



October 28, 2019

Krishna A. Abrams, District Attorney
Solano County
675 Texas Street, Suite 4500
Fairfield, CA 94533-6340

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Victim/Witness Assistance Program
Subaward #: VW19 38 0480, Cal OES ID: 095-00000

Dear Ms. Abrams:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$776,470, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

56 (Cal OES Use Only)					
Cal OES#	095-00000-112	FIPS#	095-00000	VS #	Subaward # VW19380480

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: <u>County of Solano</u>	1a. DUNS#: <u>043278352</u>
2. Implementing Agency: <u>Solano County District Attorney</u>	2a. DUNS#: <u>043278352</u>
3. Implementing Agency Address: <u>675 Texas Street, Suite 4500</u>	<u>Fairfield</u> <u>94533-6340</u>
Street	City Zip+4
4. Location of Project: <u>Fairfield</u>	<u>Solano</u> <u>94533-6340</u>
City	County Zip+4
5. Disaster/Program Title: <u>Victim Witness Assistance Program</u>	6. Performance Period: <u>10/1/19</u> to <u>9/30/20</u>
7. Indirect Cost Rate: <input checked="" type="checkbox"/> N/A; <input checked="" type="checkbox"/> 10% de minimis; <input type="checkbox"/> Federally Approved ICR _____ %	

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. VOCA		\$ 705,132		\$ 35,257		\$ 35,257	\$ 740,389
2019	9. VWA0	\$ 71,338					\$ 0	\$ 71,338
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
TOTALS		\$ 71,338	\$ 705,132	\$ 776,470	\$ 35,257	\$ 0	\$ 35,257	12. G Total Project Cost: \$ 811,727

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:	16. Federal Employer ID Number: <u>94-6000538</u>
Name: <u>Krishna A. Abrams</u>	Title: <u>District Attorney</u>
Telephone: <u>707-784-6800</u> (area code)	FAX: <u>707-784-77986</u> (area code)
	Email: <u>KAbrams@solanocounty.com</u>
Payment Mailing Address: <u>675 Texas Street Suite 4500</u>	City: <u>Fairfield</u> Zip+4: <u>94533-6340</u>
Signature: <u>Krishna A. Abrams</u>	Date: <u>August 14, 2019</u>

(FOR Cal OES USE ONLY)

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

<u>Mary Ducker</u>	<u>10/22/19</u>	<u>[Signature]</u>	<u>10/24/19</u>
Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date

ENY: 2019-20 Chapter: 23 SL: 18408
 Item: 0690-102-0890 Pgm: 0385
 FAJN #: 2018-V2-GX-0029 10/01/17-09/30/21
 Fund: Federal Trust AL#: 16.575
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC-Match waived
 Project ID: OES18VOCA000012 Amount: \$ 705,132
 Activity ID: LA18408VOCA0000 SC: 2019-18408

ENY: 2019-20 Chapter: 23 SL: 14300
 Item: 0690-101-0903 Pgm: 0385
 Fund: State Penalty Fund
 Program: Victim/Witness Assistance Program
 Match Req.: None
 Project ID: OES19VWA0000000 Amount: \$ 71,338
 Activity ID: LA14300VWA00000 SC: 2019-14300

RECEIVED

AUG 15 2019

CAL OES
GRANTS MANAGEMENT

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 phone • (916) 845-8511 fax

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2018	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$396,642,274	\$380,776,583
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

3. Project Description Section:

- Project Acronym (Please choose from drop down):
Victim/Witness Assistance Program (VW)
- Project Description (Please type the Project Description):
The purpose of the VW Program is to maintain Victim Witness Assistance Centers (Centers) to provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties

4. Research & Development Section:

- Is this Subaward a Research & Development grant? Yes ☐ No ☒

QAT

PROJECT CONTACT INFORMATION

Subrecipient: County of Solano

Subaward #: VW19380480

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 4500, 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 4500, Fairfield CA 94533-6342

After-hours: Jeff Lelea
(707) 718-3312

att

SIGNATURE AUTHORIZATION

Subaward #: VW19380480

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: Krishna A. Abrams

Date: August 14, 2019

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

Signature: Phyllis S. Taynton

Date: 8-8-19

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

Sharon S. Henry
Signature

Sharon S. Henry, Chief Deputy District Attorney

Printed Name

Jason Aguirre
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**

Sheila Turgo
Signature

Sheila Turgo, Assistant Auditor-Controller

Printed Name

Adrienne Clark
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**

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: Victim Witness Assistance 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:

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

Authorized Official's Typed Name: Krishna A. Abrams

Authorized Official's Title: District Attorney

Date Executed: 8/14/19

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: So / and

AUTHORIZED BY: (not applicable to State agencies)

☐ City Financial Officer

☒ County Financial Officer

☐ City Manager

☐ County Manager

☐ Governing Board Chair

Signature: Phyllis S. Taynton

Typed Name: Phyllis S. Taynton, CPA

Title: Auditor-Controller

CNT

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Solano		Subaward #: VW19380480		
A. Personal Services – Salaries/Employee Benefits	18VOCA	18VOCA MATCH	19VWAO	COST
1.0 FTE Victim Witness Assistant #1 SP				\$0
Salary: 1.0 FTE: \$3,021.66 x 26 pp	\$68,563		\$10,000	\$78,563 ✓
Benefits: 59.57% of salary	\$32,800		\$14,000	\$46,800 ✓
Benefits include 22.27% Retirement,				\$0 ✓
0.17% 457 Match, 2.00% OPEB, 7.65% FICA,				\$0
24.10% Medical, 0.21% Vision, 1.57% Dental,				\$0
0.08% Life Ins., 1.52% POB				\$0
				\$0
1.0 FTE Victim Witness Assistant #2 AH				\$0
Salary: 1.0 FTE: \$2,881.15 x 26 pp	\$64,910		\$10,000	\$74,910 ✓
Benefits: 60.99% of salary	\$35,688		\$10,000	\$45,688 ✓
Benefits include 22.41% Retirement,				\$0
0.17% 457 Match, 2.00% OPEB, 7.65% FICA,				\$0
25.28% Medical, 0.22% Vision, 1.65% Dental,				\$0
0.09% Life Ins., 1.52% POB				\$0
				\$0
1.0 FTE Victim Witness Assistant #3 JF				\$0
Salary: 1.0 FTE: \$2,888.12 x 26 pp	\$75,091			\$75,091 ✓
Benefits: 63.62% of salary	\$47,773			\$47,773 ✓
Benefits include 25.27% Retirement,				\$0
2.00% OPEB, 7.65% FICA,				\$0
25.22% Medical, 0.22% Vision, 1.65% Dental,				\$0
0.09% Life Ins., 1.52% POB				\$0
				\$0
1.0 FTE Victim Witness Assistant #4 SL				\$0
Salary: 1.0 FTE: \$2,677.01 x 26 pp	\$59,602		\$10,000	\$69,602 ✓
Benefits: 58.21% of salary	\$36,515		\$4,000	\$40,515 ✓
Benefits include 25.27% Retirement,				\$0
2.00% OPEB, 7.65% FICA,				\$0
19.66% Medical, 0.24% Vision, 1.78% Dental,				\$0
0.09% Life Ins., 1.52% POB				\$0
				\$0
1.0 FTE Victim Witness Assistant #5 BE				\$0
Salary: 1.0 FTE: \$2,312.51 x 26 pp	\$50,125		\$10,000	\$60,125 ✓
Benefits: 46.85% of salary	\$24,831		\$3,338	\$28,169 ✓
Benefits include 25.69% Retirement,				\$0
0.22% 457 Match, 2.00% OPEB, 7.65% FICA,				\$0
7.32% Medical, 0.28% Vision, 2.06% Dental,				\$0
0.11% Life Ins., 1.52% POB				\$0
				\$0
1.0 FTE Mass Victimization Advocate #1 (New)				\$0
Salary: 1.0 FTE: \$2,312.51 x 23 pp	\$53,188			\$53,188 ✓
Benefits: 73.84% of salary	\$39,274			\$39,274 ✓
Benefits include 25.69% Retirement,				\$0
0.22% 457 Match, 2.00% OPEB, 7.65% FICA,				\$0
34.11% Medical, 0.30% Vision, 2.23% Dental,				\$0
0.12% Life Ins., 1.52% POB				\$0
				\$0
0.5 FTE Office Assistant II (FA)				\$0
Salary: 1.0 FTE: \$1,834.70 x 26 pp x 50%	\$23,851			\$23,851 ✓
Benefits: 79.22% of salary	\$18,895			\$18,895 ✓
Benefits include 25.26% Retirement,				\$0
2.00% OPEB, 7.65% FICA,				\$0
39.70% Medical, 0.35% Vision, 2.59% Dental,				\$0
0.14% Life Ins., 1.53% POB				\$0
				\$0
0.5 FTE Office Assistant II (KT)				\$0
Salary: 1.0 FTE: \$1,834.70 x 26 pp x 50%	\$23,851			\$23,851 ✓
Benefits: 79.22% of salary	\$18,895			\$18,895 ✓
Benefits include 25.26% Retirement,				\$0
2.00% OPEB, 7.65% FICA,				\$0
39.70% Medical, 0.35% Vision, 2.59% Dental,				\$0
0.14% Life Ins., 1.53% POB				\$0
				\$0
Personal Section Totals	✓ \$673,852	✓ \$0	✓ \$71,338	\$745,190 ✓
PERSONAL SECTION TOTAL				\$745,190 ✓

✓ NT

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Solano		Subaward #: VW19380480		
B. Operating Expenses	18VOCA	18VOCA MATCH	19VWAO	COST
				\$0
				\$0
				\$0
				\$0
Cell Phones: \$50/month x 6.0 FTE x 12 months	\$3,600			\$3,600 ✓
Cell Phone: \$50/month x 1.0 FTE x 12 months (MVA)	\$600			\$600 ✓
Mileage: \$0.58/mile x 5,172.4 miles <i>AT</i>	\$3,000			\$3,000 ✓
Office Expense: pens, copy paper, 1/3 cut tab folders \$334.16 per month x 12 months = \$4,010	\$4,010			\$4,010 ✓
Office Expense: pens, copy paper (MVA) \$83.75 per month x 12 months	\$1,005			\$1,005 ✓
Printed materials: 52,528 handouts x \$0.25 each	\$13,132			\$13,132 ✓
Printed materials: 15,332 handouts x \$0.25 each (MVA)	\$3,833			\$3,833 ✓
1 Dell 2 in 1 Laptop w/monitor & docking station (MVA)	\$1,900			\$1,900 ✓
Desktop printer (MVA)	\$200			\$200 ✓
Indirect Costs				\$0
Using de Minimis Indirect Cost Rate of 10%				\$0
Personal services \$745,190 (MDTC) x 10% = \$74,519				\$0
Using \$35,257 for administrative salaries and overhead <i>AT</i>		\$35,257		\$35,257 ✓
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Operating Section Totals	✓ \$31,280	✓ \$35,257	\$0	\$66,537 ✓
OPERATING SECTION TOTAL				\$66,537 <i>AT</i>

MVA = \$100,000 SG

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

VSPS Budget Summary Report

VW19 Victim/Witness Assistance Program

Solano County

Victim Witness Assistance Program

Subaward #: VW19 38 0480

Performance Period: 10/01/19 - 09/30/20

Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	673,852	0	673,852	0	673,852
L	18VOCA	0	0	0	0	0
S	19VWA0	71,338	0	71,338	0	71,338
Total A. Personal Services - Salaries/Employee Benefits:		745,190	0	745,190	0	745,190

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	31,280	0	31,280	0	31,280
L	18VOCA	35,257	0	35,257	0	35,257
S	19VWA0	0	0	0	0	0
Total B. Operating Expenses:		66,537	0	66,537	0	66,537

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	0	0	0	0	0
L	18VOCA	0	0	0	0	0
S	19VWA0	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	35,257	0	35,257	0	35,257
Total Funded:	776,470	0	776,470	0	776,470
Total Project Cost:	811,727	0	811,727	0	811,727

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

10/28/19

Computer and Automated Systems Purchase Justification

The purpose for purchase of 1 laptop computer is to provide the 1 Mass Victimization Witness Advocate (MVA) mobile access to databases, websites, other resources that will help victims of crime navigate the criminal justice system. This laptop will allow the MVA to access the department's case management system to review information on cases, update victim information, and offer secure and confidential access web based services for clients who do not have access to a computer. On a daily basis, the laptop computer will provide the MVA with access to reports of new cases filed by the District Attorney, so that victims in these cases can be contacted and offered services as soon as possible. Laptop computers are preferable to desktop computers in that the MVA can take the computer with them to the scene of the mass victimization event, court sessions, appointments, and meetings, all of which will further help victims of crime connect with programs and services. ✓

Budget Narrative

The attached budget reflects a request for funding in the amount of \$811,727 of which \$749,175 will be utilized to fund the following Personal Services:

- 3.0 Full Time Equivalent (FTE) Victim Witness Assistants ✓
- 2.0 FTE Limited Term (LT) Victim Witness Assistants ✓
- Two (2) 0.5 FTE, LT Office Assistant II. The grant program seeks to convert 2 Extra Help Office Assistant II in to two (2) 0.5 FTE, Limited Term Office Assistant II
- 1.0 FTE LT Mass Victimization Victim Witness Advocate (new position) ✓

The budget supports the program's objectives and activities of the Solano County District Attorney's Crime Victim Assistance Unit (CVAU) by continuing to employ 3.0 FTE Victim Witness Assistants and 2.0 FTE, LT Victim Witness Assistants who provide all mandatory and many optional services to 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.

The budget also supports the conversion of Extra Help Office Assistants into two (2) 0.5 FTE, LT Office Assistant II who provide much needed administrative support to the CVAU. The Office Assistants will continue to assist the Victim Witness Assistants with contacting victims of misdemeanor Domestic Violence and notifying them of eligibility for Victim Compensation Board (VCB) benefits as well as notification of court dates and decisions on criminal cases per Marsy's Law. The current case load of our Victim Witness Unit allows for advocates to contact victims in felony cases at the time a case is filed, but leaves minimal time to contact victims in misdemeanor cases at the time of filing. To address this delay in contacting victims, the Office Assistants will contact victims of misdemeanor of Domestic Violence and similar crimes, set up appointments with Advocates to meet and complete VCB paperwork, and address any questions and concerns of these victims prior to meeting with an Advocate. The Office Assistants will also continue to help the CVAU with general intake, routing cases to CVAU advocates, management of case files, data entry of cases, and purging old cases.

The budget also supports a new position, a 1.0 FTE LT Mass Victimization Victim Witness Advocate. This advocate will work to develop a victim assistance plan to support and enhance immediate response and recovery efforts in Solano County and the surrounding region. This advocate will also develop crisis response protocols, MOUs within our Crisis Response region, conduct community outreach, and create a timeline to meet all required objectives of the MVA program.

The proposed budget covers approximately 100% of the total salary and benefit expense for each of the 3.0 FTE Victim Witness Assistants, 2.0 Full Time, Limited Term Victim Witness Assistants, two 0.5 Full Time Limited Term Office Assistants, and 1.0 FTE Mass Victimization Victim Witness Assistant. 100% of overhead costs, including overtime, supervision, and management, office space, IT and related office equipment are covered by appropriations from the County's General Fund. The Victim Witness Program Coordinator for the CVAU is funded from the County's General Fund and will be responsible for recruiting and training volunteers, outreach to the community and project partners, staff training and grant reporting. As the grant program will seek a waiver of up to 80% of the required match, salary expense equal to \$35,257 from the Victim Witness Program Coordinator will be used as match. The Victim Witness Program Coordinator will be responsible for ensuring all grant expenditures meet with CalOES guidelines. We do not have any subcontracts.

\$25, 195 of 18 VOCA funds are appropriated for the following Operating Expenses:

- \$4,200 for cell phone monthly expense for 7 victim witness assistants at \$50 per month per victim witness assistant.
- \$3,000 for Mileage reimbursement for victim witness assistant travel at \$0.58 per mile.
- \$5,000 for office supplies such as file folders, paper, pens, and other routine expenses.

- \$12,995 for 51,980 handouts at \$0.25 each for printed materials that detail the California Victims' Bill of Rights as well as local resources for victims of crime.

\$2,100 of 18 VOCA funds are appropriated for the following Equipment:

- \$1,900 for 1 Dell 2 in 1 laptop computer with additional monitor and docking station for the 1.0 FTE Limited Term Mass Victimization Victim Witness Assistant
- \$200 for a local printer for the 1.0 FTE Limited Term Mass Victimization Victim Witness Assistant

Project Narrative

The Solano County District Attorney's Office Crime Victim Assistance Unit is currently made up of nine full time Victim Witness Advocates and two part time Administrative Assistants. Presently, five of the nine advocates are located in the Main Fairfield branch of the Solano County District Attorney's Office, three advocates are located in our Vallejo Branch, and one advocate is located in our Family Justice Center. The Total staff breakdown of the Solano County District Attorney's Office consists of The District Attorney, two Chief Deputies, fifty attorneys, thirty-seven support staff, twenty-three in the Investigations Unit, seven in the Forensics Lab, seven in the Victim Witness Unit, and finally, six located in the Family Justice Center.

Problem Statement

The Crime Victim Assistance Unit (CVAU) within the District Attorney's Office has been running strong with nine full time advocates over the past fiscal year. With nine full time advocates, the CVAU has improved its ability to deliver services, and continues to provide all the mandatory services pursuant to Penal Code Section 13835.

The number of cases taken by our unit has continued to grow year after year. During the 2017/2018 fiscal year we served approximately 2100 new victims. During this current fiscal year, the Solano CVAU served approximately 2200 new victims and we are only about three quarters the way through the year. This increase in victim services comes from the larger unit size and from a change in

our intake process. It is the vision and passion of our District Attorney to provide quality and timely services to all of those affected by violent crime in Solano County. With this growing caseload we are in need of administrative help that spans the whole year. Currently, we have 2 Extra Help Office Assistants who both cap out at 999 hours per fiscal year. This is problematic because our Office assistants run out of hours leaving a roughly 2 month gap with no clerical help. This gap directly affects the Advocates who spend the bulk of their time providing direct victim services to a growing clientele.

The Solano CVAU has also identified another service gap in the ability to serve victims of mass victimization both locally and in surrounding counties. It is a sad reality that mass victimization is becoming more common, and the need for a person to be dedicated to creating policies and coordinating critical response to those incidents is becoming very apparent. The Solano County CVAU is part of the Bay Area Mass Casualty Planning Committee but has not been able to actively participate in events and training because there has not been a dedicated Advocate that could take on that task.

Currently, all county wide emergency services are coordinated through the Solano County Sheriff's Office. Should an incident occur in Solano County, the Solano County CVAU would be ill prepared to aid or assist due to lack of training and formal policies being in place.

CVAU volunteers 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.

Demographics

Vallejo is the largest of Solano County's seven cities, with the City of Fairfield serving as the County Seat. Other cities in the county include Benicia, Dixon, Rio Vista, Suisun City, and Vacaville . Bordered by Napa, Yolo, Sacramento, and Contra Costa Counties, Solano County is geographically dispersed and covers 906 square miles, including 84 square miles of water area and 672 square miles of rural land. Solano County's population is estimated at 431, 131 according to 2014 U.S. Census Data, the population of Solano County is 60.6% White, 24.8% Hispanic, 15% Black, 15.5% Asian, 6.6% multiracial, 1.2% American Indian, and 1.0% Pacific Islander. The median age is 36.9 years (2010). Of Solano County's residents, 29.9% speak a language other than English; of those not born in the United States and living in Solano County , 50.2% are not U.S. Citizens. According to the Bureau of Labor Statistics, unemployment in Solano County was at 5.3% in April 2016.¹ Between 2005 and 2010, there was a reduction of 7.5% in Private Sector Employment and a 4.7% reduction in government employment.

Plan

Currently, the CVAU employs nine full time Victim Witness Advocates. Five of Advocates are funded by the Main Victim Witness Grant. This includes four general Advocates, and one Spanish Speaking Advocate. We also employ a Tagalog speaking Advocate and an additional Spanish speaking advocate under our Underserved Victim Grant. Our County General fund

funds both the Victim Witness Program Coordinator and another General Advocate. All nine advocates are equipped to work with elderly victims and witnesses of crime and have resources available from local area partners. As was stated before, our intake system has changed recently. In the past, our unit would receive referrals through request from Deputy District Attorneys who have reviewed the case and determined that victims could benefit from victim services. It would be problematic because by the time our unit received the case, it could potentially be weeks/months after the crime occurred. In an effort to close that service gap, we have utilized a new intake process wherein a list is automatically populated daily with all new cases that come into the District Attorney's office. This has closed the gap in service to our victims because it significantly shortens the time between when the crime occurs and when the advocate has first contact. This new intake process would not be possible without our Office Assistants who work hard at building and distributing cases as they are populated on the list. As was stated before, because the Office Assistants are extra help, when they run out of hours they cannot be in our employ. This means that there is often a 2-3-month gap where their responsibilities get redistributed to the advocates. This is daunting and hinders the work of the advocates who are trying to provide direct services to victims. Our hope is that the funding from CalOES will give us the ability to convert those Office Assistants from extra

help to a .5 FTE benefitted Office Assistants. This means that they will be able to work year-round, and that service gap will disappear.

We are also hoping that funding from CalOES will also afford us an additional advocate that will focus on mass victimization policies and implementation.

As the incidents of mass victimizations are on the rise, it is becoming apparent that we need someone who can focus, create and implement policies if a critical incident were to occur in Solano or surrounding counties.

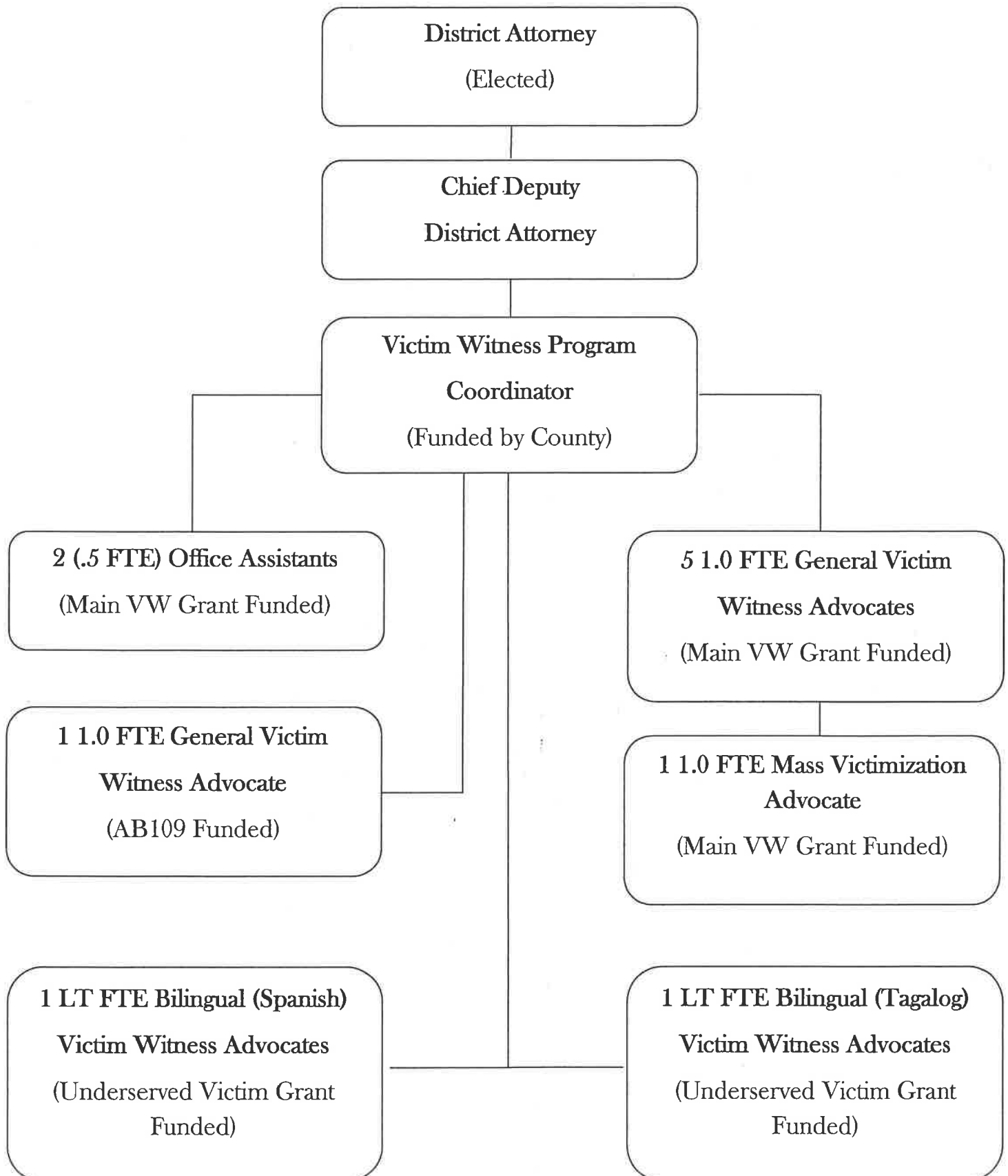
The additional advocate would study existing policies within the county as well as create protocols and partnerships with other Mass Victimization Advocates. They would attend meetings for the Bay Area Mass Casualty Planning Committee, they would become familiar with protocols from other counties and create protocols for Solano. They would lead trainings for key players in Solano County for the implementation of those policies. They would also coordinate requests from other counties to aid in out of county mass casualty events. I also believe that with the community building and networking aspect of this advocate there may be some opportunity to help in finding a steady stream of volunteers for the CVAU. Time permitting, they would also carry additional cases, which would also improve delivery of victim services to the victims of Solano County.

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	10/1/19	to 9/30/20
2. Solano County Sheriff's Office	in progress	10/1/19	to 9/30/20
3. Benicia Police Department	in progress	10/1/19	to 9/30/20
4. Dixon Police Department	in progress	10/1/19	to 9/30/20
5. Suisun City Police Department	in progress	10/1/19	to 9/30/20
6. Vallejo Police Department	in progress	10/1/19	to 9/30/20
7. Fairfield Police Department	in progress	10/1/19	to 9/30/20
8. Vacaville Police Department	in progress	10/1/19	to 9/30/20
9. Solano Advocates for Victims of Violence	in progress	10/1/19	to 9/30/20
10. Courage Center 2	in progress	10/1/19	to 9/30/20
11. Kaiser Permanente	in progress	10/1/19	to 9/30/20
12. NorthBay Medical Center	in progress	10/1/19	to 9/30/20
13. Office of Family Violence Prevention	in progress	10/1/19	to 9/30/20
14.			to
15.			to
16.			to
17.			to
18.			to
19.			to
20.			to

Use additional pages if necessary.

Victim Witness Unit
Organizational Chart



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

Subrecipient <u>County of Solano</u>	Duns# <u>43278352</u>	FIPS# <u>095-00000</u>
Disaster/Program Title: <u>Victim/Witness Assistance Program VW19380480</u>		
Performance Period: <u>10/01/19</u> to <u>09/30/20</u>	Subaward Amount Requested: \$811,727 <u>\$776,470</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: <i>(Authorized Agent)</i> 	Date: <u>8/14/19</u>
Print Name and Title: <u>Krishna A. Abrams, District Attorney</u>	Phone Number: <u>707-784-6800</u>
Cal OES Staff Only: SUBAWARD # <u>VW19 38 0480</u>	

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

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

Cal OES Subrecipients may request up to an 80% partial Match Waiver. Approval is dependent on a compelling justification. To request a partial Match Waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number: 2018-V2-GX-0029
2. Cal OES Subaward Number: VWI9 38 0480
3. Subrecipient's Name: Solano County
4. Grant Subaward Performance Period 10/01/19 through 09/30/20
5. VOCA Victim Assistance Funds Awarded: \$ 705,132
6. Amount of Cash Match Proposed (post-Match Waiver): \$ 35,257
7. Amount of In-kind Match Proposed (post-Match Waiver): \$ 0
8. Total Amount of Match Proposed (sum of #6 and #7): \$ 35,257
9. Briefly summarize the services provided:

The County of Solano Victim Witness Assistance Program provides all mandated services to victims of crime, including crisis intervention, emergency assistance, resource and referral assistance, direct counseling and referrals for therapy, claim assistance, property return, introduction and orientation to the criminal justice system, and court accompaniment.

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

To achieve the balance of the grant match, the VW grant program would need to make use of a local vital record fee. This fee was established to help victims of domestic violence and other violent crime. Currently these fees are budgeted toward salary and benefit expense for social workers assigned to the Solano Family Justice Center. Use of these fees toward the match requirement decreases the ability to use those fees to directly help crime victims with other needs such as food, clothing, and transportation, as well as other emergency services.

11. Describe any local resource constraints to providing match:

We request an 18 VOCA partial match waiver from the current \$176,283 requirement because the source of our 18 Match, the Victim Witness Program Coordinator, has a total general fund salary and benefit cost of \$124,298. A reduction of the 18 VOCA match to 4.762% will benefit crime victims in Solano County.

Approved ☒

Denied ☐

Susan Grace
Unit Chief Name

Susan Grace 10/19/19
Unit Chief Signature / Date