



FISCAL YEAR 2024-25 VICTIM NOTIFICATION (VT) 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, including a Glossary of Terms.

A. PREREQUISITES

Before the Grant Subaward performance period begins, Applicants must:

- **Not** have an exclusion record in SAM. An exclusion record in the 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](#).

B. FUNDING INFORMATION

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.

C. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The purpose of the Program is to provide appeal notification to victims/survivors and their families, as well as assistance, support, resources, and outreach in capital and non-capital appeals.

2. Programmatic Components

a. Criminal Case/Appeals

The Program will provide victim/survivor-centered, trauma-informed direct victim assistance on the following criminal case types:

- Capital
- Non-capital
- Conflict
- Prosecution

Direct services shall include, but are not limited to:

- Assisting crime victims/survivors and their families when the Attorney General's Office is prosecuting a case.
- Assisting crime victims/survivors with tracking the status of appeals and recusal cases.
- Allowing victims/survivors and their families to exercise their rights to address the court or otherwise participate in parole, clemency, and execution proceedings.
- Referrals, and emergency assistance.

b. Assistance with California Victim Compensation Board Claims

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

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

- Monitoring claim status.

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:

a. 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
1 st Report	October 1, 2024 – March 31, 2025	April 30, 2025
Final Report	April 1, 2025 – September 30, 2025	October 31, 2025

b. Office for Victims of Crime (OVC) Reports

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

1) 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 Measurement Tool. Then, Cal OES will have 30 days to either approve the SAR, or work with the Subrecipient on corrections, and then approve the SAR.

2) Subgrantee Report

Subrecipients receiving Victims of Crime Act 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 listed, unless otherwise instructed by your Program Specialist.

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Report Period	Due Date (on or about)
October 1, 2024 – December 31, 2024	January 13, 2025
January 1, 2025 – March 31, 2025	April 14, 2025
April 1, 2025 – June 30, 2025	July 14, 2025
July 1, 2025 – September 30, 2025	October 14, 2025

*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@csrincorporated.com or call toll-free (844) 884-2503.