RESOLUTION - ACTION REQUESTED 2019-593

MEETING: October 8, 2019
TO: The Board of Supervisors
FROM: Walter Wall, District Attorney
RE: County Victim Services Grant Application 2019-2020 FY

RECOMMENDATION AND JUSTIFICATION:
Approve the 2019-2020 County Victim Services (XC) Grant Application Administered through the State of California Office of Emergency Services (CalOES) in the Amount of $130,883 with a Cash Match of $6,544 for a Total Grant Award of $137,427 for Fiscal Year 19/20; and Authorize the Board of Supervisors Chair to Sign the Grant Application.

The County Victim Services (XC) Grant commences January 1, 2020, and runs through December 31, 2020, and provides the District Attorney’s Office with funding for direct services to victims and witnesses of crime.

The County Victim Services (XC) Grant is a 18-month Grant, in which recipients are required to reapply each new grant period. The grant has been extended another year, thus running a 12-month grant period to spend down funding not previously utilized within this funding source. With the approval of the current application and upon approval by Cal OES this will be the District Attorney’s 2nd grant period of funding through the Victim Witness Assistance Program.

This program funds 10% of the Victim Witness Coordinator position, an 100% Victim Witness Advocate, and a 80% Victim Witness Advocate. The District Attorney’s Victim Witness Program is fully funded by State and Federal funds with no assistance from the General Fund.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors has approved the County Victim Services Grant starting in 2016 to expand the services of victims of crime in Mariposa County. Funding for the program is provided through the State of California Emergency Management Agency.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Not approving the budget or ratifying the District Attorney’s signature on the Grant Application would cause funds to not be received which are needed to fund victim services and the Victim Witness Program. The Mariposa County Crime Victims would
Resolution - Action Requested 2019-593

not have access to as many resources or services that is currently provided.

FINANCIAL IMPACT:
The Victim Witness Assistance Program is fully funded with State and Federal
Grant Funds. No additional General Funds will be used. This grant has been
incorporated in the requested budget for fiscal year 2019-2020

ATTACHMENTS:
Scan of County Victim Services Grant Application (XC) 2019-2020 FY (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
Request For Application Cover Sheet

County Victim Witness Services (XC) PROGRAM

Submitted by:
Mariposa County District Attorney’s Office
5101 Jones Street
Post Office Box 730
Mariposa, California 95338
Office: (209)742-7441
Fax: (209)966-5681
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: County of Mariposa

2. Implementing Agency: Mariposa County District Attorney's Office

3. Implementing Agency Address:
   4975 9th Street, Post Office Box 730
   Mariposa
   95338-0730

4. Location of Project: Mariposa

5. Disaster/Program Title: County Victim Services (XC) Program

6. Performance Period:
   
   Start Date: 01/01/20
   End Date: 12/31/20

7. Indirect Cost Rate: N/A

   Federally Approved ICR (if applicable): %

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<th>Item Number</th>
<th>Grant Year</th>
<th>Fund Source</th>
<th>A. State</th>
<th>B. Federal</th>
<th>C. Total</th>
<th>D. Cash Match</th>
<th>E. In-Kind Match</th>
<th>F. Total Match</th>
<th>G. Total Cost</th>
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Total Project Cost: $130,883

8.  $130,883
9.  $130,883
10. $6,544
11. $6,544
12. $137,427

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: Walter W. Wall
   Title: Mariposa County District Attorney
   Payment Mailing Address: Post Office Box 730
   City: Mariposa
   Zip Code+4: 95338-0730
   Signature: [Signature]
   Date: 9-26-19

16. Federal Employer ID Number: 770068152

   (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 Face Sheet Cal OES 2-101 (Revised 08/2019)
## PROJECT CONTACT INFORMATION

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

1. **The Project Director** for the project:
   - **Name:** Walter W. Wall  
   - **Title:** Mariposa County District Attorney  
   - **Telephoe #:** (209) 966-3626  
   - **Email Address:** wwall@mariposacounty.org  
   - **Address/City/Zip + 4:** 5101 Jones Street - Post Office Box 730, Mariposa, California 95338-0730

2. **The Financial Officer** for the project:
   - **Name:** Luis Mercado  
   - **Title:** Mariposa County Auditor  
   - **Telephoe #:** (209) 966-7606  
   - **Email Address:** lmercado@mariposacounty.org  
   - **Address/City/Zip + 4:** 4982 10th Street - Post Office Box 729, Mariposa, California 95338-0729

3. **The person having Routine Programmatic responsibility for the project:**
   - **Name:** Jessica Day  
   - **Title:** Mariposa County Victim Witness Coordinator  
   - **Telephoe #:** (209) 742-7441  
   - **Email Address:** jminnaugh@mariposacounty.org  
   - **Address/City/Zip + 4:** 4975 9th Street - Post Office Box 730, Mariposa, California 95338-0730

4. **The person having Routine Fiscal responsibility for the project:**
   - **Name:** Jessica Day  
   - **Title:** Mariposa County Victim Witness Coordinator  
   - **Telephoe #:** (209) 742-7441  
   - **Email Address:** jminnaugh@mariposacounty.org  
   - **Address/City/Zip + 4:** 4975 9th Street - Post Office Box 730, Mariposa, California 95338-0730

5. **The Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:
   - **Name:** Dallin Kimble  
   - **Title:** Mariposa County Administrative Officer  
   - **Telephoe #:** (209) 966-3222  
   - **Email Address:** dkimble@mariposacounty.org  
   - **Address/City/Zip + 4:** 5100 Bullion Street - Post Office Box 784, Mariposa, California 95338-0784

6. **The Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:
   - **Name:** Walter W. Wall  
   - **Title:** Mariposa County District Attorney  
   - **Telephoe #:** (209) 966-3626  
   - **Email Address:** wwall@mariposacounty.org  
   - **Address/City/Zip + 4:** 5101 Jones Street - Post Office Box 730, Mariposa, California 95338-0730

7. **The Chair of the Governing Body** of the Subrecipient:
   - **Name:** Miles Menetrey  
   - **Title:** Chair, Mariposa County Board of Supervisors  
   - **Telephoe #:** (209) 966-3222  
   - **Email Address:** mmenetrey@mariposacounty.org  
   - **Address/City/Zip + 4:** 5100 Bullion Street - Post Office Box 784, Mariposa, California 95338-0784

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*Project Contact Information Cal OES 2-102 (Revised 07/2019)*
SIGNATURE AUTHORIZATION

Subrecipient: Mariposa County
Implementing Agency: Mariposa County District Attorney's Office

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

*Project Director: Walter W. Wall
Signature: [Signature]
Date: 9/26/19

*Financial Officer: Luis Mercado
Signature: [Signature]
Date: 9/27/19

The following persons are authorized to sign for the Project Director

[Signature]
Jessica Day
[Printed Name]

[Signature]
[Printed Name]

[Signature]
[Printed Name]

[Signature]
[Printed Name]

[Signature]
[Printed Name]

[Signature]
[Printed Name]

The following persons are authorized to sign for the Financial Officer

[Signature]
Rebecca Smock
[Printed Name]

[Signature]
[Printed Name]

[Signature]
[Printed Name]

[Signature]
[Printed Name]

[Signature]
[Printed Name]

[Signature]
[Printed Name]
CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

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

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

I, Walter W. Wall, hereby certify that (official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

Subrecipient: County of Mariposa
Implementing Agency: Mariposa County District Attorney’s Office
Project Title: County Victim Services (XC) Program

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

I. Federal Grant Funds

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Kimberly Williams
Title: Human Resources Director
Address: 4988 11th Street Suite B, P.O. Box 1917, Mariposa, CA 95338
Phone: (209)742-1378
Email: kewilliams@mariposacounty.org

Certification of Assurance of Compliance – VOCA Cal OES 2-104f (Rev. 5/2019)
III. Drug-Free Workplace Act of 1990 – *Subrecipient Handbook, Section 2152*

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

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

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

V. Lobbying – *(Subrecipient Handbook Section 2154)*

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

VI. Debarment and Suspension – *(Subrecipient Handbook Section 2155)*

*(This applies to federally funded grants only.)*

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

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

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

VIII. Civil Rights Compliance

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

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

1. Applicability of Part 200 Uniform Requirements

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

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

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

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

a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);

b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and

c. the Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R.
   §§ 42.105 and 42.204.

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

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

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

6. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues
from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

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

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

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

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

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

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at http://oip.gov/funding/Explore/FY2016 AppropriationsLawRestrictions.htm, and are incorporated by reference here.

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

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

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

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

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

- It represents that (1) it has determined that no other entity that the Subrecipient’s application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that
entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

10. Encouragement of Policies to Ban Text Messaging while Driving

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

11. Additional DOJ Awarding Agency Requirements

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

12. OJP Training Guiding Principles

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

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

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)—1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal Information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

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

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any
procurement contract that would exceed the Simplified Acquisition Threshold (currently, $150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed $150,000)] and are incorporated by reference here.

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

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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

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

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

17. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable
program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

a. be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);

b. not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and

c. be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

18. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

19. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

20. Access to Records

The Subrecipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.
All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

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

Authorized Official’s Signature: [Signature]
Authorized Official’s Typed Name: Walter W. Wall
Authorized Official’s Title: Mariposa County District Attorney
Date Executed: 9-24-19
Federal Employer ID #: 94-6000880 Federal DUNS #: 071859607
Current System for Award Management (SAM) Expiration Date: 04/07/2020
Executed in the City/County of: Mariposa

AUTHORIZED BY: (not applicable to State agencies)

☐ City Financial Officer ☐ County Financial Officer
☐ City Manager ☐ County Manager
☐ Governing Board Chair

Signature: [Signature]
Typed Name: Miles Menetrey
Title: Chair, Mariposa County Board of Supervisors

APPROVED AS TO FORM:

[Signature]
STEVEN W. DAHLEM
COUNTY COUNSEL
BUDGET CATEGORY AND LINE ITEM DETAIL

<table>
<thead>
<tr>
<th>Subrecipient: Mariposa County - XC</th>
<th>Subaward #: XC19 02 0220</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personal Services – Salaries/Employee Benefits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>.10 FTE VICTIM WITNESS COORDINATOR</strong></td>
<td>18VOCA</td>
</tr>
<tr>
<td>$4,990.33/MONTH X 12 MONTHS ($59,884) X .10</td>
<td></td>
</tr>
<tr>
<td>(FTE) = ($5,988.40)</td>
<td></td>
</tr>
<tr>
<td>Benefits: Salary at .10 FTE ($5,988) X .34 = $2,036</td>
<td></td>
</tr>
<tr>
<td>only claiming $2,030</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1 FTE VICTIM WITNESS ADVOCATE</strong></td>
<td>18VOCA</td>
</tr>
<tr>
<td>$2,960.91/MONTH X 12 MONTHS ($35,530.92)</td>
<td></td>
</tr>
<tr>
<td>Benefits: Salary $52,777 X .57 ($20,220)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>.80 FTE Victim Witness Advocate</strong></td>
<td>18VOCA</td>
</tr>
<tr>
<td>$2,960.91/MONTH X 12 MONTHS ($35,530.92) X .80 (FTE) ($28,424.74)</td>
<td></td>
</tr>
<tr>
<td>Benefits: Salary X .80 (FTE) $28,425 X .57</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>District Attorney Project Director (CASH MATCH)</strong></td>
<td>18VOCA</td>
</tr>
<tr>
<td>Annual Salary $135,027 X .055 = $6,751.35 (Only requesting $6,544)</td>
<td></td>
</tr>
<tr>
<td>*Benefits: Include Medical, Life Insurance, State Disability Insurance, Retirement, Longevity Pay, Worker's Compensation</td>
<td></td>
</tr>
</tbody>
</table>

| | 18VOCA | 18 VOCA MATCH | COST |
| **Personal Section Totals** | **$108,370** | **$6,544** | **$0** |
| **PERSONAL SECTION TOTAL** | **$114,914** | **$0** | **$0** | **$0** | **$0** | **$114,914** |

Cal CES 2-106a (Revised 4/2016)
# BUDGET CATEGORY AND LINE ITEM DETAIL

**Subrecipient:** Mariposa County Victim Services Program (XC)  
**Subaward #:** XC19 02 0220

## B. Operating Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>18 VOCA MATCH</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Expenses</strong></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>(Paper, pens, stationary, cards, etc.) $138.08/month X 12 months = $1,657</td>
<td>$1,657</td>
<td>$1,657</td>
</tr>
<tr>
<td><strong>Victim/Witness Transportation</strong></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Gas Cards at $25/each x 100 victims/witnesses per year = $2,500 then twice per year, per victim</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Two (2) Tablets for XC Advocates for mobility accessibility (Request for notification, CalVCB Benefits, etc.) - Two (2) at $1,000/each = $2,000</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Courthouse Facility Dog Program Travel &amp; Training Costs</strong></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Recommended three trips out to ADW’s Headquarters in New Mexico</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Airfare: $450 roundtrip x three (3) trips = $1,350</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Lodging: $95/night + $10/night tax x three (3) Nights x 3 trips = $945</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Per Diem: $44/day x four (4) days x three (3) trips = $528</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Airport Parking: $12/day x four (4) days x three (3) trips = $144</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Taxi to and From Hotel/Center: $10/trip average of three (3) trips a day X four (4) days X three (3) trips = $360</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>ADW (Assistance Dogs of the West) Site Preparation Visit- (Week Visit)-Trainer</strong></td>
<td>$1,029</td>
<td>$1,029</td>
</tr>
<tr>
<td>Airfare: $450</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Lodging: $90/night + $15/night tax x five (5) nights = $315</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Per Diem: $44/day X 6 days = $264</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

| Operating Section Totals                                           | $10,513        | $0     |

**OPERATING SECTION TOTAL**  
$10,513
<table>
<thead>
<tr>
<th>Subrecipient: Mariposa County - District Attorney's Office</th>
<th>Subaward #: XC19 02 0220</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C. Equipment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>18VOCA</strong></td>
<td><strong>MATCH</strong></td>
</tr>
<tr>
<td>Courthouse Facility Dog Placement Costs</td>
<td>$12,000</td>
</tr>
<tr>
<td>Application, Interviews and Placement Cost:</td>
<td></td>
</tr>
<tr>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>Site Preparation Prior to Placement: $2,000</td>
<td></td>
</tr>
<tr>
<td>* See further Justification in Budget Narrative</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment Section Totals</strong></td>
<td>$12,000</td>
</tr>
<tr>
<td><strong>EQUIPMENT SECTION TOTAL</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Category Totals</strong></td>
<td></td>
</tr>
<tr>
<td>Same as Section 12G on the Grant Subaward Face Sheet</td>
<td>$130,883</td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
<td></td>
</tr>
</tbody>
</table>
Budget Narrative

This budget sets out the personnel costs and operating expenses that have been developed to support the goals and objectives of the Victim Services Program. As detailed in the project plan, this grant will be administered through the Mariposa County District Attorney’s Office and provide direct services through the Victim Witness Advocates and on occasion, the Victim Witness Coordinator. The Mariposa County District Attorney’s Office Victim Witness Program strives to expend funds in accordance with all rules and regulations set forth in the Grant Recipient Handbook. The personnel and operating costs have been developed to support the goals and objectives of the Program, and provide the most in direct services to our victims and witnesses of crime in Mariposa County. We make every effort to keep indirect costs at a minimum. The Victim Witness Program includes a Victim Witness Coordinator (.10 FTE), a Victim Witness Advocate (1 FTE) and a Victim Witness Advocate at 80% (.80 FTE).

PERSONNEL SERVICES

Cash Match: A portion of the District Attorney’s Salary will serve as Cash Match for the grant.

DISTRICT ATTORNEY- (CASH MATCH)

Annual Salary: $135,027 x .055 FTE = $6,544  No Cash Match of Benefits

The District Attorney will serve the program as Project Director and assist the Coordinator in directing services appropriately and that services are being
rendered effectively and to help identify additional gaps as the grant progresses.

**Cash Match Total: $6,544**

**VICTIM WITNESS COORDINATOR (.10 FTE):**

Annual Salary: $59,884 at 10% = **$5,988**

Annual Benefits: Salary $5,988 at 34% = **$2,030**

The Coordinator has managed the Victim Witness Services Program for three years and was previously an advocate in the Victim Witness Program for two years, before starting with the Victim Witness Program she graduated with a Bachelor of Arts degree in Sociology. She is responsible for program and grant oversight to ensure all goals for the program are met. She will collect and track data, ensure goals and objectives of the program are carried out properly in a timely manner, communicate with Cal-OES, and complete quarterly and annual reports. The Coordinator will also review and assign cases to Victim Witness Advocates and assist with providing advocacy and services to victims of crime.


Budget Narrative – Cal OES 2-107 (Revised 3/2019)
Victim Witness Coordinator's 10% Salary and Benefits total: $8,018

VICTIM WITNESS ADVOCATE (1 FTE):

Annual Salary: $35,531  
Annual Benefits: $20,220

The Victim Witness Advocate has been with the Victim Witness Program since April of 2019 and is planning on attending the next Entry-level Victim Witness Advocacy Training from the California District Attorneys Association and California Crime Victims Assistance Association, scheduled for December of this year. She recently graduated from Monterey State University with a Bachelor of Arts in Psychology. The Advocate follows a victims’ case from initial investigation to sentencing; providing support and communicating with victims in regards to the progression of the case. The Advocate also covers community outreach events that occur during the year on weekends and evenings. The 14 mandatory services are provided by the Victim Witness Advocate, some of which include crisis management, peer counseling, court support and updates, help with Cal-OES, victim impact statements, restitution and Criminal Protective Orders.

The Victim Witness Advocate’s salary is based on Mariposa County’s Human Resources Policies and Procedures. The County’s benefit package includes Social Security, Medicare, Medical, Dental, Vision, Life Insurance, SDI State Disability, Retire-Employer-Misc and Deferred Compensation-Cash Benefit.

Victim Witness Advocate 100% Salary and Benefits total: $55,751
VICTIM WITNESS ADVOCATE (.80 FTE):

Annual Salary: $35,531 x .80 FTE = $28,425  
Annual Benefits: $20,220 x .80  
FTE = $16,176

The Victim Witness Advocate position has yet to be hired for this newly funded position, but once our grant application is approved by CalOES we plan on sending the advocate the next available Entry-level Victim Witness Advocacy Training from the California District Attorneys Association and California Crime Victims Assistance Association. The Advocate will follow a victims’ case from initial investigation to sentencing; providing support and communicating with victims in regards to the progression of the case. The Advocate also covers community outreach events that occur during the year on weekends and evenings. The 14 mandatory services are provided by the Victim Witness Advocate, some of which include crisis management, peer counseling, court support and updates, help with Cal-OES, victim impact statements, restitution and Criminal Protective Orders. In addition, this particular position will focus on their efforts on capturing the underserved victims and witnesses of Mariposa County and act as an expert for resources and specifically gain intimate knowledge of the CalVCB Application process.

Victim Witness Advocate 80% Salary and Benefits total: $44,601

Personal Services Total: $108,370  
CASH MATCH: $6,544
B. Operating Expenses:

Office Expenses:

Operating expenses will be expended with caution and with attention to VOCA requirements. Indirect costs for the Victim Witness Services Office are kept to a minimum. Costs for the Victim Witness Office include: Office Supplies (paper, pens, etc.) total of $138.08/month x 12 months for $1,657; transportation costs for victims/witnesses $25/gas card about 8 victims a month x 12 months for a total transportation budget of $2,500; Technology for our advocates in the field for victims access to import benefit documents $1,000/each x two people for $2,000, Courthouse Facility Dog Program Travel and Training Costs, the accredited facility Assistance Dogs of the West is located in Santa Fe, NM, depending on the compatibility of the handler and specific dog the facility has in mind for the goals of our Victim Witness Unit. Costs include up to three required trips out to their headquarters in New Mexico. Airfare $450 roundtrip X 3 trips for $1,350, Lodging at $95/night + $10/night tax x three nights’ x three trips for $945, Per Diem at $44/day x four days’ x three trips for $528, Airport Parking at $12/day x four days’ x three trips for $144, Taxi costs to and from airport and center average of $10/trip x three times/day four days’ x three trips for $360. In addition, there will be costs associated with the placement of the facility dog including a trainer to come to our site in Mariposa County and train and make sure our facility will accommodate a facility dog, these costs include airfare
$450. Lodging $90/night + $15/night tax x five nights for $315 and per diem at $44/day x six days for $264.

**Operating Expenses Total:** $10,513

**C. Equipment**

**Courthouse Facility Dog Placement Costs**

Assistance Dogs of the West (ADW) provides private, on-site placement, which customizes Client Placement Training (CPT); the dog and handler(s) train and work together in our setting. A professional trainer will instruct a primary and secondary handler with the trainers per diem, air fare, etc. billed separately (see operational cost for Trainer breakdown). Total costs of Application, Interviews and placement process for $10,000 and Consultation and Site preparation prior to Placement: $2,000.

**Equipment Total:** $12,000

**A.** Total Personal Services – Salaries/Employee Benefits: **$108,370**

**B.** Total Operating Expenses: **$10,513**

**C.** Total Equipment Costs: **$12,000**

**Cash Match:** $6,544

**TOTAL PROJECT COSTS:** 130,883 ($137,427 with Cash Match)

**After Hours Contact Information:**

**Jessica Day-Victim Witness Coordinator**

**Cell:** (209)620-9543

**Home:** (209)742-7798

Budget Narrative – Cal OES 2-107 (Revised 3/2019)
The Plan

Based upon the current success of the county victim Services Program, we have decided to channel resources as directly to victims and witnesses as possible. In this way our budget and narrative reflects the staffing needed to enhance services in a way that our program can begin to channel resources at advocates who can become experts in their realms of focus and provide a fully comprehensive service to victims and witnesses of crime in Mariposa County.

Our goals include:

Objective 1: By December 31\textsuperscript{st}, 2020, 100 victims will be evaluated for the California Victim Compensation Program. Of these 100 Victims, at least 20 victims will be guided through the application process.

With three full-time advocates, typically there are not enough resources to staff advocates so that they can devote their time to building their skills in specific areas, one being the California Victim Compensation Board Application. It is our intent that the new position this grant period would develop these skills and begin to go through archives to see what victims may be eligible that perhaps were overlooked or never followed up with properly. In addition, this position would exhaust all possible resources both locally and statewide for victims seeking help.

Objective 2: By December 31\textsuperscript{st}, 2020, 30 victims will be referred to Mariposa County Behavioral Health and Recovery Services.

Dialogue and collaboration will be ongoing with Behavioral Health and Recovery Services so that victims of crime are able to access and understand the services that can be used in their county and refer them to appropriate services to address the needs they are facing.
Objective 3: By December 31st, 2020, 45 victims will be provided assistance with transportation to essential services.

Victims in need will be provided either gas vouchers, bus vouchers, or rides by a Victim Witness Advocate to essential services, court appearances, etc.

Objective 4: By December 31st, 2020, the program will have secured a spot either on the waitlist for placement or be in the advanced steps of integration of a Courthouse Facility Dog to aid our county’s Victims and Witnesses.

As the Mariposa County Victim Witness Program both organizes and interviews children through a forensic interview process, having a tool such as a comfort animal to help both child victims and victims of all ages disclose and testify would change the landscape of how victims experience re-victimization through the court process. The application and placement process can take anywhere from a few months up to two years, it would be our goal to make sure that once a facility dog is adequately matched, we are able to integrate this additional service in Mariposa County.

Administration of Grant

Mariposa County District Attorney’s Office has been selected to administer the grant as it currently houses and oversees the Victim Witness Services for the County. Additionally, the District Attorney’s Office has close working partnerships and existing MOU’s with other Steering Committee Partners to ensure a high level of coordination of care for victims and other community members.
1. Capabilities

Mariposa County Victim Witness Services is a program under the District Attorney’s Office that has been in operation for nearly 27 years. Currently, we operate two grants that fund the program fully. The program utilizes a case management system that was implemented in January of 2015 that can track and report statistics and trends in the victim witness services component of the system. The system also allows us to customize reports, communicate with the District Attorney’s office and provide up-to-date information for the victims we serve.

Under the direction of the Mariposa County Board of Supervisors and the County Auditor, the department has developed tracking systems for auditing and general accounting purposes to ensure compliance with multiple state and federal funding sources.

- Organizational Description: Mariposa County District Attorney’s Office will take the facilitative role on the Victim Services Steering Committee. The Mariposa County District Attorney will lead the Steering Committee, made up of close county partners including the Mariposa County Behavioral Health Director, the Sheriff, the Chief of Probation, and the Executive Director of the Alliance for Community Transformations (our local domestic violence and rape crisis agency). Each of the entities collaborates with one another on a number of other community projects and grants. Although the District Attorney will serve as the official Project Director for the project, the Victim Witness Coordinator will be responsible for oversight of grant activities, fiscal tracking, financial management, day to day management of grant activities including referrals and coordination with Behavioral Health and utilization of office space at the Coulterville, North County Mental Health Building.

- Organizational Chart (see attached)
CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT

Subrecipient: County of Mariposa  Duns# 071859607  FIPS# 043-00000
Disaster/Program Title: County Victim Services (XC) Program
Performance Period: 01/01/20 to 12/31/20  Subaward Amount Requested: $ 136,924
Type of Non-Federal Entity (Check Box): ☐ State Gov. ☐ Local Gov. ☐ JPA ☐ Non-Profit ☑ Tribe

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

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

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

<table>
<thead>
<tr>
<th>Assessment Factors</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How many years of experience does your current grant manager have managing grants?</td>
<td>3-5 years</td>
</tr>
<tr>
<td>2. How many years of experience does your current bookkeeper/accounting staff have managing grants?</td>
<td>&gt;5 years</td>
</tr>
<tr>
<td>3. How many grants does your organization currently receive?</td>
<td>1-3 grants</td>
</tr>
<tr>
<td>4. What is the approximate total dollar amount of all grants your organization receives?</td>
<td>$ 412,000</td>
</tr>
<tr>
<td>5. Are individual staff members assigned to work on multiple grants?</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Do you use timesheets to track the time staff spend working on specific activities/projects?</td>
<td>Yes</td>
</tr>
<tr>
<td>7. How often does your organization have a financial audit?</td>
<td>Annually</td>
</tr>
<tr>
<td>8. Has your organization received any audit findings in the last three years?</td>
<td>No</td>
</tr>
<tr>
<td>9. Do you have a written plan to charge costs to grants?</td>
<td>Yes</td>
</tr>
<tr>
<td>10. Do you have written procurement policies?</td>
<td>Yes</td>
</tr>
<tr>
<td>11. Do you get multiple quotes or bids when buying items or services?</td>
<td>Always</td>
</tr>
<tr>
<td>12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?</td>
<td>&gt;=5 yrs</td>
</tr>
<tr>
<td>13. Do you have procedures to monitor grant funds passed through to other entities?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

Signature: (Authorized Agent) 
Date: 9/26/19
Print Name and Title: Walter W. Wall
Phone Number: (209)966-3626

Cal OES Staff Only: SUBAWARD #
PROJECT SERVICE AREA INFORMATION

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

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
   4th United States Congressional District

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

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

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.
   17,410 by 2018 United States Census Bureau
Organizational Chart
Mariposa County’s District Attorney’s Office
County Victim Services Program

**Human Services Department**
- Provides victim referrals to the Victim Witness Services Program
- Provides an office space as needed in their Coulterville Office for Victim Witness Advocate

**Victim Witness Services Program**

**Victim Witness Advocate:**
- Provides Services in North County as needed in North County.
- Provides Services to all victims of crime for victims all over Mariposa County

**Victim Witness Coordinator:**
- Provides day-to-day grant monitoring (fiscal & routine) and management of project goals.
  **Overseen by District Attorney (In-Kind)**
- Monitors Project goals
- Facilitates Steering committee
- Provides support to Coordinator for day-to-day grant monitoring when required

**Project Director**
District Attorney (Cash-Match)
- Administers Transportation Vouchers
- Monitors Contract Oversight
- Facilitates Steering Committee

**District Attorney**

**Chief of Probation**

**Sheriff**

**Alliance for Community Transformations Executive Director**
# Operational Agreements (OA) Summary Form

<table>
<thead>
<tr>
<th>List of Agencies/Organizations/Individuals</th>
<th>Date OA Signed (xx/xx/xxxx)</th>
<th>Dates of OA From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mariposa County District Attorney’s Office</td>
<td>09/20/19</td>
<td>01/01/20</td>
<td>12/31/20</td>
</tr>
<tr>
<td>2. Mariposa County Health and Human Services Agency</td>
<td>09/23/19</td>
<td>01/01/20</td>
<td>12/31/20</td>
</tr>
<tr>
<td>3. Mariposa County Probation Department</td>
<td>09/25/19</td>
<td>01/01/20</td>
<td>12/31/20</td>
</tr>
<tr>
<td>4. Mariposa County Sheriff’s Department</td>
<td>09/26/19</td>
<td>01/01/20</td>
<td>12/31/20</td>
</tr>
<tr>
<td>5. Alliance For Community Transformations</td>
<td>09/26/19</td>
<td>01/01/20</td>
<td>12/31/20</td>
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Use additional pages if necessary.
PETTY CASH VICTIM FUND PROCEDURE

Mariposa County  

SUBRECIPIENT NAME  

XC19 02 0220  

SUBAWARD #

In order for a project to develop a Petty Cash Victim Fund with grant funds, certain criteria must be maintained. Petty Cash Victim Fund can be utilized for unforeseen financial intervention paid directly to the victim.

Due to the nature of this Petty Cash Victim Fund, they need to be easily accessible. Safeguards and accountability of the funds must be maintained. For effective management and audit purposes, the following procedures must be followed:

1. The Petty Cash Victim Fund and regular grant allocation funds must be kept separate, each with its own account within the general ledger.

2. The authority to disburse funds to victims from the Petty Cash Victim Fund rests with the Project Director, Financial Officer, and/or those identified on the Signature Authorization Form (Cal OES 2-103).

3. The name and signature of the victim and the employee disbursing the funds must be maintained, as well as the date, amount, and reason for the request.

4. Direct cash disbursements will be limited to no more than $25 per individual. Victims are not eligible to draw on the Petty Cash Victim Fund for more than 2 per year.
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Mariposa County District Attorney's Office
Project Director: Walter W. Wall
Address: 5101 Jones Street
City: Mariposa
Phone #: (209) 966-3626
Zip: 95338

ATTENDEE(S)

Name: Jessica Day
Title: Victim Witness Coordinator
Phone #: (209) 742-7441

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 01/15/2020
Destination [City/State] Santa Fe, New Mexico
Description [Meeting/Conference/Other] Placement Interviews for Courthouse Facility Dog

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)
Required trips to make sure that placement is possible with this specific program and the dog chosen is a good fit for the program and handler.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve    Disapprove

Program Specialist

Unit Chief

Date

Date

Out of State Travel Request – Cal OES 2-158 (5/2019)
OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state’s travel policy?
Please specify:

- Internal Travel Policy [ ]
- State Travel Policy [ ]

Date of Trip: 01/15/2020
Destination: Assistance Dogs of the West Headquarters Santa Fe, New Mexico
Purpose: To complete the application and placement process to have a courthouse facility dog placed in our county

ESTIMATED COSTS

TRANSPORTATION:  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Airfare: $450/trip x 3</td>
<td>$1350</td>
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<tr>
<td>Additional Airport Expenses</td>
<td></td>
</tr>
<tr>
<td>Mileage: (58 cents per mile)</td>
<td>$0</td>
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<tr>
<td>Taxi/Shuttle: $10/day x 3 days x 3 trips</td>
<td>$360</td>
</tr>
<tr>
<td>Parking: $4/day x 4 days x 3 trips</td>
<td>$144</td>
</tr>
<tr>
<td>Auto Expenses:</td>
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</tr>
<tr>
<td>Private Car:</td>
<td>$0</td>
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<tr>
<td>Rental Car:</td>
<td>$0</td>
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<tr>
<td>State/Agency Car:</td>
<td>$0</td>
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HOTEL/PER DIEM

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Hotel: 9 days @ $105</td>
<td>$945</td>
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<tr>
<td>Per diem: 12 days @ $44</td>
<td>$528</td>
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OTHER EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>Registration/Conference Fee:</td>
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TOTAL COSTS NOT TO EXCEED: $3327