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|-----------|--------|-----|------------|
| Cal OES # | FIPS # | VS# | Subaward # |
|-----------|--------|-----|------------|

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

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

- 1. Subrecipient:** Siskiyou County **1a. UEI#:** MAMFUAZJB618
- 2. Implementing Agency:** Siskiyou County - District Attorney's Office **2a. UEI#:** MAMFUAZJB618
- 3. Implementing Agency Address:** PO Box 986 Yreka 96097-0986
(Street) (City) (Zip+4)
- 4. Location of Project:** Yreka Siskiyou 96097-0986
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** VW - Victim/Witness Assistance Program **6. Performance/Budget Period:** 10/1/2023 **to** 9/30/2024
(Start Date) (End Date)
- 7. Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** _____ %

| Item Number | Grant Year | Fund Source | A. State | B. Federal | C. Total | D. Cash Match | E. In-Kind Match | F. Total Match | G. Total Cost |
|---------------------------|------------|-------------|----------|------------|-----------|---------------|------------------|----------------|---------------|
| 8. | 2022 | VOCA | | \$142,280 | | | | | \$142,280 |
| 9. | 2023 | VOCA | | \$142,287 | | | | | \$142,287 |
| 10. | 2023 | VWA0 | \$21,177 | | | | | | \$21,177 |
| 11. | Select | Select | | | | | | | |
| 12. | Select | Select | | | | | | | |
| Total Project Cost | | | \$21,177 | \$284,567 | \$305,744 | | | | \$305,744 |

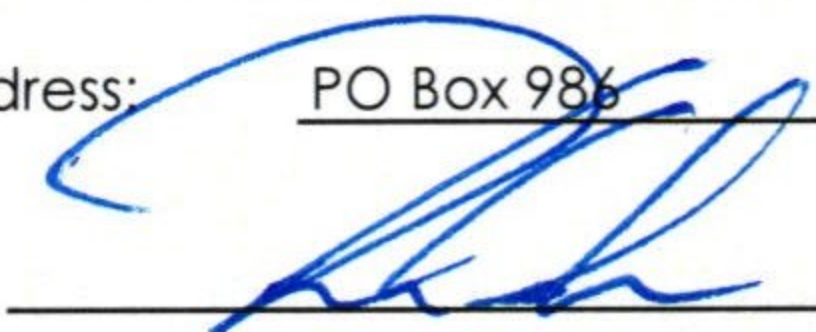
13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: J. Kirk Andrus Title: District Attorney

Payment Mailing Address: PO Box 986 City: Yreka Zip Code+4: 96097-0986

Signature:  Date: 5/1/23

16. Federal Employer ID Number: 946000537

(FOR Cal OES USE ONLY)

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

(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: _____

Subrecipient: Siskiyou County

1. **Grant Subaward Director:**

Name: J. Kirk Andrus Title: District Attorney

Telephone #: (530)842-8125 Email Address: kandrus@siskiyouda.org

Address/City/ Zip Code (9-digit): PO Box 986 -311 4th Street, Room 204, Yreka, CA 96097-0986

2. **Financial Officer:**

Name: Diane Olson Title: Auditor-Controller

Telephone #: (530)842-8060 Email Address: dolson@co.siskiyou.ca.us

Address/City/ Zip Code (9-digit): 311 4th Street, Room 101, Yreka, CA 96097-2947

3. **Programmatic Point of Contact:**

Name: Cynthia Billingsley Title: Victim Services Coordinator

Telephone #: (530)842-8225 Email Address: cbillingsley@siskiyouda.org

Address/City/ Zip Code (9-digit): PO Box 986 - 311 4th Street, Room 204, Yreka, CA 96097-0986

4. **Financial Point of Contact:**

Name: Mary Ann Hall Title: Administrative Services Manager

Telephone #: (530)842-8131 Email Address: mhall@siskiyouda.org

Address/City/ Zip Code (9-digit): PO Box 986 - 311 4th Street, Room 204, Yreka, CA 96097-0986

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

Name: J. Kirk Andrus Title: District Attorney

Telephone #: (530)842-8125 Email Address: kandrus@siskiyouda.org

Address/City/ Zip Code (9-digit): PO Box 986 - 311 4th Street, Room 204, Yreka, CA 96097-0986

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

Name: J. Kirk Andrus Title: District Attorney

Telephone #: (530)842-8125 Email Address: kandrus@siskiyouda.org

Address/City/ Zip Code (9-digit): PO Box 986 - 311 4th Street, Room 204, Yreka, CA 96097-0986

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

Name: Ed Valenzuela Title: Chair of the Board of Supervisors

Telephone #: (530)842-8005 Email Address: evalenzuela@co.siskiyou.ca.us

Address/City/ Zip Code (9-digit): PO Box 750 - 1912 Fairlane Road, Yreka, CA 96097-0750



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Signature Authorization

Grant Subaward #: _____

Subrecipient: Siskiyou County

Implementing Agency: Siskiyou County - District Attorney's Office

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

Grant Subaward Director:

Printed Name: J. Kirk Andrus

Signature: *[Handwritten Signature]*

Date: 5/1/23

Financial Officer:

Printed Name: Diane Olson

Signature: *[Handwritten Signature]*

Date: 5/1/23

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

Signature: *[Handwritten Signature]*

Printed Name: Martha Aker

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: *[Handwritten Signature]*

Printed Name: Bob Cummins

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Certification of Assurance of Compliance

Subrecipient: Siskiyou County

| | Cal OES Program Name | Grant Subaward #: | Grant Subaward Performance Period |
|---|----------------------------------------|-------------------|-----------------------------------|
| 1 | Victim Witness Assistance (VW) Program | | 10/1/2023 - 09/30/2024 |
| 2 | County Victim Services (XC) Program | XC22 05 0470 | 01/1/2023-12/31/2023 |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

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

I. Proof of Authority – SRH 1.055

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

II. Civil Rights Compliance – SRH Section 2.020

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

III. Equal Employment Opportunity – SRH Section 2.025

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



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GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

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

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

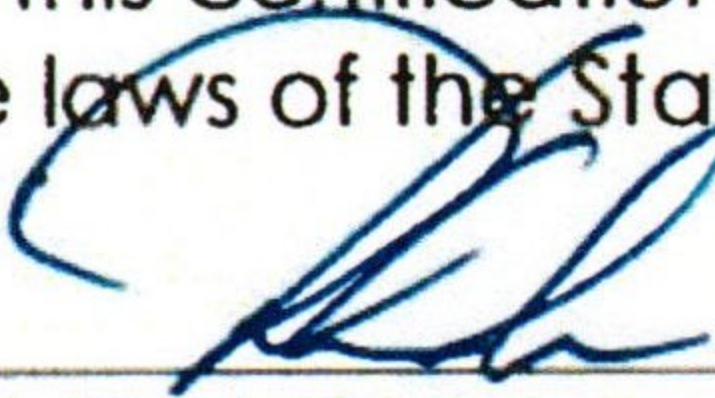
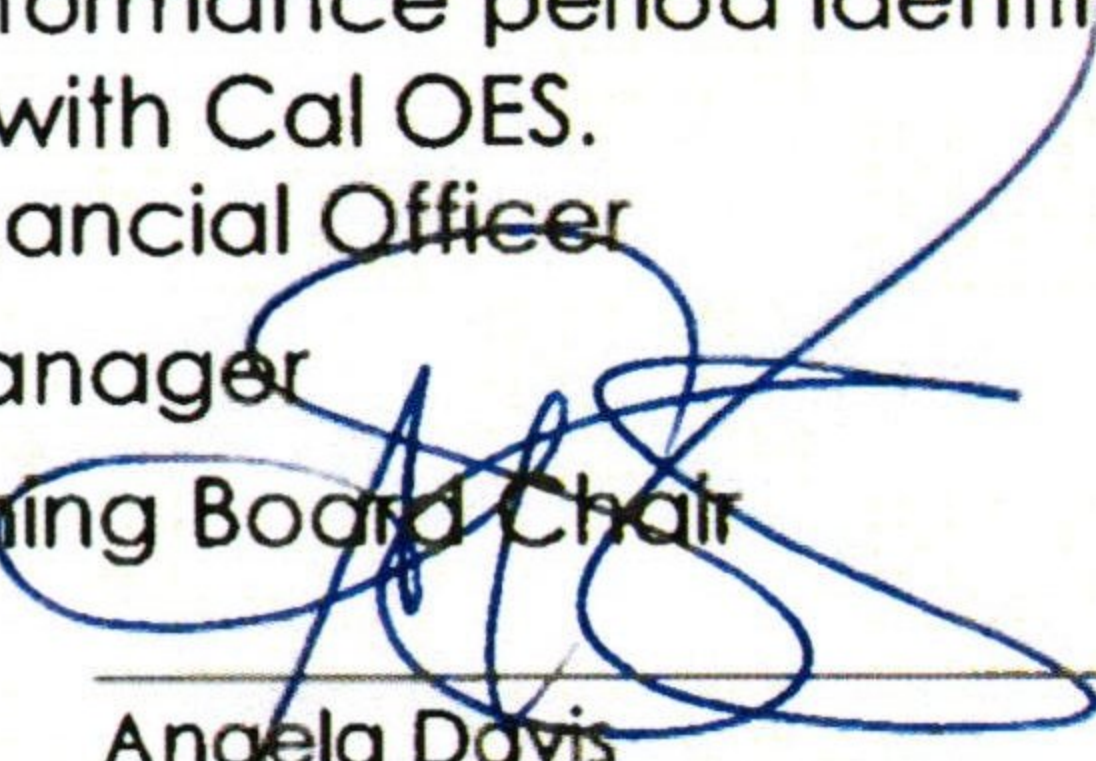
V. California Environmental Quality Act (CEQA) – SRH Section 2.035

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

VI. Lobbying – SRH Sections 2.040 and 4.105

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

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

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 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 affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California. | |
| Official Designee's Signature: |  |
| Official Designee's Typed Name: | J. Kirk Andrus |
| Official Designee's Title: | District Attorney |
| Date Executed: | 5/1/23 |
| AUTHORIZED BY: | |
| I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES. | |
| <input type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input checked="" type="checkbox"/> County Manager |
| <input type="checkbox"/> Governing Board Chair | |
| Signature: |  |
| Typed Name: | Angela Davis |
| Title: | County Administrator |
| Date Executed: | 05/04/2023 |



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

Subrecipient: Siskiyou County

| | Cal OES Program Name | Grant Subaward # | Grant Subaward Performance Period |
|----|----------------------------------------|------------------|-----------------------------------|
| 1. | Victim Witness Assistance (VW) Program | | 10/1/2023 - 09/30/2024 |
| 2. | County Victim Services (XC) Program | XC22 05 0470 | 01/1/2023 - 12/31/2023 |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

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

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

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

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

2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

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

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

3. Applicability of Part 200 Uniform Requirements

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

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

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

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

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

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

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

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

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

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. Determination of Suitability to Interact with Participating Minors

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

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

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

13. Compliance with DOJ Grants Financial Guide

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

14. Encouragement of Policies to Ban Text Messaging while Driving

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

15. Potential Imposition of Additional Requirements

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

16. Employment Eligibility Verification for Hiring under the Grant Subaward

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

- 1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

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

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

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

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

17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

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

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

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

18. All Grant Subawards Must Have Specific Federal Authorization

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

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

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

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

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

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

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

20. Restrictions on "Lobbying"

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

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

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

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

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

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

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

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

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

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

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

24. Discrimination Findings

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


25. VOCA Requirements

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

26. Federal Funding Accounting and Transparency Act (FFATA)

- | | | |
|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Yes | No | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission? |

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CERTIFICATION |
| I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above. |
| Official Designee's Signature:  |
| Official Designee's Typed Name: <u>J. Kirk Andrus</u> |
| Official Designee's Title: <u>District Attorney</u> |
| Date Executed: <u>5/1/23</u> |



Grant Subaward Budget Pages
Multiple Fund Sources

| Subrecipient: Siskiyou County | | Grant Subaward #:VW23 | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|-----------------|------------------------|
| A. Personnel Costs - Line-item description and calculation | 22 VOCA | 23 VOCA | 23 VWA0 | Total Amount Allocated |
| <p>VW Coordinator: $\\$4,829.67/\text{mo} \times .80\text{FTE} \times 12 = \\$46,364.83$ Benefits 64.41% $\\$4,829.67 \times 64.41\% = \\$3,110.79 \times 12 = \\$37,329.48$ OASDI/FICA, PERS, GASB45/75, GASB68, Health</p> | \$30,910 | \$15,455 | | \$46,365 |
| | \$25,060 | \$12,269 | | \$37,329 |
| <p>VW Advocate I $\\$3,775.17/\text{mo} \times .86\text{FTE} \times 12 = \\$38,959.75$ Benefits 89.09% $\\$3,775.17 \times 89.09\% = \\$3,363.30 \times 12 = \\$40,359.60$ OASDI/FICA, PERS, GASB45/75, GASB68, Health</p> | \$29,220 | | \$9,740 | \$38,960 |
| | \$30,270 | | \$10,090 | \$40,360 |
| <p>Mass Victim Advocate $\\$3,555.42/\text{mox}1\text{FTE} \times 12 = \\$42,665.04$ Benefits 107.19% $\\$3,555.42 \times 107.19\% = \\$3,811.05 \times 12 = \\$45,732.60$ OASDI/FICA, PERS, GASB45/75, GASB68, Health</p> | | \$42,665 | | \$42,665 |
| | | \$45,733 | | \$45,733 |
| <p>Extra Help VW Advocate II $\\$25.30 \text{ per hr} \times 65 \text{ hrs mo} \times 12 = \\$19,734.00$ Benefits OASDI/FICA 1.45% of 19,734.00 = \$286.14</p> | \$17,000 | \$1,387 | \$1,347 | \$19,734 |
| | \$186 | \$100 | | \$286 |
| <p>Worker's Compensation $\\$1,438/12 = \\$119.83 = \\$1,438$</p> | \$1,078 | \$360 | | \$1,438 |
| <p>Unemployment Insurance $\\$105/12 = \\$8.75 = \\$105$</p> | \$70 | \$35 | | \$105 |
| Personnel Costs Fund Source Totals | \$133,794 | \$118,004 | \$21,177 | \$272,975 |



Grant Subaward Budget Pages
Multiple Fund Sources

| Subrecipient: Siskiyou County | | Grant Subaward #:VW23 | | |
|------------------------------------------------------------|---------|-----------------------|---------|------------------------|
| A. Personnel Costs - Line-item description and calculation | 22 VOCA | 23 VOCA | 23 VWA0 | Total Amount Allocated |
| PERSONNEL COSTS CATEGORY TOTAL | | | | \$272,975 |



Grant Subaward Budget Pages
Multiple Fund Sources

| Subrecipient: Siskiyou County | | Grant Subaward #:VW23 | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------|---------|------------------------|
| B. Operating Costs - Line-item description and calculation | 22 VOCA | 23 VOCA | 23 VWA0 | Total Amount Allocated |
| <p>Membership CCVAA \$160/12 = \$13.33 a month</p> | \$160 | | | \$160 |
| <p>Office Supplies Paper, envelopes, ink, pens, etc. \$1,478/12= 123.17 a month</p> | \$1,108 | \$370 | | \$1,478 |
| <p>Communications Monthly charge for service of 3 cell phones \$1,800/12= \$150 a month Xerox Maintenance for Copier \$1,500/12=\$125 a month</p> | \$1,350 | \$450 | | \$1,800 |
| <p>Outreach to Crime Victims Brochures, PSAs, NCVRW, Comm. Events \$4,500/12=\$375 a month</p> | \$2,945 | \$1,555 | | \$4,500 |
| <p>Training Advanced Level VW Training for Advocate Airfair 1,200, Mileage 116 mi x .655 =75.98, Lodging 850, Meals 300, Shuttle/Taxi/Parking 100, \$2,595.98/12=210.49 a month</p> | | \$2,596 | | \$2,596 |
| <p>Crisis Training for 1 person, 4 days Airfare 1,200, 116x.655=75.98, Lodging 750, Meals 300, Shuttle/Taxi/Parking 100, Registration 500, \$2,925/12=243.83 a month Not to exceed allowable amounts.</p> | | \$2,925 | | \$2,925 |
| <p>Client/Victim Assistance Victim assist car impound, food, gas, toiletries \$4,500/12= \$375 a month</p> | | \$4,500 | | \$4,500 |
| <p>County Self Insurance/General Liability \$1,708/12=\$142.33 mo.=\$1,708</p> | \$1,423 | \$285 | | \$1,708 |



Grant Subaward Budget Pages
Multiple Fund Sources

| Subrecipient: Siskiyou County | | Grant Subaward #:VW23 | | |
|-----------------------------------------------------------------------------------------------------------------|---------|-----------------------|---------|------------------------|
| B. Operating Costs - Line-item description and calculation | 22 VOCA | 23 VOCA | 23 VWA0 | Total Amount Allocated |
| MVA Funding | | | | |
| Office Supplies | | | | |
| Paper, envelopes, ink, pens, folders, etc. 635/12=\$52.92 a month | | \$635 | | \$635 |
| Communications | | | | |
| Monthly charge for service of 1 cell phone \$600/12= \$50 a month | | \$600 | | \$600 |
| Auto Maintenance | | | | |
| Maintenance for 2020 Ford Escape SUV \$724/12= \$60.33 a month | | \$724 | | \$724 |
| Training | | | | |
| Advanced Level VW Training for MVA | | | | |
| Airfare 1,200, 116x.655=75.98, Lodging 850, Meals 300, Shuttle/Taxi/Parking 100, \$2,525.98/12=\$210.50 a month | | \$2,526 | | \$2,526 |
| Crisis Training for 1 person, 4 days | | | | |
| Airfare 1,200, 116x.655=75.98, Lodging 750, Meals 300, Shuttle/Taxi/Parking 100, \$2,425.98/12=\$202.17 a month | | \$2,426 | | \$2,426 |
| Regional Crisis Response Mtgs. - Mileage | | | | |
| 200 mi x .655 x 4 mtgs = \$524/12= \$43.67 a month Not to exceed allowable amounts. | | \$524 | | \$524 |
| Client/Victim Assistance & Urgent Needs | | | | |
| Victim Asst. Lodging, food, gas, toiletries \$1,667/12=\$132.98 a month | | \$1,667 | | \$1,667 |
| Crisis Response Technology & Supplies | | | | |
| Walkie Talkies 80, Latitude Detachable 2,500. 2,580/12 = \$215 a month | | \$2,500 | | \$2,500 |



Grant Subaward Budget Pages
Multiple Fund Sources

| Subrecipient: Siskiyou County | | Grant Subaward #:VW23 | | |
|------------------------------------------------------------|---------|-----------------------|---------|------------------------|
| B. Operating Costs - Line-item description and calculation | 22 VOCA | 23 VOCA | 23 VWA0 | Total Amount Allocated |
| | | | | |
| Operating Costs Fund Source Totals | \$8,486 | \$24,283 | | \$32,769 |
| OPERATING COSTS CATEGORY TOTAL | | | | \$32,769 |



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

The proposed 2022/2023 grant budget will allow the Siskiyou County Victim Witness Assistance Program to concentrate on direct services to victims and the day-to-day needs of the program. All funds in the proposed budget are designed to support the objectives and activities of this project. Approximately 90% of the \$205,744 VW funding will be allocated to wages and benefits for program staff to provide direct services to victims of crime. Funding will allow for wages and benefits equivalent to an FTE of 2.36. The program Coordinator will be funded at .80 FTE, and two Victim Advocates funded at 1.23 FTE. The coordinator's remaining .20 FTE and one of the advocate's remaining .14 FTE will be dedicated to the County Victim Services (XC) Program grant. Functional timecards will reflect these FTE's and the types of services provided. Due to the low population of the county and economic depression we are requesting a VOCA 22 & VOCA 23 match waiver of 100%.

Operating expenses will be funded at approximately 10% to be used for workshops and trainings, VW Advance Level Advocate and Crisis Response trainings. Additional budgeted items are membership dues for the California Crime Victims Assistance Association, office supplies, communications,



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

maintenance for Xerox copier, client victim assistance, outreach efforts to crime victims and their families and National Crime Victim's Rights Week activities.

At this time, we do not anticipate the need for subcontracts and/or any unusual expenditure during the 2023/2024 grant year, however, should those issues arise, we will do a modification outlining any changes to our grant budget.

Advocate, MVA, and Coordinator Qualifications

The Siskiyou County District Attorney's Victim Witness Assistance Program currently has one Coordinator, one full time Victim/Witness Advocate, one part time Victim/Witness Advocate and an MVA. The Coordinator, Cynthia Billingsley, has worked for Victim Witness in Siskiyou County for 3 years. She worked as a secretary for the district attorney for five years before applying to be a victim advocate. She has gone through the Entry Level Training and anticipates going Advanced Advocate II and Coordinator training when they become available as mandated by Cal OES. Karen Simas, our part time Victim/Witness Advocate has worked for the DA's office for 33 years; she took the position of Victim Witness Advocate in 2008. She has also been trained in the Entry Level and Advanced Advocate II training. Maria Branigin, our full time



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

Victim/Witness Advocate, worked for Siskiyou Domestic Violence and Crisis Center as an advocate for 8 years before accepting a position as a Victim/Witness Advocate at the DA's office in December 2021. Maria attended Entry Level Advocate Training in September 2022. She has also completed the VAT Online training for victim advocates and NOVA's Crisis Response Training I. Dawn Wilson, our MVA, was hired in March 2023. She plans to attend Entry Level Training in August 2023 and will attend Advanced Advocate II training and Crisis Response trainings when they become available. Dawn is working to complete the VAT Online training for victim advocates. Throughout the several years of employment with our local Victim Witness office the Coordinator and Advocates have attended and participated in numerous trainings and webinars regarding victim issues and advocacy for victims of crime and their families.

Mass Victimization Advocate Funding Narrative

The proposed 2023/2024 MVA grant funding of \$100,000 will be dedicated to developing and maintaining a plan to support and enhance immediate response and recovery efforts and establish readiness in response to mass victimization/terrorism incidents. Approximately 88% of the MVA funding will be



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

allocated to wages and benefits for the MVA position. Functional timecards will reflect these FTE's and the types of services provided.

Operating expenses will be funded at approximately 12% to establish resources needed to continue developing and put in place a crisis response plan for mass victimization for Siskiyou County. The Operating budget includes office supplies, communication needs, and auto maintenance. The crisis response technology supplies and generator will be for all staff in the Victim Witness Assistance Program grant who will also respond as a county team to any mass victimization incident. Mileage is budgeted for the MVA to attend Regional Crisis Response quarterly meetings. Advance-Level Victim Witness Advocate training and Crisis Response training expenses are budgeted for the MVA position.

There are no Equipment expenses budgeted at this time.

At this time, we do not anticipate the need for subcontracts and/or any unusual expenditure during the 2022/2023 grant year, however, should those issues arise, we will do a modification outlining any changes to our grant budget.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

The following services are provided to all crime victims and their family members pursuant to the California Penal Code section 13835 as part of our comprehensive Victim Witness Assistance Program. Crisis Intervention, emergency assistance, resource and referral assistance, referrals to direct counseling/therapy, assistance with California Victim Compensation Program claims, property return, orientation to the criminal justice system, court escort, presentations and training for criminal justice agencies, public presentations, and publicity, advise of case status and disposition. When requested notification of family/friends, inform employer and employer intervention, and assist in obtaining restitution. Optional services will be provided as needed and/or available.

To provide these services we will make initial contact with victims via telephone text, email, mail correspondence and/or personal contact as soon after the crime as possible and/or when we receive a referral. Whenever needed and as feasible we will try to conduct field visits to those victims who are unable to meet with us in our office.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

We have Operational Agreements between Siskiyou Domestic Violence and Crisis Center and the Siskiyou County Human Services Department. We work together with these agencies to provide concentrated advocacy services for domestic violence, sexual assault, and child crime victims.

The Victim Services Program will continue to maintain good working relationships with law enforcement agencies and other agencies throughout Siskiyou County.

We will maintain and participate as a member of various organizations to network with other agencies to better serve victims and their families.

Presentations will be offered to agencies, organizations, and at community meetings on the importance of services our program has to offer to all victims of crime.

We will take advantage of the latest trainings and webinars to better our education and skills regarding issues revolving around crime victims and assistance that we can provide for them. Our program will budget for untrained Advocates to attend Victim Advocate and Crisis Response training.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

Mass Victimization Advocate – MVA

With MVA funding Siskiyou County will continue the development of our plan to support and enhance immediate response and recovery efforts and establish readiness in response to mass victimization/terrorism incidents.

The funding will support an MVA (Mass Victimization Advocate) at one full time equivalent. This position will remain dedicated to furthering the objectives of developing a crisis response plan to mass victimization for Siskiyou County.

When the MVA is not working on the crisis response job duties, plans and protocol they will be available to carry a modified caseload to assist victims and their family members with services needed to assist them through the criminal justice system process. The MVA will provide direct services to victims of crime and their family members pursuant to California Penal Code 13835.5 and Penal Code 679-680.

The MVA has attended and completed the CCVAA 40-hour Entry Level Advocate training. In addition, the MVA will attend CCVAA Crisis Response Advocate training. As the MVA becomes trained and established additional trainings will be attended to better advance their skills in dealing with crisis and mass victimization incidents.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

The goal is to continue to develop a comprehensive crisis response and mass victimization assistance plan aimed at identifying and responding to victim immediate needs and provide immediate services in the aftermath of a crime-related mass victimization or terrorism incident. The MVA will create crisis response protocols. Implement mutual aid Memorandums of Understanding with VW Centers in neighboring counties within the CCVAA identified Crisis Response training region and attend regional crisis response meeting as scheduled quarterly. Additionally, the MVA virtually attends CCVAA Crisis Response Advocate trainings and MVA Roundtable meetings. The MVA will conduct outreach and participate in community meetings with law enforcement, emergency management, medical services-public health. Establish MOUs with allied service providers including governmental and non-profit agencies and local Emergency Operation Centers.

MVA funding will be utilized to provide go-bags with supplies, equipment and needed technology and other resources needed for deployment.

Finally, with all the above in place the MVA will be able to create a crisis response plan and protocol to support and enhance immediate response and



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: Siskiyou County

recovery efforts and establish readiness in response to mass victimization incidents.

Volunteers

Our program utilizes one volunteer. She is a senior citizen and faithfully comes to the office once a week. She has been our volunteer since September of 2008. Her time is documented on a timecard like an employee timecard. Background checks are done, and a county volunteer packet is submitted to our personnel department. Some of her duties include but are not limited to printing, folding, and distributing crime prevention information and brochures about our program. She sorts old, dated material, shredding old reports, etc.

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

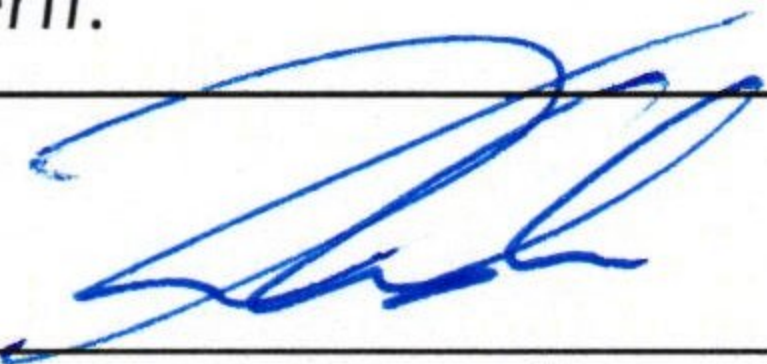
| | | | |
|------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Subrecipient: Siskiyou County | | UEI # MAMFUAZJB818 | FIPS #: 093-00000 |
| Grant Disaster/Program Title: Victim Witness Assistance Program | | | |
| Performance Period: 10/01/23 | | to 09/30/24 | Subaward Amount Requested: \$ 305,744 |
| Type of Non-Federal Entity (Check Applicable Box) | | <input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe | |

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

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

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

| Assessment Factors | Response |
|-----------------------------------------------------------------------------------------------------|---------------|
| 1. How many years of experience does your current grant manager have managing grants? | <3 year |
| 2. How many years of experience does your current bookkeeper/accounting staff have managing grants? | 3-5 year |
| 3. How many grants does your organization currently receive? | 1-3 grant |
| 4. What is the approximate total dollar amount of all grants your organization receives? | \$ 20,907,402 |
| 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? | Sometim |
| 12. How many years do you maintain receipts, deposits, cancelled checks, invoices? | >5 year |
| 13. Do you have procedures to monitor grant funds passed through to other entities? | Yes |

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i> | |
| Signature: (Authorized Agent)  | Date: 5/4/23 |
| Print Name and Title: J. Kirk Andrus, District Attorney | Phone Number: (530)842-8125 |
| Cal OES Staff Only: SUBAWARD # | |



Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: Siskiyou County

1. County or Counties Served:
Siskiyou

County where principal office is located: Siskiyou

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

U.S. Congressional District where principal office is located: District 2

3. State Assembly District(s) Served:
District 2

State Assembly District where principal office is located: District 2

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

State Senate District where principal office is located: District 4

5. Population of Service Area: 44,118

2023/24 SISKIYOU COUNTY DISTRICT ATTORNEY ORGANIZATIONAL CHART

SISKIYOU COUNTY DISTRICT ATTORNEY

J. Kirk Andrus

ASSISTANT DISTRICT ATTORNEY

Martha Aker

ADMIN SERVICES MANAGER

Mary Ann Hall

BUREAU OF INVESTIGATIONS

CHIEF DA INVESTIGATOR

Yves Pike

SUPERVISING DA INVESTIGATOR

Doug Dahmen

DA INVESTIGATORS

James Clair (Various funding sources)

Jesus Fernandez (Various funding sources)

DA INVESTIGATIVE TECHNICIAN

Crystal Thomas

CHIEF DEPUTY DA

John Quinn

DEPUTY DAs

Melissa Whetstine, DDA IV
Theodore Balboni, DDA III
Tamara Bartlett, DDA III
Stephanie Lewis, DDA II
Vacant, DDA I/II/III/IV

VICTIM WITNESS ADMINISTRATOR

Cynthia Billingsley

(Victim Witness Grant Funded)

VICTIM WITNESS ADVOCATE

Maria Branigin

VICTIM WITNESS ADVOCATE - MVA

Dawn Wilson

EXTRA HELP VICTIM WITNESS ADVOCATE

Karen Simas

EXTRA HELP ADMIN SUPPORT ASST

Glory Walker

(All positions Victim Witness Grant Funded)

LEGAL OFFICE COORDINATOR

Rachel Panks

SENIOR LEGAL SECRETARY

Brittany Mangrum
Siobhan Murray
Shawnacy Torricellas
Vacant

Revised: 4/4/23



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

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

- 1. Cal OES Grant Subaward Number: VW23 31 0470
- 2. Subrecipient's Name: Siskiyou County
- 3. Grant Subaward Performance Period 10/01/2023 through 09/30/2024
- 4. VOCA Fund Source #1: 22VOCA

VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 142,280

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

- 5. VOCA Fund Source #2 (if applicable): 23VOCA

VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 142,287

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

- 6. Briefly summarize the services provided:

The Victim Witness Assistance Program provides direct services to victims of violent crimes. Advocates assist victims by providing support and guidance through the criminal justice process. This includes education on their rights pertaining to Marsy's Law, Cal VCB and Appeals. This program also has a crisis response component that provides assistance during a mass victimization occurrence.

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

Our county's population is less than 45,000. Our county is already economically depressed with very limited resources making it difficult if not impossible to find sources of either cas match or in-kind match. We are respectfully requesting a 100% match waiver for the Victim Witness Assistance Program grant.

Approved

Susan Grace

Susan Grace Digitally signed by Susan Grace
Date: 2023.04.11 14:43:24 -07'00'

4/11/2023

Denied

Unit Chief Name

Unit Chief Signature

Date



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Operational Agreement Summary

Grant Subaward #: _____

Subrecipient: Siskiyou County

| Participating Agency/Organization/Individual | Date Signed | Time Frame of OA |
|---------------------------------------------------------------|-------------|----------------------|
| 1. Siskiyou Domestic Violence & Crisis Center | 04/12/2022 | 10/01/22 to 09/30/27 |
| 2. Siskiyou County Human Services - Child Protective Services | 05/05/2022 | 10/01/22 to 09/30/27 |
| 3. _____ | | _____ to _____ |
| 4. _____ | | _____ to _____ |
| 5. _____ | | _____ to _____ |
| 6. _____ | | _____ to _____ |
| 7. _____ | | _____ to _____ |
| 8. _____ | | _____ to _____ |
| 9. _____ | | _____ to _____ |
| 10. _____ | | _____ to _____ |
| 11. _____ | | _____ to _____ |
| 12. _____ | | _____ to _____ |
| 13. _____ | | _____ to _____ |
| 14. _____ | | _____ to _____ |
| 15. _____ | | _____ to _____ |
| 16. _____ | | _____ to _____ |
| 17. _____ | | _____ to _____ |
| 18. _____ | | _____ to _____ |
| 19. _____ | | _____ to _____ |
| 20. _____ | | _____ to _____ |