

**RESOLUTION NO. 23- 8829**

**AUTHORIZING THE SHERIFF'S APPLICATION, RECEIPT AND DISBURSEMENT OF GRANT FUNDS IN THE AMOUNT OF \$283,090 FROM THE OFFICE OF EMERGENCY SERVICES FOR FUNDING THE VICTIM WITNESS PROGRAM FOR THE GRANT PERIOD 10/01/2023 TO 09/30/2024**

**WHEREAS**, the California Governor's Office of Emergency Services ("Cal OES") has offered a grant to the Plumas County Sheriff's Office ("PCSO") to fund the Victim/Witness Assistance Program through the grant award agreement VW 23 31 0320; and,

**WHEREAS**, the terms and conditions of the Cal OES grant award require authority from the Board of Supervisors to enter into the grant agreement; and,

**WHEREAS**, the Plumas County purchasing policy requires approval from the Board of Supervisors to enter into a grant agreement for the amount of \$283,090; and,

**WHEREAS**, the Sheriff is requesting authority to enter into an agreement with Cal OES to receive grant funds for funding the Victim/Witness Program; and

**WHEREAS**, the Sheriff is requesting authority to act as the Official Designee on behalf of Plumas County and requesting, as Official Designee, the authority to enter into VW 23 31 0320 Subaward Amendments with Cal OES;

**NOW, THEREFORE, BE IT RESOLVED** that the Sheriff of the County of Plumas is authorized to act as Official Designee, has the authority to enter into an agreement with Cal OES for the receipt of grant funds in the amount of \$283,090; and, as Official Designee, has authority to enter into VW 23 31 0320 Subaward Amendments with Cal OES; and,

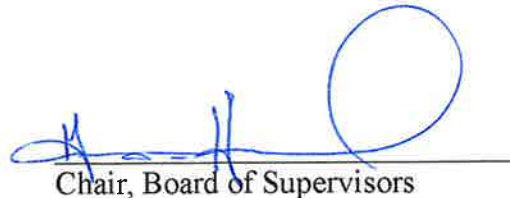
**BE IT FURTHER RESOLVED** that this grant will be spent on funding for the Victim/Witness Program during the 10/01/2023 to 09/30/2024 grant period.

I hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Supervisors of Plumas County in a meeting thereof held on the 1st day of August, 2023 by the following:

Ayes: Supervisor Hagwood; Supervisor Goss; Supervisor McGowan; Supervisor Engel;  
Supervisor Ceresola

Noes:


Absent:

  
Chair, Board of Supervisors

ATTEST:

  
D. Clerk of the Board of Supervisors

Approved as to form:

  
Joshua Brechtel  
Deputy County Counsel

# 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: PLUMAS COUNTY 1a. UEI#: YXZZPLBCRFY6

2. Implementing Agency: PLUMAS COUNTY SHERIFF'S OFFICE 2a. UEI#: YXZZPLBCRFY6

3. Implementing Agency Address: 1400 E MAIN STREET QUINCY 95971-9402  
(Street) (City) (Zip+4)

4. Location of Project: QUINCY PLUMAS 95971-9402  
(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		\$132,120					\$132,120
9.	2023	VOCA		\$132,125					\$132,125
10.	2023	VWA0	\$18,845						\$18,845
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	<b>\$18,845</b>	<b>\$264,245</b>	<b>\$283,090</b>				<b>\$283,090</b>

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: TODD JOHNS

Title: SHERIFF/CORONER

Payment Mailing Address: 1400 E MAIN STREET

City: QUINCY Zip Code+4: 95971-9402

Signature: 

Date: 6/20/23

16. Federal Employer ID Number: 946000528

(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 #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

1. **Grant Subaward Director:**

Name: TODD JOHNS Title: SHERIFF/CORONER

Telephone #: (530)283-6389 Email Address: tjohns@pcso.net

Address/City/ Zip Code (9-digit): 1400 E MAIN STREET, QUINCY CA 95971-9402

2. **Financial Officer:**

Name: RONI TOWERY Title: PL CO SHERIFF FISCAL OFFICER

Telephone #: (530)283-6396 Email Address: ronitowery@countyofplumas.com

Address/City/ Zip Code (9-digit): 1400 E MAIN STREET, QUINCY CA 95971-9402

3. **Programmatic Point of Contact:**

Name: KORI BOUMA Title: PROGRAM DIRECTOR

Telephone #: (530)283-6071 Email Address: kbouma@pcso.net

Address/City/ Zip Code (9-digit): 1400 E MAIN STREET, QUINCY CA 95971-9402

4. **Financial Point of Contact:**

Name: RONI TOWERY Title: PL CO SHERIFF FISCAL OFFICER

Telephone #: (530)283-6396 Email Address: ronitowery@countyofplumas.com

Address/City/ Zip Code (9-digit): 1400 E MAIN STREET, QUINCY CA 95971-9402

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: TODD JOHNS Title: SHERIFF/CORONER

Telephone #: (530)283-6389 Email Address: tjohns@pcso.net

Address/City/ Zip Code (9-digit): 1400 E MAIN STREET, QUINCY CA 95971-9402

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

Name: TODD JOHNS Title: SHERIFF/CORONER

Telephone #: (530)283-6389 Email Address: tjohns@pcso.net

Address/City/ Zip Code (9-digit): 1400 E MAIN STREET, QUINCY CA 95971-9402

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

Name: DWIGHT CERESOLA Title: CHAIR/PL CO BOARD OF SUPERVISORS

Telephone #: (530)283-6170 Email Address: pcbs@countyofplumas.com

Address/City/ Zip Code (9-digit): 520 MAIN STREET RM 309, QUINCY CA 95971-9402



## Grant Subaward Signature Authorization

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

Implementing Agency: PLUMAS COUNTY SHERIFF'S OFFICE

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

### Grant Subaward Director:

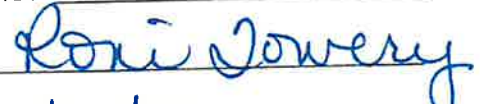
Printed Name: TODD JOHNS

Signature: 

Date: 6/20/23

### Financial Officer:

Printed Name: RONI TOWERY

Signature: 

Date: 6/20/23

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

Signature: 

Printed Name: KORI BOUMA

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Signature: 

Printed Name: TOM KLUNDBY

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_





## Grant Subaward Certification of Assurance of Compliance

Subrecipient: COUNTY OF PLUMAS

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	PLUMAS COUNTY VICTIM WITNESS ASSISTANCE PROGRAM	VW23 31 0320	10/1/23-9/30/24
2			
3			
4			
5			
6			

I, TODD JOHNS (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.



**Cal OES**  
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: TODD JOHNS

Official Designee's Title: SHERIFF/CORONER

Date Executed: 6/20/23

**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.

☐ City Financial Officer

☐ County Financial Officer

☐ City Manager

☐ County Manager

☒ Governing Board Chair

Signature: \_\_\_\_\_

Typed Name: DWIGHT CERESOLA GREG HAGWOOD

Title: PLUMAS COUNTY BOARD OF SUPERVISORS, CHAIR

Date Executed: 8/1/2023



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient:			Grant Subaward #:VW23			
A. Personnel Costs - Line-item description and calculation	22 VOCA	20 VOCA Match	23 VOCA	22 VOCA Match	23 VWA0	Total Amount Allocated
<b>VW DIRECTOR SALARY</b>						
\$1,445.38 bi-weekly x 26 pay periods = \$57,545.28	\$18,790		\$18,790			\$37,580
<b>MVA portion of VW Director Salary</b>	\$2,442		\$2,442			\$4,884
<b>OVERTIME/ON CALL</b>	\$14,624		\$14,624			\$29,248
2 Staff members on-call pay is paid at 2 hrs per weekday 3 hrs per weekend/holiday						
\$1358.97 PER PAY PERIOD X 26 = \$35,333.33 scene etc for victims to assist with shelter, transportation, interviews etc. The remainder of overtime is to cover hours due to late court for homicide cases and call outs longer than 2 hrs						
<b>MVA VW ADVOCATE</b>	\$22,277		\$22,276			\$44,553
1,713.57 bi-weekly x 26 pay periods = \$31,967.26 Provide assistance with Restraining Orders, transportation, escort and support for Court, Interviews with DA and LE						
<b>PERS</b>	\$9,101				\$4,100	\$13,201
\$507.73 bi-weekly x 26 pay periods = \$13,201						
<b>7.65% FICA &amp; MEDICARE OASDI</b>	\$4,641		\$4,641			\$9,282
80409.87 x 7.65% = \$9550.71						
<b>HEALTH INSURANCE</b>					\$12,291	\$12,291
\$668.45 bi-weekly x 2 x 26 pay periods = \$17,379.60						
<b>CELL PHONE ALLOWANCE \$40.00 bi-weekly x 24 pay periods x 2=\$1920.00</b>	\$960		\$480			\$1,440
<b>OPEB LIABILITY (YEARLY)</b>	\$666		\$667			\$1,333
<b>UNEMPLOYMENT INSURANCE (YEARLY)</b>	\$146		\$145			\$291
<b>WORKERS COMP INSURANCE (YEARLY)</b>	\$364		\$365			\$729
<b>LIABILITY SELF FUND INSURANCE (YEARLY)</b>	\$141		\$141			\$282
<b>EXTRA HELP HIRE SALARY X 2 MVA EMPLOYEES</b>						
\$1116 bi-weekly x 26 pay periods = \$29,016	\$14,508		\$14,508			\$29,016
<b>7.65% FICA</b>						
\$29,016 x 7.65% = \$2,220	\$1,110		\$1,110			\$2,220
<b>Personnel Costs Fund Source Totals</b>	\$89,770		\$80,189		\$16,391	\$186,350
<b>PERSONNEL COSTS CATEGORY TOTAL</b>						\$186,350



Subrecipient:			Grant Subaward #:VW23			
B. Operating Costs - Line-item description and calculation	22 VOCA	20 VOCA Match	23 VOCA	22 VOCA Match	23 VWA0	Total Amount Allocated
<b>OFFICE SUPPLIES</b> Pens, paper, Printer toner, ink cartridges \$1,554.75 x 12=\$18,657	\$1,867		\$7,706		\$2,454	\$12,027
<b>COPIER MAINTANENCE</b> 12 X \$180.00	\$1,080		\$1,080			\$2,160
<b>COMMUNICATIONS</b> Land line Phones \$196 per month x 12 = \$2,352	\$1,176		\$1,176			\$2,352
<b>VEHICLE MAINTANENCE</b> Oil Change 8 @ \$58 = \$464 Expedition & Subaru Summer and Winter tires \$4,000 Repairs 735 x 12 mo. = \$8,825 estimated	\$466		\$7,219			\$7,685
<b>LOCAL TRAVEL Fuel for vehicles</b> 3000 gal @6.00/gal 17 mpg x 48,000 MILES 3000 gal x \$/gal = \$18000	\$6,000		\$12,000			\$18,000
Additional misc fuel for out of county transports			\$2,000			\$2,000
<b>EMERGENCY CLIENT COSTS</b> Food, Clothing, Shelter, etc. 60 Client x \$678= \$40,680 MVA Portion \$20,340 VW Portion \$20,340	\$24,508		\$16,155			\$40,663
<b>ASSOCIATION DUES (Yearly) CCVAA</b>	\$125					\$125
<b>OFFICE FURNITURE</b> Desks Chairs File Cabinets etc	\$928		\$1,600			\$2,528
<b>COMPUTERS AND PRINTERS X 4</b>	\$2,000		\$2,000			\$4,000
<b>POSTAGE 166.66/mo x 12 mo = \$2,000</b>	\$2,000					\$2,000
<b>DATA COLLECTION \$25/mox12mo=\$300</b>	\$1,200					\$1,200
<b>PRE PAID CELL PHONES FOR DV CLIENTS</b> \$100 ea x 30	\$1,000		\$1,000			\$2,000
<b>Operating Costs Fund Source Totals</b>	\$42,350		\$51,936		\$2,454	\$96,740
<b>OPERATING COSTS CATEGORY TOTAL</b>						\$96,740





## Grant Subaward Budget Pages

### Multiple Fund Sources

[illegible]

<b>Grant Subaward Totals</b> - Totals must match the Grant Subaward Face Sheet	<b>22 VOCA</b>	<b>22 VOCA Match</b>	<b>23 VOCA</b>	<b>23 VOCA Match</b>	<b>23 VWA0</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	\$132,120		\$132,125		\$18,845	\$283,090



## Grant Subaward Budget Narrative

Grant Subaward #: VW 23 31 0320

Subrecipient: PLUMAS COUNTY

### Budget Narrative

Grant funds will be used to provide salaries in the amount of **\$186,340**.

Project staff includes one full-time VW/MVA Director/Coordinator (\$37,580 VW, \$4,884 MVA)), one full-time MVA Advocate (\$44,553), Employee benefits covered by the Victim/Witness Grant include, Health Insurance benefit of (\$12,291) *per year*, PERS Retirement 18.9% (\$13,201), FICA/Medicare 7.65% (\$9,282), Workers' Compensation (729), Unemployment Insurance (\$291), Overtime/On-Call (\$29,248), (Victim Witness staff is notified immediately 24 hours a day/7 days a week of a Victim/Witness of violent crime by the Sheriff's Dispatcher, Deputies, Hospital Staff or the local Crisis Center. Staff then makes contact with the Victim/Witness by phone when possible or responds to the crime scene or location of the Victim/Witness with Law Enforcement. Staff will then arrange shelter and take care of the Victim/Witness's immediate needs including transportation for the Victim/Witness after hours, and accompany victims to forensic interviews and exams in sexual assault cases, transport victims to shelter at the Local Domestic Violence facility or a motel if necessary) Liability Insurance (\$282), OPEB Liability (\$1,333), Cell phone allowance paid to employee (\$1,440).

Two part-time Extra Help MVA Advocate Positions (\$29,016), FICA/Medicare 7.65% (\$2,220).

The Victim/Witness Director/Coordinator is responsible for overseeing the day to day operation of the program, as well as managing project activities including statistical and program reporting and other office tasks including inter-agency coordination, annual grant writing responsibilities, budget preparation, expenditure and report writing. Extra help Office Staff/Advocates are responsible for covering the offices, answering phones and covering court as needed.

The total **Personal Services** costs to the grant are **\$186,350**.

The total **Operating Expense** provided by grant funds is **\$96,740**. Operating Expenses include general office supplies of (\$12,027), Copier Maintenance of (\$2,160), Communications of (\$2,352), Council Dues (\$125), Office Furniture (\$2,528), Computers and printers (\$4,000), Vehicle Maintenance of (\$7,685), Postage (\$2,000), Data Collection Service (\$1200), Emergency



## Grant Subaward Budget Narrative

Grant Subaward #: VW 23 31 0320

Subrecipient: PLUMAS COUNTY

Pre-Paid Cell Phones for DV Clients (\$2,000), and Emergency Client costs (\$40,663). Travel budget includes, Local Travel costs for transporting clients, site visits, etc. (\$20,000). The County Travel Policy is used.

Office supplies include the purchase of items such as pens, pencils, postage and copy expenses. The Program audit is covered by the County of Plumas.

Fuel costs are associated to field visits when meeting with clients away from the office and for responding after hours. A large percentage of clients do not have transportation and most often clients will be in a shelter or at the hospital during the initial contact. The Sheriff's Office has provided vehicles to the Project staff. Project funds are used to maintain these vehicles and pay for fuel.

The Project does not sub-contract services with Cal OES funds. The Project does not anticipate any out of state travel or the purchase of equipment, computers during this fiscal year.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

### Problem Statement:

Plumas County, while being geographically sizeable, is sparsely populated with only 19,005 people in a county the size of Delaware. Over 65 percent of the land is National Forest and there are four widely dispersed towns and a number of small hamlets. The leading economic activities are based on forest products, mining, ranching, tourism and government agencies. Employment fluctuates substantially as winter weather impedes most local industry and tourism drops off. The average income in Plumas County is below the State average and there is a significant retirement community. Plumas County includes minority groups of Hispanic (5%) and Native American (1.5%) populations. The Project works with local organizations that provide services to these populations and coordinates efforts to bring awareness of the services provided by the Project. Some agencies include the Tribal Council, the Greenville Rancheria Tribal Health program, the Roundhouse Council, Hispanic Service agencies in Chico California, Reno Nevada and Chico Legal Services. The Project currently refers clients to the above agencies and will increase coordination with these agencies with the goal of expanding accessibility and awareness of these programs as well as increasing the awareness of the Project. The Project meets all mandatory service requirements and continually researches ways to improve services to victims. Additional outreach is provided for the Hispanic and Native American communities.





## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

The Project is in its thirty First year. Since the Program became part of the Sheriff's Office in 2012, Project staff has been able to better meet the needs of the Victims due to the increase in communication and collaboration between Project staff and Sheriff's Office personnel

### **Plan and Capabilities:**

The Project coordinates efforts with organizations that already provide many services to various populations. The Project will seek out other agencies that provide services and will expand the list of resources whenever they become available. The Project has established operational agreements with such agencies that provide comprehensive services to clients of all types, particularly Plumas crisis intervention and Resource Center, Plumas Rural Services-Domestic Violence Services and other Plumas Rural Services program such as Child Care, Family Focus Network, Alcohol and Drug Services and Child Abuse Treatment Services. Operating under the directive of the Sheriff has increased awareness of the Project and Advocates' roles of assisting victims and providing support. The project has a twenty-four hour response policy. Personal Services costs continue to increase as the Grant and local funding declines; this has made it necessary to cut staffing. The project relocated to the Sheriff's Office and also has a drop-in office in three Sheriff's Office Substations and at the Courthouse.

### **Positions:**

Victim/Witness services have been provided in Plumas County since July 1991.



## **Grant Subaward Programmatic Narrative**

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

Originally a free-standing agency coordinated with the Butte County Regional Victim/Witness Assistance Program, The Plumas County Victim/Witness Program is a county project funded through Cal OES with federal and state grant money. The Victim Witness Director is responsible for overseeing the day-to-day operation of the program as well as maintaining a client caseload, statistics, annual grant writing responsibilities, budget preparation, expenditure and report writing and other office tasks including interagency coordination. Victim Witness Advocates provide crisis intervention, emergency assistance, resource and referral counseling and follow-up counseling for victims and witnesses of crimes and Domestic Violence situations in accordance with the Victim/Witness Program in the Sheriff's Office. Victim Witness advocates are able to respond on a 24 hour on-call basis. Victim Witness Director is trained in victim advocacy, crisis intervention and emergency response techniques. She receives on-the-job training in criminal justice procedures, state laws, agency cooperation, counseling and interview techniques through contact with the Sheriff, Deputies, Investigators, Court and local service providers. Project staff has completed the Cal OES mandatory advocate trainings, Director/Coordinator training as well as other required training. Project staff provides all direct services as well as assisting with presentations and volunteer training. The Project provides assistance to all crime victims and witnesses in the service area.

The Project currently consists of the Project Director, one Advocate and volunteer staff.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

### **Plumas County Geography and Demographics:**

Located approximately 150 miles north of Sacramento up the Feather River Canyon on Highway 70, Plumas County is a rural mountain county bordered by Lassen County to the north, Butte and Tehama Counties to the west, Sierra County to the south and the State of Nevada to the east. Plumas County has four distinct seasons, with winter months sometimes bringing as much as four feet of snow in the lower elevations to ten feet of snow in the higher elevations with summer temperatures reaching into the 90's to 100's.

Major communities are Quincy (the County seat), Chester, Greenville and Portola (the only incorporated city). Rugged mountain roads link these communities. Severe winter storms, floods and road closures can make travel difficult. Public transportation is limited to one bus service between local towns and within Quincy. There is no public transportation outside of the area except through Plumas Senior Transportation, which travels to Reno and Chico once a week. Senior citizens can use this service for a very low cost. Others can use this service at a higher cost if there is availability. This makes it very difficult for families to access services outside Plumas County.

Portola is the only incorporated city in Plumas County with a population of approximately 2,150. The remaining unincorporated area of Plumas County, including the county seat of Quincy, is home to the rest of the 19,005 residents. The Plumas County Sheriff's Office provides all general law enforcement services throughout the



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

county, with the California Highway Patrol (headquarters in Quincy) servicing the state highways. The Superior Court (two Judges) is located in Quincy.

Plumas County is characterized as a poor county. One fifth of the children live in poverty; 16% live in extreme poverty. Median household income is below the state median. Plumas has the state's third highest rate of female-headed households living in poverty.

Although Plumas County's natural environment sometimes makes travel difficult, services by all county agencies are provided year-round to all population areas. Program Staff are prepared to provide all services either in the central office or the Sheriff's Office in Quincy or on an as needed outreach basis to Chester, Greenville and Portola. When necessary, Program Staff will meet clients at the local hospitals, Sheriff's sub-stations or at the client's home.

### **Crime Statistics:**

In Plumas County, as elsewhere, the group most likely to be the victim of domestic violence is women. The Project has seen an increase in murders in recent years to one or two per year. Several of these are drug and/or alcohol influenced. Most requests from victims of domestic

violence and aggravated assault are for assistance in preparing protective orders. Victim/Witness staff provides the victims with Restraining order paperwork, assists them





## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

in filing with the Courts and accompanies them to court hearings. Victim/Witness staff does not type the protective orders on behalf of the victims.

### **Project Implementation:**

Referrals are received from the Plumas County Sheriff's Office, California Highway Patrol, all three area hospitals, Plumas Crisis Intervention Center, District Attorney's Office, Probation Department, Department of Social Services, the Domestic Violence Shelter Program and County Schools. School personnel and students in the service area receive on-going presentations in order to bring awareness about the Project and the referral process. Project staff also participates in a variety of service coalitions made up of these agencies to coordinate services to special populations.

The Sheriff's Office has been instrumental in providing awareness for the Victim/Witness Program. Emergency referrals are accepted on a 24-hour on-call basis by cell phone and land line with the cooperation of the Plumas County Sheriff's Office Dispatch and

After receipt of the initial referral (usually as direct referral from the Sheriff's Deputy or Dispatcher, Sheriff's report and/or referral forms, another agency or self-referral), client contact is made and a needs assessment is completed by Project staff. Direct assistance is provided by the Project staff and referrals are made to other agencies available to provide assistance.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

In emergency situations, Plumas Crisis Intervention Hotline assists the Victim Assistance Program with referral and intake on a 24-hour basis.

### **Law Enforcement Coordination Procedures:**

Direct phone referrals are provided by law enforcement officers and/or dispatchers on a 24-hour basis.

Extensive advocate-to-officer contact is maintained on a case-needed basis and regular refresher/training presentations are made to law enforcement officers through staff training/meetings. The Director maintains regular contact with the Sheriff's Office Administration.

### **Project Integration/Coordination with Local Victim Network:**

Although Plumas County has no local Victim Network, an excellent working relationship is maintained with all agencies, as well as Social Services Department, Mental Health, Housing Authority, District Attorney's Office, Plumas Crisis Hotline, Plumas Rural Services – Domestic Violence Program and other service providers, both public and private.

Plumas County's small size makes networking among available resources a relatively uncomplicated and effective process. The Director attends regular meetings with the Elder/Dependent Adult Multidisciplinary Team, the Child /Domestic Violence Death Review Team and the Family Violence Coalition and the Juvenile Justice Commission. Most agencies listed above are also regular participants at these meetings.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 31 0320

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### **Project Design to Provide Special Services:**

**Disabled:** Coordination with the local Feather River College's Enabler Program and the Plumas Rural Services ALIVE Program provides the Project with the technical assistance resolving and special needs of the disabled.

**Elderly:** Coordination with the Area Agency on Aging, Senior Services, Adult Protective Services and local chapters of senior citizen groups, ensures that Project staff addresses the needs of the elderly victims in a compassionate and effective manner. The Director attends regular meetings with the Elder/Dependent Adult Multidisciplinary Team.

**Translation:** The Victim/Witness Program has full access to all Court Certified language translators utilized by the local Court System. The Victim/Witness Program has volunteers available who will respond in emergency situations.

**Field Visits:** Field visits are made whenever the needs of the case require them. Visits are often made to the victim's home, hospitals, law enforcement agencies and local emergency shelters.

### **Volunteers:**

Coordination with the Plumas Crisis Center and other local agencies, including the local Schools, provide the Project with a pool of volunteers, who extend regular, on-call, 24-hour emergency referral and intervention services. On-the-job training and specialized



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

40-hour workshops are provided to all volunteers. Regular contacts between staff and volunteers are maintained to ensure that appropriate intervention techniques are utilized.

The Victim/Witness Program, the Plumas Crisis Center and the Plumas Rural Services-Domestic Violence Program have co-sponsored 40-hour training to all volunteers participating in the above-named programs. Volunteers were recruited to work at the shelter, on the crisis hot-line or at the Victim/Witness Program. Victim/Witness Program volunteers assist the Project staff by arranging emergency child care, attending court hearings and taking notes during the court proceedings for case status information.





## **Federal Fund Grant Subaward Assurances**

### Information and Instructions

This document is a binding affirmation that, in addition to the requirements and restrictions outlined in the Subrecipient Handbook, Subrecipients will comply with the assurances required by the federal program/fund source.

**The Official Designee (see SRH Section 3.030) must sign this form.**

Complete all sections of this form as follows:

- As part of the Grant Subaward Application – include the Grant Subaward number(s) for the applicable Cal OES Program(s) that share this fund source,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new federal fund source is being added to the Grant Subaward – include the current Grant Subaward number(s) for open Grant Subaward(s), and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the assurances are received by Cal OES after the execution of the applicable Grant Subaward. Please note that Cal OES will notify Subrecipients when this is required.

Cal OES Program Table Instructions:

- Subrecipients may list up to six Cal OES Programs/Grant Subaward numbers with the same fund source in the table.
- If a Subrecipient has more than six Cal OES Programs, an additional Federal Fund Grant Subaward Assurances Form must be submitted.
- If the Cal OES Program has multiple federal fund sources a Federal Fund Grant Subaward Assurances will need to be submitted for each federal fund source.



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

Subrecipient: COUNTY OF PLUMAS

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	PLUMAS COUNTY VICTIM WITNESS ASSISTANCE PROGRAM	VW 23 31 0320	10/01/23-09/30/24
2.			
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](http://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)

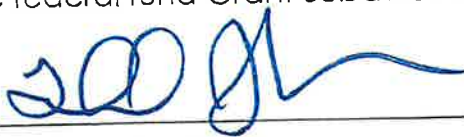
- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?                             |
| <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: TODD JOHNS

Official Designee's Title: SHERIFF/CORONER

Date Executed: 6/20/23

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

<b>Subrecipient:</b> COUNTY OF PLUMAS	<b>UEI #</b> YXZZPBLCRFY6	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> PLUMAS COUNTY VICTIM WITNESS ASSISTANCE PROGRAM		
<b>Performance Period:</b> 10/01/23	<b>to</b> 09/30/24	<b>Subaward Amount Requested:</b> \$ 283,090
<b>Type of Non-Federal Entity</b> (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	

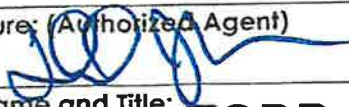
Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, 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?	>5 years <input checked="" type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years <input checked="" type="checkbox"/>
3. How many grants does your organization currently receive?	3-10 grants <input checked="" type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 600,000
5. Are individual staff members assigned to work on multiple grants?	Yes <input checked="" type="checkbox"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input checked="" type="checkbox"/>
7. How often does your organization have a financial audit?	Annually <input checked="" type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	No <input checked="" type="checkbox"/>
9. Do you have a written plan to charge costs to grants?	Yes <input checked="" type="checkbox"/>
10. Do you have written procurement policies?	Yes <input checked="" type="checkbox"/>
11. Do you get multiple quotes or bids when buying items or services?	Always <input checked="" type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years <input checked="" type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input checked="" type="checkbox"/>

**Certification:** This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

<b>Signature:</b> (Authorized Agent) 	<b>Date:</b> 6/20/2023
<b>Print Name and Title:</b> TODD JOHNS	<b>Phone Number:</b> (530)283-6389
<b>Cal OES Staff Only: SUBAWARD #</b>	



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Grant Subaward Service Area Information

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

1. County or Counties Served:  
PLUMAS

County where principal office is located: PLUMAS

2. U.S. Congressional District(s) Served:  
1ST

U.S. Congressional District where principal office is located: 1ST

3. State Assembly District(s) Served:  
1ST

State Assembly District where principal office is located: 1ST

4. State Senate District(s) Served:  
1ST

State Senate District where principal office is located: 1ST

5. Population of Service Area: 19,005



**SHERIFF**

**UNDERSHERIFF**

**VICTIM WITNESS COORDINATOR**

**VICTIM WITNESS ADVOCATE**



## Operational Agreement Summary

Grant Subaward #: VW23 31 0320

Subrecipient: COUNTY OF PLUMAS

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA	
1. PLUMAS RURAL SERVICES	08/01/2021	10/01/21	to 09/30/24
2. PLUMAS CRISIS AND INTERVENTION	08/01/2021	10/01/21	to 09/30/24
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 _____



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Volunteer Waiver Request

Grant Subaward #: VW 23 31 0320

Subrecipient: PLUMAS COUNTY

**Justification:**

Our program has currently a staff of one coordinator and two advocates and are still in training. We are unable to supervise volunteers at this time.

**Cal OES Approval**

☐  
Approved

☐  
Denied

\_\_\_\_\_  
Program Specialist Signature

\_\_\_\_\_  
Date

☐  
Approved

☐  
Denied

\_\_\_\_\_  
Unit Chief Signature

\_\_\_\_\_  
Date



## 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: VW 23 31 0320
2. Subrecipient's Name: PLUMAS 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: \$ 132,120  
Amount of Match Proposed (post approved Match Waiver):
5. VOCA Fund Source #2 (if applicable): 23VOCA ☒  
VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 132,120  
Amount of Match Proposed (post approved Match Waiver): \$ 0
6. Briefly summarize the services provided:  
24 Hour Crisis Intervention, Temporary Restraining Order Assistance, Court Accompaniments (both civil and criminal), Resource and Referral Information, 24-hour Emergency Shelter, Preparing Victim Impact Statement, Counseling and Support Groups, Advocacy with Law Enforcement and the Criminal Justice System, Translation Services, Victim of Crime Compensation Claims, advocacy and education for victims of domestic violence, sexual assault and child abuse cases, Information on obtaining a "U-Visa" or "T-Visa"
7. Describe practical/logistical obstacles and/or local resource constraints to providing match:  
The County does not provide the Victim/Witness with any funding, the Program is solely Grant funded and receives no funding from the County.

Approved ☐

Denied ☐

Unit Chief Name

Unit Chief Signature

Date