# COUNTY OF GLENN
## AGENDA ITEM TRANSMITTAL

**MEETING DATE:** April 5, 2016  
**Submitting Department(s):** Health and Human Services Agency (HHSA)  
**Contact:** Christine Zoppi, Director  
**Phone:** 934-6514

## BRIEF SUBJECT/ISSUE DESCRIPTION:
Authorize the signing of the County Victim Services Program Certification of Assurance of Compliance from the California Office of Emergency Services (Cal OES), authorize the submission of an application for funding, and authorize the signing of any additional certifications and documentation required to administer the program.

## AGENDA PLACEMENT

**APPOINTMENT – Appearances by:** (Specify Name & Title)

- [ ] Board Report  
- [ ] Letter  
- [ ] Minute Order  
- [ ] Contract  
- [ ] Transfer  
- [ ] Grant App.

**LEGAL/PERSONNEL/FISCAL**
- County Counsel  
- Personnel  
- Finance  
- County Administrative Office

**CLERK INSTRUCTIONS**
- Return Minute Order to Teresa Chavez
- Return Certified Copy Of:
  - [ ] Other: Return Certification of Assurance of Compliance to Nan DiLouie asap in order to get Application in by April 12.

## ATTACHMENTS

- [ ] Return of Longitude to Teresa Chavez
- [ ] Return of Latitude to Teresa Chavez

## REQUIRED ACTION/MOTION:
This request does not require the use of County General Funds.

1. Authorize the Chairman of the Board of Supervisors and the Director of the Health and Human Services Agency, or their designees, to execute the Certificate of Assurance of Compliance as required by the California Office of Emergency Services for the County Victim Services Program grant.
2. Authorize the Director of the Health and Human Services Agency, or designee, to submit an application for funding, enter into an agreement, sign any amendments and subcontracts thereto, and execute any and all required certifications and documentation required to administer the program.

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**RECOMMENDED ACTION/MOTION:**

- [ ] General Fund Impact  
- [ ] Other: Victim Services/100%  
- [ ] Budgeted  
- [ ] Transfer Attached  
- [ ] 4/5ths Vote Required  
- [ ] Contingency Request

**CONTRACTS, LEASES & AGREEMENTS**
- [ ] New  
- [ ] Renewal  
- [ ] Amendment  
- [ ] Insurance Certificate  
- [ ] Contract Report

**FUNDING SOURCE/IMPACT**
- [ ] State  
- [ ] Federal

**PUBLIC HEARINGS & COMMITTEE VACANCIES**
- [ ] Published  
- [ ] Affidavit on File w/Clerk  
- [ ] Affected Parties Notified

**LEGISLATION**
- [ ] Bill#  
- [ ] Latest Version of Bill  
- [ ] Draft Letter Attached  
- [ ] List of Supporters/Opposers  
- [ ] Statement of Relevancy to County Interests  
- [ ] Description Attached

**REVIEWED BY:**

- Christine Zoppi, Director  
- Personnel Director  
- Department of Finance

**CC:**
EXECUTIVE SUMMARY

The Health and Human Services Agency (HHSA) requests the Board to authorize the Health and HHSA Director, or designee, and the Board Chairman to sign the Certification of Assurance of Compliance for the County Victim Services Program. In addition, the HHSA requests the Board to authorize the Director, or designee to execute any required certifications, applications and/or other documentation necessary to administer the program.

The purpose of the County Victim Services Program is to support eligible crime victim assistance programs that 1) respond to the emotional and physical needs of crime victims; 2) help primary and secondary victims to stabilize their lives after a victimization; 3) help victims to understand and participate in the criminal justice system; and 4) provide victims with a measure of safety and security.

RECOMMENDATION(S):

1) Authorize the Chairman of the Board of Supervisors and the Director of the Health and Human Services Agency, or their designees, to execute the Certificate of Assurance of Compliance as required by the California Office of Emergency Services for the County Victim Services Program grant.

2) Authorize the Director of the Health and Human Services Agency, or designee, to submit an application for funding, enter into an agreement, sign any amendments and subcontracts thereto, and execute any and all required certifications and documentation required to administer the program.

HISTORY AND BACKGROUND:

The California Governor’s Office of Emergency Services (Cal OES), Criminal Justice/Emergency Management and Victim Services Branch, has released the County Victim Services Program Request for Application for fiscal years 2016/2017 and 2017/2018. The purpose of the County Victim Services Program is to provide one-time, federal Victims of Crime Act (VOCA) funding to each of California’s 58 counties to help fill victim services gaps/needs. The performance period of this grant will begin July 1, 2016, and end June 30, 2018. This is a one-time, two-year Grant Subaward.

In December 2014, the President signed into law the “Consolidated and Further Continuing Appropriations Act, 2015.” This bill raised the Crime Victims Fund cap from $745 million to $2.361 billion, allowing awards to states through the Victims Crime Act Victim Assistance Formula Grant Program to quadruple for 2015. It is unknown if this funding level will be sustained for future years, therefore, Cal OES is increasing services for victims through one-time, 24-month grants.

To be considered for funding, a complete application must be submitted to Cal OES no later than April 12, 2016.
COUNTY OF GLENN
BOARD REPORT

FISCAL/PERSO NNEL IMPACT(S):

No County General Funds Required. The HHSA is applying for $151,127 and is requesting matching funds in the amount of $37,782.00. HHSA’s match which will come from in-kind match for volunteer or intern hours provided in support of the program. If further matching funds are required, then these funds will come from the Mental Health Services Act to cover the remaining portion.

ANALYSIS/DISCUSSION

The Glenn County Victim Witness Program has been operating for over 18 years, and has assisted victims of crime with: navigating the criminal justice system; applying for victim compensation; accessing counseling; resource and referral information; and provision of psychological support to victims.

Services include: therapeutic treatment through county Mental Health; court escort and other criminal justice support; and linkage to other services, as appropriate. This funding will support these services and provide a means to close current gaps in the services provided to Victims in our County.

This funding has allowed Glenn County to be responsible to trauma in a way that results in an immediate and on-going response, which is one of the most effective practices for victims.
CERTIFICATION OF ASSURANCE OF COMPLIANCE

The applicant must complete a Certification of Assurance of Compliance (Cal OES 2-104), 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, and Civil Rights Compliance. 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

I. Christine Zoppi hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: Glenn County Health and Human Services Agency

IMPLEMENTING AGENCY: Glenn County Health and Human Services Agency

PROJECT TITLE: Glenn County Victim Services 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 by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). 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: Linda Durrer

Title: Glenn County Director of Personnel

Address: 525 W. Sycamore Street, Willows, CA 95988

Phone: (530) 934-6451

Email: ldurrer@countyofglenn.net
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.C 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.D 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

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.