

RESOLUTION NO. 23- 8860

AUTHORIZING THE SHERIFF'S APPLICATION, RECEIPT AND DISBURSEMENT OF GRANT FUNDS IN THE AMOUNT OF \$131,802 FROM THE OFFICE OF EMERGENCY SERVICES FOR FUNDING THE VICTIM WITNESS PROGRAM FOR THE GRANT PERIOD 01/01/2024 TO 12/31/2024

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 County Victim Services Program through the grant award agreement XC 23 05 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 \$131,802; and,

WHEREAS, the Sheriff is requesting authority to enter into an agreement with Cal OES to receive grant funds for funding the County Victim Services 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 XC 23 05 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 \$131,802; and, as Official Designee, has authority to enter into XC 23 05 0320 Subaward Amendments with Cal OES; and,


BE IT FURTHER RESOLVED that this grant will be spent on funding for the County Victim Services Program during the 01/01/2024 to 12/31/2024 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 10th day of October, 2023 by the following:

Ayes: Supervisors McGowan, Goss, Engel and Hagwood

Noes:

Absent: Supervisor Ceresola


Chair, Board of Supervisors

ATTEST:


Clerk of the Board of Supervisors

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: <u>PLUMAS COUNTY</u>	1a. DUNS#: <u>137165549</u>
2. Implementing Agency: <u>PLUMAS COUNTY SHERIFF'S OFFICE</u>	2a. DUNS#: <u>137165549</u>
3. Implementing Agency Address: <u>1400 E MAIN STREET</u> (Street)	<u>QUINCY</u> (City) <u>95971-9402</u> (Zip+4)
4. Location of Project: <u>QUINCY</u> (City)	<u>PLUMAS</u> (County) <u>95971-9402</u> (Zip+4)
5. Disaster/Program Title: <u>XC - County Victim Services Program</u>	6. Performance Period: <u>1/1/2024</u> to <u>12/31/2024</u> (Start Date) (End Date)
7. Indirect Cost Rate: <u>N/A</u>	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.	2023	VOCA		\$131,802					\$131,802
9.									
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total Project Cost				\$131,802	\$131,802				\$131,802

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: <u>TODD JOHNS</u>	Title: <u>SHERIFF/CORONER</u>
Payment Mailing Address: <u>1400 E MAIN STREET</u>	City: <u>QUINCY</u> Zip Code+4: <u>95971-9402</u>
Signature: _____	Date: _____
16. Federal Employer ID Number: <u>946000528</u>	

(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)
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Grant Subaward Contact Information

Grant Subaward #: XC 23 05 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: RONITOWERY

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: RONITOWERY

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: GREG HAGWOOD

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 #: XC 23 05 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: _____

Financial Officer:

Printed Name: RONI TOWERY

Signature: _____

Date: _____

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 WITNESS SERVICES PROGRAM	XC 23 05 0320	1/1/24-12/31/24
2			
3			
4			
5			
6			

I, TODD JOHNS (Official Designee; same person as Section 1.5 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.



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: _____

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: GREG HAGWOOD

Title: PLUMAS COUNTY BOARD OF SUPERVISORS, CHAIR

Date Executed: 10/10/2023



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: COUNTY OF PLUMAS			Grant Subaward #: XC 23 05 0320			
A. Personnel Costs - Line-item description and calculation	2023 VOCA	Column 2	Column1	Column 3	Column 4	Total Amount Allocated
ADVOCATE SALARY \$2124.80 bi-weekly x 26 pay periods X 1 Advocate Provide assistance with Restraining Orders, Transportation, escort and support for Court, Interviews with District Attorney and Law Enforcement	\$55,245					\$55,245
OVERTIME/ON-CALL 1 Staff Member on-call pay is paid at 2 hrs per weekday 3 hrs per weekend day/holiday \$758.62 PER PAY PERIOD X 26 on-call time is used to cover first response to hospitals, crime scene etc for dv, sexual assault and homicide cases to assist with shelter, transportation, interviews etc. The remainder of the overtime budgeted is to cover extra hours due to late court for homicide cases and call outs longer than 2 hrs etc.	\$19,724					\$19,724
BENEFITS PERS \$189.53 bi-weekly x 26 pay periods 7.65% FICA & MEDICARE OASDI	\$4,928 \$5,385					\$4,928 \$5,385
HEALTH INSURANCE \$1242.19 bi-weekly x 26 pay periods	\$32,297					\$32,297
CELL PHONE ALLOWANCE \$43.07 PER PP X 26 PP	\$1,120					\$1,120
Personnel Costs Fund Source Totals	\$118,698					\$118,698
PERSONNEL COSTS CATEGORY TOTAL						\$118,698



Grant Subaward Budget Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: COUNTY OF PLUMAS

Budget Narrative

Grant funds will be used to provide salaries in the amount of **\$118,699**.

Project staff includes one full-time Advocate (\$55,245), Employee benefits covered by the Victim/Witness Grant include, Health Insurance benefit of (\$32,297) *per year*, PERS Retirement (\$4,928), FICA/Medicare 7.65% (\$5,385), Overtime/On-Call (\$19,724), *Cell Phone Allowance* (\$1120). (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)

The Victim/Witness Advocates are responsible for covering the offices, answering phones and covering court and assisting victims with their needs.

The total **Personal Services** costs to the grant are **\$118,699**.



Grant Subaward Budget Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: COUNTY OF PLUMAS

The total **Operating Expense** provided by grant funds is **\$13,104**. Operating Expenses include general office supplies of (\$7,593).

Office supplies include the purchase of items such as pens, pencils, postage, ink and toner and copy expenses, etc. Local Travel of (\$5,511) to transport Victims to and from court and interviews with Law Enforcement, Field visits to client's homes when they have no transportation.

The Program audit is covered by the County of Plumas.

The Project does not anticipate any out of state travel or the purchase of equipment during this fiscal year.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

Project Narrative

Problem Statement:

Plumas County, while being geographically sizeable, is sparsely populated with only an estimated 18,660 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.

Plumas County includes minority groups of Hispanic and Native American 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 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.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

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.

Plan and Capabilities:

The Project staff works with the local attorneys, neighboring legal service agencies and local agencies to solicit legal services for clients in the service area.

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, including the local rape crisis center, domestic violence program and child abuse treatment program.

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-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 is located at the Sheriff's Office and also has an office in the Courthouse and Sheriff's sub-stations. Project staff hopes this will help to continually enhance the advocate-to-deputy or investigator rapport.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

Positions:

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

Originally a free-standing agency coordinated with the Butte County Regional Victim/Witness Assistance Program, The Plumas County Victim Services Program is a county project funded through Cal OES with federal grant money. The program is in its fourth year.

The Advocates are responsible for overseeing the day-to-day operation of the program as well as maintaining a client caseload. The Victim Witness Director is in charge of supervising County Victim Service Advocates, statistics, annual grant writing responsibilities, budget preparation, expenditure and report writing and other office tasks including interagency coordination.

Victim Service staff are trained in victim advocacy, crisis intervention and emergency response techniques. They receive 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, 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.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

The Project currently consists of one Advocate and volunteer staff. Victim Witness Project Director and Sheriff's staff are in the process of filling one more full time advocate position.

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.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: 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 estimated 18,660 residents. The Plumas County Sheriff's Office provides all general law enforcement services throughout the county, with the California Highway Patrol (headquarters in Quincy) servicing the state highways. The Superior Court (two Judges) is located in Quincy.

Many jobs are timber, ranching and mining related causing high seasonal unemployment.

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.

Plumas County has a total estimated population of 18,660 and is overwhelmingly comprised of Caucasians, approximately 17,797, with pockets of minority populations: African-Americans; Native Americans; Asian/Pacific Islanders and Hispanic. Women account for approximately 50% of the population and children under 18 comprising approximately 18% of the population.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

The dominate culture is Caucasian-American. The Native-American population is centered in the Greenville area and the Hispanic population is centered in Portola and Greenville. Cultural differences arising from these small population percentages do not substantially influence the delivery of health and human services. Most county residents are native English speakers, with small groups of Spanish speaking individuals residing principally in the communities of Greenville and Portola.

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. 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 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.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23.05.0320

Subrecipient: PLUMAS COUNTY

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. The Sheriff's Office has been instrumental in providing awareness for the County Victim Service 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 the Plumas Crisis Intervention Center Hotline. All county hospitals are able to reach Project staff through the Sheriff's Dispatcher on a 24-hour basis. The Sheriff's Office and all Sub-stations as well as all service agencies listed above have been provided with referral forms. The Deputies carry the referral forms in their patrol vehicles and the referral forms are given to each victim or witness. Current Protocol requires that the Sheriff's Dispatcher notify the on-call Program staff member who then makes contact with the Deputy for case assessment. The Advocate, when appropriate, will respond to the scene to provide assistance to the victim or witness. If immediate in-person response is not necessary, Project staff will make phone contact with the victim or witness for needs assessment and to provide information on accessing services.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

The Project is on-line with the Sheriff's computer network, which allows monitoring of all arrests made and all calls into the Dispatch Center, as well as the County's System to determine the case status of offenders who are involved in the court process allowing Project staff to keep victims or witnesses informed. The Plumas Superior Court dockets are also monitored for cross-referencing in order to follow up on cases that may have not been referred by law enforcement or the District Attorney's office.

All Victims of Sexual Assault are referred to Plumas Crisis Intervention and Resource Center for counseling and other services. All victims of Domestic Violence or Child Abuse are referred to Plumas Rural Services for appropriate counseling and other services.

Intake Procedures:

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.

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

Law Enforcement Coordination Procedures:



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

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, Program staff has a working relationship 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.

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.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

Elderly: Coordination with the Area Agency on Aging, Senior Services, Adult Protective Services and local chapters of senior citizen groups, insures that Project staff addresses the needs of the elderly victims in a compassionate and effective manner.

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 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 County Victim Service 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



Grant Subaward Programmatic Narrative

Grant Subaward #: XC 23 05 0320

Subrecipient: PLUMAS COUNTY

work at the shelter, on the crisis hot-line or at the Victim/Witness Program. 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 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 SERVICES PROGRAM	XC23 05 0320	1/1/24-12/31/24
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 CFR 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. 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.

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

3. 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 CFR 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.

4. 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.

Currently, 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, currently, 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.

5. 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.

6. 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, that relate to nondiscrimination on the basis of sex in certain "educational programs."

7. 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.

8. 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").

9. 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).

10. 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>.

11. 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.

12. 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.

13. 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, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.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.

14. 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.

15. 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/>).

16. 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.

17. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

18. 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.

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.

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: _____



Grant Subaward Service Area Information

Grant Subaward #: XC 23 05 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: 18,660



Volunteer Waiver Request

Grant Subaward #: XC 23 04 0320

Subrecipient: PLUMAS COUNTY

Justification:

Our program has currently a staff of two and one is 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: XC 23 05 0320
2. Subrecipient's Name: COUNTY OF PLUMAS
3. Grant Subaward Performance Period 01/01/2024 through 12/31/2024
4. VOCA Fund Source #1: 23VOCA ☐
- VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 131,802
- Amount of Match Proposed (post approved Match Waiver): \$ 0
5. VOCA Fund Source #2 (if applicable): Select ☐
- VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 0
- Amount of Match Proposed (post approved Match Waiver): \$ 0
6. Briefly summarize the services provided:
7. Describe practical/logistical obstacles and/or local resource constraints to providing match:
 The County does not provide the County Victim Services Program 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



Operational Agreement Summary

Grant Subaward #: XC 23 05 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 _____

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

Subrecipient: COUNTY OF PLUMAS	UEI # YXZZPBLCRFY6	FIPS #:
Grant Disaster/Program Title: PLUMAS COUNTY VICTIM SERVICES PROGRAM		
Performance Period: 01/01/24	to 12/31/24	Subaward Amount Requested: \$ 131,802
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?	>5 year <input checked="" type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 year <input checked="" type="checkbox"/>
3. How many grants does your organization currently receive?	3-10 g <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?	Annua <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?	Alway <input checked="" type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 year <input checked="" type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input checked="" type="checkbox"/>

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:
Print Name and Title: TODD JOHNS	Phone Number: (530)283-6389
Cal OES Staff Only: SUBAWARD #	

