



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

January 11, 2018

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

RE: Child Advocacy Center (KC) Program Signature Requirement

Dear Mr. Ghilarducci,

Please accept this letter and the included application for consideration for the Child Advocacy Center (KC) Program Request for Application. 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 Child Advocacy Center (KC) Program Request for Application, 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.

PLEASE REPLY TO:

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

Very Truly Yours,

Vern Pierson
District Attorney

** 515 Main 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.edcgov.us/eldoda

BLOG:
<http://vermpierson.us/blog/>



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



Application Cover Sheet

RFA PROCESS

CHILD ADVOCACY CENTER (KC) PROGRAM

Submitted by:

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

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 # KC01

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: <u>County of El Dorado</u>	1a. DUNS#: <u>087834029</u>
2. Implementing Agency: <u>District Attorney</u>	2a. DUNS#: <u>087834029</u>
3. Implementing Agency Address: <u>778 Pacific Street</u> <u>Placerville</u>	<u>95667</u>
<small>Street</small>	<small>City</small>
4. Location of Project: <u>Placerville</u> <u>El Dorado</u>	<u>95667</u>
<small>City</small>	<small>County</small>
5. Disaster/Program Title: <u>Child Advocacy Center (KC) Program</u>	6. Performance Period: <u>4/1/18</u> to <u>3/31/19</u>
7. Indirect Cost Rate: <input type="checkbox"/> N/A; <input checked="" type="checkbox"/> 10% de minimis; <input type="checkbox"/> 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. VOCA		\$ 175,000		\$ 43,750		\$ 43,750	\$ 218,750
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 175,000	\$ 175,000	\$ 43,750	\$ 0	\$ 43,750	12. G Total Project Cost: \$ 218,750

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:	16. Federal Employer ID Number: <u>94600051</u>
Name: <u>Vern R. Pierson</u>	Title: <u>District Attorney</u>
Telephone: <u>(53) 621-6472</u> FAX: <u>(530) 621-1280</u>	Email: <u>vern.pierson@edcgov.us</u>
<small>(area code)</small>	<small>(area code)</small>
Payment Mailing Address: <u>778 Pacific Street</u>	City: <u>Placerville</u> Zip+4: <u>95667</u>
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 14 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: County of El Dorado District Attorney

Subaward #: KC

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: Kerni 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: Shawn Eastman Title: Supervising Investigator

Telephone #: 530-621-3867 Fax#: 530-621-1280 Email Address: shawn.eastman@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 14 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.**

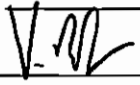
SIGNATURE AUTHORIZATION

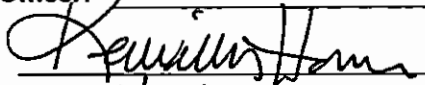
Subaward #: KC

Subrecipient: County of El Dorado

Implementing Agency: District Attorney

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

*Project Director: Vern R. Pierson
Signature: 
Date: 1-12-14

*Financial Officer: Kerri Williams-Horn
Signature: 
Date: 1/12/14

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
Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), 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
Victims of Crime Act (VOCA) Fund

I, Vernon 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

PROJECT TITLE: Child Advocacy Center (KC) 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) 621-5572
Email: tameka.usher@edcgov.us

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

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

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

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

V. Lobbying – (Subrecipient Handbook Section 2154)

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

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)
(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

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 written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

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

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) 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://oig.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. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

12. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

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

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

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

The Subrecipient agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

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

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

15. Demographic Data

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

16. Performance Reports

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

17. Computer Network Requirements

The Subrecipient understands and agrees that:

- a. No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography; and
- b. Nothing in the previous subsection limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

18. Prohibit Use of Funds for Association of Community Organizations for Reform Now (ACORN) and its Subsidiaries

The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract of subaward to either the ACORN or its subsidiaries, without the expressed prior written approval of OJP.

19. Access to Records

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

20. Nondiscrimination in Programs Involving Students

The Subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs or students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

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:	<u>Vernon R. Pierson</u>		
Authorized Official's Title:	<u>District Attorney</u>		
Date Executed:	_____		
Federal Employer ID #:	<u>94-6000511</u>	Federal DUNS #	<u>087834029</u>
Current System for Award Management (SAM) Expiration Date:	<u>2/21/18</u>		
Executed in the City/County of:	<u>Placerville, County of El Dorado</u>		
AUTHORIZED BY: <i>(not applicable to State agencies)</i>			
<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:	<u>Michael Ranalli</u>		
Title:	<u>Chair, District Four Supervisor</u>		

Project Narrative

1. Problem Statement

El Dorado County, through the El Dorado County District Attorney's Office (EDCDA), is in need of Child Advocacy Center (CAC) services through an accredited Multi-Disciplinary Interview Center (MDIC) program. The MDIC program is not currently an accredited CAC as defined by the National Children's Alliance (NCA). Therefore, this funding is needed to enhance victim services in El Dorado County and work towards the goal of NCA accreditation.

A pilot program conducted by the California Attorney General's Office in 1990, concluded that those investigating child abuse cases needed to work together to reduce the trauma to victims and families by:

- Improving coordination and collaboration between criminal and dependency investigations;
- Shortening the time period required for the legal disposition of child sexual abuse cases;
- Establishing a comfortable, child-friendly interview setting for the investigation of suspected child sexual abuse cases;
- Reducing the number of persons interviewing children;
- Reducing the number of interviews of the children by law enforcement officers, Child Protective Services (CPS) social workers, deputy district attorneys and others;
- Improving the quality of the decision making regarding the need for a medical/evidentiary exam; and
- Providing immediate intervention, support and referral for the child and non-offending family members.

The U.S. Census Bureau estimates that as of 2016, El Dorado County's population was 185,625. Of the 185,625 people living in this county, approximately 74.3% of the county's residents live in rural areas. El Dorado County has government offices in Placerville and South Lake Tahoe. There is a need for a coordinated response to reduce trauma to victims and provide the best services available. Although the El Dorado County MDIC program provides many valuable services needed to vulnerable children and their families, much work is needed to improve services for abused children.

In order to receive accreditation, the El Dorado County MDIC program is in need of a MDIC Coordinator/Interviewer dedicated to improving multi-agency coordination and working toward NCA accreditation. We intend to fill this position with a Special Investigator. Over the last several years, there has been significant turn-over throughout the entire Child Protective Services Division of El Dorado County. Additionally, over the past few years there has been a great deal of rotation among the El Dorado County Sheriff Department detectives in both Placerville and South Lake Tahoe, as well as South Lake Tahoe Police Department detectives. Some have entered this assignment with little experience or training on best practices interacting with vulnerable child victims. Due to the turn-over and lack of training, the El Dorado County MDIC program staff has spent substantially more of their collective efforts training on protocols and collaborative procedures. There has been little consistency among partnering agencies in reviewing child abuse referrals, nor is there a specific contact currently overseeing collaboration with partnering agencies. There is an important need to have a designated contact cross-reference all referrals to ensure all vulnerable victims are not re-victimized by multiple contacts with varying agencies operating on different time lines, that victims are being informed and receiving appropriate services and collaborative protection for El Dorado County.

Additionally, various El Dorado County MDIC program team members are integral in MDIC teams in both Placerville and South Lake Tahoe. The El Dorado County District Attorney's Victim Witness (EDCVW) Program provides services to over 1,300 victims of crime per year. The EDCVW Program is tasked with providing services to crime victims for the entire county with only three full time Victim Witness Program Advocates. Advocates assigned to handle child abuse cases, and other cases with vulnerable victims who are a part of El Dorado County MDIC program, must also provide services to other types of victims as well. As such, it is difficult for advocates to dedicate enough time to ensure MDIC program victims and their families receive reliable and necessary counseling services. Additional assistance required from volunteers has been difficult to recruit and retain. In most cases, applicants want to intern for a single semester. Given the cost and time to conduct background checks and the required training, there is usually very little time left in a semester for actual volunteer hours. The additional time for training and supervision is difficult to provide.

Currently, EDCVW has no control over what counselors are on a particular referral list, if a particular victim receives counseling services from the list, or if these counselors meet the necessary requirements for NCA accreditation. Victims have reported difficulty in finding counselors that would take new patients. Victims have also found phone numbers of counselors that are no longer in service and many other problems obtaining counseling. There is a recognized need for greater collaboration between the EDCDA and The Center for Violence-Free Relationships (CVFR) to address the counseling needed for child victims of sexual assault, child victims of physical abuse, and a child coping with domestic violence in their life. CVFR was formed in 1979, and has operated for more than 36 years in El Dorado County. It has a long history of serving victims of sexual assault as well as children of adult victims of domestic

violence crimes, by providing a 24-hour crisis line, emergency shelter, emergency food, clothing and transportation, individual and group counseling, legal assistance with TRO's, protective and/or custody orders, advocacy with social services in the criminal justice system, resource information, and intervention programs. After securing a 15-bed shelter in 1991, CVFR recently renovated the shelter in 2012 and added counseling offices as well as therapy rooms. Over the past 36 years, CVFR has served over 24,000 victims, received numerous awards for its outstanding services to victims, and continues to strive for further expansion to serve an even greater number of victims in our community. An integral part of The Center's program is to provide outreach to the community. Community education is accomplished by conducting outreach presentations in schools, businesses and organizations, as well as providing information on their website, at public events and in brochures and periodic newspaper articles.

The EDCDA and CVFR have worked closely over the years to provide child victims and children of adult domestic violence victims with the greatest quality of advocacy and support possible. To best serve the vulnerable victims of El Dorado County, it is imperative that the EDCDA continue to collaborate with CVFR for better counseling services specific to the needs of these important victims.

The El Dorado County MDIC Program received NCA accreditation in 1998. In 2005, it was determined that the accreditation standards were lacking in some areas. The El Dorado County MDIC Program then signed a new NCA membership agreement that did not include accreditation. Since 2015, the EDCDA has desired to once again become an accredited program but has not had the resources or manpower hours necessary to work towards fulfilling accreditation requirements. Meanwhile, the El Dorado County MDIC program is periodically

called upon to provide courtesy interviews for other counties and other states. The facilities are used by the FBI and other Federal agencies to conduct their own interviews as well.

Although the El Dorado County MDIC Program is faced with these challenges, members are committed to meeting victims' rights and to providing each and every child abuse and other vulnerable victim the services they expect and deserve.

2. Plan

a. Services Currently Provided

The El Dorado County MDIC program has been in operation since 1994 in an effort to improve the investigation and prosecution of child abuse cases. The program is committed to meet the needs of child abuse victims and their families. This is a collaborative effort between the EDCDA, El Dorado County Counsel, El Dorado County Sheriff's Office, El Dorado County Health and Human Services, Placerville Police Department, South Lake Tahoe Police Department, and Live Violence Free.

Prior to the implementation of the "MDIC," interviews of these children were conducted by multiple individuals, sometimes untrained and in a non-friendly child environment. Since 1994, El Dorado County has conducted over 1,000 interviews utilizing the multi-disciplinary approach. This has drastically reduced the number of interviews in which a child must participate and provided a coordinated team approach to the investigation and prosecution of child sexual and physical abuse cases.

The El Dorado County MDIC program is a collaborative team approach to the investigation and prosecution of child abuse cases. Currently the services provided include:

- Interviewing the child victim in a child-friendly interview room;

- Interview is conducted by a trained forensic interviewer (10-step protocol) utilized by California MDIC/CAC's;
- Utilizes a team approach with the forensic interviewer, DDA, investigator, CPS social worker and victim advocate;
- Referral for evidentiary medical exam as needed or appropriate;
- Referral for counseling or mental health services (through the EDC Victim Witness Program (EDCVW) or The Center for Violence Free Relationships (CVFR) and Live Violence Free;
- Monthly collaborative team meetings (Quarterly in SLT) to discuss the investigative status of all pending cases.

b. How The Funds Will Enhance Current Services

The funds will greatly enhance services currently provided in a myriad of ways.

First, the funds will allow the MDIC Coordinator/Interviewer to focus on all aspects of running a successful MDIC program for El Dorado County and needs for NCA accreditation. The position would include conducting forensic interviews of child sexual abuse and child physical abuse victims, and mentoring and training other potential forensic interviewers. The position will include Multidisciplinary Team Coordination for both Placerville and South Lake Tahoe teams, including coordinating interviews with victims, explaining the process to worried family members, coordinating Multidisciplinary Team members for the interviews, tracking child abuse referrals, following up with other agencies as to their progress on open investigations and tracking progress, collaborating with Child Protective Services on case status after initial interview, and arranging and preparing for quarterly MDIC team meeting for both teams. The coordinator would be responsible for case reviews, case tracking, preparing written policies and

procedures for child focused settings, and overall compiling the information necessary to receive accreditation.

In addition, funds would allow the El Dorado County MDIC program to improve and enhance the EDCDA and the El Dorado County Victim Witness Program (EDCVW) current paperless information and case management system called Gabriel for purposes of tracking and retrieval of NCA statistical information. All criminal cases and documents, including law enforcement reports are within this system. The existing module is designed to improve victim data collection and case management, person records, document generation, and tracking performance measurements for the statistical reporting requirements of the Cal OES OVCPMT. The essential components and criteria required for accreditation of CAC/MDT are to provide case tracking information through final disposition. There is a need for a comprehensive case tracking system that interfaces with the EDCDA/EDCVW Gabriel system for multi-disciplinary cases to improve upon victim data collection and to include demographic information about the alleged offender; type(s) of abuse; relationship of alleged offender to child; MDT involvement and outcomes; charges filed and case disposition in criminal court; child protection outcomes; and status/follow-through of medical and mental health referrals. It is important that MDT partner agencies have access to case specific information and/or aggregate data for program evaluation and research purposes, keeping in mind the need for protection of confidential information.

The funds will allow El Dorado County to enhance its oversight of the multidisciplinary team, including mental health. Currently, EDCDA employs victim advocates who are responsible for providing counseling referrals and forms to child abuse victims. This grant would allow victims to have a direct link to important counseling services specific to their needs,

as well as allow EDCDA to enter into a Participating Staff Agreement with CVFR for a direct link to counseling services.

CVFR is a non-profit organization recognized at the local, state and national level for its innovative, groundbreaking programs, and its ability to provide essential services to families in need. As one of the only agencies of its kind that tracks, measures, verifies and reports the actual impact each program and service is having towards stopping the cycle of violence, CVFR is empowering individuals to lives free from abuse. They are the only sexual assault and domestic violence agency serving the western slope of El Dorado County. They have stable and experienced staff trained in the fields of domestic violence and sexual assault. Specifically counselors are trained to provide case planning and coordination, individual and group peer counseling, crisis intervention, and advocacy to those affected by domestic violence and sexual assault in a non-clinical setting. The Center is located at 344 Placerville Drive, #11 Placerville, California 95667. Their number is (530) 626-1450.

Third, the funds will allow for training for multidisciplinary team members to stay abreast of new laws, research, and accreditation requirements.

c. N/A

d. Plan For Accreditation

The plan for implementing the accreditation standards are as follows, which we seek to accomplish by the end of the grant period:

- **Multidisciplinary Team**

The El Dorado County MDIC Program currently has a functioning MDT with strong retention of team members. The MDIC Coordinator/Interviewer, Lead Deputy District Attorney, and Victim Advocate have a collective 60 years of experience in the child abuse field. This unit will also have oversight by an Assistant District Attorney. Qualified volunteers will be sought for assistance in providing services to victims. Existing protocols were last revised in 2011. The protocols need to be fully reviewed and updated by the end of the grant period in order to meet accreditation standards.

- **Case Review**

Currently, the El Dorado County MDIC Program does not have case review implementation that would meet the NCA standard. Case review is currently being handled on an informal basis. In the next year, the MDIC Coordinator/Interviewer, along with the MDIC team, will establish and implement a formal case review that will be handled on a quarterly basis. The MDIC Coordinator/Interviewer, along with the MDIC team, will also establish and prepare written protocols for addressing case review. These protocols will outline the need for case review, what agencies and positions are critical to be active participants in case review, the criteria for cases to be reviewed, any confidentiality issues, and the process for case follow-up.

- **Case Tracking**

The El Dorado County MDIC Program does not have a case tracking procedure available that would meet the NCA standard. Case tracking procedure is another area that the MDIC Program will begin to work towards implementing in the coming year. Case tracking will take some time to create and deploy. The program's goal is to have a fully functioning, automated system in place that leverages the technical capabilities available across Team Member agencies'

platforms. Currently, there is an informal method of tracking some demographics of victims and defendants that include age, sex, and relationship to the offender. EDCDA and EDCVW use a paperless information and case management system, Gabriel, which enables the tracking of information in other contexts, as well as the sharing of information with other secured agencies. In the next six months, the MDIC Coordinator/Interviewer will begin to seek assistance from, and oversee the progress with, El Dorado County Technical Support to enable electronic information tracking and sharing. Additionally, the MDIC Coordinator/Interviewer will need to establish a protocol to share information with CPS, local law enforcement, and other members under the MDT umbrella, in order to track victims seeking our services before they are formally referred to the EDCDA.

- Organizational Capacity

The El Dorado County MDIC program is a government-based agency. Since its inception in 1994, the District Attorney's Office has been the lead agency. For the past five years, the EDCDA has had sole fiscal responsibility for the operational costs. Legal and fiduciary governance is the responsibility of the County of El Dorado.

In order to reach the goal of NCA accreditation, there are areas that need improvement. The MDIC Coordinator/Interviewer needs to create and implement protocols for retention and destruction of documents. Additionally, policies and procedures for incorporating volunteers need to be coordinated with CVFR. Further, a succession plan for transition of El Dorado County MDIC program team members must be established to include training manuals and protocols. The timeline to complete these written policies and procedures is within the next year.

- Cultural Competency & Diversity

El Dorado County MDIC Program currently attempts to provide the best practice of overall cultural competency and diversity. Many of the MDIC Program team members have attended various trainings over the years regarding issues including, but not limited to, race, religion, gender identity, disabilities, and culture.

This grant proposal has budgeted funds for training to attend the nationally recognized Child Maltreatment Conference in San Diego in January 2019. This training will ensure all team members attend training to address these needs and assure NCA accreditation compliance in this area.

3. Capabilities

a. El Dorado County's Current MDIC Program Teams

El Dorado County's current MDIC program is a unit that operates in two separate locations, Placerville and South Lake Tahoe, (discussed in more detail in Section (b) below).

The current MDIC team consists of a special investigator who conducts the forensic interviews and is employed by the EDCDA, an El Dorado County Special Victim's Unit Team Lead Deputy District Attorney, three to four additional El Dorado County Deputy District Attorney's, Victim Advocates employed by the EDCDA specializing in vulnerable victims, and an EDCDA Investigator. Additionally, the Special Victim's Unit has oversight by an Assistant District Attorney and is assisted by various outside agencies, including three El Dorado County Sheriff's Department Detectives assigned to the Sexual Assault Unit, a detective for Placerville Police Department, three South Lake Tahoe Police Department Detectives, a Child Protective Services representative, an El Dorado County Probation Officer in charge of probationers with sex registration requirements, a medical doctor who is a Child Abuse Expert and Director of the

BEAR clinic in Sacramento (where SART exams are conducted), Live Violence Free counselors and program managers, and members from CVFR.

b. Components of Child-Focused Setting

El Dorado County MDIC program has created two separate locations to better serve victims. El Dorado County encompasses 1,786 square miles, most of which are rural areas, require mountain driving to reach. Parts of El Dorado County also encounter seasonal inclement weather. For the past five years the EDCDA has housed the MDIC program facility in Placerville. The address is 778 Pacific Street, Placerville, California 95667. The phone number is (530) 642-4760. There is an additional MDIC program facility in the EDCDA in South Lake Tahoe, located at 1360 Johnson Boulevard, Suite 105, South Lake Tahoe, California 96150. The phone number is (530) 573-3100.

In both the Placerville and South Lake Tahoe locations, the EDCDA provides support staff to direct the victim and his/her family to a nearby separate child-friendly waiting area. In this room there are various age appropriate toys, books, movies, and coloring materials. There is a small table and chairs where young children can sit. There are healthy snacks available. There is also a private room for the MDI interview with a simple table and two comfortable chairs. There are paper and pens on the table. The room is decorated in a relaxing child friendly theme. There is also a separate viewing room/conference room for Team Members to view the interview via a closed circuit television, as well as to privately talk to adult family members.

The El Dorado County MDIC program is committed to providing services to victims of all ethnicities, socio-economic backgrounds, and genders. The MDIC program interviews child sexual abuse victims, child physical abuse victims, human trafficked victims, domestic violence

victims, elder abuse victims, and developmentally delayed victims. The MDIC program accommodates English and non-English speaking victims. All staff and volunteers are trained to recognize the need for culturally sensitive intervention and prevention services and to find the appropriate translation services. The EDCDA has two Spanish speaking advocates and local translation services are acquired when necessary to enable advocates to communicate effectively in other languages, including sign language. Translation services are obtained through the Language People, a contracted translation service through the County of El Dorado. The program has a TTY phone system set up in each of the offices for individuals who are hearing impaired. A wheelchair is provided to victims who have difficulty walking. The MDIC locations in Placerville and South Lake Tahoe meet the ADA access requirements.

c. Information Sharing/Confidentiality

The EDCDA utilizes a paperless information and secured case management system called Gabriel. All criminal cases and documents, including law enforcement reports, are within this secure password protected system. Additionally, the District Attorney's Office utilizes their original case management system, Damion, which has the same secure system. The EDCVW has a module within Damion and Gabriel which allows staff to record and track their victim case information and services provided. El Dorado County Child Protective Services allows MDIC Team Members access to their confidential files for review purposes.

d. Training Provided

The El Dorado County MDIC Program Special Investigator who conducts forensic interviews is current on all trainings for forensic interviews in the State of California (CFIT).

She has completed the advanced CFIT II training as well. She is trained in interviewing techniques for developmental delayed victims and physical abuse victims. In May of 2017, the special investigator and Team Lead Deputy District Attorney attended a three day Child Sexual Abuse Training sponsored by California District Attorneys Association. Current law enforcement members have also been to sexual assault trainings in the last year, including a forty hour training on sexual assault sponsored by the South Bay Regional Public Safety Consortium.

The El Dorado County MDIC Program is a member of Northern California CAC. The team's Forensic Interviewer is a member of the Board of Directors for the El Dorado County CAC. In 2017, the El Dorado County MDIC Program hosted the quarterly Northern California CAC meeting, where the Special Victim's Unit Team Lead trained the group on child interviews from a District Attorney perspective.

The Team Lead Deputy District Attorney oversees all aspects of child victim investigations. The Team Lead provides daily informal training and guidance to other Deputy District Attorneys and to all members of the MDIC team.

e. Frequency of Forensic Interviews

Over the past ten years, the El Dorado County MDIC program consistently conducts approximately 75-80 interviews a year.

f. Interagency Protocols For Progress

Research has shown that working together as a unified and consistent team with special victims, yields the most effective and successful outcomes for both victims and prosecution.

Vertical prosecution of these cases has been proven to be the best practice with such sensitive and demanding cases.

There is a current Memorandum of Understanding (MOU) with all agencies involved in the El Dorado County MDIC Program. It is signed by each Department head. The current MOU will expire June 30, 2018 and will be renewed accordingly.

g. Ability To Maintain Operational Agreements

There has been a working MOU involving child victim protocols since 1994. All Departments within El Dorado County agree with the importance of protecting child victims and want to participate in furthering forward progress.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney				Subaward #: KC		
A. Personal Services – Salaries/Employee Benefits				2016 VOCA	2016 VOCA	COST
					MATCH	
MDIC Coordinator/Interviewer - .85 FTE						\$0
Salary - \$7,390.25 x 12 Mo x .85 FTE				\$75,380		\$75,380
Benefits						\$0
Retirement/PERS (9.85%) - \$953.17 x 12 Mo x .85 FTE				\$9,722		\$9,722
Medicare (1.11%) - \$107.17 x 12 Mo x .85 FTE				\$1,093		\$1,093
Health Insurance (10.53%) - \$1,018.25 x 12 Mo x .85 FTE				\$10,386		\$10,386
Unemployment Ins (1.91%) - \$184.75 x 12 Mo x .85 FTE				\$1,884		\$1,884
Disability (.19%) - \$18.50 x 12 Mo x .85 FTE				\$188		\$188
Conducts forensic interviews, provides MDIC Coordination, and completes NCA process for accreditation.						\$0
Benefits including: health, dental, vision, retirement, unemployment and disability. SDI and applicable taxes.						\$0
Deputy District Attorney - .25 FTE (Gen Fund Cash Match)						\$0
Salary - \$11,400.50 x 12 Mo x .25 FTE					\$34,201	\$34,201
Benefits						\$0
Retirement/PERS (6.73%) - \$1,014.42 x 12 Mo x .25 FTE					\$3,043	\$3,043
Medicare (1.10%) - \$165.33 x 12 Mo x .25 FTE					\$496	\$496
Health Insurance (9.27%) - \$1,397.58 x 12 Mo x .25 FTE					\$3,614	\$3,614
Unemployment Ins (1.89%) - \$3,420 x 12 Mo x .25 FTE					\$655	\$655
Disability (.19%) - \$28.50 x 12 Mo x .25 FTE					\$86	\$86
Deferred Comp (1.89%) - \$285.00 x 12 Mo x .25 FTE					\$655	\$655
Flexible Benefits (3.32%) - \$500.00 x 12 Mo x .25 FTE					\$1,000	\$1,000
Provides informal training, guidance, legal services and oversees all child victim cases.						\$0
Benefits including: health, dental, vision, retirement, unemployment and disability. SDI and applicable taxes.						\$0
This source of match will be derived from legal services by a staff attorney directly related to accomplishing the objectives and goals of the program.						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Personal Section Totals	\$0	\$0	\$0	\$98,653	\$43,750	\$142,403
PERSONAL SECTION TOTAL						\$142,403

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney				Subaward #: KC		
				2016 VOCA	2016 VOCA MATCH	COST
B. Operating Expenses						
1.00 FTE Advocate/Counselor - Participating Staff						
Participation staff contracted through The Center for Violence-Free Relationships						
Annual not-to-exceed, per contract						
Contracted hourly rate \$23.312/hr x 2080 hours						
Memberships						
Children's Advocacy Centers of California - Annual Membership (required)						
Training/Travel-Related Expenses:						
4 Staff Members to Attend Child Maltreatment Conference or Related Event						
Registration: \$615/person x 4 = \$2,460						
Hotel: \$90/night x 5 nights x 4 = \$1,800						
Meals: Max \$46/day x 5 days x 4 = \$920						
Airfare (Roundtrip) to Conference \$400 x 4 = \$1,600						
Mileage: .545/mi (Current Federal Rate)*100 miles x 4 = \$218						
Accreditation Expenses						
Application Fee						
de Minimis indirect rate*						
*MTDC \$218,750 x 10% = \$21,875						
Includes facility and administrative costs associated with the MDIC division of the El Dorado County District Attorney's Office.						
*Reduced indirect due to limited funding.						
Operating Section Totals				\$0	\$0	\$0
OPERATING SECTION TOTAL				\$58,288	\$0	\$58,288

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney				Subaward #: KC			
C. Equipment				2016 VOCA	2016 VOCA MATCH	COST	
Case Tracking System/Database Implementation Development of a fully-functioning automated system that leverages the technical capabilities across Multidisciplinary team member agency platforms. Estimated Contract Rate = \$81.25 x 222.264/hours				\$18,059		\$0	
						\$18,059	
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
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							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
	Equipment Section Totals	\$0	\$0	\$0	\$18,059	\$0	\$18,059
EQUIPMENT SECTION TOTAL						\$18,059	
Category Totals							
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$0	\$0	\$0	\$175,000	\$43,750		
Total Project Cost						\$218,750	

Budget Narrative

The El Dorado County District Attorney's Office 2017/2018 Child Advocacy Center (KC) Program budget details the Agency's plan to become an accredited Child Advocacy Center in California and provide the staffing and services necessary to work with child abuse victims to reduce trauma to children and their families by using a multidisciplinary team approach.

The Governor's Office of Emergency Services (Cal OES) has allocated \$218,750 to the El Dorado County District Attorney's Office to obtain accreditation and implement this program during fiscal years 2017/18 and 2018/19.

Personal Services – Salaries/Employee Benefits:

Salaries and employee benefits represent 65% of the District Attorney's Office 2017/2018 Child Advocacy Center (KC) Program budget. The total salary and benefits for the MDIC Coordinator/Interviewer (Special Investigator) is \$116,065. The MDIC Coordinator/Interviewer assigned to the Child Advocacy Center Program will not perform any investigative services funded by this grant. Due to limited grant funding and the need to pay expenses related to the required accreditation only 85% (\$98,653) of the salary and benefits of the MDIC Coordinator/Interviewer is budgeted as a grant expense. The Lead Deputy District Attorney will be assigned to this program at .25 FTE (\$43,750) with the salary and benefits for this activity being used as a General Fund cash match (see Cash Match below).

The project-funded staff duties provided by the MDIC Coordinator/Interviewer will include time spent working to obtain Child Advocacy Center (CAC) accreditation and providing services that include, but are not limited to, coordinating and scheduling interviews for law enforcement and CPS, conducting forensic interviews and facilitating quarterly multidisciplinary team meetings.

The services to be performed support the proposed objectives and activities as explained in the project narrative.

The qualifications of the MDIC Coordinator/Interviewer include forensic interview training, experience with writing MOU and Operational agreements, knowledge of NCA Standards and grant compliance, as well as overall organizational skills.

The education level of our proposed MDIC Coordinator/Interviewer is a Master's Degree in Educational Counseling and 28 years of experience with child abuse cases. The MDIC Coordinator/Interviewer 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. All qualifications for employment and the required training/certification have been met by the MDIC Coordinator/Interviewer.

The project-funded staff duties provided by the Lead Deputy District Attorney will include overseeing all aspects of child victim services, providing legal services, overseeing the legal services of other Deputy District Attorneys in the unit, preparing reports and grants, providing training and guidance, supervising staff, attending monthly and/or quarterly MDT and other required meetings. The services to be performed support the proposed objectives and activities as explained in the project narrative.

The qualifications of the Lead Deputy District Attorney include the classification of a Deputy District Attorney Grade IV or higher. The education level of the Lead Deputy District Attorney is a Juris Doctorate Degree. The Lead Deputy District Attorney will be housed in the main Placerville office but will split time between the Placerville and South Lake Tahoe offices as needed. The Lead Deputy District Attorney is budgeted at .25 FTE from the Child Advocacy Center Program Grant. The remaining salary and benefits for the Lead Deputy District Attorney

is budgeted from the Agency's Core Prosecution budget (General Fund). All qualifications for employment and the required training/certification have been met by the Lead Deputy District Attorney.

The salaries and benefits of the Fiscal Division are not paid by funds from this grant; however, they provide direct services regarding the fiscal requirements of this grant. The Chief Fiscal Officer and Department Analyst review documents for financial matters required by the grant, prepare the budget and any modifications, monitor compliance with regulations and procedures mandated by the funding source and ensure the appropriate expenditure 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. The salary has been calculated over a twelve-month period and is 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, membership dues, training/travel-related expenses, accreditation fees and a de minimis indirect rate.

Upon approval of the Child Advocacy Center (KC) Program grant award, the District Attorney's Office will enter into a Participating Staff contract for advocate services provided by a Case Manager with The Center for Violence-Free Relationships. The services provided by the advocate will include immediate crisis intervention, support services, as needed referrals to

appropriate agencies, providing support for the child/family during the interview process at the Multi-Disciplinary Interview Center (MDIC) and during court proceedings and exchanging information at quarterly MDT meetings. The agreement will comply with Section 3700 of the 2017 Subrecipient Handbook.

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 Case Manager Job description and Operating Agreement. A non-competitive bid request is attached to this application.

As part of the CAC Accreditation process, the District Attorney's Office will obtain a membership with the Children's Advocacy Centers of California (CACC), which is a statewide organization dedicated to helping local communities respond to allegations of child abuse in ways that are effective and efficient, and put the needs of child victims first. The agency provides support, advocacy, training, and technical assistance to multidisciplinary teams in California.

Regional training/travel expenses for four District Attorney's Office staff to attend the Child Maltreatment Conference in San Diego in January 2019 are included in the budget.

The estimated application fee to apply for National Children's Alliance (NCA) accreditation is included in the budget.

The 10% de minimus Indirect Rate accounts for any facility and administrative costs associated with the MDIC division of the El Dorado County District Attorney's Office. The facility and administrative costs 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 de minimus rate is budgeted at \$21,875, but due to

limited grant funding and the Agency's focus on minimizing administrative costs in support of direct services, the indirect rate has been reduced accordingly. Unless additional grant funding becomes available, the Agency anticipates these costs will be absorbed by the General Fund.

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

Equipment:

The 2017/18 Child Advocacy Center (KC) Program budget includes professional services costs for a consultant to develop, create and implement a Case Tracking System. The District Attorney's Office has recently received and utilized funding from a Cal OES Victim Witness Assistance Program grant to build a Victim Witness Software module as an upgrade to the Gabriel system, which is the El Dorado County District Attorney's Office current paperless database. The module is designed to improve victim data collection and case management, person records, document generation, and tracking performance measurements for the statistical reporting requirements of the Cal OES OVCPMT. With the Child Advocacy Center Program funding, the District Attorney's Office will continue to develop this system into a fully-functioning automated case tracking system that leverages the technical capabilities across multidisciplinary team member agency platforms as required as part of NCA accreditation.

Though a quote has not been received at this time, the District Attorney's Office anticipates utilizing and contracting with the same vendor that developed the Victim Witness Module to complete the Case Tracking System and anticipates the total cost will be between \$15,000 and \$20,000. The agreement will comply with Section 3700 of the 2017 Subrecipient Handbook.

Subrecipient: County of El Dorado District Attorney

Subaward #: KC

Cash Match:

The Cash Match will be derived from services provided by a staff attorney directly related to accomplishing the objectives and goals of the program. All work performed by the Lead DDA for this grant is in direct support of the Child Advocacy Center (KC) Program and is explained in the project narrative.



SPECIAL INVESTIGATOR (District Attorney Non-Sworn)

Class Code:
5608

Bargaining Unit: Local 1 General

THE COUNTY OF EL DORADO
Established Date: Oct 1, 2011
Revision Date: Apr 9, 2012

MDIC Coordinator / Interviewer

SALARY RANGE

\$31.89 - \$38.76 Hourly
\$5,527.60 - \$6,718.40 Monthly
\$66,331.20 - \$80,620.80 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision, conducts or assists in routine investigations for the District Attorney's office relating to felony, misdemeanor, juvenile, civil, conservatorship and related cases.

DISTINGUISHING CHARACTERISTICS

This is an experienced investigations class responsible for providing investigative support for a variety of District Attorney cases. Incumbents in this class exercise a high degree of independent judgment and have ongoing decision-making responsibility in their work. This classification is further distinguished from that of Investigator (D.A.) in that the latter is a sworn class with peace officer status.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Plans, directs and conducts investigation related to a variety of criminal, civil and juvenile cases.
- Coordinates the Multi-Disciplinary Interview Center (MDIC).
- Locates defendants; locates and interviews complainants, law enforcement officials, witnesses and other involved parties; ; maintains a list of expert witnesses.
- Analyzes and evaluates police, court and other records;
- 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.
- Collects and verifies documents, statements, evidence and testimony; assists attorneys in analysis of cases.
- Prepares a variety of investigative reports related to assigned cases; organizes and maintains caseload records.
- Testifies in court to verify information/data collected during investigations.
- Operates and maintains a variety of recording equipment; assists in conducting polygraph examinations.

- Initiates and processes special legal procedures pertaining to court and/or child support cases.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

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

Two years of experience as an investigator or comparable position in a recognized law enforcement agency of similar setting. Coursework in law enforcement criminal justice or a related field is desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

OTHER REQUIREMENTS:

Must possess a valid driver's license. Must be willing to work off-hours or on a call-out basis.

KNOWLEDGE:

- Laws, codes and ordinances governing rules of evidence and criminal investigations.
- Methods and techniques of interviewing.
- Recordkeeping and reporting requirements for criminal investigations.
- Standard office practices and policies including the use of a personal computer.

SKILLS:

- Interviewing and obtaining information from witnesses, victims and others.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

CLASS SPEC TITLE 7:

HISTORY

JCN# 5608

Created: October 2011



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

Lead Deputy District Attorney

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



VICTIM/WITNESS PROGRAM SPECIALIST

Class Code:
5911

Bargaining Unit: Local 1 General

(Advocate)

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Apr 1, 2012

SALARY RANGE

\$17.68 - \$21.48 Hourly
\$3,064.53 - \$3,723.20 Monthly
\$36,774.40 - \$44,678.40 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision, provides assistance to and coordinates support for victims and witnesses of crimes; coordinates and facilitates victims and witness appearances in court; may provide direction and review for assigned support staff.

DISTINGUISHING CHARACTERISTICS

This class provides a variety of client supportive services in the Victim/Witness Program. Incumbents are involved in crisis intervention, counseling, and referral of clients to appropriate agencies for continuing support. This class is distinguished from Victim/Witness Program Coordinator in that the latter is a supervisory class with overall responsibility for the Victim/Witness Program in a specified geographic area. It is further distinguished from Victim/Witness Claims Specialist in that the responsibilities of the latter encompass only claims processing, without direct client contact.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Provides crisis intervention to victims and witnesses of crimes to assist in reducing trauma, and facilitate adjustment; provides Para-professional counseling on a short term and follow-up basis, in the field or program office.
- Assists victims and witnesses in various processes of the criminal justice system such as support at crime scenes, ensuing property return and arranging interviews with sheriff and attorney staff.
- Provides referrals to various support organizations and assists victims and witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing and related services.
- Explains court procedures and terms, notifies victims and witnesses of court appointments, arranges transportation and follows up to ensure victims and witnesses appear.
- Assists victim in obtaining compensation and restitution by assessing eligibility, assisting in completing claim forms and intervening for the victim with creditors and claim authorities.
- Notifies family members of deaths and works with members of the victim's primary support group to assist them in dealing with various aspects of the victim's experiences.
- Prepares correspondence, assessment reports, impact statements, case records, program information and related reports; maintains records and documentation of victim/witness cases.

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- Provides information to the public and makes educational presentations regarding the program and its service.
- Oversees the work of and provides training for program volunteers; may provide direction and review for assigned office support staff.
- Assists law enforcement staff at crime scenes as requested.
- Performs various office support and clerical duties such as receiving and screening telephone calls, typing, processing forms and maintaining appropriate files.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties 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 an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to possession of an Associate of Arts degree with major coursework work in psychology, sociology or a closely related field **AND** one year of experience in crisis intervention or related paraprofessional counseling. Additional experience in crisis intervention or related paraprofessional counseling may be substituted for the education on a year for year basis.

NOTE: The above qualifications are typically accepted way of obtaining the required knowledge and skills.

OTHER REQUIREMENTS:

Must possess a valid driver's license. Must be willing to work off-hours and be subject to call-back in emergency situations.

KNOWLEDGE:

- Principles and techniques of trauma reduction and crisis intervention.
- Basic psychology and sociology as related to victims of crimes and their needs.
- Functions, processes and terminology of the criminal justice system.
- Office practices and procedures, including filing and the operation of office equipment.
- Basic business data processing principles.
- Correct English usage.

SKILLS:

- Providing crisis intervention, trauma reduction and follow-up counseling assistance.
- Assisting effectively with emotionally distraught, traumatized and/or disorderly individuals from various socio-economic groups.
- Interpreting, explaining and applying codes and administrative regulations pertaining to victim/witness and victims rights programs.
- Preparing effective written reports, orrespondence and other written materials.
- Maintaining accurate records and files./li>

- Using sound independent judgment within established policy and procedural guidelines.
- establishing and maintaining effective working relationships with those contacted in the course of the work.

CLASS SPEC TITLE 7:**HISTORY****JCN: 5911****Created: June 1990**

THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
JOB DESCRIPTION

* Advocate.

POSITION: Case Manager

REPORTS TO: Client Services Coordinator

WORK WEEK: 40 Hours per Week (including evening and weekend functions)

STATUS: Non-Exempt

POSITION SUMMARY: Under the supervision of the Client Services Coordinator the Case Manager provides case planning and coordination, individual and group peer counseling, crisis intervention, and advocacy to those affected by domestic violence and sexual assault in a non-clinical setting.

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:

- Conduct client intakes and assessments and report to referring agency, as needed.
- Provide crisis intervention counseling (on the phone and in person) to domestic violence and sexual assault survivors.
- Develop case plans with clients that address their immediate needs for housing acquisition, legal needs, transportation, medical care, mental health care, finances, education and safety.
- Collaborate with multiple community agencies and organizations to meet client's needs.
- Accompany and advocate for at legal service appointments and social service agencies, as appropriate.
- Perform shelter duties as assigned including intakes and orientation, advocacy, transportation, life skills training, child care support and assistance securing permanent housing.
- Facilitate support groups for domestic violence and sexual assault survivors.
- Maintain accurate client and other agency records.
- Provide on call coverage to crisis line, during office hours and during after hours, as needed
- Provide support and direction to volunteers in the counseling department.
- Attend weekly staff and case review meetings and other agency meetings, as required.
- Provide assistance to batterers when they call the crisis line or in the office.
- Represent the agency at community meetings/functions through participation in collaborative meetings and community outreach presentations.
- Assist with volunteer & agency training, as needed.
- Perform 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:

- Ability to work in a performance based agency and be prepared to meet established performance thresholds and compliance with data entry and client service.
- Minimum two years of experience counseling, either paid, volunteer, or comparable educational experience.
- Experience facilitating groups, preferably for sexual assault & intimate partner violence survivors.
- Commitment to the mission of The Center.
- Bi-lingual (Spanish/English) highly preferred.
- Ability to work with people from a wide variety of ethnic, racial, socio-economic, and religious backgrounds.
- Both domestic violence and sexual assault certified training certificate or the ability to attend & graduate such training.
- Ability to work evenings and weekends.
- Possession of a valid California driver's license, reliable automobile, current auto insurance, and a clean driving record.
- Ability to physically respond within 45 minutes to Marshall Hospital &/or the BEAR Clinic.
- Maintain a clean Federal and State finger print report with no criminal history.
- 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.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

1. Sit for 75% of their working hours.
2. Lift objects up 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 or other management personnel aware of any special needs that they may have.

Received on _____ Signature _____

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	DUNS #: 087834029	FIPS #:
Grant Disaster/Program Title: Child Advocacy Center (KC) Program		
Performance Period: 4/1/18 to 3/31/19	Subaward Amount Requested: \$ 218,750	
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 grant awards. This questionnaire must be completed and returned with your grant application materials.

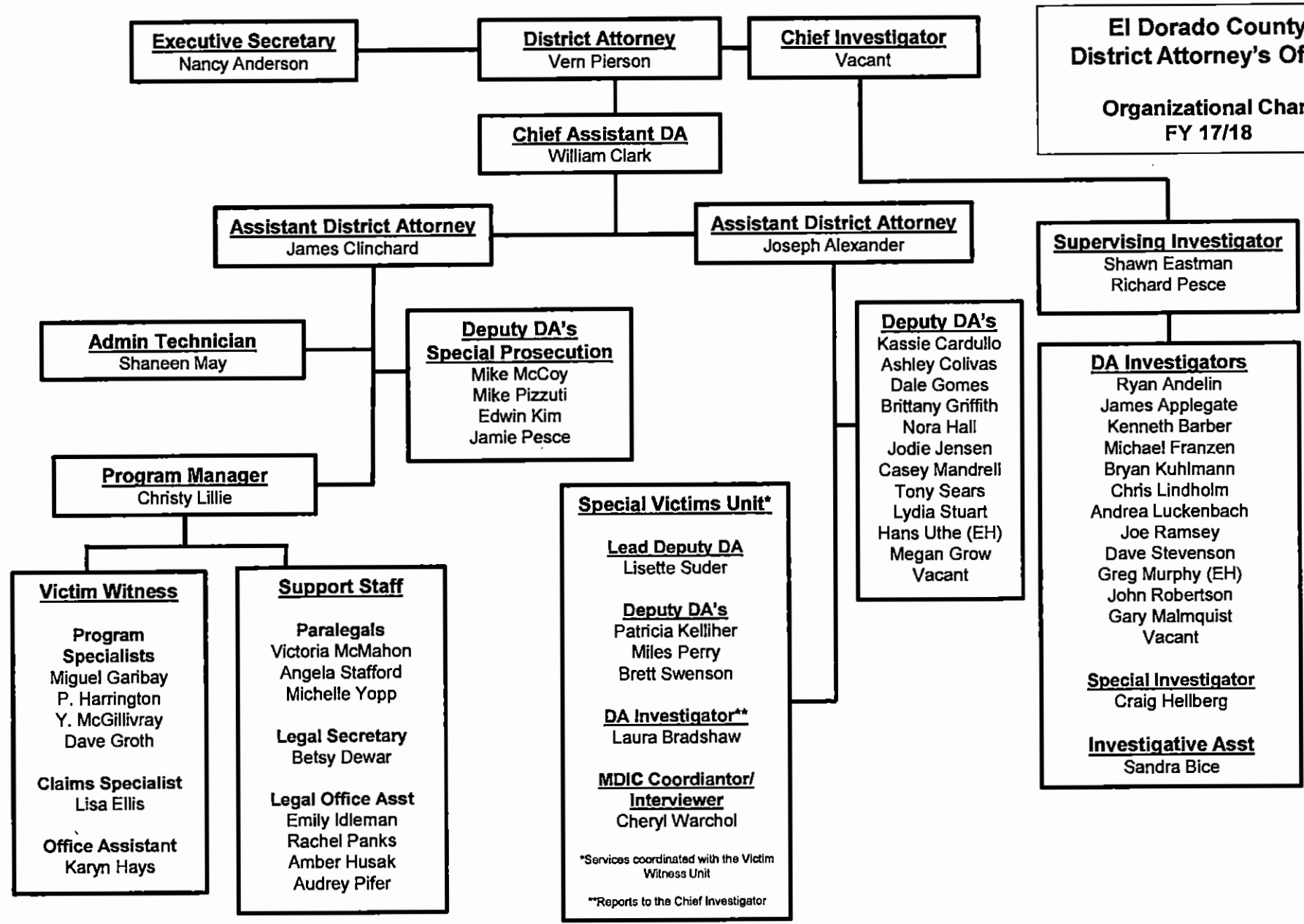
For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, 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 receive?	\$ 1,955,320
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 on how you 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: Vernon R. Pierson	Print Title: District Attorney

**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 01/12/18

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. El Dorado County Sheriff's Department	06/24/15	07/01/15	to 06/30/18
2. Placerville Police Department	07/08/15	07/01/15	to 06/30/18
3. South Lake Tahoe Police	07/01/15	07/01/15	to 06/30/18
4. The Center	06/24/15	07/01/15	to 06/30/18
5. Live Violence Free	07/01/15	07/01/15	to 06/30/18
6. El Dorado County Sheriff's Department (renewal in process)		07/01/18	to 06/30/21
7. Placerville Police Department (renewal in process)		07/01/18	to 06/30/21
8. South Lake Tahoe Police (renewal in process)		07/01/18	to 06/30/21
9. The Center (renewal in process)		07/01/18	to 06/30/21
10. Live Violence Free (renewal in process)		07/01/18	to 06/30/21
11. The Center for Violence-Free Relationships	01/12/18	04/01/18	to 03/31/21
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

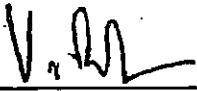
South Lake Tahoe Police
1352 Johnson Blvd.
South Lake Tahoe, CA 96150
Brian Uhler, Chief of Police
(530) 542-6100

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



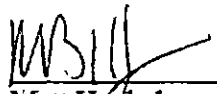
Scott Heller
Chief of Police
Placerville

07-08-15
Date



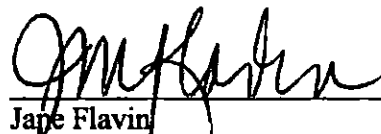
Brian Uhler
Chief of Police
South Lake Tahoe

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 maximum available assistance for child abuse victims and their non-offending family members residing in El Dorado County. Both agencies believe that implementation of an accredited Multi-Disciplinary Interview Center (MDIC 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 April 1, 2018 – March 31, 2021.

The El Dorado District Attorney (EDCDA) will closely coordinate the following services with The Center for Violence Free Relationships (CVFR) through:

- Project staff being readily available to The Center for Violence Free Relationships (CVFR) through in-person and telephone contact with one full-time MDIC Coordinator-Interviewer (District Attorney Special Investigator).
- The Special Investigator will be responsible for coordinating Child Advocacy Center Multi-Disciplinary Interviews for victims' of crime of suspected child abuse cases.
- The EDCDA Victim Witness Program Specialist will provide immediate follow-up on cases assigned to the unit and notify the CVFR to provide victims with an effective coordinated response and immediate intervention for support and referral services for the child and non-offending family members.
- Regularly scheduled meetings will be held the Special Investigator and CVFR Case Manager to discuss strategies and implementation of services.

Specifically:

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

1. To enforce the laws regarding child abuse cases in order to protect the victim(s) and to prevent future criminal acts through vigorous early intervention;
2. To work directly with The Center for Violence Free Relationships (CVFR);
3. To develop protocols related to intake and referrals for victims of child abuse and non-offending family members;
4. To notify CVFR as necessary through the full time Case Manager, or the 24-hour crisis line of child abuse cases; and
5. To engage in collaborative trainings with CVFR.

The Center for Violence Free Relationships agrees to the following:

1. To provide one full-time Case Manager to work specifically with the Special Investigator and specialized unit to ensure a collaborative effort with the CVFR.
2. To provide case planning and coordination, individual and group peer counseling/therapy, crisis intervention, and advocacy to those affected by child abuse cases in a non-clinical setting.
3. To provide 24-hour crisis line services, individual and group counseling/therapy, legal assistance, emergency food, clothing, shelter, advocacy and accompaniment to victims who request assistance from CVFR;
4. To engage in training with EDCDA, as appropriate; and
5. To share information regarding child abuse victims with the EDCDA, if appropriate and if prior written authorization has been obtained from the victim.
6. To have a counselor available 24-hours a day to respond to a victim's need for advocacy and assistance.


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 \$48,490. No matching funds will be used for this transfer of funds.

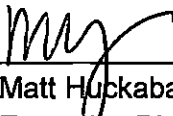
We, the undersigned, as authorized representatives of the El Dorado County District Attorney and The Center for Violence Free Relationships do hereby approve this document.



Vernon R. Pierson
District Attorney, El Dorado County

1-12-18

Date



Matt Huckabay
Executive Director, The Center for Violence Free Relationships

1-11-18

Date

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 #: KC		3. PERFORMANCE PERIOD	
2. PROJECT TITLE Child Advocacy Center (KC) Program		4/1/18 to 3/31/19	
4. SUBRECIPIENT		5. GRANT AMOUNT (this is the same amount as 12G of the Grant Subaward Face Sheet)	
Name:	County of El Dorado	Phone:	530-621-6472
Address:	778 Pacific Street	Fax #:	530-621-1280
City:	Placerville	Zip:	95667
6. IMPLEMENTING AGENCY			
Name:	District Attorney	Phone:	530-621-6472
		Fax #:	530-621-1280
Address:	778 Pacific Street	City:	Placerville
		Zip:	95667
7. PROGRAM DESCRIPTION			
<p>The El Dorado County MDIC program is a collaborative team approach to the investigation and prosecution of child abuse cases. Currently the services provided include interviewing the child victim in a child-friendly interview room with a trained forensic interviewer (10-step protocol) utilized by California MDIC/CAC's, utilizing a team approach with the forensic interviewer, DDA, investigator, CPS social worker and victim advocate, referring for evidentiary medical exam as needed or appropriate, and referring for counseling or mental health services (through the EDC Victim Witness Program (EDCVW) or The Center for Violence Free Relationships (CVFR) and Live Violence Free).</p>			
8. PROBLEM STATEMENT			
<p>El Dorado County, through the El Dorado County District Attorney's Office (EDCDA), is in need of Child Advocacy Center (CAC) services through an accredited Multi-Disciplinary Interview Center (MDIC) program. The existing MDIC program is not currently an accredited CAC as defined by the National Children's Alliance (NCA). Therefore, the Child Advocacy Center (KC) Program funding is needed to enhance victim services in El Dorado County by providing a MDIC Coordinator/Interviewer and working towards the goal of NCA accreditation.</p>			
9. OBJECTIVES			
<p>The objectives of the program are to fund an MDIC Coordinator/Interviewer position to completely focus on all aspects of running a successful, accredited MDIC program for El Dorado County. The funds requested from this grant will also allow the Coordinator to focus on the standards we are currently needing to meet for accreditation. The coordinator will be responsible for case reviews, case tracking, preparing written policies and procedures for child focused settings, and preparing/compiling the information necessary to receive accreditation. Funds will also allow the El Dorado County MDIC program to improve and enhance the EDCDA and the El Dorado County Victim Witness Program (EDCVW) current paperless information and case management system called Gabriel for purposes of tracking and retrieval of NCA statistical information.</p>			

10. ACTIVITIES

Activities to be performed under this program include, but are not limited to, coordinating and scheduling interviews for law enforcement and CPS, conducting forensic interviews, overseeing all aspects of child victim services, preparing reports and grants, providing training and guidance, supervising staff, attending and/or facilitating monthly and/or quarterly multidisciplinary team and other required meetings

11. EVALUATION (if applicable)

The Lead Deputy District Attorney will oversee the operation of the program and grant compliance, statistical reporting and preparing the necessary progress reports. The Lead Deputy District Attorney reports directly to the Assistant District Attorney.

12. NUMBER OF CLIENTS

(if applicable)
75-80 forensic interviews are performed per year

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$142,403	\$58,288	\$18,059	\$218,750
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$142,403	\$58,288	\$18,059	\$218,750

NONCOMPETITIVE BID REQUEST CHECKLIST

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

Check appropriate box: **Yes** **No**

Section 3511

Do conditions exist that require a sole/single-source contract?

Section 3521.1

Is a brief description of the program or project included?

Section 3521.2

Was it necessary to contract noncompetitively?

Did the contractor submit his/her qualifications?

Is the reasonableness of the cost justified?

Were cost comparisons made with differences noted for similar services?

Is a justification provided regarding the need for contract?

Section 3521.3

Is an explanation provided for the uniqueness of the contract?

Section 3521.4

Are there time constraints impacting the project?

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

**NONCOMPETITIVE BID REQUEST
CHECKLIST**

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

Check appropriate box: Yes No

Section 3511

Do conditions exist that require a sole/single-source contract?

Section 3521.1

Is a brief description of the program or project included?

Section 3521.2

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Section 3521.3

Is an explanation provided for the uniqueness of the contract?

Section 3521.4

Are there time constraints impacting the project?

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

* The case tracking system/database implementation will be an extension of the Victim/Witness module + Gabriel. The Victim Witness Module non-competitive purchase request is provided for reference + association.

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

NON-COMPETITIVE BID PURCHASE JUSTIFICATION

Required for all sole source acquisitions in excess of \$5,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. Department Head approval is required.

Requesting Department Information

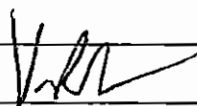
Department: District Attorney	Index Code: 221200
Contact Name: Megan Arevalo	Subobject: 4300
Telephone: 621-5147	Fax: 626-5730
	User Code:

Required Supplier / Vendor Information

Vendor / Supplier Name: Capitol Tech Solutions	Vendor / Supplier Address: 2831 G Street
Contact Name:	Suite 110
Estimated Purchase Price: \$ 75,000.00	Sacramento, CA 95816
Telephone:	Vendor / Supplier Email Address:
	Fax:

Provide a brief description of the acquisition, including all goods and/or services the vendor/supplier will provide:

Consultant services to develop and build a Victim Witness Module for an existing database named Gabriel. The module will be an enhancement to the Gabriel Information Management System, the El Dorado County District Attorney's Office current paperless database. The module will provide a place to house victim data and case management, person records, document generation, and have the capability to track Performance Measurements (required statistics) for all victims of crime.

Department Head:  5/30/17
Signature Date

Purchasing Agent: _____
Signature Date

Board of Supervisors: _____ Buyer Assignment:
Date: _____ Assigned To: _____
Item: _____ Date: _____

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively bid. Explain if this is an emergency purchase or how the supplier is the only source for the acquisition.)

The Gabriel Information Management System is a database system built internally by staff and requires specific qualifications from a vendor to design and build the module so that it aligns and works properly within the existing system.

The District Attorney previously maintained the Gabriel database, but in October 2016, the maintenance was transferred to the Information Technologies (IT) department. The IT department does not currently have the staffing availability or programming skills necessary to develop and build the desired module.

While working with Capitol Tech Solutions on other applications, the DA has found that the vendor is able to provide the programmer skills necessary to complete the project

2. Provide the background of events leading to this acquisition.

On April 4, 2017, the El Dorado County Victim Witness Program was notified of by the California Office of Emergency Services that the Fiscal Year 2016/17 Grant would be extended for an additional 90 days to September 30, 2017. In addition to the grant extension, the program received funding to cover an additional three months of salaries and benefits plus an additional \$75,392 to benefit to the program. With the additional funding, the department identified the need for a Victim Witness Module as it would provide a much needed opportunity to improve upon our tracking and reporting system for victim witness cases within the program. The goal of the program is to have a reporting system that is consistent with the Cal OES OVCPMT requirements.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

The El Dorado County internal IT Department does not have the capability nor staffing to complete the project. The software development company that was chosen is one that has provided recent web development services. To locate multiple bidders would hinder the overall project due to the time constraints. The software development company chosen has already gone through the process of being a county vendor which can take up to 1 to 2 months and is half the time that is allowed for the monies to be spent.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

If the District Attorney is unable to engage in an agreement with Capitol Tech Solutions, staff risks losing the grant funding available to build the module.

5. What market research was conducted to substantiate no competition, including evaluation of other items consider? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

Given the time constraints, a formal survey was not performed. Other software developers have been contacted in the past for similar projects, as well as the cost comparison to our own IT department who does not have the appropriate developers nor time needed to devote to the project. Again, the software development company chosen has already gone through the process of being a county vendor which can take up to 1 to 2 months, half the time that is allowed for the monies to be spent.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

The cost of an IT Programmer from the County's IT department is \$105/hour. The cost of an Capital Tech Solutions Programmer is \$100/hour. It was determined that having an outside vendor complete the project is more cost effective than having our internal IT Department perform the work, if they had the staff to do so.

2. Describe any cost savings or avoidance realized (1 time or on-going) by acquiring the goods/services from this supplier.

By proceeding with Capital Tech Solutions as a vendor, the County will be able to use grant funds to complete the project. The County does not have a match requirement for this grant.

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

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES CRIMINAL JUSTICE & VICTIM SERVICES DIVISION

COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Subaward.

Funds would allow the El Dorado County MDIC program to improve and enhance the EDCDA and the El Dorado County Victim Witness Program's (EDCVW) current paperless information and case management system called Gabriel for purposes of tracking and retrieval of NCA statistical information. All criminal cases and documents, including law enforcement reports are within this system.

The existing module is designed to improve victim data collection and case management, person records, document generation, and tracking performance measurements for the statistical reporting requirements of the Cal OES OVCPMT.

The essential components and criteria required for accreditation of CAC/MDT are to provide case tracking information through final disposition. There is a need for a comprehensive case tracking system that interfaces with the EDCDA/EDCVW Gabriel system for multi-disciplinary cases to improve upon victim data collection and to include demographic information about the alleged offender; type(s) of abuse; relationship of alleged offender to child; MDT involvement and outcomes; charges filed and case disposition in criminal court; child protection outcomes; and status/follow-through of medical and mental health referrals.

It is important that MDT partner agencies have access to case specific information and/or aggregate data for program evaluation and research purposes, keeping in mind the need for protection of confidential information.