



**Proposal Cover Sheet**

**RFP PROCESS**

**INCREASED ACCESS TO SERVICES (KU) PROGRAM**

Submitted by:

EL DORADO COUNTY DISTRICT ATTORNEY  
778 Pacific Street  
Placerville, California 95667  
(530) 621-6474



OFFICE OF THE  
**DISTRICT ATTORNEY**  
EL DORADO COUNTY, CALIFORNIA

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**VERN PIERSON, DISTRICT ATTORNEY**

March 2, 2020

Mark Ghilarducci, Director  
California Governor's Office of Emergency Services  
3650 Schriever Ave  
Mather, CA 95655

RE: Increased Access to Services (KU) Program Signature Requirement

Dear Mr. Ghilarducci,

Please accept this letter and the included application for consideration for the Increased Access to Services (KU) Program Request for Proposal. El Dorado County Policy (A-6) (included) authorizes department heads to execute all documents required to apply for grants. This same policy designates the sole authority for accepting grant awards and approving grant agreements to the Board of Supervisors. As a result, the CalOES Grant Subaward Face Sheets, the Certificate of Assurance of Compliance form and the Subrecipient Grants Management Assessment required as part of the Increased Access to Services (KU) Program Request for Proposal, are included but not signed. It is the intent of this Agency to comply with all terms and conditions set forth in the certification if awarded. However, until funding has been allocated or awarded and accepted by the County Board of Supervisors, these documents cannot be signed.

Once a notification of award is received, it is the intent of the Agency to prepare a Board item presenting the award notification to the Board of Supervisors, requesting the award be accepted. Once approved, the documents can be executed.

If you have any questions, please do not hesitate to contact me.

Very Truly Yours,

Vern R. Pierson  
District Attorney

**PLEASE REPLY TO:**

\*\* 778 Pacific Street  
Placerville, CA. 95667  
(530) 621-6474  
Fax (530) 621-1280

1360 Johnson Blvd. Ste.105  
South Lake Tahoe, CA 96151  
(530) 573-3100  
Fax (530) 544-6413

WEB SITE:  
<https://www.eldoradoda.com/>



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

|                                    |                             |                               |
|------------------------------------|-----------------------------|-------------------------------|
| Subject:<br><br>GRANT APPLICATIONS | Policy Number:<br><br>A-6   | Page Number:<br><br>1 of 2    |
|                                    | Date Adopted:<br>12/22/1987 | Effective Date:<br>12/22/1987 |

### I. PURPOSE

The purpose of this policy is to ensure flexibility and efficiency in the grant application process while maintaining the Board of Supervisors discretion over the acceptance of grant funding and any related obligations.

### II. POLICY

The County receives financial assistance in the form of grants. For the purposes of this policy, grants shall be defined as cash or in kind assistance awarded by a government or other organization (called the grantor) for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, and/or a proportional contribution by the grantee or other grantor(s). The grant process may consist of several steps including a notice of intent to apply, application, acceptance of award, and execution of grant agreement and related documents.

A. The Board of Supervisors is the sole authority for:

1. Accepting grant awards and approving grant agreements in the amount of more than \$10,000;
2. Accepting grants for which any requirements for funds, matching or otherwise, or other resources are required for funding disbursement; and
3. Delegating authority to execute the grant agreement and other grant related documents after acceptance of a grant award and approval of the grant agreement.

B. County department heads are authorized to:

1. Execute all documents required to apply for grants.
  - i. Department heads are expected to exercise good judgment when determining to spend staff time applying for a grant.
  - ii. The grant should be directly related to the mission and vision of the department.
  - iii. Any county match requirements must be feasible and reasonable.
2. Accept grant awards that meet all of the following criteria:
  - i. Are in an amount not to exceed \$10,000; and



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

|   |                                    |                                      |
|---|------------------------------------|--------------------------------------|
| Subject:<br><br><b>GRANT APPLICATIONS</b> | Policy Number:<br><br><b>A-6</b>   | Page Number:<br><br><b>2 of 2</b>    |
|   | Date Adopted:<br><b>12/22/1987</b> | Effective Date:<br><b>12/22/1987</b> |

- ii. Do not include any requirement for County funds; and
  - iii. Relate directly to the mission of the department and directives of the Board.
  - iv. No less than three business days prior to accepting the grant, the department head will provide the Board and the CAO a written report demonstrating that the grant meets criteria 2.i through 2.iii and notifying the Board of the intent to accept the grant. If no member of the Board or the CAO express concerns during this three-day period, the department head may accept the grant. If any member of the Board or the CAO objects, the department head shall bring the decision to accept the grant before a regularly scheduled meeting of the Board.
3. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
  4. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor’s guidelines for each grant.
  5. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

**III. RESPONSIBLE DEPARTMENT**

Chief Administrative Office

**IV. DATES ISSUED AND REVISED; SUNSET DATES:**

|                       |            |                            |            |
|-----------------------|------------|----------------------------|------------|
| <b>Issue Date:</b>    | 12/22/1987 | <b>Sunset Review Date:</b> | n/a        |
| <b>Revision Date:</b> | 08/15/2017 | <b>Sunset Review Date:</b> | 08/15/2021 |

|           |  |        |  |     |  |            |  |
|-----------|--|--------|--|-----|--|------------|--|
| Cal OES # |  | FIPS # |  | VS# |  | Subaward # |  |
|-----------|--|--------|--|-----|--|------------|--|

## 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. DUNS#: 087834029
2. **Implementing Agency:** District Attorney's Office 2a. DUNS#: 087834029
3. **Implementing Agency Address:** 778 Pacific Street Placerville 95667-6481  
(Street) (City) (Zip+4)
4. **Location of Project:** Placerville El Dorado 95667-6841  
(City) (County) (Zip+4)
5. **Disaster/Program Title:** Increased Access to Services (KU) Program 6. Performance to 09/30/21  
Period: (Start Date) (End Date)
7. **Indirect Cost Rate:** 10% de minimis 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.           | 2018           | VOCA        |          | \$125,000  |           | \$31,250      |                  | \$31,250       | \$156,250     |
| 9.           | Select         | Select      |          |            |           |               |                  |                |               |
| 10.          | Select         | Select      |          |            |           |               |                  |                |               |
| 11.          | Select         | Select      |          |            |           |               |                  |                |               |
| 12.          | Select         | Select      |          |            |           |               |                  |                |               |
| <b>Total</b> | <b>Project</b> | <b>Cost</b> |          | \$125,000  | \$125,000 | \$31,250      |                  | \$31,250       | \$156,250     |

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: Vern R. Pierson Title: District Attorney

Payment Mailing Address: 778 Pacific Street City: Placerville Zip Code+4: 95667-6481

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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)

## PROJECT CONTACT INFORMATION

Subrecipient: County of El Dorado District Attorney's Office Subaward #: KU

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

2. The **Financial Officer** for the project:

Name: Kerri Williams-Horn Title: Chief Fiscal Officer  
Telephone #: 530-621-5309 Email Address: kerri.williams-horn@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Johana Millan Title: Program Coordinator  
Telephone #: 530-642-5169 Email Address: johana.millan@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

4. The **person** having **Routine Fiscal** responsibility for the project:

Name: Audra Anderson Title: Administrative Analyst  
Telephone #: 530-621-5144 Email Address: audra.anderson@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

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

Name: Brian Veerkamp Title: Chair, District Three Supervisor  
Telephone #: 530-621-5652 Email Address: bosthree@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

**SIGNATURE AUTHORIZATION**

Subaward #: KU

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

\*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

\***Project Director:** Vern R. Pierson

Signature: 

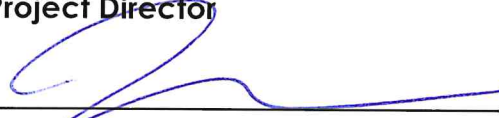
Date: 2/23/2020

\***Financial Officer:** Kerri Williams-Horn

Signature: 

Date: 2/25/2020

The following persons are authorized to sign for the **Project Director**

  
Signature  
James Clinchard  
Printed Name

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature  
Joseph Alexander  
Printed Name

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Signature  
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Printed Name

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

\_\_\_\_\_  
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Printed Name

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**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

The Applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding federal grant funds, the Equal Employment Opportunity, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The Applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the Applicant formally notifies Cal OES that the Applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the Grant Subaward is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.



**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

I, Vern R. Pierson hereby certify that  
(official authorized to sign; same person as Section 15 on Grant Subaward Face Sheet)

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

Project Title: Increased Access to Services (KU) Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Grant Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.**

Equal Employment Opportunity Officer: Tameka Usher

Title: Director of Human Resources

Address: 330 Fair Lane, Placerville, CA 95667

Phone: 530-621-5572

Email: tameka.usher@edcgov.us

**III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (Subrecipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant-funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**

*(This applies to federally-funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)**

The above-named organization (Applicant) accepts responsibility for and must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the City Council/Governing Board.

The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this Grant Subaward is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

### **VIII. Civil Rights Compliance**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

### **IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Funds**

#### **1. Applicability of Part 200 Uniform Requirements**

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award 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 award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 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 award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-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 OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants 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. The Subrecipient must comply with the DOJ Grants Financial Guide.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient 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, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's 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> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. The Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. The Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and

c. The Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

5. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient 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 award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds (FY 2019)

The Subrecipient 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, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (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 award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC

20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, 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 award, 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 award, the Subrecipient:

- o Represents that it neither requires nor 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
- o Certifies that, if it learns or is notified that it 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, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) 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 (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award 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, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

#### 9. 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 Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

#### 10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

#### 11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient 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> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient must comply with, and is 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.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.



15. Victims of Crime Act Requirements

The Subrecipient must 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.

16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

17. Performance Reports

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

19. All Subawards ("Subgrants") must have specific federal authorization

The Subrecipient must comply with all applicable requirements for authorization of any Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

20. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar

amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

- a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

- b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

- c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award 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) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or -Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient 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.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient 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.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient 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.

Currently, 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, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and 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.

## 25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, 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 the Subrecipient 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 would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

## 26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

## 27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other

outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

28. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees 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 award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the funds.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates 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 swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: Vern R. Pierson

Authorized Official's Title: District Attorney

Date Executed: \_\_\_\_\_

Federal Employer ID #: 94-6000511 Federal DUNS # 087834029

Current System for Award Management (SAM) Expiration Date: 01/15/2021

Executed in the City/County of: Placerville, County of El Dorado

**AUTHORIZED BY:** (not applicable to State agencies)

City Financial Officer

County Financial Officer

City Manager

County Manager

Governing Board Chair

Signature: \_\_\_\_\_

Typed Name: Brian Veerkamp

Title: Chair, District Three Supervisor

**BUDGET CATEGORY AND LINE ITEM DETAIL**

| Subrecipient: County of El Dorado District Attorney's Office  | Subaward #: KU                                 |   |   |
|---|--|---|---|
| A. Personal Services – Salaries/Employee Benefits   | 2018<br>VOCA                                   | 2018<br>VOCA<br>Match   | COST  |
| <p><b>Program Specialist - Advocate 0.75 FTE</b><br/> <b>Salary</b> - \$3,659.40 x 18 Mths x 0.80 FTE = \$52,695</p> <p><b>Benefits</b><br/> Retirement/PERS (9.74% of charged salary amount) - \$5,132<br/> Health Insurance (54.87% of charged salary amount) = \$28,914 (Only charging \$19,100)<br/> Medicare (1.45% of charged salary amount) = \$764<br/> Workers Compensation Ins (2.75% of charged salary amount)= \$1,449<br/> Disability (0.25% of charged salary amount) = \$132<br/> Provides specialized direct services to all victim's of crime, including crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources).<br/> Benefits including: health, dental, vision, retirement, workers comp and disability. SDI and applicable taxes.</p> | <p>\$52,695</p> <p>\$5,132</p> <p>\$19,100</p> | <p></p> <p>\$764</p> <p>\$1,449</p> <p>\$132</p>                            | <p>\$52,695</p> <p>\$5,132</p> <p>\$19,100</p> <p>\$764</p> <p>\$1,449</p> <p>\$132</p> |
| <p><b>Program Coordinator - 0.10 FTE (Gen Fund Cash Match)</b><br/> <b>Salary</b> - \$6,030.00 x 18 Mo x 0.10 FTE = \$10,854</p> <p><b>Benefits</b><br/> Retirement/PERS (19.85% of charged salary amount) = \$2,155<br/> Medicare (1.45% of charged salary amount) = \$157<br/> Health Insurance (31.95% of charged salary amount) = \$3,468<br/> Workers Comp Ins (1.00% of charged salary amount) = \$109<br/> Disability (0.25% of charged salary amount) = \$27<br/> Provides oversight of victim advocates and participating staff and attends required program meetings. Benefits including: health, dental, vision, retirement, workers comp and disability. SDI and applicable taxes.</p>  | <p></p> <p>\$10,854</p>                        | <p></p> <p>\$2,155</p> <p>\$157</p> <p>\$3,468</p> <p>\$109</p> <p>\$27</p> | <p>\$10,854</p> <p>\$2,155</p> <p>\$157</p> <p>\$3,468</p> <p>\$109</p> <p>\$27</p>     |
| <p>Personal Section Totals</p>  | <p>\$76,927</p>                                | <p>\$19,115</p>   | <p>\$96,042</p>   |
| <p><b>PERSONAL SECTION TOTAL</b></p>  |  |   | <p><b>\$96,042</b></p>  |

**BUDGET CATEGORY AND LINE ITEM DETAIL**

| <b>Subrecipient: County of El Dorado District Attorney's Office</b>  |  | <b>Subaward #: KU</b> |                                |             |
|--|--|-----------------------|--------------------------------|-------------|
| <b>B. Operating Expenses</b>   |  | <b>2018<br/>VOCA</b>  | <b>2018<br/>VOCA<br/>Match</b> | <b>COST</b> |
| <b>Computer Equipment</b>  |  |                       |                                |             |
| Laptop & Accessories for Program Specialist  |  |                       | \$1,067                        | \$1,067     |
| Docking Station & 2 Monitors for Program Specialist  |  |                       | \$638                          | \$638       |
| <b>Cell Phone for Program Specialist</b>   |  |                       |                                |             |
| \$60/month x 18 months = \$1080  |  |                       | \$1,080                        | \$1,080     |
| <b>Communications Devices</b>  |  |                       |                                |             |
| Desk Phone for Program Specialist  |  |                       | \$120                          | \$120       |
| Wireless Headset for Program Specialist  |  |                       | \$228                          | \$228       |
| <b>Training/Travel Related Expenses</b>  |  |                       |                                |             |
| 2 Staff Members to Attend Regional Grants Management Training  |  |                       |                                |             |
| Meals: \$17/lunch x 2 days x 2 staff members Est   |  |                       | \$68                           | \$68        |
| Mileage: 84 round-trip miles x 2 days x 2 staff x \$0.575/rate = \$193 Est   |  |                       | \$193                          | \$193       |
| Program Staff to Attend Regional Victim/Witness & Forensic Interview Training  |  |                       |                                |             |
| Registration: \$500/event x 2 = \$1,000 Est  |  |                       | \$1,000                        | \$1,000     |
| Hotel: \$173 per diem x 4 nights x 2 = \$1,384 Est   |  |                       | \$1,384                        | \$1,384     |
| Meals: Max \$46/day x 4 days x 2 = \$368   |  |                       | \$368                          | \$368       |
| Airfare (roundtrip) to Training/Conferences = \$300 x 2 = \$600 Est  |  |                       | \$600                          | \$600       |
| Mileage: 100 miles x 2 x \$0.575/mi = \$115 Est  |  |                       | \$115                          | \$115       |
| <b>TTY/TDD Telephone Line</b>  |  |                       |                                |             |
| Installation of Analog Line for TTY/TDD Service Est  |  | \$500                 |                                | \$500       |
| Monthly Charge for TTY/TDD Line for Victim Witness Services \$20/mth x 18  |  | \$360                 |                                | \$360       |
| <b>Promotion, Printing, and/or Design Expenses</b>   |  |                       |                                |             |
| Victim Services Brochures, handouts, & flyers in Spanish   |  | \$1,000               |                                | \$1,000     |
| <b>Miscellaneous Office Supplies &amp; Expense</b>   |  |                       | \$500                          | \$500       |
| <b>Translation &amp; Interpretation Program and Certification</b>  |  |                       |                                |             |
| Course Application/Acceptance Fee  |  | \$95                  |                                | \$95        |
| Tuition Costs (Course fees, entrance exam fee, & certificate enrollment fee)   |  | \$4,945               |                                | \$4,945     |
| Exam Fees (Written & Oral)   |  | \$471                 |                                | \$471       |
| Textbooks & Class Materials Est  |  | \$1,000               |                                | \$1,000     |
| <b>Contract Interpretation Services</b>  |  |                       |                                |             |
| Interpretation Services for foreign languages other than Spanish and American Sign Language. (Est 60 hours at \$81.25/hour = \$4,875)            |  | \$101                 | \$4,774                        | \$4,875     |
| <b>Vehicle Maintenance</b>   |  |                       |                                |             |
| County Vehicle - Fuel & maintenance to service victims on the east and west slopes of El Dorado County - Fuel \$80/mo for 18 months = \$1440 Est |  | \$1,440               |                                | \$1,440     |
| Maintenance Costs = \$179/mo for 18 months = \$3222 Est  |  | \$3,222               |                                | \$3,222     |
| <b>de Minimis Indirect Rate</b>  |  |                       |                                |             |
| MTDC = 104,161 Indirect Cost Amount = 10,416 (see attached calculation)<br>Only Charging \$1,939   |  | \$1,939               |                                | \$1,939     |
| <b>Operating Section Totals</b>  |  | \$15,073              | \$12,135                       | \$27,208    |
| <b>OPERATING SECTION TOTAL</b>   |  |                       |                                | \$27,208    |



**BUDGET CATEGORY AND LINE ITEM DETAIL**

| Subrecipient: County of El Dorado District Attorney's Office   |           | Subaward #: KU  |                  |
|--|-----------|-----------------|------------------|
| C. Equipment   | 2018 VOCA | 2018 VOCA Match | COST             |
| Vehicle for Victim/Witness Services<br>4wd SUV vehicle for Victim/Witness Program Specialist use to travel to/from the east/west slopes of El Dorado County to provide victim assistance and transportation as needed. | \$33,000  |                 | \$33,000         |
| <b>Equipment Section Totals</b>  | \$33,000  |                 | \$33,000         |
| <b>EQUIPMENT SECTION TOTAL</b>   |           |                 | \$33,000         |
| <b>Category Totals</b>   |           |                 |                  |
| <i>Same as Section 12G on the Grant Subaward Face Sheet</i>  | \$125,000 | \$31,250        |                  |
| <b>Total Project Cost</b>  |           |                 | <b>\$156,250</b> |

## DETERMINING INDIRECT COST AMOUNT WHEN BUILDING A BUDGET

### TERMS

|                              |   |
|------------------------------|---|
| Total Project Costs:         | Amount allocated to the project by Cal OES plus any required match. This includes direct, direct-shared, and indirect costs and all matching contributions (in-kind and/or cash).     |
| Modified Total Costs:        | Modified Total Cost: Amount of direct costs minus exclusions (e.g., rent, contracts beyond \$25,000, etc.).   |
| Modified Total Direct Costs: | Amount of direct cost minus indirect and exclusions.  |
| Direct Costs:                | Costs identified with a particular cost objective (award, program or project).  |
| Indirect Costs:              | Costs for a common or joint purpose benefitting more than one cost objective, not readily assignable to the cost objectives, without effort disproportionate to the results achieved. |

### METHOD

#### 1. Determine Exclusions or Distorting Costs

|   |                  |
|---|------------------|
| In-kind match (donations, not volunteers)   | \$ -             |
| Rent/lease office space   | \$ -             |
| Rent/lease other space  | \$ -             |
| Rent/lease equipment  | \$ -             |
| Equipment (purchased)   | \$ 33,000        |
| Contracts/Subawards after the first \$25,000  | \$ -             |
| Capital improvements  | \$ -             |
| Patient Care  | \$ -             |
| Tuition, Scholarships, Fellowships  | \$ 4,945         |
| Participant support costs (training/conference registration fees, travel including per diem and stipends) | \$ 3,728         |
| Other (not covered above)   | \$ -             |
| <b>Total Exclusions/Distorting Costs</b>  | <b>\$ 41,673</b> |

#### 2. Determine Modified Total Costs

|   |                   |
|---|-------------------|
| Total Project Costs                         | \$ 156,250        |
| Minus (-) Total Exclusions/Distorting Costs | \$ 41,673         |
| <b>Modified Total Costs</b>                 | <b>\$ 114,577</b> |

#### 3. Determine Modified Total Direct Costs (Removes indirect from Modified Total Costs)

|   |                   |
|---|-------------------|
| Modified Total Costs                      | \$ 114,577        |
| ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175) | 0.10              |
| ICR + 1                                   | 1.10              |
| <b>Modified Total Direct Costs (MTDC)</b> | <b>\$ 104,161</b> |

#### 4. Determine Indirect Cost Amount

|                             |                  |
|-----------------------------|------------------|
| Modified Total Costs        | \$ 114,577       |
| Subtract (-) MTDC           | \$ 104,161       |
| <b>Indirect Cost Amount</b> | <b>\$ 10,416</b> |

#### 5. Allocate Amounts and Check Math

|                               |                   |
|-------------------------------|-------------------|
| Total Exclusions              | \$ 41,673         |
| Plus (+) MTDC                 | \$ 104,161        |
| Plus (+) Indirect Cost Amount | \$ 10,416         |
| <b>Total Project Costs</b>    | <b>\$ 156,250</b> |

### **Budget Narrative**

The El Dorado County District Attorney's Office 2020/2021 Increased Access to Services (KU) Program budget details the Agency's plan to increase service capabilities for victims of crime, including victims with disabilities and special access or functional needs (AFN). The California Governor's Office of Emergency Services (Cal OES) has allocated \$125,000 in 2018 VOCA funds with a \$31,250 2018 VOCA local match for this Program, for a total project cost of \$156,250.

### **Personal Services – Employee Salaries & Benefits**

Employee Salaries & Benefits represent 61.5% of the District Attorney's Office 20/21 Increased Access to Services (KU) Program budget. A 0.75 FTE Program Specialist will be assigned to the Program with salary & benefits totaling \$79,272. 2.96% of the total salary and benefits for the Program Specialist will be used as general fund cash match. The Program Specialist (advocate) assigned to this grant will provide direct services to victims of crime by providing services such as crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. This advocate will be housed in the Placerville Fausel House Child Advocacy Center, but will be available to commute between the Placerville and South Lake Tahoe offices as needed. All qualifications for employment and the required training/certification will be met by the specialist. This Program Specialist will ensure vulnerable victims, including child victims and those with AFN, have consistent vertical advocacy throughout the interview, court, and healing process.

Subrecipient: El Dorado County District Attorney's Office Subaward #: KU

Collaboration with other area agencies and businesses will be initiated to create Human Trafficking protocols and awareness that are compliant with new laws in this service area.

The Program Coordinator provides direct services to victims, prepares grant reports and applications, supervises staff, attends required meetings, and will work directly with the Program Specialist to develop and implement the increased access to services objectives of the KU grant. The Program Coordinator for the Victim Witness Program is budgeted at 0.10 FTE for this grant. All qualifications set forth by the County's employment standards for this job, and certification from the California Crime Victim Assistance Association, Cal OES, and CDAA have been met. The salary and benefits for the Coordinator are \$16,770, funded by the cash match.

All services to be provided by the Program Specialist and Program Coordinator will support the increased access for AFN populations as detailed in the project narrative. All job descriptions and certifications listed in this grant application are available upon request. All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis. No mid-year salary range adjustments are required. The salary has been calculated over the 18-month period and is reflected in the Personal Service budget.

The salaries and benefits of the Chief Administrative Office, Central Fiscal Division, are not paid by funds from this grant to minimize administrative costs. The Chief Fiscal Officer and Administrative Analysts are responsible for the fiscal needs

Subrecipient: El Dorado County District Attorney's Office Subaward #: KU

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of the project, prepare grant documents, modifications, and claims, and monitor compliance and regulations to ensure the appropriate expenditure of funds.

### **Operating Expenses**

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet the program objectives.

Operating expenses are a blend of grant funding and general fund cash match.

The operating budget includes one-time set-up costs for the dedicated program specialist including computer and phone equipment. The budget also includes the one-time installation cost for an analog line to support TTY/TDD services for the hearing-impaired. Ongoing budgeted program costs include a cell phone for the program specialist, monthly charges for the TTY/TDD phone line, and vehicle maintenance and fuel for a vehicle dedicated to victim advocacy needs.

Training and travel related expenses have been included for staff members to attend regional grants management training, regional victim/witness training that focus on victim support and/or support for those who have access and functional needs, and forensic interview training to provide services in Spanish. Printing and Design expenses have been included to create victim services materials in Spanish, which is the largest non-English speaking population in El Dorado County. Contract interpretation services will be provided for non-English, non-Spanish speaking victims of crime. Upon approval of this RFA, the District Attorney's Office will enter into as-needed agreements with NorCal Services for Deaf & Hard of Hearing to provide interpretive services for victims with

Subrecipient: El Dorado County District Attorney's Office Subaward #: KU

auditory impairments, and with Language People to provide interpretive services for victims whose primary language is something other than English or Spanish.

In order to provide translation and interpretation services in court, bilingual certification is required. Our Program Coordinator will use grant funding to obtain a Professional Certificate in Translation and Interpretation in Spanish/English.

Forensic Interview training will also be completed by a member of staff to be able to provide this service in Spanish.

The 10% de Minimis Indirect Rate accounts for any facility and administrative costs associated with the program including, but not limited to, facility rental, security systems, office equipment, liability insurance, and utilities. The amount charged to the grant has been reduced to available funding and the Agency's focus on minimizing administrative costs in support of direct services. There are no subcontracts or unusual expenses included in the operating expenses budget.

### **Equipment**

The equipment budget includes a request for a 4-wheel drive SUV dedicated for use by the Victim Witness Program Specialists. This all-weather vehicle will allow for all-season travel between our Placerville and South Lake Tahoe offices for advocacy and court accompaniment for victims of crime. Having a vehicle dedicated to the program will also allow for our specialists to meet with victims who may not have the means to travel to our offices for service. The office will also be able to provide transportation services for victims who may not have other means to travel to interviews, case meetings, or court appointments.

## **Project Narrative**

### **A. Problem Statement**

The US Census Bureau estimates that as of 2018, El Dorado County (EDC)'s population was 190,678 with a growth rate of 1.04% within that year. EDC is the 29<sup>th</sup> largest county in California, comprised of 1,786 square miles between Sacramento, California, and the Nevada border. Approximately 82.8% of the county's residents live in rural areas. There is a major thoroughfare that runs all the way through EDC, including passage through a treacherous mountain range which makes travel difficult during inclement weather. There is a County Courthouse and an El Dorado County District Attorney's Office (EDCDAO) in the two incorporated cities, Placerville and South Lake Tahoe. The ethnic composition of EDC is 78.5% Caucasian, 12.6% Hispanic or Latino, 4.22% Asian, and 3.02% two or more races. As of 2017, 9.22% of EDC residents were born outside the country, and approximately 10% of the population was living below the poverty line.

The El Dorado County Victim Witness (EDCVW) Program, with the assistance of State and Federal grants, serves victims of all crimes including domestic violence, teen dating, family violence, adult and child sexual assault, child neglect, elder abuse, and human trafficking in both Placerville and South Lake Tahoe. From January 1, 2018 to July 30, 2019, EDCVW provided services to over 1,600 new victims of crime and over 2,000 continuing victims. Victims served ranged from ages 0 to 99, living in both rural and urban areas, with diverse

socio-economic, cultural, religious, and educational backgrounds. The ethnic diversity of victims served ranged from Asian, African-American, Bi-racial, Caucasian, Hawaiian or Pacific Islander, Hispanic, Multi-Racial, Native American, and other/not reported descents.

The El Dorado County Victim Witness Program located within the El Dorado County District Attorney's Office is in dire need of an additional Program Specialist dedicated to enhancing our ability to effectively provide services to vulnerable victims. Currently EDCVW does not have a full-time Program Specialist specifically assigned to provide comprehensive and consistent services to our most vulnerable populations, including child physical abuse, human trafficking, and sexual assault victims under 11 years old. Consistent vertical advocacy from the inception is imperative to help such vulnerable victims and their families feel safe, obtain therapeutic services, and overall gain trust in the criminal justice system.

Additionally, since approximately 82.8% of the EDC's residents live in rural areas, public transportation options are limited, making it difficult for victims to access available services. For example, victims are often asked to drive long distances in order to get to interviews or court. As a result, victims and their families are often unable to attend important appointments and receive necessary advocacy services.

Further, a lack of Certified English/Spanish Interpreters has caused victims to not timely and effectively obtain important information or services, as well as be



further traumatized by court continuances. A lack of a TTY system also results in delays for victims with hearing difficulty.

The EDCDAO utilizes District Attorney Investigators to assist with transportation issues only in limited and rare situations. EDCVW serves the Limited English proficiency victims with two in-house bilingual English/Spanish Program Specialists. Neither of them is court certified and this impedes their ability to interpret and translate for victims in court. Our offices are ADA accessible.

An additional Program Specialist will ensure vulnerable victims have consistency with the same support person to ensure continued trauma-informed and cultural competency services throughout the entire court and healing processes. The Program Specialist will be trained to serve victims with access and functional needs (AFN). The Program Coordinator will attend training to become a Certified Court Interpreter in Spanish and to understand the importance of the two interpreting styles as well as the importance of cultural competency when translating and interpreting for victims and their families. EDCDAO will work to develop the capacity to properly serve victims with hearing and/or vision difficulties. EDCVW will implement TTY services for hearing impaired victims, and will negotiate agreements with vendors to provide translation services for victims and their families who require assistance in sign language or other languages other than English or Spanish. A vehicle dedicated to the EDCVW Program will allow us to meet the needs of our rural or disadvantaged victims who may encounter transportation difficulties.

**B. Plan**

The goal is for EDCVW to hire another Program Specialist utilizing KU Program funds to enable one staff member to completely focus on vulnerable victims. This would primarily include vertical advocacy for victims and families of human trafficking, sexual assault crimes against those under 11 years old, and children experiencing physical abuse, neglect, drug endangerment, domestic violence, or who are witnesses of traumatic incidents, such as violent assault or homicide. The Program Specialist will work collaboratively with other agencies to create Human Trafficking protocols and ensure businesses and hotels in EDC become trained and compliant with new laws aimed at human trafficking awareness. The Program Specialist will further assure the TTY system for hearing impaired victims is properly installed and maintained.

The KU Program funds will also allow the Program Coordinator to become a Certified Interpreter for Spanish, thus enabling a county advocate to translate in court, lessening the trauma to Spanish speaking victims. The vehicle that will be assigned to the EDCVW Program will allow for transportation services for all victims, regardless of their socio-economic status or housing situation. These major program objectives will allow our staff to provide better service for our vulnerable, AFN, and non-English speaking victims and families.

The Program Specialist will begin their connection with the vulnerable victim at the first contact, usually at a forensic interview appointment. The Program Specialist will provide a tour for families and children; explain the interview room

and forensic interview process; provide information and assist families in completing applications for victim compensation funds and services; provide referrals to trauma-informed, evidence-based mental health treatments; conduct follow-up calls and meetings to continually assess any needs or question a family has as their case progresses; and communicate with mental health providers, keeping confidentiality laws paramount, in order to ensure ongoing treatment is continuing to meet any specific issues children or families may encounter. In addition, the Program Specialist will accompany families to case meetings with investigators and/or the EDCDAO, and will also accompany children and their families and/or non-offending caregivers to court wherein their appearance is requested or mandated.

The Program Specialist will ensure protocols are in place for interagency collaboration to best assist victims and survivors of Human Trafficking, including finding the proper services and outreach programs while they navigate through the criminal justice system, as well as lead the effort for collaborative progress ensuring EDC is in compliance with SB 970 and AB 2034 by dispersing brochures, posting posters, and training hotel employees about the warning signs and dangers to pay attention to and then report to law enforcement.

The EDCDAO will purchase a vehicle specifically to be used for the EDCVW Program to meet the access needs for families by providing transportation for forensic interviews, case meetings, and court dates. EDCDAO will purchase the proper equipment to address the access and functional victim needs for victims

with hearing and/or vision difficulties, which will build direct communication with the advocates.

EDCVW has two non-court certified bilingual/Spanish speaking staff members who are willing and able to attend the necessary training to become Certified Bilingual in English-Spanish to provide in-house interpretation services to better serve our victims in our office and in court as needed. Based on the victims' needs, local translation services are utilized to enable advocates to communicate effectively in other languages, including sign language.

One main objective for adding a new Program Specialist is to provide more stable case management by eliminating any changing of support person to mitigate the loss of rapport which occurs when a families' case is transferred between several advocates due to personnel or staffing issues. Regarding human trafficked victims and survivors, the main objective is to provide information resources, referrals, collaborative leadership, and compliance assurances with the common goal of preventing and eliminating this heinous crime in our community.

The main objective for purchasing a vehicle is to increase family engagement in their cases by eliminating the barrier of transportation problems, or funds for said transportation. Another main objective is to provide access to certified court interpreters in languages other than English and to better serve victims with hearing and vision difficulties.

Overall, the EDCVW Program pledges to continue with our mission to serve all victims of crime with dignity, compassion and respect, and to implement the goals, objectives and activities of this grant proposal.

As soon as the EDCDAO receives a letter of intent from CalOES for the KU Program funds, the hiring process will begin for a Program Specialist to focus on supporting vulnerable populations and the objectives of this grant. The EDCVW Program anticipates that the new Program Specialist will be working towards implementing the objectives of the KU Program by the end of the first quarter of the award period. Also upon approval of the grant award, the EDCDAO will initiate the purchases outlined in the budget that are necessary for the program.

Improved access to services with a dedicated Program Specialist, a dedicated vehicle for the Program, TTY equipment, and training opportunities will provide sustainable results during and beyond the performance period, since a continued influx of vulnerable victims need assistance in EDC. The funding from this grant will enhance the capabilities of the existing Victim Witness Program. The main barrier to these services today continues to be a lack of program funding. EDCDAO has experienced the application of specialized services in other areas of the District Attorney's Office where vertical attention to cases has proved instrumental in victim satisfaction.

Only one new Program Specialist is needed to implement the KU Program. The existing infrastructure of the DAO, the EDCVW, and support from the Central Fiscal division is already in place and available to support the grant objectives.

### **C. Capabilities**

For 38 years, the El Dorado County Victim Witness Program has been the only department within El Dorado County which provides the position of Program Specialists for victim advocacy and provides services to victims under funding provided through Cal OES, including the fourteen mandatory and all ten optional services defined in Section 13835.5 of the California Penal Code. The EDCVW Program provides services to over 1,300 new victims of crime per year.

The EDCVW Program is under the direction and leadership of the Victim Witness Program Coordinator who oversees all program responsibilities including grant oversight, assignments of cases to advocates, after hour emergencies, supervision of staff, and interagency coordination. The EDCVW Program Coordinator possesses a Bachelor's Degree in Criminal Justice, a Master's Degree in Public Administration, and has seven years of providing bilingual English-Spanish direct victim services to diverse populations. The VW Program Coordinator has completed the 40-hour Human Trafficking training, the 69-hour Sexual Assault and Domestic Violence Training, plus trainings in Mental Health First Aid for adults and Children, Applied Suicide Intervention Skills Training (ASIST) Nurture Heart Approach, Parent Project Training, and the California Assistance Association Advanced Advocate Certificate Course. The Program Coordinator will enroll in the translation and Interpretation (Spanish/English) Certification program to meet the requirements to take the oral and written California Court Interpreter Exam. The Coordinator will also attend Forensic

Interviewing Training in addition to in-house training and multi-disciplinary meetings. The VW Program Coordinator will be assigned to the KU Program to ensure direct and complete services to Spanish-speaking victims and to provide oversight of the program's goals and objectives.

The Program Specialist will have met the requirements as defined by Evidence Code section 1035-1036.2 for a sexual assault counselor, have a minimum of two years' experience assisting victims of crimes, and will complete the California Crime Victim Assistance Association Entry and Advanced Advocate Certificate Courses.

EDCDAO has continuously taken the lead with efforts to improve and implement programs to better serve the vulnerable victims of EDC by creating a Special Victims Unit (SVU) to focus on a victim based approach to prosecutions involving vulnerable victims. SVU consists of a Team Lead Deputy District Attorney with twenty-five years of experience, four additional highly qualified Deputy District Attorney's (one of whom has a reduced caseload and only handles the most violent cases against vulnerable victims), specially trained forensic interviewers, a Child Advocacy Center (CAC) Coordinator, victim advocates employed by either the EDCDAO or other non-profit community based organizations, all of whom specialize in vulnerable victims, an EDCDAO Investigator dedicated solely to the investigation and coordination of adolescent and adult sexual assault cases, and another EDCDAO Investigator specializing in domestic violence cases.

Additionally, EDCDAO has invited community leaders to meet and discuss creating an overall systems change for vulnerable victims in EDC. Since January of 2018, dedicated and motivated leaders from The Center for Violence-Free Relationships, New Morning, Big Brother, CASA (Court Appointed Special Advocate), The Community Foundation, El Dorado County Department of Health and Human Services (EDC DHHS), EDC Probation, EDC Department of Education, EDC Superior Court, EDC Sheriff's Department, and the Placerville Police Department have joined the EDCDAO in productive monthly meetings addressing ways to close the gap in services provided to vulnerable victims. The focus is on preventing victimization of vulnerable populations through community outreach, as well as communication and information sharing to better serve victims navigating through court systems.

EDC has a working Memorandum of Understand (MOU) and protocols for a collaborative team approach for child abuse cases. EDC also has a strong collaborative team for sexual assault cases, which includes quarterly meetings and monthly case reviews. EDCDAO attends monthly meetings with Adult Protective Services to collaborate on victims of elder and dependent adult abuse. EDCDAO, EDC DHHS, and EDC County Council regularly correspond and collaborate when child victims are involved in both systems. EDCDAO has capability to implement and provide sustainability for the KU Program.

The EDCDAO has a long standing history of effectively administrating grant funds. We currently manage 12 separate grants, including those from Cal OES,



California Department of Insurance, Department of Justice, Office of Traffic Safety, as well as other special revenue funds. EDC Chief Administrative Office (CAO), Central Fiscal Division provides direct services regarding the fiscal requirements of all grants. The Chief Fiscal Officer and Administrative Analysts review documents for financial matters required by the grant, prepare the budgets and any modifications, monitor compliance with regulations and procedures mandated by the funding source and ensure the appropriate expenditure of grant funds. Additionally, since 2012, the same Assistant District Attorney has provided consistent oversight on all grants. EDCVW internal accounting and administrative controls of the grant are managed by the CAO to ensure that both revenues and costs are identified by program and funding source and that the EDCVW Program is in compliance with mandated grant procedures. A series of checks and balances and the required Report of Expenditures documents assure that Cal OES grant funds are accurately accounted for and expended in accordance with the grant. The EDCVW meets bi-weekly with the CAO fiscal staff to review program data to ensure compliance with goals and objectives.

An organizational chart showing EDCVW's place within the District Attorney's Office, as well as the program staffing is attached.

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

|   |
|---|
| <b>Subrecipient</b> <u>El Dorado County District Attorney's Office</u> <b>Duns#</b> <u>087834029</u> <b>FIPS#</b> _____   |
| <b>Disaster/Program Title:</b> <u>Increased Access to Services (KU) Program</u>   |
| <b>Performance Period:</b> <u>04/01/20</u> to <u>09/30/21</u> <b>Subaward Amount Requested:</b> \$ <u>125,000</u>   |
| <b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe |

Per Title 2 CFR § 200.331, 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 grants   |
| 4. What is the approximate total dollar amount of all grants your organization receives?            | \$ 2,396,748 |
| 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?                       | Yes          |
| 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?                               | Sometimes    |
| 12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?            | >5 years     |
| 13. Do you have procedures to monitor grant funds passed through to other entities?                 | N/A          |

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

|   |                                   |
|---|-----------------------------------|
| <b>Signature: (Authorized Agent)</b>                            | <b>Date:</b>                      |
| <b>Print Name and Title:</b> Vern R. Pierson, District Attorney | <b>Phone Number:</b> 530-621-6474 |
| <i>Cal OES Staff Only: SUBAWARD #</i>                           |                                   |

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

El Dorado County\*

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4th District\*

Represented by Congressman Tom McClintock

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

State Assembly Districts are split between the 6th State Assembly District and the 5th State Assembly District\*

5th State Assembly District represented by Frank Bigelow\*

6th State Assembly District represented by Kevin Kiley

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

1st State Senate District\*

Represented by Brian Dahle

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

El Dorado County Population 188,987 (2017)

**El Dorado County DA's Office**  
**Organizational Chart: FY 19/20**

Updated 2/27/20

