

Application Information Form

Program:*Victim/Witness Assistance - VW24***Grant Subaward Performance Period:***10/01/2024**to**09/30/2025***Subrecipient:***County of Tulare - District Attorney's Office***Subrecipient UEI:***FZLTWQEMATQ4***Subrecipient Federal Employer ID:***94-6000596***Implementing Agency:***District Attorney***Payment Address***221 S MOONEY BLVD**RM 224**VISALIA**California**Tulare County**93291-4547***Primary Location of Project/Services****Address***221 S Mooney Blvd Rm 224***City:***Visalia***Address 2****County:***Tulare County***Zip Code:***93291-4547*

Contact Information Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- Individuals identified below will be the official points of contact for the Grant Subaward. For descriptions of these positions see Subrecipient Handbook Section 3.005 or other applicable Program Supplemental guidance.
- The Grant Subaward Director and Financial Officer cannot be the same individual.
- Each individual must have a unique email address.

Grant Subaward Contacts

Grant Subaward Director

First Name: Jennifer
Title: Program Manager
Phone: (559) 636-5471
Address: 221 S Mooney Blvd., Room 224
City: Visalia

Last Name: Lightfoot
Email: jlight@tularecounty.ca.gov
State: CA **Zip Code:** 93291-4547

Financial Officer

Name: Lori
Title: Fiscal Manager
Phone: (559) 636-5463
Address: 221 S Mooney Blvd., Room 224
City: Visalia

Last Name: Summers
Email: lsummers@tularecounty.ca.gov
State: CA **Zip Code:** 93291-4547

Programmatic Point of Contact:

Name: Jennifer
Title: Program Manager
Phone: (559) 636-5471
Address: 221 S Mooney Blvd., Room 224
City: Visalia

Last Name: Lightfoot
Email: jlight@tularecounty.ca.gov
State: CA **Zip Code:** 93291-4547

Financial Point of Contact:

Name: Lori
Title: Fiscal Manager
Phone: (559) 636-5463
Address: 221 S Mooney Blvd., Room 224
City: Visalia

Last Name: Summers
Email: lsummers@tularecounty.ca.gov
State: CA **Zip Code:** 93291-4547

Chair of the Governing Body

Name: Larry
Title: Chair, Board of Supervisors
Phone: (559) 636-5000
Address: 2800 Burrel Ave., Suite G
City: Visalia

Last Name: Micari
Email: grants@tularecounty.ca.gov
State: CA **Zip Code:** 93291-4547

Grant Subaward Authorized Agent

Charlotte Newman

Grant Subaward Assurances Form

Applicable Grant Subaward Assurances

This document is a binding affirmation that the Subrecipient will comply with the assurances required by the federal program/fund source.

Assurance	Acknowledgement
Federal Fund Grant Subaward Assurances - 2024 VOCA.pdf	*
Program Standard Assurance Addendum	*
Standard Certification of Compliance	*

Subrecipients expending \$1,000,000 or more in federal finds 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 \$1,000,000 or more in federal funds annually.

Subrecipient does not expend \$1,000,000 or more in federal funds annually.

Federal Funding Accounting and Transparency Act (FFATA)

In the preceding year, did the Subrecipient receive:

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal years? * Yes ☒ No

Approve As To Form:

County Counsel

By: Charles W. Felix

Deputy

Date: 8/29/24

Matter No: 20241227

Programmatic Narrative Form

Narrative Questions/Responses

Question 1

Briefly describe the plan to provide all mandatory services outlined in the VW Supplemental Program Components and indicate any significant changes to your Program for the 2024-25 Grant Subaward performance period.

The Tulare County Victim/Assistance Center (VW Center) is committed to providing all of the mandatory victim services pursuant to Penal Code section 13835.4 through section 13835.5. The VW Center provides these services as appropriate and requested by the victim.

The VW Center will serve crime victims through the implementation of appropriate mandatory services to victims of all types of crime. These services are essential to respond to the basic rights and needs of victims and witnesses. The VW Center's advocates will make initial contact with the victims or their family members immediately after referral to ensure that the appropriate services are made available. An offer of service letter will be sent to every victim referred to the VW Center, and follow-up will be done by telephone. Advocates will either directly provide or make referrals for the provision of the following mandatory services: 1) Crisis Intervention - Advocates provide intervention services through contact with victims who are in emotional crisis as a result of a crime. They arrange for the provision of other services by partner agencies, as appropriate. 2) Emergency Assistance - Financial intervention is provided in response to a victim's basic material needs (including housing, clothing & food). 3) Resource and Referral Assistance - Based on the victim's request or advocate's assessment, referrals are made to other service agencies for necessary services. 4) Direct Counseling - Advocates provide guidance and emotional support, and referrals are made to partner agencies for victims who have professional counseling needs. 5) Assistance with CalVCB Claims - Advocates inform and assist victims in preparing applications for compensation. The advocate assists the victim with application forms and obtaining the necessary documentation to support the claim. Advocates submit the application to CalVCB, which will determine eligibility. 6) Property Return - Advocates assist in the return of a victim's property held as evidence by the criminal justice system. 7) Orientation to the Criminal Justice System - Advocates provide victims with information on the location, procedures, and function of the local criminal justice system. In addition, children will be referred to our innovative "Kids' Court" program, where child witnesses learn about the judicial process and become familiar with a courtroom. Informational brochures are made available in English and Spanish.

Question 2

This section is for additional space to answer Question 1.

8) Court Escort - Advocates provide victims who request court accompaniment with support during court appearances or interviews with law enforcement and prosecutors, physically accompanying them to court or interviews. 9) Presentations and Training for Criminal Justice Agencies - Advocates act as liaisons with local law enforcement agencies, making staff aware of the resources available, and ensuring they have adequate supplies of Marsy's Law cards and informational brochures. This system helps to reinforce a good working relationship with the law enforcement community and the VW Center. 10) We promote services available to crime victims through the use of public service announcements (television, radio, and print ads), social media posts, and presentations to community groups, service organizations, and schools. We also participate in public awareness events promoting victim services such as the annual Crime Victims' Rights Week. 11) Case Status - Advocates advise victims of the progress and disposition of their case as it progresses through the criminal justice system. 12) Family/Friend Notification - Upon request by the victim, advocates will notify a victim's relative and/or friends of the occurrence of a crime. 13) Employer Notification/Intervention - Upon the victim's request, advocates inform the employer of the crime and ask to minimize any loss of pay or benefits resulting from the victim's participation in the criminal justice process. 13) Restitution - If requested, advocates refer victims to our Restitution Specialist, who assesses economic loss and provides relevant information to the district attorney, probation department, and court before sentencing. After sentencing, victims are referred to the Tulare County Probation Department, which enforces restitution. During the performance period, the program has experienced routine personnel changes, including the hiring of new advocates, staff transfers, departures, and the promotion of VW Advocate Denise Pearson-Jordan to VW Supervisor. These changes aside, there have been no significant changes to the program.

Question 3

Briefly describe the optional services listed in the VW Supplemental Program Components that your VW Center provides to victims/survivors.

The Tulare County Victim/Assistance Center (VW Center) provides optional victim services as appropriate. Advocates will either directly provide or make referrals for the provision of the following optional services: 1) Employer Intervention - Advocates may make other types of intervention not provided under Mandatory Services with the victim's employer. 2) Creditor Intervention - Upon the request of the victim, advocates inform victim's creditors of their temporary inability to meet current financial obligations due to any financial hardship triggered by the crime. 3) Witness Notification - Advocates stay abreast of all relevant court proceedings and notify victims and witnesses of cancellations or changes in scheduled court appearances in a timely manner. 4) Funeral Arrangements - Advocates can assist family members whose loved ones died as a result of being the victim of a crime with funeral or burial arrangements. 5) Crime Prevention Information - Advocates provide several different types of crime prevention information, ranging from identity theft prevention and scams, to domestic violence awareness and safety planning. 6) Temporary Restraining Order Assistance - Advocates refer victims in need of a restraining order to partner agencies who will walk them through the process step by step, such as Family Services of Tulare County, Tulare County Family Law Facilitator, and/or free or low-cost legal assistance agencies. Advocates assist victims navigate the courthouse to file their paperwork, advise them of their rights, and notify the prosecuting attorney if they request a "no contact order" during criminal proceedings. 7) Transportation Assistance - Advocates will help victims arrange transportation to court and other necessary service agencies through local public transit. Advocates can provide bus passes to victims as needed. Additionally, advocates collaborate with the office's Witness Coordinating Unit to arrange transportation as necessary when a victim is required to testify in court. 8) Court Waiting Area - The VW Center provides a dedicated waiting area for victims and witnesses during court proceedings, ensuring they are separate from defendants and their families. This area is staffed by an office assistant who ensures both comfort and safety for those waiting.

Question 4

Provide a brief status update of the VW Center's crisis response and Mass Victimization (MV) Assistance plan for crime-related MV/terrorism incidents. Include after hours contact information.

The Tulare County VW Center remains focused on efforts to enhance our response to mass victimization and critical incidents in the community and surrounding regions. We continue to explore best practices for improving efficiency and effectiveness during a response.

Our crisis response plan includes recruiting and retaining knowledgeable Victim Advocate staff who serve on our Crisis Response Team. Many have completed the NOVA Crisis Response Training (CRT) certification. Advocates participate in specialized training that includes active shooting scenarios, crisis intervention, trauma-informed care, grief and loss support, death notification certification, and self-care in preparation for a mass victimization incident.

Our crisis response plan includes Go-Bags (backpacks) issued to advocates containing essential items for in-field crisis response deployment. Advocate staff have laptops and cell phones needed for crucial in-field communication and are equipped to conduct intakes and coordinate services on-location during a response.

We continue to develop our deployment checklist and community education materials. We have a designated advocate who attends monthly MVA Round Table (Zoom) meetings hosted by CCVAA, communicates with regional partners, attends Tulare County Office of Emergency Services (TCOES) meetings, and maintains partnerships with law enforcement.

In the event of an after-hours emergency crime-related mass victimization/terrorism incident, Director Jennifer Lightfoot will be the primary contact. She can be reached at (559) 679-1019 to ensure a timely and effective crisis response. In the case that she is unreachable, please contact TCDA Bureau of Investigations Assistant Chief Gregg White at (559) 786-3365.

Question 5

Describe how volunteers are used to support the Program. If volunteers are not used, email a completed Volunteer Waiver Request to your Grants Analyst for approval and upload the approved copy to your VW24 Application.

Victim Services volunteers are directly supervised by the Victim Witness Program Director, Advocate Supervisor, or Senior Advocate staff. They participate in an initial orientation and receive appropriate training specific to their task responsibilities.

Volunteers will gain knowledge of the victim services field, victim services programs, resources, and referrals. They may participate in community outreach efforts, such as assisting advocates with staffing informational booths, preparing supplies for various community events, and helping at our annual Memorial Quilt Ceremony during National Crime Victims Rights Week. Additionally, volunteers will learn standard office practices and procedures while assisting staff with various responsibilities. These tasks include conducting inventory supply audits, restocking brochures and educational materials in lobbies, organizing storage areas, preparing backpacks and supplies for distribution to victims, and performing other non-case-related tasks as needed.

Question 6

List information for all field offices in the county including address, telephone numbers, employees assigned to the office, and supervisor(s) contact information.

The Tulare County District Attorney's Office has three field offices to support the victim services division.

The North County office is located within the Tulare County Superior Courthouse at 221 S Mooney Blvd., Room 224, Visalia, CA 93291. This office can be contacted at (559) 636-5471. The staff at this location includes Director Jennifer Lightfoot, who can be reached at jlighf@tularecounty.ca.gov or by phone at (559) 636-5473. Supervisor Nicole Bumham is available at nbumham@tularecounty.ca.gov or (559) 636-5477. Advocates include Jade Hayes (VW), Grecia Rodales-Ramos (VW), Crystal Barajas (XE), Kerissa Moya (VV), Veronica Morales (50% HA & 50% general funds), and Angela Salguero (general funds). Currently, the legal office assistant (VW) position assigned to this location is vacant. Fortune, our K-9 courthouse facility dog, is also stationed at the Visalia office.

The South County office is located at 16 E. Olive Ave., Porterville, CA 93257. This office can be contacted at (559) 701-2000. The staff at this location includes Supervisor Denise Pearson-Jordan, who can be reached at dpearson@tularecounty.ca.gov or (559) 701-2023. Advocates include Raisa Beckford (VW), Sarai Colin (VW), Araceli Esparza (VW), Stacey Zaragoza (XE), and Araceli Gonzalez (50% HA & 50% general funds). One legal office assistant, Blanca Scott (VW), is assigned to this location.

The Juvenile office is located within the Juvenile Justice Facility at 11200 Ave. 368, Room 101, Visalia, CA 93291. This office can be contacted at (559) 735-1470. Staff assigned to the Juvenile office include two advocates: Rubi Jaramillo (general funds) and one vacant position (VW).

Question 7

This section is for additional space to answer Question 6.

n/a

Subrecipient Risk Assessment Form

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.

How many years of experience does your current grant manager have managing grants?	<i>>5 years</i>
How many years of experience does your current bookkeeper/accounting staff have managing grants?	<i>>5 years</i>
How many grants does your organization currently receive?	<i>>10 grants</i>
What is the approximate total dollar amount of all grants your organization receives?	<i>\$3,000,000</i>
Are individual staff members assigned to work on multiple grants?	<i>No</i>
Do you use timesheets to track the time staff spend working on specific activities/projects?	<i>Yes</i>
How often does your organization have a financial audit?	<i>Annually</i>
Has your organization received any audit findings in the last three years?	<i>No</i>
Do you have a written plan to charge costs to grants?	<i>No</i>
Do you have written procurement policies?	<i>Yes</i>
Do you get multiple quotes or bids when buying items or services?	<i>Sometimes</i>
How many years do you maintain receipts, deposits, cancelled checks, invoices?	<i>>5 years</i>
Do you have procedures to monitor grant funds passed through to other entities?	<i>Yes</i>

Operational Agreements Form

Participating Agency/Organization	Date Signed	Start Date	End Date
<i>Central California Family Crisis Center</i>	<i>04/28/2022</i>	<i>10/01/2022</i>	<i>09/30/2025</i>
<i>Family Services of Tulare County</i>	<i>04/28/2022</i>	<i>10/01/2022</i>	<i>09/30/2025</i>
<i>Tulare County Kids' Court</i>	<i>06/10/2022</i>	<i>10/01/2022</i>	<i>09/30/2025</i>
<i>Tulare County Child Abuse Response Team</i>	<i>04/28/2022</i>	<i>10/01/2022</i>	<i>09/30/2025</i>
<i>Tulare County Police Chiefs Association</i>	<i>05/26/2022</i>	<i>10/01/2022</i>	<i>09/30/2025</i>
<i>Tulare County Health & Human Services/CWS</i>	<i>06/13/2022</i>	<i>10/01/2022</i>	<i>09/30/2025</i>



The California Governor's Office of Emergency Services (Cal OES) is soliciting applications for the following Non-Competitive Funding Opportunity:

Program:

Victim/Witness Assistance - VW24

Description:

The purpose of the Program is to maintain Centers in each of California's 58 counties to provide comprehensive services to victims/survivors and witnesses of all types of violent crime, pursuant to California Penal Code § 13835.

Grant Subaward Performance Period

Oct 01, 2024 - Sep 30, 2025

Eligible Applicant:

County of Tulare - District Attorney's Office

Authorized Agent:

Charlotte Newman, Grants & Program Coordinator

Jason Britt, County Administrative Officer

Lori Summers, Fiscal Manager

Larry Micari, Chair, Board of Supervisors

Available Funding Source(s) Allocation:

Funding Source Name	Fiscal Year	Type	Amount Available	Match Amount Available	Available Funding Total
2024 VWA0	2024	State	\$70,769	\$0	\$70,769
2024 VOCA	2024	Federal	\$382,988	\$95,747	\$478,735
2024 VCGF	2024	State	\$324,025	\$0	\$324,025
			\$777,782	\$95,747	\$873,529

Required Grant Subaward Assurances:

- Standard Certification of Compliance
- Program Standard Assurance Addendum
- Federal Fund Grant Subaward Assurances - 2024 VOCA.pdf

Application Due Date:

Sep 30, 2024



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New Note | Save

Service Area Form – Congressional Districts

Navigation Instructions:

- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- If your project/services benefit the entire State, select the "Statewide" checkbox, and click the **Save** button to automatically populate the percentages and funding amounts among each Congressional District.
- If your project/services do not benefit the entire State, fill out the percent of funds you intend to use to benefit each Congressional District.

Congressional District(s) Served

Statewide

Total Funding Amount:

\$873,529.00

Congressional Districts	%	Funding Amount
CD 20	<input type="text" value="60.00"/> %	\$524,117.40
CD 21	<input type="text" value="20.00"/> %	\$174,705.80
CD 22	<input type="text" value="20.00"/> %	\$174,705.80

Total District Funding:

\$873,529.00





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New Note | Save

Service Area Form – State Assembly Districts

Navigation Instructions:

- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- If your project/services benefit the entire State, select the "Statewide" checkbox, and click the **Save** button to automatically populate the percentages and funding amounts among each State Assembly District.
- If your project/services do not benefit the entire State, fill out the percent of funds you intend to use to benefit each State Assembly District.

State Assembly District(s) Served

Statewide

Total Funding Amount:

\$873,529.00

State Assembly Districts	%	Funding Amount
AD 32	50.0% %	\$436,764.50
AD 33	50.0% %	\$436,764.50

Total District Funding: \$873,529.00

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[New Note](#) | [Save](#)

Service Area Form – State Senate Districts

Navigation Instructions:

- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- If your project/services benefit the entire State, select the "Statewide" checkbox, and click the **Save** button to automatically populate the percentages and funding amounts among each State Senate District.
- If your project/services do not benefit the entire State, fill out the percent of funds you intend to use to benefit each State Senate District.

Statewide

☐

Total Funding Amount:

\$873,529.00

State Senate Districts	%	Funding Amount
SD 12	<input type="text" value="60.00"/> %	\$524,117.40
SD 14	<input type="text" value="5.00"/> %	\$43,676.45
SD 16	<input type="text" value="35.00"/> %	\$305,735.15

Total District Funding:

\$873,529.00

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**Federal Fund Grant Subaward Assurances
Victims of Crime Act Victim Assistance Formula Grant
Program – 2024 VOCA**

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

Cal OES has not received the federal fiscal year 2024 Victims of Crime Act Victim Assistance Formula Grant Program Award; therefore, the applicable assurances are not yet available.

When funds become available, this document will be updated with the applicable assurances. All impacted Subrecipients will be notified to log in and certify compliance with the updated Federal Fund Grant Subaward Assurance.

This must be done prior to reporting expenditures and requesting payment for the applicable fund source.



Program Standard Assurances Addendum

As the duly authorized representative of the Applicant/Subrecipient, I hereby certify that the Applicant/Subrecipient, and any of its second-tier subrecipients or representatives, will comply with all applicable local, state, and federal statutes, including but not limited to the following state and federal statutes prohibiting hate-based conduct:

- (a) California Penal Code section 422.6(a);
- (b) California Penal Code section 404.6;
- (c) California Penal Code section 422(a);
- (d) California Civil Code section 52.1;
- (e) 18 U.S.C. § 249;
- (f) 42 U.S.C. § 3631;
- (g) 18 U.S.C. § 247; and
- (h) 18 U.S.C. § 241, 245.

Additionally, Applicant/Subrecipient will not engage, and certifies that it will take steps to ensure that its second-tier subrecipients and representatives do not engage, in conduct contrary to the purposes of the grant program and/or that threatens the safety and security of Californians, including, but not limited to, acts of violence or unlawful intimidation on the basis of race, gender, religion, national origin, sexual orientation, or other protected classifications. Prohibited conduct includes, but is not limited to, violation of the federal and state laws identified herein.

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

Approve As To Form:
County Counsel

By: Charles W. Felix
Deputy

Date: 8/29/24

Matter No: 20241227



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Standard Assurances of Compliance

I hereby certify that the 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. 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.

II. 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.

III. 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.

IV. 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.

Approve As To Form:
County Counsel

By: Charles W. Felix
Deputy

Date: 8/29/24

Matter No: 20241227

Application Signatures Form

Assurances/Signatures

Certification of Proof of Authority *

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.

Standard Certification of Compliance *

By checking this box, I certify the Subrecipient will comply with the requirements of the Standard Certification of Compliance. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

Program Standard Assurance Addendum *

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

Federal Fund Grant Subaward Assurances Certification *

By checking this box, I certify I have read all applicable Federal Fund Grant Subaward Assurances and the Subrecipient will comply with the requirements. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

California Public Records Act *

I understand the Grant Subaward applications are subject to the California Public Records Act, Government Code section 7920.000 et seq.

Additional information: 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.

Authorized Agent

Name:

Title:

Signature:

Date:

Approve As To Form:
County Counsel

By: Charles W. Felix
Deputy

Date: 8/29/24

Matter No: 20241227