

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. DUNS#:** 073780827
2. **Implementing Agency:** Lassen County District Attorney's Office **2a. DUNS#:** 120401992
3. **Implementing Agency Address:** 2950 Riverside Drive, Suite #102 Susanville 96130-4754
(Street) (City) (Zip+4)
4. **Location of Project:** Susanville Lassen 69130-4754
(City) (County) (Zip+4)
5. **Disaster/Program Title:** Victim/ Witness Assistance Program **6. Performance** 10/1/2021 **to** 9/30/2022
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.	2019	VOCA		\$140,000					\$140,000
9.	2020	VOCA		\$59,515					\$59,515
10.	2021	VWA0	\$21,271						\$21,271
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$21,271	\$199,515	\$220,786				\$220,786

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: 6/3/21

16. Federal Employer ID Number: 946000517

(FOR Cal OES USE ONLY)

I hereby certify under 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 21 29 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: Aaron Albaugh Title: Chairman, Lassen County Board of Supervisors
Telephone #: 530-251-8333 Email Address: aalbaugh@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 21 29 0180

Subrecipient: County of Lassen

Implementing Agency: Lassen County District Attorney's Department

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: 5/6/21

Financial Officer:

Printed Name: Julie Morgan

Signature: *Julie Morgan*

Date: 5/7/21

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 5/7/21*

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 Subrecipients will comply with the following regulations and restrictions:

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

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

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

Complete all sections of this form and then submit:

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



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

Grant Subaward #: _____

Subrecipient: _____

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

I. Federal Grant Funds – SRH Sections 14.005

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

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

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

II. Equal Employment Opportunity – SRH Section 2.025

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

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

EEO Officer: Richard Egan

Title: Lassen County Administrative Officer

Address: 221 South Roop St. Suite 4, Susanville, CA 96130-4339

Telephone Number: 530-251-8333

Email Address: regan@co.lassen.ca.us

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

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

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

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

V. Lobbying – SRH Sections 2.040 and 4.105

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

VI. Debarment and Suspension – SRH Section 2.045

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

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

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

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the Subrecipient and the Official Designee. The State of California and Cal OES disclaim responsibility of

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

Subrecipients are required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. The Applicant is also required to maintain said written authorization on file and make readily available upon demand.

VIII. Civil Rights Compliance – SRH Section 2.020

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

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

1. Applicability of Part 200 Uniform Requirements

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

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

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

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

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

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

2. Compliance with DOJ Grants Financial Guide

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

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

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

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

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

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

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

identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

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

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

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

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

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

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

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

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

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

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

7. Reporting Potential Fraud, Waste, & Abuse

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

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

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

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

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

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

a. In accepting this award, the Subrecipient:

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

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

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

9. Encouragement of Policies to Ban Text Messaging while Driving

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

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

10. OJP Training Guiding Principles

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

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

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

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

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (\$150,000 [for 2018 federal award] currently, \$250,000 [for 2019 & 2020 federal awards]). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a Subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000 [for 2018 federal award] and exceed \$250,000 [for 2019 & 2020 federal

award]], and are incorporated by reference here.

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

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

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

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

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

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

15. VOCA Requirements

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

16. Demographic Data

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

17. Performance Reports

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

18. Access to Records

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

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

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

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

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

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

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

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

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

21. Determination of suitability to interact with participating minors

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

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

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

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

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

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

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

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

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

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

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

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

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

25. Restrictions on "Lobbying"

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

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

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

26. Subgrant Award Report (SAR)

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

27. Effect of Failure to Address Audit Issues

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

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

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

29. Hiring Documents

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

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

CERTIFICATION			
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>			
<p>Official Designee's Signature: <u></u></p>			
<p>Official Designee's Typed Name: <u>Susan M. Rios</u></p>			
<p>Official Designee's Title: <u>Lassen County District Attorney</u></p>			
<p>Date Executed: <u>5/6/2021</u></p>			
<p>Federal Employer ID #: <u>94-6000517</u> Federal DUNS #: <u>120401992</u></p>			
<p>Current System for Award Management (SAM) Expiration Date: <u>12/11/2021</u></p>			
<p>Executed in the City/County of: <u>Susanville/ Lassen</u></p>			
AUTHORIZED BY:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> City Financial Officer <input type="checkbox"/> City Manager <input type="checkbox"/> Governing Board Chair </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> County Financial Officer <input checked="" type="checkbox"/> County Manager </td> </tr> </table>		<input type="checkbox"/> City Financial Officer <input type="checkbox"/> City Manager <input type="checkbox"/> Governing Board Chair	<input type="checkbox"/> County Financial Officer <input checked="" type="checkbox"/> County Manager
<input type="checkbox"/> City Financial Officer <input type="checkbox"/> City Manager <input type="checkbox"/> Governing Board Chair	<input type="checkbox"/> County Financial Officer <input checked="" type="checkbox"/> County Manager		
<p>Signature: _____</p>			
<p>Typed Name: <u>Richard Egan</u></p>			
<p>Title: <u>Lassen County Administrative Officer</u></p>			

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

Subrecipient: County of Lassen		Grant Subaward #: VW 21 29 0180		
A. Personnel Costs - Line-item description and calculation	19 VOCA	20 VOCA	21 VWA0	Total Amount Allocated
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, 2021 - September 30, 2022 at 1 FTE or 40 hours a week. (5% or 2 hours a week supervising/ working on mass crisis response)				
Salary: UPEC range 20 step F at \$5034 monthly salary. $\$5034 \times 12 \text{ mo.} = \60408 . County salary longevity of 10% added to position. $\$60408 \times 10\% = \6040.80 . Grand salary total: $\$60408 + \$6040.80 = \$66448.80$.	\$49,836	\$16,613		\$66,449
Benefits: Total: 35.71% or \$23728.87 (This covers: Retirement, and Social Security, Medicare, Health Insurance, Dental and Life Insurance).	\$17,796	\$5,933		\$23,729

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

Subrecipient: County of Lassen		Grant Subaward #: VW 21 29 0180		
A. Personnel Costs - Line-item description and calculation	19 VOCA	20 VOCA	21 VWA0	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 25% 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, 2021 - September 30, 2022 at 1 FTE or 40 hours a week. (10% or 4 hours a week working on mass crisis response)</p> <p>Salary: UPEC range 15 step A at \$3111 monthly salary. $\\$3111 \times 3 \text{ mo.} = \\9333. Salary adjustment during 21-22 grant year to UPEC range 15 step B at \$3255 monthly. $\\$3255 \times 9 \text{ mo.} = \\29295. Grand salary total: $\\$9333 + \\$29295 = \\$38628$.</p> <p>Benefits: Total: 50.04% or \$19329.45 (This covers: Retirement, and Social Security, Medicare, Health Insurance, Dental and Life Insurance).</p>				
	\$28,971	\$9,657		\$38,628
	\$14,496	\$4,833		\$19,329



Grant Subaward Budget Pages

Multiple Fund Sources

Subrecipient: County of Lassen		Grant Subaward #: VW 21 29 0180		
A. Personnel Costs - Line-item description and calculation	19 VOCA	20 VOCA	21 VWA0	Total Amount Allocated
<p>Position: District Attorney Program Coordinator. Duties: Routine fiscal personnel for the Victim/Witness grant. Effective: October 1, 2021 - September 30, 2022 at 7.5% FTE or 3 hours a week.</p> <p>Salary: Mid-Management range 22 step F at \$5262 monthly salary. $5262 \times 7.5\% \times 9 \text{ mo.} = \\3551.85. Salary adjustment during 21-22 grant year to Mid-management range 22 step G at \$5624 monthly. $5624 \times 7.5\% \times 3 \text{ mo.} = \\1265.40. County salary longevity of 2.5% added to position. $3551.85 \times 2.5\% = \\$88.80 + \\$3551.85 = \\3640.65. $1265.40 \times 2.5\% = \\$31.64 + \\$1265.40 = \\1297.04. Grand salary total: $3640.65 + \\$1297.04 = \\4937.69.</p> <p>Benefits: Total: 35.66% or \$1760.78 (This covers: Retirement, and Social Security, Medicare, Health Insurance, Dental and Life Insurance).</p> <p>PERS Unfunded Retirement attributed to VW as calculated by Lassen County</p>				
	\$3,703	\$1,235		\$4,938
	\$1,320	\$441		\$1,761
	\$13,625	\$6,768		\$20,393

[illegible]



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of Lassen			Grant Subaward #: VW 21 29 0180	
B. Operating Costs - Line-item description and calculation	19 VOCA	20 VOCA	21 VWA0	Total Amount Allocated
Communications: Office phones for VW staff. (\$60 mo. X 12 = \$720)	\$76	\$644		\$720
Insurance: liability insurance attributable to VW - Calculated by Lassen County (125.08 x 12 = \$1500.96)			\$1,501	\$1,501
Memberships: CDAA memberships for VW Coordinator and VWA (\$88 + \$44 = \$132)	\$132			\$132
Office Supplies: Paper, printer toner, file folders, pens, labels, etc.. (\$216 mo. X 12 = \$2,590)	\$800	\$790	\$1,000	\$2,590
Cell phone data plan for 2 VW phones (\$45 mo. X 12 X 2 = \$1080)	\$990	\$90		\$1,080
Copier expenses attributable to VW (\$4259.20 a year / 4 divisions in DA office = \$1064.80)	\$500		\$565	\$1,065
Martin Security System (for the office) attributable to VW (\$480 a year/ 4 divisions in DA Office = \$120.00)	\$120			\$120
Karpel data base to log victim services for PMT reporting/ tracking (\$550 per user x 2.075 FTE = \$1141.25)	\$207		\$934	\$1,141
Outreach/ promotional items for community events and NCVRW (giveaways items, victim awareness materials)			\$800	\$800

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

Subrecipient: County of Lassen			Grant Subaward #: VW 21 29 0180	
B. Operating Costs - Line-item description and calculation	19 VOCA	20 VOCA	21 VWA0	Total Amount Allocated
Postage: Cost to mail out contact letters/ brochures/ correspondence to victims and community agencies. (\$32.33 a month x 12 = 387.96 and the Meter fee attributable to VW \$840 a year / 4 divisions in DA office = \$210) \$387.96+\$210 = \$597.96. Grand total cost: \$598.00			\$598	\$598
I. T. direct billing: covers internet, email, Office, anti-virus, system storage and back-up, maintenance for VW work stations (2), mobile devices (2) and 7.5% of the fiscal persons work station at \$2000 per system. (\$2000 x 4.075 = \$8150.00)	\$4,889	\$1,223	\$2,038	\$8,150
Rents/ Lease: Annual rent at 2950 Riverside dr. for VW of 547 sq. ft. for office space, lobby, meeting space and storage. 547 sq. ft. X \$11.26 per sq. ft. <amount the county charges> = \$6159.22.00 (2.075FTE x 125 x \$2 per ft. x 12= \$6225) Lassen County is charging less than what CalOES will pay.			\$6,159	\$6,159

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

Subrecipient: County of Lassen			Grant Subaward #: VW 21 29 0180	
B. Operating Costs - Line-item description and calculation	19 VOCA	20 VOCA	21 VWA0	Total Amount Allocated
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) $\$205,470 \times 10\% = \$20,547.00$. Maximum allowable indirect cost is \$20,547.00 and the county is charging less than the maximum.		\$967	\$3,400	\$4,367
Transportation: Fuel and maintenance for VW vehicle (300 gallons $\times \$4.00 = \1200 ; \$75 bi-quarter oil changes and tire rotations $\times 2 = \$150$) Grand total: \$1350.00 (This is for the Victim/Witness vehicle only.)		\$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.)		\$7,724	\$4,276	\$12,000
Standing desk converter for 2 offices ($\$200 \times 2 = \400)		\$400		\$400



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of Lassen			Grant Subaward #: VW 21 29 0180	
B. Operating Costs - Line-item description and calculation	19 VOCA	20 VOCA	21 VWA0	Total Amount Allocated
Operating Costs Fund Source Totals	\$7,714	\$13,188	\$21,271	\$42,173
OPERATING COSTS CATEGORY TOTAL				\$42,173

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

Subrecipient: County of Lassen			Grant Subaward #: VW 21 29 0180	
C. Equipment Costs - Line-item description and calculation	20 VOCA	20 VOCA MATCH	21 VWA0	Total Amount Allocated
None				
Equipment Costs Fund Source Totals				
EQUIPMENT COSTS CATEGORY TOTAL				

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	20 VOCA	20 VOCA MATCH	21 VWA0	Total Amount Allocated
Fund Source Totals	\$140,000	\$59,515	\$21,271	\$220,786



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

Budget Narrative

We have prepared our 2021/2022 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 the District Attorney Program Manager at .075FTE and our full-time Mass Victimization/ Victim-Witness Advocate (MVA/VWA) at 1 FTE.

PERSONAL COSTS

TOTAL ALLOCATION FOR PERSONAL SERVICES: \$178,613.00

The budget has been 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).



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

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 F. The base salary for this position is \$5034 for the entire 12-month grant period of October 1, 2021 through September 30, 2022. Therefore, the total salary for the Coordinator will be \$60,408.00. The Coordinator receives a longevity increase of 10% over the course of the entire grant period for a total of an additional \$6,040.80. The Victim/ Witness Program Coordinator total salary equals \$66,448.80, which is rounded up to \$66,449.00. The Coordinator receives the following benefits from Lassen County:

- CA Public Employees Retirement System at 9.05%
- Social Security at 6.2%
- Medicare at 1.45%
- Health Insurance at 4.75%
- Flexible Benefit at 12.15%
- Dental at 0.79%
- Life Insurance at 0.23%
- OPEB Health Insurance at 1.09%

The total benefits for the Coordinator is \$23,728.87, which is rounded to \$23,729.00, or 35.71% of their salary. **The total salaries and benefits for the**



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

Coordinator position will be \$90,178.00 and will be paid 75% utilizing VOCA 19 funds and 25% utilizing VOCA 20 funds. Due to the Coordinator supervising the MVA, 5% of the salary and benefits will be allocated to the MVA funds (VOCA 20) for a total of \$4,510.00.

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 and the 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 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 MVA to work on protocols and plans.



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

Mass Victimization Advocate (MVA): The MVA/VWA will be 100% 1 FTE position within our program. The MVA is compensated at the Lassen County UPEC Range 15, Step A for 3 months at a base salary of \$3,111 and will move to a Range 15, Step B for the remaining 9 months at a base salary of \$3,255. The total salary for the MVA will be \$38,628.00. The MVA receives the following benefits from Lassen County:

- CA Public Employees Retirement System at 9.05%
- Social Security at 6.2%
- Medicare at 1.45%
- Health Insurance at 6.5%
- Flexible Benefit at 16.76%
- Dental at 1.08%
- Life Insurance at 0.32%
- OPEB Health Insurance at 1.63%

The total benefits for the VWA is \$19,329.45, which is rounded to \$19,329 or 50.04% of their salary. **The total salaries and benefits for the MVA position will be \$52,161 and will be paid 75% utilizing VOCA 19 funds and 25% utilizing VOCA 20 funds. The MVA position is funded with 10% of the MVA funds (VOCA 20) for a total of \$5,796.00.**



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

The Mass Victimization Advocate will develop a crisis response/ mass victimization plan for Lassen County; create 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 MVA will be working on crisis response job duties 10% or 4 hours a week and 90% or 36 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 .075 FTE (or 7.5%/ 3 hours a week) within our program. The fiscal position is compensated at the Lassen County Mid-management Range 22, Step F for 9 months at a base salary of \$5,262 and will move to Mid-Management Range 22, Step G for 3 months at a base salary of \$5,624 for the 12-month grant period of October 1, 2021 through September 30, 2022. The base salary at Range 22 F for this position is \$5,262 a month multiplied by 9 months at 7.5% is a total salary of \$3,551.85. The base salary at Range 22 G for this position is \$5,624 a month multiplied by 3 months at 7.5% is a total salary of \$1,265.40. The fiscal position receives a salary longevity increase of 2.5% for the



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

entire 12-month grant period for a total of an additional \$120.44. The fiscal position total salary equals \$4,937.69, which is rounded to \$4,938.00. The fiscal position receives the following benefits from Lassen County:

- CA Public Employees Retirement System at 9.05%
- Social Security at 6.2%
- Medicare at 1.45%
- Health Insurance at 4.7%
- Flexible Benefit at 12.13%
- Dental at 0.78%
- Life Insurance at 0.24%
- OPEB Health Insurance at 1.11%

The total benefits for the Manager is \$1760.78, which is rounded to \$1,761.00, or 35.66% of their salary. **The total salaries and benefits for the fiscal position will be \$6,699.00 and will be utilizing 75% VOCA 19 funds and utilizing 25% VOCA 20 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



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

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; monitor 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 stated by the County of Lassen is **\$20,393.00**. The retirement liability costs will be paid 75% utilizing VOCA 19 funds and utilizing 25% VOCA 20 funds. Due to 15% of staff is funded out of the MVA funds (VOCA 20) for a total of \$3059.00.

Workers Compensation Insurance: The total Worker's Compensation Insurance expenses that County of Lassen has attributed to this project are **\$3,386.00**. The insurance costs will be paid 75% utilizing VOCA 19 funds and utilizing 25% VOCA 20 funds. 15% of staff is funded out of the MVA funds (VOCA 20) for a total of \$508.00.

OPERATING COSTS

TOTAL ALLOCATION FOR OPERATING EXPENSES: \$41,383



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

We are dedicating only a small percentage (19%) 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:

Communications (Office Phones): We are allocating \$720.00 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 MVA/VWA. Therefore, the total of **\$720.00** is being charged to the grant for this purpose. **The costs of communications will be covered by utilizing 26% VOCA 19 funds and utilizing 74% VOCA 20 funds.**

Liability Insurance: The liability insurance costs attributed to this program by the County of Lassen will be **\$1501.00**. **The costs of this insurance will be covered by utilizing 100% VWA0 21 funds.**

Memberships: We are allocating \$132.00 for membership fees for California District Attorneys Association for the Coordinator (\$88) and the MVA/VWA (\$44).



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

Therefore, the total of **\$132.00. The costs of memberships will be covered by utilizing 100% VOCA 19 funds.**

Office Supplies: We are allocating \$2,590.00 for office supplies (copy/ printer paper, printer toner, pens, file folders, labels, business cards...etc.) to be used for Victim/ Witness. The total of **\$2,590.00** is being charged to the grant for this purpose. **The costs of office supplies will be covered by utilizing 31% VOCA 19 funds, utilizing 30% VOCA 20 funds and utilizing 39% VWA0 21 funds.**

Cell Phone Service: We are allocating **\$1,080.00** for extending the cellular service and data plan through the end of the grant project. Victim/ Witness has Straight talk cell phones for the staff (Coordinator and MVA/VWA) to utilize to contact clients, law enforcement or the main office when out of the office. The cellular/ data plan cost \$45.00 a month per phone. **The costs of the cell service will be covered by utilizing 92% VOCA 19 funds and utilizing 8% VOCA 20 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**



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

expenses will be covered by utilizing 47% VOCA 19 funds and utilizing 53% VWA0 21 funds.

Martin Security System: We are allocating \$120.00 for the purpose of covering the cost of the Martin Security System at 2950 Riverside Drive, Susanville, CA for the Lassen County District Attorney's Office, which includes LCVW. The annual cost of the security system is \$480.00, if you divide it by the 4 divisions it would be a cost of **\$120.00** billable to LCVW. **The costs of the security system will be covered by utilizing 100% VOCA 19 funds.**

Karpel Data Base System: We are allocating \$1,141.00 for the purpose of 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 2.075 users, 1 Coordinator, 1 MVA/VWA in Karpel as well as the 7.5% of LCDA Program Coordinator. \$550 times two equals \$1,100.00 and 7.5% of \$550 is \$41 for a total of \$1,141.00. The cost of **\$1,141.00** is billable to LCVW. **The costs of Karpel will be covered by utilizing 18% VOCA 19 funds and utilizing 82% VWA0 21 funds.**



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

Outreach Promotional and Victim's Rights Week Service Award: We are allocating \$800.00 for the purchase of outreach promotional items (like reusable grocery/ tote bags, pens, chap stick or hand sanitizer) and to purchase items for our annual Victim Services Award that we present to someone in the community during NCVRW for their dedication to assisting victims in our community (a personalized plaque and an appreciation gift). **The cost of \$800.00 for the promotional items and appreciation award will be covered by utilizing 100% VWA0 21 funds.**

Postage: We are allocating \$598.00 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 **\$598.00. The costs of postage will be covered by utilizing 100% VWA0 21 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 \$2,000, no matter their FTE status. Victim/Witness will have two desktops



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

attributable to the project and two mobile devices (2 tablets) attributable to the project, and 7.5% of the cost of the LCDA Program Coordinator, so the cost of the IT direct billing is **\$8,150.00**. **The costs of the IT direct billing will be covered by utilizing 60% VOCA 19 funds, utilizing 15% VOCA 20 funds (which would be all MVA funds in the amount of \$1,223.00), utilizing 25% VWA0 21 funds.**

Facility Rental for 2950 Riverside Drive (Victim/Witness office location): The program has three offices for the Victim/Witness staff and volunteers to utilize, as well as a Victim/Witness Lobby that can be closed off to the rest of the District Attorney's Office. There is also storage space for Victim/Witness supplies and closed client files, a copy room, as well as access to three meeting rooms and training room (when available). The space allocated to Victim/Witness for the two offices and lobby has been calculated by Lassen County as 253 square feet and for our portion of the storage room, copy room and meeting rooms come to 294 square feet. The total square footage for the program is 547 square feet at the county rate of \$11.26 per foot, per year for a total of \$6,159.22, which is rounded to **\$6,159.00**. **The county is not charging the \$2.00 per square foot per month for a max of \$24.00 a square foot per year. Therefore, our rent is lower than the grant will cover. The costs of rental space will be covered by utilizing 100% VWA0 21 funds.**



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

Indirect Costs (A-87): The Indirect Costs attributed to this program by the County of Lassen will be \$4,367.00. The Indirect Cost Rate will be 10% de Minimis of the project. The total grant of \$215,996 minus match of \$0 minus rent/space allocation of \$6,159, minus the \$4,367 indirect cost equals \$205,470. When you take \$205,470 and multiply that by 10%, you get \$20,547.00 for the allowable indirect costs for the project year. Lassen County is charging our grant project ~~\$4,367.00~~ to cover any costs associated but not limited to services for: utilities (excluding phones and security system), 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 22% VOCA 20 funds and utilizing 78% 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 300 gallons of fuel at \$4 a gallon for a total of \$1,200. In addition, we anticipate having bi-quarter oil changes with tire rotations at \$75 each for \$150.00. The total for the cost of transportation is **\$1,350.00. The costs of the fuel will be covered by utilizing 100% VOCA 20 funds.**



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

Travel/ Training: We are allocating an ESTIMATED amount of **\$12,000.00** 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 hope to have our staff participate in the following trainings but not limited to just these topics:

- Entry Level Advocacy
- CCVAA Crisis Response Training
- 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
- CCVAA online webinars
- CDAA Victim Advocate webinars



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

- 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 64% VOCA 20 funds and utilizing 36% VWA0 21 funds.

Office Furniture: We will allocate **\$400.00** to cover the cost of two standing desk converters for the Coordinator and the MVA/VWA. **The costs of the converters will be covered by utilizing 100% VOCA 20 funds.**

EQUIPMENT

FUNDS REQUESTED FOR THE CATEGORY: \$0.00

We will not be allocating any funds into equipment during the 2021/2022 grant period.

FOR 2021/2022 FISCAL YEAR, THE LASSEN COUNTY VW 21 29 0180 GRANT IS \$220,786.00. Of this amount, \$15,096.00 will come from the MVA funds (VOCA 20).



Grant Subaward Budget Narrative

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

For any questions or concerns after hours or on the weekends, please contact:

Latoya Salas, Lassen County Victim/ Witness Program Coordinator at (530) 310-

5110 or (530) 249-9011.

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

Subrecipient <u>County of Lassen</u>	Duns# <u>120401992</u>	FIPS# <u>035-00000</u>
Disaster/Program Title: <u>Victim/ Witness Assistance Program</u>		
Performance Period: <u>10/01/21</u> to <u>09/30/22</u>		Subaward Amount Requested: <u>\$ 220,786</u>
Type of Non-Federal Entity (Check Box): <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 385,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	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, etc.?	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.*

Signature: (Authorized Agent) 	Date: <u>6/13/21</u>
Print Name and Title: <u>Susan M. Rios, Lassen County District Attorney</u>	Phone Number: <u>530-251-8283</u>
Cal OES Staff Only: SUBAWARD # _____	



Grant Subaward Service Area Information

Grant Subaward #: VW 21 29 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 Assembly District

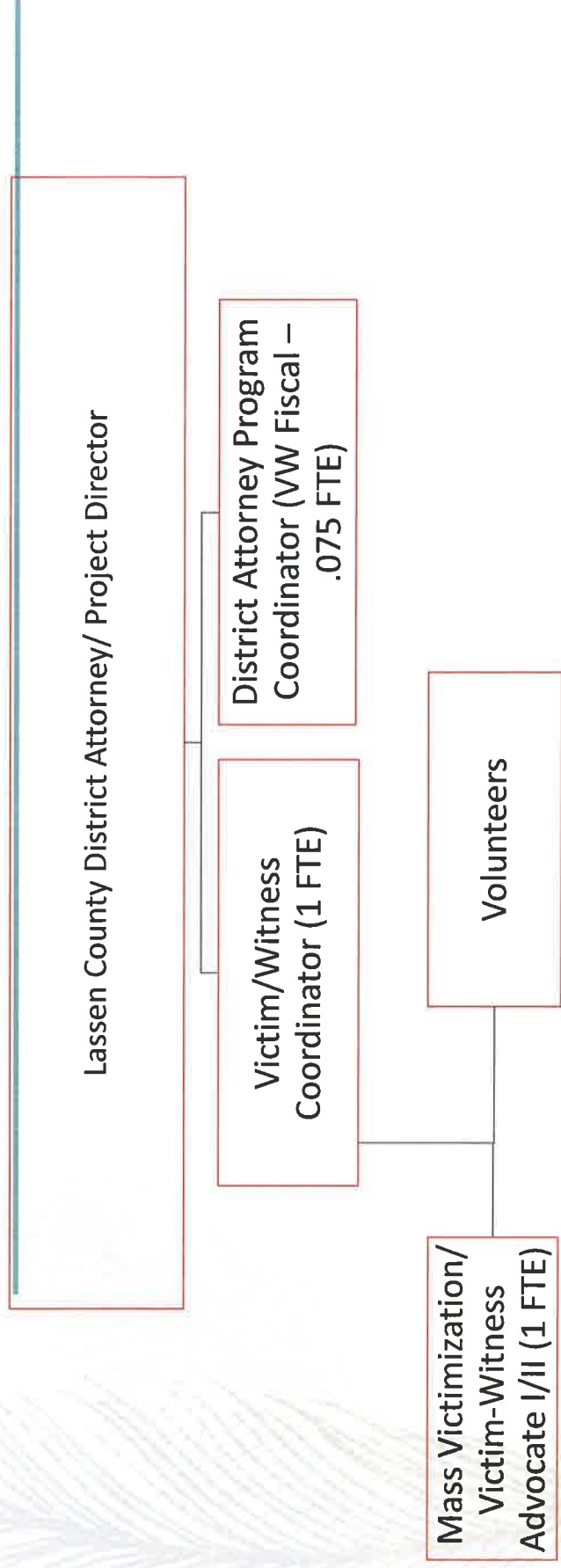
State Assembly District where principal office is located: First Assembly District

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

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

5. Population of Service Area: 30573 (Census 2019)

Lassen County District Attorney's Victim/Witness Assistance Program VW 21 29 0180



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: VW21 29 0180
3. Subrecipient's Name: County of Lassen
4. Grant Subaward Performance Period October 1, 2021 through September 30, 2022
5. VOCA Victim Assistance Funds Awarded: \$ 140,000
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:

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 that was 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.

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

Lassen County is a large county, however, it is very rural. About half of the county population resides in the county seat, Susanville; the other half reside in one of the 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.

11. Describe any local resource constraints to providing match:

Our program is housed within the Lassen County District Attorney's Department; being able to accept donations for cash match becomes difficult. At this uncertain time due to Covid-19; a lot of our businesses and service providers are struggling to stay afloat and unable to provide donations or many services. We have utilized volunteers in the past to meet our in-kind match, however due to Covid-19 we are not allowing outside persons to assist our program; and we utilized volunteers for community events which are mostly postponed until the state "re-opens".

Approved ☒

Denied ☐

Susan Grace

Unit Chief Name



5/21/2021

Unit Chief Signature / Date

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: 2020-V2-GX-0031
2. Cal OES Subaward Number: VW21 29 0180
3. Subrecipient's Name: County of Lassen
4. Grant Subaward Performance Period October 1, 2021 through September 30, 2022
5. VOCA Victim Assistance Funds Awarded: \$ 144,419
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:

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Approved ☒

Denied ☐

Susan Grace

Unit Chief Name

 5/21/2021
Unit Chief Signature / Date



Operational Agreement Summary

Grant Subaward #: VW 21 29 0180

Subrecipient: County of Lassen

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. Lassen County Sheriff's Department	05/05/2020	07/01/20 to 09/30/22
2. California Highway Patrol - Susanville Division	05/05/2020	07/01/20 to 09/30/22
3. Susanville Police Department	05/05/2020	07/01/20 to 09/30/22
4. Lassen Family Services, Inc. - Domestic Violence Unit	05/18/2020	07/01/20 to 09/30/22
5. Lassen Family Services, Inc. - Sexual Assault Unit	05/18/2020	07/01/20 to 09/30/22
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 _____