



**Proposal Cover Sheet**

**RFP PROCESS**

**UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV)  
PROGRAM**

Submitted by:

EL DORADO COUNTY DISTRICT ATTORNEY  
778 Pacific Street  
Placerville, California 95667  
(530) 621-6474



OFFICE OF THE  
**DISTRICT ATTORNEY**  
EL DORADO COUNTY, CALIFORNIA

---

**VERN PIERSON, DISTRICT ATTORNEY**

September 30, 2022

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

RE: Unserved/Underserved Victim Advocacy and Outreach (UV) Program  
Signature Requirement

Dear Mr. Ghilarducci,

Please accept this letter and the included application for consideration for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program Request for Proposal. El Dorado County Policy (A-6) (included) authorizes department heads to execute all documents required to apply for grants. This same policy designates the sole authority for accepting grant awards and approving grant agreements to the Board of Supervisors. As a result, the CalOES Grant Subaward Face Sheets, the Certificate of Assurance of Compliance forms and the Subrecipient Grants Management Assessment required as part of the Unserved/Underserved Victim Advocacy and Outreach (UV) Program Request for Proposal, are included but not signed. It is the intent of this Agency to comply with all terms and conditions set forth in the certification if awarded. However, until funding has been allocated or awarded and accepted by the County Board of Supervisors, these documents cannot be signed.

Once a notification of award is received, it is the intent of the Agency to prepare a Board item presenting the award notification to the Board of Supervisors, requesting the award be accepted. Once approved, the documents can be executed.

**PLEASE REPLY TO:**

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

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

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

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

Sincerely,

[Vern Pierson \(Sep 27, 2022 13:02 PDT\)](#)

Vern R. Pierson  
District Attorney



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

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

### I. PURPOSE

The purpose of this policy is to ensure flexibility and efficiency in the grant application process while maintaining the Board of Supervisors discretion over the acceptance of grant funding and any related obligations.

### II. POLICY

The County receives financial assistance in the form of grants. For the purposes of this policy, grants shall be defined as cash or in-kind assistance awarded by a government or other organization (called the grantor), excluding unsolicited donations, for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, and/or a proportional contribution by the grantee or other grantor(s). The grant process may consist of several steps including a notice of intent to apply, application, acceptance of award, and execution of grant agreement and related documents.

A. The Board of Supervisors is the sole authority for:

1. Accepting grant awards and approving grant agreements in the amount of more than \$10,000 or in-kind awards valued at more than \$10,000;
2. Accepting grants for which any requirements for funds, matching or otherwise, or other resources are required for funding disbursement; and
3. Delegating authority to execute the grant agreement and other grant related documents after acceptance of a grant award and approval of the grant agreement.

B. County department heads are authorized to:

1. Execute all documents required to apply for grants.
  - i. Department heads are expected to exercise good judgment when determining to spend staff time applying for a grant.
  - ii. The grant should be directly related to the mission and vision of the department.
  - iii. Any county match requirements must be feasible and reasonable.
2. Accept grant awards that meet all of the following criteria:



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  <b>GRANT APPLICATIONS</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Policy Number: <b>A-6</b></td> <td style="width: 50%;">Page Number: <b>2 of 2</b></td> </tr> <tr> <td>Date Adopted: <b>12/22/1987</b></td> <td>Effective Date: <b>12/22/1987</b></td> </tr> </table>	Policy Number: <b>A-6</b>	Page Number: <b>2 of 2</b>	Date Adopted: <b>12/22/1987</b>	Effective Date: <b>12/22/1987</b>
Policy Number: <b>A-6</b>	Page Number: <b>2 of 2</b>				
Date Adopted: <b>12/22/1987</b>	Effective Date: <b>12/22/1987</b>				

- i. Are in a cash amount not to exceed \$10,000 or in-kind awards valued at not more than \$10,000; and
  - ii. Do not include any requirement for County funds; and
  - iii. Relate directly to the mission of the department and directives of the Board.
  - iv. No less than three business days prior to accepting the grant, the department head will provide the Board and the Chief Administrative Office (CAO) a written report demonstrating that the grant meets criteria 2.i through 2.iii and notifying the Board of the intent to accept the grant. If no member of the Board or the CAO express concerns during this three-day period, the department head may accept the grant. If any member of the Board or the CAO objects, the department head shall bring the decision to accept the grant before a regularly scheduled meeting of the Board.
3. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
  4. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor’s guidelines for each grant. If all criteria are met, the Department Head has the delegated authority to accept the grant and sign the grant agreement.
  5. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

### III. RESPONSIBLE DEPARTMENT

Chief Administrative Office

### IV. DATES ISSUED AND REVISED; SUNSET DATES:

<b>Issue Date:</b>	12/22/1987	<b>Sunset Review Date:</b>	n/a
<b>Revision Date:</b>	08/15/2017	<b>Sunset Review Date:</b>	08/15/2021
<b>Revision Date:</b>	01/25/2022	<b>Sunset Review Date:</b>	01/25/2026

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

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

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

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

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

**3. Implementing Agency Address:** 778 Pacific Street Placerville 95667-6481  
(Street) (City) (Zip+4)

**4. Location of Project:** Placerville El Dorado 95667-6481  
(City) (County) (Zip+4)

**5. Disaster/Program Title:** UV - Unserviced/Underserved Victim Advocacy and Outreach Program

**6. Performance/Budget Period:** 1/1/2023 **to** 12/31/2023  
(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		\$98,453		\$24,613		\$24,613	\$123,066
9.	2021	VOCA		\$98,453		\$24,613		\$24,613	\$123,066
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$196,906	\$196,906	\$49,226		\$49,226	\$246,132

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

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

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

Name: Vern R. Pierson Title: District Attorney

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

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

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

**(FOR Cal OES USE ONLY)**

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

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



## Grant Subaward Contact Information

Grant Subaward #: UV22 01 0090

Subrecipient: County of El Dorado

1. **Grant Subaward Director:**

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6474 Email Address: vern.pierson@edcda.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: Patricia Harrington Title: Program Manager

Telephone #: 530-642-4765 Email Address: patricia.harrington@edcda.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@edcda.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@edcda.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 #: UV22 01 0090

Subrecipient: County of El Dorado

Implementing Agency: District Attorney

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

### Grant Subaward Director:

Printed Name: Vern R. Pierson

Signature: *VRP*  
Vern Pierson (Sep 27, 2022 13:02 PDT)

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

### Financial Officer:

Printed Name: Kerri Williams-Horn

Signature: *Kerri Williams-Horn*  
Kerri Williams-Horn (Sep 26, 2022 14:13 PDT)

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

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

Signature: *Joe Alexander*  
Joe Alexander (Sep 27, 2022 12:50 PDT)

Printed Name: Joe Alexander

Signature: *Lisette Suder*  
Lisette Suder (Sep 26, 2022 15:37 PDT)

Printed Name: Lisette Suder

Signature: *James Clinchard*

Printed Name: James Clinchard

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: County of El Dorado

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM	UV22 01 0090	01/01/2023-12/31/2023
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>	
<p>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.</p>	
Official Designee's Signature:	
Official Designee's Typed Name:	Vern R. Pierson
Official Designee's Title:	District Attorney
Date Executed:	
<b>AUTHORIZED BY:</b>	
<p>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.</p>	
<input type="checkbox"/> City Financial Officer <input type="checkbox"/> City Manager <input checked="" type="checkbox"/> Governing Board Chair	<input type="checkbox"/> County Financial Officer <input type="checkbox"/> County Manager
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: County of El Dorado

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM	UV22 01 0090	01/01/2023-12/31/2023
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: County of El Dorado		Grant Subaward #: UV22 01 0090			
A. Personnel Costs - Line-item description and calculation	VOCA 20	VOCA 20 Match	VOCA 21	VOCA 21 Match	Total Amount Allocated
<b>Program Specialist - Advocate 2.0 FTE (Bilingual) - Partial Catch Match</b>					
Salary - \$4,225.87 x 12 Mo x 2.00 FTE = \$101,421	\$69,293		\$32,128		\$101,421
<b>Benefits</b>					
Retirement/PERS (20.16% of charged salary amount) - \$20,446	\$10,223		\$10,223		\$20,446
Health Insurance (63.81% of charged salary amount) - \$64,717	\$16,377	\$15,981	\$7,746	\$24,613	\$64,717
Medicare (1.45% of charged salary amount) - \$1,471	\$735		\$736		\$1,471
Workers Compensation Ins (2.5% of charged salary amount) - \$2,536	\$1,268		\$1,268		\$2,536
Unemployment Insurance (0.86% of charged salary amount) - \$872	\$436		\$436		\$872
Disability (0.25% of charged salary amount) - \$254 (only charging \$242)	\$121		\$121		\$242
<i>Provide culturally appropriate victim services for unserved/underserved victims/survivors of crime in both the PLV and SLT areas, including crisis intervention, counseling, criminal justice support and advocacy, outreach efforts, assistance with victim compensation benefits and referrals to community resources.</i>					
<i>Benefits include: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.</i>					
<b>Program Manager - 0.05 FTE (Cash Match)</b>					
Salary - \$8,777.60 x 12 Mo x 0.05 FTE = \$5,267		\$5,267			\$5,267
<b>Benefits</b>					
Retirement/PERS (33.49% of charged salary amount) - \$1,764		\$1,764			\$1,764
Health Insurance (25.78% of charged salary amount) - \$1,358		\$1,358			\$1,358
Medicare (1.45% of charged salary amount) - \$76		\$76			\$76
Workers Compensation Ins (2.5% of charged salary amount) - \$132		\$132			\$132
Unemployment Insurance (0.41% of charged salary amount) - \$22		\$22			\$22
Disability (0.25% of charged salary amount) - \$13		\$13			\$13
<i>The Program Manager provides direct services to victims, prepares reports, grants, supervises staff and attends required meetings.</i>					
<i>Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.</i>					
<b>Personnel Costs Fund Source Totals</b>	\$98,453	\$24,613	\$52,658	\$24,613	\$200,337
<b>PERSONNEL COSTS CATEGORY TOTAL</b>					\$200,337



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: County of El Dorado		Grant Subaward #: UV22 01 0090			
B. Operating Costs - Line-item description and calculation	VOCA 20	VOCA 20 Match	VOCA 21	VOCA 21 Match	Total Amount Allocated
<b>Training/Travel-Related Expenses:</b>					
Trainings for Advocate and Program Manager					
2 Trainings Each for Advocates & 1 for Program Manager					
Registration Est \$300/ea x 5 = \$1,500			\$1,500		\$1,500
Hotel & Fees Est Ave \$150/night x 4 nights x 5 trips = \$3,000			\$3,000		\$3,000
Meals/Per Diem Est: \$74/day x 5 days x 5 trips = \$1,850			\$1,850		\$1,850
Airfare (Roundtrip) - \$300/ea x 5 = \$1,500			\$1,500		\$1,500
Ground Transportation/Parking - \$75/ea x 5 = \$375			\$375		\$375
Mileage(Current Federal Rate \$0.625) 100 miles x \$0.625 x 5 = \$313			\$313		\$313
<b>Outreach Materials (Spanish):</b>					
Printing costs for Brochures, handouts, and flyers. Including design in Spanish.					
			\$2,114		\$2,114
<b>Miscellaneous Office Supplies &amp; Equipment Expense</b>					
			\$2,000		\$2,000
<b>Facility Lease</b>					
3,075 sq ft x \$1.86 = \$5,720					
125 sq ft per FTE per month x 2.05 FTE x 12 = 3,075			\$5,720		\$5,720
Rate = \$1.86 per square foot per month					
<b>Cellphone/MiFi Unit for Field Work</b>					
\$51.33/month per Cellphone x 2 Cellphones x 12 mo = \$1,232					
			\$1,232		\$1,232
\$38.01/month per Mifi x 2 MiFis x 12 mo = \$912					
			\$912		\$912
<b>Computer Equipment/Workstation and Monitors</b>					
2 Program Specialist x \$2,100 Workstation SetUp (including Monitors) = \$4,200					
			\$4,200		\$4,200
<b>de Minimis indirect rate*</b>					
*MTDC \$210,795 x 10% = \$21,079					
Calculation worksheet attached					
			\$21,079		\$21,079
Operating Costs Fund Source Totals			\$45,795		\$45,795
<b>OPERATING COSTS CATEGORY TOTAL</b>					<b>\$45,795</b>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: County of El Dorado		Grant Subaward #: UV22 01 0090			
C. Equipment Costs - Line-item description and calculation	VOCA 20	VOCA 20 Match	VOCA 21	VOCA 21 Match	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	VOCA 20	VOCA 20 Match	VOCA 21	VOCA 21 Match	Total Project Cost
Fund Source Totals	\$98,453	\$24,613	\$98,453	\$24,613	\$246,132



## Unserved/Underserved Population Certification Form

Attachment A

Instructions: Identify one Unserved/Underserved Population that your proposal will focus on. You must submit this completed form with your proposal in order to be eligible to be read and rated for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program Request For Proposal.

**1. Agency Name:**

County of El Dorado

---

**2. Unserved/Underserved Population**

Cultural/ethnic-specific community

---





## Grant Subaward Budget Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

The El Dorado County District Attorney's Office (EDCDAO) Unserved/Underserved Victim Advocacy and Outreach (UV) Program budget details the Agency's plan to provide direct culturally appropriate victim services to the Spanish-speaking community. The California Governor's Office of Emergency Services (CalOES) has presented the EDCDAO with a funding opportunity in the amount of \$196,906 in 2020 and 2021 VOCA funds with a \$49,226 VOCA local match for this program, for a total program budget of \$246,132.

The program will fund 2.0 FTE bilingual (Spanish-speaking) Victim Witness Program Specialists and 0.05 FTE Program Manager. Partial salary and benefits of the Program Specialists and the Program Manager will be supported by General Fund cash match.

The project-funded staff duties provided by the two Program Specialists will include providing direct crime victim/survivor services to the Spanish-speaking community which includes crisis intervention support, counseling, criminal justice support and advocacy, community outreach efforts, assistance with victim compensation benefits, and referrals to community resources. The services to be performed support the proposed objectives and activities as outlined in the project narrative.



## Grant Subaward Budget Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

The staff duties provided by the Program Manager will include providing direct services to victims, overseeing victim advocates, preparing grant reports, and attending required meetings. All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis. No mid-year salary range adjustments are required.

Operating expenses for this program include training/travel costs, outreach material and brochure printing in Spanish, as-needed office supplies, two computer workstations for the Program Specialists, dedicated cell phone and Mifi Broadband lines for the two Program Specialists, and facility lease expenses. All program expenses are allocated via project accounting methods and are identified using project strings. This method of accounting allows for the accurate allocation of any shared costs to their respective programs.

The Agency is focused on minimizing administrative costs in support of direct services, claiming the 10% de Minimus indirect rate. Indirect costs include associated facility security system, postage, liability insurance, utilities, and administrative support from the El Dorado County Chief Administrative Office (CAO) Central Fiscal Division, which includes grant financial and administrative management.

There are no funds budgeted for equipment.



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

Subrecipient: County of El Dorado

### **Problem Statement:**

The El Dorado County District Attorney's Office (EDCDAO) Victim Witness Program is in dire need of two Spanish-speaking Program Specialists. El Dorado County (EDC) is comprised of 1,786 square miles, separated by a mountain range, where roads are often closed during inclement weather. As a result, EDCDAO has offices in Placerville and South Lake Tahoe (SLT). Both locations staff Victim Witness Program Specialists. Currently there are no Spanish-speaking advocates at either office, preventing Spanish-speaking victims/survivors from obtaining adequate critical resources, referral services, and assistance.

According to the July 2021 Census data, EDC has a population of 193,221, including the following minority demographics: 1.4% American Indian, 13.8% Hispanic, 3% Unknown race, and 4.8% mixed race. Specifically, in SLT, 28.2% are Hispanic, 28.8% have a language other than English spoken at home, and 19.8% are foreign born persons. During 2017 and 2018, the EDCDAO employed two Spanish-speaking advocates and served over 100 victims with limited English proficiency. In 2020 and 2021, only 40 victims with limited English proficiency were served due to no longer having Spanish-speaking advocates.

Many Spanish-speaking victims in EDC are unserved/underserved altogether due to language barriers, economic limitations, disabilities, and



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

remote locations. Furthermore, fear of deportation and lack of knowledge in immigration reporting laws result in many Spanish-speaking victims unwilling to come forward to report crimes. Currently, there is one Spanish-speaking attorney and one Spanish-speaking investigator within the EDCDAO. When a Spanish-speaking victim seeks assistance, a Program Specialist must wait for one of the Spanish-speaking employees to be available to translate the message or utilize a third-party and/or google translation service, often resulting in delayed or misinterpreted information communication. It further hinders best practices of vertical wrap-around services and advocacy.

EDC also serves many minor victims who speak English, yet their legal guardian only speaks Spanish, making coordinating critical information difficult. Conversely, Spanish-speaking victims who have bilingual children often do not want sensitive information about their case being relayed to their children. Unfortunately, within EDC, there are no Spanish language interpreters readily available in court. If a Spanish-speaking witness or victim is subpoenaed to testify, the court requires several days' notice to secure an interpreter. Spanish-speaking victims who show up in court are unable to request Criminal Protective Orders and be heard on bail or other matters directly affecting their safety. When a Spanish-speaking victim brings an interpreter with them to translate, the



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

interpreter most often does not understand legal terminology, resulting in critical information and case status updates not always being conveyed accurately.

According to a UC Davis Study, *California Reducing Disparities Project Latino Strategic Planning Workgroup Population Report*, cultural influences are often included in theoretical schema of seeking help. This includes the level of acculturation, which may include the culture of origin as well as functions along multiple dimensions such as practices, values and identification with heritage and host cultures. Therefore, it supports that effective and comprehensive communication is the most important factor associated with a successful court process for the Spanish-speaking population. The lack of culturally and linguistically appropriate Spanish-speaking Program Specialists keeps many monolingual immigrants from seeking and receiving information and input they are legally entitled to, as well as a myriad of services and referrals available to help them. These underserved victims need more information accessible to them about how the criminal justice system works and regarding the services available in our community. Our office currently only offers Restitution Claim Forms, Criminal Protection Orders, Subpoenas, and other crime related information in English. We also do not currently have any community outreach practices in place for better reaching this underserved and marginalized population.



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

### **Plan:**

UV Program funds will allow the EDCDAO Victim Witness Program to recruit and maintain two trained and qualified Spanish-speaking advocates to provide the mandatory and all ten optional services as defined in Penal Code Section 13835.5 exclusively to the Spanish-speaking population in SLT and PVL. They will also work with external agencies on providing cultural and linguistic-specific services. UV Program Specialists will be available five days a week for court accompaniments, support of law enforcement during interviews, attend collaboration meetings, participate in outreach, other case management and victim service needs, and update internal victim base letters and brochures to accommodate Spanish-speaking victims.

On a daily basis, UV Program Specialists will review the in-custody list and corresponding law enforcement reports to determine if the victim's preferred language is noted, then contact appropriate victims immediately regarding the status of their case. For all other cases that are filed, they will do the same once notified of a new case filing. During this initial contact, the UV Program Specialist will provide an overview of the criminal justice system and explain the victims' rights. Upon the filing of a case, the District Attorney's support staff sends out a Victim Letter and Restitution Claim Form (RCF) as well as an El Dorado County



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

Victim Witness (EDCVW) Program Brochure and Marsy's Rights brochure, providing notification of victims' rights and the EDCVW Program's phone and address information. In reference to domestic violence cases that are not filed by the District Attorney's Office, a "No File" letter goes out to the victim providing contact information for resources available and encouraging victims to call the EDCVW Program with any additional questions. The Spanish-speaking Program Specialist will notify support staff that the victim needs this information and will then supply the victim with forms in their preferred language. The UV Program Specialist will work to create appropriate forms and letters in Spanish. The Spanish-speaking advocate will also find other replicable Spanish-language tools and resources to improve cultural competence of services in our office and in the community. For example, the EDCDAO provides local law enforcement with strangulation pocket cards that contain information about the appropriate questions to ask a strangulation victim during their contact. The UV Program Specialist will collaborate with law enforcement on creating and dispersing these cards in Spanish. This will enhance and increase access to culturally competent services.

Following the initial contact, Program Specialists will evaluate the Spanish-speaking victim's short-term and long-term needs, make the appropriate referrals,



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

create a case-management plan, and work diligently on building rapport with the victim. Referrals will be made by phone, in writing, or in person, with specific focus and attention to ensure language and cultural awareness sensitivities are present. Referrals can be made to/or from law enforcement, probation, child protective services, adult protective services, domestic violence/sexual assault centers, courts, mental health providers, and hospitals. Referrals may include immediate needs such as shelter, transportation, food, clothing, personal care, as well as connection to licensed mental health and medical care, immigration services, and other social and community-based services. Since some of these agencies do not have Spanish-speaking staff on site to assist victims or relay information, UV Program Specialists will be available to accompany and transport victims, if needed, to these meetings.

Throughout the life of a case, the UV Program Specialists will provide personal advocacy/accompaniment, crisis intervention, counseling, criminal justice advocacy, safety planning, and emotional support to Spanish-speaking victims dealing with emotional trauma as a result of the crime. An important component to serving victims is to provide trauma-informed language and care which includes using words in the victim's preferred language.





## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

Consistent vertical advocacy from inception is imperative to help such victim/survivors and their families feel safe and overall, gain trust in the criminal justice system. The UV Program Specialists will ensure vulnerable victim/survivors have consistency with the same advocate to ensure continued trauma-informed and cultural competency services throughout the entire court process and provide more stable case management by eliminating any changing of support advocacy to mitigate the loss of rapport which occurs when a families' case is transferred between several Program Specialists.

Services and resources are limited for Spanish-speaking victims. UV Spanish-speaking Program Specialists will be responsible for reaching out to community services and creating a list of mental health providers to increase access for underserved Spanish-speaking victim/survivors. Victim/survivors are also referred to various community organizations for additional services and support.

UV Program Specialists will attend weekly Special Victim Unit (SVU) meetings, Victim Witness meetings, and Multidisciplinary team case review meetings to provide updates and to discuss information regarding case status and services needed by a Spanish-speaking victim or guardian. These teams consist of law enforcement, Child Protective Services, Prosecution, medical providers, mental health clinicians, specially trained forensic interviewers, and the



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

Child Advocacy Center. UV Program Specialists will also participate in the Elder Abuse victim/survivor outreach events.

Additionally, UV Program Specialists will both host and attend trainings to increase and improve services in the criminal justice system. They will conduct trainings for local law enforcement, internal and external personnel, nonprofit agencies, and other local services to educate on cultural relativism. Together, they will create culturally competent plans which focus on addressing ethnicity, religious, socioeconomic status, and disability issues that a victim/survivor face. The Victim Witness Program Manager will revise and update the EDCDAO internal statistic reporting sheet so UV Program Specialists can report accurate data on the number of Spanish-speaking victims served. The UV Program Specialists will work with the unserved/underserved Spanish-speaking population in seeking crime victim compensation benefits by providing an application and assisting through the compensation process. They will ensure that the victim has all the documents in their native language and translate any related documents within the application and between claims specialists. The UV Program Specialist will assist Spanish-speaking victims with receiving, reviewing, and processing a diverse range of documents relevant to specific cases to determine the level of County or legal services needed to support the crime victim or witness, including the



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

victim's eligibility to receive compensation through the California Victim Compensation Board (CalVCB).

In addition, the trained and qualified UV Program Specialist will be responsible for coordinating and facilitating community outreach activities that focus on Spanish-speaking individuals. Outreach events will include but will not be limited to our local annual El Dorado County Fair, monthly meetings with school clubs within our community, and collaborating with other agencies such as Live Violence Free and The Center for Violence Free Relationships. During the outreach events, the UV Program Specialists will be responsible for providing information and guiding the public toward the appropriate resources in a language that they understand. The UV Program Specialists will provide outreach by attending monthly social media meetings where they will engage in conversations on how to connect and better serve our unserved/underserved victim/survivors of crime virtually. Our goal while engaging in any outreach event is to make the community aware that EDC has Spanish-speaking staff available to assist and gain the trust and confidence of this underserved population.

Given the highly sensitive and confidential information involved with victim advocacy, the EDCDAO does not utilize volunteers in our VW program. The average background check takes about six weeks to process and includes an



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

Subrecipient: County of El Dorado

extensive questionnaire, which tends to discourage many applicants. Secondly, there is no funding available to send volunteers to the (40) hour entry-level training. This limits the exposure of the volunteers to certain types of victims and certain types of services.



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

### **Capabilities:**

UV Program Specialists will have case management experience and be bilingual in Spanish and English. They will have worked with victims of all ages, including children, teenagers, and families that are unserved/underserved, have the equivalent to an associate degree from an accredited college or university with major coursework in Psychology, Sociology, Criminal Justice, or another closely related field and/or two years of experience directly related to the provision of services to victims, crisis intervention, peer counseling, or social work. They will possess and maintain a valid California or Nevada Driver's License and have a satisfactory driving record.

The UV Program Specialists will be trained on all aspects of the wrap-around services curated to this underrepresented population. The EDCDAO anticipates it will be working towards implementing the objectives of the UV Project by the end of the first quarter of the award period. We anticipate sustainable results during and beyond the performance period since a continued influx of Spanish-speaking victim/survivors need assistance in EDC.

The EDCDAO Victim Witness Program is under the direction and leadership of the Victim Witness Program Manager who oversees all program responsibilities including grant oversight, assignments of cases to advocates, after-hour



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

emergencies, supervision of staff, and interagency coordination. The Program Manager will be assigned to the UV Program to ensure oversight and to direct complete services to Spanish-speaking victim/survivors. The Program Manager has been with the County for 23 years and has attended over 300 hours of advocacy training.

EDCDAO has the capability to implement and provide sustainability for the UV Program. EDCDAO has an Operational Agreement with HOPE Counseling to be an official mental health partner who offers Spanish-speaking therapists on the West slope, as well as other local agencies. EDCDAO has a working Memorandum of Understanding (MOU) and protocols for a collaborative team approach with local law enforcement partners, EDC Child Protective Services, and EDC County Counsel that extends to child abuse and sexual assault cases, which includes quarterly meetings and monthly case reviews. The Program Manager attends monthly meetings with Adult Protective Services. EDCDAO, EDC Department of Health and Human Services, and EDC County Counsel regularly correspond and collaborate. EDCDAO has extensive experience in working with local advocacy centers and community partners through operational agreements and/or second tiered subawards. Program Specialists attend weekly



## Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 01 0090

---

Subrecipient: County of El Dorado

---

meetings within the Victim Witness Unit, as well as collaboratively with attorneys and investigators.

Over the past 40 years, the EDCDAO has provided Program Specialists for victim advocacy services under funding provided through CalOES. The agency has a long-standing history of effectively administering grant funds and currently manages seven CalOES administered grants within the EDCVW Program. EDCDAO also manages additional grants from California Department of Insurance, Office of Traffic Safety, and other special revenue funds. The EDC Chief Administrative Office (CAO), Central Fiscal Division provides direct services regarding the fiscal requirement of all grants. The Agency Chief Fiscal Officer and Administrative Analyst review documents for financial matters required by the grant, prepare the budgets and any modifications, monitor compliance with regulations and procedures mandated by the funding source and ensure the appropriate expenditure of grant funds. Additionally, since 2012 an Assistant District Attorney has provided consistent oversight on all grants and interagency coordination. The EDCDAO meets monthly with CAO Fiscal Staff to review program data and ensure compliance with goals and objectives.

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

<b>Subrecipient:</b> County of El Dorado	<b>UEI #</b> DW8SM9A6YWR3	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM		
<b>Performance Period:</b> 01/01/23	<b>to</b> 12/31/23	<b>Subaward Amount Requested:</b> \$ 196,906
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<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 #: UV22 01 0090

Subrecipient: County of El Dorado

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: 193,221 (2021)



## Volunteer Waiver Request

Grant Subaward #: UV22 01 0090

Subrecipient: County of El Dorado

**Justification:**

At this time, the County of El Dorado District Attorney's Office will not be utilizing volunteers for the CalOES UV program. The agency has determined program funding does not allow capacity for effective volunteer support as additional training, equipment, and supervision will be required. In addition, due to the sensitive nature of UV cases, it is not feasible to engage in volunteer support at this time.

Cal OES Approval

Approved       Denied

\_\_\_\_\_  
Program Specialist Signature      Date

Approved       Denied

\_\_\_\_\_  
Unit Chief Signature      Date

**El Dorado County DA's Office**  
**Organizational Chart: FY 22/23**  
*Updated 09/14/2022*

**District Attorney**  
 Vern Pierson

**Admin Technician**  
 Savannah Brodrick

**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**  
 Jay Linden  
 Vacant  
**Deputy DAs**  
 Jeff Erskine  
 April Flores  
 Yvan Flores  
 Mahjoubeh Foolad  
 Doug Fransham  
 Tatiana Gamache  
 Nora Hall  
 Kelly Rosenbery  
 Vacant  
**SLT DDAs**  
 Casey Mandrell  
 Zaroohi Nixon

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

**Victim/Witness Unit**  
**VW Program Manager**  
 Patti Harrington  
**Sr. Program Specialists**  
 Vanessa Bragg  
 Gianina Richards  
**Program Specialists**  
 Julie Ehrlich  
 Renee Morehouse  
 Amy Nigro  
 Karon Wilson-Lee  
 Vacant  
**CVFR VW Staff\*\***  
 Janet Boehm  
 Billie Feuerhelm  
 \*\*Contracted with the Center for Violence Free Relationships

**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  
 Ali Humphreys  
 Heidi Mayerhofer  
 Donna Segna  
 Vacant

**DA Investigators**  
**CORE**  
 Ricky Brown  
 Kelly Kent  
 Gary Malmquist  
 James Peterson  
 John Robertson  
 Vacant  
**GRANT**  
 Ryan Andelin  
 James Applegate  
 Rhia Grotke  
 Rich Horn  
 Ryan Lorey  
 Andrea Luckenbach  
 Omir Torres  
**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 Agency Fiscal Officer**  
 Kerri Williams  
**Fiscal Manager**  
 Hillary Crawford  
**Admin Analyst**  
 Justene Cline  
**Fiscal Tech**  
 Vacant



## Operational Agreement Summary

Grant Subaward #: UV22 01 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. H.O.P.E. Healthy Outcomes for Personal Enrichment Counseling Center	11/09/2021	01/01/22 to 12/31/22
8. *note: a renewed OA will be executed for the grant period 01/01/23-12/31/23		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