

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

This Grant Subaward Face Sheet summarizes the Grant Subaward for **FJ25022602**

The full Grant Subaward includes all application information provided by the Subrecipient, all attestations, and requirements included in the Program Supplemental. Subrecipients can access, download, and print the full Grant Subaward in the Grants Central System.

1. **Subrecipient** County of Nevada - District Attorney's Office **1a. UEI#:** QDDBKGRJTRL5
2. **Implementing Agency:** District Attorney
3. **Location of Project/Services:** Nevada City Nevada County 95959-2506
 (City) (County) (Zip+4)
4. **Program:** Family Justice Center - FJ25
5. **Grant Subaward Performance Period/Period of Performance:** 4/1/2026 to 3/31/2028
6. **Indirect Cost Use: 15% De Minimis** **Federally Approved ICR (if applicable): %**

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
2025	2025 FJC0	\$312,500		\$312,500			\$0	\$312,500
	Total Project Cost	\$312,500		\$312,500				\$312,500

Authorized Agent

Federal Employer Identification #: 94-6000526

<u>Jacqi Britton</u>	<u>Administrative Analyst</u>	<u>Jacqi Britton</u>	<u>2/20/2026</u>
Name	Title	Signature	Date
<u>201 COMMERCIAL ST</u>	<u>NEVADA CITY</u>	<u>95959-2506</u>	
Payment Mailing Address	City	ZIP Code	

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposed of this expenditure stated above.

<u>Jennifer McIntire</u>	<u>4/6/2026</u>	<u>Mary Rucker</u>	<u>4/14/2026</u>
Cal OES Fiscal Officer	Date	Cal OES Director or Designee	Date

Special Conditions
Subrecipients must expend all 2025 FJC0 no later than 02/29/2028 and submit all payment requests for 2025 FJC0 no later than 03/12/2028.

Awarding Official Contact - Cal OES			
Name	Title	Address	Phone
Caroline Thomas Jacobs	Director	3650 Schriever Avenue, Mather CA 95655	916-845-8506

Program Description
The purpose of the Program is for Family Justice Centers throughout the State to support and provide legal services to victims of domestic violence, intimate partner violence, sexual assault, child abuse, elder abuse, transnational abandonment, and human trafficking, and to help victims/survivors file petitions for protective orders, including domestic violence restraining orders and gun violence restraining orders.

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2025 FJC0	
State/Federal	State
ENY	2025
Chapter #	5
Service Location	18909
Item #	0690-104-0001
State Budget Program #	921
FAIN	N/A
Performance Period	07/01/25 - 06/30/28
State Budget Fund	State General Fund
Assistance Listing	N/A
Program	Family Justice Center - FJ25
Match Required	No
Project ID	OES25FJC0000000
Amount	\$312,500
Speed Chart	2025-18909
Grantor	N/A
Federal Award Date	N/A
Research & Development Program	N/A

Application Information Form

Program:

Family Justice Center - FJ25

Grant Subaward Performance Period:

04/01/2026 to *03/31/2028*

Subrecipient:

County of Nevada - District Attorney's Office

Subrecipient UEI:

QDDBKGRJTRL5

Subrecipient Federal Employer ID:

94-6000526

Implementing Agency:

District Attorney

Payment Address**Primary Location of Project/Services****Address**

201 Commercial Street

City:

Nevada City

Address 2**County:**

Nevada County

Zip Code:

95959-2506

Grant Subaward Assurances Form

Navigation Instructions:

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

Form Specific Instructions:

- Read all Grant Subaward Assurance and indicate compliance by checking acknowledgement box.

Applicable Grant Subaward Assurances

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

Assurance	Acknowledgement
	<input type="checkbox"/> *
Program Standard Assurance Addendum	<input checked="" type="checkbox"/> *
Standard Certification of Compliance	<input checked="" type="checkbox"/> *

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

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

Federal Funding Accounting and Transparency Act (FFATA)

In the preceding year, did the Subrecipient receive:

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



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.



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.

Programmatic Narrative Form

Navigation Instructions:

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

Narrative Questions/Responses

Question 1 *

Describe how the Program will provide/facilitate the delivery of legal services to victims/survivors of domestic violence, intimate partner violence, sexual assault, child abuse, elder abuse, transnational abandonment, and human trafficking. The Family Justice Center (FJC) of Nevada County facilitates the delivery of legal and supportive services to victims and survivors of domestic violence, intimate partner violence, sexual assault, child abuse, elder abuse, and human trafficking through an integrated, multidisciplinary service model. The FJC is designed to reduce barriers to access, increase safety, and improve outcomes by coordinating services in one location through centralized intake, warm handoffs and connections with partner services, and structured partner response.

Upon arrival, survivors are welcomed in a trauma-informed reception setting and complete a centralized intake process that identifies immediate safety concerns, victim/survivor needs, and survivor-identified goals. With informed, written consent, FJC staff coordinate access to appropriate legal and supportive services, minimizing the need for survivors to independently navigate multiple systems or repeatedly recount traumatic experiences.

Legal services at the FJC are currently primarily facilitated through a partnership with Community Beyond Violence (CBV). A trained CBV victim advocate is on site two days per week and available on an on-call basis the remaining days, ensuring timely access to legal advocacy, assistance with protective orders, court accompaniment, and coordination with other local legal referrals. CBV advocates work directly with survivors across all forms of violence served by the FJC.

CBV also operates a civil legal program that provides free legal clinics, legal information, advice, and representation for eligible survivors in family law matters, including dissolution and child custody. Legal clinics and representation are delivered through a CBV staff civil attorney, expanding access to meaningful legal remedies without requiring survivors to navigate separate systems. For survivors involved in criminal proceedings, the FJC facilitates assignment to a District Attorney's Office Victim Witness Advocate to provide case-specific support during investigation and prosecution.

Question 2 *

Describe the resources/service structure the Program will implement to assist victims/survivors to file petitions for protective orders, which include(s) domestic violence restraining orders and gun violence restraining orders.

The FJC is implementing a structured, survivor-centered service model to assist victims and survivors in filing petitions for domestic violence restraining orders (DVROs) and gun violence restraining orders (GVROs). The FJC uses evidence-based tools such as the

Danger Assessment and structured information-sharing protocols so survivors receive timely education, advocacy, and hands-on assistance throughout the protective order process. This model allows survivors to access legal and supportive services in one location, reduces retraumatization, and improves continuity of care while respecting survivor autonomy and confidentiality.

Trained advocates from Community Beyond Violence (CBV) provide on-site assistance with understanding protective order options, eligibility, and legal implications. Services include legal information, assistance completing court forms, coordination with court self-help and legal aid providers, and referrals to legal representation or the CBV civil legal program when appropriate. Advocates support survivors in preparing for hearings and accompany them to court when requested.

For survivors seeking GVROs, the FJC provides education regarding firearm relinquishment laws, enforcement mechanisms, and safety considerations. Advocates coordinate referrals to law enforcement and legal partners as needed and assist survivors in understanding the scope and limitations of GVRO protections.

Three local law enforcement agencies have partnered with our FJC and committed to providing an officer with on-site response to the FJC when appropriate for victim/survivor needs, questions, and next steps. This includes issuing EPOs when appropriate, taking incident reports, case follow up, and investigating protective order violations.

The FJC's service structure emphasizes continuity of support before, during, and after court proceedings. Survivors receive follow-up assistance related to service of orders, enforcement questions, and ongoing safety planning. Legal and law enforcement partners respond on site on an on-call basis when specialized expertise is required, ensuring accurate information and timely intervention.

The FJC coordinates protective order assistance within a multidisciplinary setting, to reduce procedural barriers, increases survivor access to legal protections, and supports informed decision-making while prioritizing survivor safety and autonomy.

Question 3 *

Estimate the number of victims/survivors the Program plans to provide services to during the Grant Subaward Performance Period.

During the Grant Subaward Performance Period, the Family Justice Center of Nevada County estimates serving approximately 200 unduplicated victims and survivors over two years.

This estimate is based on projected service capacity during the FJC's initial operational year, anticipated referral volume from law enforcement, healthcare, child welfare, and community-based partners, and data from our local domestic violence and rape crisis center. Services include risk assessment, safety planning, advocacy, legal navigation, protective order assistance, referrals, and coordinated support services.

The FJC anticipates serving adult and child survivors across multiple forms of violence, with flexibility to adjust service delivery as community demand increases.

Question 4 *

Describe the Family Justice Center and indicate how it's location and structure supports comprehensive delivery of services for victims/survivors.

The Family Justice Center of Nevada County is a multidisciplinary, trauma-informed service hub designed to centralize access to support for victims and survivors of violence. The FJC is located at 590 Searls Avenue, Nevada City, a site selected for accessibility, privacy, and proximity to community and justice system partners. The building is intentionally designed to feel welcoming and residential, rather than institutional.

The FJC's physical layout includes private intake and advocacy spaces, coordinated partner private access, and capacity for multidisciplinary response. Current on-site services include a Community Beyond Violence victim advocate (two days per week), a part-time Social Services social worker, and a part-time Community Health Worker provided by Western Sierra Medical Clinic. Additional partners provide services on an on-call basis and respond on-site to the FJC as needed, including local law enforcement agencies, Adult Protective Services, therapy providers and peer programs. Survivors can access multiple services in one safe location, reducing the need to travel between agencies and retell their experiences multiple times.

Trauma informed care (TIC) considers and understands the body's biological and neurological response to trauma. Evidence based practices call for a trauma informed approach to reports of rape, sexual assault and other violent crimes. The soft interview rooms and lobby are considered an integral component of TIC at the FJC. We partnered with Project Beloved, to design and create a space that is comfortable, rather than stark, to allow the victim/survivors to feel physically and emotionally safe. This in turn has a significant impact on the service seeking and/or forensic interview process.

There is a separate workspace and entrance for on-site and on-call partners to come and go as appropriate to avoid disturbing clients waiting in the lobby or hospitality waiting room. This helps ensure that law enforcement presence, or the presence of other partners, does not hinder a victim/survivor's ability to feel safe and comfortable while receiving FJC services.

Question 5 *

Indicate if the Program's FJC is fully operational and the current hours of operation.

The Family Justice Center of Nevada County has been in the final stages of becoming fully operational over the last few months. The site move-in date was February 11, 2026, with full-service operations launching on February 23, 2026.

The FJC operates Monday through Friday 8:30AM-5:00PM, with on-site staffing and coordinated partner availability. Partner hours will expand as the FJC grows and as both the needs of our community and capacity of our partners increase.

Question 6 *

Indicate how the required Operational Agreements assist in expanding/supporting the FJC to streamline the delivery of services to victims/survivors.

Operational Agreements (OAs) and MOUs are foundational to the FJC's coordinated service model. These agreements clearly define roles, confidentiality requirements, referral pathways, response expectations, and information-sharing protocols.

Partner response pathways include:

- 1. On-site staffing (CBV advocacy, Western Sierra Medical Clinic Community Health Worker, County social worker)*
- 2. On-site same-day response (local law enforcement, Adult Services, Child Welfare Services, Women of Worth)*
- 3. Off-site same-day response (Sierra Nevada Memorial Hospital, urgent medical appointments)*
- 4. Appointment-based services (counseling and therapy providers, medical and dental services)*

All partners agree to utilize FJC intake information with survivor consent to reduce repetitive storytelling and ensure coordinated service delivery. Designated staff are identified to respond to FJC referrals, ensuring timely access to specialized services.

Executed MOUs with Community Beyond Violence and Nevada County Adult Services fulfill required victim service provider categories. Additional MOUs support wraparound services, with further partnerships in development to expand capacity.

Collectively, these agreements streamline access, promote efficiency, and allow the FJC to scale services in a structured and consistent manner.

Question 7 *

Describe improvements to victim/survivor services that will be implemented through the Program during this Grant Subaward Performance Period.

The FJC will implement measurable improvements that directly enhance survivor safety, access, and engagement. Survivors will experience faster access to coordinated services, fewer system barriers, and stronger continuity of care within a centralized, trauma-informed model.

The FJC's centralized intake process and unified information-sharing protocols will reduce repeated storytelling and system fragmentation. At least 70% of clients will be screened using the validated Danger Assessment tool to identify homicide risk. High-risk clients will receive trauma-informed safety planning and be linked to safety services within 24 hours. All FJC staff and on-site partners will be trained in confidentiality and coordinated response protocols, ensuring consistent, survivor-centered practices. Through warm handoffs and multidisciplinary case conferencing for high-risk cases, 75% of clients will be connected to three or more supportive services, including advocacy, shelter/housing, legal assistance, medical care, or law enforcement support.

Survivors will feel the impact of these improvements through increased safety, reduced need to navigate multiple agencies, and more timely responses to urgent needs. A pre- and post-service survey will measure outcomes, with a goal of a 50% increase in client-reported feelings of safety and access to services.

To strengthen justice outcomes, the FJC will implement a county-wide strangulation response protocol in collaboration with law enforcement, prosecutors, and medical providers, improving identification and documentation of injuries. Victim advocates will receive specialized training on stages of recantation, and at least 50 survivors will receive education to better understand trauma responses and coercive tactics. These efforts aim to reduce victim recantation and contribute to an increase in domestic violence and sexual assault case convictions. Policies addressing protection order enforcement will further enhance offender accountability.

Additionally, the FJC will establish a VOICES survivor advisory group to ensure programming remains victim-centered and responsive. A new multidisciplinary interview room will be developed to improve confidentiality and reduce retraumatization.

Collectively, these concrete improvements will result in greater safety, stronger engagement in services and the justice process, and increased stability for survivors during the grant period.

Question 8 *

Describe the services that are currently provided to victims/survivors, and indicate how the FJ Program will help to expand the scope and delivery range of these services.

Nevada County's current service landscape for survivors consists of dedicated but largely siloed providers operating across a geographically dispersed rural region. Survivors can access crisis hotlines, community-based advocacy, law enforcement, Adult Protective Services, counseling, medical care, and legal assistance; however, these services operate independently and require survivors to seek help through multiple entry points. Access to these services often depends on referrals, personal knowledge of available supports, or navigating complex systems during times of crisis. Survivors must navigate multiple agencies, repeat their stories, and coordinate appointments on their own. Long travel distances, very limited public transportation, and other barriers further restrict access for those in outlying communities. Capacity constraints affect most service providers, particularly limited staffing, inconsistent funding, and a critical shortage of Spanish-speaking providers. Coordination across systems remains limited, contributing to delays, fragmented responses, and survivor disengagement.

Community Voices and stakeholder feedback during the FJC strategic planning process highlighted themes that the FJC will intentionally respond to. The FJC will coordinate multidisciplinary training in trauma-informed care and sex trafficking response, strengthening system-wide capacity and improving service quality across partner agencies. The FJC is also developing the infrastructure necessary to establish a local forensic medical program for sexual assault, domestic violence, and strangulation exams to reduce the need for survivors to travel outside the county for evidentiary exams. Currently, victims are interviewed at a police station or DA's office, which can feel intimidating and retraumatizing. The Nevada City Police Department does not currently have a dedicated MDI room. A trauma-informed Multidisciplinary Interview (MDI) room will be created for use by the NCPD and other partnering agencies.

The FJC will also provide education and hands-on assistance with Victim Compensation claims and employ a bilingual Navigator to support Spanish-speaking survivors, significantly increasing access in a community with limited language access capacity. These phased improvements align with the FJC's three-year strategic plan roadmap, ensuring sustainable expansion, enhanced coordination, and a more accessible, survivor-centered system of care.

Question 9 *

Describe the collaborative working relationships the FJC maintains through current Operational Agreements or MOUs.

The FJC maintains strong, formalized collaborative relationships through a jointly adopted Charter that clearly articulates shared mission, governance, accountability and expectations.

Founding FJC partners include Community Beyond Violence, Grass Valley Police Department, Nevada City Police Department, Nevada County (NC) Sheriff's Department, NC District Attorney's Office, NC Adult Services, NC Child Welfare Services, NC Social Services, Sierra Nevada Memorial Hospital, Western Sierra Medical Clinic, and Women of Worth.

Partners work together through structured governance and ongoing coordination. The FJC Planning Council is comprised of executive leadership and meets monthly to set strategic direction, approve policies, and resolve system-level challenges. Operationally, partners engage in case coordination, multidisciplinary collaboration, and shared problem-solving to ensure survivors experience seamless, trauma-informed responses rather than siloed interventions. Cross-agency training, joint protocol development, and collaborative policy review are embedded in the FJC's three-year Strategic Plan and reflect a shared commitment to continuous improvement.

Trust and mutual accountability are foundational. MOUs clearly define roles, confidentiality standards, participation expectations, and data-sharing protocols. The Charter outlines guiding principles such as collaboration and shared power, transparency, survivor voice, and sustainability. Partners respect one another's missions, expertise, and statutory responsibilities while working toward collective impact, rather than agency-specific outcomes.

The strength of these partnerships is reflected in the rapid and unified momentum that followed the decision to establish a Family Justice Center in Nevada County. The community was ready, and the Center opened its doors within one year, an achievement that underscores the depth of existing relationships and shared commitment among partners. Executive leaders from each founding partner devoted a full-day strategic planning session to develop the FJC's three-year roadmap, demonstrating meaningful buy-in, enthusiasm, and shared ownership of both the implementation process and long-term sustainability. At the same time, new partnerships are being intentionally cultivated to broaden the scope of services, strengthen system coordination, and ensure the FJC continues to grow in response to community needs.

Operational Agreements Form

Participating Agency/Organization	Date Signed	Start Date	End Date
<i>Western Sierra Medical Clinic</i>	<i>01/30/2026</i>	<i>02/11/2026</i>	<i>02/10/2027</i>
<i>Community Beyond Violence</i>	<i>01/12/2026</i>	<i>02/23/2026</i>	<i>12/31/2028</i>
<i>Nevada City Police Department</i>	<i>02/09/2026</i>	<i>02/23/2026</i>	<i>12/31/2028</i>
<i>Nevada County Adult Services</i>	<i>01/14/2026</i>	<i>02/23/2026</i>	<i>12/31/2028</i>
<i>Women of Worth</i>	<i>02/18/2026</i>	<i>02/23/2028</i>	<i>12/31/2028</i>

Funding Source Allocation

Instructions:

- Please be sure to review page for accuracy.

Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Amount Available	Total Match Amount Required	Available Funding Total	Funding Requested	Cash Match Amount	In Kind Match Amount	Total Project Costs
2025 FJC0	2025	State	\$312,500	\$	\$312,500	\$312,500	\$	\$	\$312,500
			\$312,500	\$0	\$312,500	\$312,500	\$0	\$0	\$312,500

Budget Cost Categories

Cost Form Selection(s)

- Personnel Costs
- Volunteer Costs
- Contractor/Consultant Costs
- Rent Costs
- Travel Costs
- Equipment Costs
- Financial Assistance For Client's Costs
- Second-Tier Subward Costs
- Audit Costs
- Indirect Costs
- Other Operating Costs

Personnel Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item, click the **ADD** button.
- To delete this Line Item, click the **DELETE** button. **WARNING: This action cannot be undone.**
- When done, click the **SAVE** button.

Personnel Costs

Budget/Project Line-Item *

Program Manager 0.5 FTE FY 27/28

Description *

This role, a continuation of the 26/27 Program Manager role, manages and oversees the Family Justice Center and coordinates services for victims of violence and abuse, including domestic violence, sexual assault, human trafficking, and child and elder abuse. It includes assisting with protective orders and CaVCB claims, supervising staff, developing policies, ensuring trauma-informed care, managing complex cases, and promoting safety, healing, and access to justice.

Hourly

Salary Per Month *

\$12,721.06

FTE *

Number of Months *

9.00

Full-Time Equivalent in Hours

2,080

Salary

Hours of Full-Time Workweek *

40.00

Salary Calculation Total

\$57,245

Benefits Calculation

\$45,189

Yes

No

Benefits Percentage *

78.94 %

Benefits Description *

56.48 total per hour x 1600 hours x .5 FTE (Retirement \$34.84 per hour + Health/dental/vision/UI/OPEB \$21.64 per hour)

Calculation Total (Includes Benefits if provided)

\$102,434

Fund Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to support the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 FJC0	2025	State	\$102,434		\$0	\$102,434			
				\$102,434	\$0		\$0	\$0	\$102,434

Personnel Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item, click the **ADD** button.
- To delete this Line Item, click the **DELETE** button. **WARNING: This action cannot be undone.**
- When done, click the **SAVE** button.

Personnel Costs

Budget/Project Line-Item *

Program Manager 0.5 FTE FY 26/27

Description *

This role, reclassified from the Admin Analyst, manages and oversees the Family Justice Center and coordinates services for victims of violence and abuse, including domestic violence, sexual assault, human trafficking, and child and elder abuse. It includes assisting with protective orders and CalVCB claims, supervising staff, developing policies, ensuring trauma-informed care, managing complex cases, and promoting safety, healing, and access to justice.

Hourly

Salary Per Month *

\$11,812.41

FTE *

Number of Months *

12.00

Full-Time Equivalent in Hours

Salary

Hours of Full-Time Workweek *

40.00

Salary Calculation Total

0.5000

Does this position provide benefits? *

Benefits Percentage *

78.93 %

Benefits Description *

\$70,874

Benefits Calculation

\$55,941

Yes

No

53.79 total per hour x 2080 hours x .5 FTE (Retirement \$33.18 per hour + Health/dental/vision/UI/OPEB \$20.61 per hour)

Calculation Total (Includes Benefits if provided)

\$126,815

Fund Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to support the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount		Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 FJC0	2025	State	\$126,815		\$0	\$126,815				
				\$126,815		\$0		\$0	\$0	\$126,815

Personnel Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item, click the **ADD** button.
- To delete this Line Item, click the **DELETE** button. **WARNING: This action cannot be undone.**
- When done, click the **SAVE** button.

Personnel Costs

Budget/Project Line-Item *

Administrative Analyst II 0.5 FTE FY 25/26

Description *

This role is responsible for managing and overseeing the Family Justice Center and coordinating services for victims of violence and abuse, including domestic violence, sexual assault, human trafficking, and child and elder abuse. It includes assisting with protective orders and CalVCB claims, supervising staff, developing policies, and ensuring trauma-informed care while collaborating with partners, managing complex cases, and promoting safety, healing, and access to justice.

Hourly

Salary Per Month *

Number of Months *

Salary

Hours of Full-Time Workweek *

\$7,300.00

3.00

40.00

FTE *

Full-Time Equivalent in Hours

Salary Calculation Total

0.5000

2,080

\$10,950

Does this position provide benefits? *

Yes

No

Benefits Calculation

Benefits Percentage *

88.23 %

\$9,661

Benefits Description *

*Retirement rate = \$20.93. Health/dental/vision/UI, OPEB = \$18.45. Workers Comp rate = \$0.8821. Sum = (40.26 * 480 hours in FY) * .5 FTE*

Calculation Total (Includes Benefits if provided)

\$20,611

Fund Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to support the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements		Federal Fund
2025 FJC0	2025	State	\$20,611		\$0	\$20,611				
				\$20,611	\$0		\$0	\$0	\$20,611	

Indirect Budget Category Form

Indirect Costs

Budget/Project Line-Item

De Minimis of Personal Services

Indirect Cost Rate

15% De Minimis

Description/Justification

To be used for admin salaries, overhead, operational accounting services related to the FJC - MTDC

Calculation Method

\$275,274 [Personnel (\$249,860) + Direct OTHER Operating Costs (utilities (4,169), internet (3,376), security systems (333), phone (563), client management software (3,834), computer hardware (363), CFJN Membership (10,000), GL insurance (2,778))] x 15% = \$41,291 (only claiming \$37,224)

Calculation Total

\$37,224

FY 25/26 - \$23,379 x 15% = \$3,443 - claiming full amount

FY 26/27 - \$140,610 x 15% = \$21,091 - claiming \$20,000

FY 27/28 - \$115,052 x 15% = \$17,258 - claiming \$13,781

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements
2025 FJC0	2025	State	\$37,224			\$0	\$37,224	
			\$37,224	\$0	\$0	\$0	\$37,224	

Other Operating Budget Category Form

Navigation Instructions:

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

Other Operating Costs

Budget/Project Line-Item *

Membership - CFJN

Description/Justification *

Membership - California Family Justice Network (CFJN) - FJC Annual cost renews 7/15/2026

Calculation Description *

Annual cost FY 26/27 - \$5,000

Annual cost FY 27/28 - \$5,000

Allocating full cost to FJ Grant

Calculation Total *

\$10,000

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 FJC0	2025	State	\$10,000		\$0	\$10,000			
				\$10,000		\$0	\$0	\$0	\$10,000

Other Operating Budget Category Form

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Other Operating Costs

Budget/Project Line-Item *

General Liability Insurance
Description/Justification *

Estimated cost for annual general liability insurance for a 1400 sq ft building
Calculation Description *

*1.8 total FTEs, .5 FTE is FJ (.5/1.8=27.78%)
 FY 26/27 - \$5,000/yr x 27.78% = \$1,389
 FY 27/28 - \$5,000/yr x 27.78% = \$1,389
 \$1,389 + \$1,389 = \$2,778*

Calculation Total *

\$2,778

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 FJC0	2025	State	\$2,778		\$0	\$2,778			
				\$2,778		\$0		\$0	\$2,778

Other Operating Budget Category Form

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Other Operating Costs

Budget/Project Line-Item *

Internet

Description/Justification *

Comcast - Business contract - to be used by FJ Analyst and clients - will be used by staff at site not funded by the FJ Grant

Calculation Description *

1.8 total FTEs, .5 FTE is FJ (.5/1.8=27.78%)
 Initial set-up cost \$150 and monthly cost \$500.
 \$150 x 27.78%= \$42
 \$500/mo. * 24 mo. = \$12,000 x 27.78% = \$3,334
 \$3,334 + 42 = \$3,376

Calculation Total *

\$3,376

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 FJC0	2025	State	\$3,376		\$0	\$3,376			
				\$3,376		\$0	\$0	\$0	\$3,376

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Vela Software - Client Management Software

Description/Justification *

The FJC will need to purchase, customize, and implement a Client Management data system to track services, referrals, client survey results, case management progress, and other data for key performance indicators to track goals, objectives and measuring success.

Calculation Description *

1.8 total FTEs, .5 FTE is FJ (.5/1.8=27.78%)
 One time start-up cost of \$1,800 and \$500/mo. after.
 $\$1,800 \times 27.87\% = \500
 $\$500/\text{mo.} \times 24 \text{ mo.} = \$12,000 \times 27.78\% = \$3,334$
 $\$500 + \$3,334 = \$3,834$

Calculation Total *

\$3,834

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 FJC0	2025	State	\$3,834		\$0	\$3,834			
				\$3,834		\$0	\$0	\$0	\$3,834

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Security System

Description/Justification *

Everguard security system - already installed in space

Calculation Description *

*1.8 total FTEs, .5 FTE is FJ (.5/1.8=27.78%)
\$50/mo. x 24 mo. x 27.78 = \$333*

Calculation Total *

\$333

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 FJC0	2025	State	\$333		\$0	\$333			
				\$333		\$0	\$0	\$0	\$333

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Computer Accessories

Description/Justification *

Monitors and Docking station for Program Manager's workstation at the FJC 0.5 FTE

Calculation Description *

Monitors 24 in \$160 x 3 units x 0.5 FTE = \$240

Docking stations \$245 each x 1 unit x 0.5 FTE = \$123

\$240 + \$123 = \$363

Calculation Total *

\$363

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 FJC0	2025	State	\$363		\$0	\$363			
				\$363		\$0	\$0	\$0	\$363

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Utilities

Description/Justification *

PG&E and Waste Management costs for FYs 25/26, 26/27, 27/28

Calculation Description *

1.8 total FTEs, .5 FTE is FJ (.5/1.8=27.78%)

PG&E - \$500/mo. assuming a 5% increase each fiscal year.

\$500/mo. x 3 mo. = \$1,500 x 27.78%= \$417

\$525/mo. x 12 mo. = \$6,300 x 27.78%= \$1,750

*\$550/mo. x 9 mo. = \$4,950*27%= \$1,375*

Total = \$3,542

WM - \$90 a mo. assuming a 5% increase each fiscal year.

\$90/mo. x 3 mo. = \$270 x 27.78= \$75

\$94.5/mo. x 12 mo. = \$1,134 x 27.78= \$315

\$94.73/mo. x 9 mo. = \$853 x 27.78% = \$237

Total = \$627

\$3,542 + \$627 = \$4,169

Calculation Total *

\$4,169

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2025 FJC0	2025	State	\$4,169		\$0	\$4,169			
				\$4,169		\$0		\$0	\$4,169

Other Operating Budget Category Form

Navigation Instructions:

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Other Operating Costs

Budget/Project Line-Item *

Phone

Description/Justification *

Cell phone used by Program Manager 0.5 FTE - Verizon - Phone was purchased with FE Grant Funds

Calculation Description *

Calculation Total *

\$46.86/mo. x 24 mo. = \$1,125 x 50% = \$563

\$563

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Requirements	Federal Fund
2025 FJC0	2025	State	\$563		\$0	\$563			
				\$563		\$0	\$0	\$0	\$563

Application Signatures Form

Assurances/Signatures

Proof of Authority/Governing Body Resolution *

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.

Upload Proof of Authority/Governing Body Resolution *

Proof of Authority Designation Letter.pdf

Standard Certification of Compliance *

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

Program Standard Assurance Addendum *

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

Grant Subaward Assurances *

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

California Public Records Act *

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

Additional information: Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

Upload California Public Records Act Exemption

Authorized Agent

Name: *Jacqi Britton*
Signature: *Jacqi Britton*

Title: *Administrative Analyst*
Date: *02/20/2026*