunded Retirement Liability and Workers Compensation Insurance attributable to the Lassen County Victim/ Witness Assistance Program (LCVW).

Victim/ Witness Program Coordinator: The Coordinator will be 100% 1 FTE position within our program. The Coordinator is compensated at the Lassen County UPEC Range 20, Step G. The base salary for this position is \$5233 for the



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

entire 12-month grant period of October 1, 2022 through September 30, 2023.

Therefore, the total salary for the Coordinator will be \$62,796. The Coordinator receives a longevity increase of 10% over the course of the entire grant period for a total of an additional \$6,279.60. The Victim/ Witness Program Coordinator total salary equals \$69,075.60, which is rounded up to \$69,076.00. The

Coordinator receives benefits from the county that includes retirement, Social Security, Medicare, health/dental/vision/life insurance and other personnel employee benefits for \$24,590.00 or 35.6%. **The total salaries and benefits for the Coordinator position will be \$93,666.00 and will be paid 90% utilizing 20 VOCA funds and 10% utilizing 22 VOCA funds. Due to the Coordinator supervising the VWA/MVA as well as working directly on mass crisis response objectives, 10% of the salary and benefits will be allocated to the MVA funds (22 VOCA) for a total of \$9,367.00.**

The Victim/ Witness Coordinator/ Advocate will be responsible for the day-to-day administration of the Victim/ Witness grant project, supervise the Victim/ Witness Advocate/Mass Victimization Advocate, as well as any Volunteers within the program. They will carry an advocacy caseload, which will provide direct advocacy services to the victims of crime who request services from our program. Administrative duties shall include, but are not limited to, the



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

responsibility for project reporting; overseeing the grant project, including compliance issues; overseeing the delivery of services; coordination of community outreach projects; overseeing training of staff and the training of outside agencies; provide direct services to victims of crime pursuant to California Penal Code 13835.4 - 13835.5 and Penal Code 679-680 and other administrative duties as they arise. The Coordinator also attends as many of the trainings regarding mass victimization and spends a portion of their time specifically with the VWA/MVA to work on protocols, plans, outreach and engagement with local agencies.

Victim Witness/ Mass Victimization Advocate (VWA/MVA): The VWA/MVA will be 100% 1 FTE position within our program. The VWA/MVA is compensated at the Lassen County UPEC Range 15, Step B for 5 months at a base salary of \$3,313 and will move to a Range 15, Step C for the remaining 7 months at a base salary of \$3,468. The total salary for the VWA/MVA will be \$40,841.00. The VWA/MVA receives benefits from the county that includes retirement, Social Security, Medicare, health/dental/vision/life insurance and other personnel employee benefits for \$19,915 or 48.8%.



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

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**The total salaries and benefits for the VWA/MVA position will be \$60,756 and will be paid 100% utilizing 22 VOCA funds. The MVA/VWA position is funded with 20% of the MVA funds (22 VOCA) for a total of \$12,151.00.**

The Mass Victimization Advocate will maintain a crisis response/ mass victimization plan for Lassen County; update LCVW protocols when responding to a mass victimization incident; create MOU's with community agencies, law enforcement, local school districts and neighboring counties; attend and conduct outreach events regarding crisis response/ mass victimization. The VWA/MVA will be working on crisis response job duties 20% or 8 hours a week and 80% or 32 hours a week providing direct services to victims of crime pursuant to California Penal Code 13835.4 - 13835.5 and Penal Code 679-680; and will carry the bulk of the caseload for the program.

District Attorney Program Manager/ Routine Fiscal Position: The fiscal position will be at .05 FTE (or 2 hours a week) within our program. The fiscal position is compensated at the Lassen County Mid-management Range 22, Step G for 12 months. The base salary for this position is \$5,578 for the entire 12-month grant period of October 1, 2022 through September 30, 2023 at 5% for a total of \$3,346.80. The fiscal position receives a salary longevity increase of 2.5% for the



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

entire 12-month grant period for a total of an additional \$83.67. The fiscal position total salary equals \$3,430.47, which is rounded to \$3,430.00. The fiscal position receives benefits from the county that includes retirement, Social Security, Medicare, health/dental/vision/life insurance and other personnel employee benefits at 5% for our program in the amount of \$1,173 or 34.2% of their salary. **The total salaries and benefits for the fiscal position will be \$4,603.00 and will be utilizing 100% 20 VOCA funds.**

The District Attorney Program Manager/ Fiscal will be responsible for the fiscal responsibilities of the Victim/ Witness grant project. Duties shall include, but are not limited to, reviewing 2-201's; receiving/ depositing 2-201 funds; preparing Victim/ Witness invoices (travel expenses, postage expenses and 2-201's); assisting with the Victim/ Witness RFA; reconciling the Victim/ Witness emergency fund bank account; assist with monitoring the grant and county budget; and other administrative duties as they arise.

PERS Unfunded Retirement Liability: The total PERS Unfunded Retirement Liability expenses that are attributable to the project as estimated by the County of Lassen is **\$24,473. The retirement liability costs will be paid 71% utilizing 20 VOCA funds and utilizing 21% 22 VOCA funds. If we remove 5%**



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

**(\$1224) of the PERS Unfunded Retirement that is attributed to the DA Program Coordinator that leaves \$23,249. Due to 30% of staff is funded out of the MVA funds (22 VOCA);  $\$23,249 \times 30\%$  equals \$6,974.70 (\$6,975).**

Workers Compensation Insurance: The total Worker's Compensation Insurance expenses that County of Lassen has attributed to this project are \$3,224.00. The insurance costs will be paid 71% utilizing 20 VOCA funds and utilizing 29% 22 VOCA funds. **If we remove 5% (\$161) of the Workers Compensation Insurance that is attributed to the DA Program Coordinator that leaves \$3,063. Due to 30% of staff is funded out of the MVA funds (22 VOCA);  $\$3,063 \times 30\%$  equals \$918.90 (\$919).**

### OPERATING COSTS

**TOTAL ALLOCATION FOR OPERATING EXPENSES: \$48,394.00**

We are dedicating only a small percentage (21%) of our total grant funds to operating expenses, only those minimum amounts necessary to support the program and provide services to victims. We are committed to dedicating the largest percentage of our total grant funds to PERSONNEL COSTS, in furtherance of the grant's objectives.

Our operating costs will be:



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

Communications (Office Phones): We are allocating \$540.00 for the programs use of the county phone system. This amount will cover the cost of the public phone number used by all Victim/Witness Staff and Volunteers as well as a private phone number for the Coordinator and the VWA/MVA. Therefore, the total of **\$540.00** is being charged to the grant for this purpose. **The costs of communications will be covered by utilizing 100% 22 VOCA funds.**

Liability Insurance: The liability insurance costs attributed to this program by the County of Lassen will be **\$1200.00**. **The costs of this insurance will be covered by utilizing 25% 22 VOCA funds and 75% 22 VWA0 funds.**

Office Supplies: We are allocating \$1500.00 for office supplies (copy/printer paper, printer toner, pens, file folders, labels...etc.) to be used for Victim/Witness. The total of **\$1500.00** is being charged to the grant for this purpose. \$1200 is allocated for the costs attributable to the program and \$300 is attributable to MVA purposes for go-bags updates, paper, pens, and folders. **The costs of office supplies will be covered by utilizing 92% 22 VOCA funds (\$300 will be used for MVA) and utilizing 8% 22 VWA0 funds.**

Cell Phone Service: We are allocating **\$996.00** for extending the cellular service and data plan through the end of the grant project. Victim/ Witness has



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

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Subrecipient: County of Lassen

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Straight talk cell phones for the staff (Coordinator and VWA/MVA) to utilize to contact clients, law enforcement or the main office when out of the office providing outreach for mass crisis incidents and to be available if an incident occurs. The cellular/ data plan cost \$41.50 a month per phone. **The costs of the cell service will be covered by utilizing 100% 22 VOCA funds.**

Postage: We are allocating \$519.00 for postage. Victim/Witness sends out numerous correspondences through metered mail because of being in such a rural county. Therefore, the total amount for postage will be **\$519.00. The costs of postage will be covered by utilizing 100% 22 VWA0 funds.**

Informational Technology (IT) Direct Billing: The IT direct billing is to cover the cost of internet services, email access through Outlook, Office 365 (Word, Excel...), anti-virus and system storage/ back up that will be set-up and maintained through our county IT department. Each county staff workstation (desktops, laptops or tablets) is charged the same amount for all of the services, which is \$2,250, no matter their FTE status. Victim/Witness will have two desktops attributable to the project and two mobile devices (2 SurfacePro's) attributable to the project for mass crisis response, so the cost of the IT direct billing is **\$9,000.00. The costs of the IT direct billing will be covered by utilizing 56% 22**



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

**VOCA funds ( \$4500.00 to be covered with MVA funds) and utilizing 44% 22**

**VWA0 funds.**

Indirect Costs (A-87): The Indirect Costs attributed to this program by the County of Lassen will be \$21,756.00. The Indirect Cost Rate will be 10% de Minimis of the project. Lassen County is charging our grant project **\$21,756** to cover any costs associated but not limited to services for: Lassen County Administration, Lassen County Auditor, Lassen County- County Counsel, Lassen County Board of Supervisors, maintaining facility/grounds, and janitorial services. **The indirect costs will be covered by utilizing 14% 20 VOCA funds, utilizing 18% 22 VOCA funds and utilizing 68% 22 VWA0 funds.**

Transportation: We are allocating \$1,350.00 for the purpose of purchasing fuel for the VW vehicle. Lassen County is rural and some areas are more than 70 miles each way from our office in Susanville. We are anticipating utilizing 220 gallons of fuel at \$5.50 a gallon for a total of \$1,210. In addition, we anticipate having bi-quarter oil changes with tire rotations at \$70 each for \$140.00. The total for the cost of transportation is **\$1,350.00. The costs of the fuel will be covered by utilizing 100% 22 VOCA funds (50% or \$675.00 will be utilizing MVA funds).**



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

Travel/ Training: We are allocating an ESTIMATED amount of **\$8,554.00** for anticipated training costs. Due to the current Covid-19 pandemic we are unable to give a detail of the training we anticipate sending our staff to. However, we will have a newer advocate and know that there are some trainings that they will need to attend throughout the year. We came to the estimate based on the costs over the past few years to send staff to certain trainings throughout the state. We are allocating \$5054 for Victim Witness trainings and \$3500 for Mass Crisis Response trainings. We hope to have our staff participate in the following trainings but not limited to just these topics:

- Entry Level Advocacy (if our advocate cannot get into Sept. 2022 training)
- CCVAA Crisis Response Phase II
- Elder Physical and Financial Abuse
- Domestic Violence and Stalking
- Sexual Assault
- Child Physical and Sexual Abuse
- FEMA emergency response
- Mass Victimization Summit
- Victim Advocacy Institute



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

- CCVAA online webinars
- CDAA Victim Advocate webinars
- Quarterly Regional Coordinator/ MVA meetings
- And any additional victim related trainings that could benefit our staff to serve our victims

These travel expenses; we will utilize the travel policy of LASSEN COUNTY.

**For these expenses, we will utilize 12% 20 VOCA funds and utilizing 88% 22 VOCA funds (\$3500 will be utilizing MVA funds or 41% of 22 VOCA funds).**

Memberships: We are allocating \$267.00 for membership fees for California District Attorneys Association for the Coordinator (\$88) and the VWA/MVA (\$44). Therefore, the total of **\$267.00. The costs of memberships will be covered by utilizing 100% 22 VOCA funds.**

Karpel Data Base System: We are allocating \$1,128.00 for covering the cost Karpel (database that the Lassen County District Attorney's Office and LCVW uses to keep track of defendants and victims that were referred by law enforcement for criminal charges.) Karpel charges an annual fee of \$550.00 per user to have access to log in information, including victim statistics. LCVW will have 2.05 users, 1 Coordinator, 1 VWA/MVA in Karpel as well as the 5% of LCDA



## Grant Subaward Budget Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

Program Coordinator. \$550 times two equals \$1,100.00 and 5% of \$550 is \$28 for a total of \$1,128.00. The cost of **\$1,128.00** is billable to LCVW. **The costs of Karpel will be covered by utilizing 100% 20 VOCA funds.**

Copier Expense: We are allocating \$1,065.00 for the purpose of covering the cost of the copier lease and maintenance for the Lassen County District Attorney's Office, which LCVW is, one of four divisions that utilize the copier on a daily basis. The cost of the copier for a year is \$4,259.20, if you divide it by the 4 divisions it would be a cost of **\$1,065** billable to LCVW. **The costs of the copier expenses will be covered by utilizing 100% 20 VOCA funds.**

Business Cards and Apparel: We are allocating \$519.00 for covering the cost of business cards for our VWA/MVA as well as staff shirts and sweatshirt for outreach, trainings and mass victimization incidents. The cards and apparel will be purchased through Vista Print but due to not knowing how many items we will need and the changing price of products/ shipping we will not be exceeding **\$519.00**. **The costs of the business cards and apparel will be covered by utilizing 100% 22 VOCA funds.**

### EQUIPMENT



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

## **Grant Subaward Budget Narrative**

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

### **FUNDS REQUESTED FOR THE CATEGORY: \$0.00**

We will not be allocating any funds into equipment during the 2022/2023 grant period.

**FOR 2022/2023 FISCAL YEAR, THE LASSEN COUNTY VW 22 30 0180 GRANT IS \$235,116. Of this amount, \$38,387.00 or 16% will come from the MVA/ 22 VOCA funds.**



## **Grant Subaward Programmatic Narrative**

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

Lassen County Victim/Witness Assistance Program (LCVW) plans to provide all mandatory services as outlined in the RFA and pursuant to California Penal Code Section 13835.4 through 13835.5. Our program is staffed by a 1 F.T.E. Mass Victimization/ Victim-Witness Advocate (VWA/MVA). This advocate will handle a full caseload as well as works 8 hours a week learning, participating in meetings and outreach about mass victimization and will be working on our protocols, procedures and MOU's. As well as 1 F.T.E. Coordinator who handles the daily programmatic duties as well as carries a caseload and who will be working 4 hours a week supervising and training the VWA/MVA regarding our crisis response protocols, procedures and MOU's.

Our program reaches out to victims to inform them of their rights as a victim, and extend services that the victim may need immediately or in the future. Our program communicates with victims over the phone, via email, regular mail and in-person when safety precautions are met.

The VWA/MVA will, hopefully, have completed Entry Level training and in-house training regarding Crisis Response Advocate Training Phase I. If the advocate has not completed Entry Level, then they will complete it once it becomes available as well as Crisis Response Advocate Training Phase II. The



## **Grant Subaward Programmatic Narrative**

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

Coordinator has completed Entry Level Training, Advanced Training, Coordinator Training and CCVAA Crisis Response Advocate Training and has attended some local meetings and trainings related to emergency response for Lassen County.

Our program will continue to provide education through outreach efforts to address the needs of victims in our outlining communities within Lassen County. We plan to continue providing education through community outreach events when possible to inform our community of the resources that are available locally and statewide over the course of the 2022/2023 grant year.

Regarding our mass victimization plan, due to COVID our community partners had been busy with trying to maintain safety and order during the pandemic. This has caused some things, like mass victimization, not be a priority. Over the 2021/2022 grant year, we started the process of training a new advocate to provide victim/witness services as well as learn about mass victimization and their roles and responsibilities. Our program is working on reconnecting with our law enforcement and county emergency partners in order to participate in trainings and meetings addressing a mass victimization event. Our VWA/MVA will split their time 80%/20% (8 hours a week for MVA and



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

32 hours a week for VWA). Our goal is to have our advocate trained in crisis response I (trained in-house) as well as any additional trainings/ webinars pertaining to mass victimization incidents/ responses prior to the 2022/2023 grant year. Our program remains dedicated to address victims needs and the importance of being prepared if/when a mass victimization incident occurs. We will only be utilizing MVA funds for 10% of the coordinator's salary and benefits it takes to supervise and train the new VWA/MVA and 20% of the VWA/MVA salary and benefits. We will be modifying our protocol/ plan to reflect the changes in staffing and have a new LCVW protocol/ plan approved by the Lassen County District Attorney. The revised plan will be dispersed to Law Enforcement and our county emergency partners.

Our VWA/MVA will participate in any related trainings via in-person or webinars that are relevant to mass victimization such as: secondary trauma, grief and recovery, death notifications and related FEMA trainings.

We will be working with Lassen County Emergency Preparedness staff to be included into the county emergency response plan. We want to introduce ourselves to our county school districts and see if we can work with them to be included on their emergency response plan. We will participate in any mass



## **Grant Subaward Programmatic Narrative**

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

victimization or simulations available in our county. We will also be updating our go-bags with current forms and any items that may be expired.

We feel we will be able to meet our goals and objectives regarding providing all of the mandatory services outlined in the RFA during the 2022/ 2023 grant performance period.

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

<b>Subrecipient:</b> County of Lassen	<b>UEI #</b> H99GFNBCEJY7	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> District Attorney's Office Victim/ Witness Assistance Program		
<b>Performance Period:</b> 10/01/22	<b>to</b> 09/30/23	<b>Subaward Amount Requested:</b> \$ 235,116
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

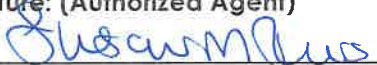
Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance,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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 408,112
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?	No
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?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	3-5 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.

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 5/6/22
<b>Print Name and Title:</b> Susan M. Rios, Lassen County District Attorney	<b>Phone Number:</b> 530-251-8283
<b>Cal OES Staff Only: SUBAWARD #</b>	



## Grant Subaward Service Area Information

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

1. County or Counties Served:  
Lassen

County where principal office is located: Lassen

2. U.S. Congressional District(s) Served:  
First Congressional District

U.S. Congressional District where principal office is located: First Congressional District

3. State Assembly District(s) Served:  
First State Assembly District

State Assembly District where principal office is located: First State Assembly District

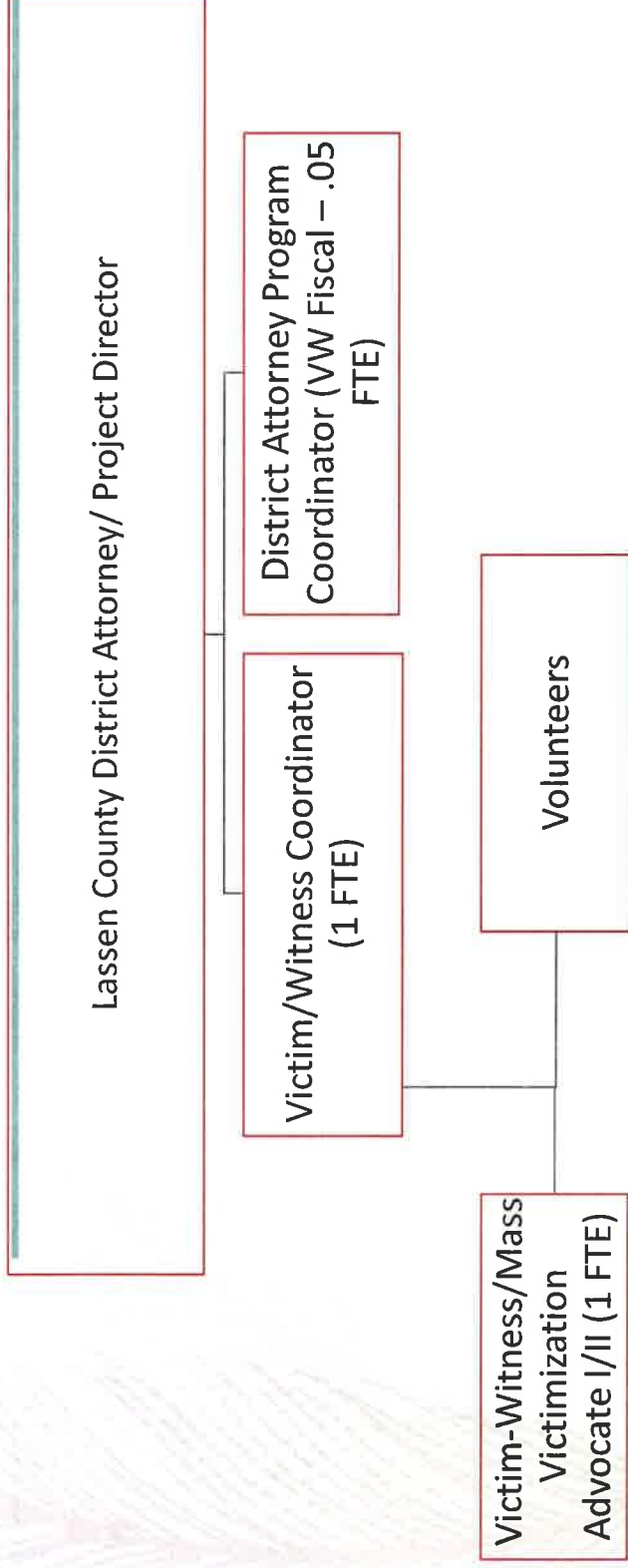
4. State Senate District(s) Served:  
First State Senate District

State Senate District where principal office is located: First State Senate District

5. Population of Service Area: 32,730

# Lassen County District Attorney's Victim/Witness Assistance Program

## VW 22 30 0180





## Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Match Waiver Request Form

Cal OES Subrecipients may request a partial or full match waiver for Victim of Crime Act (VOCA) Victim Assistance Formula Grant Program funds. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. Cal OES Grant Subaward Number: VW 22 30 0180
2. Subrecipient's Name: County of Lassen
3. Grant Subaward Performance Period 10/01/2022 through 09/30/2023
4. VOCA Fund Source #1: 20VOCA

VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 115,000

Amount of Match Proposed (post approved Match Waiver): \$ 0

5. VOCA Fund Source #2 (if applicable): 22VOCA

VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 99,816

Amount of Match Proposed (post approved Match Waiver): \$ 0

6. Briefly summarize the services provided:

Our program provides services pursuant to California Penal Code 13835.4 - 13835.5. We assist victims of crime by educating people on the criminal justice system, victim's rights (Marsy's Law), provide local/ state/national resources and referrals for services, assist victims with obtaining their property previously held as evidence, attend court, law enforcement interviews and attorney interviews with victims, provide victims with timely information about their case and possible resolutions and assist victims with making a request for restitution.

7. Describe practical/logistical obstacles and/or local resource constraints to providing match:

Lassen County is a large county, yet, very rural. About half of the population resides in the county seat, Susanville; the other half reside in unincorporated towns that span 5 to 77+ miles from Susanville. Our county does not have what many would call a "large city" and we only have a community college; these are obstacles when trying to find qualified interns and volunteers to assist our program in the ways of in-kind match. Our program is housed within the Lassen County District Attorney's Department; being able to accept donations for cash match becomes difficult. Due to the pandemic our county is asking departments to cut their budget. The county is not in a position to assist with the amount of match VOCA is requiring. We have utilized volunteers in the past to meet our in-kind match, with events slowing starting back up, finding volunteers to help with outreach is very difficult.

Approved ☒

Susan Grace

Denied ☐

Unit Chief Name

Unit Chief Signature

05/09/2022

Date



## Operational Agreement Summary

Grant Subaward #: VW 23 30 0180

Subrecipient: County of Lassen

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. Lassen Family Services - DV Unit	05/04/2022	10/01/22 to 09/30/25
2. Lassen Family Services - SA Unit	05/04/2022	10/01/22 to 09/30/25
3. Child Trauma Therapy	05/04/2022	10/01/22 to 09/30/25
4. Lassen County Sheriff's Department	05/04/2022	10/01/22 to 09/30/25
5. Susanville Police Department	05/04/2022	10/01/22 to 09/30/25
6. CA Highway Patrol - Susanville Area	05/04/2022	10/01/22 to 09/30/25
7. Lassen County Child and Family Services	05/04/2022	10/01/22 to 09/30/25
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 _____



## Volunteer Waiver Request

Grant Subaward #: VW 22 30 0180

Subrecipient: County of Lassen

### Justification:

We are a rural county that has limited locations to attempt to recruit volunteers. Due to lack of office space we would not have a location for the volunteer to work on victim/ witness activities/ functions. If we did have a volunteer work in our office they have to go through a background check and have their fingerprints ran by law enforcement; that incurs a cost to our program that we do not necessary have funds for.

When it comes to outreach, if an event or activity is during regular business hours the VW staff provides the outreach; if the event or activity is on the weekends or after hours our VW staff still provides the outreach and we may have volunteers to help with things like setting up a booth and working at the informational booth. Unfortunately, at this time we can not predict how many weekend or after hour events or activities will take place during the 2022-2023 grant year.

For these reasons we are asking for a volunteer waiver for the 2022-2023 grant year.

### Cal OES Approval

☐ Approved ☐ Denied

\_\_\_\_\_  
Program Specialist Signature

\_\_\_\_\_  
Date

☐ Approved ☐ Denied

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

\_\_\_\_\_  
Date