

ORIGINAL

AGREEMENT FOR SERVICES #153-S1711

Cal OES County Victim Services Program – CASA

THIS AGREEMENT is made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as “County”) and CASA El Dorado, a California Corporation, duly qualified to conduct business in the State of California whose principal place of business is 347 Main Street, Placerville, CA 95667 and whose Agent for Service of Process is John Adams, 347 Main Street, Placerville, CA 95667 (hereinafter referred to as “Contractor”);

RECITALS

WHEREAS, County has determined that it is necessary to obtain a Contractor to provide court-assigned special advocate services for clients identified by the County of El Dorado Health and Human Services Agency; and

WHEREAS, Contractor has represented to County that it is specially trained, experienced, expert, and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable Federal, State (all references to “State” in this Agreement shall mean the State of California unless otherwise specified), and local laws; and

WHEREAS, County has determined that the provision of these services by Contractor is in the public’s best interest, and that these services are more economically and feasibly performed by outside independent Contractors. The County has determined that these are authorized by the County of El Dorado Charter, Section 210(b)(6) and/or Government Code Section 31000.

NOW, THEREFORE, County and Contractor mutually agree as follows:

ARTICLE I

Scope of Services:

As a result of the California Governor's Office of Emergency Services (hereafter referred to as Cal OES) release of a Request For Applications (RFA) for the County Victim Services Program, a determination has been made by the Victim Services Steering Committee (VSSC), in accordance with the requirements of the RFA, that the underserved victim population in El Dorado County that will be served as a result of the County Victim Services Program will be victims of Child Abuse and Neglect (CAN). This population has been deemed to be underserved due to the lack of available Court Appointed Special Advocates to provide services to these victims. The RFA further states only a "County Agency" may apply for funding through the County Victim Services Program. As CASA El Dorado County is the legally mandated entity responsible for providing Court Appointed Special Advocate Services, and the El Dorado County Health and Human Services Agency (HHSA) is an eligible applicant, the purpose of this Agreement is to establish the terms and conditions with which CASA El Dorado will provide the needed services as a subaward recipient of HHSA.

Specifically, Contractor shall furnish all personnel, services, and materials necessary to provide court appointed special advocates to victims of Child Abuse and Neglect who are not currently receiving services from advocates due to a lack of capacity and resources.

As a requirement of this Agreement, the Contractor shall also provide paraprofessional level therapy to CAN victims for the purposes of reducing the impact of trauma by way of a contract with Live Violence Free, Inc., located in South Lake Tahoe, in accordance with the Article titled "Delegation and Assignment" herein.

In performance of these services, Contractor shall:

- A. Adhere to all terms and conditions identified in the County Victim Services Program Request for Applications (RFA) administered by Cal OES, attached hereto as "Exhibit A", and incorporated by reference herein.
- B. Comply with Victims Of Crime Act Guidelines as follows:
 1. Volunteers must be used in the performance of services under this Agreement.
 2. Victims cannot be charged for services provided using VOCA funds.
 3. VOCA funds and the required match are restricted to direct services to crime victims not currently receiving services.
 4. Services to witnesses other than crime victims are prohibited.
 5. Original publications (written, visual, or sound) produced in whole or in part must contain the following statement: "Funding made possible through the United States Department of Justice, Victims of Crime Act, 2015-VA-GX-0058"
 6. The Code of Federal Domestic Assistance (CFDA) number for the VOCA Formula Grant Program is 16.575. Additional information can be found at www.cfda.gov.
- C. Adhere to all terms and conditions of the Cal OES Subrecipient Handbook. Information on the Subrecipient Handbook can be found here: www.caloes.ca.gov.
- D. Provide Court Appointed Special Advocates to CAN victims, who are currently not provided advocates due to a lack of resources.

1. The Contractor will provide services to no less than 50 CAN victims within the period identified in this Agreement.
2. The Contractor may provide services to more CAN victims as the Contractor deems appropriate.

E. Reporting Requirements:

1. Complete all Performance Reports assigned or required by Cal OES or County.
 - a. Performance Reports (also known as Progress Reports) will be due to HHSA no less than 10 days prior to the due date set by Cal OES.
 - i. It is anticipated a minimum of four Performance Reports will be required.
 - ii. Performance reports are be required quarterly, unless waived in writing by County.
 - b. Additional unspecified federal reports for the Office of Victims of Crime (OVC) must be completed and submitted to HHSA no less than 10 days prior to the due date assigned by Cal OES.
 - i. The "Subgrant Award Report" must be completed at the time funds are awarded.
 - ii. Cal OES will initiate access and the Contractor must complete the remainder of the report in the OVC Performance Measurement Tool.
2. Report progress in serving previously unmet victim needs to County.
 - a. The Contractor will Complete a Performance Report Cover Sheet
 - i. A Performance Report Cover Sheet will be developed by HHSA and provided to the Contractor.
 - ii. The Performance Report Cover Sheet will:
 - Identify a historical baseline of referrals received and clients served and contrast that baseline with the current trend.
 - Provide a brief qualitative assessment of program implementation and success.
 - b. The Contractor will submit the Performance Report Cover Sheet to HHSA along with the Performance Report due to Cal OES.
3. Track and report data as required, including the information identified by Cal OES and / or the Victims of Crime Act regulations and report said data pursuant to the reporting requirements referenced herein.
 - a. Contractor must maintain the ability to, and utilize, transmission of data electronically and securely via high speed internet.
 - b. County will notify the Contractor in writing of any reporting requirement or reporting component changes and the County reserves the right to modify any reporting requirement or reporting components during the term of the Agreement. Data to be tracked will include, but not be limited to :
 - i. Demographics
 - ii. A count of unduplicated and duplicated victims served each quarter.
 - iii. Type of victimization
 - iv. Type of service and the number of times that service was provided to each victim served.
4. Financial Reporting:

- a. The Contractor will be reimbursed for only those costs identified in the budget pages of the Grant Application (attached as "Exhibit B") or a subsequent modification to the Grant Application approved in writing by Cal OES.
- b. The Contractor will be responsible for any costs not identified in the budget pages of the Grant Application (attached as "Exhibit B") or a subsequent modification to the Grant Application approved in writing by Cal OES.
- c. Any additional costs or changes to costs identified in the Grant Application (attached as "Exhibit B") must be approved in advance by Cal OES and the County.
- d. Reports detailed herein are considered a required deliverable. Services shall be considered incomplete until such date as said reports are received and approved by the HHS Contract Administrator. Compensation shall not be provided for incomplete services.

F. Reports shall be sent as follows, or as otherwise directed in writing by County:

Please Send Reports to:
County of El Dorado Health and Human Services Agency Attn: Leslie Griffith 3057 Briw Road, Suite A Placerville, CA 95667-5321

G. Performance Period

1. All services performed as a part of this Agreement shall take place between July 1, 2016 and June 30, 2018 (hereinafter referred to as the Performance Period.)
2. No services provided outside of the period mentioned above shall be eligible for reimbursement.
3. All required deliverables and reports related to the services provided in this Agreement shall be submitted no later than August 31, 2018.

H. Match Provisions

1. Match for the purposes of this Agreement shall be in-kind, unless prior approval is given by the County to change the match contribution to a cash match.
2. The Contractor shall be responsible for identifying and tracking all volunteer hours used as an in-kind match for VOCA funds.
3. The Contractor shall report to the County the total number of volunteer hours worked providing services as a part of this Agreement on a monthly basis.
4. The Contractor shall report the total value of volunteer hours worked providing services as a part of this Agreement on a monthly basis.
5. The Contractor shall be responsible for ensuring the cumulative value of in-kind match reported is sufficient to meet the match requirement associated with the funds expended.
 - a. The Contractor will be responsible for reporting a total cumulative amount of \$68,160 in verifiable, matching funds by no later than 30 days after July 31, 2018, if by June 30, 2018, the Contractor has expended the total funds available by in this Agreement.

- b. All matching funds reported must have taken place within the Performance Period.
 - c. If the contractor has not expended the total funds available by this agreement, the Contractor shall provide \$1.00 in matching funds (in-kind value) for every \$4.00 of funds requested for reimbursement.
 - d. Matching funds may consist of volunteer hours at a rate not to exceed \$20.36 per hour for CASA advocates.
 - e. In the event matching funds are disallowed by a representative of Cal OES following a financial review, the Contractor will be responsible for reimbursing the funds requested for reimbursement associated with the disallowed match.
 - f. If insufficient in-kind match is reported:
 - i. The Contractor shall be responsible for reimbursing County or Cal OES directly, as directed in writing by County.
 - ii. The amount of the reimbursement shall be for any amount of funding not met with matching funds (in-kind value) by the Contractor as indicated herein.
6. To be considered eligible as match, the volunteer hours identified must be for duties and services supporting the requirements of the County Victim Services Program RFA from Cal OES and this Agreement.
- I. Contract Monitoring
- 1. The Contractor shall, with 30 days prior notice, make available any documents, files, source information, receipts, records, emails, and/or data available to:
 - a. Any identified representative of County.
 - b. Any identified representative of Cal OES.
 - c. Any identified representative of the United States Department of Justice, Office for Victims of Crime.
 - 2. The Contractor shall retain all documents, files, source information, receipts, records, emails, and/or data relevant to the work described in this Agreement for a period of no less than three (3) years subsequent to receipt of a Notice of Closure from Cal OES or County.
 - 3. Contractor shall comply with County's subrecipient/subaward monitoring processes.
- J. Service identification/distinction and tracking
- 1. The Contractor shall develop and implement a plan for identifying CAN victims served through this program separate from CAN victims served with other funds.
 - 2. The Contractor shall track all expenses, volunteer hours associated, and services provided for the program identified in this Agreement separately from expenses, volunteer hours, and services provided with any other services.
 - 3. The Contractor shall also track the amount of volunteer hours reported, the valuation of those volunteer hours, and the match balance remaining throughout the performance period identified in this Agreement.
- K. Paraprofessional level therapy
- 1. The Contractor shall provide paraprofessional level therapy to CAN victims served as a part of this Agreement.

2. The Contractor shall provide these services through a subcontract with Live Violence Free of South Lake Tahoe, California. All provisions established in this contract shall apply equally to the subcontract with Live Violence Free.
 3. The terms of compensation for said services will be mutually agreed upon by both parties, but shall not exceed the amount identified in the Grant Application attached hereto as "Exhibit B" without approval from the County.
- L. Copyright and Intellectual Property:
The County will possess the entire copyright, title, and interest in all materials, inventions, or deliverables produced as a result of this Agreement, including the use of logos, as appropriate. As a general principle, subject to the rights of the federal government and with respect to any subject invention, material, or deliverable in which the County and the Contractor retain title resulting from this Agreement, the federal government shall have a non-exclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention, material, or deliverable throughout the world. The County and Contractor will credit the federal award agency on any materials, inventions, or deliverables produced under the federal award and subaward.
- M. Closeout
The County shall determine whether all applicable administrative action has been completed by the Contractor at the end of the Performance Period. The County shall identify submission dates of all performance reports once notified by Cal OES. All required reports and deliverables, such as submission of progress reports and / or invoices, attribution to the federal agency and/or copyright or patent rights, or any other reporting requirement described herein, must be submitted prior to August 31, 2016. The Contractor must permit the County, State Administering Agency, or Federal Funding Agency auditors to have access to the Contractor's program and financial records as necessary for audits and monitoring during the record retention period of three (3) years subsequent to receipt of a Notice of Closure from Cal OES or County, or more as appropriate.
- N. Indirect Costs will not be allowed as a part of this Agreement.
- O. Uniform Grants Guidelines Requirements:
Pursuant to the Office of Management and Budget (OMB) Uniform Grant Guidance, all recipients and subrecipients of federal funds must be provided the following information:

Uniform Grant Guidance Required Information
1. Contractor's Name: CASA El Dorado
2. Contractor's DUNS Number: 603735908
3. Federal Award Date: October 1, 2014 – September 30, 2018
4. Performance Period: July 1, 2016 – June 30, 2018
5. Amount of Federal Funds Obligated by this action: \$272,638
6. Total amount of the federal award overall: \$40 million dollars
7. Federal Awarding Agency: Department of Justice, Office for Victims of Crime.
8. Pass-through State Agency: California Governor's Office of Emergency Services
9. Catalogue of Federal Domestic Assistance Number: 16.575
10. Federal Award Identification Number: 2015-VA-GX-0058
11. Federal Award Program Title: VOCA Formula Grant Program
12. Indirect Cost Rate: None

ARTICLE II

Term: This Agreement shall become effective upon July 1, 2016 and shall expire June 30, 2018, unless terminated earlier pursuant to the provisions contained herein under the Article(s) titled “Default, Termination, and Cancellation” or “Fiscal Considerations.”

ARTICLE III

Compensation for Services:

- A. All costs associated with this Agreement will be reimbursed based on actual costs expended.
- B. Disallowed Costs: In the event an expense is disallowed by a representative of Cal OES or the Office of Victims of Crime, the Contractor shall not be reimbursed for the expense.
- C. Invoices for services rendered under this Agreement shall be submitted as demonstrated in the attached sample invoice (attached as “Exhibit C”). If an alternative invoice is used, all fields noted in Exhibit C are mandatory, and must receive prior approval from County.

Payment shall be made within forty-five (45) days following County receipt and authorization of approved invoice(s).

The billings for Fiscal Year (FY) 2016-17, and thereafter for the term of this Agreement, shall be in the manner as detailed in the Article titled, “Compensation for Services.”

Contractor is required to submit monthly invoices, no later than thirty (30) days following the end of a “service month.” For billing purposes, a “service month” shall be defined as a calendar month during which Contractor provides Client services in accordance with “Scope of Services.” Failure to submit invoices by the 30th of the month following the end of a service month shall result in payment(s) being withheld until the appropriate documents are received by staff. Receipt by HHSA of invoices and associated paperwork submitted by Contractor for payment shall not be deemed evidence of allowable costs under this Agreement. Upon request by County, Contractor may be required to submit additional or new information, which may delay reimbursement.

Invoices shall be sent as follows, or as otherwise directed in writing by County:

<i>Please Send Invoices to:</i>
County of El Dorado Health and Human Services Agency 3057 Briw Road, Suite B Placerville, CA 95667-5321 Attn: Finance Unit

For all satisfactory services provided herein, County agrees to pay Contractor monthly in arrears and within forty-five (45) days following County’s receipt and approval of all valid invoice(s) identifying services rendered.

ARTICLE IV

Maximum Obligation: The maximum contractual obligation under this Agreement shall not exceed \$272,638 for all of the stated services during the term of the Agreement.

ARTICLE V

Taxes: Contractor certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes or fees owed by Contractor to County. Contractor agrees that it shall not default on any obligations to County during the term of this Agreement.

ARTICLE VI

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE VII

Contractor to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Contractor shall act as Contractor only to County and shall not act as Contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Contractor's responsibilities to County during term hereof.

ARTICLE VIII

Assignment and Delegation: Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. With the exception of contracting with Live Violence Free as identified in the Article titled "Scope of Services" Contractor shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE IX

Independent Contractor/Liability: Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, associates, and subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Contractor shall be responsible for performing the work under this Agreement in a safe, professional, skillful, and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which

work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Contractor or its employees.

ARTICLE X

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products, or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE XI

Audit by California State Auditor: Contractor acknowledges that if total compensation under this agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code Section 8546.7. In order to facilitate these potential examinations and audits, Contractor shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the contract, all books, records and documentation necessary to demonstrate performance under the Agreement.

ARTICLE XII

Default, Termination, and Cancellation:

- A. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the

party giving notice, and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

- B. Bankruptcy: This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. Ceasing Performance: County may terminate this Agreement in the event Contractor ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. Termination or Cancellation without Cause: County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Contractor, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

ARTICLE XIII

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO
Health and Human Services Agency
3057 Briw Road
Placerville, CA 95667
ATTN: Contracts Unit

or to such other location as the County directs.

with a carbon copy to

COUNTY OF EL DORADO
Chief Administrative Office
Procurement and Contracts Division
360 Fair Lane
Placerville, CA 95667
ATTN: Purchasing Agent

Notices to Contractor shall be addressed as follows:

CASA El Dorado
347 Main Street
Placerville, CA 95667
ATTN: John Adams, Executive Director

or to such other location as the Contractor directs.

ARTICLE XIV

Change of Address: In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor shall notify County in writing pursuant to the provisions contained in this Agreement under the Article titled "Notice to Parties". Said notice shall become part of this Agreement upon acknowledgment in writing by the County Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

ARTICLE XV

Indemnity: The Contractor shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Contractor's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Contractor, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XVI

Insurance: Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- D. In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. Contractor shall give County at least 30 days notice before the insurance is set to expire or before contractor cancels or replaces and/or amends Contractor's coverage. In the event that Contractor's insurance is proposed to be cancelled by the insurer, Contractor agrees to notify County with in five (5) working days of receiving notice or proposed cancellation. Failure to maintain insurance as identified above shall be considered a material breach, and County may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that the County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.

- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of the County.

ARTICLE XVII

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Contractor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XVIII

Interest of Contractor: Contractor covenants that Contractor presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

ARTICLE XIX

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Contractor attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer or employee of Contractor relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in the Article in the Agreement titled, "Default, Termination and Cancellation".

ARTICLE XX

Nondiscrimination:

- A. County may require Contractor's services on projects involving funding from various state and/or federal agencies, and as a consequence, Contractor shall comply with all applicable nondiscrimination statutes and regulations during the performance of this Agreement including but not limited to the following: Contractor and its employees and representatives shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex; Contractor shall, unless exempt, comply with the applicable provisions of the Fair Employment and Housing Act (Government Code, Sections 12900 et seq.) and applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285.0 et seq.); the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations incorporated into this Agreement by reference and made a part hereof as if set forth in full; and Title VI of the Civil Rights Act of 1964, as amended. Contractor and its employees and representatives shall give written notice of their obligations under this clause as required by law.
- B. Where applicable, Contractor shall include these nondiscrimination and compliance provisions in any of its agreements that affect or are related to the services performed herein.
- C. Contractor's signature shall provide any certifications necessary under the federal laws, the laws of the State of California, including but not limited to Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

ARTICLE XXI

California Residency (Form 590): If Contractor is a California resident, Contractors must file a State of California Form 590, certifying its California residency or, in the case of a corporation, certifying that it has a permanent place of business in California. The Contractor will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XXII

Nonresident Withholding: If Contractor is not a California resident, Contractor shall provide documentation that the State of California has granted a withholding exemption or authorized reduced withholding prior to execution of this Agreement or County shall withhold seven (7%) percent of each payment made to the Contractor during term of the Agreement as required by law. This requirement applies to any agreement/contract exceeding \$1,500.00. Contractor shall indemnify and hold the County harmless for any action taken by the California Franchise Tax Board.

ARTICLE XXIII

Taxpayer Identification Number (Form W-9): All independent Contractors or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

ARTICLE XXIV

County Business License: It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

ARTICLE XXV

Licenses: Contractor hereby represents and warrants that Contractor and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for Contractor and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Contractor and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

ARTICLE XXVI

Administrator: The County Officer or employee with responsibility for administering this Agreement is Leslie Griffith, Program Manager, Child Protective Services, or successor.

ARTICLE XXVII

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXVIII

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXIX

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXX

No Third Party Beneficiaries: Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this agreement.

ARTICLE XXXI

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Contract Administrator Concurrence:

By:  Dated: 9/20/16
Leslie Griffith
Program Manager
Health and Human Services Agency

Requesting Department Head Concurrence:

By:  Dated: 9/20/16
Patricia Charles-Heathers, Ph.D.
Director
Health and Human Services Agency

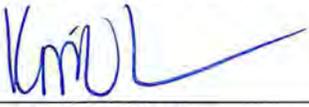
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

Dated: 10/11/16

By: 
Ron Mikulaco, Chair
Board of Supervisors
"County"

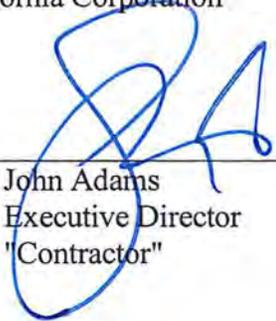
ATTEST:
James S. Mitrisin
Clerk of the Board of Supervisors

By: 
Deputy Clerk

Dated: 10/11/16

-- CONTRACTOR --

CASA El Dorado
A California Corporation

By: 
John Adams
Executive Director
"Contractor"

Dated: 9/21/16



March 1, 2016

To: COUNTY VICTIM SERVICES PROVIDERS

Subject: COUNTY VICTIM SERVICES (XC) PROGRAM
FISCAL YEARS 2016/2017 & 2017/2018 REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Criminal Justice/Emergency Management & Victim Services Branch, is pleased to announce the release of the County Victim Services (XC) Program Request for Application (RFA) for fiscal years (FY) 2016/2017 and 2017/2018.

The purpose of the XC Program is to provide one-time, federal Victims of Crime Act (VOCA) funding to each of California's 58 counties, and the City of Los Angeles, to help each fill victim services gaps/needs. The performance period for the XC Program will begin July 1, 2016, and end June 30, 2018. This is a one-time, two-year Grant Subaward.

In December 2014, President Obama signed into law the "Consolidated and Further Continuing Appropriations Act, 2015." This bill raises the Crime Victims Fund cap from \$745 million to \$2.361 billion, allowing awards to states through the Victims of Crime Act Victim Assistance Formula Grant Program to quadruple for 2015. It is unknown if this funding level will be sustained for future years, therefore, Cal OES is increasing services for victims through one-time, 24-month grants.

There is approximately \$40,000,000 (plus match) of federal 2015 VOCA funds available for the XC Program. To be considered for funding, a complete application must be submitted to Cal OES no later than **Tuesday, April 12, 2016**. Please note that the accurate, timely and complete submission of the required documents will expedite the processing of your application.

Should you have questions or require assistance, please contact Jennifer Fowler at (916) 845-8741, or jennifer.fowler@caloes.ca.gov. Thank you for your interest and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Ghilarducci".

MARK S. GHILARDUCCI
Director

COUNTY VICTIM SERVICES (XC) PROGRAM

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COUNTY VICTIM SERVICES PROGRAM

PART I – OVERVIEW

- A. INTRODUCTION
 - B. CONTACT INFORMATION
 - C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
 - D. ELIGIBILITY
 - E. FUNDS
 - F. PROGRAM INFORMATION
-

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Governor’s Office of Emergency Services’ (Cal OES’s) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Subrecipient Handbook*. The *Subrecipient Handbook* provides helpful information for developing the application and is accessible on our website at www.caloes.ca.gov. Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” then select “Handbooks, Reports & Publications.”

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or Programmatic issues should be submitted by telephone, fax or e-mail to:

Jennifer Fowler, Program Specialist
Criminal Justice Unit
(916) 845-8741
Jennifer.fowler@caloes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to Cal OES’s Criminal Justice/Emergency Management & Victim Services Branch, by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **Tuesday, April 12, 2016, OR** hand-delivered by 5:00 p.m. on **Tuesday, April 12, 2016**, to:

California Governor’s Office of Emergency Services
Criminal Justice/Emergency Management & Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: County Victim Services Program – Criminal Justice Unit

D. ELIGIBILITY

Each county, and the City of Los Angeles, is eligible to submit an application for the County Victim Services (XC) Program to fill victim services gaps/needs.

Specific criteria for eligibility include:

- Each county, and the City of Los Angeles, must implement a “Victim Services Steering Committee” (VSSC). The VSSC will be tasked with identifying victim services gaps/needs in their jurisdictions. The VSSC will also collectively establish a plan, to include measurable objectives, to address the identified victim services gaps/needs, keeping in mind that funding for this Program is limited to a two-year period.
- The plan for each county, and the City of Los Angeles, must be a cooperative and collaborative approach.

The plan submitted with the application must include the following information:

- The victim services gaps/needs identified by the VSSC.
 - The plan to address the identified victim services gaps/needs (plan must include measurable objectives).
 - The name of the county agency (or in the case of the City of Los Angeles, the city agency) selected to administer the XC Grant Subaward from Cal OES and act as the single point of contact for the grant. The agency selected must be a county victim services provider (or in the case of the City of Los Angeles, a city victim services provider) and provide direct services to victims.
 - The plan should address how the county agency selected to administer the XC Grant Subaward from Cal OES will use a volunteer(s) as part of meeting their objectives. Using a volunteer(s) is a VOCA funding requirement.
 - Distribution of funds (i.e., even if the Mental Health Department is selected by a county’s VSSC to administer the XC grant for that county, funding can still be “shared” with other county victim services providers and/or community-based organizations [that provide direct services to victims] within that county).
 - Original signatures of all mandatory VSSC members are required on the plan. No exceptions will be made.
- Each county Steering Committee **must** include mandatory representation from the following entities:
 - Adult Protective Services
 - Child Protective Services
 - Courts
 - District Attorney
 - Mental Health Department
 - Police Department (at least one)
 - Probation
 - Sheriff
 - Cal OES-funded Victim/Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project

- In addition to the mandatory representation listed above, each county is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups

- The City of Los Angeles's Steering Committee **must** include mandatory representation from the following entities:
 - City of Los Angeles's Department of Aging
 - Child Protective Services
 - Los Angeles City Attorney's Office
 - Mental Health Department
 - Los Angeles Police Department
 - Cal OES-funded Victim/Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project

- In addition to the mandatory representation listed above, the City of Los Angeles is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups

E. FUNDS

1. Fund Source

The XC Program is supported with federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program) funds. The VOCA Formula Grant Program is authorized by the Victims of Crime Act of 1984 as amended, 42 U.S.C. 10601, *et seq.*

In December 2014, President Obama signed into law the "Consolidated and Further Continuing Appropriations Act, 2015." This bill raised the Crime Victim Fund cap from \$745 million to \$2.361 billion, allowing awards to states through the VOCA Victim Assistance Formula Grant Program to quadruple for 2015. It is unknown if this funding level will be sustained for future years, therefore, Cal OES is increasing funding for ongoing programs for 2015-2016 and also funding additional one-time, 24-month projects, like the XC Program.

a. Purpose

VOCA authorizes federal financial assistance to states through the Formula Grant Program for the purpose of supporting eligible crime victim assistance programs that:

- 1) respond to the emotional and physical needs of crime victims;
- 2) help primary and

secondary victims of crime to stabilize their lives after a victimization; 3) help victims to understand and participate in the criminal justice system; and 4) provide victims with a measure of safety and security.

VOCA Allowable Costs for Direct Services include: Immediate Health and Safety; Mental Health Assistance; Assistance with Participation in Criminal Justice Proceedings; Forensic Examinations; Costs Necessary and Essential to Providing Direct Services; Special Services; Personnel Costs; Restorative Justice; Skills Training for Staff; Training Materials; Training-Related Travel; Equipment and Furniture; Purchasing or Leasing Vehicles; Advanced Technologies; Contracts for Professional Services; Operating Costs; Supervision of Direct Service Providers; Repair and/or Replacement of Essential Items; and Public Presentations (see pages 33 – 36 for complete definitions of each).

VOCA Non-Allowable Costs and Activities include: Lobbying and Administrative Advocacy; Perpetrator Rehabilitation and Counseling; Needs Assessments, Surveys, Studies; Prosecution Activities; Fundraising Activities; Some Indirect Organizational Costs (such as: capital improvements, body guards, mortgage payments, etc.); Property Loss; Most Medical Costs; Costs of Sending Individual Crime Victims to Conferences; and Activities Exclusively Related to Crime Prevention (see page 37 for complete definitions of each).

b. Match

VOCA requires a cash and/or in-kind match equal to 20 percent of the total project cost. When used to augment the project, expenditures for items such as personnel, operating expenses or equipment are considered match if not supplanting.

Projects **must** clearly identify staff positions, including match, in the budget pages. VOCA funds and the required match are restricted to direct services to crime victims. In addition, services to witnesses other than the crime victim are prohibited with VOCA funds and their required match.

c. Guidelines/Restrictions

- Volunteers must be utilized unless there is a compelling reason to waive this requirement.
- Victims cannot be charged for services provided by programs supported with VOCA funds.
- VOCA funds and the required match are restricted to **direct** services to crime victims (see VOCA Allowable Costs for Direct Services attachment that begins on page 36).
- Services to witnesses other than the crime victim are prohibited with VOCA funds and their required match.
- Original publications (written, visual, or sound) produced in whole or in part must contain the following statement: “Funding made possible through the

United States Department of Justice, Victims of Crime Act, 2015-VA-GX-0058.”

- The Code of Federal Domestic Assistance (CFDA) number for the VOCA Formula Grant Program is 16.575. Additional information can be found at www.cfda.gov.

2. Funding Amount/Performance Period

There is \$40,000,000 (plus match) available for the XC Program. Cal OES will fund all 58 counties and the City of Los Angeles for one, 24-month performance period beginning July 1, 2016, and ending June 30, 2018.

See chart below for funding and match amounts. Allocations were calculated using a \$125,000 base (in the case of Los Angeles County and the City of Los Angeles, the \$125,000 was split evenly between the two), with the remaining funds allocated based on population (Population as of 1/1/15 provided by the Department of Finance, Demographic Research Unit) and violent crime – homicide, rape, robbery, assault and kidnapping (2014 Violent Crime Arrests provided by the Attorney General’s Criminal Justice Statistics Center).

	2015 VOCA Funding	Match Requirement	Total Project Cost
Alameda	\$1,329,781	\$332,445	\$1,662,226
Alpine	\$126,234	\$31,559	\$157,793
Amador	\$151,752	\$37,938	\$189,690
Butte	\$318,321	\$79,580	\$397,901
Calaveras	\$171,661	\$42,915	\$214,576
Colusa	\$146,490	\$36,623	\$183,113
Contra Costa	\$957,742	\$239,436	\$1,197,178
Del Norte	\$163,137	\$40,784	\$203,921
El Dorado	\$272,638	\$68,160	\$340,798
Fresno	\$1,186,442	\$296,611	\$1,483,053
Glenn	\$151,127	\$37,782	\$188,909
Humboldt	\$256,588	\$64,147	\$320,735
Imperial	\$289,327	\$72,332	\$361,659
Inyo	\$145,465	\$36,366	\$181,831
Kern	\$1,103,201	\$275,800	\$1,379,001
Kings	\$270,816	\$67,704	\$338,520
Lake	\$197,121	\$49,280	\$246,401
Lassen	\$154,525	\$38,631	\$193,156
Los Angeles	\$5,362,382	\$1,340,596	\$6,702,978
City of Los Angeles	\$3,341,767	\$835,442	\$4,177,209
Madera	\$260,356	\$65,089	\$325,445
Marin	\$306,240	\$76,560	\$382,800

Mariposa	\$141,488	\$35,372	\$176,860
Mendocino	\$223,504	\$55,876	\$279,380
Merced	\$373,681	\$93,420	\$467,101
Modoc	\$137,786	\$34,447	\$172,233
Mono	\$136,229	\$34,057	\$170,286
Monterey	\$508,500	\$127,125	\$635,625
Napa	\$244,678	\$61,170	\$305,848
Nevada	\$197,979	\$49,495	\$247,474
Orange	\$2,262,560	\$565,640	\$2,828,200
Placer	\$388,062	\$97,016	\$485,078
Plumas	\$145,882	\$36,471	\$182,353
Riverside	\$1,867,343	\$466,836	\$2,334,179
Sacramento	\$1,537,708	\$384,427	\$1,922,135
San Benito	\$187,808	\$46,952	\$234,760
San Bernardino	\$2,290,212	\$572,553	\$2,862,765
San Diego	\$2,825,903	\$706,476	\$3,532,379
San Francisco	\$771,298	\$192,825	\$964,123
San Joaquin	\$809,874	\$202,469	\$1,012,343
San Luis Obispo	\$336,874	\$84,219	\$421,093
San Mateo	\$634,350	\$158,588	\$792,938
Santa Barbara	\$493,165	\$123,291	\$616,456
Santa Clara	\$1,496,058	\$374,015	\$1,870,073
Santa Cruz	\$348,668	\$87,167	\$435,835
Shasta	\$269,086	\$67,272	\$336,358
Sierra	\$128,288	\$32,072	\$160,360
Siskiyou	\$176,745	\$44,186	\$220,931
Solano	\$532,430	\$133,108	\$665,538
Sonoma	\$524,487	\$131,122	\$655,609
Stanislaus	\$694,077	\$173,519	\$867,596
Sutter	\$224,981	\$56,245	\$281,226
Tehama	\$182,741	\$45,685	\$228,426
Trinity	\$140,159	\$35,040	\$175,199
Tulare	\$613,381	\$153,345	\$766,726
Tuolumne	\$169,706	\$42,427	\$212,133
Ventura	\$793,763	\$198,441	\$992,204
Yolo	\$311,551	\$77,888	\$389,439
Yuba	\$215,882	\$53,971	\$269,853

F. PROGRAM INFORMATION

The purpose of the County Victim Services (XC) Program is to support each of California’s 58 counties, and the City of Los Angeles, in providing direct services to victims. Cal OES recognizes that there are unmet gaps/needs at the county level in regards to providing these direct services. This one-time, two-year Program will allow each county the opportunity to identify these gaps/needs in victim services and develop a plan (plan must include measurable objectives) to meet these gaps/needs. Projects will be required to track their objectives/services provided in the following ways:

1. Reporting Requirements

Subrecipients are required to complete reports for both Cal OES and the Office of Victims of Crime (OVC).

a. Cal OES Progress Reports

There are four Progress Reports required for the XC Program. See chart below for report periods and due dates.

Report	Report Period	Due Date
1 st Report	July 1, 2016 – December 31, 2016	January 31, 2017
2 nd Report	Jan 1, 2017 – June 30, 2017	July 31, 2017
3 rd Report	July 1, 2017 – December 31, 2017	January 31, 2018
Final Report	Jan 1, 2018 – June 30, 2018	July 31, 2018

b. OVC Reports

There are two, one-line OVC reports Subrecipients will need to complete:

1) Subgrant Award Report (SAR)

This report is due at the time funds are awarded. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool.

2) Subgrantee Report

The Subrecipient must complete this report no later than three weeks following the end of each quarter.

COUNTY VICTIM SERVICES PROGRAM

PART II – RFA INSTRUCTIONS

- A. PREPARING AN APPLICATION
 - B. CERTIFICATION OF ASSURANCE OF COMPLIANCE
 - C. PROJECT NARRATIVE
 - D. PROJECT BUDGET
 - E. APPLICATION APPENDIX
-

A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The Applicant must use the forms provided in Part IV of this RFA or on our website at www.caloes.ca.gov. The forms must be printed on plain white 8½" x 11" paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal OES's standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates and not allow for more space than provided by Cal OES. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the twelve [12] required application components in the order listed below:

- Application Cover Sheet (included in Part IV)
- Grant Subaward Face Sheet (Cal OES 2-101)
- Project Contact Information (Cal OES 2-102)
- Signature Authorization and Instructions (Cal OES 2-103)
- Certification of Assurance of Compliance – VOCA (Cal OES 2-104f)
- Project Summary Form (Cal OES 2-150)
- Project Narrative (Cal OES 2-108)
- Victim Services Steering Committee (VSSC) Plan – Application must include:
 - The victim services gaps/needs identified by the VSSC.
 - The plan to address the identified victim services gaps/needs (plan must include measurable objectives).
 - The name of the county agency (or in the case of the City of Los Angeles, the city agency) selected to administer the XC Grant Subaward from Cal OES and act as the single point of contact for the grant. The agency selected must be a county victim services provider (or in the case of the City of Los Angeles, a city victim services provider) and provide direct services to victims.
 - The plan should address how the county agency selected to administer the XC Grant Subaward from Cal OES will use a volunteer(s) as part of meeting their objectives. Using a volunteer(s) is a VOCA funding requirement.
 - Distribution of funds (i.e., even if the Mental Health Department is selected by a county's VSSC to administer the XC grant for that county, funding can still be "shared" with other county victim services providers and/or community-based organizations [that provide direct services to victims] within that county).
 - Original signatures of all mandatory VSSC members are required on the plan. No exceptions will be made.

- Project Budget (Cal OES 2-106a – with Match)
- Budget Narrative (Cal OES 2-107)
- Project Service Area Information (Cal OES 2-154)
- Application Appendix (refer to Part II, E)

Click the link below to access Cal OES’s forms or go to www.caloes.ca.gov, Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

NOTE: Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner. *Do not bind the application.*

B. CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104F)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and Federal civil rights laws;
- Drug Free Workplace;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

This document becomes a part of the Cal OES Grant Subaward. Two individuals must sign the Certification of Assurance of Compliance (Cal OES 2-104). The designated individual authorized to sign the Grant Subaward (see Section 2113) and the individual granting that authority: the City/County Financial Officer, the City/County Manager, or the Governing Board Chair. The second signature is not required for State Agencies.

C. PROJECT NARRATIVE

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the plan.

1. Problem Statement

The Problem Statement should include:

- a description of your county's demographics (for City of Los Angeles, a description of the city's demographics);
- a description of the crime type(s) and victim demographic information that the agencies receiving XC funding serve;
- a description of the nature and extent of your victim services gaps/needs affecting your county/City of Los Angeles; and
- the anticipated impact of this funding in addressing your gaps/needs.

2. Plan

As previously stated, the county, and the City of Los Angeles, must implement a "Victim Services Steering Committee" (VSSC). The VSSC will be tasked with identifying victim services gaps/needs in their jurisdictions. The VSSC will also collectively establish a plan, to include measurable objectives, to address the identified victim services gaps/needs, keeping in mind that funding for this Program is limited to a two-year period.

- The plan for each county, and the City of Los Angeles, must be a cooperative and collaborative approach.

The plan submitted with the application must include the following information:

- The victim services gaps/needs identified by the VSSC.
 - The plan to address the identified victim services gaps/needs (plan must include measurable objectives).
 - The name of the county agency (or in the case of the City of Los Angeles, the city agency) selected to administer the XC Grant Subaward from Cal OES and act as the single point of contact for the grant. The agency selected must be a county victim services provider (or in the case of the City of Los Angeles, a city victim services provider) and provide direct services to victims.
 - The plan should address how the county agency selected to administer the XC Grant Subaward from Cal OES will use a volunteer(s) as part of meeting their objectives. Using a volunteer(s) is a VOCA funding requirement.
 - Distribution of funds (i.e., even if the Mental Health Department is selected by a county's VSSC to administer the XC grant for that county, funding can still be "shared" with other county victim services providers and/or community-based organizations [that provide direct services to victims] within that county).
 - Original signatures of all mandatory VSSC members are required on the plan. No exceptions will be made.
- Each Steering Committee **must** include mandatory representation from the following entities:
 - Adult Protective Services
 - Child Protective Services

- Courts
 - District Attorney
 - Mental Health Department
 - Police Department (at least one)
 - Probation
 - Sheriff
 - Cal OES-funded Victim/Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project
- In addition to the mandatory representation listed above, each county is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups
- The City of Los Angeles’s Steering Committee **must** include mandatory representation from the following entities:
 - City of Los Angeles’s Department of Aging
 - Child Protective Services
 - Los Angeles City Attorney’s Office
 - Mental Health Department
 - Los Angeles Police Department
 - Cal OES-funded Victim/Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project
- In addition to the mandatory representation listed above, the City of Los Angeles is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups

3. Capabilities

This section of the application should address your ability to implement the plan. Describe how you are coordinating with other entities that provide direct services to victims.

- Organizational Description

Provide a narrative that describes the relationship between the Victim Services Steering Committee entities and your entity. Describe your organizational framework, listing all funded and donated positions assigned to the project.

- Organizational Chart

Provide an organizational chart illustrating the relationship between the Victim Services Steering Committee and your entity, and if applicable, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions, including those donated. Titles for individuals should match the budget.

D. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the Applicant will implement the Plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include *only* those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal OES modifications and approval.

Cal OES requires the Applicant to develop a *line-item* budget which will enable the project to meet the intent and requirements of the Program and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Applicant should refer to the *Subrecipient Handbook* for additional information concerning Cal OES's budget policy or to determine if specific proposed expenses are allowable. The *Subrecipient Handbook* is accessible on our website at www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." Should you have additional budget questions, contact the person listed in Part I, Section B.

1. Budget Narrative

The Applicant is required to submit a narrative with the Project Budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- How the project's proposed budget supports the Program's objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- The necessity for subcontracts and unusual expenditures; and
- The mid-year salary range adjustments.

Necessary costs may include prorated costs for rent, telephone service, and transportation costs for victims and local travel expenses for direct service providers, costs directly related to providing direct services through staff, including salaries and fringe benefits, preparation, publication, and distribution of informational material that explains services offered to victims of crime.

The following services, activities, and costs are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. These costs may be considered for coverage under the program, provided that direct services to crime victims cannot be offered without support for these expenses, the grantee has no other source of support for them, and only limited amounts of federal program funds will be used for the following purposes: skills training for staff; equipment and furniture; contracts for professional services; operating costs such as supplies, printing, postage, brochures that describe available services, books, and other victim-related materials; supervision of direct service providers such as volunteer coordinators; and repair or replacement of essential items.

2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Excel spreadsheets (Cal OES 2-106a) for each of the following three budget categories:

A. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff **directly employed by the Applicant** (all other county staff and/or CBO staff belong in the Operating Expenses Category) and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the

approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Subrecipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, D.2.b. – Operating Expenses - paragraph two).

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

B. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, **participating staff who are not employed by the Applicant**, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with a cost of less than \$5,000 (excluding tax,) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Subrecipient Handbook*, Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the Subrecipient and made available for review during a Cal OES site visit, a monitoring visit, or an audit. In the case of grants being passed through a Subrecipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal OES training conferences or workshops.

C. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

NOTE: The left column of each budget category on the Spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the *whole dollar amount only* (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 12G) on the Grant Subaward Face Sheet.

E. APPLICATION APPENDIX

The application appendix provides Cal OES with additional information from the Applicant to support components of the application. The following must be included:

- **Organizational Chart:**
The Organizational Chart must illustrate the relationship between the Victim Services Steering Committee and your entity, and if applicable, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions, including those donated. Titles for individuals should match the budget.
- **Operational Agreement (OA) [Section 4300]:**
These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Please refer to the Subrecipient Handbook, Section 4300 for the list of required elements.
- **Noncompetitive Bid Request (Cal OES 2-156) [if applicable]**
- **Out-of-State Travel Request (Cal OES 2-158) [if applicable]**
- **Emergency Fund Procedures (Cal OES 2-153) [if applicable]**
- **Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]**

Click the link below to access Cal OES's forms or go to www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs," then select "Forms." Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

COUNTY VICTIM SERVICES PROGRAM

PART III – POLICIES AND PROCEDURES

NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application:

- A. FINALIZING THE GRANT SUBAWARD
 - B. ADMINISTRATIVE REQUIREMENTS
 - C. BUDGET POLICY
-

A. FINALIZING THE GRANT SUBAWARD

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget.

Cal OES does not have the authority to disburse funds until the budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent state or federal funds are available for payment of such costs.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Subaward.

2. Processing Grant Subaward

a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Applicant and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward. Grant Subaward Conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal OES.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition,

Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

c. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Project Director. When the executed grant is received a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Subrecipient's planning purposes:

1. The *Subrecipient Handbook (SRH)*

The *Subrecipient Handbook* is accessible on our website at www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." The *Subrecipient Handbook* contains administrative information and requirements necessary to implement the project. Subrecipients must administer their grants in accordance with the *Subrecipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward.

2. Communications (*SRH 11500*)

Projects must maintain a current telephone number and internet access with an e-mail address (see Section 2340.1), as well as a current postal address and physical location within the State of California.

3. Progress Reports and Data Collection (*SRH 10100*)

Funded projects are required to participate in data collection and to submit Progress Reports required by the Program. Projects are required to keep accurate records to document the information reported in the Progress Reports. The records must be kept by the project for a period of seven years. During site/monitoring visits, Cal OES will review these records for accuracy and compare them with the reported data submitted on the Progress Reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (*SRH 6310*)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal OES 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal OES 2-201 will result in the withholding of funds and may result in the recommendation to the Cal OES Director for termination of the Grant Subaward.

5. Technical Assistance and Site Visits (SRH 10200/10300)

Funded projects are assigned a Cal OES Program Specialist to oversee the progress of the project in achieving its goals, objectives, and compliance with the Grant Subaward. Program Specialists are available to assist the Subrecipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Subaward. New projects should expect a site visit from the assigned Program Specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (SRH 10400)

A monitoring visit is an on-site assessment by staff to determine if the project is in compliance with the terms of the Program, the Grant Subaward, the Program Guidelines (if applicable), the RFA/RFP, and the *Subrecipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (SRH 8100)

To safeguard Cal OES's assets and to ensure that all funds are accounted for, Cal OES requires that organizations receiving Cal OES Grant Subaward(s) be audited in accordance with the *Subrecipient Handbook*.

8. Source Documentation (SRH 10111)

Subrecipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Subaward. Subrecipients are to retain source documentation for Progress Reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for Program specific source documentation are delineated in the RFA instructions. Subrecipients will be required to have written job descriptions on file for positions funded by Cal OES detailing specific grant-related activities to achieve project objectives.

9. Fidelity Bond (SRH 2160)

Private CBOs and American Indian organizations are required to obtain and send to Cal OES a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal OES-funded projects within 60 days of the signed Grant Subaward. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Subaward. The beneficiary named on the bond or an endorsement must include the "State of California, California Governor's Office of Emergency Services" and include the Grant Subaward number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total Grant Subaward and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a Subrecipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or

insurance contract, unless specifically required by terms of the Program or Grant Subaward Conditions.

10. Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)

Cal OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Subaward. These ownership rights are detailed in the *Subrecipient Handbook*.

C. BUDGET POLICY

This document summarizes information on Cal OES Budget Policy contained in the *Subrecipient Handbook*. Additional information may be obtained by accessing the *Subrecipient Handbook* at www.caloes.ca.gov. Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.”

1. Supplanting Prohibited (*SRH 1330*)

Grant funds must be used to supplement existing funds for Program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

2. Project Income (*SRH 6610*)

Project income, such as client fees and fees for services provided by the Subrecipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (*SRH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal OES Program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the Project Budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Subrecipient Handbook*).

4. Match Requirements (*SRH 6500*)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Subaward. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Subrecipient Handbook*.

a. State Funds Matching State or Federal Funds (*SRH 6522*)

State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

- 1) The other funding source does not prohibit this practice;
- 2) The funds are to be used for identical activities (e.g., to augment the project); and
- 3) The project has obtained prior written approval from Cal OES or the terms of the Program allow this practice.

b. Type of Match

1) Cash Match (*SRH 6511*)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

2) In-Kind Match (*SRH 6512*)

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of Cal OES's Grant Subaward activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be specifically identified by line item as in-kind match in the budget.

5. Travel Policies

The following is Cal OES's current travel policy:

a. Travel and Per Diem (*SRH 2236*)

The Applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government (*SRH 2236.21*)

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs) (*SRH 2236.22*)

A community-based organization may use the state travel policy or the Applicant's written policy up to the maximum rates allowed by the state travel policy.

3) Out-of-State Travel (*SRH 2236.11*)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal OES approval.

b. State Travel and Per Diem Policy (*SRH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Meals and Incidentals

a) Breakfast \$7.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$11.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$23.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$5.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$46.00 for a 24-hour period.

2) Lodging

The maximum allowed lodging expense is \$90.00 per night, plus applicable taxes, (except as noted below). All lodging rates are per night and receipts are required for reimbursement.

3) Special Lodging Rates

- Statewide (excluding counties identified below): \$90.00, plus tax
- Napa, Riverside, and Sacramento Counties: \$95.00, plus tax
- Los Angeles, excluding the City of Santa Monica, Orange, Ventura Counties and Edwards AFB: \$120.00, plus tax
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara counties: \$125.00, plus tax
- City & County of San Francisco and the City of Santa Monica: \$150.00, plus tax

4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 57.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

5) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*SRH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the Subrecipient on the implementation of a project. The agreement between the Subrecipient and the participating agency concerning participating staff must be reflected in the OA. Grant-related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*SRH 3710*)

Services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors/consultants must not be used in lieu of employees and are defined as individuals or organizations meeting some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the Applicant;

- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (*SRH 3710.1*)

The maximum rate for independent contractors/consultants is \$650 (excluding travel and per diem costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$650 a day must have *prior approval* from Cal OES and additional justification.

1) Independent Contractors/Consultants Employed by State and Local Government (*SRH 3710.1.1*)

Compensation for independent contractors/consultants will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*SRH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors or consultants to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. Unless otherwise prohibited, the maximum allowable rate for such witness fees is \$250 per hour, and is not to exceed \$2,000 per day. The total amount budgeted for expert witness fees must not exceed 10 percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- Justification why this cost cannot be paid with other funds (attach the justification to Cal OES 2-106a).

8. Facility Rental (*SRH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit. Exceptions to the above rates and/or square footage must be approved by Cal OES and requires appropriate justification.

- Rental Space for Training, Shelter, Counseling Rooms, and other required space (*SRH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*SRH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (*SRH 2188 & SRH 2188*)

Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

- a. Subrecipients do not have to budget for indirect costs.
- b. Subrecipients that budget for indirect costs must:
 - use their approved Indirect Cost Rate (ICR) that has been established by the Subrecipient's cognizant federal agency (Cal OES will not act as a cognizant agency); or
 - use an amount up to the ten percent (10%) de Minimis rate of the Subrecipient's Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and benefits of personnel that work directly on the project, and other operational costs that are directly related to the project. The MTDC base cannot include any distorting costs such as equipment, capital expenditures, or any Subawards, contracts, or consultant beyond the first \$25,000.

Subrecipients, who request Cal OES funds for indirect costs, must provide a method of calculation that shows what direct costs were used to calculate their indirect budgeted amount. The Subrecipient can then charge up to that budgeted amount on the subaward.

11. Audit Costs (*SRH 8150*)

Subrecipients expending less than \$750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to 2 CFR Part 200 Uniform Guidance and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- If the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- If the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

12. Equipment (*SRH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Subrecipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Subaward Forms Package. Prior approval by Cal OES is required.

b. Computers and Automated Equipment (*SRH 2340*)

1) Community-Based Organizations (*SRH 2342.1*)

CBOs may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal OES is required.

2) Units of Government (*SRH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Cal OES must give approval prior to purchase.

3) Computer Purchase Justification (*SRH 2341*)

Approval for purchases of computers and automated equipment is contingent on the Applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the Applicant will be sent instructions for preparing the justification.

13. Prohibited Expense Items (*SRH 2240*)

a. Bonuses/Commissions (*SRH 2241*)

Projects are prohibited from paying any bonuses/commissions to any individual, organization, or firm unless specifically authorized by the terms of the Program.

b. Lobbying (*SRH 2242*)

Refer to *SRH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*SRH 2243*)

Cal OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*SRH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*SRH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*SRH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*SRH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*SRH 2247*)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*SRH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*SRH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*SRH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*SRH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

m. Automobiles (*SRH 2331*)

Automobiles are not allowable items under this Program.

COUNTY VICTIM SERVICES PROGRAM

PART IV – ATTACHMENTS

NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application:

- A. APPLICATION FORMS (including web links)
 - B. GLOSSARY OF TERMS
-

APPLICATION FORMS

Click the link below to access Cal OES's forms or go to www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs," then select "Forms." Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

COUNTY VICTIM SERVICES PROGRAM

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Subrecipient	The agency or organization designated on the Grant Subaward Face Sheet that receives grant funds and is responsible to accomplish the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Subrecipient was formerly referred to as the "Grantee."
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal OES becomes the application.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	The EEO Checklist is a document used by Program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Subrecipients are in compliance with State and Federal Civil Rights Laws.
Grant Subaward	The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a Program may be funded without competition.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the Project Narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Subaward Face Sheet (Cal OES 2-101).
Implementing Agency	The agency or organization designated on the Grant Subaward Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Monitoring Report Response	Form sent to the Subrecipient with the Monitoring Report. The form is

Form	completed by the Subrecipient and returned to the Cal OES Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods (contracts sometimes include goods as well as services, and this definition will also apply to those circumstances)
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Subrecipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a state taxing body or the state Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the state; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual.</p> <p>(3) A certified copy of the Applicant’s certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant.</p> <p>(4) Any item described in (1) through (3) if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the Applicant is a local nonprofit affiliate.</p>
Objectives	A set of quantifiable projections to be carried out in order to accomplish the Program goals.
On Site	Refers to the location of operation of the Grant Subaward Subrecipient. If multiple sites exist, the site that provides the project Subrecipients with Program direction qualifies as the “on site location.”
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.

Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Subrecipient. The project includes all of the grants implemented by the Subrecipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal OES to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Subaward.
Subrecipient or Administrating Agency	The agency or organization designated on the Grant Subaward Face sheet that receives the grant funds and is will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, and Fairfield Youth Services Bureau).
Subrecipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Subrecipient Handbook</i> is accessible at www.caloes.ca.gov . Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." The <i>Subrecipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Supplanting	To reduce federal, state, or local funds because of the existence of Cal OES funds. Supplanting occurs when a Subrecipient deliberately replaces its non-Cal OES funds with Cal OES funds, thereby reducing the total amount available for the stated purpose.

Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], Grant Subaward, Cal OES policy statements, and applicable statutes. In the event the Terms of the Program are inconsistent with the provisions of the Subrecipient Handbook, the Terms of the Program shall be interpreted and construed as superseding the provisions of the Subrecipient Handbook.
USC	United States Code

VOCA Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with VOCA Victim Assistance Grant funds within a Subrecipient's organization:

- a. **Immediate Health and Safety.** Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- b. **Mental Health Assistance.** Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- c. **Assistance with Participation in Criminal Justice Proceedings.** In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. State Grantees may also fund projects devoted to restitution advocacy on behalf of specific crime victims. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts.
- d. **Forensic Examinations.** For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and, such exams conform with state evidentiary collection requirements. State Grantees should establish procedures to monitor the use of VOCA victim assistance funds to pay for forensic examinations in sexual assault cases.
- e. **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- f. **Special Services.** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.

- g. **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- h. **Restorative Justice.** Opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims.

State Grantees that plan to fund this type of service should closely review the criteria for conducting these meetings. At a minimum, the following should be considered: (1) the safety and security of the victim; (2) the benefit or therapeutic value to the victim; (3) the procedures for ensuring that participation of the victim and offender are voluntary and that everyone understands the nature of the meeting, (4) the provision of appropriate support and accompaniment for the victim, (5) appropriate "debriefing" opportunities for the victim after the meeting or panel, (6) the credentials of the facilitators, and (7) the opportunity for a crime victim to withdraw from the process at any time. State Grantees are encouraged to discuss proposals with OVC prior to awarding VOCA funds for this type of activity. VOCA assistance funds cannot be used for victim-offender meetings which serve to replace criminal justice proceedings.

Other VOCA Allowable Costs and Services

The services, activities, and costs listed are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the State Grantee and Subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses; that the Subrecipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- a. **Skills Training for Staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.

VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

- b. **Training Materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the Subrecipient's staff.
- c. **Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the State or a similar geographic area. This limitation encourages State Grantees and Subrecipients to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, State Grantees may authorize using VOCA funds to support training outside of the geographical area. For example, VOCA Grantees may benefit by attending national conferences that offer skills building training workshops for victim assistance providers.

- d. **Equipment and Furniture.** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA Subrecipient.

VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, Subrecipients cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; typewriters and word processors; video-tape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.

The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victims services more accessible to persons with disabilities are allowable. Refer to the OJP Financial Guide, effective edition, before these types of decisions are made.

- e. **Purchasing or Leasing Vehicles.** Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to the State VOCA administrator that such an expenditure is essential to delivering services to crime victims. The VOCA administrator must give prior approval for all such purchases.
- f. **Advanced Technologies.** At times, computers may increase a Subrecipient's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.

In order to receive a grant for advanced technologies, each Subrecipient must meet the program eligibility requirements set forth in section IV.B. of the Guidelines, Subrecipient Organization Eligibility Requirements. In making such expenditures, VOCA Subrecipients must describe to the State how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the Subrecipient's current system; the cost of installation; the cost of training staff to use the computer equipment; the ongoing operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payments.

State Grantees that authorize equipment to be purchased with VOCA funds must establish policies and procedures on the acquisition and disbursement of the equipment, in the event the Subrecipient no longer receives a VOCA grant. At a minimum, property records must be maintained with the following: a description of the property and a serial number or other identifying number; identification of title holder; the acquisition date; the cost and the percentage of VOCA funds supporting the purchase; the location, use, and condition of the property; and any disposition data, including the date of disposal and sale price. (See OJP Financial Guide, effective edition.)

- g. **Contracts for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA Subrecipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

Subrecipients are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

- h. **Operating Costs.** Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs.
- i. **Supervision of Direct Service Providers.** State Grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a State Grantee may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- j. **Repair and/or Replacement of Essential Items.** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable. State Grantees are cautioned to scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) that the building or vehicle is owned by the Subrecipient organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) that the cost of the repair or replacement is reasonable considering the value of the building or vehicle, and (5) the cost of the repair or replacement is prorated among all sources of income.
- k. **Public Presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

VOCA Non-Allowable Costs and Activities

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA Victim Assistance Grant funds at the subgrantee level:

- a. **Lobbying and Administrative Advocacy.** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- b. **Perpetrator Rehabilitation and Counseling.** Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. **Needs Assessments, Surveys, Studies.** VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. **Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- e. **Fundraising Activities.**
- f. **Some Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
- g. **Property Loss.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- h. **Most Medical Costs.** VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in section IV.E.1.a. is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims.
- i. **Costs of Sending Individual Crime Victims to Conferences.**
- j. **Activities Exclusively Related to Crime Prevention.**

Exhibit B

EDMUND G. BROWN JR.
GOVERNOR



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

MARK S. GHILARDUCCI
DIRECTOR

September 9, 2016

Leslie Griffith, Deputy Director
El Dorado County
3057 Briw Road, Suite B
Placerville, CA 95655

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
County Victim Services Program
Subaward #: XC16 01 0090, Cal OES ID: 017-00000

Dear Ms. Griffith:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$272,638, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

3650 SCHRIEVER AVENUE • MATHER, CALIFORNIA 95655
VICTIM SERVICES & PUBLIC SAFETY BRANCH
TELEPHONE: (916) 845-8112 • FAX: (916) 636-3770

Exhibit B



(Cal OES Use Only)			
Cal OES# <u>017-00000-14</u>	FIPS# <u>07-00000</u>	VS #	Subaward # <u>XC16 01 0090</u>

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

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

1. Subrecipient: El Dorado County 1a. DUNS#: 071543201
2. Implementing Agency: Health and Human Services Agency 2a. DUNS#: 040558433
3. Implementing Agency Address: 3057 Briw Rd, Suite B Placerville 95667-5335
Street City Zip+4
4. Location of Project: Placerville El Dorado 95667-5335
City County Zip+4
5. Disaster/Program Title: County Victim Services Program 6. Performance Period: 7/1/2016 to 6/30/18
7. Indirect Cost Rate: N/A; 10% de minimis; Federally Approved ICR 30.16 %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2015	8. VOCA		\$ 272,638			\$ 68,160	\$ 68,160	\$ 340,798
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 272,638	\$ 272,638	\$ 0	\$ 68,160	\$ 68,160	12. G Total Project Cost: \$ 340,798

13. 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. Official Authorized to Sign for Subrecipient: Don Ashton 15. Federal Employer ID Number: 94-6000511

Name: Don Ashton Title: Director

Telephone: 530-621-5515 (area code) FAX: 530-663-8498 (area code) Email: don.ashton@edcgov.us

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

Signature: [Signature] Date: May 13, 2016

[FOR Cal OES USE ONLY]

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

Mary Gucker 9/6/16 Sara Stillwell 9/7/16
Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2016-17 / Chapter: 23/ PCA No: 18405
 Item: 0690-102-0890 Component: 40.20.451
 FAIN #: 2015-VA-GX-0058 CFDA#: 16.575
 Federal Award Dates: 10/01/14-09/30/18
 Fund: Federal Trust
 Program: County Victim Services Program
 Match Req.: 20%, C/IK based on TPC
 Project No.: 15VOCA Amount: \$ 272,638

#619498

Exhibit B

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 phone • (916) 845-8511 fax

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2015	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$232,722,931	\$223,414,013
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

3. Project Description Section:

- Project Acronym (Please choose from drop down):
County Victim Services Program (XC)
- Project Description (Please type the Project Description):

Provides one-time federal VOCA funding to each of California's 58 counties and the City of Los Angeles to help fill self-identified victim services gaps/needs.

4. Research & Development Section:

- Is this Subaward a Research & Development grant? Yes No

SPECIAL CONDITION

Grant Subaward No: XC 16010090 is hereby approved with the following condition:

- The 2015 VOCA funds in the amount of \$ 272,638 must be expended by June 30, 2018 and the final 2-201 must be submitted by August 31, 2018. This reduces the liquidation period to 60 days.
- Operational Agreement(s) between El Dorado County and CASA must be submitted OES, no later than December 31, 2016. The OA must cover the entire grant period.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward and/or the denial of future grant funds.

Exhibit B

PROJECT CONTACT INFORMATION

Subrecipient: El Dorado County

Subaward #: XC 16 01 009D

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

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

Name: Leslie Griffith Title: Deputy Director

Telephone #: 530-642-4842 Fax#: 530-626-7427 Email Address: leslie.griffith@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

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

Name: Lori Walker Title: Chief Fiscal Officer

Telephone #: 530-295-6907 Fax#: 530-653-2215 Email Address: lori.walker@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

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

Name: Leslie Griffith Title: Deputy Director

Telephone #: 530-642-4842 Fax#: 530-626-7427 Email Address: leslie.griffith@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

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

Name: Lori Walker Title: Chief Fiscal Officer

Telephone #: 530-295-6907 Fax#: 530-653-2215 Email Address: lori.walker@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

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: Don Ashton Title: Director

Telephone #: 530-621-5515 Fax#: 530-663-8498 Email Address: don.ashton@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: Don Ashton Title: Director

Telephone #: 530-621-5515 Fax#: 530-663-8498 Email Address: don.ashton@edcgov.us

Address/City/Zip: 3057 Briw Rd, Ste B, Placerville, CA 95655

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

Name: Ron Mikulaco Title: Board Chair

Telephone #: 530-642-5650 Fax#: 530-622-3645 Email Address: ron.mikulaco@edcgov.us

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

Exhibit B

SIGNATURE AUTHORIZATION

Subaward #: XC 16010090

Subrecipient: El Dorado County

Implementing Agency: Health and Human Services Agency

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

*Project Director: Leslie Griffith

*Financial Officer: Lori Walker

Signature: *Leslie Griffith*

Signature: *Lori Walker*

Date: 5/9/16

Date: 5/9/16

The following persons are authorized to sign for the
Project Director

The following persons are authorized to sign for the
Financial Officer

P Moley
Signature

Yvonne Kollings
Signature

Patty Moley
Print Name

YVONNE KOLLINGS
Print Name

Don Ashton
Signature

Signature

Don Ashton
Print Name

Print Name

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Exhibit B

**CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund**

I, Don Ashton hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: El Dorado County

IMPLEMENTING AGENCY: Health and Human Services Agency

PROJECT TITLE: County Victim Services Program

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

I. Federal Grant Funds

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

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

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

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **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: James Robbins

Title: Deputy Director, Administration and Contracts

Address: 3057 Briw Rd, Ste B, Placerville, CA 95667

Phone: 530-642-7275

Email: james.robbs@edcgov.us

Exhibit B

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

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

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

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

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

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

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

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

VII. Proof of Authority from City Council/Governing Board

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

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

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VIII. Civil Rights Compliance

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

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

- **Computer Network Requirement:** The recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- **Prohibit use of funds for ACORN and its subsidiaries:** Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- **Text Messaging Policy:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- **Nondiscrimination in programs involving students:** The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
- **Registration with the System for Award Management and Universal Identifier Requirements:** The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural

Exhibit B

person (i.e., unrelated to any business or nonprofit organization that he or she may own or operate in his or her name).

- **VA OCFO Access:** The Grantee authorizes 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. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.
- **Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct:** The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under 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 involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail: Office of the Inspector General, U.S. Department of Justice Investigations Division, 950 Pennsylvania Avenue, N.W., Room 4706, Washington, DC 20530; email: oig.hotline@usdoj.gov; hotline: (contact information in English and Spanish): 800-869-4499; or hotline fax: 202-616-9881. Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

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

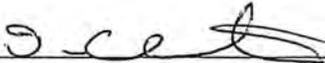
CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this 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:	<u></u>
Authorized Official's Typed Name:	<u>Don Ashton</u>
Authorized Official's Title:	<u>Director of Health and Human Services Agency</u>
Date Executed:	<u>5/13/16</u>
Federal Employer ID #:	<u>94-6000511</u> ✓
Federal DUNS #	<u>040558433</u> ✓
Current Central Contractor Registration Expiration Date:	<u>12/20/2016</u> ✓
Executed in the City/County of:	<u>Placerville/El Dorado</u>
AUTHORIZED BY: <i>(not applicable to State agencies)</i>	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature:	<u></u>
Typed Name:	<u>Ron Mikulaco</u> ✓
Title:	<u>Chair, Board of Supervisors El Dorado</u> <u>County</u>

Exhibit B

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County Health and Human Services Agency		Subaward #: XC16010090	
B. Operating Expenses	15 VOCA	15 VOCA MATCH	COST
CASA Contract:			\$0
Program Coordinator#1 - 1 FTE @ \$45,000 + Benefits at \$4,000 (including health and social security)	\$49,000		\$49,000
Year 2 - 1 FTE @ 46,575 + Benefits at \$5,000	\$51,575		\$51,575
Program Coordinator#2 - .2 FTE @ \$6,789 + \$886 benefits (including health and social security)	\$7,675		\$7,675
Year 2 - .2 FTE @ \$7,072 + Benefits at \$900	\$7,972		\$7,972
Program Coordinator#3 - .2 FTE @ \$9,684 + \$485 benefits (including health and social security)	\$10,169		\$10,169
Year 2 - .2 FTE @ \$10,022 + \$500 benefits.	\$10,522		\$10,522
Program Recruiter - 1.0 FTE @ \$43,680 + \$3,500 benefits (including health, dental, vision)	\$47,180		\$47,180
Year 2 - 1.0 FTE @ 44,720 + \$4,000 benefits	\$48,720		\$48,720
Direct Services office space. \$.98 per sq ft x 125 sq ft per person x 2.4 FTE x 24 months	\$7,056		\$7,056
Office furniture: 2 desks @ \$450= \$900 + 2 file drawers at \$100= \$1,100. 1 used wood table @ \$300. 3 used chairs @ \$267. 2 Office Chairs at \$199 for \$298.	\$1,965		\$1,965
Local Mileage at \$.54 per mile x 10 miles per week (\$5.40) x 50 weeks (\$270) x 2 staff (\$540) x 2 years = \$1,080.	\$1,080		\$1,080
Travel	\$5,890		\$5,890
FY16/17 National Conference/Training Expenses			
Recruiter and Program Coordinator. 2 flights @ \$680 = \$1360. 3 days lodging @ \$90 x 2 staff = \$540. \$40 per diem x 3 days x 2 staff = \$240. Total \$2,140.			
FY 17/18 National Conference/Training Expenses			
Recruiter and Program Coordinator. 2 flights @ \$1,465 = \$2930. 3 days lodging @ \$90 x 2 staff = \$540. \$40 per diem x 3 days x 2 staff = \$240. Total \$3,710.			
2 Laptop Computers for program funded personnel @ \$750	\$1,500		\$1,500
All-in-one printer/scanner/copier. Dell 55840CDN or equiv	\$805		\$805
Cell phones for 1 program funded staff. \$100 per month for 22 months	\$2,200		\$2,200
Printing costs associated with brochures, training materials, and other direct services materials	\$3,329		\$3,329
Postage associated mailing direct services related materials	\$2,000		\$2,000
Live Violence Free Sub-Contract	\$14,000		\$14,000
As a part of this contract LVF will provide group counseling services to help youth involved in the program process trauma related to their victimization. LVF will also provide training to CASA advocates to help advocates better serve the involved youth.			\$0
Volunteer Hours		\$68,160	\$68,160
3348 volunteer hours at \$20.36 per hour			\$0
Operating Section Totals	\$272,638	\$68,160	\$340,798
OPERATING SECTION TOTAL			340,798 \$339,558

Exhibit B

VSPS Budget Summary Report

XC16 County Victim Services Program	Subaward #: XC16 01 0090
El Dorado County	Performance Period: 07/01/16 - 06/30/18
County Victim Services Program	Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	0	0	0	0	0
L	15VOCA	0	0	0	0	0
Total A. Personal Services - Salaries/Employee Benefits:		0	0	0	0	0

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	272,638	0	272,638	0	272,638
L	15VOCA	68,160	0	68,160	0	68,160
Total B. Operating Expenses:		340,798	0	340,798	0	340,798

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	0	0	0	0	0
L	15VOCA	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	68,160	0	68,160	0	68,160
Total Funded:	272,638	0	272,638	0	272,638
Total Project Cost:	340,798	0	340,798	0	340,798

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Exhibit B

Subrecipient: El Dorado Co. Subaward #: XC16010090

Budget Narrative

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

With the sub-award, ***all of the funds for CASA advocate engagement with abused and neglected children are direct costs. No indirect costs will be included.*** Costs identified are predominately for the wages and benefits of two FTE program employees who are 100% dedicated to training and supporting the CASA volunteers. They will have no other duties than those dedicated to the service of the victim population. It will also allow CASA to increase two current Program staff by one day per week each, in order to allow them to serve more children targeted by this grant. One of these employees is in Tahoe and the other in Placerville which serves the western slope of the county. None of these employees engage in administrative duties. CASA El Dorado has a volunteer who works two days a week and whose sole focus is to perform program administrative tasks for the program staff. This includes but is not limited to entering new cases and updates to the files of both the advocates and the children.

Program Coordinator Role: The Program Coordinator role is the one that is responsible for screening, training and supporting CASA advocates. It is the 'heart and soul' of the organization in the sense that they are charged with matching volunteer resources to where there is the greatest need and providing ongoing, empathetic support to volunteers who must navigate a complicated and at times difficult child welfare system, with the abused and neglected children who need support. At the same time, they must model good partnership skills and positive communication abilities with social workers, judges, attorneys, foster family agencies and a host of others who all have their particular needs and wants. It is a difficult but rewarding responsibility and one that takes patience, perseverance, good communication skills and above all, a balance of team oriented collaboration and fierce advocacy.

The education level for this position is college undergraduate degree, with some background in social services and/or psychology preferred. Day to day, the bulk of this person's time is spent in support of the activities of CASA advocates. They meet with advocates in person and talk on the phone to troubleshoot situations that require support. CASA advocates need to work collaboratively with many different agencies and so often the cases can become complex and situations require navigating the needs and wants of other public and private agencies.

Therefore, often times the support required is to help bridge those interagency requirements and help with those communications. Often times it is simply "how do I" type questions, that advocates have in the course of their day-to-day dealings with the people who are important in

Exhibit B

Subrecipient: El Dorado Co. Subaward #: XC16010090

the life of their CASA child. These interactions could include parents, foster parents, teachers, grandparents, doctors, therapists and others; in addition to the social workers, attorneys and judges that they also work with in support of each child. Program Coordinators (also known as Case Managers at some CASA programs) must also engage with the other agencies by attending standing committees and task forces such as CAPC (Child abuse prevention), CPRT (Child Parent Resource Team) and others that are designed to foster a collaborative approach to these children's case support. Program Coordinators also appear in court along with the CASA advocates and sometimes in their stead at all child hearings and are often called upon by the juvenile judge to provide an oral opinion on a matter, in addition to the written report provided by the CASA advocate.

Program Coordinators must also possess a knowledge of the laws governing child protection and child custody. They must have experience in writing professional reports and have effective skills in the areas of grammar, spelling and vocabulary. All CASA staff must also be able to comply with extensive background screening and finger print analysis and be able to abide by very strict confidentiality laws. They must possess the sensitivity and insight to match volunteers with the children they will support, being cognizant of the needs and wants of both parties. They must also provide technical oversight to the CASA advocates and ensure compliance with all laws, policies and procedures are being adhered to.

Simply put, the CASA advocate cannot operate in isolation on their own, without the support and expertise of the Program Coordinator. They are there to train and support the CASA advocate, who in turn is working with the child and the myriad of people in that child's life who can help construct a systems view of what is really going on in that child's life. In the end, they are there to make sure that our advocates are working in appropriate and informed manner with the children they represent and advocate for, as well as people in that child's life and with the other agencies who make up the child welfare system.

Program Coordinators help with both training new CASA advocates (30 hours) as well as delivering and/or coordinating outside resources who provide monthly continuing education classes as the CASA advocates must also maintain a minimum of 12 hours of continuing education each year.

Program Coordinator Expense Explanation (New Hire): The suggested salary of \$45,000 per year places this person in the mid-range of like positions in the nonprofit community within the Sacramento region (Fair Pay for Northern California Nonprofits Survey, 2014). This is a non-exempt position and assumes a starting hourly salary of approximately \$21.60 per hour. The salary includes, vacation, holidays and sick time. The \$4,500 for benefits is an estimate based

Exhibit B

Subrecipient: EJ DORADO Co.

Subaward #: XC 16010090

on a percentage of salary and includes employer health insurance contribution (\$1,700 est.) and Social Security (\$2,800 est.) The second year for this positions assumes a 3.5% increase based on program averages and a slight increase in benefits based on a projected increase in health insurance contributions by employer.

Program Recruiter: The Program Recruiter will be focused on developing and implementing a recruitment strategy for the entire county, with a particular focus on South Lake Tahoe and the more rural parts of the western slope. This position is also direct cost with 100% of their time dedicated to the support of the victim population identified in this project, by recruiting new CASA advocates to fill the added advocates required to serve these children. Like the Program Coordinator, they should also possess a bachelor's degree and be able to pass extensive background screening and fingerprint analysis.

This person will be tasked with Recruit volunteers to serve as Court Appointed Special Advocates, with special emphasis on recruiting Latino, bilingual and male volunteers. They will also:

- Develop and manage targeted recruitment and outreach campaigns in specific towns, cities and/or vertical areas such as education
- Make independent decisions in prioritizing and implementing outreach activities
- Work with Executive Director to manage annual communications plan for Advocate recruitment
- Implement and lead a Recruitment Task Force comprised of key community members, current and former volunteers, Board and staff
- Conduct orientation presentations to potential volunteers at regularly scheduled information sessions
- Identify opportunities for new outreach and collaboration, and manage all outreach events.
- Expand media relationships to take advantage of all opportunities in any medium to communicate CASA's need for volunteers (print, radio, television, social media, website).
- Track effectiveness of all outreach efforts
- Design and maintain up-to-date recruitment brochures and outreach materials, manage their production, and ensure they are distributed widely throughout the county.
- Maintain a calendar of outreach opportunities available to staff, board and volunteers
- Cultivate and train a dependable and proficient Speaker's Bureau consisting of former foster youth and current and former Advocates to speak at events, meetings, etc.
- Enlist and manage board/volunteer participation when appropriate

Exhibit B

Subrecipient: El Dorado Co. Subaward #: XC16010090

- Supervise staff responsible for background screening/application process and ongoing resource and house support of volunteers.
 - Ensure all screening procedures are in compliance with National and California CASA guidelines
 - Oversee all aspects of volunteer appreciation/recognition and retention activities
 - Support ongoing growth to the donations of goods, services or activities from the community for Advocates to use with the CASA child
- Contribute to overall staff efforts in supporting and engaging with volunteer Advocates
- Develop social media strategy and manage social networking including CASA's Facebook and Twitter pages, e-communications and newsletters targeting recruitment.
- Represent CASA at community associations, activities and events such as Chamber of Commerce mixers, community events or committees, in which CASA's involvement is appropriate
- Represent CASA throughout the community

Program Recruiter Expense Explanation (New Hire): The suggested salary of the Program Recruiter is based on the experience of other CASA programs in California who have this position in place. This is a nonexempt will be 1.0 Full Time Equivalent based on CASA policies. The starting salary assumes a \$21 per hour salary and the \$43,680 includes sick time, vacation and holidays. The benefits of \$3,500 are estimated and include social security (\$2,000) and employer health benefits contribution (\$1,500). The second year for this position assumes an annual increase of 3.5% based on historical norms and a slight increase in benefits based on projected increase in health care contributions.

Program Coordinator/DeGraff: The expense allocated to current Program Coordinator Barbara DeGraff MSW, is to enable us to increase this Tahoe based program employee from two days a week to three, in order to serve more children who are victims of abuse, neglect and/or domestic violence in the Tahoe basin. The expense is based upon her expected FY 2016/17 hourly rate of \$23.28 x 8 hours per week (416 per year) and includes vacation, holidays and sick time. It also includes an estimate of \$485 per year for social security associated with the additional 416 hours, based on her current withholdings. The second year assumes a raise of 3.5% consistent with historical standards. Barbara is not eligible for health or dental benefits based on her hours worked.

Program Coordinator Johnsen: The expense allocated to current Placerville program Coordinator Julia Johnsen are associated with the need to increase her days per week from 4 to

Exhibit B

Subrecipient: El Dorado Co. Subaward #: XC16010090

5 days per week, taking from her .8 FTE to 1.0 FTE. This will enable her to recruit, train and support additional CASA advocates necessary to serve more of the target children in the western slope of El Dorado County. The expense is based on Julia's expected hourly wage in FY 2016/17 of \$16.89 per hour x 8 hours per week for a total of 416 additional hours each year. It also assumes a social security contribution by employer of \$406 per year and health benefit contribution of \$480 per year; in both cases tied to the 416 hours additional per year. The second year of the grant also assumes an increase of 3.5% based on historical averages and current performance.

Facilities Rental Explanation: This grant and the expansion of staff and services will necessitate CASA occupy office space it currently sublets to a tenant. The cost is calculated at \$.98 per sq ft x 125 sq ft per grant funded staff x 2.4 FTE x 24 months.

Office furniture: The office furniture line item will include the cost for two desks and two filing cabinets for each of the program funded staff. It will also include the cost of a used table with chairs for the office, as this office will be utilized for meeting by program staff.

Print Expense: It is anticipated that the Program Recruiter is someone whose role will require a fair amount of outreach that will require printing and postage for flyers, letters, invitations to community and outreach events, etc. The estimate is based on historical costs for doing mailings and flyers and assumes a minimum of four campaigns (between the Placerville and Tahoe offices) of approximately \$500 each the first year, with a fifth campaign added in year two.

Travel: Travel is estimated based on two needs. First, the need for the Program recruiter to travel throughout the county to execute his or her role. CASA is assuming a minimum of \$1,080 per year for local mileage using the federal/state. The second cost is for 2 of the program funded staff to attend the annual National CASA Training and Conference. This conference provides 2-3 days of workshops and training for CASA staff to stay current on a variety of program related subjects, such as trends in legal, case management, and volunteer recruitment and supervision.

Computers: This one-time cost is for two new laptop computers and carrying cases for both employees and assumes a cost of \$750 each, including taxes and Microsoft Office software. These laptops are used in the execution of their duties and are taken to court, community outreach events and other work related activities.

Copier/Printer/Scanner Unit: This is a one-time cost for the new employees funded by this grant, to be located in their own space, also funded by the grant. It will be used for printing, copying

Exhibit B

Subrecipient: El Dorado Co. Subaward #: XC16010090

and/or scanning either client (child) records and volunteer Advocate records and other case associated materials.

Postage: As indicated, the Program Recruiter will be mailing invitations, cards and other recruitment material in the execution of their duty in support of this grant. It is anticipated that they will ramp up those campaigns in year two, hence the slight increase year over year.

Furniture: This one-time expenses is related to the need to buy two desks and two 3 drawer file cabinets; one for each of the two new-hires required to support this grant.

Exhibit B

PROJECT SUMMARY	
1. Subaward #: <u>XC16 01 0090 JP</u>	3. PERFORMANCE PERIOD
2. PROJECT TITLE <u>County Victim Services Program</u>	<u>July 1, 2016</u> to <u>June 30, 2018</u>
4. SUBRECIPIENT	5. GRANT AMOUNT
Name: <u>El Dorado County</u> Phone: <u>530-621-5567</u>	(this is the same amount as 12G of the Grant Subaward Face Sheet)
Address: <u>330 Fair Lane</u> Fax #: <u>530-626-5730</u>	<u>\$ 340,778</u>
City: <u>Placerville</u> Zip: <u>95667</u>	
6. IMPLEMENTING AGENCY	
Name: <u>Health and Human Services Agency</u> Phone: <u>530-621-6150</u> Fax #: <u>530-663-8498</u>	
Address: <u>3057 Briw Rd, Ste B</u> City: <u>Placerville</u> Zip: <u>95667</u>	
7. PROGRAM DESCRIPTION	
The El Dorado County Health and Human Services Agency will utilize the County Victim Services Program from Cal OES to subaward funds to the El Dorado County chapter of CASA, which will provide court advocacy services to victims of child abuse and neglect, who are not currently receiving services due to a lack of capacity.	
8. PROBLEM STATEMENT	
No less than 50 victims of child abuse and neglect are not provided a CASA advocate (a service mandated by law), due to a lack of funding for CASA in El Dorado County.	
9. OBJECTIVES	
The County Victim Services Program administered by the El Dorado County Health and Human Services Agency intends to serve the 50 victims of child abuse and neglect not currently served.	

Exhibit B

10. ACTIVITIES CASA El Dorado will hire additional program staff to recruit and train CASA advocates (volunteers) who will provide services to victims of child abuse and neglect over the 24 month grant period.				
11. EVALUATION (if applicable)			12. NUMBER OF CLIENTS (if applicable)	
13. PROJECT BUDGET (these are the same amounts as on Budget Pages)				
	Personal Services	Operating Expenses	Equipment	TOTAL
ISVOCA		\$272,638	OK	\$272,638 JF
MATCH		\$68,140		\$68,140 ^{\$0} JF
				\$0
				\$0
				\$0
				\$0
Totals:	\$0	\$272,638 \$340,798	\$0	\$272,638 \$340,798 JF

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Subrecipient: El Dorado County HHSA

Subaward #: XC16010090

Project Narrative

Problem Statement

Demographics of target population: According to data available from Kidsdata.org, 36,657 children between the ages of 0 through 17 resided in El Dorado County in 2015. This number declined by 8% since 2011. Females comprise 49.2% of this total (or 18,023) while males comprise 50.8% of this number (18,634). The most recent abuse and neglect data provided by Kidsdata.org is from 2014, with 396 cases substantiated by the County Department of Children and Families. As with the overall child population, the number of cases where abuse or neglect is substantiated has declined by 15.6% since the year 2010. The racial/ethnic make-up of the children in El Dorado County, and its comparison to racial ethnic make-up of the substantiated cases is below:

Racial/ethnic category	Percent of Children in El Dorado County 2015	Percent of El Dorado County Abuse & Neglect Substantiations 2014
White	69%	76%
Hispanic/Latino	20%	18.7%
Asian American	3.5%	1.2%
Native American	.8%	0
African American	.7%	3.4%
Multi-Racial	5.3%	Not Provided

The data above demonstrate that African American children are overrepresented in the abuse and neglect substantiations. Hispanic/Latino children are slightly underrepresented, as are Asian American children.

Crime Type: El Dorado County HHSA is seeking to serve victims of the specific crime of child abuse and neglect. Child abuse is a serious crime that includes physical violence, sexual abuse, emotional abuse, domestic violence, child abduction, children whose lives are victimized by parental substance abuse, and runaway youth. In 2014, the last year that CAN data is available, the incidence of substantiated cases of child abuse and neglect in El Dorado County was 10.6 cases per thousand residents. (Source: Kidsdata.org; found at <http://www.kidsdata.org/region/345/el-dorado-county/>)

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Subaward #: XC16010090

The victim population we are targeting, is children, ages 0 to 21, who have been removed from their homes by Child Protective Services due to criminal acts of abuse, neglect or abandonment, as determined by the juvenile court judge. When a CASA is serving a dependent child, that child has a case where a superior court judge has received evidence and made findings of fact that the child has been abused pursuant to § 300 of the Welfare and Institutions Code.

In 1998 (revised in 2002) the Office for Victims of Crimes (OVC) issued a Fact Sheet wherein OVC recognized "child neglect and abandonment as serious crimes that can harm children as severely as physical and sexual abuse. Neglect ranges from parents keeping their children out of school to leaving a child unfed in an empty house. The OVC has determined that CASA programs may use VOCA funds to support services to child victims of neglect and/or abandonment." (https://www.ncjrs.gov/ovc_archives/factsheets/casa.htm). According to the 2014 National CASA Annual Survey, state CASA organizations and/or local programs in 27 states reported receiving VOCA funding. Specifically, local programs and some state organizations reported receiving \$16.45 million total in VOCA funds in 2014 (National CASA, 2016).

Victim Services Gap: CASA El Dorado was able to serve 288 children during calendar year 2015, through the efforts of 159 active volunteer CASA advocates, supported by a staff of seven (5.4FTE). There were an additional 151 children who went unserved during the same year period, because they lacked the financial resources to: recruit, screen, train and support the additional volunteers that would be required to serve these additional children. During the past five years, 2010-2015, there was a median average of 143 children who went unserved annually. (CASA El Dorado, 2016)

Anticipated Impact of Grant Relative to GAP: Over the past three years, trends would show that about a third of the court-appointed to CASA El Dorado, yet remain unserved, are children who placed into foster homes locally within El Dorado County. These are the children HHSA of El Dorado County seeks to focus on. The children that CASA advocates can reasonably serve based on access within the local county. Therefore, we propose that we will be able to serve an additional 50 children per year, with a CASA advocate, by the end of the second year of the grant. This would provide time for CASA to hire staff and ramp the volunteer CASA recruitment effort. It will provide them the runway to engage in the process of screening, training and

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Subrecipient: El Dorado County HHSA

Subaward #: XC16010096

providing ongoing support to these advocates through their program staff. Therefore, the expectation is that 50 more abused and neglected children will receive the caring and consistent support of a CASA advocate by the end of the two year period.

Plan

The VSSC has determined that the victim services gap are the estimated 50 children each year who are victims of abuse and neglect, appointed a CASA advocate by a superior court judge, placed into foster care locally in El Dorado County, but who still go unserved due to lack of resources to serve them.

The plan to address this need is hire the required staff to recruit, screen, train and support the estimated 25-30 new CASA advocates it would take to serve these children. This ratio of approximately 2:1 child/advocate, is based off of historical trends. (CASA El Dorado, 2016) The plan is also for CASA to collaborate with Live Violence Free (LVF) to help these victims recover from trauma and better equip CASA advocates to support these victims through training and support services.

CASA El Dorado staff provide the CASA volunteer advocates with 30 hours of mandated initial advocate training that is outlined in the California Welfare & Institution Code. Once they have completed the initial training they are sworn in by the court and become officers of the court, with certain rights and responsibilities that go along with that appointment.

Their main goals are to establish a relationship with the child, while conducting an independent investigation as dictated by the W&I code. The five main components of the CASA advocate's role can be summarized as follows:

- Investigation – Conducting an independent investigation into the circumstances and needs of each child
- Facilitation – Identifying resources and services for the child
- Advocacy – Communicating the child's wishes, best interests and unmet needs to the court and being a positive adult influence in the life of that child
- Monitoring – Ensuring that court orders are carried out and that ordered services are benefiting the child.

According to National CASA, the average tenure of a volunteer CASA advocate nationally is about three years (National CASA, 2015). The average tenure for CASA El Dorado advocates is approximately 44 months. This relatively short tenure, is presumed to be directly related to the challenges of working in a complex system, with children who are victims of abuse, neglect and

Exhibit B

Subrecipient: El Dorado County HHSA

Subaward #: XCI6010090

domestic violence. The reality of this predictable CASA advocate turnover, means that one of their greatest challenges, is making certain that the constant recruitment, screening and training of new advocates, can outpace the existing of the number of CASA advocates who resign in any given year. CASA El Dorado estimates that it needs to garner a minimum net gain of an additional 12 CASA advocates per year, over a two year span, to serve approximately 50 children by the end of the two year period.

In order to do this, they would first have to recruit an estimated 58 candidate CASA advocates. Based on historical data, these 58 candidates will translate to 46 trained advocates by the end of the year. Assuming current retention rates, this will afford CASA with the net gain of the 12 new CASA advocates each year that it needs to serve a total of 50 additional children by the end of the grant period.

Therefore, these are the primary goals from a recruitment, training and retention perspective:

1. Recruitment: 68 candidates per year
2. Training: 46 new CASA advocates
3. Retain: Minimum net gain of 12 advocates by the end of each year; 24 by the end of grant term

The collaboration goal is to have a minimum of 5-7 CASA advocates and their supported youth, participate in a minimum of two customized support group sessions each year, for a total of between 20-25 CASA advocates and their foster youth, by the end of the two-year period.

Distribution of funds: HHSA will administer the funds as one of only a few county agencies providing direct services to victims. In accordance with the plan developed by the Victim Services Steering Committee, HHSA will sub-award the entire allocation to CASA El Dorado. CASA El Dorado will then contract with Live Violence Free in the amount of \$7,000 per year to help children recover from trauma and better equip CASA advocates to provide services to these children. CASA El Dorado will likewise be responsible for tracking volunteer hours that will be used as the matching portion of the funds.

Capabilities

The El Dorado County Health and Human Services Agency will be administering the County Victim Services Program for El Dorado County. HHSA is one of the only county agencies regularly providing direct services to victims of crime. HHSA also administers many grant programs (from the State of California, federal departments and agencies, as well as private

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Subaward #: XC16010090

foundations); this experience makes HHSA a completely qualified and capable administrator of these funds.

The services provided by CASA El Dorado are established in the California Welfare and Institutions Code, Section 100 – 110. CASA advocates, once trained, are officers of the court who volunteer through the organizational structure of a non-profit entity. CASA El Dorado is the only such entity in existence in El Dorado County. As such, they are uniquely capable.

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El Dorado County Victim Services Steering Committee

CASA El Dorado: Overview Plan for VOCA Grant for Victim Services Gap/Needs

Executive Summary: The focus of this grant application from Health and Human Services Agency of El Dorado County (HHSA), is to serve children within El Dorado County who are victims of child abuse and neglect (CAN). These are children who we know will benefit from the advocacy and support of a specially trained, court-assigned special advocate (CASA). This is the victim service need we have identified in El Dorado County. We intend to do this through a collaborative effort spearheaded by CASA El Dorado, the CBO that has served these children in this exact manner for the past 24 years; with specially trained, Court Appointed Special Advocates (CASA). CASA El Dorado in turn plans to work with a domestic violence program in El Dorado County, to help these children recover from the trauma they have experienced and better equip CASA advocates to work with them in that endeavor.

We know from numerous studies that children who are victims of abuse and neglect, have particularly poor outcomes over the long-term. They tend to have higher rates of drug and alcohol abuse, incarceration as children & adults and teenage pregnancy, relative to their peers. About 65% of sex trafficking victims under 21 are from foster care; close to half of youth who age out of foster care become homeless within 18 months; and an estimated 30% of these children will go on to commit abuse and neglect to their own children. However, we also know from research that kids who have CASA advocates spend less time in foster care, do better in school, have more stability in their placements and are half as likely to reenter the child welfare system. (National CASA, www.casaforchildren.org)

CASA El Dorado will provide specially trained advocates to advocate for and support these children throughout the duration of their open case in the Child Welfare System. CASA advocates are specially trained to work with these children, advocate for their best interests and to work collaboratively with a multitude of other private and public agencies that touch the child welfare system.

The domestic violence and rape crisis center in South Lake Tahoe is called *Live Violence Free* (LVF). LVF will adapt existing Parent/Child support groups for CASA advocate/Child instead. These programs are aimed at reducing the effects of trauma that children like these experience as a consequence of abuse, neglect and domestic violence. These programs are based on an 8-week Group Learn/Play Therapy Program, for children ages 7-13 who have lived in homes where there has been domestic violence, abuse and/or neglect. The art therapy for the children is based on the "Windows On The World Art Program" curriculum, which is an evidence based model for children who have suffered abuse, neglect and/or domestic violence. The goal is to utilize interactive group activities administered by qualified therapists, to help the child recover from the trauma. At the same time, LVF staff will also work to empower the CASA advocates with tools that will enable them to have appropriate conversations with the children about their experiences, in order to help them cope and heal. They will be educated in one hour sessions that cover a range of material including subjects such as: effects of domestic violence on children and families; childhood abuse; teen sexual abuse; crisis counseling; safety assessment and mandated reporter responsibilities.

Our intention therefore is to take a two-pronged approach at addressing the needs of the children through proven CASA advocacy and by implementing an adjunct program to further assist these children in their recovery efforts, while empowering CASA advocates to better serve them now and in the future.

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Therefore, the expected outcomes include: better outcomes for these children in the near term, a strengthening of CASA advocate program and a reduction in recidivism back to the child welfare system. We believe it is a true win-win for the community and for this underserved victim population.

Demographics of target population: According to data available from Kidsdata.org, 36,657 children between the ages of 0 through 17 resided in El Dorado County in 2015. This number declined by 8% since 2011. Females comprise 49.2% of this total (or 18,023) while males comprise 50.8% of this number (18,634). The most recent abuse and neglect data provided by Kidsdata.org is from 2014, with 396 cases substantiated by the County Department of Children and Families. As with the overall child population, the number of cases where abuse or neglect is substantiated has declined by 15.6% since the year 2010. The racial/ethnic make-up of the children in El Dorado County, and its comparison to racial ethnic make-up of the substantiated cases is below:

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Anticipated Impact of Grant Relative to GAP: Over the past three years, trends would show that about a third of the court-appointed to CASA El Dorado, yet remain unserved, are children who placed into foster homes locally within El Dorado County. These are the children HHSA of El Dorado County seeks to focus on. The children that CASA advocates can reasonably serve based on access within the local county. Therefore, we propose that we will be able to serve an additional 50 children per year, with a CASA advocate, by the end of the second year of the grant. This would provide time for CASA to hire staff and ramp the volunteer CASA recruitment effort. It will provide them the runway to engage in the process of screening, training and providing ongoing support to these advocates through their program staff. Therefore, the expectation is that 50 more abused and neglected children will receive the caring and consistent support of a CASA advocate by the end of the two year period.

Plan Overview

The VSSC has determined that the victim services gap are the estimated 50 children each year who are victims of abuse and neglect, appointed a CASA advocate by a superior court judge, placed into foster care locally in El Dorado County, but who still go unserved due to lack of resources to serve them.

The plan to address this need is hire the required staff to recruit, screen, train and support the estimated 25-30 new CASA advocates it would take to serve these children. This ratio of approximately 2:1 child/advocate, is based off of historical trends. (CASA El Dorado, 2016)

The plan is also for CASA to collaborate with LVF to help these victims recover from trauma and better equip CASA advocates to support these victims through training and support services.

El Dorado County Health and Human Services Agency (HHSA) will be the agency to administer the subaward from CAL OES. HHSA as administrator of the funds will work with CASA El Dorado to distribute the funds and CASA in turn will work with LVF to contract for their support services.

CASA El Dorado staff provide the CASA volunteer advocates with 30 hours of mandated initial advocate training that is outlined in the California Welfare & Institution Code. Once they have completed the

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initial training they are sworn in by the court and become officers of the court, with certain rights and responsibilities that go along with that appointment.

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According to National CASA, the average tenure of a volunteer CASA advocate nationally is about three years (National CASA, 2015). The average tenure for CASA El Dorado advocates is approximately 44 months. This relatively short tenure, is presumed to be directly related to the challenges of working in a complex system, with children who are victims of abuse, neglect and domestic violence. The reality of this predictable CASA advocate turnover, means that one of their greatest challenges, is making certain that the constant recruitment, screening and training of new advocates, can outpace the existing of the number of CASA advocates who resign in any given year. CASA El Dorado estimates that it needs to garner a minimum net gain of an additional 12 CASA advocates per year, over a two year span, to serve approximately 50 children by the end of the two year period.

In order to do this, they would first have to recruit an estimated 58 candidate CASA advocates. Based on historical data, these 58 candidates will translate to 46 trained advocates by the end of the year. Assuming current retention rates, this will afford CASA with the net gain of the 12 new CASA advocates each year that it needs to serve a total of 50 additional children by the end of the grant period.

Therefore, these are the primary goals from a recruitment, training and retention perspective:

1. Recruitment: 68 candidates per year
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3. Retain: Minimum net gain of 12 advocates by the end of each year; 24 by the end of grant term

The collaboration goal is to have a minimum of 5-7 CASA advocates and their supported youth, participate in a minimum of two customized support group sessions each year, for a total of between 20-25 CASA advocates and their foster youth, by the end of the two-year period.

Capabilities

CASA El Dorado County works closely with key public and private child serving agencies. In order to successfully assist victims of abuse and neglect, advocates need to know the resources in the community, including behavioral health both public and private, physical health services, financial support, housing, education, and recreational opportunities. Program Coordinators work with Advocates to identify services needed by victims of abuse and neglect, and then link the child and family to available services. When gaps are identified, issues are brought to the attention of our community

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partners for feedback and assistance in either finding an alternative resource, or in some cases developing services.

CASA El Dorado is a valued member of the social service community. Staff participates in a variety of collaborative task forces, which include representatives from Child Protective Services, Probation, Foster Care, and Dependency Drug Court. As a part of Continuing Education opportunities, representatives from a variety of local sectors, including the domestic violence and sexual assault program, immigration services, and counseling services are recruited to provide information on issues, services, and future developments. CASA El Dorado recognizes that our Advocates can only succeed with their assigned child by working in cooperation and coordination with local service providers.

Specific examples that underscore the relative importance of this CASA to the county-wide child welfare system & support, include their participation in the El Dorado County Human Trafficking Foster Youth Task force. This task force is focused on preventing and helping victims of Commercial Sexual Exploitation of Children (CSEC) exploitation. CASA is currently the only non-public agency invited to participate in this critically important and timely effort.

CASA is also a member of the Dual Status Youth Initiative (DSYI), which is currently wrapping up a year-long study and planning phase. This project is administered by the Robert F. Kennedy Center for Juvenile Justice and funded by the MacArthur Foundation. The goal of this project, is to establish and implement processes and procedures for public and private agencies, to work more collaboratively with these youths. These are youth who have exposure to both the dependency court and probation court and consequently suffer the 'worst of the worst' outcomes relative to this population of children.

In both cases, other agencies that are also partners in these initiatives include: Mental Health, Child Protective Services, Superior Court, District Attorney, Placerville Police, County Sherriff and the Probation Department.

Live Violence Free was founded as the South Lake Tahoe Women's Center by a handful of dedicated volunteers who established a rape crisis hotline in response to an increasing incidence of sexual assault within the community. By 1980, the Sexual Assault Program was in full operation and to this day, continues to provide outreach and education to the community, as well as comprehensive direct services for adults and children. In 1981, the agency added the Domestic Violence Program to offer community education and direct services, including emergency food and shelter for victims of domestic violence and their children.

By 1986, the agency had begun providing age-appropriate child abuse prevention education to grades K-12. Over the years, our programs have evolved to include comprehensive services for survivors of violence. In 1999, services were expanded to Alpine County, bringing our services to multiple communities. Their safe exchange and supervised visitation program, Parent to Parent, became available in 2009 at the South Lake Tahoe office.

This organization is well established and has a solid history of providing vital services to victims of crime for over 35 years. One in the western slope of El Dorado County and the other in South Lake Tahoe. They are a VOCA funded organization and will be a critical partner in this innovative project.

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Budget Narrative Summary

All of the funds for CASA advocate engagement with abused and neglected children are direct costs.

They are mainly for the wages and benefits of two FTE program employees who are 100% dedicated to training and supporting the CASA volunteers. They will have no other duties than those dedicated to the service of the victim population. It will also allow CASA to increase two current Program staff by one day per week each, in order to allow them to serve more children targeted by this grant. One of these employees is in Tahoe and the other in Placerville which serves the western slope of the county. None of these employees engage in administrative duties. CASA El Dorado has a volunteer who works two days a week and whose sole focus is to perform program administrative tasks for the program staff. This includes but is not limited to entering new cases and updates to the files of both the advocates and the children.

Program Coordinator Role: The Program Coordinator role is the one that is responsible for screening, training and supporting CASA advocates. It is the 'heart and soul' of the organization in the sense that they are charged with matching volunteer resources to where there is the greatest need and providing ongoing, empathetic support to volunteers who must navigate a complicated and at times difficult child welfare system, with the abused and neglected children who need support. At the same time, they must model good partnership skills and positive communication abilities with social workers, judges, attorneys, foster family agencies and a host of others who all have their particular needs and wants. It is a difficult but rewarding responsibility and one that takes patience, perseverance, good communication skills and above all, a balance of team oriented collaboration and fierce advocacy.

The education level for this position is college undergraduate degree, with some background in social services and/or psychology preferred. Day to day, the bulk of this person's time is spent in support of the activities of CASA advocates. They meet with advocates in person and talk on the phone to troubleshoot situations that require support. CASA advocates need to work collaboratively with many different agencies and so often the cases can become complex and situations require navigating the needs and wants of other public and private agencies. Therefore, often times the support required is to help bridge those interagency requirements and help with those communications. Often times it is simply "how do I" type questions, that advocates have in the course of their day-to-day dealings with the people who are important in the life of their CASA child. These interactions could include parents, foster parents, teachers, grandparents, doctors, therapists and others; in addition to the social workers, attorneys and judges that they also work with in support of each child. Program Coordinators (also known as Case Managers at some CASA programs) must also engage with the other agencies by attending standing committees and task forces such as CAPC (Child abuse prevention), CPRT (Child Parent Resource Team) and others that are designed to foster a collaborative approach to these children's case support. Program Coordinators also appear in court along with the CASA advocates and sometimes in their stead at all child hearings and are often called upon by the juvenile judge to provide an oral opinion on a matter, in addition to the written report provided by the CASA advocate.

Program Coordinators must also possess a knowledge of the laws governing child protection and child custody. They must have experience in writing professional reports and have effective skills in the areas of grammar, spelling and vocabulary. All CASA staff must also be able to comply with extensive background screening and finger print analysis and be able to abide by very strict confidentiality laws. They must possess the sensitivity and insight to match volunteers with the children they will support,

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being cognizant of the needs and wants of both parties. They must also provide technical oversight to the CASA advocates and ensure compliance with all laws, policies and procedures are being adhered to.

Simply put, the CASA advocate cannot operate in isolation on their own, without the support and expertise of the Program Coordinator. They are there to train and support the CASA advocate, who in turn is working with the child and the myriad of people in that child's life who can help construct a systems view of what is really going on in that child's life. In the end, they are there to make sure that our advocates are working in appropriate and informed manner with the children they represent and advocate for, as well as people in that child's life and with the other agencies who make up the child welfare system.

Program Coordinators help with both training new CASA advocates (30 hours) as well as delivering and/or coordinating outside resources who provide monthly continuing education classes as the CASA advocates must also maintain a minimum of 12 hours of continuing education each year.

Program Coordinator Expense Explanation (New Hire): The suggested salary of \$45,000 per year places this person in the mid-range of like positions in the nonprofit community within the Sacramento region (Fair Pay for Northern California Nonprofits Survey, 2014). This is a non-exempt position and assumes a starting hourly salary of approximately \$21.60 per hour. The salary includes, vacation, holidays and sick time. The \$4,500 for benefits is an estimate based on a percentage of salary and includes employer health insurance contribution (\$1,700 est.) and Social Security (\$2,800 est.) The second year for this positions assumes a 3.5% increase based on program averages and a slight increase in benefits based on a projected increase in health insurance contributions by employer.

Program Recruiter: The Program Recruiter will be focused on developing and implementing a recruitment strategy for the entire county, with a particular focus on South Lake Tahoe and the more rural parts of the western slope. This position is also direct cost with 100% of their time dedicated to the support of the victim population identified in this project, by recruiting new CASA advocates to fill the added advocates required to serve these children. Like the Program Coordinator, they should also possess a bachelor's degree and be able to pass extensive background screening and fingerprint analysis.

This person will be tasked with Recruit volunteers to serve as Court Appointed Special Advocates, with special emphasis on recruiting Latino, bilingual and male volunteers. They will also:

- Develop and manage targeted recruitment and outreach campaigns in specific towns, cities and/or vertical areas such as education
- Make independent decisions in prioritizing and implementing outreach activities
- Work with Executive Director to manage annual communications plan for Advocate recruitment
- Implement and lead a Recruitment Task Force comprised of key community members, current and former volunteers, Board and staff
- Conduct orientation presentations to potential volunteers at regularly scheduled information sessions
- Identify opportunities for new outreach and collaboration, and manage all outreach events.
- Expand media relationships to take advantage of all opportunities in any medium to communicate CASA's need for volunteers (print, radio, television, social media, website).
- Track effectiveness of all outreach efforts

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- Design and maintain up-to-date recruitment brochures and outreach materials, manage their production, and ensure they are distributed widely throughout the county.
- Maintain a calendar of outreach opportunities available to staff, board and volunteers
- Cultivate and train a dependable and proficient Speaker's Bureau consisting of former foster youth and current and former Advocates to speak at events, meetings, etc.
- Enlist and manage board/volunteer participation when appropriate
- Supervise staff responsible for background screening/application process and ongoing resource and house support of volunteers.
 - Ensure all screening procedures are in compliance with National and California CASA guidelines
 - Oversee all aspects of volunteer appreciation/recognition and retention activities
 - Support ongoing growth to the donations of goods, services or activities from the community for Advocates to use with the CASA child
- Contribute to overall staff efforts in supporting and engaging with volunteer Advocates
- Develop social media strategy and manage social networking including CASA's Facebook and Twitter pages, e-communications and newsletters targeting recruitment.
- Represent CASA at community associations, activities and events such as Chamber of Commerce mixers, community events or committees, in which CASA's involvement is appropriate
- Represent CASA throughout the community

Program Recruiter Expense Explanation (New Hire): The suggested salary of the Program Recruiter is based on the experience of other CASA programs in California who have this position in place. This is a nonexempt position but is considered full time at 32 hours per week based on CASA policies. The starting salary assumes a \$21 per hour salary and the \$35,000 includes sick time, vacation and holidays. The benefits of \$3,500 are estimated and include social security (\$2,000) and employer health benefits contribution (\$1,500). The second year for this position assumes an annual increase of 3.5% based on historical norms and a slight increase in benefits based on projected increase in health care contributions.

Program Coordinator/DeGraff: The expense allocated to current Program Coordinator Barbara DeGraff MSW, is to enable us to increase this Tahoe based program employee from two days a week to three, in order to serve more children who are victims of abuse, neglect and/or domestic violence in the Tahoe basin. The expense is based upon her expected FY 2016/17 hourly rate of \$23.28 x 8 hours per week (416 per year) and includes vacation, holidays and sick time. It also includes an estimate of \$485 per year for social security associated with the additional 416 hours, based on her current withholdings. The second year assumes a raise of 3.5% consistent with historical standards. Barbara is not eligible for health or dental benefits based on her hours worked.

Program Coordinator Johnsen: The expense allocated to current Placerville program Coordinator Julia Johnsen are associated with the need to increase her days per week from 4 to 5 days per week, taking from her .8 FTE to 1.0 FTE. This will enable her to recruit, train and support additional CASA advocates necessary to serve more of the target children in the western slope of El Dorado County. The expense is based on Julia's expected hourly wage in FY 2016/17 of \$16.89 per hour x 8 hours per week for a total of 416 additional hours each year. It also assumes a social security contribution by employer of \$406 per year and health benefit contribution of \$480 per year; in both cases tied to the 416 hours additional per

Exhibit B

El Dorado County Victim Services Steering Committee

year. The second year of the grant also assumes an increase of 3.5% based on historical averages and current performance.

Facilities Rental Explanation: Currently CASA rents a total of 2,000 square feet in an older building in downtown Placerville, at a cost of .55 cents per square foot. The market rate for similar space is estimated to be \$1.25 per square foot. CASA has been in this space since 2005 and originally occupied the entire space. However, in 2009 CASA sublet about 800 square feet to a sub-tenant, during the economic downturn. This grant and the expansion of staff to serve more children that it would allow, would also require CASA to go back to its original agreement and occupy the other two offices that it currently sublets to another party. The cost is \$700 per month, or \$8,400 per year to reclaim this space and use it for the exclusively for the two new hires afforded by this grant. The current lease is up in July of 2018 and so the amount will remain consistent throughout the grant period.

Print Expense: It is anticipated that the Program Recruiter is someone whose role will require a fair amount of outreach that will require printing and postage for flyers, letters, invitations to community and outreach events, etc. The estimate is based on historical costs for doing mailings and flyers and assumes a minimum of four campaigns (between the Placerville and Tahoe offices) of approximately \$500 each the first year, with a fifth campaign added in year two.

Travel: Travel is estimated based on two needs. First, the need for the Program recruiter to travel throughout the county to execute his or her role. CASA is assuming a minimum of \$3,500 per year for local mileage using the federal reimbursement rate and another \$500 x 2 for the annual travel cost to the National CASA Conference. Year two CASA estimates that mileage to increase and anticipates higher air fare for the annual conference trip. The annual National CASA Conference is 2-3 days of workshops and training for CASA staff to stay current on a variety of program related subjects, such as trends in legal, case management and volunteer recruitment and supervision. The local travel (mileage) is mainly for the Program recruiter to travel to a variety of community events and outreach opportunities for recruitment and also included an anticipated average of 4 trips to South Lake Tahoe per month.

Training: Year one training assumption is for both personnel funded by the grant to go to the aforementioned National CASA conference. Therefore, it assumes a \$500 registration fee for the conference times 2 people. Year two assumes the opportunity to take advocate of the Beyond the Bench Conference (occurs every two years) in Southern California. Like the National CASA Conference, Beyond the Bench is a multi-day conference with workshops and training aimed at Judges, Attorneys and CASA workers who work in the juvenile dependency and probation systems.

Computers: This one-time cost is for two new laptop computers and carrying cases for both employees and assumes a cost of \$750 each, including taxes and Microsoft Office software. These laptops are used in the execution of their duties and are taken to court, community outreach events and other work related activities.

Copier/Printer/Scanner Unit: This is a one-time cost for the new employees funded by this grant, to be located in their own space, also funded by the grant. It will be used for printing, copying and/or scanning either client (child) records and volunteer Advocate records and other case associated materials.

Phone: The anticipated cost for monthly cell phone reimbursement is assumed to be around \$100 per month per employee, hence the \$1,200 per year per person x 2 = \$2,400 per year. These phones are

Exhibit B

El Dorado County Victim Services Steering Committee

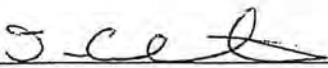
used exclusively in the execution of their professional duties in support of this grant and not for personal reasons.

Postage: As indicated, the Program Recruiter will be mailing invitations, cards and other recruitment material in the execution of their duty in support of this grant. It is anticipated that they will ramp up those campaigns in year two, hence the slight increase year over year.

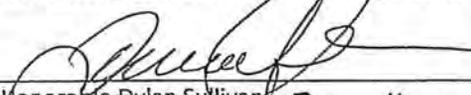
Furniture: This one-time expenses is related to the need to buy two desks and two 3 drawer file cabinets; one for each of the two new-hires required to support this grant.

Exhibit B

El Dorado County Victim Services Steering Committee



Don Ashton, M.P.A.
Director of El Dorado County
Health and Human Services Agency
HHS encompasses Adult Protective Services, Child Protective Services, and El Dorado County Mental Health Services.
Date 5-17-2016



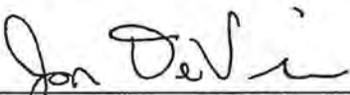
~~Honorable Dylan Sullivan~~ Tania Ugras-Capobianco
Judge Court Executive Officer
El Dorado County Superior Court
Date 5-17-16



~~Vern Pierson~~ James Clinchard
Assistant District Attorney
El Dorado County District Attorney's Office
Representing the District Attorney's Office and the District Attorney's Victim Witness Department.
Date 5/18/16



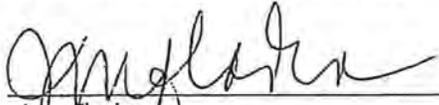
Brian Richart
Chief Probation Officer
El Dorado County Probation Department
Date 5/17/16



~~John D'Agostini~~ Jon DeVille
Sheriff Chief Fiscal Officer
El Dorado County Sheriff's Department
El Dorado County Sheriff's Office
Date 5/17/16



Brian Uhler
Chief of Police
City of South Lake Tahoe Police Department
Date 5/11/16



Jane Flavin
Executive Director
Live Violence Free
Representing a Cal OES funded Domestic Violence and Sexual Assault Organization within El Dorado County.
Date 5/11/16

Exhibit B

Health and Human Services Agency

Management

2/26/2016

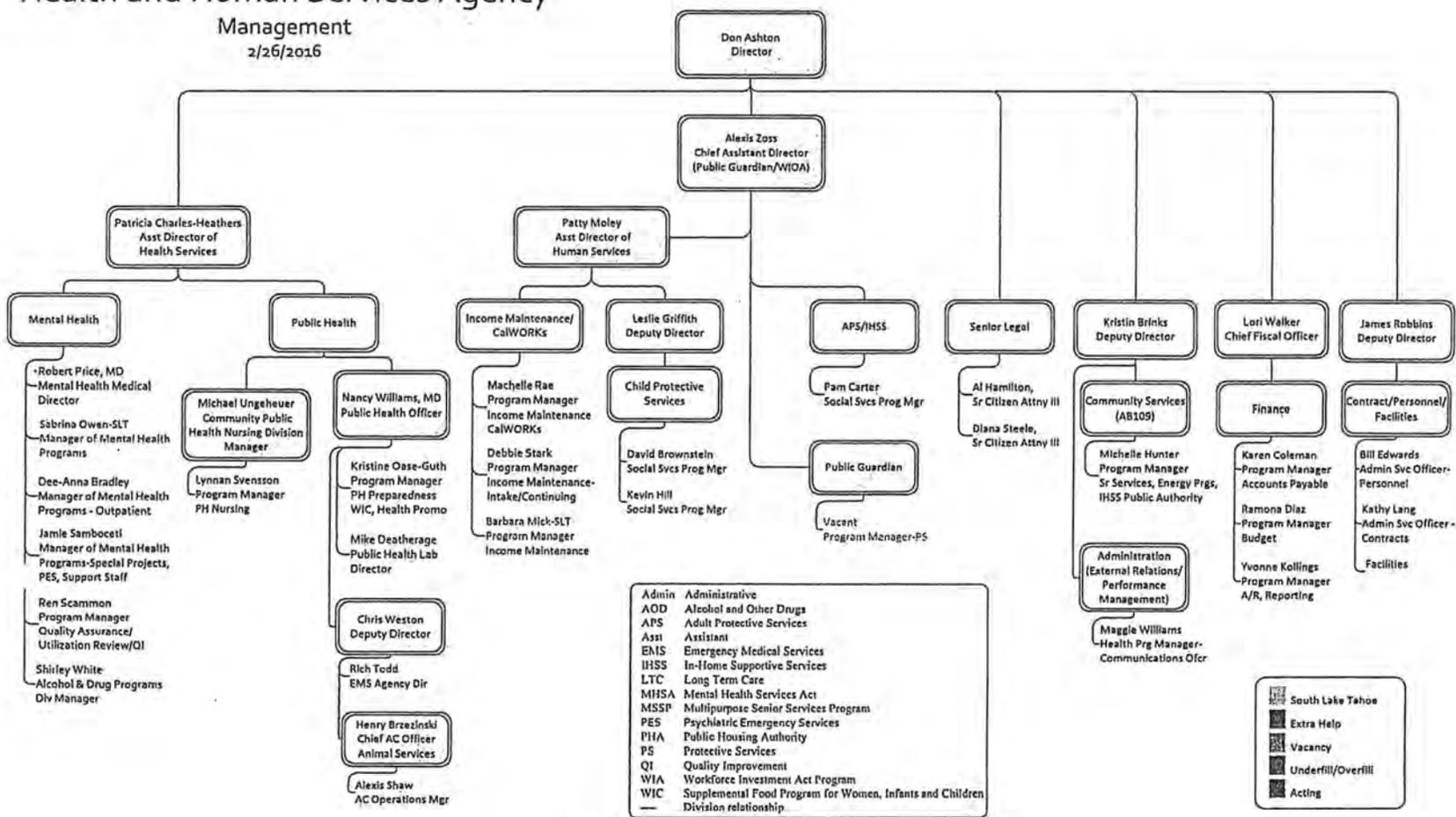


Exhibit B

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

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.

5th and 6th

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

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

184,917

Exhibit B

Out of State Travel Request Justification

The California Welfare and Institutions Code Sections 100 – 110 establishes the legal mandate for court appointed special advocate (CASA) services. These services are uniquely available through CASA agencies established throughout California's Counties and also nationally. Because of the unique service provided by CASA advocates, there are not many training opportunities available; the annual national CASA Training Conference is the only major opportunity that program personnel will have to learn about trends and best practices in recruiting and training qualified CASA advocates. Unfortunately, because CASA organizations exist across the country, this national training is held in different locations annually to accommodate the travel burden for regional organizations. The annual training conference for 2017 will be held in March of 2017 in Seattle, WA. The annual training conference for 2018 will be held in Boston, MA.

**County Victim Services (XC) Program
El Dorado CASA Sub Award
From El Dorado County Health and Human Services Agency**

Important: Only original invoices will be accepted. Blue ink is required. "White-out" corrections will not be accepted.

Business Name:		Business Address:	
Business Telephone Number:		Remittance Address:	
Service Period Beginning Date	Click here to enter a date.	Business Contact:	
Service Period End Date	Click here to enter a date.	Invoice/Account Number:	

Direct Cost Identified from Grant Application Budget
Total Billed to El Dorado County HHSA

Authorized Signature: _____ Date: _____

Send Invoice To:
County of El Dorado Health and Human Services Agency 3057 Briw Rd, Suite B Placerville, CA 95667 Attn: Finance Unit

County Use Only:		
Index Code	Sub Object	User Code
Contract Administrator	_____	Date _____
Program Manager	_____	Date _____
Director	_____	Date _____