



**SUBMITTAL TO THE RIVERSIDE UNIVERSITY HEALTH  
SYSTEM MEDICAL CENTER GOVERNING BOARD  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM:** 15.2  
(ID # 25814)

**MEETING DATE:**  
Tuesday, August 27, 2024

**FROM :** RUHS-MEDICAL CENTER

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM-MEDICAL CENTER: Authorize Riverside University Health System – Medical Center (RUHS-MC) Chief Executive Officer to execute the Child Advocacy Center Program (KC) Grant Subaward agreements administered by the California Governor’s Office of Emergency Services (Cal OES), as provided in Resolution 2024-201 effective April 1, 2023 through March 31, 2026.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt Resolution 2024-201 which authorizes RUHS-MC Chief Executive Officer, or their designee, to execute the Child Advocacy Center Program (KC) Grant Subaward agreement, submit and execute applications to Cal OES for Child Advocacy Center Program (KC) grant subawards, and execute all award documents to include Amendments that may result from the aforementioned grant application, effective April 1, 2023 through March 31, 2026; and authorizes the County Manager or designee to sign related Certification of Assurance of Compliance on behalf of the County for the duration of this Resolution.
2. Direct and order that Resolution 2024-201 be effective retroactively to April 1, 2023, and effective through March 31, 2026.

**ACTION:**Policy

*Jennifer Crutcher*  
Jennifer Crutcher, Chief Executive Officer – Health System 8/15/2024

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**MINUTES OF THE GOVERNING BOARD**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: August 27, 2024  
xc: RUHS-Medical Center

Kimberly A. Rector  
Clerk of the Board

By: *Maomy L.*  
Deputy

**SUBMITTAL TO THE RIVERSIDE UNIVERSITY HEALTH  
SYSTEM MEDICAL CENTER GOVERNING BOARD OF DIRECTORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: Hospital Enterprise Fund - 40050</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: FY23/24–25/26</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

Riverside University Health System – Medical Center provides child abuse victims with trauma-informed, evidence-based Child Advocacy Center services through the Riverside County Child Assessment Team (RCCAT) Center. Two components of these services are mental health therapy and family advocacy. The funds provided by the Child Advocacy Center Program (KC) Grant Subaward help provide the financial resources necessary to provide this care by funding two staff positions, one Clinical Therapist from RUHS Behavioral Health and one Social Service Practitioner III from RUHS Medical Center, both of whom are assigned to work at the RCCAT Center.

Resolution No. 2024-201 would delegate authority to the RUHS-MC Chief Executive Officer, or their designee, to execute the Child Advocacy Center Program (KC) Grant Subaward agreement, execute and submit applications to Cal OES for Child Advocacy Center Program (KC) grant subawards, and execute all award documents to include Amendments that may result from the aforementioned grant application, effective April 1, 2023, through March 31, 2026.

Resolution 2024-201 authorizes the County Manager or designee to sign related Certification of Assurance of Compliance (form VOCA Cal OES 2-104f) on behalf of the county for the duration of Resolution 2024-201. This form affirms that the County will comply with the requirements and restrictions outlined in the Cal OES Subrecipient Handbook.

The authorities granted within this resolution are necessary to meet the California Governor's Office of Emergency Services requirements, as they pertain to state reviews specific to Grant Subawards. These requirements are outlined within the Subrecipient Handbook. The 2023 Subrecipient Handbook introduced new changes and requirements, that are applicable for Grant Subawards with a start date of January 1, 2023, and later. Due to these changes, it is necessary to create a resolution that specifically meets the new requirements.

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**Impact on Residents and Businesses**

These services are a component of RUHS's system of care aimed at improving the health and safety of its patients and the community.

**ATTACHMENTS:**

Attachment A: Grant Subaward #: KC22 01 0330

Attachment B: County Resolution No. 2024-201

Attachment C: Exemplar form VOCA Cal OES 2-104f

*Jacqueline Ruiz*  
Jacqueline Ruiz, Principal Analyst

8/16/2024

*Gregg Gu*  
Gregg Gu, Chief of Deputy County Counsel

8/16/2024

2  
3 RESOLUTION NO. 2024-201

4 RESOLUTION OF THE BOARD OF SUPERVISORS OF  
5 THE COUNTY OF RIVERSIDE APPROVING THE GRANT SUBAWARD AGREEMENT AND  
6 AUTHORIZING THE CHIEF EXECUTIVE OFFICER OF RIVERSIDE UNIVERISTY HEALTH  
7 SYSTEM MEDICAL CENTER TO EXECUTE SAID AGREEMENT FOR THE CHILD ADVOCACY  
8 CENTER PROGRAM

9  
10 **WHEREAS**, the County of Riverside (the “County”) annually applies for and has received  
11 grant funding in past performance period years through the Child Advocacy Center Program (KC) Grant  
12 Subaward, as made available through and administered by the California Governor’s Office of Emergency  
13 Services (hereinafter referred to as “Cal OES”);

14 **WHEREAS**, the County desires to continue to apply for the Child Advocacy Center  
15 Program (KC) Grant Subaward for performance periods beginning April 1, 2023 through March 31, 2026.

16 **NOW, THEREFORE, BE IT RESOLVED. DETERMINED AND ORDERED** by the  
17 Board of Supervisors of the County of Riverside, in regular session assembled on August 27, 2024,  
18 in the meeting room of the Board of Supervisors of the District located on the 1<sup>st</sup> floor of the County  
19 Administrative Center, 4080 Lemon Street, Riverside, California, that this Board does hereby determine  
20 and declare as follows:

21 Section.1 Finds that the Recitals set forth above are true and correct and are  
22 incorporated in this Resolution by this reference.

23 Section. 2 Hereby approves the Child Advocacy Center Program Grant Subaward  
24 Agreement (the “Agreement”) and authorizes the Chief Executive Officer of the Riverside University  
25 Health System Medical Center, and/or their designee on behalf of the Riverside University Health System  
26 Medical Center, to sign and submit such Agreements on behalf of the Riverside University Health System  
27 Medical Center, and to submit applications to Cal OES for Child Advocacy Center Program (KC) Grant  
28 Subaward funding for performance periods beginning April 1, 2023 through March 31, 2026.

1                   Section. 3     Authorizes the Chief Executive Officer or their designee to execute any Child  
2 Advocacy Center Program (KC) Grant Subaward applications for performance periods beginning April 1,  
3 2023 through March 31, 2026.

4                   Section. 4     Authorizes the County Manager or designee to sign the related Certification  
5 of Assurance of Compliance (form VOCA Cal OES 2-104f) on behalf of the County.

6                   Section. 5     Authorizes the Chief Executive Officer, or their designee, to execute any  
7 grant award documents, to include Amendments to the Agreement, that may result from the aforementioned  
8 grant applications, provided that the County's contribution share has been budgeted for and approved by  
9 the Board of Supervisors.

10                  Section. 6     The grant funds received hereunder shall not be used to supplant local  
11 expenditures controlled by this body.

12                   BE IT FURTHER RESOLVED AND ORDERED that upon approval of this Resolution by  
13 the Board of Supervisors, this action is immediate and shall be in effect for a three-year period beginning  
14 April 1, 2023 through March 31, 2026.

15  
16                   **APPROVED AS TO FORM:**  
17                   **County Counsel**

18                   By: Gregg Gu

19                   Name: Gregg Gu

20                   Title: Chief Deputy County Counsel

21                   Date: 26/08/2024

22                   **ROLL CALL:**

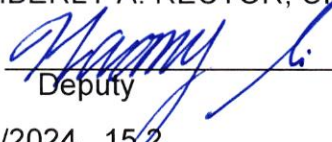
23                   Ayes:         Jeffries, Washington, Spiegel, Perez, and Gutierrez

24                   Nays:         None

25                   Absent:       None

26  
27                   The foregoing is certified to be a true copy of a resolution duly adopted by said  
Board of Supervisors on the date therein set forth.

28                   KIMBERLY A. RECTOR, Clerk of said Board

By:   
Deputy

# County Resolution No. 2024-201\_CoCo

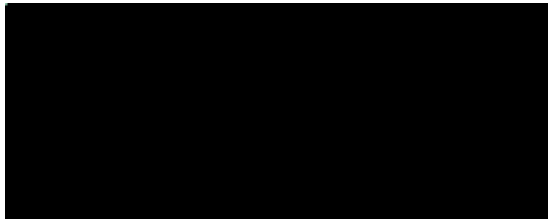
Final Audit Report

2024-08-26

Created:	2024-08-26
By:	Gilbert Rivera (g.rivera@ruhealth.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjjK2rbENxblwneeMfdGPTc7IITApxcn

## "County Resolution No. 2024-201\_CoCo" History

-  Document created by Gilbert Rivera (g.rivera@ruhealth.org)  
2024-08-26 - 3:32:56 PM GMT
-  Document emailed to Gregg Gu (ggu@rivco.org) for signature  
2024-08-26 - 3:33:02 PM GMT
-  Email viewed by Gregg Gu (ggu@rivco.org)  
2024-08-26 - 3:39:51 PM GMT
-  Document e-signed by Gregg Gu (ggu@rivco.org)  
Signature Date: 2024-08-26 - 3:40:36 PM GMT - Time Source: server
-  Agreement completed.  
2024-08-26 - 3:40:36 PM GMT



February 17, 2023

Crystal Shackelford, Admin Services Manager III  
Riverside County  
14375 Nason Street, Suite 106  
Moreno Valley, CA 92555-3927

Subject: Notification of Grant Subaward Application Approval  
Child Advocacy Center Program  
Grant Subaward #: KC22 01 0330

Dear Crystal Shackelford:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$250,000, subject to Budget approval. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

This Grant Subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on the Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

Any funds received in excess of current needs, approved amounts, or those funds owed as a result of a close-out or audit, must be refunded to Cal OES within 30 days upon receipt of an invoice.

Please contact your Program Specialist, Rachel Magana, at (916) 845-8451 with questions about this notice.

VS Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

# CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

MR

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:


- 1. **Subrecipient:** Riverside County ✓ **1a. UEI#:** F88DAAN239B9 ✓
- 2. **Implementing Agency:** Riverside County - Riverside University Health System Medical Center ✓ **2a. UEI#:** LB2SKV54LLN4 ✓
- 3. **Implementing Agency Address:** 26520 Cactus Ave Moreno Valley 92555-3927 ✓  
(Street) (City) (Zip+4)
- 4. **Location of Project:** Moreno Valley Riverside 92555-3927 ✓  
(City) (County) (Zip+4)
- 5. **Disaster/Program Title:** KC - Child Advocacy Center Program ✓ **6. Performance/ Budget Period:** 4/1/2023 to 3/31/2024 ✓  
(Start Date) (End Date)
- SV 7. **Indirect Cost Rate:** ~~select~~ N/A **Federally Approved ICR (if applicable):** N/A %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$250,000		\$62,500		\$62,500	\$312,500
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$250,000	\$250,000	\$62,500		\$62,500	\$312,500

**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.

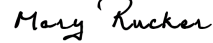
**15. Official Authorized to Sign for Subrecipient:**

Name: Jennifer Cruikshank Title: Chief Executive Officer ✓  
 Payment Mailing Address: P.O. Box 9850 City: Moreno Valley Zip Code+4: 92552-1850 ✓  
 Signature:  Date: 08/23/2022 ✓

**16. Federal Employer ID Number:** 330374018

**(FOR Cal OES USE ONLY)**

I hereby certify on my personal knowledge that budgeted funds are available for the purposes of this expenditure stated above.

DocuSigned by:  
 2/15/2023  
 (Cal OES Fiscal Officer) (Date)

DocuSigned by:  
 2/16/2023  
 (Cal OES Director or Designee) (Date)

ENY: 2022-23 Chapter: 43 SL: 18402  
 Item: 0690-102-0890 Pgm: 0385  
 FAIN #: 15POVC-22-GG-00708-ASSI 10/01/21-09/30/25  
 Fund: Federal Trust AL#: 16.575  
 Program: Child Advocacy Center Program  
 Match Req.: 20%, C/IK based on TPC  
 Project ID: OES22VOCA000012  
 SC: 2022-18402 Amount: \$250,000

rm received 8.25.22  
ML: 769285

DS  


DS  


Received by CalOES, Nicole Viernes  
Thursday, August 25, 2022 at 8:55am



**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

**1. Cal OES Contact Information Section:**

Governor's Office of Emergency Services  
Mark S. Ghilarducci, Director  
3650 Schriever Avenue  
Mather, CA 95655  
(916) 845-8506 (phone)

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / AL#</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2022	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$165,115,554	\$158,510,932 ✓
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
Child Advocacy Center Program (KC) ✓
- Project Description (Please type the Project Description):  
Provides child abuse victims with an age-appropriate forensic interview in a family-friendly location and ongoing victim services for the child and family unit.

**4. Research & Development Section:**

- Is this Subaward a Research & Development grant?  
Yes  No



## Grant Subaward Contact Information

Grant Subaward #: KC22 01 0330 ✓

Subrecipient: ~~RUHS Foundation~~ – Riverside County ✓

1. **Grant Subaward Director:**

Name: Crystal Shackelford Title: Admin Services Manager III

Telephone #: 951-486-5656 Email Address: c.shackelfor@ruhealth.org

Address/City/ Zip Code (9-digit): 14375 Nason Street, Ste 106, Moreno Valley, CA 92555-3927

2. **Financial Officer:**

Name: David Santilli Title: RUHS Comptroller

Telephone #: 951-486-5437 Email Address: d.santilli@ruhealth.org

Address/City/ Zip Code (9-digit): 7888 Mission Grove S., Ste 100, Riverside, CA 92508-5064

3. **Programmatic Point of Contact:**

Name: Crystal Shackelford Title: Admin Services Manager III

Telephone #: 951-486-5656 Email Address: c.shackelfor@ruhealth.org

Address/City/ Zip Code (9-digit): 14375 Nason Street, Ste 106, Moreno Valley, CA 92555-3927

4. **Financial Point of Contact:**

Name: Crystal Shackelford Title: Admin Services Manager III

Telephone #: 951-486-5656 Email Address: C.shackelfor@ruhealth.org

Address/City/ Zip Code (9-digit): 14375 Nason Street, Ste 106, Moreno Valley, CA 92555-3927

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Jennifer Cruikshank Title: Chief Executive Officer, RUHS Medical Center

Telephone #: 951-486-4000 Email Address: j.cruikshank@ruhealth.org

Address/City/ Zip Code (9-digit): 26520 Cactus Avenue, Moreno Valley, CA 92555-3927

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Jennifer Cruikshank Title: Chief Executive Officer, RUHS Medical Center

Telephone #: 951-486-4000 Email Address: j.cruikshank@ruhealth.org

Address/City/ Zip Code (9-digit): 26520 Cactus Avenue, Moreno Valley, CA 92555-3927

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: Karen Spiegel Title: Chair, Riverside County Board of Supervisors

Telephone #: 951-955-1020 Email Address: district2@rivco.org

Address/City/ Zip Code (9-digit): 4080 Lemon Street, 5th floor, P.O. Box 1647, Riverside, CA 92502-1647



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

### Grant Subaward Signature Authorization

Grant Subaward #: KC22 01 0330 ✓

Subrecipient: Riverside County ✓

SV Implementing Agency: Riverside University Health System  
~~RUHS~~ Medical Center

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

**Grant Subaward Director:**

Printed Name: Crystal Shackelford

Signature: *Crystal Shackelford*

Date: 01/24/2023

**Financial Officer:**

Printed Name: David Santilli

Signature: *David Santilli*

Date: 1/24/23

The following persons are authorized to sign for the **Grant Subaward Director**:

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: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: ~~RHHS Foundation~~ Riverside County ✓

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Child Advocacy Center (KC)	KC22 01 0330	April 1, 2023- March 31, 2024
2			
3			
4			
5			
6			

I, Jennifer Cruikshank (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.</p>	
Official Designee's Signature:	<u>Jennifer Cruikshank</u> <span style="float: right; font-size: small;">Digitally signed by Jennifer Cruikshank Date: 2022.08.23 13:07:14 -0700</span>
Official Designee's Typed Name:	<u>Jennifer Cruikshank</u>
Official Designee's Title:	<u>Chief Executive Officer</u>
Date Executed:	_____
<b>AUTHORIZED BY:</b>	
<p>I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.</p>	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input checked="" type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u>Zareh Sarrafian</u> <span style="float: right; font-size: small;">Digitally signed by Zareh Sarrafian Date: 2022.08.23 13:10:12 -0700</span>
Typed Name:	<u>Zareh Sarrafian</u>
Title:	<u>Assistant County Executive Officer</u>
Date Executed:	_____



**Federal Fund Grant Subaward Assurances  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: ~~KC22 01 0330~~ Riverside County ✓

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Child Advocacy Center (KC)	KC22 01 0330	April 1, 2023- March 31, 2024
2.			
3.			
4.			
5.			
6.			

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

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

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

**3. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

**4. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

**5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity

program.

**6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

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

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

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

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

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

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

**9. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).



## **10. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

## **11. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **12. Encouragement of Policies to Ban Text Messaging while Driving**

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

## **13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

#### **14. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### **15. Employment Eligibility Verification for Hiring under the Grant Subaward**

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

**16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters**

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

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

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
  - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
  - 1) Subrecipients represent that:
    - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

### **17. OJP Training Guiding Principles**

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

### **18. Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that – for purposes of federal grants administrative requirements – OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

### **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients

(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

### **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward— (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

### **24. Discrimination Findings**

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

### **25. VOCA Requirements**

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: Jennifer Cruikshank Digitally signed by Jennifer Cruikshank  
Date: 2022.08.23 13:11:27 -07'00'

Official Designee's Typed Name: Jennifer Cruikshank

Official Designee's Title: Chief Executive Officer

Date Executed: \_\_\_\_\_

✓





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Riverside County			Grant Subaward #:KC22 01 0330			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA match				Total Amount Allocated
<p>SSP III, our CAC family advocate, will conduct caregiver needs assessments, provide referrals and resources to caregivers and families such as information on Victims' Rights, and referrals/linkage to services such as: advocacy, Victims of Crime services, counseling, community resources/ public assistance (i.e. childcare, food, housing, aid). She performs duties in line with the Advocacy, MDT, and Case Review components of NCA accreditation standards.</p> <p><b>1 FTE Social Service Practitioner III</b> \$31.00/hour average x 80 hours PP x 26 PP ✓ = \$64480</p> <p><b>Employer Paid Benefits</b> Retirement C Unemployment Social Security Medicare STD Life Insurance flex health benefit Total Calculated Benefits 44% 64480 x 44%= 28371</p>	\$64,480					\$64,480
	\$19,113	\$9,258				\$28,371



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Riverside County			Grant Subaward #:KC22 01 0330			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA match				Total Amount Allocated
<p>Healthcare Social Services Supervisor, supervises the Patient Services subteam of our CAC, which includes the SSP III and CT II, as well as MSW level interns who provide volunteer services at our Center. All of the staff she directly supervises provide direct client contact and services within our Center.</p> <p><b>1FTE Healthcare Social Services Supervisor</b> \$ 46.54 /hour x 44 hours PP (55% of time) x 26PP =\$53242, claiming 10% max match</p>		\$25,000				\$25,000
<p>CT II, a Riverside County Behavioral Health Clinical Therapist dedicated solely to our CAC provides crisis intervention, mental health assessment, referrals to counseling services, and/or ongoing Trauma-Focused Cognitive Behavioral Therapy to clients served by our Center. She provides the Mental Health component of our NCA accreditation standards.</p> <p><b>1 FTE Clinical Therapist</b> \$40.22/hr avg. x 80 hours/PP x 26 PP = 83658</p>	\$83,658					\$83,658



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Riverside County			Grant Subaward #:KC22 01 0330			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA match				Total Amount Allocated
<b>Employer Paid Benefits</b> Retirement C Unemployment Social Security Medicare Disability Life Insurance flex health benefit Total Calculated Benefits 53.12% x \$83658= \$44440	\$44,440					\$44,440
Volunteer MSW Interns performing family advocacy and community outreach equivalent to SSP I per diem rate of \$27.43  3 interns x 15hrs/week x 25 weeks= 1125 hours x 27.43= 30859, only claiming 28,2412		\$28,242				\$28,242
Personnel Costs Fund Source Totals	\$211,691	\$62,500				\$274,191
<b>PERSONNEL COSTS CATEGORY TOTAL</b>	✓	✓	*	*	*	\$274,191

59

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59

✓

**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Riverside County			Grant Subaward #:KC22 01 0330			
B. Operating Costs - Line-item description and calculation	VOCA 22	VOCA 22 match				Total Amount Allocated
Vidanyx cloud-based forensic interview video management system	\$12,300					\$12,300
CortexFlo Forensic Photography system maintenance agreement x2 cameras @ \$1999/year	\$3,998					\$3,998
IVS VALT forensic interview recording system service agreement x2 rooms @ \$664 each	\$1,328					\$1,328
copier/printer service maintenance average of \$310/month x 12 months	\$3,720					\$3,720
Rent of non-County building space (at rate higher than) allowed \$2/sq. ft. x SSP III, PSS, and CT II office space 125 sq. ft x 3= 375 sq.ft.						
375 sq. ft x \$2 = 750/month x 12 mos.	\$9,000					\$9,000
NCA membership fee	\$600					\$600
pocket folders for family resource packets @3.50/10pack x 18 packs	\$63					\$63



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Riverside County			Grant Subaward #:KC22 01 0330			
B. Operating Costs - Line-item description and calculation	VOCA 22	VOCA 22 match				Total Amount Allocated
Operating Costs Fund Source Totals	\$31,009					\$31,009
<b>OPERATING COSTS CATEGORY TOTAL</b>	* ✓	* ✓	* ✓	* ✓	* ✓	\$31,009

✓

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✓



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Riverside County			Grant Subaward #:KC22 01 0330			
C. Equipment Costs - Line-item description and calculation	VOCA22	VOCA 22 MATCH				Total Amount Allocated
Xerox Versalink copy center	\$7,300					\$7,300
Equipment Costs Fund Source Totals	\$7,300					\$7,300
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>						\$7,300

sg

sg

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	VOCA 22	VOCA 22 MATCH				Total Project Cost
Fund Source Totals	\$250,000	\$62,500				\$312,500

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✓

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## VSPS Budget Summary Report

**KC22 Child Advocacy Center Program**

**Subaward #: KC22 01 0330**

Riverside County

**Performance Period: 04/01/23 - 03/31/24**

Child Advocacy Center Program

**Latest Request: , Not Final 201**

### A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	22VOCA	211,691	0	211,691	0	211,691
L	22VOCA	62,500	0	62,500	0	62,500
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>274,191</b>	<b>0</b>	<b>274,191</b>	<b>0</b>	<b>274,191</b>

### B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	22VOCA	31,009	0	31,009	0	31,009
L	22VOCA	0	0	0	0	0
<b>Total B. Operating Expenses:</b>		<b>31,009</b>	<b>0</b>	<b>31,009</b>	<b>0</b>	<b>31,009</b>

### C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	22VOCA	7,300	0	7,300	0	7,300
L	22VOCA	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>7,300</b>	<b>0</b>	<b>7,300</b>	<b>0</b>	<b>7,300</b>

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>62,500</b>	<b>0</b>	<b>62,500</b>	<b>0</b>	<b>62,500</b>
<b>Total Funded:</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>
<b>Total Project Cost:</b>	<b>312,500</b>	<b>0</b>	<b>312,500</b>	<b>0</b>	<b>312,500</b>

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

02/17/23



## Grant Subaward Budget Narrative

Grant Subaward #: KC22 01 0330 ✓  
Subrecipient: ~~RUHS Foundation~~ Riverside County ✓

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The Riverside County Child Assessment Team (RCCAT) Child Advocacy Center (CAC) is a dept. of the Riverside University Health System (RUHS) Medical Center, a division of Riverside County. We had been recipients of KC17-21 grant funding under the Subrecipient of Riverside County. This cycle, we are applying under Subrecipient of RUHS Foundation, a 501 (c)(3) organization that raises and manages funds for special projects at RUHS Medical Center, including the RCCAT Center. This will allow for a condensed structure for accounting, purchasing, contracting, and human resources with a tighter locus of control for reporting. The RCCAT Center will continue to use KC program funds primarily to fund 2 full-time positions: 1 Clinical Therapist II (CT) and 1 Social Service Practitioner III (SSP III). The CT II is responsible for the provision of direct therapeutic assessments and interventions and/or linkage to partner-agency mental health services to children and their families who receive services at our center. The SSP III provides direct family advocacy and case management services to caregivers. This includes crisis intervention, education/information, and referrals to services and resources. We have 2 of each position on our staff and having grant funding to help fund 1 of each allows us to maintain our service delivery despite local funding cuts or staff shortages. In 2021, we relocated and expanded our





## Grant Subaward Budget Narrative

Grant Subaward #: KC22 01 0330 ✓  
Subrecipient: ~~RUIIS Foundation~~ Riverside County ✓

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service provision space along with our volume of children and caregivers served; these funded positions help meet the increasing needs.

Both classifications are in a salary range with automatic annual increase of 4% until maximum is reached. Pay is issued bi-weekly, with 2 months of the year having 3 pay periods, thereby a slight fluctuation in total amount for two quarters' reporting. The projected cost for each position on the budget pages is the average cost across the grant year. These positions are not funded by any other source. They are solely employed to provide service to RCCAT Center consumers and participate in activities that are functions of a CAC, including multidisciplinary teamwork and professional development. The CT II is currently at \$39.83/hour with additional 52.9% of employer paid benefits. The SSP III is currently at \$34.79/hour with additional 44.36% of employer paid benefits.

All proposed operating costs are used in direct service provision and only by the RCCAT Center. The only square footage claimed is the office space for each of the 2 funded personnel, with no claim for the rest of our space. The Equipment cost is to obtain a new all-in-one copy machine that will replace 2 old and failing machines, designed to withstand our volume of printed material for handouts and client charts.



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 01 0330 ✓

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Subrecipient: ~~RUIIS Foundation~~ Riverside County ✓

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**A. Problem Statement** Riverside County is in Southern California covering over 7300 sq. miles. With a population of nearly 2.5 million people, it is the 4<sup>th</sup> most populous and largest area county in California and the 10<sup>th</sup> most populous in the U.S. 50% of the population is LatinX, 32% Caucasian, 7% Asian/Pac Islander, 6% Black, .5% Native American, and 3.5% multi-racial. The population of children in Riverside County is over .5 million with an even distribution among age categories. Approximately 35% of the population is non-English speaking and approximately 19.5% of children are living in poverty and under 4% have disabilities. (Data USA: Riverside County, CA; US Census Bureau). The Riverside County Child Assessment Team (RCCAT) Child Advocacy Center (CAC) serves all children in the western half of the County (most populous) for any type of child abuse and the entire county for drug endangerment and physical abuse of children under the age of 2. The RCCAT Center is county-hospital based and provides all CAC services on-site: forensic medical evaluation, forensic interviewing, clinical therapeutic services, and family and victim advocacy. The victim advocates are the only people employed by partner non-profit agencies, with all others being employed by County Departments. The RCCAT Center's total cost is approximately \$2 million per year with most of the funding being local. To ensure cost is not a barrier to partners seeking our services, we serve children referred by Law Enforcement



## Grant Subaward Programmatic Narrative

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and/or Child Protection, both local government partners, at no cost. The KC grant funds 2 RCCAT Center staff who were hired because of KC grant support: Clinical Therapist (CT) and Social Services Practitioner (SSP). Both positions provide direct service and other tasks directly in support of their client service, such as documentation; supervision; MDT partnership, consultation, case review; resource and referral management; and professional development.

Operational/equipment portions of the grant are in support of direct service provision, such as CAC-specific software/systems, funded staff's office sq. footage, training, and a new copier/printer better suited to produce our volume of forms, medical charts, pamphlets, and resource handouts.

Current challenges/gaps to service provision include not enough staffing to provide more community outreach and education opportunities. Coupled with pandemic precautions, we have had to focus on services that occur within our Center. Additionally, the volume of child abuse reporting in Riverside county has increased by over 25% in the past year, thereby increasing our Center volume.

Also, with high staff turnover in our MDT partner agencies, there is a need for continuous partner consultation, education, and relationship building. The 2 grant funded staff are essential in helping with these endeavors, along with meeting the increasingly complex needs of victims and their families.



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B. **Plan** When fully staffed, the RCCAT Center is comprised of County-employed staff from the Riverside University Health System Medical Center, Child Protection, and Behavioral Health Departments: 3 forensic pediatricians, 2 medical assistants and 1 LVN, 2 office support staff, 2 SSP IIIs who provide family advocacy, 2 CTs who provide therapeutic assessment and intervention, 3 Forensic Interviewers, 1 Healthcare Social Services Supervisor, and 1 Manager. Our MOU-established County child abuse MDT includes our Center and RUHS Medical Center, Law Enforcement Agencies (7 Police Departments and Sheriff's Department), office of the District Attorney, Behavioral Health, Child Protection, County Counsel, and 3 community victim advocacy agencies. The RCCAT Center provides training to each MDT partner-agency including: overview of CAC model, MDT investigation and response, recognizing and reporting child abuse, understanding abuse disclosure patterns, and secondary trauma.

Our accredited Center provides exams conducted by board-certified forensic pediatricians; interviews by CFIT-certified interviewers utilizing evidence-based Lyon's Ten-Step Interviewing Protocol; therapeutic assessments and interventions by trained therapists, including 1 Licensed Clinical Social Worker utilizing evidence-based tools and practices including the Trauma Symptom



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Checklists for Children and Young Children and Trauma-Focused Cognitive Behavioral Therapy. All Center staff and MDT partners complete mandatory ongoing education annually.

The RCCAT Center values equal access of services for all children in Riverside County regardless of race, gender, sexual orientation, spirituality, socioeconomic status, or abuse type. The RCCAT Center and members of the MDT work to operate in a culturally competent and humble manner regarding the children, families, and communities we serve. Cultural humility requires continuous needs assessment, consideration of feedback, and updates to policies, procedures, and resources that responds to such. The RCCAT Center and its MDT partners should have the opportunity to understand and improve their individual attitudes, beliefs, and behaviors towards diversity. The RCCAT Center is comprised of race and age-diverse staff and we have more than 50% Spanish bilingual staff. It is the goal of RCCAT to increase opportunities for staff and MDT partners to attend cultural competence and humility training over the next 3 years. Ideally all staff will have no less than one training opportunity per year regarding cultural diversity, especially regarding race, socioeconomics, and sexual orientation.



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The RCCAT Center is in a non-descript leased office building at the edge of the county hospital campus. We occupy approximately 6,000 sq. feet of dedicated suite space that was designed and remodeled specifically for our use through generous private-donations that includes calming colors, whimsical art, and child appropriate furnishing and activities. Our Center has a private entrance vestibule, 2 family waiting/meeting rooms, 1 large child/teen lobby, MDT partner workstations, 3 exam rooms, 2 interview and observation rooms, 2 therapy offices, and private office space for the family advocates, doctors, and administrators. We also have a conference room for MDT meetings and trainings that can also be used for support groups, parenting education, or other community meetings. All CAC services are performed on-site. Additionally, we have 2 satellite interviewing locations where advocacy and/or therapeutic services are present during those appointments. This subaward will fund the CT and SSP that meet with children and/or caregivers for assessment, education, resource and referral, and intervention. Their other tasks performed are in direct support of their client service, such as documentation; supervision; MDT partnership, consultation, case review; resource and referral management; and professional development.



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For additional wraparound services, we refer to our victim advocacy partners, Riverside Area Rape Crisis Center (RARCC), REACH of Hemet Valley, and SAFE Family Justice Center. All agencies provide victim and family support services, such as victim of crime assistance, protective order applications, and safety planning. In addition to victim advocacy, RARCC and REACH also provide crisis and ongoing counseling, support groups, and education. Families are also referred to other resources as needed, such as food assistance, shelter, domestic violence support, immigration assistance, etc.

The written protocols for case reviews are contained in the RCCAT MOU and Riverside County Protocol on Interagency Investigation of Child Abuse, and guidelines for each are set forth in RCCAT Center policy. We conduct 2 types of case reviews. Weekly center case reviews are held with internal team members and advocacy partners for every child seen during the previous week to ensure services, referrals, and follow-ups have been provided. Case-specific reviews are held at least monthly with all MDT partner case agents to facilitate open sharing of information to guide the best-informed decisions for next steps by each MDT agency and coordinate follow-up items and services. Case-specific reviews can be requested by any member of the MDT and are coordinated and facilitated by the RCCAT Center manager.



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The RCCAT Center currently utilizes the NCAtrak database for case tracking, including demographics, with access for Center and advocacy partner staff to obtain case information and input service documentation. Other partner agencies can request case specific or aggregate data as needed for their service provision, quality assurance/improvement, funding, or research purposes. Aggregate data is also shared in Steering Committee, Executive Leadership Board, and other special reports. A Center support staff's primary assignment is to manage the database by ensuring information completion prior to closure, running reports, user access, field customization, etc.

We have tracked client and partner feedback through the NCA Outcomes Measurement System for the past 3 years. Each child over the age of 10 is asked to complete a youth survey, a caregiver for each child is asked to complete the caregiver survey, and MDT partners are asked to complete the partner survey. We review the results on a monthly basis with the Team.





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**C. Capabilities** The RCCAT Center and the MDT approach to child abuse in Riverside County became official in 1991 with an MOU among the MDT partner agencies. NCA Accreditation as a Child Advocacy Center was obtained in 2010, with successful reaccreditation ever since. The RCCAT Center is highly capable of providing quality services to child abuse survivors and their families with most staff having been with the Center for over 10 years, some for 4 years and only 3 having started within the past 6 months. Our recent space expansion has allowed us to increase the volume of services provided and the comfort in which they are offered. Open communication and partnership build and maintain strong MDT partner and County Board of Supervisors' support, which fosters a strong investment and interest in the Center's success. Our direct practices: forensic interviewing, forensic medical evaluation, therapeutic assessment and treatment, and family advocacy are all based in evidence-based, trauma-informed, child/family-centered practices. Our Center provides exams conducted by board-certified forensic pediatricians and each exam is peer reviewed; interviews by CFIT-certified interviewers utilizing evidence-based Lyon's Ten Step Interviewing Protocol and the interviewers participate in no-less-than quarterly peer review; therapeutic assessments and interventions by trained therapists, including 1 Licensed



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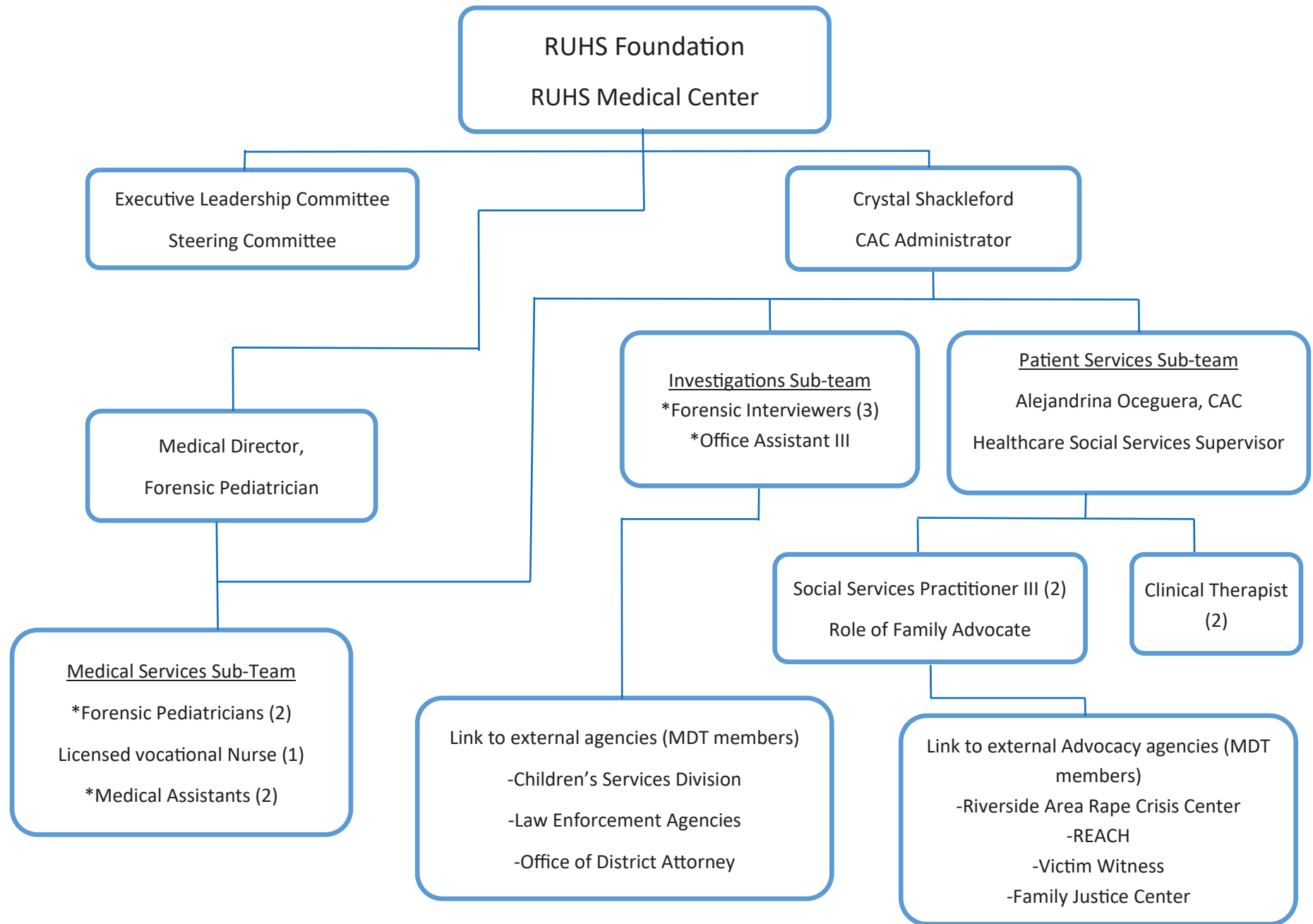
Subrecipient: ~~RUHS Foundation~~ Riverside County

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Clinical Social Worker utilizing evidence-based tools and practices including the Trauma Symptom checklists for Children and Young Children and Trauma-Focused Cognitive Behavioral Therapy with regular supervision and peer support. All Center direct service providers complete annual continuing education beyond accreditation requirements, with all staff receiving educational opportunities, particularly regarding secondary traumatic stress and self-care multiple times per year.

When a child is referred to us, we consult with the referring agency to determine if an exam and/or interview are needed. The grant funded positions are involved with every case. Prior to the appointment, the SSP/family advocate asks for an in-person victim advocate accompaniment if there are indicators of high caregiver trauma. At the time of the appointment, the SSP/family advocate meets with the caregiver and the CT meets with verbal children and parents as needed. After the appointment, both positions make referrals as needed and at case review, updates and further follow-up are discussed.

# Riverside County Child Assessment Team 2022



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

<b>Subrecipient:</b> <del>RUHS Foundation</del> Riverside County	<b>UEI #</b> LB2SKV54LLN4	<b>FIPS #:</b> 065-00000	✓
<b>Grant Disaster/Program Title:</b> Child Advocacy Center (KC)			✓
<b>Performance Period:</b> 04/01/23	<b>to</b> 03/31/24	<b>Subaward Amount Requested:</b> \$ 250,000	✓
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		


Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	3-5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 gran
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 686,719
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	No
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	No
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 08/23/22	✓
<b>Print Name and Title:</b> Jennifer Cruikshank, Chief Executive Officer	<b>Phone Number:</b> 951-486-4458	
<i>Cal OES Staff Only: SUBAWARD #</i> KC22 01 0330		✓



## Grant Subaward Service Area Information

Grant Subaward #: KC22 01 0330 ✓

Subrecipient: ~~RUHS Foundation~~ Riverside County ✓

1. County or Counties Served:  
Riverside County

County where principal office is located: Riverside County

2. U.S. Congressional District(s) Served:  
36th, 41st, 42nd, and 50th

U.S. Congressional District where principal office is located: 41st

3. State Assembly District(s) Served:  
There are 7 State Assembly Districts in Riverside County:  
42nd, 56th, 60th, 61st, 67th, 71st, 75th

State Assembly District where principal office is located: 61st

4. State Senate District(s) Served:  
There are 3 Senate districts:  
23rd, 28th, 31st

State Senate District where principal office is located: 31st

5. Population of Service Area: 2.4 million



## Grant Subaward Certification of Assurance of Compliance Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that the Subrecipient will comply with the requirements and restrictions outlined in the Subrecipient Handbook, including but not limited to:

- Proof of Authority,
- State and federal civil rights laws,
- Equal Employment Opportunity,
- Drug-Free Workplace,
- California Environmental Quality Act, and
- Lobbying.

**The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form.** For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, \_\_\_\_\_ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.</p>	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
<b>AUTHORIZED BY:</b>	
<p>I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.</p>	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____