

GRANT SUBAWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers.
Please do not fill in these blocks. These numbers will be entered by Cal OES.

1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal name of the Subrecipient that is registered with the Internal Revenue Service (IRS). PLEASE NOTE: that all CBOs must be registered, active, and current with the IRS, Department of Justice (DOJ), and Secretary of State (SOS) websites. Failure to be current will result in funds being withheld from Cal OES.

1a. Federal DUNS Number (Subrecipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.

2a. Federal DUNS Number (Implementing Agency)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

3. Implementing Agency Address

Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

4. Location of Project

Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

5. Disaster/Program Title

Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

6. Performance Period

Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yy)

7. Indirect Cost Rate

Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. **Indirect costs may or may not be allowable under all Federal fund sources.**

8A – 12G. Fund Allocations and Total Project Cost

For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

13. Certification Paragraph

Please review the certification paragraph.

14. CA Public Records Act

Please review, and if applicable, provide the necessary documentation.

15. Official Authorized to sign for the Subrecipient

Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

16. Federal Employer ID Number

Enter the 9-digit Federal Employer Identification Number for the Agency.

Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, and e-mail address for the **person** having **Routine Programmatic** responsibility for the project.
4. Provide the name, title, address, telephone number, and e-mail address for the **person** having **Routine Fiscal** responsibility for the project.
5. Provide the name, title, address, telephone number, and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient.

PROJECT CONTACT INFORMATION

Subrecipient: County of Solano Subaward #: UV19020480

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: Krishna A. Abrams Title: District Attorney
Telephone #: 707-784-6800 Email Address: KAbrams@solanocounty.com
Address/City/Zip + 4: 675 Texas Street Suite 4500, Fairfield CA 94533-6340

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

Name: Phyllis S. Taynton, CPA Title: Auditor-Controller
Telephone #: 707-784-6280 Email Address: PTaynton@solanocounty.com
Address/City/Zip + 4: 675 Texas Street Suite 2800 Fairfield CA 94533-6338

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

Name: Jeff Lelea Title: Victim/Witness Program Coordinator
Telephone #: 707-784-6827 Email Address: JLLelea@solanocounty.com
Address/City/Zip + 4: 675 Texas Street Suite 4500, Fairfield CA 94533-6340

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

Name: Gina Chen Title: Accounting Technician
Telephone #: 707-784-3436 Email Address: GChen@solanocounty.com
Address/City/Zip + 4: 675 Texas Street Suite 4500, Fairfield CA 94533-6340

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

Name: Krishna A. Abrams Title: District Attorney
Telephone #: 707-784-6800 Email Address: KAbrams@solanocounty.com
Address/City/Zip + 4: 675 Texas Street Suite 4500, Fairfield CA 94533-6340

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Krishna A. Abrams Title: District Attorney
Telephone #: 707-784-6800 Email Address: KAbrams@solanocounty.com
Address/City/Zip + 4: 675 Texas Street Suite 4500, Fairfield CA 94533-6340

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

Name: Erin Hannigan Title: Chairwoman, Solano County Board of Supervisors
Telephone #: 707-784-6100 Email Address: EHannigan@solanocounty.com
Address/City/Zip + 4: 675 Texas Street Suite 6500, Fairfield CA 94533-6342

SIGNATURE AUTHORIZATION INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

SIGNATURE AUTHORIZATION

Subaward #: UV19020480

Subrecipient: County of Solano

Implementing Agency: Solano County District Attorney

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

***Project Director:** Krishna A. Abrams

Signature: _____

Date: _____

***Financial Officer:** Phyllis S. Taynton, CPA

Signature: _____

Date: _____

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

Signature _____

Sharon S. Henry, Chief Deputy District Attorney

Printed Name _____

Signature _____

Jason Aguirre, Staff Analyst (Sr.)

Printed Name _____

Signature _____

Printed Name _____

Signature _____

Printed Name _____

Signature _____

Printed Name _____

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

Signature _____

Sheila Turgo, Assistant Auditor-Controller

Printed Name _____

Signature _____

Adrienne Clark, Deputy Auditor-Controller

Printed Name _____

Signature _____

Printed Name _____

Signature _____

Printed Name _____

Signature _____

Printed Name _____

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

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

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

**CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund**

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

Subrecipient: County of Solano

Implementing Agency: Solano County District Attorney

Project Title: Unserved/Underserved Victim Advocacy and Outreach (UV) Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Charmie Junn

Title: Equal Employment Opportunity Officer

Address: 675 Texas Street, Suite 1800, Fairfield CA 94533

Phone: 707-784-6170

Email: CSJunn@solanocounty.com

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

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

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

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

V. Lobbying – (Subrecipient Handbook Section 2154)

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

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155) *(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

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

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

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

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), 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 agrees to 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 Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

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

4. Civil Rights and Nondiscrimination

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

- a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and
- c. the Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

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

The Subrecipient agrees to 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 "2015 DOJ Grants Financial Guide").

6. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues

from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

7. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, 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:

- o Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- o E-mail: oig.hotline@usdoj.gov;
- o DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- o DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

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

The Subrecipient agrees to 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, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste,

fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

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

a. In accepting this award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- o Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that

entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

10. 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.

11. Additional DOJ Awarding Agency Requirements

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

12. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

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

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--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 recipient'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.

14. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any

procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, 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 <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

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

The Subrecipient agrees to 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.

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

The Subrecipient agrees to 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.

17. VOCA Requirements

The recipient assures that the State and its subrecipients 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. Specifically, the State certifies that funds under this award will:

- a. be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b. not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c. be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

18. Demographic Data

The Subrecipient agrees to 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.

19. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to 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.

20. Access to Records

The Subrecipient authorizes 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.

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

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: 

Authorized Official's Typed Name: Krishna A. Abrams

Authorized Official's Title: District Attorney

Date Executed: 9/19/19

Federal Employer ID #: 94-6000538 Federal DUNS #: 043278352

Current System for Award Management (SAM) Expiration Date: 02/07/2020

Executed in the City/County of: _____

AUTHORIZED BY: (not applicable to State agencies)

☐ City Financial Officer

☒ County Financial Officer

☐ City Manager

☐ County Manager

☐ Governing Board Chair

Signature: 

Typed Name: Phyllis S. Taynton, CPA

Title: Auditor-Controller

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

E GET CATEGORY AND LINE ITEM DET.

[illegible]

Budget Narrative

The attached budget reflects a total project cost amount of \$166,625 which will be utilized to fund the following Personal Services:

- 0.84 Full Time Equivalent (FTE), Limited Term (LT) Victim Witness Assistant
(Bilingual Tagalog)
- 0.84 Full Time Equivalent (FTE), Limited Term (LT) Victim Witness Assistant
(Bilingual Spanish)

Funding from the Underserved/Unserved Victim Advocacy and Outreach (UV) Program (VOCA funds and Cash Match) offsets approximately 84% of the total cost of the two Victim Witness Assistants. The remaining 16% of the costs not covered by the UV Program will be offset by local Vital Record Fee revenues.

The UV Grant Program supports the objectives and activities of the Solano County District Attorney's Crime Victim Assistance Unit (CVAU) by providing all mandatory and many optional services to monolingual Tagalog and monolingual Spanish victims and witnesses of crime in Solano County. All of our Victim Witness Assistants are highly qualified, including one who's provided CVAU services to victims of crime in Solano County for over 20 years, and served the CVAU in a supervising capacity when grant funding provided for that. Job duties include direct services to victims and witnesses of violent crime. These services include crisis intervention, informal counseling, resource referrals, orientation into the criminal justice system, court accompaniment and support, and more. A Victim Witness Assistant position description is attached for reference.

Subrecipient: County of Solano

Subaward #: UV19020480

Victim Witness Assistants assigned to the UV Program will continue to work with partner agencies and local victim service agencies to promote and raise awareness of victim services and programs for monolingual Tagalog speaking and monolingual Spanish speaking victims of crime in Solano County.

Project Narrative

Over the past fiscal year, the Underserved/Unserved Victim grant has funded one full-time bilingual Tagalog speaking Victim Witness Assistant and one full-time bilingual Spanish speaking advocate.

When we first set out to request a grant funding for underserved victims in Solano County, we set out to address a population that traditionally Solano County had not been serving. The Filipino community in Solano County is a large part of the community making up roughly ten percent of Solano County and about twenty percent of Vallejo, Solano County's largest City. We were noticing a growth in the population of the Filipino Community in Solano County, but not seeing those numbers when it came to victims served in the Crime Victim's Assistance Unit (CVAU) of Solano County. Through Filipino Community leaders and members we learned that it was not for lack of crime in that community, but for lack of reporting because of cultural and awareness issues. We originally were requesting grant funding from the UV VW Grant to address this issue by hiring two fulltime advocates to create, in conjunction with the Victim Witness Coordinator, a comprehensive program that would reach out to the Filipino Community. This program would educate the Filipino Community as to what the CVAU had to offer in the way of victim services and also conduct cultural sensitivity training for the District Attorney's Office. The ultimate goal of the program would be to reach out to this specific underserved community,

provide better more culturally sensitive victim services, and to connect the DA's office with a large part of our community.

Solano County was awarded the grant, and we in turn hired two fulltime Tagalog Victim Witness Assistants. Over the past year, those advocates have made great strides into connecting with the community. They have attended countless outreach events, and have conducted trainings and networking events for the community and service providers. We have conducted cultural sensitivity training for the CVAU and have brought many culturally appropriate services to the community. The program has been well received by both the office and community.

Unfortunately, one of our advocates decided to pursue other career opportunities, which forced us to reassess the program. While we have seen a small growth in reporting of crimes in the Filipino Community, we believe the case load and outreach can be addressed with the one remaining advocate. While we have seen growth in reporting, we understand that the growth can be managed by one person. We acknowledge that it takes time for a community to fully embrace what amounts to cultural change when it comes to crime reporting. We also believe that the bulk of the outreach and networking has been well established within the first year of the program, and from this point on it is mostly about maintaining those relationships and continuing to keep lines of communication open.

Now that the Filipino program is continuing on, we are looking to address another underserved community with the remaining grant funds.

The Hispanic Community makes up roughly twenty five percent of Solano County. We currently, in the CVAU unit, have one Spanish Speaking Advocate. As the only Spanish Speaking Advocate, she covers the whole County of Solano. Our District Attorney's Office has two locations. One office is located in Fairfield, California which covers the cities of Dixon, Vacaville, Fairfield, Suisun City and Rio Vista. The second office is located in Vallejo, which covers the cities of Vallejo and Benicia. From January 1, 2017 to October 26, 2017, The CVAU of Solano County has served one thousand five victims. One third of those (315) victims are identified as Hispanic. All Spanish speaking victims will go to our one Spanish Speaking advocate, which is the bulk of those three hundred fifteen cases. On top of carrying such a large case load, this one advocate must travel between offices to address the needs of this specific clientele. The issue is compounded by the fact that there is no Spanish speaking presence currently stationed in our Vallejo Office. We hope to remedy this issue with the funding from the Underserved Victim's Grant. Our vision is to use remaining funding to hire one Fulltime Spanish Speaking Advocate and one extra help Spanish Speaking Office Assistant to be stationed in our Vallejo Office. Our hope is to alleviate the overwhelming case load on our one Spanish Speaking Advocate and help bring more comprehensive Spanish Speaking services to our office and Solano County.

Volunteers to the Crime Victims Assistance Unit are responsible for general clerical needs, they also assist our Office Assistants in various special projects that help the CVAU run more smoothly. When volunteers come on board there is an assessment as to what they want to get out of the program, and duties are tailored so that the relationship between the CVAU and volunteers is mutually beneficial. Volunteers are often interested in the inner workings of a DA's Office and CVAU, so they shadow advocates on cases and interviews and become proficient in many aspects of an advocates work. Admittedly, finding volunteers continues to be one of the more difficult pieces for the Solano County CVAU.

PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative:

- 1. Subaward Number:**
Enter the Subaward # as it appears on the approved Grant Subaward Face Sheet.
- 2. Program Title:**
Enter the program title as it appears on the approved Grant Subaward Face Sheet
- 3. Performance Period:**
Enter beginning and ending dates of the performance period for the Grant Subaward.
- 4. Subrecipient:**
Enter the Subrecipient name as it appears on the approved Grant Subaward Face Sheet.
- 5. Grant Amount:**
Enter the amount of grant funds requested. This must be the same amount used on the budget pages and block 12G on the Grant Award Face Sheet.
- 6. Implementing Agency:**
Enter the implementing agency as it appears on the approved Grant Subaward Face Sheet.
- 7. Program Description:**
Provide a description of the specific area of service Cal OES is authorized to fund based upon state or federal legislation.
- 8. Problem Statement:**
Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
- 9. Objectives:**
Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
- 10. Activities:**
Describe activities you will perform to accomplish each objective (quantify where possible).
- 11. Evaluation:**
Describe how project performance will be measured, if applicable. Note who will conduct the evaluation, (e.g., project staff, government personnel, or outside consultants).
- 12. Number of Clients to be Served:**
Enter the number of clients, if applicable.
- 13. Project Budget:**
Amounts in each category must be the same as the Budget Pages amounts. The total must be the same as the total in box 12G on the Grant Award Face Sheet.

Project Summary

1. Subaward #: UV19020480

2. Project Title: Unserved/Underserved Victim Advocacy and Outreach (UV) Program

3. Performance Period:

01/01/20 to 12/31/20

4. Subrecipient:

Name: County of Solano Phone: 707-784-6800

Address: 675 Texas Street, Suite 4500

City: Fairfield Zip: 94533-6340

5. Grant Amount:

(this is the same amount as
12G of the Grant Subaward
Face Sheet)

\$ 166,625

6. Implementing Agency:

Name: Solano County District Attorney Phone: 707-784-6800

Address: 675 Texas Street, Suite 4500 City: Fairfield Zip: 94533-6340

7. Program Description:

The UV Grant Program is specifically designed to serve the Filipino Community by bringing awareness and outreach, so that they might learn about Victim services and utilize those services. The UV Grant is also designed to serve the Spanish Speaking Community by sharing the voluminous caseload (Roughly 1/3 the with our total caseload) with other Spanish Speaking Advocate (VW Grant Funded.) The Spanish Speaking Advocate also serves as the only Spanish Speaking Presence in our Vallejo Office.

8. Problem Statement:

While we were fully staffed at the beginning of the last fiscal cycle, we lost both of our advocates for this grant due to life circumstances. The true issue at this time is the need to fund and fill both the Tagalog and Spanish Speaking positions (One currently filled), get them trained and continue the strong work that the past advocates were doing. As we continue to have staffing gaps our service gaps grow as well.

9. Objectives:

Provide comprehensive victim advocacy services to unserved and underserved mono-lingual Spanish speaking and mono-lingual Tagalog speaking crime victims and witnesses in Solano County. The hope is to make connections with the Filipino Community so that they are aware and utilize Victim Services should they find themselves victims of violent crime.

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

Subrecipient <u>County of Solano</u>	Duns# <u>43278352</u>	FIPS# _____
Disaster/Program Title: <u>Unserved/Underserved Victim Advocacy and Outreach (UV) Program UV19020480</u>		
Performance Period: <u>01/01/20</u> to <u>12/31/20</u> Subaward Amount Requested: <u>\$ 166,625</u>		
Type of Non-Federal Entity (Check Box): <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

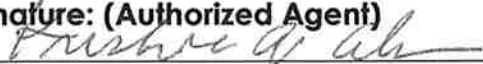
Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance,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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 1,888,451
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

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>7/25/19</u>
Print Name and Title: <u>Krishna A. Abrams, District Attorney</u>	Phone Number: <u>707-784-6800</u>
Cal OES Staff Only: SUBAWARD # _____	

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Solano*
675 Texas Street, Suite 4500
Fairfield CA 94533
2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

3rd* and 5th Districts
3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4th, 11th*, and 14th
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

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

431,131

Victim Witness Unit

Organizational Chart

District Attorney
(Elected)

Chief Deputy
District Attorney

Victim Witness Program
Coordinator
(Funded by County)

2 (.5 FTE) Office Assistants
(Main VW Grant Funded)

1 1.0 FTE General Victim
Witness Advocate
(AB109 Funded)

1 LT FTE Bilingual (Spanish)
Victim Witness Advocates
(Underserved Victim Grant
Funded)

5 1.0 FTE General Victim
Witness Advocates
(Main VW Grant Funded)

1 1.0 FTE Mass Victimization
Advocate
(Main VW Grant Funded)

1 LT FTE Bilingual (Tagalog)
Victim Witness Advocates
(Underserved Victim Grant
Funded)

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. Solano County District Attorney	in progress	1/1/20	to 12/31/20
2. Solano County Sheriff's Office	in progress	1/1/20	to 12/31/20
3. Benicia Police Department	in progress	1/1/20	to 12/31/20
4. Dixon Police Department	in progress	1/1/20	to 12/31/20
5. Suisun City Police Department	in progress	1/1/20	to 12/31/20
6. Vallejo Police Department	in progress	1/1/20	to 12/31/20
7. Fairfield Police Department	in progress	1/1/20	to 12/31/20
8. Vacaville Police Department	in progress	1/1/20	to 12/31/20
9. Solano Advocates for Victims of Violence	in progress	1/1/20	to 12/31/20
10. Courage Center 2	in progress	1/1/20	to 12/31/20
11. Kaiser Permanente	in progress	1/1/20	to 12/31/20
12. NorthBay Medical Center	in progress	1/1/20	to 12/31/20
13. Office of Family Violence Prevention	in progress	1/1/20	to 12/31/20
14.			to
15.			to
16.			to
17.			to
18.			to
19.			to
20.			to

Use additional pages if necessary.

COUNTY OF SOLANO
VICTIM WITNESS ASSISTANT

Rev. 08/96

DEFINITION

Under general supervision, assists victims of serious crime with obtaining support services and assists prosecuting attorneys by providing court support and witness coordination activities; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the primary responsibility of assisting victims of crime during legal proceedings and with obtaining victim compensation and social mental health services or other support. Incumbents are responsible for witness assessment and coordination in support of case prosecution activities. Incumbents work primarily with victims of domestic violence, sexual assault, child abuse and other personal violence crimes. This class is distinguished from Victim Witness Program Coordinator in that the latter has overall program responsibilities.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Assists Deputy District Attorneys and law enforcement personnel in conducting interviews with victims of crimes who have sustained serious physical and/or emotional injury; assists, counsels and refers victims to available support groups and agencies.
2. Screens and analyzes crime reports to determine eligibility for victim compensation; prepares and processes applications for compensation pursuant to State regulations; represents victims and prepares appeals for denied cases which have merit.
3. Receives case referrals from a variety of sources to provide services which include crisis intervention, service needs assessment, court orientations and escorts, case status information, funeral arrangements and emergency financial assistance.
4. Conducts witness assessment interviews as requested; evaluates case elements to assist Deputy District Attorneys in assessing case prosecutorial criteria; coordinates witness court appearances.
5. May recruit, train and supervise office volunteers; may represent the program through conducting public relations functions; prepares work production and/or caseload statistics.

Victim Witness Assistant

QUALIFICATION GUIDELINES

Education and/or Experience

Considerable experience in a field integrating the legal and social service systems, including some substantial public contact experience, which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying education and experience would be:

Two years of full time experience in a criminal justice or social services agency in a counseling position involving the provision of victim services and/or peer counseling, and 60 semester units from a recognized college or university, including 18 units in social/behavioral science, criminal justice, psychology or related field;

OR

A Masters degree in counseling can substitute for the requisite experience.

Knowledge and Abilities

Considerable knowledge of the Criminal Justice System and court procedures; social service systems; community resources; law enforcement agencies' procedures; dynamics of sexual assault and other violent confrontations and experiences.

Ability to effectively interview clients to obtain thorough, pertinent and accurate information; communicate effectively with people of diverse socio-economic backgrounds and temperaments; demonstrate sensitivity to the cultural/ethnic diversity of the service populations and be sensitive to the needs of special populations including the disabled, young children and the elderly; communicate and deal effectively with individuals and groups in stressful situations; cope effectively with people in crisis, especially children; establish and maintain cooperative working relationships with community organizations, victims, witnesses, court and law enforcement personnel, attorneys, the media and the general public; make effective verbal presentations to small and large groups; attract, train and supervise volunteers; set priorities and work independently; research regulations, procedures and/or technical reference materials; learn to make referrals to local and regional providers of social, medical and other specialized services; project consequences of decisions; maintain confidentiality of information; recognize and respect limit of authority and responsibility; deal effectively with children for extended periods in a confined setting; demonstrate tact, diplomacy, compassion, courtesy and patience.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license is required.

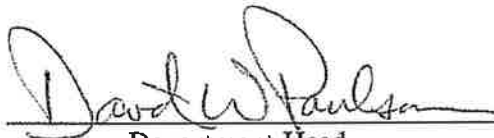
SUPPLEMENTAL INFORMATION

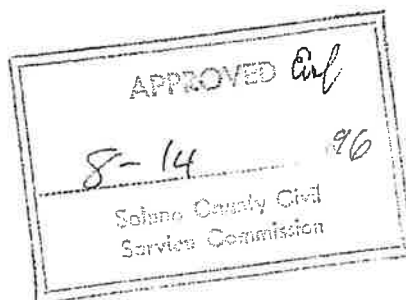
Independent travel is required.

Incumbents may be required to work outside of normal business hours.

Positions allocated to this class may require bilingual skills.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.


Department Head 31 JUL 96
Date



10. Activities:

Funding from this grant has and will continue to support the everyday workings of the UV Grant Program. Both Advocates on this grant are tasked to carry mono and bi-lingual Tagalog and Spanish Speaking caseloads. The Tagalog Speaking Advocate is tasked to reach out and build relationships with the Filipino Community. They are to raise awareness of victim rights and services to a community that typically under reports crime and does not utilize law enforcement of victim services very often.

Our Spanish Speaking Advocate is tasked to bring a Spanish Speaking presence to our Vallejo Office and also share the voluminous caseload with out other Spanish Speaking (VW Grant Funded) Advocate. Both of the advocates are also encouraged to participate in multiple Community Events throughout the year, that bring awareness to victimization in Solano County.

11. Evaluations: (if applicable)**12. Number of Clients:**
(if applicable)

approx - 532 from
10/1/2018 - present

13. Project Budget:

(these are the same amounts
as on Budget Pages)

Personal Services	Operating Expenses	Equipment	Total
\$166,625			\$166,625
			\$0
			\$0
			\$0
			\$0
			\$0
\$166,625	\$0	\$0	\$166,625