



Application Cover Sheet

RFA PROCESS

VICTIM WITNESS ASSISTANCE (VW) PROGRAM

Submitted by:

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



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

July 15, 2020

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

RE: Victim Witness Assistance (VW) Program Signature Requirement

Dear Mr. Ghilarducci,

Please accept this letter and the included application for consideration for the Victim Witness Assistance (VW) 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 Subaward Face Sheets, the Certificate of Assurance of Compliance form and the Subrecipient Grants Management Assessment required as part of the Victim Witness Assistance (VW) 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.

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

Very Truly Yours,

Vern R. Pierson
District Attorney

PLEASE REPLY TO:

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

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

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



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: 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
	Date Adopted: 12/22/1987	Effective Date: 12/22/1987

- 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

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

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

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

1. **Subrecipient:** County of El Dorado **1a. DUNS#:** 087834029
2. **Implementing Agency:** District Attorney's Office **2a. DUNS#:** 087834029
3. **Implementing Agency Address:** 778 Pacific Street Placerville 95667-6481
(Street) (City) (Zip+4)
4. **Location of Project:** Placerville El Dorado 95667-6481
(City) (County) (Zip+4)
5. **Disaster/Program Title:** Victim Witness Assistance (VW) Program **6. Performance Period:** 10/1/2020 to 9/30/2021
(Start Date) (End Date)
7. **Indirect Cost Rate:** 10% de minimis **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2019	VOCA		\$393,058		\$98,265		\$98,265	\$491,323
9.	2020	VWAO	\$33,210						\$33,210
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project Cost		\$33,210	\$393,058	\$426,268	\$98,265		\$98,265	\$524,533

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

- 15. Official Authorized to Sign for Subrecipient:**
 Name: Vern R. Pierson Title: District Attorney
 Payment Mailing Address: 778 Pacific Street City: Placerville Zip Code+4: 95667-6481
 Signature: _____ Date: _____
- 16. Federal Employer ID Number:** 946000511

(FOR Cal OES USE ONLY)

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

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

PROJECT CONTACT INFORMATION

Subrecipient: County of El Dorado District Attorney's Office Subaward #: VW20 39 0090

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SIGNATURE AUTHORIZATION

Subaward #: VW20 39 0090

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

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

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

Signature: 

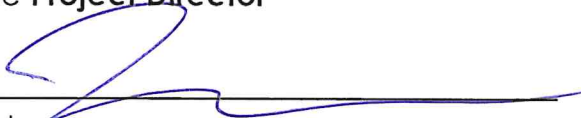
Date: 7/14/2020


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

Signature: 

Date: 7/8/20

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


Signature
James Clinchard
Printed Name


Signature
Joseph Alexander
Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

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

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

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

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

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

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

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

Subrecipient: County of El Dorado
Implementing Agency: District Attorney's Office
Project Title: Victim Witness Assistance (VW) Program

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

I. Federal Grant Funds

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Tameka Usher
Title: Director of Human Resources
Address: 330 Fair Lane, Placerville, CA 95667
Phone: 530-621-5572
Email: tameka.usher@edcgov.us

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

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

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

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

V. Lobbying – (Subrecipient Handbook Section 2154)

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

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

(This applies to federally-funded grants only.)

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

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

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

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

VIII. Civil Rights Compliance

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

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

1. Applicability of Part 200 Uniform Requirements

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

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

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

Record retention and access: Records pertinent to the award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The Subrecipient must comply with the DOJ Grants Financial Guide.

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

The Subrecipient must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

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

4. Civil Rights and Nondiscrimination

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

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

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

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

The Subrecipient must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

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

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

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

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC

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

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

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

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- o Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

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

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal

confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

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

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

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

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

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a Subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at

<https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

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

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

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

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

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

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

15. Victims of Crime Act Requirements

The Subrecipient must comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

16. Demographic Data

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

17. Performance Reports

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

18. Access to Records

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

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

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

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

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

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

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

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

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

- b. Monitoring

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

- c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

- d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or -Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

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

21. Determination of suitability to interact with participating minors

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

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

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

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

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

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

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

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

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

26. Subgrant Award Report (SAR)

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

27. Effect of Failure to Address Audit Issues

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

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

28. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

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

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: Vern R. Pierson

Authorized Official's Title: District Attorney

Date Executed: _____

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

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

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

AUTHORIZED BY: (not applicable to State agencies)

- | | |
|---|---|
| <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: Brian Veerkamp

Title: Chair, District Three Supervisor

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney's Office		Subaward #: VW20 39 0090		
A. Personal Services – Salaries/Employee Benefits	19 VOCA	19 VOCA Match	20 VWA0	COST
Program Specialist - Advocate 3.0 FTE (Partial Cash Match)				
Salary - \$4,034.44 x 12 Mo x 3.00 FTE = \$145,240	\$112,030		\$33,210	\$145,240
Benefits				
Retirement/PERS (31.66% of charged salary amount)	\$10,184	\$35,799		\$45,983
Health Insurance (50.31% of charged salary amount)	\$73,070			\$73,070
Medicare (1.45% of charged salary amount)	\$2,106			\$2,106
Workers Compensation Ins (0.94% of charged salary amount)	\$1,365			\$1,365
Unemployment Insurance (0.65% of charged salary amount)	\$944			\$944
Disability (.25% of charged salary amount)	\$363			\$363
Provides specialized direct services to all victim's of crime, including crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources).				
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.				
Program Specialist (Mass Victimization Advocate) 1.0 FTE				
Salary - \$4,683.42 x 12 Mo x 1.00 FTE = \$56,201	\$56,201			\$56,201
Benefits				
Retirement/PERS (34.34% of charged salary amount)	\$19,299			\$19,299
Health Insurance (14.82% of charged salary amount)	\$8,329			\$8,329
Medicare (1.45% of charged salary amount)	\$815			\$815
Workers Compensation Ins (0.94% of charged salary amount)	\$528			\$528
Unemployment Insurance (0.65% of charged salary amount)	\$365			\$365
Disability (0.25% of charged salary amount)	\$141			\$141
Provides specialized direct services to all victim's of crime and support response readiness to mass victimization/terror by developing/implementing a crisis response plan.				
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.				
Program Coordinator - 0.55 FTE (Cash Match & 25% MVA)				
Salary - \$6,030 x 12 Mo x 0.55 FTE = \$39,798	\$9,950	\$29,848		\$39,798
Benefits				
Retirement/PERS (38.36% of charged salary amount)	\$3,816	\$11,451		\$15,267
Health Insurance (31.95% of charged salary amount)	\$3,179	\$9,536		\$12,715
Medicare (1.45% of charged salary amount)	\$144	\$433		\$577
Workers Compensation Ins (0.94% of charged salary amount)	\$94	\$280		\$374
Unemployment Insurance (0.65% of charged salary amount)	\$65	\$194		\$259
Disability (0.25% of charged salary amount)	\$25	\$74		\$99
The Program Coordinator is budgeted at (.55 FTE) from the Victim Witness Grant . The Program Coordinator provides direct services to victim, prepares reports, grants, supervises staff and attends required meetings. The Program Coordinator will also coverage providing the MVA position with assistance throughout the grant				
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.				
Program Assistant/Paralegal - 0.45 FTE				
Salary - \$5,064.42 x 12 Mo x 0.45 FTE = \$27,348	\$27,348			\$27,348
Benefits				
Retirement/PERS (51.21% of charged salary amount) Only Charging \$9,300	\$9,300			\$9,300
Health Insurance (26.97% of charged salary amount)	\$7,376			\$7,376
Medicare (1.45% of charged salary amount)	\$397			\$397
Workers Compensation Ins (0.94% of charged salary amount)	\$257			\$257
Unemployment Insurance (0.65% of charged salary amount)	\$178			\$178
Disability (0.25% of charged salary amount)	\$68			\$68
Provides administrative program support. Covers partial duties previously supported by the Program Manager.				
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.				
Personal Section Totals	\$347,937	\$87,615	\$33,210	\$468,762
PERSONAL SECTION TOTAL				\$468,762

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney's Office		Subaward #: VW20 39 0090		
B. Operating Expenses	19 VOCA	19 VOCA Match	20 VWAO	COST
Membership:				
California Crime Victims Assistance Association Memberships	\$155			\$155
National Organization for Victim Assistance Membership	\$55			\$55
Training/Travel-Related Expenses (Partial MVA Position):				
Trainings for 3 Advocates, Program Coordinator, and MVA Position				
1 Trainings Each Advocate/MVA & 1 for Program Coordinator				
Registration Est \$250/ea x 5 = \$1,250	\$1,250			\$1,250
Hotel & Fees Est Ave \$150/night x 3 nights x 5 trips = \$2,250	\$2,250			\$2,250
Meals/Per Diem Est: \$46/day x 4 days x 5 trips = \$920	\$920			\$920
Airfare (Roundtrip) - \$250/ea x 5 = \$1,250	\$1,250			\$1,250
Ground Transportation/Parking - \$75/ea x 5 = \$375	\$375			\$375
Mileage(Current Federal Rate \$0.575) 100 miles x \$0.575 x5=\$288	\$288			\$288
Outreach Materials (Partial MVA Position):				
Printing costs for Brochures, handouts, and flyers. Including design	\$1,000			\$1,000
Victims' Right Week - Outreach Event Expenses (TBD)	\$1,000			\$1,000
MVA Training Event - Event Materials (TBD)	\$500			\$500
Miscellaneous Office Supplies, MVA Supplies & Equipment Expense				
	\$1,500			\$1,500
Advocate/Witness Travel-Related Expenses				
To provide Advocacy Services (Lifer Hearings, Court Escort, etc)				
Hotel & Fees Est Ave \$130/night x 10 nights = \$1,300	\$1,300			\$1,300
Meals/Per Diem Est: \$46/day x 20 days = \$920	\$920			\$920
Airfare (Roundtrip) - \$250/ea x 2 = \$500	\$500			\$500
Ground Transportation/Parking - \$25/ea x 10 = \$250	\$250			\$250
Mileage(Current Federal Rate \$0.575) 1500 miles x \$0.575 = \$863	\$863			\$863
Equipment Rental (MVA Expense)				
On-site MVA Regional Meeting - Tables and Chairs for 40 people \$200	\$200			\$200
Vehicle Maintenance (Partial MVA):				
County Vehicle - Fuel & maintenance to service victims on both the east and west slopes of El Dorado County	\$3,600			\$3,600
Est \$300/month for fuel & maintenance x 12 months				
Facility Lease (cash match/Partial MVA position)				
7,500 sq ft x \$1.775 = \$13,313	\$2,663	\$10,650		\$13,313
125 sq ft per FTE per month x 5 FTE x 12 mo = 7,500				
Rate = \$1.775 per square foot per month				
Clothing:				
Victim Services Shirts - 10 shirts x \$40 each est	\$400			\$400
Cellphone/MiFi Units for Field Work (7 total units) (Partial MVA)				
\$44/month per unit x 7 units x 12 months = \$3,696	\$3,696			\$3,696
Mental Health, Case Management, and Crisis Response Services				
Victim Witness Unit LMFT Services Contract - Partial MVA	\$10,000			\$10,000
Up to 100 hours per award period x \$100/hour				
de Minimis indirect rate*				
*MTDC \$455,322 x 10% = \$45,532 (Only charging \$10,186)	\$10,186			\$10,186
Calculation worksheet attached				
Operating Section Totals	\$45,121	\$10,650		\$55,771
OPERATING SECTION TOTAL				\$55,771

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney's Office		Subaward #: VW20 39 0090		
C. Equipment	19 VOCA	19 VOCA Match	20 VWA0	COST
None				
Equipment Section Totals				
EQUIPMENT SECTION TOTAL				
Category Totals				
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$393,058	\$98,265	\$33,210	
Total Project Cost				\$524,533

DETERMINING INDIRECT COST AMOUNT WHEN BUILDING A BUDGET

TERMS

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

METHOD

1. Determine Exclusions or Distorting Costs

In-kind match (donations, not volunteers)	\$ -
Rent/lease office space	\$ 13,313
Rent/lease other space	\$ -
Rent/lease equipment	\$ 200
Equipment (purchased)	\$ -
Contracts/Subawards after the first \$25,000	\$ -
Capital improvements	\$ -
Patient Care	\$ -
Tuition, Scholarships, Fellowships	\$ -
Participant support costs (training/conference registration fees, travel including per diem and stipends)	\$ 10,166
Other (not covered above)	\$ -
Total Exclusions/Distorting Costs	\$ 23,679

2. Determine Modified Total Costs

Total Project Costs	\$ 524,533
Minus (-) Total Exclusions/Distorting Costs	\$ 23,679
Modified Total Costs	\$ 500,854

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

Modified Total Costs	\$ 500,854
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)	0.10
ICR + 1	1.10
Modified Total Direct Costs (MTDC)	\$ 455,322

4. Determine Indirect Cost Amount

Modified Total Costs	\$ 500,854
Subtract (-) MTDC	\$ 455,322
Indirect Cost Amount	\$ 45,532

5. Allocate Amounts and Check Math

Total Exclusions	\$ 23,679
Plus (+) MTDC	\$ 455,322
Plus (+) Indirect Cost Amount	\$ 45,532
Total Project Costs	\$ 524,533

Budget Narrative

The El Dorado County District Attorney's Office (EDCDAO) 2020/2021 Victim Witness Assistance (VW) Program budget details the Agency's plan to implement the staffing and services necessary to provide comprehensive assistance to victims and witnesses of crime, and to support a Victim/Witness-based Mass Victimization Advocate for 2020/2021. The activities performed by staff and the services provided under this plan are in accordance with California Penal Code §13835.4 through §13835.5. The Governor's Office of Emergency Services (Cal OES) has allocated \$393,058 in 2019 VOCA funds and \$33,210 in 2020 VWAO funds, with a \$98,265 VOCA Local Match, for a total project cost of \$524,533.

Personal Services – Employee Salaries & Benefits

Employee salaries & benefits represent 89.37% of the District Attorney's Office 2020/2021 Victim Witness Program budget. \$468,762 of the grant award will be used for the salaries & benefits costs for 3.0 FTE Victim Witness Program Specialists, 1.0 FTE Victim Witness Program Specialist assigned the Mass Victimization Advocate workload, 0.55 FTE Program Coordinator, and \$0.45 FTE Program Assistant/Paralegal.

The Victim Witness Program Specialists (advocates) assigned to the VW program will spend their time providing direct services to victims of all types of crime. These services include, but are not limited to, crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. Two advocates

Subrecipient: El Dorado County District Attorney's Office Subaward #: VW20 39 0090

are located in the main Placerville office and one advocate is located in our South Lake Tahoe office. All advocates are available to commute between the Placerville (west slope) and South Lake Tahoe (east slope) offices as needed. All qualifications for employment and the required training/certification have been met by all advocates. These positions are fully funded by the grant, aside from a portion of retirement benefits costs, which are part of the local cash match.

The Victim Witness Program Specialist assigned the Mass Victimization Advocate (MVA) workload is fully funded by the grant. This position continues to develop and refine the implementation of a crisis response/mass victimization assistance plan, crisis response protocols, and mutual-aid memorandums. This position conducts outreach, participates in community meetings, and focuses on strategies to meet the mass victimizations objectives for El Dorado County (EDC). This position may also maintain a modified Victim Witness caseload if time allows, and can provide direct services to victims of all types of crime. These services include, but are not limited to, crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. The MVA Program Specialist is located in the main Placerville office and will commute to the South Lake Tahoe office as needed. All qualifications for employment and the required training/certification have been met by the advocate.

The Program Coordinator provides direct services to victims, prepares grant reports and applications, supervises staff, attends requires meetings & trainings,

Subrecipient: El Dorado County District Attorney's Office Subaward #: VW20 39 0090

and works directly with the MVA Program Specialist to further develop and implement the mass victimization objectives. The Program Coordinator is located in the main Placerville office, but travels to the South Lake Tahoe location as needed. The Program Coordinator is budgeted as 0.55 FTE from the VW Program, with 25% of costs funded by the grant and the remaining portion covered with the local cash match. The remaining salary and benefits for the Program Coordinator are split between the Victim Compensation Program (15%), the Sexual Assault Law Enforcement Specialized Units (ST) program (10%), the Increase Access to Services (KU) program (10%), and the Child Advocacy Center (KC) program (10%). All qualifications set forth by both EDC's employment standards for this position, and certifications from the California Crime Victim Assistance Association, Cal OES, and CDAA have been met.

The 0.45 FTE Program Assistant/Paralegal position provides administrative support to all three advocates, the program coordinator, and the MVA position. This position assists with case management, scheduling, and communicates with the Victim Witness Unit and partnering law enforcement agencies to provide victim support. This position is fully funded by the grant.

All job descriptions and certifications listed in this grant application are available upon request. All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis. No mid-year salary range adjustments are required. The salaries have been calculated over the 12-month performance period.

The salaries and benefits of the Chief Administrative Office, Central Fiscal Division, are not paid by funds from this grant to minimize administrative costs. The Chief Fiscal Officer and Administrative Analysts are responsible for the fiscal needs of the project, prepare grant documents, modifications, and claims, and monitor compliance and regulations to ensure the appropriate expenditure of funds.

Operating Expenses

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet the program objectives. Most expenses are grant funded, with the bulk of our facility lease costs covered by the cash match.

Operating expenses for the VW program include memberships to the California Crime Victims Assistance Association and the National Organization for Victim Assistance. Both memberships provide resources that benefit the program by keeping our VW unit apprised of legislative laws and rights for victims of crime, and provide networking for Victim Witness programs and training opportunities. Training and associated travel costs are budgeted for each advocate, our MVA, and our Program Coordinator to attend during the award period. The dates and locations of these training opportunities are to be determined. Advocate and witness travel-related expenses are also budgeted to cover out-of-county victim services as Parole Hearings, Lifer Hearings, and court escort services.

Outreach materials are budgeted to cover printing costs for brochures, handouts, and flyers regarding our services, Marsy's Law, and other victim service

needs. Outreach event expenses for Victims' Rights Week, an MVA training event, and chairs and tables for an on-site MVA Regional meeting have also been included. Customized clothing for the victim witness unit staff will be purchased to allow staff to be easily recognizable while performing outreach events, victim service activities, and crisis response.

EDCDAO plans to continue the mental health, case management, and crises response services contracted with Julia Vanderschaaf, licensed mental health therapist, into the new award period. This contract allows for monthly case management meetings for victim services advocates and deputy district attorneys, individual mental health sessions for advocates, and crisis response sessions in team or individual settings, as needed.

Vehicle fuel and maintenance expenses for the Victim Witness Program Specialists and MVA Response Team to provide services to victims on both the east and west slopes of EDC have been included in the budget. Funds have been allocated for miscellaneous office supplies, MVA supplies, and equipment expenses that may be incurred by the program during the award period. Cell phones and/or MiFi (mobile hotspot devices) have been provided to members of the VW program to facilitate rapid responses while in the field.

The District Attorney's Office entered into a lease for a facility in 2018 that houses the entire Victim Witness Unit, which includes Program Specialists, Claims Specialists, the Program Coordinator, and victim counselors. Investigative and Prosecutorial activities do not occur within this space. This facility provides the VW

Subrecipient: El Dorado County District Attorney's Office Subaward #: VW20 39 0090

team with dedicated space to meet with and assist victims of all types of crimes. Rent is included in the operating budget as 19 VOCA and 19 VOCA Match expense and meets the requirements outlined in the 2020 Subrecipient Handbook.

The 10% de Minimus Indirect Rate accounts for any facility and administrative costs associated with the Victim Witness division of the EDCDAO. The facility and administrative costs include, but are not limited to, facility security systems, office equipment, postage, liability insurance, data processing, utilities, software costs, and administrative labor associated with program oversight. The de Minimus rate is budgeted at \$45,532, but due to limited grant funding, has been reduced accordingly. Unless additional grant funding becomes available, the EDCDAO anticipates these costs will be absorbed by the General Fund to further maximize grant funding on direct services for victims of crime.

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

Mass Victimization Expenses

The bulk of the Mass Victimization funding covers the Mass Victimization Advocate/Program Specialist's salary and benefits, and 25% of the Program Coordinators salary and benefits that are covered under the VW Program. A portion of the training, travel, outreach, miscellaneous expenses, equipment rental, facility lease, mobile devices, vehicle costs, and the mental health service contract are related to the MVA portion of the program.

Equipment Expenses:

The current grant submission for 2020/2021 award period does not include any new requests for equipment at this time. In the event that the need arises for equipment throughout the grant period, a budget modification will be submitted accordingly.

Cash Match:

The cash match will be met using a portion of the retirement benefits for the Program Specialists, a portion of the salary and benefits for the Program Coordinator, and a portion of the facility lease. All items identified as cash match expenses are in direct support of the objectives of the Victim Witness Assistance Program.

Project Narrative

The goal of El Dorado County Victim Witness (EDCVW) Program is to continue providing client-centered, trauma-informed, and cultural competency services to all victims of crime by reducing the effects of trauma, avoiding re-traumatization, and assisting in building resiliency after victimization.

Accomplishing this plan includes recruiting and maintaining trained and qualified staff to provide the fourteen mandatory and all ten optional services as defined in Section 13835.5 of the California Penal Code.

The EDCVW Program has two locations. The primary office is located at 778 Pacific Street, Placerville, California 95667. The phone number is (530) 642-4760. The South Lake Tahoe Office is located at 1360 Johnson Boulevard, Suite 105, South Lake Tahoe, California 96150. The phone number is (530) 573-3100. Due to the mountain driving, inclement weather, and the distance between the two cities, most of our county government services have an office in both locations to better serve the public. As of September 2019, The EDCVW Program has a full time advocate in this South Lake Tahoe Office, to ensure that despite it being a remote location, victims in South Lake Tahoe are receiving local, full time victim advocacy by someone familiar with the programs and services in South Lake Tahoe, who is also available 5 days a week for court accompaniments, support for law enforcement interviews, and any other in-person needs victims may have. The Program Coordinator and contact person for the program is Johana Millan. The confidential phone numbers for

emergency purposes will be provided to Cal OES offline. EDCVW provides a reception area with office support staff, on-site Cal VCB services, a victim's waiting area for court, a children's waiting area/playroom, and a multi-disciplinary interview (MDI) room for victims of child sexual assault cases, domestic violence, and child neglect. The Victim Witness Unit has an office space on the second floor where all the Victim Witness Program Specialists and the Program Coordinator are located to serve victims of all crime types.

The EDCVW Program is bound to provide services to victims of all crime types, regardless of age, socio-economic background, gender, immigration status, sexual orientation, mental and/or physical disability, race, and native language. All staff and volunteers are trained to recognize and assess the need for culturally sensitive intervention and prevention services and to find the appropriate translation services. EDCVW has three bilingual/Spanish speaking advocates, and two of these advocates are currently attending classes to become Certified Interpreters and Translators in English/Spanish. Based on the victims' needs, local translation services are utilized 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 to support individuals who are hearing impaired. A wheelchair is provided to clients who have difficulty walking to court and interviews. In most cases, if it is determined that a victim

has a special need, staff will conduct a field visit rather than asking the victim to travel to the office. The EDCVW has, on rare occasions, worked with the Superior Court of El Dorado County to hold a preliminary hearing at the victim's home due to the injuries of the victim. The EDCVW Office in Placerville and South Lake Tahoe meet the ADA accessibility requirements. As previously noted, every effort is made to ensure that victims with special needs receive the same quality of service as all victims. Since March 2020, our County, the state, the country, and the entire world have been facing increased challenges from the Covid-19 pandemic. This pandemic has brought many changes to our offices, yet we have been able to create and adapt to the new way we provide direct and indirect services to our victims. Since we do not know for how long we will be facing these challenges; our office, VW Program Specialists, Support Staff, investigators, and Prosecutors have adapted to using Zoom conferencing technology when necessary. Our advocates will provide all the required victims' services as per grant requirement in-person when allowed and is safe for both our office and the victims, telephonically, and by video conferencing using Zoom, when our courts permit. The EDCVW team follows all State and County guidelines, orders, and directives related to COVID-19 to keep our staff and victims safe. All members of the VW team have the technology to telework, work from the field, and to conduct victim support by phone or teleconferencing as needed.

The EDCVW unit has an advocate assigned to the daily in-custody list where the priority is to contact, notify and complete the Victim Witness Intake Form and needs assessment with the victims; whether or not the case has been filed. The out-of-custody victim cases are referred by the District Attorney's Office either directly from the prosecutors, support staff, or reports from the District Attorney's case management system. The EDCVW Program Coordinator is responsible for receiving, tracking, and assigning all cases and victims to the advocates. Once the intake and the needs assessment are completed, the advocate works diligently on building a rapport with the victim(s), and based on the victim's immediate and long term needs, a Victim Witness (VW) case management plan is created. Although the number of cases continues increasing, The EDCVW Program makes every effort to ensure that all victims receive the same quality of services regardless of the type of victimization. Program staff has the ability to view and/or print all law enforcement reports received by the District Attorney's Office, which allows VW Advocates to expedite the initial victim contact process and add missing information if any. The victim Witness Unit will provide all mandatory and optional services, as determined necessary, for the well-being of the victim. Upon filing of a case, the District Attorney's support staff sends out a Victim Letter and Restitution Claim form as well as an EDCVW Program Brochure with contact information and a Marsy's Rights brochure, providing notification of victims' rights. In domestic violence cases that are not filed by the District Attorney's Office, a

“No File” letter goes out to the victim providing contact information for available support resources and encouraging victims to call the EDCVW with any additional questions.

The EDCVW Advocates have experience in providing personal advocacy/accompaniment, crisis intervention, safety planning, and emotional support to victims dealing with emotional trauma as a result of the crime. When necessary, arrangements are made with local agencies and emergency services, which may include immediate needs such as shelter, transportation, food, clothing, and personal care, as well as connection to licensed mental health and medical care, immigration services, and other social and community based services. EDCVW provides information about the criminal justice process and accompanies victims to necessary court proceedings. El Dorado County (EDC) maintains an emergency fund through Cal VCB that is used to assist victims with their immediate needs. This emergency fund is managed with control and guidelines under the El Dorado County CAO and Auditor Controller's Office.

The need for experienced victim services from the EDCVW as a part of the El Dorado County Emergency Operation Plan (EOP) has become increasingly apparent and relevant in the event of mass victimization. Since 2016, threats to school districts within the county have increased. El Dorado County has one community college in South Lake Tahoe that serves over 3,000 students per quarter, and The El Dorado Center satellite campus of Folsom Lake Community

College in Placerville that serves over 2,500 students per semester. Annual events such as the Snowglobe Music Festival held at the South Lake Tahoe Community College, and concerts and events held at casinos that directly border the California-Nevada stateline attract big crowds of spectators and tourism from not only El Dorado County, but from all over the country. EDCVW recognizes that these events provide a greater opportunity for criminals to plan and execute mass victimization. The Mass Victimization Advocate (MVA) would continue creating, assisting and meeting all of the MVA objectives needed for a coordinated response to mass victimization/terrorism incidents and, if time allows, will maintain a modified VW caseload. The MVA advocate will work closely with the full time advocate in South Lake Tahoe to ensure that the immediate response in the event of a mass victimization/terrorism incident is an informed and capable response, until the MVA advocate (who is located in Placerville) can respond. In collaboration with the EDCVW Project Coordinator, the MVA advocate is currently tasked with continuing the development of the EDCVW crisis response plan and establishing a timeline for implementation as well as inclusion in the EDC Emergency Operations Plan. The EDCVW has created three MVA Crisis Response Teams. These teams are responsible for deploying in the event of a Mass Incident and for providing coverage for the unit and caseload for those responding to the event. Since the inception of these MVA Crisis Response Teams, advocates have been meeting monthly to discuss action items to make these teams stronger (with the guidance and

supervision of the MVA advocate and the EDCVW Program Coordinator), including shared training opportunities, outreach to neighboring communities for collaboration purposes, reaching out to local community events for outreach purposes, and ensuring every advocate has a crisis response kit as well as go-bags. Our office knows the importance of psychological first aid for victims and for the team when responding to a mass victimization incident; therefore we have a contract with a Licensed Marriage and Family Therapist to respond and or deploy if needed, and to provide case management supervision to the advocates. As part of the response training the EDCVW Unit will be attending the active shooter training offered by the El Dorado County Sheriff's Office. The MVA advocate and Program Coordinator will continue attending the monthly MVA County round table meetings and regional meetings to keep and to establish collaborations with different counties, as well as attending the Mass Victimization and Crisis Response Training. These opportunities allow the VW unit to continue improving the strategic plan and to continue the development of mutual-aid MOUs with neighboring centers and/or within our identified crisis response (CR) training region and allied service providers. The MVA will continue actively participating in community outreach education and participate in community meetings with leaders from law enforcement, victim services, legal services (non-profit and private sector), the prosecutors' office, city government, emergency management, medical service providers, and schools to provide information about the trauma-informed response.

If time allows, the MVA advocate will also handle a modified VW caseload in conjunction with meeting position objectives but in the event of a mass casualty event, it is expected the Program Coordinator would reassign the MVA modified caseload so that the MVA could respond and focus on the mass casualty event. The MVA advocate will meet the California Crime Victims Association (CCVAA) entry-level and advanced training and crisis response advocate training requirements. The MVA advocate may also attend additional training relevant to mass victimization and/or complete FEMA training such as the Mental Health First Aid training for Youth and Adults.

The EDCVW unit receives referrals by phone, in writing, or in person. Referrals are made from other agencies such as law enforcement, Probation, Child Protective Services, Adult Protective Services, Domestic Violence/Sexual Assault centers, courts, and hospitals. An outside agency referral is handled the same as an in-house referral. The advocate will review the report, evaluate the victim's needs, and initiate contact with the victim. If a referral is not related to the type of services that EDCVW provides, the advocate will follow-up with the agency or victim to provide a resource referral to the appropriate agency. For assistance with domestic violence restraining order, shelter, or other domestic violence and or sexual assault needs, the referrals will be made to the Live Violence Free non-profit organization in South Lake Tahoe and The Center for Violence-Free Relationships (The Center) in Placerville. The EDCVW Program has an ongoing operational agreement with these two centers

to coordinate services to victims of domestic violence, sexual assault, including children of sexual and/or physical abuse. Since 2018, due to these collaborations, the EDCVW Program continues experiencing an increase in the number of domestic violence victims. This collaboration was made possible by Cal OES grants and continues to live on after the grants have ended and through additional grants and operational agreements.

A three-year Operational Agreement is in place for the period of July 1, 2018 – June 30, 2021, and will be renewed before the end of the term. The agreement details the expectations of each agency, including training needs, networking, and regular meetings. Both The Center for Violence-Free Relationships and Live Violence Free provide services to domestic violence victims and sexual assault victims. The advocates provide annual training to The Center staff and their volunteers. A signed copy of the Operational Agreement is maintained by the EDCVW Program.

The EDCVW Program is located within the El Dorado County District Attorney's Office, which utilizes a paperless information and case management system called Karpel. The transition from our old databases (Gabriel and Damian) to Karpel was completed in October 2019. All criminal cases and documents, including law enforcement reports are maintained within this system. This system provides live updates while the Deputy District Attorneys are in court. This allows the advocates to inform victims of case status without delay and increases effective communication between the victim, advocate, and the

prosecutor. The Victim Witness Software Module improves victim data collection and case management, personal records, document generation, and tracks performance measurements for the statistical reporting requirements of the Cal OES OVC PMT. Programming of the the VW Software Module has been completed and utilized since October 2019.

The EDCVW unit is fortunate to have an on-site CalVCB Joint Powers Agreement program allowing immediate communication between the victim and a Claims Specialist regarding eligibility requirements, claim forms, filing the claim, and claim status. The three bilingual advocates assist the claims specialists with Spanish-speaking victims from our County and other counties they serve.

Field visits are made by advocates when appropriate to a victim's home, workplace, crime scene, or other places as requested by law enforcement, social services, Probation, or the District Attorney's Office.

All current advocates have received the required certifications from the California Victim Services Training Institute. The two new advocates will be attending the Entry-Level training in December 2020. The other two advocates will be attending the advanced training sometime in 2021. In order to stay up to date on victim services best practices, the staff is encouraged to seek online training and other local training opportunities that will enhance the services provided by the EDCVW, including webinar training that is typically provided at no or low cost. The EDCVW will continue to provide presentations to the

community and partnering agencies regarding victims' rights as well as cross-training with other agencies. As part of our outreach efforts, brochures, business cards, and other program-related materials are provided to local victim support agencies, local hospitals, and law enforcement agencies so that victims are provided resource information immediately during the first contact. Brochures are available in English and Spanish and carried by law enforcement and investigators in their vehicles. Public awareness of victim services and crime prevention will be made available through community outreach and presentations, public service announcements, social media, and written material.

The program will continue to recruit volunteers. The average background check which takes 3-4 weeks and includes a fairly extensive and invasive questionnaire can tend to discourage many applicants. Fortunately, college interns are eager to explore the area of Victim Witness and be exposed to the criminal justice system. With limited to no funding available to send volunteers to the 40-hour entry-level training, the exposure of the volunteers to certain types of victims and certain types of services is limited. Additionally, office space and computers are limited to paid staff, making it difficult to use volunteers in the office. Currently, in-house training is provided to volunteers by the Program Coordinator and experienced advocates. Supervision and volunteer job assignment is the responsibility of the Program Coordinator. Volunteers will be used to provide out-reach services to new victims, restitution assistance,

gathering accurate contact information, and other services as time and supervision permits. In an effort to increase the recruitment of volunteers, the District Attorney's Office and EDCVW Program will be working with California State University Sacramento and Folsom Community College to recruit interns.

The EDCVW internal accounting and administrative controls of the grant are managed by the El Dorado County Chief Administrative Office (CAO) to ensure that both revenues and costs are identified by program and funding source and that EDCVW are in compliance with mandated grant procedures. A series of checks and balances and the required Report of Expenditures form assure that Cal OES grant funds are accurately accounted for and expended in accordance with the grant. The EDCVW meets at least monthly with the CAO fiscal staff to review program data to ensure compliance with goals and objectives.

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

As the only victim assistance program within the County of El Dorado, the EDCVW unit pledges to provide empathetic and compassionate quality services to victims of all crimes as they deserve and to continue meeting the goals, objectives, and activities of this application.

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

Subrecipient <u>El Dorado County District Attorney's Office</u> Duns# <u>087834029</u> FIPS# _____
Disaster/Program Title: <u>Victim Witness Assistance (VW) Program</u>
Performance Period: <u>10/01/20</u> to <u>09/30/21</u> Subaward Amount Requested: <u>\$ 426,268</u>
Type of Non-Federal Entity (Check Box): <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, grant manager is the individual who has primary responsibility for day-to-day administration of the grant, bookkeeper/accounting staff means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and organization refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2,521,748
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

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

PROJECT SERVICE AREA INFORMATION

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

El Dorado County*

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

4th District*

Represented by Congressman Tom McClintock

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

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

5th State Assembly District represented by Frank Bigelow*

6th State Assembly District represented by Kevin Kiley

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

1st State Senate District*

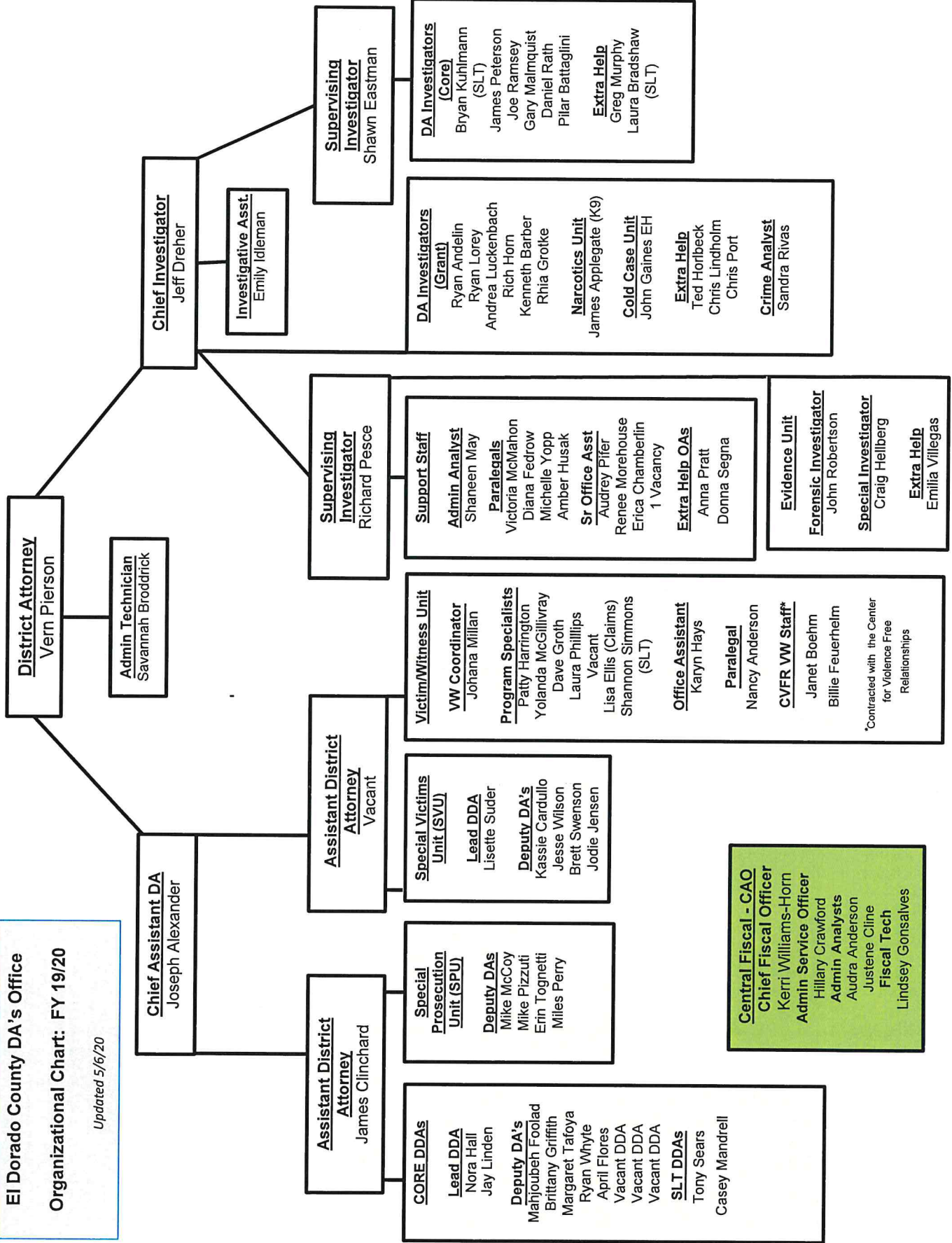
Represented by Brian Dahle

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

El Dorado County Population 192,843 (2019)

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

Updated 5/6/20



Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA	
			From:	To:
1.	The Center for Violence-Free Relationships	07/20/18	07/01/18	to 06/30/21
2.	El Dorado County Sheriff's Department	07/18/18	07/01/18	to 06/30/21
3.	Placerville Police Department	07/19/18	07/01/18	to 06/30/21
4.	South Lake Tahoe Police Department	07/24/18	07/01/18	to 06/30/21
5.	Live Violence Free	07/31/18	07/01/18	to 06/30/21
6.				to
7.				to
8.				to
9.				to
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.

CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST

El Dorado County District Attorney's Office

VW20 39 0090

SUBRECIPIENT NAME

GRANT SUBAWARD #

Complete this form, and provide required attachments, to request an exemption to the maximum allowable rate for independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour (including travel time) (Subrecipient Handbook (SRH) Section 3710.1). For the elements and criteria that must be included in the contract, refer to SRH Section 3610.1 for a contractor and SRH Section 3710 for a consultant.

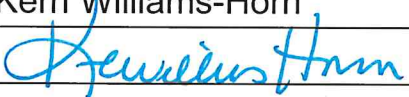
Contractor/Consultant:	Julia B Vanderschaaf, LMFT		
Total Contract Amount:	\$ 10,000	Rate per 8-Hour Day	\$ 800.00
Service Provided:	Case Mgt Supervision & Mental Health Services for Crisis Response & Victim Services		
Contract Start Date:	10/01/2020	Contract End Date:	09/30/2021

Attach the following:

- Detailed description of the service provided by the Contractor/Consultant and a justification for the rate above \$650 per day/\$81.25 per hour.
- Documentation showing the rate charged is the contractor/consultant's normal rate for the services described.
- Three quotes or bids for the service to be provided – only required for contracts above \$10,000.
- Documentation for competitive bid or Request for Proposals (RFP) – only for contracts above \$50,000
- Non-Competitive Bid Request (Cal OES 2-156) – if applicable, and only for contracts above \$10,000.

Contract Previously Approved by Cal OES: Yes No If yes, and the contract is still in effect (i.e., end date above has not passed), attach the previously approved form and documentation in lieu of the above.

Subrecipient Signature – Individual must be on the Signature Authorization Form, Cal OES 2-103

I certify that the contractor/consultant rate requested is the most advantageous that could be obtained for the services provided.			
Typed Name:	Kerri Williams-Horn	Title:	Chief Fiscal Officer
Signature:		Date:	7/14/20

Cal OES Approvals

Yes N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Justification supports the need for an exemption to the maximum rate |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation supports that the rate is normal for the contractor/consultant |
| <input type="checkbox"/> | <input type="checkbox"/> | Three Quotes are included (for contracts above \$10,000 only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation of competitive bid or RFP (for contracts above \$50,000 only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-Competitive Bid Checklist is included (if applicable) |

Program Specialist:		Date:	
Unit Chief:		Date:	

CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST

El Dorado County District Attorney's Office

VW19 38 0090

SUBRECIPIENT NAME

GRANT SUBAWARD #

Complete this form, and provide required attachments, to request an exemption to the maximum allowable rate for independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour (including travel time) (Subrecipient Handbook (SRH) Section 3710.1). For the elements and criteria that must be included in the contract, refer to SRH Section 3610.1 for a contractor and SRH Section 3710 for a consultant.

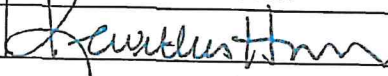
Contractor/Consultant:	Julia B Vanderschaaf, LMFT		
Total Contract Amount:	\$ 7,000	Rate per 8-Hour Day	\$ 800.00
Service Provided:	Case Mgt Supervision & Mental Health Services for Crisis Response & Victim Services		
Contract Start Date:	02/01/2020	Contract End Date:	09/30/2020

Attach the following:

- Detailed description of the service provided by the Contractor/Consultant and a justification for the rate above \$650 per day/\$81.25 per hour.
- Documentation showing the rate charged is the contractor/consultant's normal rate for the services described.
- Three quotes or bids for the service to be provided – only required for contracts above \$10,000.
- Documentation for competitive bid or Request for Proposals (RFP) – only for contracts above \$50,000
- Non-Competitive Bid Request (Cal OES 2-156) – if applicable, and only for contracts above \$10,000.

Contract Previously Approved by Cal OES: Yes No If yes, and the contract is still in effect (i.e., end date above has not passed), attach the previously approved form and documentation in lieu of the above.

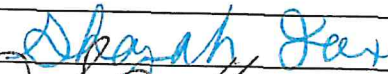
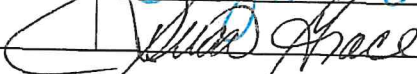
Subrecipient Signature – Individual must be on the Signature Authorization Form, Cal OES 2-103

I certify that the contractor/consultant rate requested is the most advantageous that could be obtained for the services provided.			
Typed Name:	Kerri Williams-Horn	Title:	Chief Fiscal Officer
Signature:		Date:	1/31/20

Cal OES Approvals

Yes N/A

- Justification supports the need for an exemption to the maximum rate
- Documentation supports that the rate is normal for the contractor/consultant
- Three Quotes are included (for contracts above \$10,000 only)
- Documentation of competitive bid or RFP (for contracts above \$50,000 only)
- Non-Competitive Bid Checklist is included (if applicable)

Program Specialist:		Date:	2/3/20
Unit Chief:		Date:	2/3/20

Contractor/Consultant Rate Exemption Request Form – Cal OES 2-164

Scope of Services: As a licensed Mental Health Therapist, the contract will provide case management supervision to advocates and Deputy District Attorneys and as needed mental health services for crisis response and victim services. Contractor agrees to provide the following services in order to fulfill department needs:

1. Monthly case management meetings for Victim Services advocates.
2. Monthly case management meetings for Deputy District Attorneys.
3. Up to 4 individual mental health sessions per year, as needed, per each Victim Witness advocate.
4. Crisis response sessions in a team or individual setting, as needed.

Meeting or session durations are based off of a 1 hour time-frame. Additional hours may be provided as needed.

Services are to be rendered by September 30, 2020.

Term: This agreement shall become effective upon final execution by both parties hereto and shall expire December 31, 2020, unless terminated earlier pursuant to the provisions contained herein this agreement under the Article(s) titled "Default, Termination, or Cancellation" or "Fiscal Considerations."

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County's acceptance of work, within forty-five (45) days following the County's receipt and approval of itemized invoice(s) identifying services rendered.

For the purposes of this Agreement, the billing rate shall not exceed \$100.00 per hour for mental health and case management services during the period of February 1, 2020 through September 30, 2020.

Total amount of this Agreement shall not exceed \$7,000, inclusive of all expenses.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number on their faces and on any enclosures or backup documentation. Copies of documentation attached to invoices shall reflect Contractor's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
District Attorney's Office
778 Pacific Street
Placerville, California 95667

or to such other location as County directs.

In the event that Contractor fails to deliver the documents or other deliverables required by the individual Work Orders issued pursuant to this Agreement, County at its sole option may delay the monthly payment for the period of time of the delay, cease all payments until such time as the deliverables are received, or proceed as set forth herein below in Article XI, Default, Termination, and Cancellation.

January 28, 2020

To Whom It May Concern:

As stated in my proposal initially submitted my hourly rate for therapy services is \$100.00 per hour. Per COAMFT rates ranges from 75.00-\$200.00.

Sincerely,

Julia Vander Schaaf, LMFT

Julia Vander Schaaf 1/27/2020
LMFT 49195