



**Application Cover Sheet**

**RFA PROCESS**

**VICTIM WITNESS ASSISTANCE (VW) PROGRAM**

Submitted by:

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

Cal OES #		FIPS #		VS#		Subaward #	
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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

**1. Subrecipient:** El Dorado County **1a. UEI#:** DW8SM9A6YWR3

**2. Implementing Agency:** District Attorney's Office **2a. UEI#:** DW8SM9A6YWR3

**3. Implementing Agency Address:** 778 Pacific Street Placerville 95655-6481  
(Street) (City) (Zip+4)

**4. Location of Project:** 778 Pacific Street El Dorado 95655-6481  
(City) (County) (Zip+4)

**5. Disaster/Program Title:** VW - Victim/Witness Assistance Program **6. Performance/Budget Period:** 10/1/2022 **to** 9/30/2023  
(Start Date) (End Date)

**7. Indirect Cost Rate:** 10% de minimis **Federally Approved ICR (if applicable):** \_\_\_\_\_ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2020	VOCA		\$260,000		\$65,000		\$65,000	\$325,000
9.	2022	VOCA		\$116,230		\$29,058		\$29,058	\$145,288
10.	2022	VWA0	\$31,694						\$31,694
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	\$31,694	\$376,230	\$407,924	\$94,058		\$94,058	\$501,982

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

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

**15. Official Authorized to Sign for Subrecipient:**

Name: Vern R. Pierson Title: District Attorney

Payment Mailing Address: 778 Pacific Street City: Placerville Zip Code+4: 95655-6481

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

**16. Federal Employer ID Number:** 946000511

**(FOR Cal OES USE ONLY)**

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

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



## Grant Subaward Contact Information

Grant Subaward #: VW22 41 0090

Subrecipient: El Dorado County

1. **Grant Subaward Director:**

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us

Address/City/ Zip Code (9-digit): 778 Pacific Street, Placerville, CA 95667-6481

2. **Financial Officer:**

Name: Kerri Williams-Horn Title: Agency Chief Fiscal Officer

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

Address/City/ Zip Code (9-digit): 330 Fair Lane, Placerville, CA 95667-6481

3. **Programmatic Point of Contact:**

Name: Lisette Suder Title: Assistant District Attorney

Telephone #: 530-642-5169 Email Address: lisette.suder@edcgov.us

Address/City/ Zip Code (9-digit): 778 Pacific Street, Placerville, CA 95667-6481

4. **Financial Point of Contact:**

Name: Justene Cline Title: Administrative Analyst

Telephone #: 530-621-5640 Email Address: justene.cline@edcgov.us

Address/City/ Zip Code (9-digit): 330 Fair Lane, Placerville, CA 95667-6481

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

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us

Address/City/ Zip Code (9-digit): 778 Pacific Street, Placerville, CA 95667-6481

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us

Address/City/ Zip Code (9-digit): 778 Pacific Street, Placerville, CA 95667-6481

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

Name: Lori Parlin Title: Chair, District Four Supervisor

Telephone #: 530-621-6513 Email Address: bosfour@edcgov.us

Address/City/ Zip Code (9-digit): 330 Fair Lane, Placerville, CA 95667-6481



## Grant Subaward Signature Authorization

Grant Subaward #: VW22 41 0090


Subrecipient: El Dorado County

Implementing Agency: District Attorney's Office

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

### Grant Subaward Director:

Printed Name: Vern R. Pierson

Signature:   
Vernon Pierson (May 17, 2022 16:22 PDT)

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


### Financial Officer:

Printed Name: Kerri Williams-Horn


Signature:   
Kerri Williams-Horn (May 17, 2022 13:25 PDT)

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


The following persons are authorized to sign for the **Grant Subaward Director**:

Signature:   
Joe Alexander (May 17, 2022 16:06 PDT)

Printed Name: Joe Alexander

Signature:   
James Clinchard (May 17, 2022 14:55 PDT)

Printed Name: James Clinchard

Signature:   
Lisette Suder (May 17, 2022 16:03 PDT)

Printed Name: Lisette Suder

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: El Dorado County

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	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Victim Witness Assistance (VW) Program	VW22 41 0090	10/01/2022-09/30/2023
2			
3			
4			
5			
6			

I, Vern R. Pierson (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	Vern R. Pierson _____
Official Designee's Title:	District Attorney _____
Date Executed:	_____
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	Lori Parlin _____
Title:	Chair, District Four Supervisor _____
Date Executed:	_____



**Federal Fund Grant Subaward Assurances  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: El Dorado County

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Victim Witness Assistance (VW) Program	VW22 41 0090	10/01/2022-09/30/2023
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

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

### **3. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

### **4. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

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

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

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

### **5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity



program.

**6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

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

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

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

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

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

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

**9. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **10. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

## **11. Compliance with DOJ Grants Financial Guide**

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

## **12. Encouragement of Policies to Ban Text Messaging while Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier 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 Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

#### **14. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### **15. Employment Eligibility Verification for Hiring under the Grant Subaward**

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

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

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

## 16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

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

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

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
  - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
  - 1) Subrecipients represent that:
    - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

## **17. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

## **18. Federal Authorization**

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

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "lobbying"**

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

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

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

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

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients

(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

### **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

### **24. Discrimination Findings**

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

### **25. VOCA Requirements**

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.



**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: \_\_\_\_\_

Official Designee's Typed Name: Vern R. Pierson

Official Designee's Title: District Attorney

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



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office		Grant Subaward #:VW22 41 0090				
A. Personnel Costs - Line-item description and calculation	20 VOCA	20 VOCA Match	22 VOCA	22 VOCA Match	22 VWAO	Total Amount Allocated
<b>Program Specialist - Advocate 2.0 FTE</b>						
<b>Salary</b> - \$3,788.20 x 12 Mo x 2.00 FTE = \$90,917	\$70,917				\$20,000	\$90,917
<b>Benefits</b>						
Retirement/PERS (33.51% of charged salary amount) - \$30,466 (only charging \$21,500)	\$21,500					\$21,500
Health Insurance (53.97% of charged salary amount) - \$49,068 (only charging \$47,818)	\$47,818					\$47,818
Medicare (1.45% of charged salary amount) - \$1,318	\$1,318					\$1,318
Workers Compensation Ins (2.5% of charged salary amount) - \$2,273	\$2,273					\$2,273
Unemployment Insurance (0.95% of charged salary amount) - \$864	\$864					\$864
Disability (0.25% of charged salary amount) - \$227	\$227					\$227
Provides specialized direct services to all victims of crime, including crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources).						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
<b>Program Specialist (Mass Victimization Advocate) 1.0 FTE</b>						
<b>Salary</b> - \$3,636.53 x 12 Mo x 1.00 FTE = \$43,638			\$43,638			\$43,638
<b>Benefits</b>						
Retirement/PERS (34.52% of charged salary amount) - \$15,064 (only charging \$11,274)			\$11,274			\$11,274
Health Insurance (74.16% of charged salary amount) - \$32,362 (only charging \$24,462)			\$24,462			\$24,462
Medicare (1.45% of charged salary amount) - \$633			\$633			\$633
Workers Compensation Ins (2.5% of charged salary amount) - \$1,091			\$1,091			\$1,091
Unemployment Insurance (0.99% of charged salary amount) - \$432			\$432			\$432
Disability (0.25% of charged salary amount) - \$109			\$109			\$109
Provides specialized direct services to all victims of crime and support response readiness to mass victimization/terror by developing/implementing a crisis response plan.						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
<b>Sr. Program Specialist - 1.0 FTE</b>						
<b>Salary</b> - \$4,830.65 x 12 Mo x 1.00 FTE = \$57,968	\$46,274				\$11,694	\$57,968
<b>Benefits</b>						
Retirement/PERS (30.15% of charged salary amount) - \$17,477 (only charging \$13,725)	\$13,725					\$13,725
Health Insurance (55.83% of charged salary amount) - \$32,364 (only charging \$24,500)	\$24,500					\$24,500
Medicare (1.45% of charged salary amount) - \$841	\$841					\$841
Workers Compensation Ins (2.5% of charged salary amount) - \$1,449	\$1,449					\$1,449
Unemployment Insurance (0.75% of charged salary amount) - \$435 (only charging \$434)	\$434					\$434
Disability (0.25% of charged salary amount) - \$145 (only charging \$122)	\$122					\$122
Provides specialized direct services to all victims of crime, including crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources).						
<b>Provides functional lead direction to program staff.</b>						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
<b>Program Manager - 0.65 FTE (Partial MVA)</b>						
<b>Salary</b> - \$8,777.60 x 12 Mo x 0.65 FTE = \$68,465.28 (only charging \$63,274)		\$20,469	\$13,747	\$29,058		\$63,274
<b>Benefits</b>						
Retirement/PERS (33.49% of charged salary amount) - \$21,190 (only charging \$17,388)		\$17,388				\$17,388
Health Insurance (25.78% of charged salary amount) - \$16,312 (only charging \$14,425)		\$14,425				\$14,425
Medicare (1.45% of charged salary amount) - \$917		\$917				\$917
Workers Compensation Ins (2.5% of charged salary amount) - \$1,582		\$1,582				\$1,582
Unemployment Insurance (0.45% of charged salary amount) - \$285		\$285				\$285
Disability (0.25% of charged salary amount) - \$166 (only charging \$79)		\$79				\$79
The Program Coordinator is budgeted at (0.65 FTE) from the Victim Witness Grant . The Program Coordinator provides direct services to victims, prepares reports, grants, supervises staff and attends required meetings.						
The Program Coordinator will also provide 14% of their coverage providing the MVA position with assistance throughout the grant period.						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
<b>Personnel Costs Fund Source Totals</b>	\$232,262	\$55,145	\$95,386	\$29,058	\$31,694	\$443,545
<b>PERSONNEL COSTS CATEGORY TOTAL</b>						\$443,545



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: El Dorado County District Attorney's Office</b>		<b>Grant Subaward #:VW22 41 0090</b>				
<b>B. Operating Costs - Line-item description and calculation</b>	<b>20 VOCA</b>	<b>20 VOCA Match</b>	<b>22 VOCA</b>	<b>22 VOCA Match</b>	<b>22 VWA0</b>	<b>Total Amount Allocated</b>
<b>Membership:</b>						
California Crime Victims Assistance Association Memberships	\$155					\$155
National Organization for Victim Assistance Membership for (1) Program Manager and (2) Program Specialists: \$100/ea	\$300					\$300
<b>Training/Travel-Related Expenses (Partial MVA Position):</b>						
Trainings for 3 Advocates, Program Manager, and MVA Position						
2 Trainings Each Advocate/MVA & 2 for Program Manager						
Registration Est \$250/ea x 10 = \$2,500			\$2,500			\$2,500
Hotel & Fees Est Ave \$150/night x 3 nights x 10 trips = \$4,500			\$4,500			\$4,500
Meals/Per Diem Est: \$46/day x 4 days x 10 trips = \$1,840			\$1,840			\$1,840
Airfare (Roundtrip) - \$250/ea x 10 = \$2,500			\$2,500			\$2,500
Ground Transportation/Parking - \$75/ea x 10 = \$750			\$750			\$750
Mileage(Current Federal Rate \$0.585) 100 miles x \$0.585 x 10 = \$585			\$585			\$585
<b>Outreach Materials (Partial MVA Position):</b>						
Printing costs for Brochures, handouts, and flyers. Including design	\$500					\$500
Victims' Right Week - Outreach Event Expenses (TBD)	\$500					\$500
MVA Training Event - Event Materials/Brochures (TBD)			\$500			\$500
<b>Miscellaneous Office Supplies, MVA Supplies &amp; Equipment Expense</b>	\$621					\$621
<b>Equipment Rental</b>						
Copier/Scanner/Printer - 1 unit x \$60/Month x 12 Mo = \$720	\$720					\$720
<b>Advocate/Witness Travel-Related Expenses</b>						
To provide Advocacy Services (Lifer Hearings, Court Escort, etc)						
Hotel & Fees Est Ave \$130/night x 10 nights = \$1,300	\$1,300					\$1,300
Meals/Per Diem Est: \$46/day x 20 days = \$920	\$920					\$920
Ground Transportation/Parking - \$25/ea x 10 = \$250	\$250					\$250
Mileage(Current Federal Rate \$0.585) 1400 miles x \$0.585 = \$819	\$819					\$819
<b>Vehicle Maintenance (Partial MVA):</b>						
County Vehicle - Fuel & maintenance to service victims on both the east and west slopes of El Dorado County						
Est \$300/month for fuel & maintenance x 12 months = \$3,600	\$539		\$3,061			\$3,600
<b>Facility Lease (Partial MVA Position)</b>						
5,475 sq ft x \$1.80 = \$9,855		\$9,855				\$9,855
125 sq ft per FTE per month x 3.65 FTE x 12 mo = 5,475						
Rate = \$1.80 per square foot per month						
<b>Parking Space Rental - 515 Main Street Court House</b>						
Parking space rental at the courthouse designated for Victim Witness Staff						
\$75/month x 1 parking space x 12 mo = \$900	\$900					\$900
<b>Cellphone/MiFi Units for Field Work (7 total units) (Partial MVA)</b>						
\$51.33/month per Cellphone x 6 Cellphones x 12 mo = \$3,696			\$3,696			\$3,696
\$38.01/month per MiFi x 2 MiFis x 12 mo = \$912			\$912			\$912
<b>Mental Health, Case Management, and Crisis Response Services</b>						
Victim Witness Unit LMFT Services Contract						
Up to 80 hours per award period x \$125/hour = \$10,000	\$10,000					\$10,000
<b>Vehicle Rental</b>						
Leased Vehicle - Fuel costs to service victims on the east and west slopes of El Dorado County.						
Fuel \$100/month for 12 mo = \$1,200 Est	\$1,200					\$1,200
Vehicle Lease Costs - \$751.19/month x 12 mo = \$9,014	\$9,014					\$9,014
<b>de Minimis indirect rate*</b>						
*MITDC \$424,345 x 10% = \$42,434 (Not charging at this time)						
Calculation worksheet attached						
<b>Operating Costs Fund Source Totals</b>	\$27,738	\$9,855	\$20,844			\$58,437
<b>OPERATING COSTS CATEGORY TOTAL</b>						\$58,437



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office			Grant Subaward #:VW22 41 0090			
C. Equipment Costs - Line-item description and calculation	20 VOCA	20 VOCA Match	22 VOCA	22 VOCA Match	22 VWAO	Total Amount Allocated
None.						
Equipment Costs Fund Source Totals						
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>						

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	20 VOCA	20 VOCA Match	22 VOCA	22 VOCA Match	22 VWAO	Total Project Cost
<b>Fund Source Totals</b>	<b>\$260,000</b>	<b>\$65,000</b>	<b>\$116,230</b>	<b>\$29,058</b>	<b>\$31,694</b>	<b>\$501,982</b>

## DETERMINING INDIRECT COST AMOUNT WHEN BUILDING A BUDGET

### TERMS

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

### METHOD

#### 1. Determine **Exclusions or Distorting Costs**

In-kind match (donations, not volunteers)	\$ -
Rent/lease office space	\$ 9,855
Rent/lease other space	\$ 900
Rent/lease equipment	\$ 9,734
Equipment (purchased)	\$ -
Contracts/Subawards after the first \$25,000	\$ -
Capital improvements	\$ -
Patient Care	\$ -
Tuition, Scholarships, Fellowships	\$ -
Participant support costs (training/conference registration fees, travel including per diem and stipends)	\$ 14,714
Other (not covered above)	\$ -
<b>Total Exclusions/Distorting Costs</b>	<b>\$ 35,203</b>

#### 2. Determine **Modified Total Costs**

Total Project Costs	\$ 501,982
Minus (-) Total Exclusions/Distorting Costs	\$ 35,203
<b>Modified Total Costs</b>	<b>\$ 466,779</b>

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

Modified Total Costs	\$ 466,779
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)	0.10
ICR + 1	1.10
<b>Modified Total Direct Costs (MTDC)</b>	<b>\$ 424,345</b>

#### 4. Determine **Indirect Cost Amount**

Modified Total Costs	\$ 466,779
Subtract (-) MTDC	\$ 424,345
<b>Indirect Cost Amount</b>	<b>\$ 42,434</b>

#### 5. Allocate Amounts and Check Math

Total Exclusions	\$ 35,203
Plus (+) MTDC	\$ 424,345
Plus (+) Indirect Cost Amount	\$ 42,434
<b>Total Project Costs</b>	<b>\$ 501,982</b>



## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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The El Dorado County District Attorney's Office (EDCDAO) 2022/2023 Victim Witness Assistance (VW) Program budget details the Agency's plan to continue providing the staffing and services necessary to provide comprehensive assistance to victims and witnesses of crime, and to support a Victim/Witness-based Mass Victimization Advocate for 2022/2023. The activities performed by staff and the services provided under this plan are in accordance with California Penal Codes §13835.4 through §13835.5. The Governor's Office of Emergency Services (Cal OES) has allocated \$260,000 in 2020 VOCA funds, \$116,230 in 2022 VOCA funds, and \$31,694 in 2022 VWAO funds with an overall \$94,058 VOCA Local Match, for a total project cost of \$501,982.

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

Employee salaries & benefits represent 88% of the District Attorney's Office 2022/2023 Victim Witness Program budget. \$443,545 of the grant award will be used for the salaries & benefits costs for 2.0 FTE Victim Witness Program Specialists, 1.0 FTE Sr. Victim Witness Program Specialist, 1.0 FTE Victim Witness Program Specialist assigned the Mass Victimization Advocate workload, and 0.65 FTE Program Manager.



## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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The two Victim Witness Program Specialists (advocates) assigned to the VW program will spend their time providing direct services to victims of all types of crime. These services include, but are not limited to, crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. These advocates are located in the main Placerville office. In addition to the two Victim Witness Program Specialists, the Unit has recently established a Sr. Victim Witness Program Specialist (advocate) position, who also services victims of crime and provides lead functional direction to program staff. This advocate is located in the South Lake Tahoe office. All advocates are available to commute between the Placerville (west slope) and South Lake Tahoe (east slope) offices as needed. All qualifications for employment and the required training/certifications have been/ will be met by the advocates. These positions are fully funded by the grant.

The Victim Witness Program Specialist assigned the Mass Victimization Advocate (MVA) workload is fully funded by the grant. This position continues to refine and manage a crisis response/mass victimization assistance plan, crisis response protocols, and mutual-aid memorandums. This position conducts outreach, participates in community meetings, and focuses on strategies to



## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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meet the mass victimizations objectives for El Dorado County (EDC). This position may also maintain a modified Victim Witness caseload if time allows, and can provide direct services to victims of all types of crime. These services include, but are not limited to, crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. The MVA Program Specialist position is located in the main Placerville office and will commute to the South Lake Tahoe office as needed.

The Program Manager provides direct services to victims, prepares grant reports and applications, supervises staff, attends requires meetings & trainings, and works directly with the MVA Program Specialist to further refine and manage the mass victimization objectives. The Program Manager is located in the main Placerville office, but travels to the South Lake Tahoe location as needed. The Program Manager is budgeted as 0.65 FTE from the VW Program, with 14% of costs funded by the grant and the remaining portion covered with the local cash match. The remaining salary and benefits for the Program Manager are split between the Sexual Assault Law Enforcement Specialized Units (ST) program (10%), the Child Abuse Treatment (AT) program (15%), the Child Advocacy Center (KC) program (5%), and the Domestic Violence ARP





## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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(RP) program (5%). All qualifications set forth by both EDC's employment standards for this position, and certifications from the California Crime Victim Assistance Association, Cal OES, and CDAA have been met.

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

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

### **Operating Expenses**

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



## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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expenses are grant funded, with a portion of facility lease cost covered by the cash match.

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

Outreach materials are budgeted to cover printing costs for brochures, handouts, and flyers regarding our services, Marsy's Law, and other victim service needs. Outreach event expenses for Victims' Rights Week, an MVA training event, and MVA brochures have also been included.



## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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EDCDAO plans to continue the mental health and crises response services contracted with Julia Vanderschaaf, licensed mental health therapist, into the new award period. This contract allows for as-needed individual mental health sessions for advocates and Deputy District Attorneys and crisis response sessions in team or individual settings.

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

The District Attorney's Office entered into a lease for a facility in 2018 that houses the Placerville Victim Witness Unit (VWU), which includes Program Specialists, the Program Manager, and victim counselors. Investigative and Prosecutorial activities do not occur within this space. This facility provides the VW team with dedicated space to meet with and assist victims of all types of crimes.



## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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Rent is included in the operating budget as 2020 VOCA Match and meets the requirements outlined in the 2022 Subrecipient Handbook.

Under the VW21 award period, the VW Unit also added their vehicle rental lease to the program, which was previously funded by the Child Abuse (AT) program. This vehicle is used by the VWU to meet the access needs for families by providing transportation for forensic interviews, case meetings, and court dates as needed. Many court cases are held at the Placerville City Courthouse located on Main Street. The budget includes the cost of a parking space lease that allows a dedicated parking space for VWU use only.

The 10% de Minimus Indirect Rate accounts for any facility and administrative costs associated with the Victim Witness division of the EDCDAO. The facility and administrative costs include, but are not limited to, facility security systems, office equipment, postage, liability insurance, data processing, utilities, software costs, and administrative labor associated with program oversight. The de Minimus rate is budgeted at \$42,434, but due to limited grant funding, has been reduced to \$0.00. Unless additional grant funding becomes available, the EDCDAO anticipates these costs will be absorbed by the General Fund to further maximize grant funding on direct services for victims of crime.



## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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

### **Mass Victimization Expenses**

The bulk of the Mass Victimization funding covers the Mass Victimization Advocate/Program Specialist's salary and benefits, and 14% of the Program Manager's salary and benefits that are covered under the VW Program. A portion of the training, travel, outreach, facility lease, mobile devices, vehicle costs, and the mental health service contract are related to the MVA portion of the program.

### **Equipment Expenses:**

The current grant submission for the 2022/2023 award period does not include any new requests for equipment at this time. In the event that the need arises for equipment throughout the grant period, a budget modification will be submitted accordingly.

### **Cash Match:**

The cash match will be met using the majority of the salary and benefits for the Program Manager and a portion of the facility lease. All items identified as cash



## Grant Subaward Budget Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: El Dorado County District Attorney's Office

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match expenses are in direct support of the objectives of the Victim Witness Assistance Program.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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### 1) Plan

The El Dorado County Victim Witness (EDCVW) Program's goal is to continue providing client-centered, trauma-informed, and culturally competent services to all victims of crime by reducing the effects of trauma, avoiding re-traumatization, and assisting with building resiliency after victimization. Accomplishing this plan includes recruiting and maintaining trained and qualified staff to provide the fourteen mandatory and all ten optional services as defined in Section 13835.5 of the California Penal Code.

The EDCVW Program has two locations. The primary office is located within the El Dorado County District Attorney's Office (EDCDAO) at 778 Pacific Street, Placerville, California 95667. The phone number is (530)642-4760. The South Lake Tahoe EDCVW Program is located within the EDCDAO at 1360 Johnson Boulevard, Suite 105, South Lake Tahoe, California 96150. The phone number for the South Lake Tahoe Office is (530)573-3100. Due to the mountain pass, inclement weather, and distance between the two cities, most of our government services have an office in both locations to better serve the public.

Each EDCVW Program location has a reception area with office support staff, a victim's waiting area for court, a children's waiting/playroom, a multi-disciplinary (MDI) interview room for child abuse victims or child witnesses, and



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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office space for Victim Witness Program Specialists for servicing victims of all crime types.

To ensure that all victims have access to all services and advocacy, the EDCVW Program currently has a full-time Sr. Victim Witness Program Specialist and one full-time Victim Witness Program Specialist at the Placerville office, as well as a full-time Sr. Victim Witness Program Specialist at the South Lake Tahoe office. Additionally, there are three other Program Specialists in Placerville who are funded through other CalOES program funding. All Program Specialists are familiar with local programs and services and are available five days a week for court accompaniment, support for law enforcement interviews, and/or any other in-person assistance victims may need. All staff are trained to recognize and assess the need for culturally sensitive interventions and prevention services and to find the appropriate translation services.

The EDCVW Program recently underwent a restructure to make our Victim Witness Unit more enticing for qualified applicants. The restructure allows for more candidates to apply and to proceed with opportunities for growth within the unit. Three potentially new Program Specialists have accepted offers and are currently in the process of background checks. The Victim Witness Program





## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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Coordinator position was converted to a Program Manager position. That position is in the process of being filled as well.

Due to our recent vacancies, the EDCVW Program does not currently have any bilingual/Spanish-speaking Program Specialists. However, one of the potential Program Specialists in background is bilingual/Spanish-speaking and is projected to work with our Spanish-speaking population in El Dorado County. In the meantime, the EDCVW Program continues to utilize other employees within the EDCDAO to assist with Spanish and Russian languages, as well as translation services to enable Program Specialists to communicate effectively in other languages, including sign language. Translation services are obtained through the Language People, a contracted translation service through the County of El Dorado. The Program has a TTY phone system set up in each office to support individuals who are hearing impaired.

Unfortunately, the EDCVW Program does not currently have a Program Coordinator. However, the Victim Witness Program Manager position is in the recruitment and hiring phase. During this transition, Assistant District Attorney Lisette Suder, is the acting Program Coordinator/Manager and is directly managing and overseeing the EDCVW Program.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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The EDCVW Program provides services to victims of all crime types, regardless of age, socioeconomic background, gender, immigration status, sexual orientation, mental and/or physical disability, race, and native language. All personnel and volunteers are trained to recognize and assess the need for culturally sensitive intervention and prevention services. The EDCDAO Victim Witness Unit offers all the services as defined in Section 13835.5 of the California Penal Code. These include crisis intervention by way of safety planning and creating case plans to help victims begin to heal from trauma, connecting victims with local agencies that can provide food, housing, and clothing, referring victims to counseling, and providing contracted stabilization services for victims who can't get into therapy quickly, assisting victims in requesting their property be returned, accompaniments/support/education through the court process, notification of court proceedings and status updates during the process, notification to a victims employer, if requested, to help minimize loss of pay or benefits as a result of the victim's participation in the criminal justice system and assistance with restitution and CalVCB applications. The EDCVW Program works closely with local agencies, such as The Center for Violence-Free Relationships, H.O.P.E Counseling, Live Violence Free, Human Resources, local law enforcement, and other community resources.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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After victimization, victims are often left with financial hardships and require emergency assistance. The EDCVW Program has created an emergency assistance plan in case a victim needs food, housing, clothing, or cash. When necessary, arrangements are made with local agencies and emergency services, which may include immediate needs such as shelter, transportation, meals, clothing, and personal care, as well as connection to licensed mental health and medical care, immigration services, and other social and community-based services. If an individual in crisis has an emergency situation that cannot be referred to community partner agencies, our Victim Witness Program Specialists work with the Victim Witness Program Manager and our investigations team to ensure that the victim is stabilized long enough to connect them to community resources. If a victim is in immediate danger, the Program Specialist consults with the Assistant District Attorney to determine the course of action, which could include calling 9-1-1 for emergency response, PC 5150 the client, or requesting a welfare check. For less immediate client emergency assistance, Program Specialists utilize emergency resources such as the California Victim Compensation Program and the California Witness Relocation Assistance Program for funds to help with necessary relocation for safety concerns, Julia VanderSchaaf, LMFT for mental health stabilization services, law enforcement for



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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added security necessary to keep victims/witnesses safe in court, national Suicide Prevention Lifeline for potentially suicidal victims/witnesses, and/or petty cash fund for discretionary purchases necessary to ensure the safety of the victim. Once stabilized, our Program Specialists immediately connect clients to appropriate community resources that can offer ongoing intervention and support services.

The EDCVW Program receives referrals by phone, in writing, or in person. Referrals are made from other agencies such as law enforcement, Probation, Child Protective Services, Adult Protective Services, Domestic Violence/ Sexual Assault centers, courts, and hospitals. An outside agency referral is handled the same as an in-house referral. The Program Specialist will review the report, evaluate the victim's needs, and initiate contact with the victim. If a referral is not related to the type of services the EDCVW Program provides, the Program Specialist will follow up with the agency or victim to provide a resource referral to the appropriate agency.

Victims are referred to appropriate agencies based on where they live. Placerville victims are referred to The Center for Violence-Free Relationships, Hope Counseling, Green Valley Church, New Morning, and Upper Room (soup kitchen). South Lake Tahoe victims are referred to Live Violence Free, A Balanced



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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Life, Sierra and Child Family Services, and Tahoe Coalition. Victims throughout the county are referred to law enforcement, Probation, Child Protective Services, Senior Legal Services, Adult Protective Services, CalVCB, court clerks, community hubs, family law facilitators, Legal Services of Northern California, and Behavioral Health. Program Specialists work with victims to identify needs and find local agencies that can help fill those needs. For assistance with a domestic violence restraining order, shelter, or the other domestic violence and/or sexual assault needs, the referrals will be made to the Live Violence Free non-profit organization in South Lake Tahoe and The Center for Violence-Free Relationships (The Center) in Placerville. The EDCVW Program has an ongoing operational agreement with these two centers to coordinate services to victims of domestic violence, and sexual assault, including children of sexual and/or physical abuse. Program Specialists assist with Victim U-Visa referrals in domestic violence and sexual abuse cases. Additionally, the EDCVW Program has an ongoing operational agreement with mental health providers that provide trauma-informed therapy after victimization.

The EDCVW Program Specialists have experience in providing personal advocacy/accompaniment, crisis intervention, safety planning, and emotional support to victims of emotional trauma as a result of the crime. The EDCVW



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

Subrecipient: County of El Dorado

Program provides information about the criminal justice process and accompanies victims to necessary court proceedings.

The EDCVW Program Specialists inform victims of the CalVCB benefit and assist in applying if a victim or witness is interested in applying. Our Program Specialists act as the designated “representative” for the victim, essentially providing a point of contact for CalVCB to avoid excess contact with the victim. The EDCVW Program works very closely with the Shasta County CalVCB claims specialists and all completed applications and supplemental paperwork are submitted to them for processing.

The EDCVW Program understands that every victim's needs are different and is bound to provide services based on that individual's needs. For example, when a victim's stolen property is recovered by law enforcement it is typically booked into evidence and kept to be used at trial. Often, victims request that their property is returned. The Program Specialists will assist victims in obtaining the return of property held as evidence by informing the prosecution. In many cases, the victim's property can be documented by photographing the evidence. When the Deputy District Attorney issues the release of property to law enforcement, our Program Specialists help arrange for pick-up from evidence or property rooms to ensure that property is returned to the victim. Some property may remain in



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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evidence for a certain amount of time in the event of an appeal. Our Program Specialists will follow up at that time to ensure victims receive their property. However, if this is not possible, the Program Specialist will explain to the victim why the property cannot be returned and assist them once the trial is over. If the victim's property was not located or was destroyed, then the Program Specialist will assist the victim with restitution.

EDCVW Program Specialists provide all mandatory and optional services, as deemed necessary, for the well-being of the victim. Prior to a filing decision, our Program Specialists are available to answer questions about the status of the case, connect victims to community and mental health services, and facilitate the application process for CalVCB. Upon the filing of a case, a Victim Letter and Restitution Claim Form is sent out, as well as an EDCVW Program Brochure with contact information and a Marsy's Rights brochure, providing notification of victims' rights. If a domestic violence case is not filed, a "No File" letter goes out to the victim, providing contact information for available support resources and encouraging them to call our office with any additional questions. Our case management system enables Program Specialists to receive live updates regarding court dates, offers, etc., which can then be relayed to victims. The EDCVW Program provides information about the criminal justice process and



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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accompanies victims to necessary court proceedings. Before court hearings, the Program Specialist will contact the victim and prepare and manage their expectations.

EDCVW Program Specialists are available five days a week for court accompaniments, support for law enforcement/prosecution interviews, and for any other in-person and remote/virtual needs victims may have. The Program Specialist will ensure that the victim is treated fairly during the court proceedings and remains an integral part of the proceedings. Victim Witness Program Specialists provide information and support during the hearing.

To stay up to date on victim services best practices, the Program Specialists are encouraged to seek online training and other local training opportunities that will enhance the services provided. Program Specialists provide and attend presentations to the community and parenting agencies regarding victims' rights as well as cross-training with other agencies. As part of our outreach, brochures, business cards, and other program-related materials are provided to local victim support agencies, local hospitals, and law enforcement agencies so that victims are provided resource information immediately during the first contact. Brochures are in English and Spanish and carried by law enforcement agencies.





## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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Public awareness of victim services and crime prevention will be available through community outreach and presentations, public services announcements, social media, and written material. Now that COVID restrictions have been lifted, the EDCVW Program intends to have a booth at the El Dorado County Fair. Our Program Specialists provide weekly content for the agency's social media page from victim stories to community referrals to information about mental health and trauma. This Facebook page has over 18,000 followers and frequently engages with the community. During Crime Victims Rights Week, two of our Program Specialists were interviewed for a podcast hosted by one of our local domestic violence and sexual assault agencies. This podcast is streamed in multiple different countries and the topic of the episode was crime victims' rights and how our victim-witness Program Specialists are working to ensure that victims' rights are respected in our county.

Our Program Specialists keep victims informed of court proceedings and case progress via phone, text, or email. When a sentencing date is set, our specialists notify victims of their right to make a statement and assist in the preparation by explaining what a Victim Impact Statement is, how it is presented to the court, and by providing sample statements if requested. Program Specialists have county-issued cell phones and tablets, which allows for easier, real-time access



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

Subrecipient: County of El Dorado

and the ability to assist victims with remote meetings and court appearances if requested.

When a case is assigned to a Program Specialist, they will reach out to each victim listed on the police report to notify them of the criminal justice system, what to expect, and what their rights are. If the victims request it, or if the direct victim is deceased or a minor, we make contact with family members to offer the same services. To maintain confidentiality, friends of victims are not typically notified. Additionally, our Program Specialists keep track of divorced parents/custody arrangements, and if a victim is deceased, we contact members of each side of the decedent's family.

Our Program Specialists often receive requests from victims to provide written confirmation of delays and continuances with court proceedings. Victims fear that their mandatory involvement (i.e. being under subpoena) could potentially jeopardize their employment. Our Program Specialists provide detailed, customized correspondence to the employers explaining the process and what we require of the victim.

Upon the filing of a case, our office sends a letter to victims explaining their right to restitution. Included with that letter is a restitution claim form that walks victims through filing for restitution. Our Program Specialists will then make a



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

Subrecipient: County of El Dorado

minimum of 2 additional attempts at contacting a victim to notify them of their right to restitution and to offer assistance in putting together their claim. The Program Manager then inputs the restitution information into our case management system and adds a case alert to ensure that restitution is ordered at the appropriate court date.

The EDCVW Program offers witness notification, assistance with witness protection if needed, referrals for assistance with a temporary restraining order, transportation if requested, funeral arrangements, crime prevention information, and several of our courthouses have court waiting areas for victims to wait separately from the defendant and their family/friends.

### **2) Crime-related mass victimization/terrorism response plan.**

MVA Program funding provides for a victim assistance plan for crime related mass victimization incidents. The importance of the planning and Emergency Operation Plan became relevant when one of our sister agencies experienced an incident of mass victimization within their county. In our regional meeting, this incident was debriefed and the MVA for our sister county educated our regional group on the struggles they faced, where they felt under-prepared, what they would do differently, and considerations that need to remain forefront in the creation of this victim-focused emergency response plans. In El Dorado County,



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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we look at the tourist population in South Lake Tahoe, which brings in large crowds multiple times each year, between the outdoor summer concert series, to the Snow Globe music festival, in addition to multiple community colleges within the county, which all allow a platform for the execution of a mass victimization incident. Our MVA continues to modify our response plan and provide cohesiveness between Program Specialists in our Placerville office and our South Lake Tahoe office so that in the event of an incident, either office can deploy and begin offering victim services while waiting on the arrival of the rest of the MVA team.

Our MVA is working closely with our Assistant District Attorney to continue the development of our crisis response plan and to ensure that our Victim Witness Unit is trained and staffed to not only respond to a mass victimization incident but also to provide office and caseload coverage for the Program Specialists that are providing the crisis response services out of the office.

Our MVA continues to attend regional, round table, and town hall meetings to ensure that our response plan is relevant and up-to-date, and to ensure that we maintain our network of MVA, which could be critical to providing services if we experienced a large incident.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW22 41 0090

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Subrecipient: County of El Dorado

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Our MVA maintains an inventory of go-bags for victims which contain toiletries, clothing, blankets, and other necessities, as well as crisis response bags for responding Program Specialists.

We are contracted with a Licensed Marriage and Family Therapist to provide individual case management supervision to our MVA team if needed, and she would also deploy with the team to provide psychological first aid for victims during an incident.

Our MVA is scheduled to attend an active shooter training this summer through the El Dorado County Sheriff's Office and plans to attend the upcoming advanced crisis response training. As we grow our team, new MVA team members may also attend additional training, including mental health first aid, first aid, beginners crisis response, and death notification.

We are actively working on obtaining mutual-aid MOUs with any neighboring centers that we still need and/or within our identified crisis response training region and allied service providers.

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

<b>Subrecipient:</b> El Dorado County	<b>UEI #</b> DW8SM9A6YWR3	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> Victim Witness Assistance (VW) Program		
<b>Performance Period:</b> 10/01/22	<b>to</b> 09/30/23	<b>Subaward Amount Requested:</b> \$ 407,924
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2,700,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

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



## Grant Subaward Service Area Information

Grant Subaward #: VW22 41 0090

Subrecipient: El Dorado County

1. County or Counties Served:  
El Dorado County

County where principal office is located: El Dorado County

2. U.S. Congressional District(s) Served:  
4th District  
Represented by Congressman Tom McClintock

U.S. Congressional District where principal office is located: 4th District

3. State Assembly District(s) Served:  
State Assembly Districts are split between the 6th State Assembly District and the 5th State Assembly District  
5th State Assembly District represented by Frank Bigelow  
6th State Assembly District represented by Kevin Kiley

State Assembly District where principal office is located: 5th and 6th State Assembly Districts

4. State Senate District(s) Served:  
1st State Senate District  
Represented by Brian Dahle

State Senate District where principal office is located: 1st State Senate District

5. Population of Service Area: 192,843 (2019)



## Operational Agreement Summary

Grant Subaward #: VW22 41 0090

Subrecipient: El Dorado County

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. El Dorado District Attorney's Office	06/04/2021	07/01/21 to 06/30/24
2. El Dorado County Sheriff's Office	06/10/2021	07/01/21 to 06/30/24
3. Placerville Police Department	06/22/2021	07/01/21 to 06/30/24
4. South Lake Tahoe Police Department	06/22/2021	07/01/21 to 06/30/24
5. The Center for Violence Free Relationships	06/28/2021	07/01/21 to 06/30/24
6. Live Violence Free	06/22/2021	07/01/21 to 06/30/24
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____



**El Dorado County DA's Office**  
**Organizational Chart: FY 21/22**  
*Updated 05/26/2022*

**District Attorney**  
 Vern Pierson

**Admin Technician**  
 Savannah Broddrick

**Chief Asst. DA**  
 Joseph Alexander

**Chief Investigator**  
 Jeff Dreher

**Asst. DA**  
 James Clinchard

**Asst. DA**  
 Lisette Suder

**Asst. Chief Investigator**  
 Richard Pesce

**CORE DDAs**  
**Lead DDAs**  
 Nora Hall  
 Jay Linden  
**Deputy DAs**  
 Kimberly Beatty  
 Jeff Erskine  
 April Flores  
 Yvan Flores  
 Mahjoubeh Foolad  
 Doug Fransham  
 Caitlin Franzen  
 Kelly Rosenbery  
**SLT DDAs**  
 Beth Wright  
 Casey Mandrell

**Special Prosecution Unit (SPU)**  
 Jodie Jensen  
 Miles Perry  
 Mike Pizzuti  
 Vacant  
**Special Victims Unit (SVU)**  
**Lead DDA**  
 Vacant  
**Deputy DAs**  
 Kassie Cardullo  
 Brittany Griffith  
 Ryan Whyte  
 Uri Grant

**Victim/Witness Unit**  
**VW Program Manager**  
 Vacant  
**Sr. Program Specialists**  
 Patti Harrington  
 Shannon Simmons  
**Program Specialists**  
 Karon Wilson-Lee  
 Vanessa Bragg  
 Vacant  
 Vacant  
 Vacant  
**Office Assistant**  
 Vacant (.80 FTE)  
**CVFR VW Staff\*\***  
 Janet Boehm  
 Billie Feuerhelm  
 \*\*Contracted with the Center for Violence Free

**Sup. Investigator**  
 Bryan Kuhlmann

**Sup. Investigator**  
 Joseph Ramsey

**Support Staff**  
**Sr. Paralegal**  
 Diana Fedrow  
 Victoria McMahon  
**Paralegal**  
 Amanda Casillas  
 Michelle Yopp  
 Vacant  
**Sr. Office Assistant**  
 Dena Allen  
 Rebecca Erdosy  
 Heidi Mayerhofer  
 Renee Morehouse  
 Donna Segna  
 Vacant

**DA Investigators**  
**CORE**  
 Ricky Brown  
 Kelly Kent  
 Gary Malmquist  
 James Peterson  
 John Robertson  
 Omir Torres  
**GRANT**  
 Ryan Andelin  
 James Applegate  
 Ken Barber  
 Rhia Grotke  
 Rich Horn  
 Ryan Lorey  
 Andrea Luckenbach  
 Vacant  
**Extra Help**  
 John Gaines  
 Ted Horlbeck  
 Chris Lindholm  
 Greg Murphy  
**Crime Analyst**  
 Sandra Rivas

**Investigative Asst.**  
 Ashlee Smith  
 Bonita Strain  
 Riley Wilson  
 Vacant  
**Dept. System Analyst**  
 Scott Burciaga  
**IT Dept. Specialist**  
 Matthew Taylor

**Central Fiscal – CAO**  
**Chief Fiscal Officer**  
 Kerri Williams  
**Admin Service Officer**  
 Hillary Crawford  
**Admin Analyst**  
 Audra Anderson  
 Justene Cline  
**Fiscal Tech**  
 LaDel Murphy



## Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: VW22 41 0090

Subrecipient: El Dorado County

Contractor/Consultant: Julia B Vanderschaaf, LMFT

Contract Start Date: 10/01/2022 Contract End Date: 09/30/2023

Contract Amount: 6625 Rate per 8-Hour Day: 1000

Services Provided: As needed mental health services for Advocates


Was the contract previously approved by Cal OES?  YES  NO

If yes, and the contract is still in effect (i.e., end date has not passed), attach the previously approved form and documentation in lieu of the documents listed below.

Attach the following:

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

**I hereby certify that the contract/consultant rate requested is the most advantageous that could be obtained for the services to be provided.**

<u>Vern R. Pierson</u>	<u></u>	_____
Grant Subaward Director Name	Grant Subaward Director Signature	Date

### Cal OES Approval

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Program Specialist Signature	Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Unit Chief Signature	Date



### Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: VW21 40 0090

Subrecipient: El Dorado County ~~District Attorney's Office~~ TE

Contractor/Consultant: Julia B Vanderschaaf, LMFT

Contract Start Date: 10/01/2021 Contract End Date: 09/30/2022

Contract Amount: 10,000 Rate per 8-Hour Day: 1000

Services Provided: Case mgt Supervision & Mental Health Services for Crisis Response & Victim Services

Was the contract previously approved by Cal OES?  YES  NO

If yes, and the contract is still in effect (i.e., end date has not passed), attach the previously approved form and documentation in lieu of the documents listed below.

Attach the following:

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

**I hereby certify that the contract/consultant rate requested is the most advantageous that could be obtained for the services to be provided.**

Vern R. Pierson *V.R.P.* 5/11/2021  
 Grant Subaward Director Name Grant Subaward Director Signature Date

Cal OES Approval

Approved  Denied *Tosha Enos* 07/01/2021  
 Program Specialist Signature Date

Approved  Denied *Susan Grace* 8/16/2021  
 Unit Chief Signature Date