



Proposal Cover Sheet

RFP PROCESS

VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) PROGRAM

Submitted by:
EL DORADO COUNTY DISTRICT ATTORNEY
778 Pacific Street
Placerville, California 95667
(530) 621-4720



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

June 14, 2018

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

RE: Violence Against Women Vertical Prosecution (VV) Program
Signature Requirement

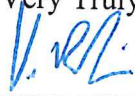
Dear Mr. Ghilarducci:

Please accept this letter and the included application for consideration for the Violence Against Women Vertical Prosecution (VV) Program Request for Proposal 2018-19. 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 Award Face Sheets, the Certificate of Assurance of Compliance form and the Subrecipient Grants Management Assessment required as part of the Violence Against Women Vertical Prosecution (VV) Program Request for Proposal 2018-19, 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 PIERSON
District Attorney

PLEASE REPLY TO:

** 778 Pacific Street
Placerville, CA. 95667
(530) 621-6472
Fax (530) 621-1280

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

WEB SITE:
www.eldoradoda.com



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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

Issue Date:	12/22/1987	Sunset Review Date:	n/a
Revision Date:	08/15/2017	Sunset Review Date:	08/15/2021

GRANT SUBAWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers.
Please do not fill in these blocks. These numbers will be entered by Cal OES.

1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal title of the Subrecipient.

1a. Federal DUNS Number (Subrecipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.

2a. Federal DUNS Number (Implementing Agency)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

3. Implementing Agency Address

Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

4. Location of Project

Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

5. Disaster/Program Title

Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

6. Performance Period

Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yy)

7. Indirect Cost Rate

Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. **Indirect costs may or may not be allowable under all Federal fund sources.**

8A – 12G. Fund Allocations and Total Project Cost

For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

13. Certification Paragraph

Please review the certification paragraph.

14. CA Public Records Act

Please review, and if applicable, provide the necessary documentation.

15. Official Authorized to sign for the Subrecipient

Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

16. Federal Employer ID Number

Enter the 9-digit Federal Employer Identification Number for the Agency.

Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.

(Cal OES Use Only)						
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), makes a Grant Subaward of funds set forth 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:** 778 Pacific Street El Dorado 95667-6481
City County Zip+4

5. **Disaster/Program Title:** Violence Against Women Vertical Prosecution (VV) Program **6. Performance Period:** 7/1/18 to 6/30/19

7. **Indirect Cost Rate:** N/A; 10% de minimis; Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. VAWA		\$ 202,545		\$ 67,515		\$ 67,515	\$ 270,060
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 202,545	\$ 202,545	\$ 67,515	\$ 0	\$ 67,515	12. G Total Project Cost: \$ 270,060

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:** Vern R. Pierson **16. Federal Employer ID Number:** 94-6000511

Name: Vern R. Pierson Title: District Attorney

Telephone: (530) 621-6472 FAX: (530) 621-1280 Email: vern.pierson@edcgov.us
(area code) (area code)

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

Signature: _____ Date: _____

[FOR Cal OES USE ONLY]

I hereby certify upon my own 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
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PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** who is the **Official Authorized** 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 (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Chair** of the **governing body** of the subrecipient.

PROJECT CONTACT INFORMATION

Subrecipient: El Dorado County District Attorney's Office

Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

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

Name: Vern Pierson Title: District Attorney

Telephone #: 530-621-6472 Fax#: 530-621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

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

Name: Kerri Williams-Horn Title: Chief Fiscal Officer

Telephone #: 530-621-5309 Fax#: 530-626-5730 Email Address: kerri.williams-horn@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

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

Name: Christy Canclini Title: Program Manager

Telephone #: 530-621-6487 Fax#: 530-621-1280 Email Address: christy.lillie@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

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

Name: Megan Arevalo Title: Department Analyst

Telephone #: 530-621-5147 Fax#: 530-626-5730 Email Address: megan.arevalo@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

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 Pierson Title: District Attorney

Telephone #: 530-621-6472 Fax#: 530-621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

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 Pierson Title: District Attorney

Telephone #: 530-621-6472 Fax#: 530-621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Michael Ranalli Title: Chair, District Four Supervisor

Telephone #: 530-621-5413 Fax#: 530-622-3645 Email Address: bosfour@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

SIGNATURE AUTHORIZATION INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

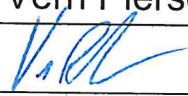
SIGNATURE AUTHORIZATION

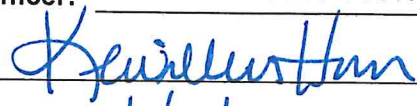
Subaward #: _____

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 Pierson
Signature: 
Date: 6/14/18

***Financial Officer:** Kerri Williams-Horn
Signature: 
Date: 6/19/18

The following persons are authorized to sign for the
Project Director


Signature
James Clinchard
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

The applicant must complete a Certification of Assurance of Compliance-VAWA (Cal OES 2-104g), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, 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 agreement 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
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

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

SUBRECIPIENT: County of El Dorado

IMPLEMENTING AGENCY: District Attorney's Office

PROJECT TITLE: Violence Against Women Vertical Prosecution (VV) Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the 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 OMB Uniform Guidance 2 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 ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Tameka Usher

Title: Human Resources Director

Address: 330 Fair Lane, Placerville, CA 95667

Phone: (530) 621-572

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

The above named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this program. The Applicant agrees to 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 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 a signed resolution from the City Council/Governing Board illustrating that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain the signed resolution on-site, and a copy must be readily available upon request by Cal OES.

VIII. Civil Rights Compliance

The subrecipient complies will 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 Violence Against Women Act (VAWA) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

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

The Subrecipient agrees to 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 Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

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

The Subrecipient agrees to 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 "2015 DOJ Grants Financial Guide").

5. 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.

6. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, 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:

- Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- E-mail: oig.hotline@usdoj.gov;
- DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

7. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to 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, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

The Subrecipient understands and agrees that 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:

- 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
- 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:

- 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

- 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. 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.

11. OVW Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/grantees>.

12. Supplanting

The Subrecipient understands and agrees that funds must be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

13. Statutory Requirements

The Subrecipient agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, and OVW's implementing regulations at 28 CFR Part 90.

14. Misuse of Award Funds

The Subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

The Subrecipients understands and agrees that grant funds may be used only for the purposes in the Subrecipient's approved application.

15. Consultant Rates

The Subrecipient understands approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be approved by the grantor prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, Subrecipients are required to maintain documentation to support all daily or hourly rates.

16. Materials and Publications

The Subrecipient understands and agrees that all materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by Subgrant No. _____ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

17. Victim Safety

The Subrecipient understands and agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

18. Copyright Approval

The Subrecipient understands advance written approval must be obtained to copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. In addition, the Subrecipient (or contractor or subcontractor) must comply with all conditions specified by the program manager in connection with an that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

The Subrecipient understands and agrees the Office on Violence Against Women reserves a royalty- free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work, in whole or in part (including in the creation of derivative works), for Federal purposes, and to authorize others to do so.

The Subrecipient understands and agrees it is their responsibility (and of each contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

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 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: 6/5/19

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

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

- | | |
|---|---|
| <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: _____

Typed Name: Michael Ranalli

Title: Chair, District Four Supervisor

Project Narrative

1. Problem Statement

The El Dorado County District Attorney's Office is committed to dedicate personnel to enhance our ability to effectively prosecute some of the more aggravated crimes against women: specifically, the crimes of Adult Sexual Assault (violations of PC 261, 262, 264.1 , 286, 288a, 289 where victim is 18 or over) and aggravated cases of Domestic Violence (violations of PC 273.5 where injuries qualify as great bodily injury as defined in PC 12022.7(e); violations of 664/187 where victim is person described in PC 273.5 (b), aggravated violations of Penal Code 646.9 Stalking and Penal Code 422 Criminal Threats of Death or Great Bodily Injury, and violations of PC 273.5 (f) where the suspect has previously been convicted of a crime of domestic violence. We also have a need to expand services to victims of these crimes through earlier contact and intervention.

El Dorado County is comprised of 1,786 square miles between Sacramento, California and the Nevada border. According to the US Census Bureau, as of 2016, El Dorado County's population was 188,987. Approximately 74.3% of the county's residents live in rural areas. The remainder of the population lives in small urban areas (Placerville, El Dorado Hills, and the City of South Lake Tahoe).

The South Lake Tahoe area of the county is geographically separated from the rest of the county (referred to as West Slope) by a mountain and is often inaccessible in winter due to the severe weather conditions. The two areas of the county also have very different communities. The West Slope is made up primarily of permanent residents, residing in both urban and rural communities with income disparity from affluent to below the poverty level. Regardless if their

affluent urbanities or rural poor, each experiences its own set of circumstances and accelerants leading to higher incidents of domestic violence when compared to neighboring counties.

El Dorado County is relatively small in terms of local residents. However, there is a very large tourist population. During the summer months the county has an influx of tourists visiting the South Lake Tahoe area to engage in watersports at the lakes and rivers and to take advantage of the multitude of hiking trails around the County and within the Desolation Wilderness. These tourism numbers spike even more drastically in the winter months when the ski slopes open in South Lake Tahoe. The County also has seasonal visitors to the ever growing El Dorado County wine country, gold country historic sites, and to the Apple Hill region. In addition, there are daily visitors who come to the area to gamble at the Red Hawk Casino.

As such, there is a large transient population including vacationing tourists and seasonal workers. Because the economy is tourist driven and weather dependent, there are often great fluctuations in the local employment rate. This fact, combined with a high cost of living and low wages create economic stressors which are often reflected in the crimes which are committed. Further, the alcohol and drug use which often accompanies the resort and vacation “party” atmosphere can sometimes contribute to many of the crimes perpetrated against women in that community.

Domestic Violence is the primary crime of violence committed in El Dorado County. We received 540 domestic violence cases for review in 2016 and 538 in 2017. By May 27, 2018, we have already received 300 Domestic Violence cases indicating the potential for a substantial increase in Domestic Violence cases for calendar year 2018.

With respect to aggravated Domestic Violence cases, between 2016 and 2018, we filed 20 cases where Great Bodily injury was alleged to have been inflicted on the victim; two attempted murder cases; and 39 cases of PC 273.5(f) –DV with a prior.

Adult Sexual Assault cases are also substantial and on the rise. In 2016, we reviewed 41 Adult Sexual Assault cases and in 2017, we reviewed 42. As of May 27, 2018, we have already reviewed a total of 31 such cases.

Currently, the El Dorado County District Attorney's Office has a Special Victims' Unit consisting of four attorneys, one lead attorney, three line deputies, one investigator and four victim advocates – two who are dedicated full-time and two part-time. This unit handles all Child Sexual and Physical Abuse, Adult Sexual Assault, Domestic Violence, Elder Abuse, Human Sex Trafficking, Stalking and Sex Registrant violation cases.

Generally speaking, all cases within the unit are reviewed by designated attorneys (lead attorney – Child Sexual and Physical Abuse, Adult Sexual Assault and Human Sex Trafficking; three line attorneys – Domestic Violence, Child Physical Abuse, Elder Abuse, Stalking and Sex Registration violations). SVU attorneys then vertically handle all felony cases and certain aggravated misdemeanor cases while referring misdemeanor cases to the General Trial Team for prosecution.

The SVU investigator currently investigates Domestic Violence (DV) cases. Between July 1 and December 31, 2017, the SVU investigator received 152 service requests for DV cases and wrote 72 reports. This work was supplemented by other DA investigators who received 126 additional DV service requests and wrote 45 reports for DV cases.

Currently one victim advocate is assigned full time to Domestic Violence cases, one advocate is assigned full-time to all child victim cases, one advocate is assigned to Elder Abuse cases and

a fourth advocate works with adult sexual assault and human sex trafficking victims, but also has a full caseload of general core prosecution cases. When a case is received by the District Attorney's office, it is referred to the appropriate advocate to make victim contact. Due to the high volume caseload and limited resources, the referral itself may be made anywhere from days to weeks after the crime has occurred which delays necessary assistance and advocacy to victims. Advocates provide information and resources to victims, including: assistance with Victims' Compensation claims and restitution claims; counselling and resource referrals; case status updates and court accompaniment, including transportation to court if necessary.

While the SVU works well as a team, the caseload can at times be overwhelming and the volume of work is of such high importance that we are seeking additional resources from any and all sources. In order to ensure the high level of attention that Adult Sexual Assault cases and aggravated Domestic Violence cases often require, we need funding for a dedicated attorney in our Special Victims Unit to vertically prosecute these case types. Having fewer cases will allow the attorney to better prepare victims and witnesses for court and help reduce anxiety about the court processes. With a reduced caseload, the attorney will have more time to work with investigators and victim witness personnel – all of which would allow everyone in the prosecution team to focus special efforts on these very difficult but extremely important cases.

Adult Sexual Assault and aggravated cases of Domestic Violence typically demand a high degree of investigation, prosecution, and victim advocacy efforts due to the reticence of victims to cooperate; the medical information which must be obtained and assessed, Marsy's Law rights need to be protected, investigation and presentation of prior acts evidence, extra efforts to obtain restraining orders and appropriate bail, and ongoing communication with the victim to ensure that the suspect does not re-offend while the case is pending or make efforts to dissuade the

victim from testifying in the case. Adult sexual assault victims are often reticent to cooperate with prosecution because of feelings of fear or shame. Domestic Violence victims, stuck in the Cycle of Violence also resist prosecution because of fear, dependence on the perpetrator or belief things will get better. In summary, more resources can and should be allocated to these serious crimes.

2. Plan

The Plan for the Adult Sexual Assault/Aggravated Domestic Violence Project (hereinafter referred to as “Project”) is to fund one attorney (Project Attorney), one advocate (Project Advocate) and a part-time investigator (Project Investigator). The overall objective of this Project is to improve the prosecution of Adult Sexual Assault and Aggravated Domestic Violence crimes by creating a team with a reduced caseload that can expeditiously conclude cases, reduce victim trauma and enhance our services to victims. It is expected that the Project Staff will regularly attend multidisciplinary meetings relating to Adult Sexual Assault and Aggravated Domestic Violence crimes.

Project Objectives

The objectives of this Project are to improve prosecutions of adult sexual assault cases and aggravated Domestic Violence cases and enhance services to victims of these crimes by: (a) Establishing a successful vertical prosecution; (b) Early contact and referral of resources to victims by Victim Advocate; (c) Providing a designated investigator for Adult Sexual Assault cases; (d) Effective communication between team members; (e) Increasing collaboration between Project Staff, law enforcement, county agencies, and civilian agencies; (f) Establishing policies opposing pre-trial release of offenders; reducing delays between arrest and conviction and establishing reduced caseload for Project attorney

Qualifications and Training of Project Team

The attorney assigned to the Project will have at least 3 years' experience as a DDA and have completed at least 20 felony trials. The Project Attorney will attend CDAA sponsored Sexual Assault Prosecution and Domestic Violence trainings during the grant year, in addition to attending in-house trainings and the regular multidisciplinary meetings.

The Project Advocate shall meet the requirements as defined by Evidence Code sec. 1035-1036.2 for sexual assault counselor and Evidence Code section 1037-1037.7 for domestic violence counselor; have a minimum of two years' experience assisting victims of sexual assault and domestic violence and will have completed the California Crime Victim Assistance Association Entry Level Advocate Certification Course. The Advocate will attend at least one advanced advocacy training during the grant year, in addition to attending in-house trainings and the regular multidisciplinary meetings.

The Project Investigator will have at least five years' experience as an investigator, including two years of sexual assault investigation experience. The Project Investigator will attend at least one Sexual Assault training with the Project Attorney and one Sexual Assault Investigator training during the grant year, in addition to attending in-house trainings and the regular multidisciplinary meetings.

Cases to be assigned to the Project will be identified in two ways: (1) All cases submitted by law enforcement where the suspect was booked for any of the Project crimes noted above will automatically be assigned at intake to the Project Attorney who will vertically prosecute the case. (2) Whenever a DDA other than the Project Attorney receives a case which s/he believes meets the criteria set forth by the crimes listed in (1) above, s/he will refer said case to the SVU lead attorney for determination of whether the case is in fact a Project case.

Communication

Project Staff will communicate in three primary ways: (1) Once per week, the team will meet to discuss the status of Project cases. With respect to new cases, the team will devise a plan of action for follow-up investigation and victim contact. The Project Attorney will be responsible for documenting the results of these discussions in the case file. (2) Project Staff will utilize the District Attorney's Case Management System (known as Gabriel) to communicate updates regarding Project cases. Anything which requires immediate action or response should be communicated in person or by phone/text message. (3) Project Staff will attend regularly scheduled, multidisciplinary meetings concerning Project cases. We intend to schedule these multidisciplinary meetings at least quarterly throughout the grant period.

Referral to Advocate

One of the primary objectives of the Project will be to expand our services to victims of Sexual Assault and aggravated Domestic Violence cases by making contact with victims as early as possible. To this end, we will collaborate with local law enforcement agencies within El Dorado County to establish a process by which officers responding to calls involving Project target crimes will contact the Project Advocate within 8 hours of contact with the victim and advise the Advocate of the victim's name and contact information. Referral will include the victim's name, contact information, brief description of the crime and the victims' condition.

In addition to this notification by law enforcement, advocates will also be notified of the case and victim information through the District Attorney's Office Case Management system. When a case is received by the District Attorney's office and is designated a Project case, said designation shall be made in the Case Management System known as Gabriel by either Intake or

the SVU lead attorney. Concurrently, a Gabriel message will be sent to the Project Advocate advising the Advocate that a new Project case has been opened.

The Project Advocate will maintain close contact with victims of Project cases so as to monitor the victim's progress in obtaining needed services and respond to concerns voiced by victims. Initial contact from the Project Advocate will be for the purpose of making all appropriate referrals for assistance with counseling, shelter, any related medical costs, and referrals for obtaining a civil protective order. In addition, a letter will be sent to every victim whether we are able to make phone contact or not. The letter will be sent upon filing (or rejection) of case. It will include copies of the Protective Order and will give the phone number of the District Attorney's office as well as referral agency numbers. During every in-person and phone contact with a victim, available services will be offered and explained. Service providers will be made aware of needs and contact information for the victim will be provided to the service provided when appropriate. The Project Advocate will notify the victim of *Marsy's Rights* and assist with applications for Victims Compensation claims.

This early contact with victims will provide the needed assistance in an expedited manner and allow the victims to be better prepared to participate in the prosecution of the crimes perpetrated upon them.

Inter-agency Collaboration

The District Attorney's Office has a strong working relationship between local law enforcement agencies and victim services agencies. The local law enforcement agencies include the El Dorado County Sheriff's Department, Placerville Police Department and South Lake Tahoe Police. There are two primary victim service agencies in El Dorado County: The Center for Violence Free Relationships in Placerville and Live Violence Free in South Lake Tahoe.

Both agencies work with victims of Sexual Assault and Domestic Violence. Both agencies have on-call advocates who will assist victims through Sexual Assault examinations. Advocates will respond to hospitals and even transport victims for exams. The Center for Violence Free Relationships maintains an Operational Agreement with the local hospitals and/or medical treatment facilities. The Agreement is include with the Project application.

The District Attorney's Office has collaborated with the victim service agencies on a number of projects and will easily be able to assimilate the Project Advocate into the Project Team. In addition, it is anticipated that local law enforcement agencies will be willing to establish an operational agreement for the Victim Advocate referrals outlined in the "Referral to Advocate" section set forth above.

The District Attorney's Office is currently working to renew its existing Victim Witness Operational Agreement with the El Dorado County Sheriff's Department, Placerville Police Department, South Lake Tahoe Police, Live Violence Free and The Center for Violence Free Relationships.

Implementation of Policies

The following policies will be provided, in writing, to all Project Staff, the SVU lead attorney, Assistant District Attorney and other necessary involved staff.

A. Resist Pre-Trial Release

At the time of filing criminal charges, the Project Attorney will work with the Project Investigator to do a risk assessment of the offender. (An assessment form will be developed.) The risk assessment shall be used at the initial bail hearing and shall be updated as the case proceeds, so that the most current information is available at any time an offender seeks release.

The Project Attorney will vertically prosecute all Project cases and will ensure that all reasonable efforts are made to resist pre-trial release.

B. Reduce Time Between Arrest and Disposition of the Case

The Project Attorney shall make all reasonable efforts to ensure that cases are concluded as expeditiously as possible. The Project Attorney shall meet with the Project Investigator at the time of filing of the case to determine what further investigation needs to be done and the timeline for completion. The Project Attorney shall maintain regular contact with the Project Investigator to ensure that the investigation is on track to be completed consistent with the timeline.

The Project Attorney shall maintain contact with the Project Advocate to confirm that the victim is available and receiving support services. Further, the Project Attorney will work with staff to ensure timely discovery so as not to delay the case. The Project Attorney will file all necessary briefs and motions in a timely manner.

C. Reduced Caseload

The SVU lead attorney shall monitor the caseloads of the Project Attorney to ensure a caseload of no more than 25 active cases. In the event the Project Attorney's caseload increases beyond 25, the SVU lead attorney, in consultation with the Assistant District Attorney, will re-assign a portion of the caseload as they deem appropriate. Considerations in determining which cases would be re-assigned may include: victim's needs; severity of the charges; status of the case. Cases which are re-assigned shall be handled by attorneys who meet the minimum requirements set forth for the Project Attorney and have had Sexual Assault or Domestic Violence training.

Staff selection

The Assistant District Attorney will select Project Staff based on qualifications, experience and interest in the Project. In order for the Project to be successful, we need not only the experience, but a desire to work with these victims and cases. It is anticipated that Project Staff will remain in their assignments for at least two years.

Quantitative objectives

It is anticipated that the Project caseload will consist of approximately 50% Adult Sexual Assault cases and 50% Aggravated Domestic Violence cases (which includes aggravated stalking, dating violence, and domestic violence cases with GBI and priors as noted above).

3. Capabilities

Quantitative response to each objective

During the grant year of the Project we expect to vertically prosecute 75 cases, including 100% of all Adult Sexual Assault and 100% of the Aggravated Domestic Violence cases.

It is anticipated that approximately 75% of cases will be True Vertical Prosecution. All cases will be handled as much as possible by the Project Attorney who will review cases, file charges and make all court appearances through sentencing stage. However, in circumstances where the Project Attorney is not available, the lead SVU attorney will assign a qualified attorney from the SVU to appear on the case. Therefore, it is anticipated that approximately 25% of Project cases will be handled using Unit Vertical Prosecution.

During the grant performance period, it is anticipated that the Project Advocate will provide services to 100 victims. This number includes victims of all Project cases as well as victims of cases which may be reviewed, but not prosecuted. Referrals will be made as set forth in Referral to Advocate section above. As noted, it is anticipated that victim services will be

enhanced by having the Project Advocate contact victims at a much earlier stage than what currently occurs.

During the grant performance period, the Project Staff will attend four multidisciplinary meetings. At the present time, there are quarterly Sexual Assault Response Team meetings which include members of various law enforcement and social service agencies. Project Staff will also attend these meetings. In addition, El Dorado County has a multidisciplinary Task Force called *Systems Change for Vulnerable Populations* which addresses, among other things, Domestic Violence in our county. The Project Attorney and Project Advocate will participate in these Task Force meetings as well.

By employing the new Project pre-trial release policy, also set forth above, it is anticipated that we can reduce pre-trial release to less than 5% of the total number of Project cases. Through preparation and vigorous advocacy, the Project Attorney will attempt to keep all offenders of Project cases in custody while awaiting trial.

In addition, employing the new Project policy relating to time reduction as set forth above, it is anticipated that time between arrest and conviction can be reduced. The goal is to reduce this time period to 270 days or less. While this reduction is ambitious, it is believed that with the Project Attorney having a reduced caseload s/he will be able to expeditiously prepare cases for trial and provide discovery, so that cases can be in a trial ready posture much sooner.

During the grant performance period, the Project Attorney's caseload will be reduced from 40-50 cases to 25 cases. At any given time, the Project Attorney should have no more than 25 cases in a pre-trial status. If at any time, s/he has more than 25 cases in pre-trial status, s/he will contact the SVU lead attorney to discuss possible re-assignment of some cases as set forth above (*Plan – Reduced Caseload*).

It is anticipated that the Project Attorney will perform True Vertical Prosecution for most of the Project cases. When the Project Attorney cannot appear on her/his case, another member of the Sexual Assault/Domestic Violence unit will step in, carefully document the proceedings and update the file. The District Attorney's Case Management paper-less system allows all attorneys access to digital case files so that anyone can be up to speed on a case quickly. The Case Management System also allows any attorney or staff to update the digital file.

Our advocates and attorneys are used to the team approach to cases-working together to ensure victims are kept involved in cases and updated on events. We are ready and able to initiate this particular Grant Project. The policies and procedures outlined herein will allow for the team to provide effective prosecution and advocacy with all services currently provided by the District Attorney's Office being accessible to, and usable by, individuals with disabilities.

4. Comprehensive Assessment

The primary goal of this Program is to improve prosecution of Adult Sexual Assault cases and Aggravated Domestic Violence cases. Both categories of crimes are often complicated and challenging for prosecutors. In addition to evidentiary challenges, victims of both types of crimes are often reticent to come forward or participate in prosecution.

Vertical prosecution by an experienced, trained prosecutor improves the quality of advocacy for these difficult cases. In addition, a reduced case load allows the prosecutor time to fully prepare cases and maintain necessary contact with other team members and victims themselves. Implementing the policies which have been enumerated herein, the Project Attorney will be a staunch advocate for opposing pre-trial release and for expediting the conclusion of the case. All of these factors enhance prosecution by not only ensuring that cases are fully prepared and in the best posture possible for trial, but also by expediting the conclusion of the case which is of

immense importance to victims. Victims need to be able to “move on” from the crime and most find that they cannot do that in any meaningful way until the case is concluded.

In addition, having an experienced part-time investigator to work on the Adult Sexual Assault cases will significantly improve the investigations of those cases. With better investigations, we will get better prosecutions. The Project Investigator will work closely with the Project Attorney so that together they can strategize how to proceed with the case. There are many benefits to having a consistent team working cases: (1) the investigator gets to know what the attorney needs in order to prepare a case and (2) through experience, the team learns how to work together effectively and efficiently. The result is a better prepared case.

The goal of improved victim services will be met by the employment of the Project Advocate. With the Project Advocate reaching out to victims at an early stage (after notification by law enforcement) we will better be able to establish a rapport with victims and determine what their needs are. Early intervention with the Project Advocate will give victims comfort and no doubt motivate them to be cooperative with the investigation.

This Grant Project is extremely important because it targets some of the most heinous crimes against women: Adult Sexual Assault and Aggravated Domestic Violence. These are crimes that typically are committed by serial offenders – they do not commit just one crime or have one victim. It is imperative that such offenders be vigorously prosecuted. This Grant Project will produce better cases for prosecution and will lead to more success in the prosecution of these serious offenders. Through the Grant Project, we can stop sexual predators and interrupt the Cycle of Violence which most Domestic Violence victims find themselves in.

Most importantly, the Grant Project will allow us to better serve victims. This Project provides a highly qualified and experienced Project Advocate to work with victims. In addition,

Subrecipient: El Dorado County District Attorney Subaward #: VV

the Project Advocate will be able to work closely with the Project Attorney as a team. Together they can ensure victims are engaged, prepared and supported. The protocol for contacting a victim at an early stage is a huge benefit to victims, who will now receive needed resources and support much earlier in the process. This is critical for the well-being of the victim.

In sum, this Grant Project will provide needed resources to the El Dorado County District Attorney's Office allowing us to accomplish our goals of improving prosecution of Adult Sexual Assault cases and Aggravated Domestic Violence cases, and enhancing the services which we provide to our victims.

Budget Narrative

The El Dorado County District Attorney’s Office 2018/2019 Violence Against Women Vertical Prosecution (VV) Program budget details the Agency’s plan to effectively prosecute and provide victim services for crimes against women; specifically, the crimes of Adult Sexual Assault and aggravated cases of Domestic Violence.

The Governor’s Office of Emergency Services (Cal OES) has allocated \$202,545 in 2018 VAWA funds with a \$67,515 2018 VAWA local match for this program.

Personal Services – Salaries/Employee Benefits:

Employee salaries and benefits represent 63.8% of the District Attorney’s Office 2018/2019 Violence Against Women Vertical Prosecution (VV) Program budget. A 1.00 FTE Project Attorney will be assigned to the program with salary and benefits totaling \$147,654. 12% of the total salary and benefits of the Project Attorney will be used as a General Fund cash match. A 0.33 FTE District Attorney Investigator (Project Investigator) will be assigned to this program with salary and benefits totaling \$49,206. 100% of the 0.33 FTE salary and benefits for the Project Investigator will be used as a General Fund cash match.

The project-funded staff duties provided by the Project Attorney will include, but not be limited to, vertical prosecution of all project cases, maintaining regular contact with the Project Investigator and Advocate, report preparation, and attending quarterly multidisciplinary team meetings and regularly scheduled Project team meetings. The services to be performed support the proposed objectives and activities as explained in the project narrative.

The qualifications of the Project Attorney include aiding the investigations, reviewing warrants, participating in forensic interviews, preparing cases for filing, conducting preliminary hearings and other pre-trial hearings, writing legal briefs, and conducting jury trials.

The education level of the Project Attorney is a Juris doctor (JD) and 5.5 years' experience as a prosecutor.

The Project Attorney will be housed in the main Placerville office but will split time between the Placerville and South Lake Tahoe offices as needed. All qualifications for employment and the required training/certification have been met by the Project Attorney.

The project-funded staff duties provided by the Project Investigator will include, but are not limited to, coordinating and scheduling interviews for law enforcement, conducting follow-up investigations related to project cases, documenting MDI Interviews, preparing Affidavit's and Search and Arrest Warrants, serving as Investigative Officer for both preliminary hearings and jury trials, and attending quarterly multidisciplinary team meetings and regularly scheduled Project team meetings. The services to be performed support the proposed objectives and activities as explained in the project narrative. When not working on project-funded cases, the Project Investigator will perform the regular duties of a District Attorney Investigator as outlined in the attached job description.

The qualifications of the Project Investigator include 26 years of law enforcement experience, completion of trainings and workshops for strangulation, advanced sexual assault and domestic violence, multidisciplinary interviewing of child abuse victims and child and family maltreatment.

The education level of the Project Investigator is a Bachelor's Degree in Criminal Justice with an advanced POST certificate.

The Project Investigator will be housed in the main Placerville office and will commute between the Placerville (west slope) and South Lake Tahoe (east slope) office as needed. The salary and benefits for the Project Investigator is budgeted from the Agency's Core

Investigations budget (General Fund). All qualifications for employment and the required training/certification have been met by the Project Investigator.

The salaries and benefits of the Fiscal Division are not paid by funds from this grant; however, this division provides direct services for the fiscal requirements of this grant. The Chief Fiscal Officer and Administrative Analyst provide services that include, but are not limited to, reviewing documents for financial matters required by the grant, preparing the budget and any modifications, monitoring compliance with regulations and procedures mandated by the funding source and ensuring the appropriate expenditure and reporting of grant funds.

All job descriptions are included in this grant application and any required certificates are available upon request. All positions maintain functional, detailed time sheets and are submitted on a bi-weekly basis.

There are no mid-year salary range adjustments required. Salaries have been calculated over a twelve-month period and are reflected in the Personal Service section of this report.

Operating Expenses:

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet the program objectives. The operating expenses include a participating staff agreement for a Victim Advocate.

Upon approval of the Violence Against Women Vertical Prosecution (VV) Program grant award, the District Attorney's Office will enter into a Participating Staff contract for advocate services provided by a Victim Advocate from The Center for Violence-Free Relationships (The Center). The services provided by the advocate will include immediate crisis intervention, support services, as needed referrals to appropriate agencies, providing support during the interview process and court proceedings and exchanging information at quarterly multi-

disciplinary team meetings. The agreement and contracted rate with The Center for Violence Free Relationships will comply with Section 3700 of the 2017 Subrecipient Handbook.

The Victim Advocates for The Center meet Evidence Code §1035-1036.2 requirements for a sexual assault counselor and §1037-1037.7 for a domestic violence counselor. Victim Advocates for The Center do not currently have the required California Crime Victim Assistance Association (CCVAA) Entry Level Advocate Certification required for this grant project. The Project Advocate has confirmed entry level training for this certification is available August 13-17, 2018, and will attend to obtain the required certification.

The qualifications of the Victim Advocate includes completion of the required 60 hour + advocate counselor training for domestic violence and sexual assault through the Department of Justice, attending mandatory yearly training's (12 hrs) required to maintain counselor certification (now overseen by Cal OES), 17 years of domestic violence and sexual assault counseling with crisis intervention and victim advocacy and 15 years' experience as a Paralegal.

Staff for The Center for Violence Free Relationships possesses the qualifications necessary to supply the required services under this program as outlined in the attached Victim Advocate Job description and Operational Agreement. The Operational Agreement will be executed prior to the beginning of the grant term and will be available upon request. A non-competitive bid request is attached to this application.

Due to limited project funding, a budget for anticipated training related to the project was not included in the operating expenses. Project staff will attend all necessary and required training conferences or workshops. The cost of these trainings will be absorbed by the Agency's Core Prosecution and Investigation budget (General Fund).

The facility and administrative costs of the SVU Unit of the El Dorado County District Attorney's Office include, but are not limited to, facility rental and associated security system, office equipment and supplies, postage, liability insurance, data processing, utilities, and telecommunication services. The Agency is focused on minimizing administrative costs in support of direct services and unless additional grant funding becomes available, the Agency anticipates these costs will be absorbed by the Agency's Core Prosecution and Investigation budget (General Fund).

There are no subcontracts or unusual expenses included in the operating expenses budget page.

Equipment:

There are no funds budgeted for equipment.

Cash Match:

The Cash Match will be derived partly from services provided by the Project Attorney and the Project Investigator. The services provided will be directly related to accomplishing the objectives and goals of the program.

All work performed by the Project Attorney and Project Investigator for this grant is in direct support of the Violence Against Women Vertical Prosecution (VV) Program and is further detailed in the Project Narrative.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney				Subaward #: VV			
A. Personal Services – Salaries/Employee Benefits				2018 VAWA	2018 VAWA MATCH		COST
Deputy District Attorney - 1.00 FTE							\$0
Salary - \$10,161.33 x 12 Mo x 1.00 FTE				\$107,303	\$14,633		\$121,936
Benefits							\$0
Retirement/PERS (7.37%) - \$904.17 x 12 Mo x 1.00 FTE				\$9,548	\$1,302		\$10,850
Medicare (1.20%) - \$147.33 x 12 Mo x 1.00 FTE				\$1,555	\$213		\$1,768
Health Insurance (4.11%) - \$503.83 x 12 Mo x 1.00 FTE				\$5,320	\$726		\$6,046
Unemployment Ins (.51%) - \$62.50 x 12 Mo x 1.00 FTE				\$660	\$90		\$750
Disability (.21%) - \$25.33 x 12 Mo x 1.00 FTE				\$267	\$37		\$304
Flexible Benefits (4.08%) - \$500.00 x 12 Mo x 1.00 FTE				\$4,692	\$1,308		\$6,000
Provides vertical prosecution of Adult Sexual Assault and Aggravated Domestic Violence Cases, effective communicate with Project team, maintains a reduced caseload of 25 cases or less, document cases appropriately, performs risk assessments of offenders, makes reasonable efforts to resist pre-trial releases and attends meeting and trainings.							\$0
Benefits including: health, dental, vision, retirement, unemployment and disability. SDI and applicable taxes.							\$0
District Attorney Investigator - 0.33 FTE (Gen Fund Cash Match)							\$0
Salary - \$10,147.42 x 12 Mo x 0.33 FTE					\$40,183		\$40,183
Benefits							\$0
Other Compensation (0.66%) - \$66.67 x 12 Mo x 0.33 FTE					\$264		\$264
Retirement/PERS (16.56%) - \$1,680.92 x 12 Mo x 0.33 FTE					\$6,656		\$6,656
Medicare (1.39%) - \$141.50 x 12 Mo x 0.33 FTE					\$560		\$560
Health Insurance (0.00%) - \$0.00 x 12 Mo x 0.33 FTE					\$0		\$0
Unemployment Ins (0.62%) - \$62.50 x 12 Mo x 0.33 FTE					\$247		\$247
Disability (.23%) - \$23.08 x 12 Mo x 0.33 FTE					\$91		\$91
Flexible Benefits (3.37%) - \$342.33 x 12 Mo x 0.33 FTE					\$1,205		\$1,205
Provides dedicated investigative services to case of Adult Sexual Assault and Aggravated Domestic Violence, effective communication with project team; performs risk assessments of offenders, documents cases appropriately, and attends regularly scheduled meetings and trainings.							\$0
Benefits including: health, dental, vision, retirement, unemployment and disability. SDI and applicable taxes.							\$0
This source of match will be derived from services provided by a District Attorney Investigator and are directly related to accomplishing the objectives and goals of the program.							\$0
Personal Section Totals	\$0	\$0	\$0	\$129,345	\$67,515	\$0	\$196,860
PERSONAL SECTION TOTAL							\$196,860



DEPUTY DISTRICT ATTORNEY I/II/III/IV

Class Code:
5201/5202/5203/5204

Bargaining Unit: Criminal Attorneys

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Jun 2, 2016

SALARY RANGE

\$31.72 - \$62.64 Hourly
\$5,498.13 - \$10,857.60 Monthly
\$65,977.60 - \$130,291.20 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION:

Under general supervision, performs legal work of a routine to complex nature in representing the County in prosecuting criminal and civil offenders.

DISTINGUISHING CHARACTERISTICS:

This is a multi-level class in which incumbents may be assigned to any of four levels, depending upon experience, proficiency gained, and the complexity and sensitivity of assigned cases. The work may be related to prosecuting cases in any of a number of legal specialty areas. Involvement in formal litigation, discretionary powers, and direction of the work of other professional staff increase as incumbents progress through the various levels. Deputy District Attorney IV is considered to be the highest-level non-supervisory class, fully capable of working independently in any number of complex areas. While expertise may be gained in a specialized area, incumbents may direct or assist with the prosecution of cases from pretrial through appeal stages. These classes are distinguished from Assistant District Attorney in that the latter is a full supervisory class with responsibility for major areas of County prosecution activities and may act as the District Attorney on a relief basis.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Evaluates incoming law enforcement reports involving juvenile and adult offenders; reviews reports and files cases and handles all aspects of prosecution from arraignment to sentencing.
- Interviews witnesses and victims; reviews and analyzes evidence, police reports and other materials related to pending cases.
- Provides direction to law enforcement and investigative personnel related to investigation of criminal offenses; provides advice as to applicable laws, court decisions and legal authorities.
- Negotiates with defense counsel at pretrial hearings regarding case disposition or modification.
- Makes recommendations regarding sentencing and presents the position at sentencing and revocation hearings.
- Reviews, analyzes and researches allegations; makes determination as to appropriate charges following receipt of agency reports; files criminal charges; keeps victims and witnesses informed of the status of legal proceedings.
- Assists and advises District Attorney investigators and law enforcement agencies regarding investigations in process.
- Researches law and precedents to obtain information needed to prosecute pending cases; maintains current knowledge of changing case law.
- Performs appellate research and drafts appellate briefs; appears in the designated court of appeal.
- Manages court calendars to ensure that cases are resolved quickly; prepares for weekly settlement conferences; conducts in-chambers discussions with court and defense attorneys to facilitate case settlement.
- Performs trial work including jury selection, examination and cross-examination and argument of the prosecution case.
- Maintains accurate records and files and compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on the prosecution of civil and criminal cases and recommends appropriate action.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.

- Performs related work as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

Deputy District Attorney I:

Education:

Equivalent to graduation from a college or university plus an appropriate law degree.

Deputy District Attorney II:

In addition to the above,

Experience:

One (1) year of experience as an attorney engaged in the practice of law in the State of California, preferably in the areas of criminal and/or family support prosecution.

Deputy District Attorney III:

In addition to the above,

Experience:

Two (2) additional years of experience (for a total of three (3) years) as an attorney engaged in the practice of law in the State of California, preferably in the area of criminal and/or family support prosecution.

Deputy District Attorney IV:

In addition to the above,

Experience:

Two (2) additional years of experience (for a total of five (5) years) as an attorney engaged in the practice of law in the State of California, preferably in the area of criminal and/or family support prosecution.

Demonstrated increased ability to prosecute complex and/or high penalty cases with a minimum of supervision is required for advancement to the level of Deputy District Attorney IV.

Other Requirements:

Must possess and maintain a valid driver's license. Must be a member in good standing of the California State Bar Association.

Knowledge of:

- Civil and criminal law and procedures, particularly as related to areas of legal specialty.
- Pleading and practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Responsibilities and obligations of public officials and administrative agencies.
- State and federal laws and constitutional provisions affecting and prosecution of alleged criminals
- Principles, methods and techniques of legal research and investigation.

Ability to:

- Define issues, perform legal research, analyze problems, evaluate alternatives and make appropriate recommendations.
- Present statements of fact, law and argument clearly and logically.
- Exercise sound, independent judgment within the general policy guidelines and legal parameters.
- Interpret state and federal laws and constitutional provisions affecting County operations.
- Represent the County effectively in hearings, courts of law and meetings with others.
- Prepare clear, concise and legally sufficient resolutions, and ordinances, contracts, leases, permits, reports, correspondence and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS:

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential job functions.

Environment:

Work is primarily performed indoors in an office or court room environment and may include infrequent irregular hours and exposure to some stressful situations.

Physical:

Primary functions require sufficient physical ability to work in an office or court room setting; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting. **Occasional** walking; lifting, carrying, pushing objects up to 15 lbs. **Infrequent** reaching, grasping and holding, bending, climbing; lifting, carrying, pushing objects over 15 lbs.

CLASS SPEC TITLE 7:**HISTORY**

JCN: 5201 – Deputy District Attorney I, **5202** – Deputy District Attorney II,
5203 – Deputy District Attorney III, **5204** – Deputy District Attorney IV.

Created: JUN 1990

Revised: JUL 2013 – HRD

JUN 2016 – HRD



INVESTIGATOR (DISTRICT ATTORNEY)

Class Code:
5603

Bargaining Unit: Sheriff's Association

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Jun 12, 2018

SALARY RANGE

\$41.74 - \$50.74 Hourly
\$7,234.93 - \$8,794.93 Monthly
\$86,819.20 - \$105,539.20 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general direction, plans, organizes, and participates in the investigation activities of one or more units of the Criminal Investigations Division of the District Attorney's Office, including investigations related to felony, misdemeanor, juvenile, civil and related cases; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Investigator Supervisor (District Attorney). Exercises no direct supervision over staff, but may supervise daily operations of specialized investigation units or tactical operations. May provide training to less experienced staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the investigations series. As a sworn peace officer incumbents are responsible for providing investigative support for a variety of District Attorney cases. In addition, incumbents may supervise daily operations of specialized investigation units or tactical operations such as consumer fraud, narcotic task force, auto theft task force, cold case task force, or the service of search warrants and arrest warrants. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from Investigator Supervisor (District Attorney) in that the latter is the full supervisory-level in the Investigator series.

This class is further distinguished from the Investigator (Public Defender) in that the Investigator (District Attorney) is a sworn class with peace officer status.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Plans, directs, and conducts complex investigations related to a variety of criminal, civil and juvenile cases, including child abuse, code enforcement, narcotics, sexual assault, environmental crimes, consumer fraud, real estate fraud, workers' compensation fraud and welfare fraud.
- Locates and interviews defendants, complainants, law enforcement officials, witnesses, and other involved parties; interviews defendants in custody, juvenile hall, and mental facilities.
- Analyzes and evaluates police, court, and other records; prepares and serves subpoenas; prepares search and arrest warrants.
- Arranges for transportation, housing, and protection of witnesses who are under grant of immunity, or for paid operators and informants.
- Collects, secures, and preserves evidence, photographs, fingerprints, and diagrams; prepares court exhibits.
- Maintains possession and control over evidence and secures the District Attorney's vault in accordance with state laws.
- Makes arrests and conducts raids and highly sensitive investigations.
- Researches and locates witnesses; maintains a list of expert witnesses and Special Masters.
- Collects and verifies documents, statements, evidence, and testimony; assists attorneys in analysis of cases.
- Prepares a variety of investigative reports related to assigned cases; prepares statistical data; organizes and maintains caseload records.
- Testifies in court to verify information/data collected during investigations.
- Initiates and processes special legal procedures pertaining to court and/or child abduction cases.
- Operates and maintains a variety of recording equipment.
- Assists in developing investigation policies and procedures.
- Independently organizes work, sets priorities, meets critical deadlines, and follows up on assignments.
- Provides formal training to staff on work and safety procedures and in the operation and use of equipment; develops and implements training procedures and standards.
- May be assigned to oversee equipment, including firearms and vehicles.
- May supervise daily operations of specialized investigation units or the service of search warrants and arrest warrants
- May supervise operations of grant funded units, track statistical information and grant budgets.
- May participate in authoring and submitting grant applications.
- May act as a representative of the District Attorney's Office and participate in county multi- disciplinary teams.
- Performs related duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement, including crime scene and arrest and custody procedures.
- Principles, methods, and techniques of investigation, including the gathering, preservation, and presentation of evidence.
- Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to rules of evidence and criminal investigations.
- Recordkeeping and reporting requirements for criminal investigations.
- Principles and techniques of interviewing and interrogation.
- Sources of information used in locating persons.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Investigate and analyze crime scene and other evidence, evaluate findings, and reach sound conclusions.
- Interview and obtain information from witnesses, suspects, and others.
- Maintain accurate records and files.
- Gather, assemble, analyze, and evaluate facts and evidence, draw logical conclusions, and adopt an effective course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, supplemented by college-level coursework in police science, law enforcement, criminal justice, or a related field, and one (1) year of criminal investigative experience with a law enforcement agency; or three (3) years of law enforcement experience that is equivalent to a patrol deputy.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a current California basic or above P.O.S.T. certificate, pursuant to Penal Code 830.1. Applicants must meet California Government Codes 1029 and 1031 (Minimum Standards for Peace Officers) requirements.

OTHER REQUIREMENTS:**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform investigations, visiting various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while investigating. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work after hours, weekends, holidays, off-hours, or on-call.

CLASS SPEC TITLE 7:**HISTORY****JCN: 5603**

Created: June 1990

Revised: July 1996

Revised: February 2007

Revised: March 2013 - HRD

Revised: July 2013 - Dept. Updates

Revised: August 2013 - Dept. Updates
Revised: June 2018 - BOS

THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
JOB DESCRIPTION

POSITION: Victim Advocate

REPORTS TO: Legal Services Coordinator

WORK WEEK: 40 Hours per week (Mon. - Fri., 8:00 AM - 5:00 PM; occasional evening and weekend functions including on-call for victim support on the crisis line when required by DVPU)

STATUS: Exempt

POSITION SUMMARY: Under the direct supervision of the Legal Services Coordinator the Victim Advocate serves as a member of the District Attorney's Domestic Violence Prosecution Unit (DVPU).

AGENCY DESCRIPTION: The Center for Violence-free Relationships is dedicated to building healthy relationships, families and communities free from sexual assault and domestic violence through education, advocacy and services in western El Dorado County.

RESPONSIBILITIES:

1. Serve as a liaison between the victim and the District Attorney's Office.
2. Provides immediate and long term support and referrals to DVPU domestic violence victims.
3. Provides victim advocacy and assists victims in various processes of the criminal justice system.
4. Assist with civil restraining orders as needed.
5. Provide services for the DVPU investigator; including outreach, victim confirmation of written reports, and encourage victim cooperation with the District Attorney's Office.
6. Participate in the development of a five part training program for Law Enforcement.
7. Work collaboratively to develop and implement necessary reporting protocols for consistent with the training for Law Enforcement.
8. Provide training to law enforcement officers and other first responders.
9. Participate on the Domestic Violence Coordinating Council.
10. Other duties as assigned.

The Center for Violence-Free Relationships is an equal opportunity employer. People of color and survivors of domestic violence and sexual assault are encouraged to apply.

QUALIFICATIONS:

1. AA degree or paralegal/computer training.
2. At least one year legal secretarial and/or paralegal experience (prefer family law experience). Paralegal training may be substituted for part of the experience requirement.
3. Ability to work effectively in Microsoft Office including Excel, Word, and Outlook. Possess a basic knowledge of database structure and the ability to learn to use Efforts to Outcomes. Possess a basic understanding of using a PC, office networks, and data security.
4. Excellent proofreading skills and attention to detail.
5. Excellent communication skills, both orally and written.
6. Ability to type at least 60 wpm, with accuracy.
7. Sensitive to the needs and concerns of victims of domestic violence and sexual assault.
8. An ability to relate well to people of diverse ethnic and socio-economic backgrounds.
10. Bi-lingual skills (Spanish) preferred.
11. Possess a domestic violence and sexual assault certified training certificate or the ability to complete the certification training.
12. Knowledge of local community and court system.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

1. Sit for 75% of their working hours.
2. Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
3. Bend and stoop while filing.
4. Twist and reach while at a desk or computer terminal.
5. Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
6. Hear and speak well enough to converse over the phone or in person at all times.
7. Legally and physically able to drive their own and/or agency vehicles during and after work hours.
8. Attend functions in evenings and on weekends when necessary.

Accommodations may be made for some of the above requirements. It is the employee's responsibility to make their supervisor and other management personnel aware of any special needs that they may have.

Received: _____ Signed: _____

The Center for Violence-Free Relationships is an equal opportunity employer. People of color and survivors of domestic violence and sexual assault are encouraged to apply.

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

Subrecipient: County of El Dorado District Attorney's Office	DUNS # 87834029	FIPS #:
Grant Disaster/Program Title: Violence Against Women Vertical Prosecution (VV) Program		
Performance Period: 07/01/2018 to 06/30/2019	Subaward Amount Requested: \$ 202,545	
Type of Non-Federal Entity (Check Box)	<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.

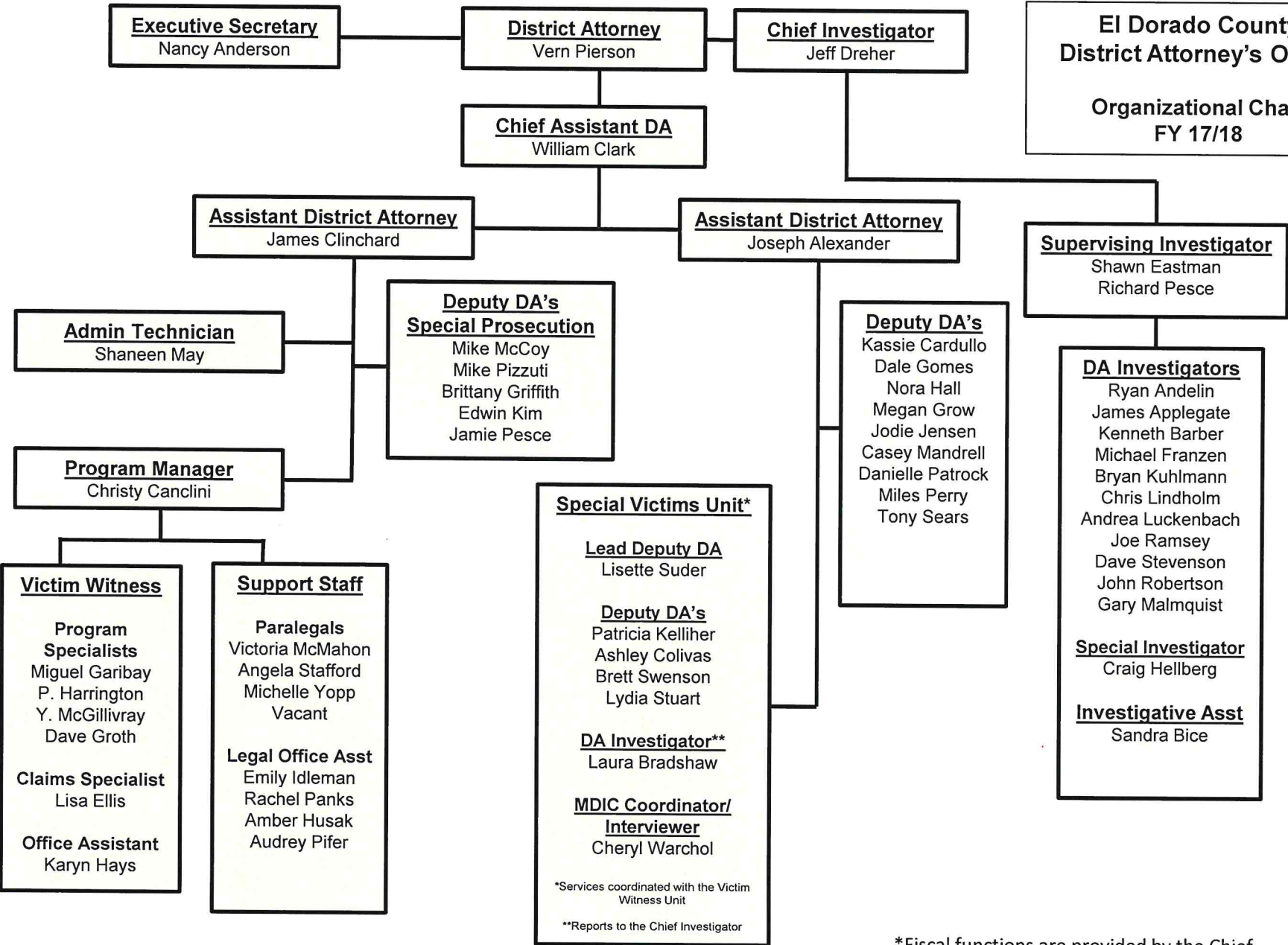
For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, 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?	\$ 1,898,391
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: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent)	Date:
Print Name: Vern R. Pierson	Print Title: District Attorney
<i>Program Specialist Only: SUBAWARD #</i>	

**El Dorado County
District Attorney's Office**

**Organizational Chart
FY 17/18**



*Fiscal functions are provided by the Chief Administrative Office Center Fiscal Division

Updated 05/31/18

Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	From:	To:		
1.	The Center for Violence Free Relationships		07/01/18	to	06/30/19	- NEW
2.	El Dorado County Sheriff's Department		07/01/15	to	06/30/18	
3.	Placerville Police Department		07/01/15	to	06/30/18	} Remaining in process
4.	South Lake Tahoe Police		07/01/15	to	06/30/18	
5.	Live Violence Free		07/01/15	to	06/30/18	
6.	The Center for Violence Free Relationships		07/01/15	to	06/30/18	
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		

Use additional pages if necessary.

**OPERATIONAL AGREEMENT
COUNTY OF EL DORADO
DISTRICT ATTORNEY/VICTIM WITNESS
JULY 1, 2015 – JUNE 30, 2018**

This Operational Agreement stands as evidence that the El Dorado County District Attorney's Victim Witness Program agree to cooperate and coordinate services with the criminal justices agencies, and community organizations in El Dorado County. The services provided by the El Dorado County Victim Witness Program, include, but are not limited to; crisis counseling, follow-up services, resource & referral, victim compensation assistance, restitution assistance, property return, orientation to the criminal justice system, court support, case status./disposition, and other services as defined in California Penal Code 13835. The overall intent and commitment of this agreement is to work together toward the mutual goal of providing maximum assistance to the victims' of El Dorado County.

In order to meet this goal, Victim Witness staff will be available to provide training, presentations, and participate in local networking. Each agency will provide a liaison who will coordinate services and referrals. The agencies committed to this agreement will meet on a bi-yearly basis in order to ensure continued support.

Therefore, the El Dorado County Victim Witness Program agrees to coordinate services with the following agencies:

El Dorado County Sheriff's Department
330 Fair Lane
Placerville, CA 95667
John D'Agostini, Sheriff
(530) 621-5655

The Center
344 Placerville Drive
Placerville, CA 95667
Matt Huckabay, Executive Dir.
(530) 626-1450

Placerville Police Department
730 Main Street
Placerville, CA 95667
Scott Heller, Chief of Police
(530) 642-5210

Live Violence Free
2941 Lake Tahoe Blvd.
South Lake Tahoe, CA 96150
Jane Flavin, Executive Dir.
(530) 544-2118

South Lake Tahoe Police
1352 Johnson Blvd.
South Lake Tahoe, CA 96150
Brian Uhler, Chief of Police
(530) 542-6100

El Dorado County District Atty.
515 Main Street
Placerville, CA 95667
Vern R. Pierson, District Attorney
(530) 621-6472

We the undersigned, as authorized representatives of the El Dorado County District Attorney's Office, El Dorado County Sheriff's Department, Placerville Police Department, South Lake Police Department, The Center for Violence Free Relationships,

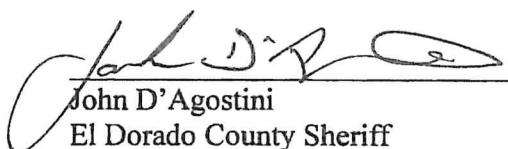
Page Two – 2015-2018, Victim Witness Operational Agreement

and, Live Violence Free, do hereby approve this document and agree to coordinate services as defined in this document.




Vern R. Pierson,
District Attorney

6/24/15
Date



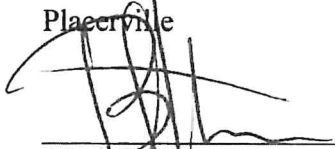
John D'Agostini
El Dorado County Sheriff

6/24/15
Date



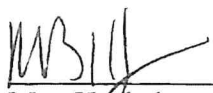
Scott Heller
Chief of Police
Placerville

07-08-15
Date



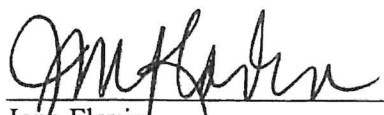
Brian Uhler
Chief of Police
South Lake Tahoe

7/1/15
Date



Matt Huckabay
Executive Director
The Center For Violence free Relationships, (The Center)

6/24/15
Date



Jane Flavin
Executive Director
Live Violence Free

7/1/15
Date

OPERATIONAL AGREEMENT

(See Recipient Handbook Section 4000)

This Operational Agreement stands as evidence that the El Dorado County District Attorney (EDCDA) and The Center for Violence Free Relationships (CVFR) intend to work together toward the mutual goal of providing the maximum available assistance for victims of adult sexual assault and domestic violence crimes in El Dorado County. Both agencies believe that the implementation of the Violence Against Women Vertical Prosecution Program application, as describe herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services for the period July 1, 2018 – June 30, 2019.

The El Dorado District Attorney (EDCDA) will closely coordinate with The Center for Violence Free Relationships (CVFR) to improve the prosecution of Adult Sexual Assault and Aggravated Domestic Violence crimes by creating a Project team with a reduced caseload that can expeditiously investigate and vertically prosecute cases, reduce trauma to victims and enhance our services to victims.

Specifically,

The El Dorado County District Attorney (EDCDA) agrees to the following:

1. To enforce the laws regarding domestic violence and adult sexual assault in order to protect the victim(s) and to prevent future criminal acts through vigorous early intervention;
2. To provide a designated Deputy District Attorney and District Attorney Investigator to work directly with the Victim Advocate on adult sexual assault and domestic violence cases;
3. To notify CVFR through the Victim Advocate, or as necessary through the 24-hour crisis line, whenever a domestic violence case or adult sexual assault is initiated;
4. To provide effective communication between Project team members;
5. To ensure increased collaboration between Project staff, law enforcement, county agencies, civilian agencies and the CVFR;
6. To engage in collaborative five-part trainings with CVFR; and
7. To establish policies opposing pre-trial release of offenders, reducing delays between arrest and conviction and establishing reduced caseload for Project attorney.

The Center for Violence Free Relationships agrees to the following:

1. To provide one full-time Victim Advocate who meets Evidence Code requirements and will complete the California Crime Victim Assistance

- Association Entry Level Advocate Certification Course to work specifically with the Violence Against Women Vertical Prosecution program;
2. To have a Victim Advocate available 24-hours a day to respond to a victim's need for advocacy and assistance;
 3. To provide early contact and referral of resources to victims by Victim Advocate (within 8 hours);
 4. To provide 24-hour crisis line services, crisis intervention, individual and group counseling, legal assistance, compensation claims assistance, emergency food, clothing, shelter, advocacy and court accompaniment to domestic violence victims and their children and to adult sexual assault victims who request assistance from CVFR;
 5. To ensure increased collaboration between Project staff, law enforcement, county agencies, civilian agencies and the CVFR;
 6. To engage in five-part training with EDCDA, as appropriate; and
 7. To share information regarding domestic violence and sexual assault victims with the EDCDA, if appropriate and if prior written authorization has been obtained from the victim.

The primary contacts for the Operational Agreement are as follows:

County of El Dorado
District Attorney
778 Pacific Street
Placerville, California 95667
Attn: Vern R. Pierson, District Attorney

The Center for Violence-Free Relationships
344 Placerville Drive, Suite 11
Placerville, CA 95667
Attn: Matt Huckabay, Director, or Successor

If selected for funding, the El Dorado County District Attorney and The Center for Violence Free Relationships may enter into a contractual agreement identifying the total amount of grant funds to be transferred, the process for transferring the grant funds, detailing what the grant funds may be used for and providing specific information concerning all non-fiscal resources shared between the agencies. The annual not-to-exceed amount of the agreement is estimated to be \$72,300. No matching funds will be used for this transfer of funds.

We, the undersigned, as authorized representatives of the El Dorado County District Attorney and The Center for Violence Free Relationships do hereby approve this document.

Vernon R. Pierson
District Attorney, El Dorado County

Date

Matt Huckabay
Executive Director, The Center for Violence Free Relationships

Date

**OPERATIONAL AGREEMENT
SEXUAL ASSAULT RESPONSE TEAM (SART)
EL DORADO COUNTY – CALIFORNIA – WESTERN SLOPE
April 1, 2016 – March 31, 2019**

Law enforcement, social services, and the medical community recognize the benefit to victims and to society in the thorough investigation and successful prosecution of the sexual offender. Our common goal is to:

- Adequately provide for the needs of the victim;
- Facilitate a timely investigation, collect and preserve both forensic and photographic evidence, and successfully prosecute sexual offenders.

The Sexual Assault Response Team (SART) has been adopted by the Placerville Police Department, the El Dorado County Sheriff's Office, the District Attorney's Office, Sutter Medical Foundation BEAR Program, Social Services, and The Center for Violence-Free Relationships.

SEXUAL ASSAULT RESPONSE TEAM

A multi-disciplinary interview and Forensic Medical Exam is conducted for victims reporting sexual assault within the past 72 hours for children and up to 7 days for adolescents and adults. This timeframe may change on a case by case basis based on the nature of the assault and clinical symptoms. Please call the emergency BEAR number for assistance with triage of cases. Non-acute exams for children may be scheduled in the BEAR Clinic during regular business hours. In almost all cases, law enforcement should be called first. The investigation law enforcement officer first establishes that:

- There is reason to believe a crime may have occurred.
- The victim is willing to cooperate with an interview and examination.

The Sexual Assault Response Team consists of an Investigator from Law Enforcement, a Sexual Assault Forensic Examiner (SAFE), and an Advocate from The Center for Violence-Free Relationships. In the event an Investigator is not available, a Peace Officer from the investigating agency will be responsible for the investigation.

In the event the victim is unwilling to cooperate with law enforcement, the victim may still have an advocate from The Center for Violence-Free Relationships and request a VAWA exam from the BEAR Clinic. The protocol for such an event is attached.

A Forensic Medical Exam may also be completed for suspects of sexual assault. This exam must be conducted within 48 hours of the alleged assault. The exam is completed by the SAFE always with Law Enforcement present. The SAFE may terminate a Suspect Exam at any point if the suspect is unwilling to cooperate. Advocates from The Center for Violence-Free Relationships are not involved with Suspect Exams.

PARTICIPATING FACILITIES AND AGENCIES

1. Sutter Medical Foundation BEAR Program
2. El Dorado County Sheriff Office
3. Placerville Police Department
4. The Center for Violence-free Relationships
5. The District Attorney's Office
6. El Dorado County Department of Human Services.

AUTHORIZING AGENCIES

1. El Dorado Sheriff Office
2. Placerville Police Department
3. El Dorado County Child Protection Services
4. El Dorado County District Attorney's Office

South Lake Tahoe Police Department and investigating Agencies outside of El Dorado County may authorize a Forensic Medical Exam at the Sutter BEAR Program if the victim is currently in the Western Slope of El Dorado County. South Lake Tahoe and the surrounding counties have established teams in place to provide Forensic Medical Exams within their own jurisdictions. If a SAFE is not available to complete an exam at the established facility, a request to complete the exam at the next closest available facility should be initiated. The Investigating Agency is responsible for the bill from the facility completing the exam.

INITIATING A FORENSIC MEDICAL EXAM

1. Authorizing Agency determines the need for a Forensic Medical Exam, according to current Agency Policy. For any case, consider consulting with a detective and/or a SAFE on the validity of conducting an exam.
2. Contact the Sutter Medical Foundation BEAR Program
On call 24 hour pager: 916-523-2327
Regular business hours: (916) 262-9108.
 - A. Provide the SAFE with basic information, such as the victim's age, any language barriers, estimated time of arrival to the BEAR Clinic, and known injuries/complaints of pain related to the assault.
 - B. Inform the SAFE if there is more than one victim, if suspects are also being brought in for a Forensic Medical Exam, and if an interpreter will be needed. Suspects and victims may not be examined at the same time, so coordination is essential!

3. Law enforcement should call for an advocate from The Center for Violence-Free Relationships. All parties should arrive at The BEAR Clinic located at 1625 Stockton Blvd, Sacramento. It is essential that the SAFE be called out by law enforcement through the 24 pager system before the patient leaves El Dorado County. The SAFE BEAR examiners take calls from home, and have up to 1 hour response time.
4. In cases of patients who are medically unstable for transfer, the SAFE may be able to perform the exam at the local hospital. Please call the 24 hour pager to discuss options.

TEAM INTERVIEWS

1. For the multi-disciplinary interview (MDI), Law Enforcement is in charge of the investigation, and will lead the process.
2. The interview is recorded on an audio tape by the law enforcement officer.
3. The BEAR SAFE is usually not present during the MDI, but greatly appreciates an update from law enforcement as to the disclosures during the MDI. The SAFE will conduct a medical forensic interview of all adolescent and adult patients. For children, the SAFE will obtain history from the guardians and/or law enforcement, but will not re-interview a child unless absolutely necessary. The SAFE will defer child interviews to the MDI.
4. An advocate from The Center for Violence-free Relationships will be present during the interview, unless declined by the victim. The advocate will be allowed time with the victim alone before the formal interview commences.
5. The victim may request having a support person present during the interview, although law enforcement may exclude this person. It is not advisable for parents, husbands, intimate partners, or other close family members to be present during the interview.
6. Medical Providers and/or law enforcement trainees/preceptors may be present, and are introduced as "assistants".
7. Ultimately, it is Law Enforcement's decision who will and will not be present during the interview, except for the victim's right to a sexual assault victim counselor.

FORENSIC MEDICAL EXAM

1. Law Enforcement is not present during the victim examination, but may be during the suspect exam.
 - A. The advocate/support person may be present, according to the wishes and needs of the victim.
 - B. Advocates are not utilized for suspect exams.
2. The Forensic Medical Exam is performed in compliance with:
 - A. California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims.
 - B. BEAR Clinic SART Protocol for victims and suspects of Sexual Assault.
3. The Forensic Medical Exam is completed after the interview. The examiner may elect to obtain some perishable evidence before the interview, such as mouth swabs before oral fluids are offered, loose debris or torn clothing. Standard specimens, such as blood and head hair, may also be obtained if the interview is delayed. If law enforcement will be delayed for more than one hour, the entire exam may be completed before the interview.
4. A complete head to toe, full systems assessment is completed for all Forensic Medical Exams. The appropriate CA Office of Criminal Justice/Office of Emergency Services (CalOES) form is completed (923, 930, 925, or 950). A secure electronic copy of the Forensic Medical Report is kept in the BEAR office, separate from the patients' medical record.
5. Central Dispatch is notified when the Evidence kit is ready to be delivered over to Law Enforcement, The crime kits and clothing are held in a secure locker at the BEAR clinic. The BEAR clinic will call law enforcement to retrieve the evidence on the next business day. If law enforcement desires, the agent may stand by and wait 2-3 hours for the crime kit to be completed by the SAFE.
6. Strict chain of evidence is followed with documentation for everyone handling any evidence at any time.

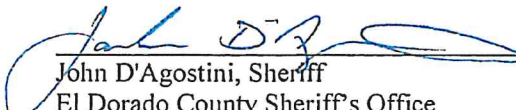
RE-EXAMS AND BATTERY EXAMS

Comprehensive Injury Evaluation exams for adult victims of assault and battery are not available through the BEAR program at this time. Please inquire at the local Emergency Department. Child physical abuse and neglect exams are available through The BEAR clinic during regular business hours. Children and infants who are seriously injured or ill should be taken to the closest Emergency Department.

1. Referrals for follow up care are provided for all victims. The referrals may be provided at any time during the Emergency Department visit, by the examiner, and/or the advocate, social services, or law enforcement. Referrals may include:
 - A. Victim Witness (mandatory referral for all victims)
 - B. The Center for Violence-free Relationships (mandatory referral for all victims)
 - C. Child Protection Services
 - D. Law Enforcement
 - E. District Attorney's Office
 - F. SART office
 - G. Physician (follow up exam as needed for injuries)
 - H. Health Dept. (STD follow up testing)

PHOTGRAPHIC EVIDENCE

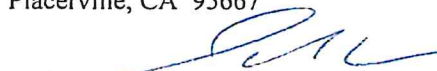
1. All original photographic records are kept in the SART Office, following proper chain of evidence.
2. Re-print copies may be requested by investigating agencies. Defense Attorneys must make requests through the District Attorney's Office, County Council, or Attorney General's Office as appropriate.



John D'Agostini, Sheriff
El Dorado County Sheriff's Office
300 Fair Lane
Placerville, CA 95667

3/21/16


Date



Scott Heller, Chief of Police
Placerville Police Department
730 Main Street
Placerville, CA 95667

03-21-16

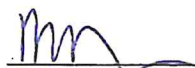
Date



Theresa Frei, CEO Sutter Medical Foundation
Dr. Angela Vickers, SAFE
1625 Stockton Blvd.
Sacramento, CA 95816

5/26/16

Date



Matt Huckabay, Executive Director
The Center for Violence-Free Relationships
344 Placerville Drive, Ste. 11
Placerville, CA 95667

3-15-16

Date

Sexual Assault VAWA Protocol – BEAR Program

- I. Definition: Federal VAWA laws guarantee that a sexual assault survivor, 12 years old and older, who requests a forensic evidentiary exam, must be offered an evidentiary exam. This includes cases in which the survivor refuses to involve or cooperate with law enforcement or law enforcement declines to authorize an evidentiary exam.
- II. Presentation of cases without law enforcement:
 - a. Advocacy Center/Women’s Shelter
 - b. Medical Facility/Provider Office
 - c. Crime scene/“in the field”
- III. Triage:
 - a. Gather information quickly
 - i. Brief history regarding the assault. When? Where (exactly)? What happened? Any pain or bleeding from genitals or anus? Pain with urination?
 - ii. Has law enforcement been contacted? What agency and Case #? Did survivor refuse to cooperate or did law enforcement decline to authorize? Why?
 - iii. Has the survivor spoken or met with an advocate? Would she/he like to have an advocate now?
 - iv. Why does the survivor want an exam? Ask each question.
 1. Medical treatment for Pregnancy and/or STD?
 2. Find out if there is an injury/evidence of intercourse?
 3. Find out who did this to her/him?
 4. Begin process of prosecution/justice?
 5. Other?
 - v. Why doesn’t the survivor want to involve law enforcement?
 1. Afraid of retaliation from suspect
 2. Doesn’t want suspect arrested

3. Bad experience with law enforcement in the past
 4. Doesn't want family and friends to know what happened
 5. Embarrassed to speak with an officer about what happened.
 6. Other?
- b. Educate the survivor about the forensic evidentiary exam and mandated reporter laws
- i. Explain the exam process: History will be completed by patient, complete physical exam, anogenital exam with colposcope and speculum, photograph injuries including anogenital area, collect Q-tip swabs for crime kit and only clothing closest to the genital area will be collected. No blood or urine toxicology will be collected. CalOES 924 will be completed and included in the kit.
 - ii. Crime kit will go to the law enforcement agency in which the assault was committed. If the patient is unable to tell the examiner or refuses to disclose the jurisdiction, the kit will be stored by the Sheriff's Office where the crime occurred. The crime kit will be stored for at least 2 years and the victim will receive a written 60-day notice before kit is destroyed.
 - iii. The exam may be normal, which does not prove that sexual contact has not occurred.
 - iv. Regarding mandated reporting:
 1. Adult survivors >18 years old. If a physical condition related to the assault is discovered during the exam, the forensic examiner shall make an immediate report to law enforcement in accordance with California Penal Code 11160, even if the survivor does not want the case reported. If no physical condition is found on the adult exam, no report will be made to law enforcement.
 2. Adolescent survivors, 12-17 years old. The examiner must report all pediatric cases, including adolescents to law enforcement immediately, even if the survivor does not want the case reported.

- c. Review case with senior team members of each discipline
 - i. Law enforcement Detective/Sergeant
 - ii. Advocate Supervisor
 - iii. SAFE BEAR Coordinator/Medical Director
 - iv. MDIC Supervisor (only for cases where survivor is under 18) in jurisdictions where MDIC personnel are involved with triage of child sexual abuse cases.

IV. Action:

- a. Develop action plan responsive to survivor's needs and requests. Action plan must comply with Federal VAWA guidelines. After a survivor understands what a forensic evidentiary exam is and requests the exam, she will be given an appointment at the BEAR Program. An advocate will respond for the exam.
- b. If the survivor prefers a medical exam without forensics, she will be referred to her primary care provider, family planning clinic, or urgent care facility of her choice.
- c. Payment for VAWA Cases – The BEAR Program will send an invoice for \$300 to the law enforcement agency where the assault occurred. If the patient is unable or unwilling to disclose jurisdiction, to the Sheriff's Office in the jurisdiction where the crime occurred will receive the invoice. Law Enforcement will then seek reimbursement of the \$300 from CalOES.

PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative:

1. **SUBAWARD NUMBER:**
Enter the Subaward # as it appears on the approved Grant Subaward Face Sheet.
2. **PROGRAM TITLE:**
Enter the program, title as it appears on the approved Grant Subaward Face Sheet
3. **PERFORMANCE PERIOD:**
Enter beginning and ending dates of the performance period for the Grant Subaward.
4. **SUBRECIPIENT:**
Enter the Subrecipient name as it appears on the approved Grant Subaward Face Sheet.
5. **GRANT AMOUNT:**
Enter the amount of grant funds requested. This must be the same amount used on the budget pages and block 12G on the Grant Award Face Sheet.
6. **IMPLEMENTING AGENCY:**
Enter the implementing agency as it appears on the approved Grant Subaward Face Sheet.
7. **PROGRAM DESCRIPTION:**
Provide a description of the specific area of service Cal OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:**
Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:**
Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
10. **ACTIVITIES:**
Describe activities you will perform to accomplish each objective (quantify where possible).
11. **EVALUATION:**
Describe how project performance will be measured, if applicable. Note who will conduct the evaluation, (e.g., project staff, government personnel, or outside consultants).
12. **NUMBER OF CLIENTS TO BE SERVED:**
Enter the number of clients, if applicable.
13. **PROJECT BUDGET:**
Amounts in each category must be the same as the Budget Pages amounts. The total must be the same as the total in box 12G on the Grant Award Face Sheet.

PROJECT SUMMARY

1. Subaward #:

3. PERFORMANCE PERIOD

2. PROJECT TITLE

Violence Against Women Vertical Prosecution (VV) Program

7/1/18 to 6/30/19

4. SUBRECIPIENT

Name: County of El Dorado Phone: 530-621-6472
Address: 778 Pacific Street Fax #: 530-621-1280
City: Placerville Zip: 95667-6481

5. GRANT AMOUNT

(this is the same amount as 12G of the Grant Subaward Face Sheet)

\$ 270,060

6. IMPLEMENTING AGENCY

Name: District Attorney's Office Phone: 530-621-6472 Fax #: 530-621-1280
Address: 778 Pacific Street City: Placerville Zip: 95667-6481

7. PROGRAM DESCRIPTION

The El Dorado County District Attorney's Office has a Special Victims' Unit consisting of four attorneys, one lead attorney, three line deputies, one investigator and four victim advocates – two who are dedicated full time and two part time. This unit handles all Child Sexual and Physical Abuse, Adult Sexual Assault, Domestic Violence, Elder Abuse, Human Sex Trafficking, Stalking and Sex Registrant violation cases. Due to the high volume caseload and limited resources, it is difficult to focus special efforts on the extremely important cases of adult sexual assault and domestic violence.

8. PROBLEM STATEMENT

The El Dorado County District Attorney's Office has a need to enhance and improve our ability to vertically prosecute the more aggravated crimes against women, specifically adult sexual assault and aggravated cases of domestic violence. These cases demand a high degree of investigation, prosecution, and victim advocacy efforts due to the reticence of victims to cooperate, the medical information which must be obtained and assessed, Mary's Law rights need to be protected, investigation and presentation of prior acts evidence, extra efforts to obtain restraining orders and appropriate bail, and on-going communication with the victim to ensure that the suspect does not re-offend while the case is pending or make efforts to dissuade the victim from testifying in the case. The District Attorney's Office has a desire to obtain additional funding to be able to allocate more resources to these serious crimes.

9. OBJECTIVES

The overall objective of this project is to apply more resources to the crimes of Adult Sexual Assault and Aggravated Domestic Violence crimes by adding staff to our SVU team. The staff would consist of a 1.00 FTE Deputy District Attorney, 1.00 FTE Victim Advocate and a 0.33 District Attorney Investigator and would focus on a reduced caseload so that they may expeditiously investigate and conclude vertically prosecuted cases in an effort to reduce additional trauma and enhance our services to victims.

10. ACTIVITIES

Activities to be performed under this program include, but are not limited to, establishing a successful vertical prosecution team, early contact and referral of resources to victims by Victim Advocate, providing a designated investigator for Adult Sexual Assault cases, effectively communicating between team members, increasing collaboration between Project Staff, law enforcement, county agencies, and civilian agencies, establishing policies opposing pre-trial release of offenders, reducing delays between arrest and conviction and establishing reduced caseload for Project Attorney, and attending in-house trainings and the regular multidisciplinary meetings.

11. EVALUATION (if applicable)

12. NUMBER OF CLIENTS
(if applicable)

100 victims served (estimate); 75 cases vertically prosecuted (estimate)

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$196,860	\$73,200		\$270,060
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$196,860	\$73,200	\$0	\$270,060

**NONCOMPETITIVE BID REQUEST
CHECKLIST**

Has the Applicant/Subrecipient met the following requirements of the *Subrecipient Handbook*:

	Check appropriate box:	<u>Yes</u>	<u>No</u>
<u>Section 3511</u>			
Do conditions exist that require a sole/single-source contract?		<input checked="" type="radio"/>	<input type="radio"/>
<u>Section 3521.1</u>			
Is a brief description of the program or project included?		<input checked="" type="radio"/>	<input type="radio"/>
<u>Section 3521.2</u>			
Was it necessary to contract noncompetitively?		<input checked="" type="radio"/>	<input type="radio"/>
Did the contractor submit his/her qualifications?		<input checked="" type="radio"/>	<input type="radio"/>
Is the reasonableness of the cost justified?		<input checked="" type="radio"/>	<input type="radio"/>
Were cost comparisons made with differences noted for similar services?		<input checked="" type="radio"/>	<input type="radio"/>
Is a justification provided regarding the need for contract?		<input checked="" type="radio"/>	<input type="radio"/>
<u>Section 3521.3</u>			
Is an explanation provided for the uniqueness of the contract?		<input checked="" type="radio"/>	<input type="radio"/>
<u>Section 3521.4</u>			
Are there time constraints impacting the project?		<input checked="" type="radio"/>	<input type="radio"/>
Were comparisons made to identify the time required for another contractor to reach the same level of competence?		<input checked="" type="radio"/>	<input type="radio"/>

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

List all currently funded Cal OES projects and all Cal OES grants subawarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of Cal OES funding. For current and proposed grants that include positions funded by more than one Cal OES grant, list these personnel by title and the percentage of the position funded by Cal OES. The percentage of funding must not exceed 100 percent for any one individual.

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY Cal OES
2014-15	DV14120010	\$50,000	Project Director	25%
2014-15	RC14210010	\$67,000	Project Director	25%
2014-15	AT14100010	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal OES FUNDING
2017-18	KC17010090	\$215,000		
2017-18	VW17360090	\$284,233		
2016-17	VW16350090	\$318,875		
2016-17	LE16030090	\$197,178		
2015-16	VW15340090	\$178,310		
2015-16	LE15020090	\$182,018		
2014-15	VW14330090	\$172,793		
2014-15	LE14010090	\$182,018		
2013-14	VW13320090	\$165,172		

current

current

prior

prior

prior

prior

prior

prior

prior

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING

List all currently funded Cal OES projects and all Cal OES grants subawarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of Cal OES funding. For current and proposed grants that include positions funded by more than one Cal OES grant, list these personnel by title and the percentage of the position funded by Cal OES. The percentage of funding must not exceed 100 percent for any one individual.

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2014-15	DV14120010	\$50,000	Project Director	25%
2014-15	RC14210010	\$67,000	Project Director	25%
2014-15	AT14100010	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED Cal OES FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal OES FUNDING
2018-19	√√	\$202,545		Proposed

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 5th State Assembly District*
5th State Assembly District represented by Frank Bigelow*
6th State Assembly District represented by Beth Gaines

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 Ted Gaines

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

El Dorado County Population 185,625