

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM
3.9
(ID # 10307)**

MEETING DATE:
Tuesday, July 23, 2019

FROM : DISTRICT ATTORNEY:

SUBJECT: DISTRICT ATTORNEY: Approve Submission of Grant Application Documents in Support of the Grant Application for the Office for Victims of Crime (OVC) FY2019 Field-Generated Solutions for Tribal & Non-Tribal Communities to Improve Services for Victims of Crime Program, and Authorize the Chairman and the District Attorney to Sign on Behalf of the County. All Districts. [\$0].

RECOMMENDED MOTION: That the Board of Supervisors:

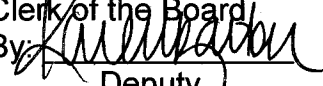
1. Approve the Privacy Certificate, the Financial Management and System of Internal Controls Questionnaire, and the Disclosure of Lobbying Activities (SF-LLL) forms as part of the grant application for the U.S. Department of Justice (DOJ), Office of Justice Program (OJP), Office of Victims of Crime (OVC) Fiscal Year (FY) 2019 Field-Generated Solutions for Tribal & Non-Tribal Communities to Improve Services for Victims of Crime;
2. Authorize the Chairman of the Board of Supervisors to execute two (2) sets of the Financial Management and System of Internal Controls Questionnaire, and the Disclosure of Lobbying Activities (SF-LLL) forms on behalf of the County of Riverside; and
3. Authorize the District Attorney or designee to execute the Privacy Certificate on behalf of the County of Riverside.

ACTION:Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: July 23, 2019
xc: DA

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 19/20-22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Under the FY2019 Field-Generated Solutions for Tribal & Non-Tribal Communities to Improve Services for Victims of Crime Program, Office of Victims of Crime (OVC) will make awards to fund innovative, field-generated approaches to fill gaps in the availability of resources and services for crime victims. The overarching goal of this program is to support victims of crime and to bridge gaps in services to victims. The objectives of this program are to identify and address gaps in knowledge, develop and assess innovative practices, deliver much-needed victim assistance to American Indian and Alaska Native (AI/AN) communities, and other victim populations, encourage evidence-based training and technical assistance, and/or develop strategic approaches for leveraging resources to reach and serve more victims.

Improving Responses to Victims of Burglary has been identified as the focus of this program application. The objective of this purpose area is to support the design and implementation of programs targeted at increasing the quality, quantity, and accessibility of services for burglary victims. According to the Bureau of Justice Statistics, more than 2 million household burglaries occur each year. While an estimated 7% of burglaries involve some form of violence, most burglary victims suffer in many other ways, particularly if the burglary occurs at their home. Beyond the loss of property, which may include treasured family heirlooms and/or other prized possessions, victims often report tremendous emotional consequences, such as a sense of violation, anger, frustration, increased fears and a loss of control, and possibly decreased trust in others.

Unfortunately, there are few resources for burglary victims to cope with the long-term impact of their victimization, or tools available to assist as they interact with law enforcement and/or an insurance adjuster following the burglary, or to regain a sense of security. This purpose area will add to the knowledge base about the challenges in providing services to burglary victims and increase the number of victims who access services. This purpose area will be designed to create programs, best practices, and protocols that can be replicated to multiple jurisdictions.

Approximately \$8 million is available for fiscal-year 2019-20, with each project being awarded up to \$800,000. The Grant award performance period is 36 months, beginning October 1, 2019 and ending September 30, 2022.

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Award documents will be submitted to the Board for approval once the grant funds are awarded.

County Counsel has reviewed and approved the documents as to form.

Impact on Residents and Businesses

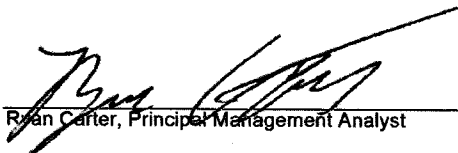
The FY2019 Field-Generated Solutions for Tribal & Non-Tribal Communities to Improve Services for Victims of Crime Program will assist the County by supporting the District Attorney's on-going efforts to provide and coordinate direct services for victims of crime and expand the communities' capacity to provide needed services to this group of people.

Additional Fiscal Information


Grant funding from FY2019 Field-Generated Solutions for Tribal & Non-Tribal Communities to Improve Services for Victims of Crime Program will allow for the enhancement of the availability of resources and services for crime victims with no county costs.

ATTACHMENTS:

1. Privacy Certificate
2. Financial Management and System of Internal Controls Questionnaire
3. Disclosure of Lobbying Activities (SF-LLL)


Ryan Carter, Principal Management Analyst

7/16/2019


Gregory V. Priamos, Director County Counsel

7/11/2019

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

Privacy Certificate

Grantee the County of Riverside, District Attorney's Office, certifies that data *identifiable to a private person* will not be used or revealed, except as authorized in 28 CFR Part 22, Sections 22.21 & 22.22.

Brief Description of Project (required by 28 CFR §22.23(b):

Under this program, the Riverside County District Attorney's Office will provide, improve, and expand the responses to services for crime victims of burglary.

No data identifiable to a private person will be collected here.

Grantee certifies that any private person from whom identifiable information is collected or obtained shall be notified, in accordance with 28 CFR §22.27, that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project maybe terminated at any time. In addition, grantee certifies that where findings in a project cannot, by virtue of sample size or uniqueness of subject, be expected to totally conceal the identity of an individual, such individual shall be so advised.

Procedures to notify subjects that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project maybe terminated at any time as required by 28 CFR §22.23(b)(4):

Not applicable since this study is not collecting identifiable data.

If notification of subjects is to be waived, pursuant to 28 CFR §22.27(c), please provide a justification:

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Not applicable since this study is not collecting identifiable data.

Grantee certifies that project plans will be designed to preserve the confidentiality of private persons to whom information relates, including where appropriate, name-stripping, coding of data, or other similar procedures.

Procedures developed to preserve the confidentiality of personally identifiable information, as required by 28 CFR §22.23(b)(7):

Not applicable since this study is not collecting identifiable data.

Grantee certifies that, if applicable, a log will be maintained indicating that (1) identifiable data have been transferred to persons other than employees of NIJ, BJA, BJS, OJJDP, OVC, OJP, or grantee/contractor/subcontractor staff; and (2) such data have been returned or that alternative arrangements have been agreed upon for future maintenance of such data, in accordance with 28 CFR §22.23(b)(6).

Justification for the collection and/or maintenance of any data in identifiable form, if applicable:

Not applicable since this study is not collecting identifiable data.

Procedures for data storage, as required by 28 CFR §22.23(b)(5):

Not applicable since this study is not collecting identifiable data.

Grantee certifies that all contractors, subcontractors, and consultants requiring access to identifiable data will agree, through conditions in their subcontract or consultant agreement, to comply with the requirements of 28 CFR §22.24, regarding information transfer agreements. Grantee also certifies that NIJ will be provided with copies of any and all transfer agreements before they are executed as well as the name and title of the individual(s) with the authority to transfer data..

Description of any institutional limitations or restrictions on the transfer of data in identifiable form, if applicable:

Not applicable since this study is not collecting identifiable data.

Name and title of individual with the authority to transfer data:

Not applicable since this study is not collecting identifiable data.

Grantee certifies that access to the data will be limited to those employees having a need for such data and that such employees shall be advised of and agree in writing to comply with the regulations in 28 CFR Part 22.

Grantee certifies that all project personnel, including subcontractors, have been advised of and have agreed, in writing, to comply with all procedures to protect privacy and the confidentiality of personally identifiable information.

Access to data is restricted to the following individuals, as required by 28 CFR §22.23(b)(2):

Principal Investigator(s)

Not applicable since this study is not collecting identifiable data.

Project Staff

Not applicable since this study is not collecting identifiable data.

Contractors, Subcontractors, and/or consultants

Not applicable since this study is not collecting identifiable data.

Grantee certifies that adequate precautions will be taken to ensure administrative and physical

security of identifiable data and to preserve the confidentiality of the personally identifiable information.

Procedures to insure the physical and administrative security of data, as required by 28 CFR §22.25(b), including, if applicable, a description of those procedures used to secure a name index :

Not applicable since this study is not collecting identifiable data.

Procedures for the final disposition of data, as required by 28 CFR §22.25:

Not applicable since this study is not collecting identifiable data.

Name and title of individual authorized to determine the final disposition of data:

Not applicable since this study is not collecting identifiable data.

Grantee certifies that copies of all questionnaires, informed consent forms and informed consent procedures designed for use in the project are attached to this Privacy Certificate.

Grantee certifies that project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person, except as authorized by 28 CFR §22.22.

Grantee certifies that the procedures described above are correct and shall be carried out.

Grantee certifies that the project will be conducted in accordance with all the requirements of the Omnibus Crime Control and Safe Streets Act of 1968 as amended and the regulations contained in 28 CFR Part 22.

Grantee certifies that NIJ shall be notified of any material change in any of the information provided in this Privacy Certificate.

Signature (s):

_____ (Principal Investigator)

_____ (Principal Investigator)

Kelli Cattel (Institutional Representative)

Date: 7/24/19

Notes:

FORM APPROVED COUNTY COUNSEL
BY: Susanna N. OH 7/5/19
DATE



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: County of Riverside
 Street1: 4080 Lemon Street
 Street2: 5th Floor
 City: Riverside
 State: CALIFORNIA
 Zip Code: 92501-3600

2. Authorized Representative's Name and Title:

Prefix: Mr First Name: Kevin Middle Name:
 Last Name: Hefries Suffix:
 Title: Chairman, Riverside Co. Board of Supervisors

3. Phone: (951) 955-1010 4. Fax: 9519551019

5. Email: khshref@rvc.org

6. Year Established: <u>1993</u>	7. Employer Identification Number (EIN): <u>956000930</u>	8. DUNS Number: <u>37754061</u>
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

<p>9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?</p> <p>If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.</p>	
<p>10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):</p> <p><input checked="" type="checkbox"/> "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200</p> <p><input type="checkbox"/> Financial Statement Audit</p> <p><input type="checkbox"/> Defense Contract Agency Audit (DCAA)</p> <p><input type="checkbox"/> Other Audit & Agency (list type of audit):</p> <p style="background-color: black; color: black;">[REDACTED]</p> <p><input type="checkbox"/> None (if none, skip to question 13)</p>	
<p>11. Most Recent Audit Report Issued: <input checked="" type="checkbox"/> Within the last 12 months <input type="checkbox"/> Within the last 2 years <input type="checkbox"/> Over 2 years ago <input type="checkbox"/> N/A</p>	
<p>Name of Audit Agency/Firm: [REDACTED]</p>	
<p>AUDITOR'S OPINION</p>	
<p>12. On the most recent audit, what was the auditor's opinion?</p> <p><input checked="" type="checkbox"/> Unqualified Opinion <input type="checkbox"/> Qualified Opinion <input type="checkbox"/> Disclaimer, Going Concern or Adverse Opinions <input type="checkbox"/> N/A: No audits as described above</p>	
<p>Enter the number of findings (if none, enter "0"): [REDACTED]</p>	
<p>Enter the dollar amount of questioned costs (if none, enter "\$0"): [REDACTED]</p>	
<p>Were material weaknesses noted in the report or opinion? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>13. Which of the following best describes the applicant entity's accounting system:</p> <p><input type="checkbox"/> Manual <input type="checkbox"/> Automated <input checked="" type="checkbox"/> Combination of manual and automated</p>	
<p>14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? <input type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes No Not Sure
- N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

- Yes No Not Sure
- N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes No Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name: [Redacted]
 Phone: [Redacted]
 Email: [Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Kevin Jermies  Date: 7/23/19

Title: Executive Director Chief Financial Officer Chairman
 Other: [Redacted]

Phone: 951-955-1010


FORM APPROVED COUNTY COUNSEL
BY: SUSANNA N. OH 7/5/19 DATE

ATTEST:
KEGIA R. HARPER, Clerk
By [Signature]
DEPUTY

DISCLOSURE OF LOBBYING ACTIVITIES


Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: County of Riverside 4080 Lemon Street Riverside, CA 92501-3600 Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: DOJ/OJP/OVC	7. Federal Program Name/Description: 2019 Field-Generated Solutions for Tribal & Non-Tribal Communities to Improve Services for Victims of Crime CFDA Number, if applicable: 16.582	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>KEVIN JEFFRIES</u> Title: <u>Chairman, Riverside Cnty Board of Supervisors</u> Telephone No.: <u>(951) 955-1010</u> Date: <u>7/28/19</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

FORM APPROVED COUNTY COUNSEL

BY: Susanna N. OH 7/5/19. DATE

ATTEST:
 KECIA R. HARPER, Clerk
 By: 
 DEPUTY

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