



FISCAL YEAR 2025-26
VICTIM WITNESS ASSISTANCE (VW) PROGRAM SUPPLEMENTAL

The Provisions of this Program Supplemental provide the programmatic requirements and supersede previous Request for Applications and conflicting administrative and fiscal requirements in the [Subrecipient Handbook \(SRH\)](#). Applicants are strongly encouraged to review the SRH, which outlines the requirements that apply to Cal OES Victim Services Branch Grant Subawards.

A. PREREQUISITES

At the time of the submission of the Grant Subaward Application, Applicants must:

- **Not** have an exclusion record in SAM. An exclusion record in SAM indicates that a contractor (agency) is listed in the federal government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status](#).
- Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applied to non-profit organizations only). [Check non-profit status](#).
- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been reinstated. [Check IRS Status](#).
- Have an "active" status and "good" standing for both the Secretary of State and Franchise Tax Board on the California Secretary of State website. [Check California Secretary of State status](#).
- Upload the written Proof of Authority by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority to the Authorized Agent to enter the Subrecipient into Grant Subaward with Cal OES.

The written authorization must include the name of the Cal OES Program(s) or state "All Cal OES Programs," state the individual(s) (by title) authorized to act as the Authorized Agent (as indicated on the applicable Grant Subaward Contact Information form in GCS). Include the signature of the governing body representative, include the date signed, and state the Authorized Agent has authority to enter into Grant Subaward (this includes subsequent amendments unless otherwise stated).

To remain eligible for payments of Grant Subaward funds, Subrecipients must maintain the above requirements throughout the Grant Subaward performance period

B. FUNDING INFORMATION

Funding is contingent upon availability of funds.

Detailed information on all VS Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

Applicable federal grant award numbers can be found on the Grant Subaward Face Sheet.

The Program is supported through the following fund(s):

1. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)
 - Supports eligible crime victim assistance programs.
 - Requires the use of volunteers. Applicants with a compelling reason for not using volunteers must provide a justification in the Programmatic Narrative.
 - Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver. To request a match waiver, Applicants must upload the

VOCA Match Waiver Request Form in the Grants Central System as part of their application.

2. Victims of Crime General Funds (State General Funds)

- Supplements the decrease to the VOCA Victim Assistance Formula Grant Program funds for this Program Grant Subaward performance period only.
- One-time funding used to minimize the impact of the reduction of VOCA Victim Assistance Formula Grant Program funds.
- There is no match requirement.

3. State Penalty Funds

- These funds are provided through the 2025-26 State Budget Act.
- The State Penalty Fund was created as a depository for assessments on specified fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses and used to support victim service programs, amongst others. These State funds can be used for match requirements following the provisions of the [SRH](#), Section 9.060.
- There is no match requirement for these funds.

C. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The VW24 Program funding formula provides Los Angeles County with 17.2% of the total available funding and allocates the remaining funds to all other Subrecipients by establishing a \$250,000 baseline per Grant Subaward, and distributing funding by percentage utilizing 2023 Violent Crimes Reported by County and 2024 California Population by County.

Statistics were obtained from the following websites:

[2023 Violent Crimes Reported by County](#)

[2024 California Population by County](#)

Pursuant to [California Penal Code §13835](#), the Legislative intent is to provide services to victims/survivors and witnesses of a crime through the funding of local comprehensive Centers for victim/survivor and witness assistance. Funds appropriated from the Victim Witness Assistance Fund are made available through the Office of Emergency Services.

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

2. Programmatic Components

a. Mandatory Services

- Crisis Intervention

Centers must provide timely and comprehensive response via in-person or telephone contact with a victim/survivor or witness who has been negatively affected, or is in emotional crisis, as a result of a crime. After victimization, when the victim/survivor or witness needs crisis counseling, the Center shall provide the necessary intervention services and arrange for the provision of additional needed services by local service agencies.

- Emergency Assistance

Centers must provide emergency assistance directly or indirectly by providing food, housing, clothing, and when

necessary, cash. Assistance provided directly by the Center is subject to availability of funds.

- Resource and Referral Assistance

Centers must provide resources and referrals, based on need assessments or upon request, to individual(s) or agencies to meet the victim/survivor's needs. Subrecipients are also encouraged to collaborate with local agencies and form local committees to meet regularly to coordinate services to victims/survivors.

- Direct Counseling

Centers must provide in-person or telephone contact for the purpose of providing guidance or emotional support. This includes empathic listening, checking on a victim/survivor's progress, etc. Center staff will make referrals to other appropriate resources for victims/survivors who have professional counseling needs.

- California Victims Compensation Board

Subrecipients are strongly encouraged to assist victims/survivors with applications for compensation benefits through the California Victim Compensation Board. Activities may include:

- Advising the availability of such benefits
- Assisting with application forms and understanding procedures
- Obtaining necessary documentation to support the claim
- Monitoring status claims

- Property Return

Upon request, Centers must assist in obtaining the return of property held as evidence by the criminal justice system. In cases where property cannot be returned, an explanation will be provided to the victim/survivor, witness, or family member.

- Orientation to the Criminal Justice System

Centers must provide in-person or telephone information on the location, procedures, and function of the local criminal justice system. Subrecipients shall have printed information available in languages appropriate to local ethnic populations.

- Court Escort

Centers must provide accompaniment to in-person court proceedings. Subrecipients must provide information on the case status and support during court appearances. Physical or virtual accompaniment must occur for court escort services to be counted in the data collection. (Preparation for court appearances should be counted as orientation to the criminal justice system).

- Presentation and Training for Criminal Justice Agencies

Centers must conduct informational presentations and training for criminal justice agencies regarding victim services provided by the Program and explain the rights and needs of victims.

- Public Presentations and Publicity

Centers must conduct public awareness activities for advertising program services via public media (e.g., online information, newspapers, radio, and television) and

presentations to victim service organizations and community groups, service clubs, and schools. Subrecipients are encouraged to participate in media/public awareness-related events promoting victim services, including the annual National Crime Victims' Rights Week.

- Case Status

Centers must keep victims/survivors and witnesses apprised of the progress and outcome of their case as it progresses through the criminal justice system.

- Family/Friend/Employer Notification

Upon request of the victim/survivor or witness, Centers must notify employer(s) that the employee was a victim/survivor of, or witness to, a crime and ask the employer to minimize any loss of pay or other benefits, which may have resulted because of the crime or the employee's participation in the criminal justice system.

- Employer Notification/Intervention

Upon request of the victim/survivor or witness, Centers must notify employer(s) that the employee was a victim/survivor of, or witness to, a crime and ask the employer to minimize any loss of pay or other benefits, which may have resulted because of the crime or the employee's participation in the criminal justice system.

- Restitution

Upon request of the victim/survivor, Centers must assist with restitution, in ascertaining economic loss, and provide the probation department, district attorney, and court with information relevant to his or her losses prior to the imposition of sentence.

b. Optional Services

- Employer Intervention

Additional intervention with employers, aside from that described in Mandatory Services.

- Creditor Intervention

Assistance information to creditors of the temporary inability to meet current financial obligations due to the financial hardship precipitated by the crime.

- Child Care Assistance

Arrange for temporary childcare for court appearances, meetings with prosecution or law enforcement officials, or otherwise take part in criminal justice proceedings.

- Witness Notification

Notification of cancellations or continuances for calendared court appearances when an Advocate is assigned to assist the victim/survivor in the case.

- Funeral Arrangements

Assist family members of a deceased victim with funeral or burial arrangements.

- Crime Prevention Information

Provide crime prevention information.

- Witness Protection

Arrange for law enforcement protection or relocation to a

new residence when a victim/survivor's safety is threatened.

- Temporary Restraining Order (TRO) Assistance

Assistance obtaining a TRO.

- Transportation Assistance

Arrange transportation for victims/survivors assigned to an Advocate.

- Court Waiting Area

Provision of a waiting area during court proceedings separate from defendants and their family/friends.

c. Additional Program Components

Subrecipients are required to provide Cal OES with the addresses of all Centers providing services within the county. Include the following information:

- Multiple Field Offices
 - Office Address
 - Telephone Numbers
 - Number of employees assigned to each office
 - Supervisor's name, email address, and phone number

- After Hours Contact Information

Subrecipients must provide after-hours contact information for critical incidents outside of business hours.

- Training

Subrecipients must budget for untrained Advocates assigned

to provide direct victim services to attend California Crime Victim's Assistance Association (CCVAA) Victim Advocate training. Crisis Response (CR) training is also highly encouraged. Subrecipients must contact the CCVAA for enrollment in in-person or virtual trainings.

d. Program Restrictions

- Centers located in district attorney offices must not operate within the Investigations Division.
- Under no circumstances shall Cal OES-funded Advocates be utilized as expert witnesses.
- Advocates shall not be split-funded with domestic violence or rape crisis programs due to a conflict of confidentiality privilege.
- The Center shall not perform the function of restitution notification or assistance to all victims/survivors assigned to the district attorney's office or probation department. The victim/survivor must be assigned to the Advocate's caseload for a full range of victim services, not just restitution recovery.
- Advocates shall not provide direct childcare
- Advocates shall not be tasked with preparing Criminal Protective Orders (CPO), as this is a prosecutorial activity.

e. Mass Victimization Readiness (Optional)

Centers may utilize funding to support victim/survivor crisis response assistance efforts for crime-related mass victimization/terrorism incidents.

f. Operational Agreements

An Operational Agreement (OA) with local domestic violence

centers, rape crisis centers, and agencies that provide services for child crime victims is required.

An OA (also referred to as a Memorandum of Understanding) is a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency/organization. The OA reflects the roles each agency/organization will play in achieving the goals and objectives of the Grant Subaward (*SRH Section 7.005*).

D. PROGRAM REPORTING REQUIREMENTS

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

1. Cal OES Progress Reports

There are two Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1st Report	October 1, 2025 – March 31, 2026	April 30, 2026
Final Report	April 1, 2026 – September 30, 2026	October 30, 2026

2. Office for Victims of Crime (OVC) Reports

There are two on-line OVC Reports Subrecipients will also need to complete:

a. Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of

the report in the OVC Performance Management Tool (PMT). Once the Subrecipient completes the report, Cal OES will have 30 days to either approve the SAR or work with the Subrecipient on corrections before approving the SAR.

b. Subgrantee Report

Subrecipients receiving VOCA Victim Assistance Formula Grant Program funds must complete this report no later than two weeks following the end of each federal fiscal year quarter.

Subrecipients will report data directly into the OVC PMT database no later than the due dates in the table below, unless otherwise instructed by your Grants Analyst.

Report Period	Due Date (on or about)
October 1, 2025 – December 31, 2025	January 14, 2026
January 1, 2026 – March 31, 2026	April 14, 2026
April 1, 2026 – June 30, 2026	July 14, 2026
July 1, 2026 – September 30, 2026	October 14, 2026

* Exact dates will be provided by your Grants Analyst at the end of each quarter.

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call (844)884-2503.

2025-26 VW PROGRAM FUNDING CHART

Subrecipient Name	25VWA0	25VCGF	22VOCA	22 VOCA Match	25VOCA	25VOCA Match	Total Cost
City and County of San Francisco - District Attorney's Office	\$ 141,897	\$ 523,247			\$ 674,114	\$ 168,529	\$ 1,507,787
Community Action Partnership of Madera County, Inc.	\$ 24,175	\$ 179,783			\$ 231,619	\$ 57,905	\$ 493,482
County of Alameda - District Attorney's Office	\$ 334,803	\$ 1,086,066			\$ 1,399,210	\$ 349,803	\$ 3,169,882
County of Alpine - District Attorney's Office	\$ 277	\$ 110,059			\$ 141,793	\$ 35,448	\$ 287,577
County of Amador - District Attorney's Office	\$ 5,148	\$ 124,269			\$ 160,100	\$ 40,025	\$ 329,542
County of Butte - District Attorney's Office	\$ 36,907	\$ 216,929			\$ 279,476	\$ 69,869	\$ 603,181
County of Calaveras - District Attorney's Office	\$ 6,478	\$ 128,149			\$ 165,097	\$ 41,274	\$ 340,998
County of Colusa - District Attorney's Office	\$ 2,980	\$ 117,946			\$ 151,952	\$ 37,988	\$ 310,866
County of Contra Costa - District Attorney's Office	\$ 157,909	\$ 569,963			\$ 734,300	\$ 183,575	\$ 1,645,747
County of Del Norte - District Attorney's Office	\$ 3,980	\$ 120,863			\$ 155,711	\$ 38,928	\$ 319,482
County of El Dorado - District Attorney's Office	\$ 22,311	\$ 174,345			\$ 224,614	\$ 56,154	\$ 477,424
County of Fresno - District Attorney's Office	\$ 181,288	\$ 638,172			\$ 822,176	\$ 205,544	\$ 1,847,180
County of Glenn - District Attorney's Office	\$ 4,090	\$ 121,184			\$ 156,125	\$ 39,031	\$ 320,430
County of Humboldt - District Attorney's Office	\$ 19,808	\$ 167,040			\$ 215,203	\$ 53,801	\$ 455,852
County of Imperial - District Attorney's Office	\$ 20,074	\$ 167,819			\$ 216,206	\$ 54,052	\$ 458,151
County of Inyo - District Attorney's Office	\$ 3,480	\$ 119,403			\$ 153,829	\$ 38,457	\$ 315,169
County of Kern - District Attorney's Office	\$ 170,137	\$ 605,638			\$ 780,262	\$ 195,066	\$ 1,751,103
County of Kings - District Attorney's Office	\$ 23,299	\$ 177,228			\$ 228,329	\$ 57,082	\$ 485,938
County of Lake - District Attorney's Office	\$ 12,945	\$ 147,018			\$ 189,408	\$ 47,352	\$ 396,723
County of Lassen - District Attorney's Office	\$ 4,126	\$ 121,288			\$ 156,258	\$ 39,065	\$ 320,737
County of Los Angeles - District Attorney's Office	\$ 866,657	\$ 3,429,439	\$ 1,200,531	\$ 300,133	\$ 3,217,716	\$ 804,429	\$ 9,818,905
County of Marin - District Attorney's Office	\$ 28,835	\$ 193,378			\$ 249,135	\$ 62,284	\$ 533,632
County of Mariposa - District Attorney's Office	\$ 2,782	\$ 117,367			\$ 151,208	\$ 37,802	\$ 309,159
County of Mendocino - District Attorney's Office	\$ 11,919	\$ 144,025			\$ 185,553	\$ 46,388	\$ 387,885
County of Merced - District Attorney's Office	\$ 47,371	\$ 247,459			\$ 318,809	\$ 79,702	\$ 693,341
County of Modoc - District Attorney's Office	\$ 1,587	\$ 113,879			\$ 146,714	\$ 36,679	\$ 298,859
County of Mono - District Attorney's Office	\$ 1,796	\$ 114,491			\$ 147,502	\$ 36,876	\$ 300,665
County of Monterey - District Attorney's Office	\$ 62,513	\$ 291,636			\$ 375,724	\$ 93,931	\$ 823,804
County of Napa - District Attorney's Office	\$ 16,485	\$ 157,345			\$ 202,713	\$ 50,678	\$ 427,221
County of Nevada - District Attorney's Office	\$ 13,388	\$ 148,310			\$ 191,072	\$ 47,768	\$ 400,538
County of Orange - District Attorney's Office	\$ 390,009	\$ 1,247,136			\$ 1,606,723	\$ 401,681	\$ 3,645,549
County of Placer - District Attorney's Office	\$ 46,999	\$ 246,373			\$ 317,409	\$ 79,352	\$ 690,133
County of Plumas - District Attorney's Office	\$ 1,460	\$ 113,509			\$ 146,238	\$ 36,560	\$ 297,767
County of Riverside - District Attorney's Office	\$ 304,640	\$ 998,064	\$ 500,000	\$ 125,000	\$ 785,835	\$ 196,459	\$ 2,909,998
County of Sacramento - District Attorney's Office	\$ 252,573	\$ 846,154			\$ 1,090,124	\$ 272,531	\$ 2,461,382
County of San Benito - District Attorney's Office	\$ 8,527	\$ 134,128			\$ 172,800	\$ 43,200	\$ 358,655
County of San Bernardino - District Attorney's Office	\$ 342,971	\$ 1,109,899	\$ 500,000	\$ 125,000	\$ 929,915	\$ 232,479	\$ 3,240,264
County of San Diego - District Attorney's Office	\$ 439,412	\$ 1,391,273	\$ 500,000	\$ 125,000	\$ 1,292,418	\$ 323,105	\$ 4,071,208
County of San Joaquin - District Attorney's Office	\$ 148,807	\$ 543,408			\$ 700,088	\$ 175,022	\$ 1,567,325
County of San Luis Obispo - District Attorney's Office	\$ 38,986	\$ 222,995			\$ 287,290	\$ 71,823	\$ 621,094
County of San Mateo - District Attorney's Office	\$ 85,461	\$ 358,591			\$ 461,984	\$ 115,496	\$ 1,021,532
County of Santa Barbara - District Attorney's Office	\$ 63,851	\$ 295,541			\$ 380,753	\$ 95,188	\$ 835,333
County of Santa Clara - District Attorney's Office	\$ 273,428	\$ 906,999	\$ 500,000	\$ 125,000	\$ 668,514	\$ 167,129	\$ 2,641,070

County of Santa Cruz - District Attorney's Office	\$ 34,448	\$ 209,754			\$ 270,233	\$ 67,558	\$ 581,993
County of Shasta - District Attorney's Office	\$ 29,003	\$ 193,869			\$ 249,767	\$ 62,442	\$ 535,081
County of Sierra - District Attorney's Office	\$ 472	\$ 110,628			\$ 142,525	\$ 35,631	\$ 289,256
County of Siskiyou - District Attorney's Office	\$ 6,386	\$ 127,881			\$ 164,754	\$ 41,189	\$ 340,210
County of Solano - District Attorney's Office	\$ 68,377	\$ 308,747			\$ 397,767	\$ 99,442	\$ 874,333
County of Sonoma - District Attorney's Office	\$ 57,337	\$ 276,537			\$ 356,271	\$ 89,068	\$ 779,213
County of Stanislaus - District Attorney's Office	\$ 83,111	\$ 351,732			\$ 453,148	\$ 113,287	\$ 1,001,278
County of Sutter - District Attorney's Office	\$ 13,701	\$ 149,225			\$ 192,250	\$ 48,063	\$ 403,239
County of Tehama - District Attorney's Office	\$ 10,957	\$ 141,219			\$ 181,937	\$ 45,484	\$ 379,597
County of Trinity - District Attorney's Office	\$ 2,516	\$ 116,590			\$ 150,206	\$ 37,552	\$ 306,864
County of Tulare - District Attorney's Office	\$ 73,599	\$ 323,982			\$ 417,397	\$ 104,349	\$ 919,327
County of Tuolumne - District Attorney's Office	\$ 8,430	\$ 133,844			\$ 172,436	\$ 43,109	\$ 357,819
County of Ventura - District Attorney's Office	\$ 101,285	\$ 404,757			\$ 521,461	\$ 130,365	\$ 1,157,868
County of Yolo - District Attorney's Office	\$ 24,935	\$ 182,000			\$ 234,475	\$ 58,619	\$ 500,029
County of Yuba - District Attorney's Office	\$ 13,874	\$ 149,729			\$ 192,900	\$ 48,225	\$ 404,728

Standard Assurances of Compliance

I hereby certify that the Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Civil Rights Compliance – SRH Section 2.020

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

II. Equal Employment Opportunity – SRH Section 2.025

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

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

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

IV. Lobbying – SRH Sections 2.040 and 4.105

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

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



Program Standard Assurances Addendum

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

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

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

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