



**FISCAL YEAR 2024-25**  
**UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM**  
**SUPPLEMENTAL**

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The Provisions of this Program Supplemental provide the programmatic requirements and supersede previous Request for Applications and conflicting administrative and fiscal requirements in the [Subrecipient Handbook \(SRH\)](#). Applicants are strongly encouraged to review the SRH, which outlines the requirements that apply to Cal OES Victim Services Branch Grant Subawards.

A. PREREQUISITES

Before the Grant Subaward performance period begins, Applicants must:

- **Not** have an exclusion record in SAM. An exclusion record in SAM indicates that a contractor (agency) is listed in the federal government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status](#).
- Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applied to non-profit organizations only). [Check non-profit status](#).
- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been reinstated. [Check IRS Status](#).
- Have written Proof of Authority that certifies the Authorized Agent is authorized by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) to enter into Grant Subaward with Cal OES.

The written authorization must include the following: the individual or individuals (by title) who are authorized to act as the Authorized

Agent(s) on behalf of the Subrecipient, the signature of the governing body representative, the date signed, and a statement that the Authorized Agent has authority to enter into a Grant Subaward and (if applicable) enter into a Grant Subaward Amendment with Cal OES. (SRH 1.055) The Proof of Authority must be uploaded in GCS with the submission of the Grant Subaward Application.

The SRH will be updated and this Program Supplemental supersedes the 2024 SRH.

## B. FUNDING INFORMATION

Detailed information on all VS Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

Applicable federal grant award numbers can be found on the Grant Subaward Face Sheet.

The Program is supported through the following fund(s):

1. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)
  - Supports eligible crime victim assistance programs.
  - Requires the use of volunteers. Applicants with a compelling reason for not using volunteers must provide a justification in the Programmatic Narrative.
  - Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver. To request a match waiver, Applicants must upload the VOCA Match Waiver Request Form in the Grants Central System as part of their application.

2. Victims of Crime General Funds (State General Funds)

- Supplements the decrease to the VOCA Victim Assistance Formula Grant Program funds for this Program Grant Subaward performance period only.
- One-time funding used to minimize the impact of the reduction of VOCA Victim Assistance Formula Grant Program funds.
- There is no match requirement.

C. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The purpose of the Program is to increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime. This can be accomplished by enhancing existing programs to commit staff time specifically to address the needs of the identified unserved/underserved victim/survivor population, hiring staff that reflect the identified population, training all staff on the cultural norms of the population, and increasing outreach efforts.

2. Programmatic Components

a. Direct Services to Victims/Survivors

- Crisis Intervention

Subrecipients must provide immediate, short-term emotional and physical care for victims/survivors. Services must be provided in-person and by telephone.

- Counseling

Subrecipients must provide individual counseling to victims/survivors. Counseling must be provided by an

individual able to offer counseling services per California Law. This requirement may also be met through the development and implementation of written procedures for a referral to qualified professional counselors and/or counseling agencies.

- Outreach

Subrecipients must consult with members of the specific victim/survivor population to develop a plan to conduct outreach to increase services and inform victims/survivors of their rights. This may include the preparation, publication, and distribution of information materials.

- Emergency Financial Assistance

Subrecipients may allocate for direct financial assistance for victims/survivors. If funds are provided directly to a victim, Subrecipients must follow the procedures outlined in SRH Section 4.040.

- Criminal Justice Support and Advocacy

Subrecipients must provide advocacy when necessary to intervene on behalf of the victims'/survivors' with criminal justice agencies (law enforcement, prosecution, courts and probation) and provide assistance with the following:

- Accompaniment to criminal justice offices and court.
- Transportation to criminal Justice offices and court.
- Assist victims/survivors in obtaining childcare to enable court attendance.
- Assist with victim impact statements.

b. Assistance with California Victim Compensation Board Claims

Subrecipients are strongly encouraged to assist victim/survivors with applying for compensation benefits through the California Victims Compensation Board. Activities may include:

- Advising for the availability of such benefits.
- Assisting with application forms and understanding procedures.
- Obtaining necessary documentation to support the claim.
- Monitoring Claim Status.

Subrecipients are also strongly encouraged to allocate funds for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

c. Staffing

Subrecipients must maintain staff that are suitably equipped to execute all program components. In addition, Subrecipients must commit a minimum of one fulltime equivalent (1.0 FTE) Victim Advocate to provide direct services to victims/survivors and coordinate outreach efforts. Multiple part-time advocates may be utilized if their total FTE equates to 1.0.

Subrecipients are encouraged to utilize staff that are knowledgeable about the identified unserved/underserved victims/survivors of crime population that are provided services within the program.

d. Training

Subrecipients must continue to ensure cultural sensitivity training specific to the identified victim/survivor population is provided for all staff.

e. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into either an Operational Agreement (OA) or a Second-Tier Subaward with the following agencies that participate in the following programs:

- Cal OES - funded Victim/Witness Assistance Program(s)
- Cal OES - funded Domestic Violence Assistance Program(s)
- Cal OES - funded Rape Crisis Program(s)

Subrecipients are encouraged to obtain an OA from:

- Local Law Enforcement
- District Attorney's Office(s)
- Hospital/Medical Facilities

An OA (also referred to as a Memorandum of Understanding) is a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency/organization. The OA reflects the roles each agency/organization will play in achieving the goals and objectives of the Grant Subaward (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between the Subrecipient and a participating agency/organization to further the goals of the Grant Subaward (*SRH Section 7.010*).

D. PROGRAM REPORTING REQUIREMENTS

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

1. Cal OES Progress Reports

There are two Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1st Report	January 1, 2025 – June 30, 2025	July 31, 2025
Final Report	July 1, 2025 – December 31, 2025	January 30, 2026

2. Office for Victims of Crime (OVC) Reports

There are two on-line OVC Reports Subrecipients will also need to complete:

a. Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Management Tool (PMT). Once the Subrecipient completes the report, Cal OES will have 30 days to either approve the SAR or work with the Subrecipient on corrections before approving the SAR.

b. Subgrantee Report

Subrecipients receiving VOCA Victim Assistance Formula Grant Program funds must complete this report no later than two weeks following the end of each federal fiscal year quarter.

Subrecipients will report data directly into the OVC PMT database no later than the due dates in the table below, unless otherwise instructed by your Grants Analyst.

Report Period	Due Date (on or about)
January 1, 2025 – March 31, 2025	April 14, 2025
April 1, 2025 – June 30, 2025	July 14, 2025
July 1, 2025 – September 30, 2025	October 14, 2025
October 1, 2025 – December 31, 2025	January 14, 2026

\* Exact dates will be provided by your Grants Analyst at the end of each quarter.

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov) or call (844)884-2503.