



Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of El Dorado

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	County Victim Services (XC) Program	XC23 06 0090	01/01/24 - 12/31/24
2			
3			
4			
5			
6			

I, Olivia Byron-Cooper, MPH (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.

CERTIFICATION	
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.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	Olivia Byron-Cooper, MPH
Official Designee's Title:	Director, Health and Human Services Agency
Date Executed:	_____
AUTHORIZED BY:	
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.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature:	<u>Wendy Thomas</u>
Typed Name:	Wendy Thomas
Title:	Chair, Board of Supervisors
Date Executed:	10/17/2023



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.

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CERTIFICATION	
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.	
Official Designee's Signature:	<u>Olivia Byron-Cooper</u> <small>Olivia Byron-Cooper (Oct 25, 2023 08:26 PDT)</small>
Official Designee's Typed Name:	<u>Olivia Byron-Cooper, MPH</u>
Official Designee's Title:	<u>Director, Health and Human Services Agency</u>
Date Executed:	<u>10/25/2023</u>
AUTHORIZED BY:	
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.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature:	<u>Wendy Thomas</u>
Typed Name:	<u>Wendy Thomas</u>
Title:	<u>Chair, Board of Supervisors</u>
Date Executed:	<u>10/17/2023</u>



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Budget Pages
Single Fund Source

Subrecipient: County of El Dorado		Grant Subaward #: XC23 06 0090
A. Personnel Costs - Line-item description and calculation		Total Amount Allocated
PERSONNEL COSTS CATEGORY TOTAL		

(Cal OES Use Only)

Cal OES #	FIPS #	VS#	Subaward #
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

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

1. **Subrecipient:** County of El Dorado 1a. **UEI#:** HNUYLFNMNJR3
2. **Implementing Agency:** County of El Dorado Department of Health and Human Services Agency 2a. **UEI#:** _____
3. **Implementing Agency Address:** 3057 Briw Rd., Suite B Placerville 95667-5335
(Street) (City) (Zip+4)
4. **Location of Project:** Placerville El Dorado 95667-5335
(City) (County) (Zip+4)
5. **Disaster/Program Title:** XC - County Victim Services Program 6. **Performance/
Budget Period:** 1/1/2024 to 12/31/2024
(Start Date) (End Date)
7. **Indirect Cost Rate:** N/A Federally Approved ICR (if applicable): _____ %

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.	2023	VOCA		\$161,022			\$40,256	\$40,256	\$201,278
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$161,022	\$161,022		\$40,256	\$40,256	\$201,278

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: Olivia Byron-Cooper, MPH Title: Director, Health and Human Services Agency

Payment Mailing Address: 3057 Briw Rd., Suite B City: Placerville Zip Code+4: 95667-5335

Signature: *Olivia Byron-Cooper* Date: 10/25/2023
Olivia Byron-Cooper (Doc 25, 2023 08 26 P01)

16. **Federal Employer ID Number:** 946000511

(FOR Cal OES USE ONLY)

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

 (Cal OES Fiscal Officer) (Date) _____
 (Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

1. **Grant Subaward Director:**

Name: Leslie Griffith Title: Assistant Director, Child Protective Services

Telephone #: 530-624-4842 Email Address: leslie.griffith@edcgov.us

Address/City/ Zip Code (9-digit): 3057 Briw Rd., Ste B, Placerville, CA 95667-5335

2. **Financial Officer:**

Name: Kimberly McAdams Title: Assistant Director of Admin and Finance

Telephone #: 530-295-6932 Email Address: kimberly.mcadams@edcgov.us

Address/City/ Zip Code (9-digit): 3057 Briw Rd., Ste B, Placerville, CA 95667-5335

3. **Programmatic Point of Contact:**

Name: Leslie Griffith Title: Assistant Director, Child Protective Services

Telephone #: 530-624-4842 Email Address: leslie.griffith@edcgov.us

Address/City/ Zip Code (9-digit): 3057 Briw Rd., Ste B, Placerville, CA 95667-5335

4. **Financial Point of Contact:**

Name: Kimberly McAdams Title: Assistant Director of Admin and Finance

Telephone #: 530-295-6932 Email Address: kimberly.mcadams@edcgov.us

Address/City/ Zip Code (9-digit): 3057 Briw Rd., Ste B, Placerville, CA 95667-5335

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: Olivia Byron-Cooper, MPH Title: Interim Director, Health & Human Svc Agency

Telephone #: 530-621-6270 Email Address: olivia.byron-cooper@edcgov.us

Address/City/ Zip Code (9-digit): 3057 Briw Rd., Ste B, Placerville, CA 95667-5335

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

Name: Olivia Byron-Cooper, MPH Title: Interim Director, Health & Human Svc Agency

Telephone #: 530-621-6270 Email Address: olivia.byron-cooper@edcgov.us

Address/City/ Zip Code (9-digit): 3057 Briw Rd., Ste B, Placerville, CA 95667-5335

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

Name: Wendy Thomas Title: Chair, Board of Supervisors

Telephone #: 530-621-5652 Email Address: wendy.thomas@edcgov.us

Address/City/ Zip Code (9-digit): 330 Fair Lane, Bld. A, Placerville, CA 95667



Grant Subaward Signature Authorization

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

Implementing Agency: County of El Dorado, Health and Human Services Agency

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

Grant Subaward Director:


Printed Name: Leslie Griffith

Signature: 
Leslie Griffith (Oct 20, 2023 12:18 PDT)

Date: 10/20/2023


Financial Officer:

Printed Name: Kimberly McAdams

Signature: 
Kimberly McAdams (Oct 24, 2023 21:50 PDT)

Date: 10/24/2023

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

Signature: 
Tammy Chako (Oct 20, 2023 12:20 PDT)

Printed Name: Tammy Chako

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: 
Olivia Byron-Cooper (Oct 25, 2023 08:26 PDT)

Printed Name: Olivia Bryon-Cooper, MPH

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



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Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of El Dorado

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
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Grant Subaward Budget Pages
Single Fund Source

Subrecipient: County of El Dorado			
B. Operating Costs - Line-item description and calculation	23VOCA	23VOCA Match	Total Amount Allocated
Case Supervisor #1 FTE @ \$20.40 per hour x 1,820 hrs=\$37,128 + \$4,084 taxes = \$41,212 + \$547 p/m benefits x 12 mos = \$6,564. Total \$47,776	\$ 47,776		\$ 47,776
Case Supervisor #2 FTE @ \$20.40 per hour x 1,560 hrs=\$31,824 + \$3,500 taxes = \$35,325 + \$375 p/m benefits x 12 mos = \$4,500 Total \$39,824	\$ 39,824		\$ 39,824
Senior Program Manager @ \$27.32 per hour x 40 hrs per month 40x12=480 hrs=\$13,113 + \$1,442 taxes + \$98 p/m benefits x 12 mos = \$1,176 Total \$15,731	\$ 15,731		\$ 15,731
Fiscal Manager @87 hrs p/m x 12 mos= 1,044 hours @ \$31.82 = \$33,220 + \$3,654 taxes/benefits = Total \$36,874	\$ 36,874		\$ 36,874
Cell phones - 6 x \$25 p/m x 12 mos = \$1,800	\$ 1,800		\$ 1,800
Data Tracking & Reporting/Case Management software \$200 p/m for 12 mos = \$2,400	\$ 2,400		\$ 2,400
Print Advertisements - \$1,200 per mo x 12 mos = \$14,400 (Billing only \$12,942)	\$ 12,942		\$ 12,942
Direct Svcs office space \$.98 per sq ft x 125 sq ft per person x 2.5 FTE x 12 mos=\$3,675 allowed	\$ 3,675		\$ 3,675
Volunteer Match The volunteer hourly rate of \$25.43 is the average of the Program Staff hourly rate plus estimated fringe benefits: \$23.59 + \$1.84 = \$25.43. 1,583 volunteer hours are included at this rate for a total of \$40,256		\$ 40,256	\$ 40,256
OPERATING COSTS CATEGORY TOTAL	\$161,022	\$40,256	\$201,278



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: County of El Dorado	Grant Subaward #: XC23 06 0090
C. Equipment Costs - Line-item description and calculation	Total Amount Allocated
EQUIPMENT COSTS CATEGORY TOTAL	
Total Project Cost (Must match the Grant Subaward Face Sheet)	\$201,278



Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

One-hundred percent of the funds allocated to El Dorado County will be sub-awarded to CASA El Dorado through El Dorado County Health and Human Services Agency.

With the sub-award, ***all of the funds for Court Appointed Special Advocate (CASA) engagement with abused and neglected children are for costs that are directly required for the contractor to perform these services.*** Costs identified are predominately for the wages and benefits of three program employees who are 100% dedicated to training and supporting the CASA volunteers, who are dedicated to serving childhood victims of abuse and neglect. They will have no other duties than those dedicated to the service of the victim population. These funds help to fill gaps in services to this vulnerable population by elevating their voices in court, assistance with navigating court procedures, and connection to additional resources and services for the child. Funds are also allocated to the reporting, tracking, and invoicing required by the contract and carried out by the Fiscal Manager. All of the employees are located in their Placerville office. Funds for cell phones, data tracking software, and office space required for carrying out the program are included. Print advertising costs needed for the recruitment of new volunteers to be trained under this subaward are included.

Case Supervisor Role: The Case Supervisor is responsible for screening, training and supporting CASA advocates and is charged with matching volunteer resources to the greatest need and provides ongoing, empathetic support to volunteers who navigate the child welfare system. Case Supervisors must model good partnership skills and positive communication abilities with social workers,



Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

judges, attorneys, foster family agencies and others. They demonstrate patience, perseverance, strong communication skills and team oriented collaboration and advocacy.

The education level for this position is college undergraduate degree or equivalent experience with a background in social services and/or psychology. The bulk of this person's time is spent in support of the activities of CASA advocates. They communicate with advocates and troubleshoot situations that require support. CASA advocates work collaboratively with many different agencies and cases become complex. Case Supervisors' support helps advocates bridge interagency requirements. Other interactions include biological and foster parents, extended family, teachers, doctors, therapists, social workers, attorneys and judges. Case Supervisors must also engage with other agencies by attending standing committees and task forces such as Child Abuse Prevention Council and Child Parent Resource Teams to establish a collaborative approach. Case Supervisors also appear in court with the CASA advocates, and sometimes in their stead, at all child hearings and are often called upon by the juvenile judge to provide an oral report on a matter, in addition to the written report provided by the CASA advocate.

Case Supervisors possess a knowledge of the laws governing child protection and child custody. They have experience in writing professional reports. All CASA staff comply with extensive background screening and finger print analysis and abide by very strict confidentiality laws. They must possess the sensitivity and insight to match volunteers with the children they will support. They provide



Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

technical oversight to the CASA advocates and ensure compliance with all laws, policies and procedures.

CASA volunteer advocates operate with the support and expertise of the Case Supervisor. They train and support the CASA advocate, who works with the child and the people in that child's life. They assure that CASA advocates are working in an appropriate and informed manner with the children they represent, as well as the people in that child's life and with the agencies that make up the child welfare system.

Case Supervisors train new CASA advocates (30 hours) and coordinate monthly continuing education classes.

Case Supervisor #1 Expense Explanation: The total salary of \$37,128 places this position in the mid-range of like positions in the nonprofit community within the Sacramento region (Fair Pay for Northern California Nonprofits Survey, 2022). This is a full-time, non-exempt position and the salary includes, vacation, holidays and sick time. 100% of this salary is included in this subaward. The \$4,084 in payroll taxes and \$6,564 for benefits included here are estimates based on a percentage of salary and includes employer health insurance contribution. An anticipated cost of living increase is included. A total of \$47,776 is included in this contract.

Case Supervisor #2 Expense Explanation: The total salary of \$31,824 places this position in the mid-range of like positions in the nonprofit community within the Sacramento region (Fair Pay for Northern California Nonprofits Survey, 2022). This is a full-time, non-exempt position and the salary includes vacation, holidays and sick time. 75% of this salary is included in this subaward, with the remainder



Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

coming from other sources. The \$3,500 for payroll taxes and \$4,500 for benefits is an estimate based on a percentage of salary and includes employer health insurance contributions. An anticipated cost of living increase is included. A total of \$39,824 is included in this contract.

Senior Program Manager Role: The Senior Program Manager reports to the Program Director. The Senior Program Manager, under limited supervision, oversees a subset program and manages professional staff within that program. The Senior Program Manager is expected to role model the mission and values of Child Advocates of El Dorado County, exhibit superior problem solving skills and use significant independent judgment in the interpretation and application of rules, procedures, and policies. The Senior Program Manager is responsible for planning, budgeting, overseeing and documenting accordingly. This position includes case management duties, which may include: direct responsibility for the case management of approximately 20-30 CASA advocates at any given point-in-time; manage recruiting, screening, and training new advocates; serve as CASA liaison and representative with external agencies responsible for the care, custody and protection of children; agencies include Human Services, Child Protective Services and juvenile justice and court systems; assist in the resolution of complex case issues.

Qualifications for this position include a high school diploma with an Associate or Bachelor's degree in counseling, education, or sociology preferred; volunteer management for more than 5 years; expert in child protection and custody laws; expert of sociological concepts of human relations; experience in the



Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

development and facilitation of training materials; experience in planning and budgeting for program needs; expertise in childhood advocacy program.

Senior Program Manager Expense Explanation: The salary of \$56,852 per year places this position in the mid-range of like positions in the nonprofit community within the Sacramento region (Fair Pay for Northern California Nonprofits Survey, 2014). This is a full-time, non-exempt position and the salary includes vacation, holidays and sick time. The \$1,442 for payroll taxes and \$1,176 for benefits included are an estimate based on a percentage of salary and includes employer health insurance contribution. This is a full-time position, and 25% of the salary is included here, for a total of \$15,731.

Fiscal Manager role: The contract reporting, financial tracking, and invoicing activities required by the contract are performed by the Fiscal Manager, and are included here.

Fiscal Manager Expense Explanation: The Fiscal Manager salary of \$66,186 places this position in the mid-range of like positions in the nonprofit community within the Sacramento region (Fair Pay for Northern California Nonprofits Survey, 2014). This is a full-time, exempt position and the salary includes vacation, holidays and sick time. These are estimated based on a percentage of salary and includes employer health insurance contributions. Payroll taxes are included. This is a full-time position, and 50% of the total salary and \$3,654 in benefits and payroll taxes are included here for work required by the contract, for a total of \$36,874.



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Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

Cell Phone Expense Explanation: The cost of cell phones that are used specifically by program staff for communication between themselves and volunteers, social workers, attorneys, foster families and others is included. These fees are included at \$25 per month for 6 program staff members for 12 months, for a total of \$1,800.

Data Tracking and Reporting/Case Management Software: The contractor uses Optima Case Management software that is specifically designed for CASA programs to track client children and volunteers and maintain the data needed for the reports required by this contract. This is included at \$200 per month for 12 months, for a total of \$2,400.

Print Advertisements: Marketing this program through social media and print media advertising and participation in community events are necessary to continually attract new volunteer candidates. Print advertising at \$1,200 per month for 12 months, for a total of \$14,400 is budgeted for this program, with 90% included in this subaward for a total of \$12,942.

Direct Service Office Space Expense Explanation: Direct Service office space utilized by program staff for contract work is allowed at \$0.98 per square foot X 125 square feet X 2.5 FTE X 12 months for a total of \$3,675.

Volunteer Hours: The volunteer hourly rate of \$25.43 is the average of the Program Staff hourly rate plus estimated fringe benefits: $\$23.59 + \$1.84 = \$25.43$. 1,583 volunteer hours are included at this rate for a total of \$40,256.



Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0090_____

Subrecipient: County of El Dorado_____

A. Problem Statement

El Dorado County (EDC), through the Health and Human Services Agency (HHS), has applied to and been awarded funding by the California Governor's Office of Emergency Services (Cal OES) for the Victim Services (XC) Program non-competitive grant since 2016. As part of the initial grant submission, EDC HHS established a Victim Services Steering Committee (VSSC) to determine the highest need for addressing victim services in the community and to develop a Victim Services Plan for the XC Program implementation. The EDC HHS established VSSC includes representation from the following agencies:

- EDC HHS Child Protective Services
- EDC HHS Adult Protective Services
- EDC HHS Behavioral Health
- EDC Superior Court
- EDC District Attorney
- EDC Probation Department
- City of Placerville Police Department
- El Dorado Sheriff's Office
- EDC Victim Witness Program, (division within the County District Attorney's Office)



Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0090 _____

Subrecipient: County of El Dorado _____

- Live Violence Free (non-profit agency in the County that represent the Domestic Violence and Rape Crisis Program category in the County)

Throughout the initial meetings in 2016, the EDC HHSA Child Protective Services (CPS) program, as the lead agency on the EDC VSSC, presented to the committee that children and youth involved in child welfare services who are victims of abuse and neglect were under-represented in El Dorado County and highlighted that these vulnerable individuals have particularly poor outcomes over the long-term, especially when they do not receive individualized services. Consequently, youth victims of abuse tend to have higher rates of drug and alcohol abuse, incarceration as youth and adults, and face higher rates of teenage pregnancy, relative to their peers. After much discussion and deliberation, the EDC VSSC determined that addressing the needs of youth, ages 0 to 21, who have been removed from their homes by Child Protective Services due to criminal acts of abuse, neglect or abandonment, as determined by the juvenile court judge, was a priority in the county and agreed that this targeted population was the best choice for servitude under the XC Program.

As the outcome of the VSSC meetings held in 2016, the committee determined that the victim services gap in El Dorado County was the estimated 50 youth in the community who (on an annual basis) become victims of child abuse and neglect



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Grant Subaward #: XC23 06 0090_____

Subrecipient: County of El Dorado_____

and are appointed a Court Appointed Special Advocate (CASA) by a superior court judge, placed into foster care locally, and are under-served due to a lack of available resources. Consistent with the requirements outlined in the California Welfare and Institutions Code Sections 100-110, the Court relies on trained CASAs to investigate the circumstances surrounding a child's introduction to and involvement with the justice system. CASAs serve not only as a source for making recommendations to the Court but also as a supportive mechanism, frequently acting as a sole source of stability for youth individuals involved in juvenile and criminal proceedings. The EDC VSSC, through their assessment of implementing the XC Program, determined that victimized youth who have CASAs working on their behalf spend less time in foster care, do better in school, have more stability in their placements and are half as likely to reenter the Child Welfare System (as evidenced by research published by the National CASA/GAL Association for Children www.casaforchildren.org). The EDC VSSC ultimately decided that awarded XC Victims Services Program funding will be dedicated to serving youth crime victims exclusively and is not used to represent minors that are declared wards of the court because of delinquency, arrest, or a sustained petition by the District Attorney's Office. Demographically, these victims are youth (aged 15 and under) and transition age youth (aged 16-21 years old), hereinafter categorized as



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“youth”, who have been determined to be dependents of the Court under California Welfare and Institutions Codes Section 300. This target population was identified as the unmet victims in EDC to be served under the XC Program. The EDC VSSC also determined that this population would best be served through a collaborative effort spearheaded by CASA El Dorado, a community based non-profit organization that provides legally mandated services to youth victims of crime and is equipped to provide specially trained Court Appointed Special Advocates to youth clients. CASA El Dorado has served victims of child abuse and neglect in this exact manner in El Dorado County for over 30 years.

B. Plan

Accordingly, following the initial County Victim Services (XC) Program grant EDC received by Cal OES in 2016 (which was a three-year award), EDC HHS entered into an Agreement for Services (“contract”) with CASA El Dorado and sub-awarded 100% of the XC funding award to CASA El Dorado to provide the advocacy services to youth victims served under Child Welfare Services (CWS) throughout the County of El Dorado. With this subaward, CASA El Dorado helps fund Court Appointed Special Advocates (CASA), who are specially trained and supervised community volunteers appointed by a juvenile court judge, to serve youth clients in the foster care system. A youth client is appointed a CASA when



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allegations of abuse and/or neglect arise, which includes but may not be limited to abandonment, cruelty, death of a child within the household, emotional abuse, failure to protect, neglect, physical abuse, serious physical harm, sexual abuse, and abuse of a sibling within the household. CASAs make a significant difference in the lives of abused and neglected children as they research and monitor cases involving youth in foster care, in addition to providing them with personalized advocacy and mentorship.

Since the initial award in 2016, the EDC VSSC has continued to reconvene to discuss the established Victim Services Plan to reassess current victim needs and service gaps in EDC and ensure regular collaboration and dialog in support of justice for crime victims, and to evaluate if the plan is continuing to best meet the unmet needs of crime victims in the county. Resulting from these meetings, the EDC VSSC has unanimously elected to continue sub-awarding this funding in its entirety to CASA El Dorado and renewed their services contract each year the county was awarded XC funding (2019, 2020, 2021 and 2022), to allow CASA El Dorado to continue to provide advocates to the identified victim population. Without CASA El Dorado's youth advocacy service provision, the waiting list for a youth to receive a CASA would result in approximately 90 youth each year going without this necessary advocacy support.



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As outlined within the EDC VSSC developed Victim Services Plan, CASA El Dorado, as a subrecipient of EDC awarded Victim Services Program funding, is responsible for achieving the following measurable objectives to address youth victim services needs and close the gap in service provision:

A. Objective #1: Provide Court Appointed Special Advocacy Services to 90 youth per year to provide the following services:

- Provide advocacy and support for victims of child abuse and neglect through their involvement in the criminal justice process;
- Provide educational, social, medical, mental health, and substance abuse supports, either directly or through connecting youth with services available locally;
- Investigate and work to understand the circumstances and needs of each youth;
- Identify resources and services needed for each youth to provide referrals or connections;
- Communicate with justice systems partners involved, within the limits of and respect for the confidentiality rights afforded to these youth under California law. Communication may include identifying the youth's wishes/interests, the best interests of the youth's family, the youth's unmet needs, and



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circumstances impacting and/or influencing the life of the youth that may be relevant to the different actors working with the youth throughout the justice system; and

- Monitor court proceedings to ensure court orders are followed and services received by the youth are resulting in beneficial outcomes.

B. Objective #2: Dedicate personnel to the on-going recruitment and training of additional court appointed advocates, ensuring the availability of advocates to meet the demand of youth to the extent possible. Recruitment and training of advocates at a minimum will include:

- The provision of at least 30 hours of formal instruction consistent with the 2020 California Rules of Court (or otherwise as amended, updated, or adopted the Court) and the California Welfare and Institutions Code §102(d)1-10; and
- Education on the roles and responsibilities of the parties involved in the juvenile court structure, including but not limited to the roles of the advocate, the social worker, the roles of the judiciary, the Probation Department, the District Attorney, and the Public Defender. The purpose of this education should be focused on ensuring advocates understand the system in which recommendations are made by the advocate and how those recommendations impact parties involved in court proceedings.



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C. Objective #3: Engage in regular, on-going meetings with EDC VSSC members to address the unmet needs of crime victims and assure plan goals are achieved.

This objective is met through the following:

- CASA EL Dorado will participate in EDC VSSC meetings, which are held approximately six months after the award of funds by Cal OES, to evaluate progress on meeting the objectives identified, consistent with the requirements of the County Victim Services Program;
- EDC VSSC meetings include the opportunity for any EDC VSSC represented organization to present information and materials that may assist CASA El Dorado in serving youth in need of advocacy; and
- EDC VSSC meetings also include a regular report from CASA El Dorado to the VSSC members on the numbers of youth served, the number of youth currently awaiting an advocate, and additional resources and/or services that could be beneficial in serving the youth.

Outcomes:

As a result of the funding received in 2022, CASA El Dorado dramatically reduced the wait list for minors awaiting Court Appointed Special Advocates from approximately 166 children per year down to an average of 26 per year. Funding provided through this grant allows CASA to serve approximately 106 youth per year,



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who without this funding, would not receive services. Additionally, utilizing this funding, CASA El Dorado provides direct services to affected youth victims involved in foster care system through the provision of a specially trained advocate and supports children throughout the duration of their open case in the child welfare system. With the pass through of EDC awarded XC funding, CASA El Dorado utilizes this funding to pay for the personnel involved in recruiting and training CASA volunteers as well as the operations of the CASA program.

During the most recent XC grant performance period starting January 1, 2023, with efforts made through August 28, 2023, CASA El Dorado has made the following strides towards meeting the objectives stated above as follows:

- Objective 1 progress (CASA provision to youth): CASA El Dorado has provided 75 advocates to support, empower, and provide a voice for 166 youth. As of August 28, 2023, the wait-list for youth awaiting CASAs was approximately 26 which serves as a dramatic reduction of minors awaiting Court Appointed Special Advocates from approximately 120 children three years ago. CASA El Dorado has provided services to these youth to include: creating a one-to-one caring and consistent relationship with the advocate and the youth; understanding the wants and needs of the youth client through regular advocate visits with the youth, their educators, foster placement, parents and



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other support providers (as applicable); advocating for necessary and valuable services for the youth including individualized education plans, safe after-school care, and medical and mental health appointments; completing timely and thorough reports that generally include the Advocate's recommendations, the youth's voice, current placement update, re-unification update, educational concerns, health and mental concerns, recreation and social concerns, and overall behavior; as well as monitoring services and court orders to ensure that all are being met.

- Objective 2 performance (advocate recruitment/training): Utilizing XC funding passed through EDC for 2023, CASA El Dorado has been able to fund a portion of hours of one FTE Program Director, who is responsible for the organization and ongoing recruitment and training of staff. For the period of January 1, 2023, through June 30, 2023, CASA El Dorado provided training and outreach events to reach a total of 69 individuals through a combination of five initial training events, six continuing education events, six educational outreach events, and 21 one-to-one informative events. The six continuing education events included information on: local drug trends, domestic violence resources, LGBTQI training, social-emotional skills, and foster kinship care. Additionally, CASA El Dorado held an annual organization outreach event to raise community awareness of



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the program. On a regular basis, CASA El Dorado holds monthly continuing education trainings, creates bi-weekly advocate recruitment advertisements for social media accounts, and has a monthly e-newsletter for recruitment advertisements. Their Program Director also developed a schedule of speaking engagements where advocate recruitment is the primary goal. CASA El Dorado's most recent outreach includes Placerville Kiwanis, South Lake Tahoe Kiwanis, and Placerville Rotary. These outreach efforts produced an increase in Advocate applications, and in the first quarter of the XC grant period in 2022, CASA El Dorado have received a total of 21 applicants, with nine successfully completing an extensive background check and 30 hours of required training. Furthermore, to enhance CASA training, CASA El Dorado created an online CASA University system, which has now been adopted by nearly all state of CA CASA programs, is nationally recognized, has streamlined CASA El Dorado's advocate training process. In 2022, CASA El Dorado continued their comprehensive trainings which include guest speakers, role playing, break-out groups and one-on-one activities done interactively. Training sessions are currently held monthly.

- Objective 3 performance (Engagement with EDC VSSC): CASA El Dorado's Executive Director, (Amy Pooley) met with the EDC-VSSC during the third quarter



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of 2023 and provided a presentation to the members on how they are meeting the unmet needs of crime victims through the XC Program. EDC is happy to report that CASA El Dorado works closely with the county in the administration of this grant, submits timely reports on volunteer hour matching reports and budget modifications, and provides clear communication on the grant performance to all stakeholders. Collaboration is provided to the committee and EDC HHSA appreciates the work that CASA El Dorado is doing with the grant subaward.

- Meeting the XC Program Match Requirement: As the local administrator of the XC Program grant, EDC HHSA is responsible for ensuring that CASA El Dorado uses Court Appointed Special Advocate volunteers sufficiently to meet the match requirements associated with the federal Victims of Crime Act Funding. CASA El Dorado volunteer advocates are specially trained to work with youth, advocate for their best interests, and to work collaboratively with a multitude of other private and public agencies that touch the child welfare system. In-Kind match reports are required and supplied to EDC HHSA on an on-going basis to ensure that the in-kind match requirements/volunteer hours are achieved by CASA El Dorado. CASA El Dorado, as the sub-recipient of EDC awarded XC funding since 2016 (equating to 84 months of funding), has provided all required matching funds through the in-kind CASA volunteer hours without failure. This



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model will be continued for the new grant cycle. CASA El Dorado will provide the full required match amount for the 2023 XC Program funding (contingent upon award) of \$40,122 through the provision of volunteer in-kind hours of Court Appointed Special Advocate for victims of child abuse and neglect.

In closing, without the work of CASA El Dorado through the XC Program, many youths in EDC would not have a trained voice to speak for them in court proceedings that directly determine their futures. They would also lack the stability, consistency, and supports necessary to achieve positive educational, behavioral health, and social outcomes. In addition to the services provided by CASA El Dorado relevant to the XC Program, it is the intent of all organizations represented by the EDC VSSC to ensure regular collaboration and dialog in support of justice for crime victims. While CASA El Dorado plays an important role in ensuring advocacy and support for youth, their role is part of a larger system dedicated to ensuring justice within the community.



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

Subrecipient: County of El Dorado

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	County Victim Services (XC) Program	XC23 06 0090	01/01/24 - 12/31/24
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 C.F.R. 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. 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, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.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.

3. 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.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

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

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

4. 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 C.F.R. 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.

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

6. 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.

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 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.

7. 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.

8. 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, which relates to nondiscrimination on the basis of sex in certain "educational programs."

9. 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.

10. 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").

11. 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).

12. 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>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. 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.

14. 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.

15. 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.

16. 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), 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/>).

17. 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.

18. All Grant Subawards Must Have Specific 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.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

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 must 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.

26. Federal Funding Accounting and Transparency Act (FFATA)

- | | | |
|--------------------------|-------------------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission? |

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

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: <u><i>Olivia Byron-Cooper</i></u> <small>Olivia Byron-Cooper (Oct 25, 2023 08:26 PDT)</small>
Official Designee's Typed Name: <u>Olivia Byron-Cooper, MPH</u>
Official Designee's Title: <u>Director, Health and Human Services Agency</u>
Date Executed: <u>10/25/2023</u>

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

Subrecipient: County of El Dorado	UEI # HNUYLFNMNJR3	FIPS #: 06017
Grant Disaster/Program Title: County Victims Services Program (XC)		
Performance Period: 01/01/24	to 12/31/24	Subaward Amount Requested: \$ 201,278
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input 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?	>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?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 35,000,000
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?	Yes
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?	Yes
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?	Yes

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

Signature: (Authorized Agent)

Olivia Byron-Cooper
City of El Dorado, CA, 95756

Date:

10/25/2023

Print Name and Title:

Olivia Byron-Cooper, MPH, Director HHSA

Phone Number:

530-621-6270

Cal OES Staff Only: SUBAWARD #



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Service Area Information

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

1. County or Counties Served:
El Dorado County

County where principal office is located: El Dorado County

2. U.S. Congressional District(s) Served:
California District 3 and 5

U.S. Congressional District where principal office is located: 5th

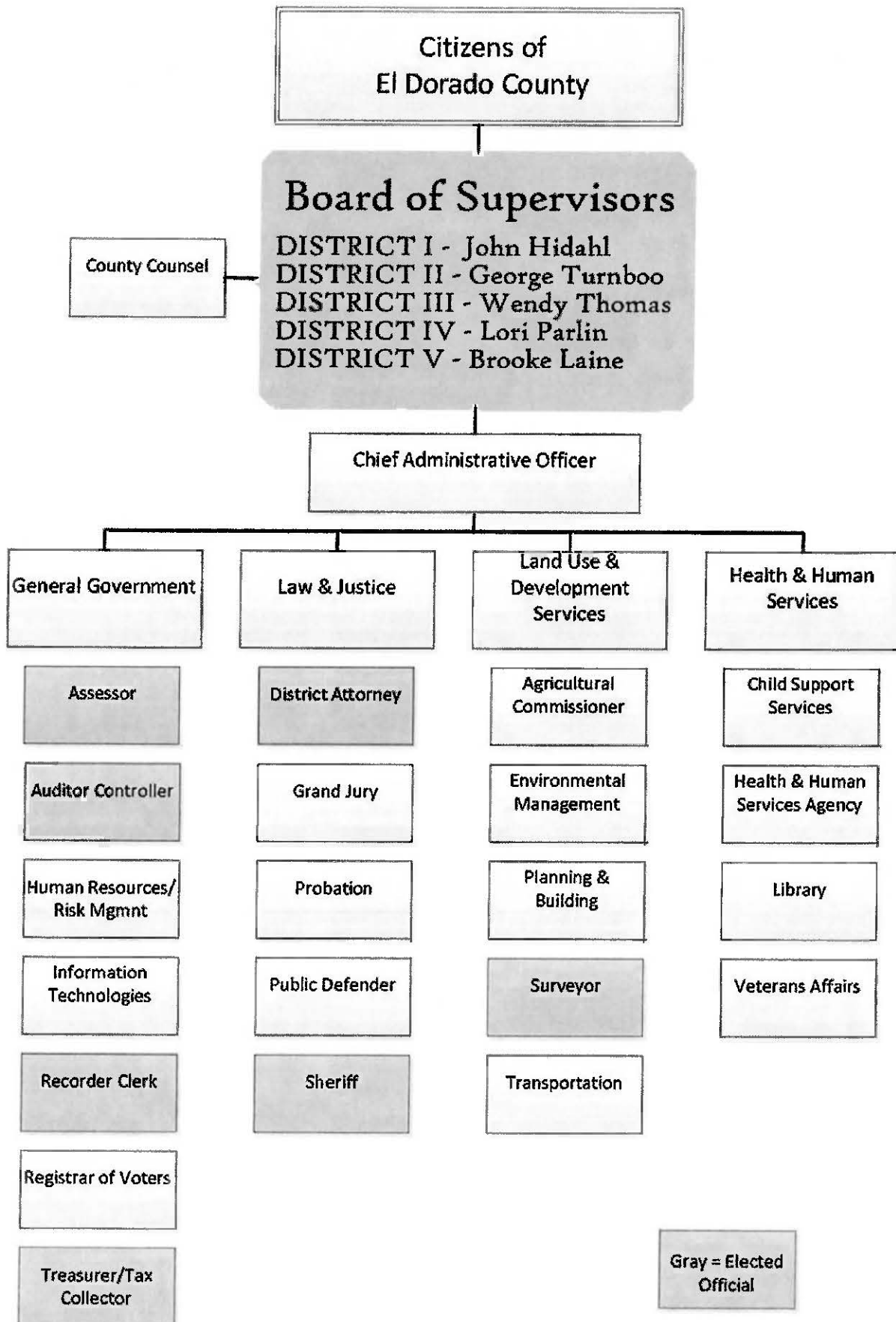
3. State Assembly District(s) Served:
California District 5

State Assembly District where principal office is located: 5

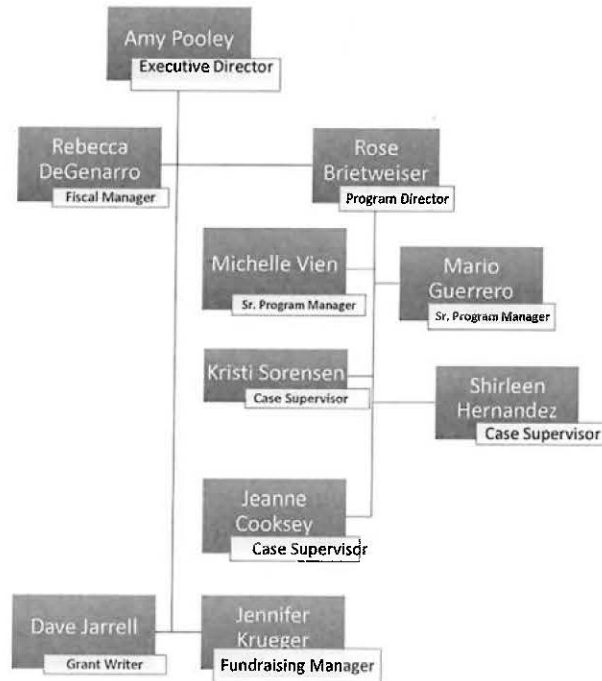
4. State Senate District(s) Served:
California District 1 and 4

State Senate District where principal office is located: 4

5. Population of Service Area: 193,221



CASA El Dorado



Organization Chart



Operational Agreement Summary

Grant Subaward #: XC23 06 0090

Subrecipient: County of El Dorado

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. CASA El Dorado		01/01/24 to 12/31/24
2.		to
3.		to
4.		to
5.		to
6.		to
7.		to
8.		to
9.		to
10.		to
11.		to
12.		to
13.		to
14.		to
15.		to
16.		to
17.		to
18.		to
19.		to
20.		to