

**Monterey County
EXHIBIT A
SCOPE OF WORK
CASA of Monterey County**

The Monterey County Administrative Office, Office of Community Engagement and Strategic Advocacy (COUNTY) and the Court Appointed Special Advocate (CASA) of Monterey County intend to work together towards the mutual goal of providing maximum available assistance for victims of crime residing in Monterey County. This will be accomplished through continued funding of the Monterey County Victim Services Project through grant funding obtained through the California Office of Emergency Services Victims of Crime Act grant (Cal OES grant funds or grant funding). Each agency hereby agrees to participate and follow the responsibilities and requirements as set forth in the grant funding award and as follows:

Responsibilities of CASA of Monterey County:

1. Recruit, screen and train volunteers to become Court Appointed Special Advocates: CASAs are carefully recruited and trained and after a rigorous full background check are sworn in to Superior Court of Monterey County and then assigned to support one child in foster care.
2. Provide direct services referrals to children, youth and foster families impacted by crimes such as but not limited to: abuse and neglect, etc.: CASA watches over the child's progress in their foster placement, at school, in therapy, and where applicable, fully cooperate with participating entities with the goal of assuring each assigned child finds a safe, permanent home and acts in the best interests of the child.
3. Invoicing: CASA will invoice COUNTY once services have been provided.
4. CASA will Be Available for Meetings: CASA will be available for Grantee meetings with COUNTY and the CASA staff on an as needed basis to discuss strategies, time tables and implementation of mandated services.
5. CASA will Communicate with and Provide Any and All Required Documentation to COUNTY: CASA will communicate regularly with COUNTY regarding services and provide all required and requested grant funding requirements.
6. Conflict of Interest Code: CASA will have an established conflict of interest code.
7. Comply with Federal and State Civil Rights Laws: CASA will comply with Federal and State Civil Rights laws pertaining to discrimination, harassment, pregnancy, disability rights, etc.
8. Assist OCESA to Fill Out an Assurance of Compliance form: Pursuant to grant funding requirements, COUNTY must fill out an assurance of compliance certification form and send such form to the U.S. Department of Justice and a copy to Cal OES. CASA agrees to supply all information or documentation necessary to enable COUNTY to complete the form and send it in on time.

9. CASA Must Have an Equal Opportunity Plan on File: Pursuant to the requirements for grant funding, subrecipients of grant funding must have an Equal Opportunity Plan (EEO) on file in their office for possible audit by Cal OES or the U.S. Department of Justice, Office of Civil Rights (OCR), Office of Justice Programs.
10. CASA and COUNTY will each certify they have a drug-free workplace: Each will establish a drug-free awareness program pursuant to Government Code Section 8355, including requiring employees receive a notification of the drug-free workplace as a condition of employment and the employee shall notify the employer of a drug related conviction and employer shall report back to COUNTY and COUNTY shall report back to the US Dept. of Justice.
11. Certify Compliance with CEQA: CASA will certify that their project is in compliance with the Public Resources Code 21000 et. seq. (California Environmental Quality Act or CEQA) and will comply with the requirements, or fall into an exception spelled out in the 2017 Subrecipient Handbook.
12. No Lobbying: CASA and COUNTY agree funds will not be used for lobbying purposes.
13. Adherence to Executive Order 12549: CASA and COUNTY agree to adhere to Executive Order 12549, Debarment and Suspension, which states that they have not been suspended or debarred from participating in federal grants.
14. Fidelity Bond: The Fidelity Bond protects public funds by assuring reimbursement to Cal OES if grant sub-awards are stolen or otherwise misappropriated by officials and/or employees. Community Based Organizations and American Indian Organizations are required to obtain a Fidelity Bond or an equivalent employee dishonesty insurance contract. Community Based Organizations sponsored by state or local units of governments may submit documentation indicating sponsorship in lieu of the bond unless it was specifically required in the terms of the program.
15. Allowed and Not Allowed Use of Grant Monies: CASA will work within the guidelines of the Subrecipient Handbook for compliance with using grant monies for salaries, benefits, overtime or other operating costs (including but not limited to using grant funds for emergency funds, travel expenses, consultant services, and management services). Grants monies cannot be used for retainer fees, bonuses/commissions, lobbying, fundraising, real property improvements, interest charges, fees or penalties, food/drink, weapons/ammunition, dues/licenses or fees, depreciation charges, equipment as set forth in the 2017 Subrecipient Handbook. For allowable purchases or for services, see Subrecipient Handbook for RFP and other guidelines. See Subrecipient Handbook for guidelines related to Operational Agreements, if applicable.
16. Original Publications or Patents: Activities supported in part or in whole with grant funds that produce original publications, the project must notify Cal OES sixty days in advance of any intended publication. Publications include brochures, videos, posters, DVD/CD, or other multi-media materials (does not include information published solely on a project's website). All other rules and guidelines related to publications must be followed as set forth in the 2017 Subrecipient Handbook.

17. Monthly Reporting of Expenditures and Requests for Funds Documents: CASA will comply with all monthly requirements for Reporting Expenditures and Requests for Funds documents. Claimed expenses must be grant related and incurred during the grant period. CASA will comply with all final reports for expenditures and requests for funds.
18. Audit: CASA and COUNTY will comply with all audit requirements or field reviews or performance site visit assessments or monitoring requests.
19. Records Retention: CASA and COUNTY will retain all grant records for three years from the end of the award period. CASA and COUNTY will each comply with documentation requirements as set forth in the 2017 Subrecipient Handbook.
20. In-Kind Match: CASA will provide an in-kind match of **\$127,125**, as required by the grant.
21. Provide In -Kind Match Reporting Documents: CASA will provide reporting documents for their in-kind match of **\$127,125**, as required by the grant.

The Monterey County Administrative Office, Office of Community Engagement and Strategic Advocacy (COUNTY) will:

1. Provide Funding from the Grant: Allocate and provide a total of **\$101,700** in CalOES grant funding to CASA for providing advocacy services to victims of crime.
2. Distribution of Funds: Said funds will be disbursed on a quarterly basis upon presentation and verification of receipts, or other proof of expenditures and upon receipt of grant funding reimbursement.
3. Coordination of Meetings: Coordinate grantee meetings between the COUNTY and CASA staff on an as needed basis to discuss strategies, time tables, implementation of mandated services and required documentation.
4. Communicate with CASA: Communicate regularly with the Executive Director of CASA regarding services provided with support from grant funds and provide requested and required documentation for grant funding.
5. Accounting System and Structure: COUNTY will establish and maintain an adequate accounting and internal administrative control system. Matched funds and expenditures will be identified in accounting records. All other accounting, general ledger and match requirements and project income, as stated in the 2017 Subrecipient Handbook, will be followed.