



October 23, 2023

Vern R. Pierson, District Attorney
El Dorado County
778 Pacific Street
Placerville, CA 95667-6481

Subject – El Dorado County (UV) Program

Dear Vern R. Pierson:

This letter is to confirm Cal OES's intent to fund El Dorado County for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program. The 2023 UV Program will be funded with 2023 VOCA funding in the amount of \$196,906 with an additional \$49,227 required for Match.

Fiscal year (FY) 2023 UV Program is in year two of a five-year funding cycle. The program has a yearly non-competitive reapplication for continued funding. The performance period cycle will commence on January 1, 2024, and end December 31, 2024. Once the application has been approved by Cal OES, you will receive a formal letter notifying you of grant award approval. Once you are notified that you are in grant award, you may bill for expenses retroactively to January 1, 2024, the original start date of your new grant.

I look forward to working with El Dorado County in serving unserved/underserved victims. Should you have questions regarding the UV Program, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Alanna", is positioned below the word "Sincerely,".

Alanna Wilson
Program Specialist
Unserved/Underserved Unit

GAVIN NEWSOM
GOVERNOR



NANCY WARD
DIRECTOR

Proposal Cover Sheet

RFA 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

August 22, 2023

Nancy Ward, 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 Ms. Ward,

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 (Aug 28, 2023 11:59 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: GRANT APPLICATIONS	Policy Number: A-6	Page Number: 2 of 2
	Date Adopted: 12/22/1987	Effective Date: 12/22/1987

- 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:

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

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:** County of El Dorado 1a. **UEI#:** DW8SM9A6YWR3
2. **Implementing Agency:** District Attorney's Office 2a. **UEI#:** DW8SM9A6YWR3
3. **Implementing Agency Address:** 778 Pacific Street Placeville 95667-6481
(Street) (City) (Zip+4)
4. **Location of Project:** Placerville El Dorado 95667-6481
(City) (County) (Zip+4)
5. **Disaster/Program Title:** UV - Unserved/Underserved Victim Advocacy and Outreach Program 6. **Performance/
Budget Period:** 1/1/2024 to 12/31/2024
(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.	2023	VOCA		\$196,906		\$49,227		\$49,227	\$246,133
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$196,906	\$196,906	\$49,227		\$49,227	\$246,133

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 #: UV23 02 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: Lisette Suder Title: Assistant District Attorney

Telephone #: 530-621-6476 Email Address: lisette.suder@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: Wendy Thomas Title: Chair, District Three Supervisor

Telephone #: 530-621-5390 Email Address: bosthree@edcgov.us

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



Grant Subaward Signature Authorization

Grant Subaward #: UV23 02 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: *Vern Pierson*
Vern Pierson (Aug 28, 2023 09:50 PDT)

Date: _____

Financial Officer:

Printed Name: Kerri Williams-Horn

Signature: *Kerri Williams-Horn*

Date: _____

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

Signature: *Joe Alexander*
Joe Alexander (Aug 28, 2023 09:37 PDT)

Printed Name: Joe Alexander

Signature: *Lisette Suder*
Lisette Suder (Aug 28, 2023 16:56 PDT)

Printed Name: Lisette Suder

Signature: *James Clinchard*
James Clinchard (Aug 28, 2023 16:17 PDT)

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	UV23 02 0090	01/01/2024 - 12/31/2024
2			
3			
4			
5			
6			

I, Vern 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.

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby 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 Pierson
Official Designee's Title:	District Attorney
Date Executed:	_____
AUTHORIZED BY:	
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:	<u>Wendy Thomas</u>
Typed Name:	Wendy Thomas
Title:	Chair, District Three Supervisor
Date Executed:	12/12/2023



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of El Dorado	Grant Subaward #: UV23 02 0090		
A. Personnel Costs - Line-item description and calculation	VOCA 23	VOCA 23 Match	Total Amount Allocated
Program Specialist - Advocate 2.0 FTE (Bilingual) - Partial Catch Match Salary - \$4,496.25 x 12 Mo x 2.00 FTE = \$107,910 Benefits Retirement/PERS (28.58% of charged salary amount) - \$30,841 Health Insurance (64.75% of charged salary amount) - \$69,872 (only charging \$51,774) Medicare (1.45% of charged salary amount) - \$1,565 (only charging \$1,504) Workers Compensation Ins (1.42% of charged salary amount) - \$1,532 Unemployment Insurance (0.30% of charged salary amount) - \$324 Disability (0.25% of charged salary amount) - \$270 (only charging \$239) <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>	\$107,910		\$107,910
Program Manager - 0.05 FTE (Cash Match) Salary - \$11,330.67 x 12 Mo x 0.05 FTE = \$6,798 Benefits Retirement/PERS (28.43% of charged salary amount) - \$1,933 Health Insurance (14.99% of charged salary amount) - \$1,019 Medicare (1.45% of charged salary amount) - \$99 Workers Compensation Ins (1.42% of charged salary amount) - \$97 Unemployment Insurance (0.12% of charged salary amount) - \$8 Disability (0.25% of charged salary amount) - \$17 (only charging \$6) <i>The Program Manager 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>		\$6,798	\$6,798
Personnel Costs Fund Source Totals	\$160,730	\$43,354	\$204,084
PERSONNEL COSTS CATEGORY TOTAL			\$204,084



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of El Dorado	Grant Subaward #: UV23 02 0090		
B. Operating Costs - Line-item description and calculation	VOCA 23	VOCA 23 Match	Total Amount Allocated
Training/Travel-Related Expenses:			
Trainings for Advocates and Program Manager			
2 Trainings Each for Advocates, 1 Training 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: \$46/day x 5 days x 5 trips = \$1,150	\$1,150		\$1,150
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 \$0.665) 1,000 miles x \$0.665 = \$665 (includes travel to/from community events)	\$665		\$665
Outreach Materials (Spanish):			
Printing costs for Brochures, handouts, flyers, banners, etc. Including design in Spanish. Estimated printing fee = \$3,000	\$3,000		\$3,000
Miscellaneous Office Supplies & Equipment Expense			
Office supplies for new hires including as-needed desk supplies and minor computer-related supplies. Lump sum estimate = \$1,000	\$1,000		\$1,000
Facility Lease			
3,075 sq ft x \$1.91 = \$5,873 125 sq ft per FTE per month x 2.05 FTE x 12 = 3,075 Rate = \$1.91 per square foot per month		\$5,873	\$5,873
Cellphone/MiFi Unit for Field Work			
\$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
de Minimis indirect rate*			
*MTDC \$218,418 x 10% = \$21,842 Calculation worksheet attached	\$21,842		\$21,842
Operating Costs Fund Source Totals	\$36,176	\$5,873	\$42,049
OPERATING COSTS CATEGORY TOTAL			\$42,049

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	\$	5,873	Facility Rent
Rent/lease other space	\$	-	
Rent/lease equipment	\$	-	
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)	\$	-	
Other (not covered above)	\$	-	
Total Exclusions/Distorting Costs	\$	5,873	

2. Determine Modified Total Costs

Total Project Costs	\$	246,133
Minus (-) Total Exclusions/Distorting Costs	\$	5,873
Modified Total Costs	\$	240,260

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

Modified Total Costs	\$	240,260
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)		0.10
ICR + 1		1.10
Modified Total Direct Costs (MTDC)	\$	218,418

4. Determine Indirect Cost Amount

Modified Total Costs	\$	240,260
Subtract (-) MTDC	\$	218,418
Indirect Cost Amount	\$	21,842

5. Allocate Amounts and Check Math

Total Exclusions	\$	5,873
Plus (+) MTDC	\$	218,418
Plus (+) Indirect Cost Amount	\$	21,842
Total Project Costs	\$	246,133



Grant Subaward Budget Narrative

Grant Subaward #: UV23 02 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 2023 VOCA funds with a \$49,227 VOCA local match for this program, for a total program budget of \$246,133.

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 #: UV23 02 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, 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 #: UV23 02 0090

Subrecipient: County of El Dorado

1) Describe the plan to provide each of the services listed under the Program

Components for the Program.

Funds administered through the Unserved/Underserved Victim Advocacy and Outreach (UV) Program allow the El Dorado County District Attorney's Office (EDCDAO) Victim Witness Unit (VWU) to maintain two qualified Spanish-speaking advocates to provide the mandatory and all ten optional services as defined in Penal Code Section 13835.5 to the Spanish-speaking population within El Dorado County. UV Program Specialists will reflect the currently unserved/underserved population in El Dorado County and develop a comprehensive plan to reach Spanish-speaking victims of crime. UV Program Specialists will work with external agencies on providing culturally and linguistically specific services. UV Program Specialists will be consistently available to provide direct and indirect services to victims and witnesses of crime, including accompaniment, support during law enforcement interviews, attendance at collaborative meetings among service providers, participation in community outreach, case management, and appropriate translation of internal victim forms, letters, and brochures to accommodate Spanish-speaking victims.

UV Program Specialists review the in-custody list and corresponding law enforcement reports daily to determine if any crime victim's preferred language is



Grant Subaward Programmatic Narrative

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

noted. UV Program Specialists then contact identified victims immediately regarding the status of their respective cases. For all other cases that are filed with identified Spanish-speaking victims and/or witnesses, UV Program Specialists review case documents to assess victims' potential needs for culturally and linguistically specific services. During the initial contact with a crime victim or witness, a UV Program Specialist provides crisis intervention as needed as well as an overview of the criminal justice system and victims' rights. Upon the filing of a case, the assigned UV Program Specialist sends out a Victim Letter and Restitution Claim Form (RCF) as well as El Dorado County Victim Witness (EDCVW) Program and Marsy's Rights brochures, providing written notification of victims' rights and the EDCVW Program's contact information. When domestic violence cases are not filed by the District Attorney's Office, the assigned VW Program Specialist sends a 'No Charges Filed' (NCF) letter to the victim which provides contact information for resources available and encourages victims to call the EDCVW Program with any additional questions.

Throughout the progress of a case, the assigned UV Program Specialist will provide the following services as needed: personal advocacy and court accompaniment, crisis intervention, referrals for services, emergency financial assistance, criminal justice support and advocacy, and emotional support to



Grant Subaward Programmatic Narrative

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

Spanish-speaking victims and witnesses of 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.

The Spanish-speaking UV Program Specialists will ensure that their respective victims and witnesses receive all information in their preferred language. The UV Program Specialists will work to create appropriate forms and letters in Spanish as needed. The Spanish-speaking advocates will also find other replicable Spanish-language tools and resources to improve cultural competence of services in the EDCDAO and 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 victim access to culturally competent services.

Following the initial contact with any victim or witness, the assigned UV Program Specialist will evaluate the Spanish-speaking victim's short-term and long-term needs, make any appropriate referrals, 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



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ensure language and cultural awareness are present. Referrals can be made to or from law enforcement agencies, Probation, Child Protective Services, Adult Protective Services, domestic violence/sexual assault centers, courts, mental health providers, and hospitals among others. Referrals to service providers may remedy immediate victim needs such as shelter, transportation, food, clothing, and personal care, as well as ongoing needs such as 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, UV Program Specialists will be available to accompany and transport victims to meetings at such agencies as needed.

UV Program Specialists will assist Spanish-speaking victims with receiving, reviewing, and processing a diverse range of documents relevant to specific cases to determine necessary services to support the crime victim or witness, including the victim's eligibility to receive compensation through the California Victim Compensation Board (CalVCB). The UV Program Specialists will work with the unserved/underserved Spanish-speaking population in seeking crime victim compensation benefits by providing a CalVCB application and assisting victims throughout the application process. UV Program Specialists will ensure that victims have all documents in their preferred language and will translate any



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related documents and/or correspondence between victims and compensation claims specialists.

Consistent vertical advocacy from inception is imperative to help survivors and their families feel safe and develop trust within the criminal justice system. The UV Program Specialists will ensure that vulnerable victims and witnesses have consistent and stable service throughout the prosecution process. One assigned Spanish-speaking advocate will ensure continued trauma-informed, culturally competent services and provide stable case management to mitigate the loss of rapport which occurs when a survivor's case is transferred between multiple Program Specialists.

Services and resources are currently limited and/or under-identified for Spanish-speaking victims in El Dorado County. UV Spanish-speaking Program Specialists will be responsible for reaching out to community-based service providers, including mental health service providers, and creating a list of those which offer culturally and linguistically specific services to increase access for underserved Spanish-speaking victim/survivors. UV Program Specialists will also identify and refer victims and witnesses to various community organizations for additional services and support.



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UV Program Specialists will attend weekly meetings with EDCDAO staff assigned to vertically prosecute and/or assist in the prosecution of the most vulnerable of victims, the Special Victims Unit (SVU), and EDCDAO VW Program department meetings. The UV Program Specialists will attend monthly multidisciplinary team case review meetings to provide updates and to discuss information regarding case status and services needed by a Spanish-speaking victim and/or guardian with partnering law enforcement agencies, Child Protective Services, medical providers, mental health clinicians, specially trained forensic interviewers, and all EDCDAO SVU members. Additionally, the UV Program Specialists will regularly collaborate with other EDCDAO VW Program Specialists. For example, UV Program Specialists will work with the VW Program Specialist dedicated to elder abuse to participate in victim/survivor outreach events to address the intersectionality of these vulnerable populations.

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 agencies to educate on cultural relativism. Together, they will create culturally competent plans which focus on addressing victim needs specific to ethnicity, culture, religion, socioeconomic status, and disability status. Effective



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communication between law enforcement and Spanish-speaking victims is crucial. Staff will provide training to law enforcement agencies to equip them with the skills needed to communicate sensitively and effectively with Spanish-speaking individuals during challenging situations. To provide the best possible support, our internal staff will undergo additional training on inclusive policies, protocols, and best practices for serving Spanish-speaking victims.

The EDCDAO UV Program Specialists 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 the annual El Dorado County Fair, monthly meetings with local school clubs, and collaborating with other agencies such as Live Violence Free and The Center for Violence Free Relationships. During outreach events, the UV Program Specialists will be responsible for providing information and guiding the public toward appropriate resources in a language that they understand as well as establishing strategic partnerships with community-based service providers. The UV Program Specialists will also attend monthly EDCDAO social media committee meetings where Program Specialists will engage in conversations about how to connect and better serve our unserved/underserved survivors of crime virtually.



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The goal of the EDCDAO UV Program's outreach is to make the community aware that the EDCDAO has Spanish-speaking staff available to assist underserved Spanish-speaking victims and witnesses of crime as well as build trust and confidence between the EDCDAO and this underserved population. This will be accomplished by establishing a comprehensive outreach plan and improving the capabilities of our staff. Through presentations, community engagement, targeted partnerships, and training law enforcement agencies and internal staff to ensure effective communication and culturally inclusive support, the EDCDAO strives to recognize the importance of providing accessible and culturally sensitive services to all members of our community.

Finally, the EDCDAO UV Program Specialists will continuously participate in specialized training that will enable the UV Program Specialists to stay informed of the latest practices and strategies for effectively serving Spanish-speaking victims. UV Program Specialists will seek training from reputable organizations such the Office for Victims of Crime, California Office of Emergency Services, the National Organization for Victim Assistance, the California Crime Victim's Assistance Association, and Waymakers. The UV Program Specialists will create a more inclusive and supportive environment for the Spanish-speaking community through targeted outreach, partnerships, training, and continuous learning.



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2) Describe how the Program Components have changed since the initial application for funding.

None of the Program Components have changed since the EDCDAO initially applied for funding through the UV Program. It has been challenging to recruit and hire Spanish-speaking UV Program Specialists, so there have been delays in implementing the Program Components. The EDCDAO has recently hired one UV Program Specialist who is simultaneously working through trainings and starting program projects, and a second potential UV Program Specialist has been extended a conditional offer of employment. The EDCDAO is optimistic about the second UV Program Specialist beginning official employment soon.

3) Identify the progress that has been made in developing a plan of sustainability that will allow the Program to continue following the end of the five-year fund cycle.

The UV Program Specialists will play a central role in developing a plan of sustainability by implementing a comprehensive approach to adapting victim services. First, the current UV Program Specialist is diligently reviewing both new and existing criminal cases within the VW Program. This step is crucial in



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understanding the scope and nature of the cases which will determine subsequent steps of the sustainability plan.

Second, the current UV Program Specialist is actively planning community outreach initiatives. This involves identifying key stakeholders, partners, and potential beneficiaries within the community. By establishing a strong community network, the UV Program aims to secure external support that can contribute to its sustainability.

Third, recognizing the importance of knowledge transfer, the current UV Program Specialist is taking on the responsibility of training both internal and external stakeholders. This training effort ensures that the expertise and best practices developed over the course of the Program are effectively shared, enabling a smooth transition beyond the five-year fund cycle.

Fourth, the UV Program Specialist is working on translating and updating critical documents in Spanish – a vital step in making the Program accessible and relevant to the Spanish-speaking community. Such critical documents include victim services brochures and documents such as victim impact statement guidelines, restitution form letters, NCF letters, criminal protective orders (CPOs), and subpoenas. This effort ensures that language barriers do not hinder the delivery of essential services. Similarly, the current UV Program



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Specialist is locating and refining community resource information to enhance Spanish-speaking victims' engagement and understanding of available services.

In summary, the UV Program Specialist is on track to make rapid, substantial progress in developing a sustainability plan. Through case reviews, outreach, training, and document updates, the Program is positioning itself to effectively continue its mission beyond the current funding cycle. This multifaceted approach demonstrates a comprehensive strategy to ensure the Program's long-term viability and impact.

4) Describe how volunteers will be utilized for this Program.

Given the highly sensitive and confidential information involved with victim advocacy, the EDCDAO does not utilize volunteers in the VW program. The average EDCDAO employee background check takes about six weeks to process and includes an extensive questionnaire, which tends to discourage many applicants. In addition, there is no funding available to send volunteers to the forty-hour entry-level victim advocate training. This limits the potential exposure of volunteers to certain types of victims and services.



**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	UV23 02 0090	01/01/2024-12/31/2024
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 C.F.R. 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. 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, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.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.

3. 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.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

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

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

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

4. 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 C.F.R. 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.

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

6. 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.

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 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.

7. 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.

8. 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, which relates to nondiscrimination on the basis of sex in certain "educational programs."

9. 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.

10. 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").

11. 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).

12. 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>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. 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.

14. 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.

15. 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.

16. 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), 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/>).

17. 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.

18. All Grant Subawards Must Have Specific 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.

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

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.

26. Federal Funding Accounting and Transparency Act (FFATA)

- | | | |
|-------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Yes | No | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission? |

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

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: _____

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

Subrecipient: County of El Dorado	UEI # DW8SM9A6YWR3	FIPS #:
Grant Disaster/Program Title: UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM		
Performance Period: 01/01/24	to 12/31/24	Subaward Amount Requested: \$ 196,906
Type of Non-Federal Entity (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: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent)	Date:
Print Name and Title: Vern R. Pierson, District Attorney	Phone Number: 530-621-6474
Cal OES Staff Only: SUBAWARD #	



Grant Subaward Service Area Information

Grant Subaward #: UV23 02 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)



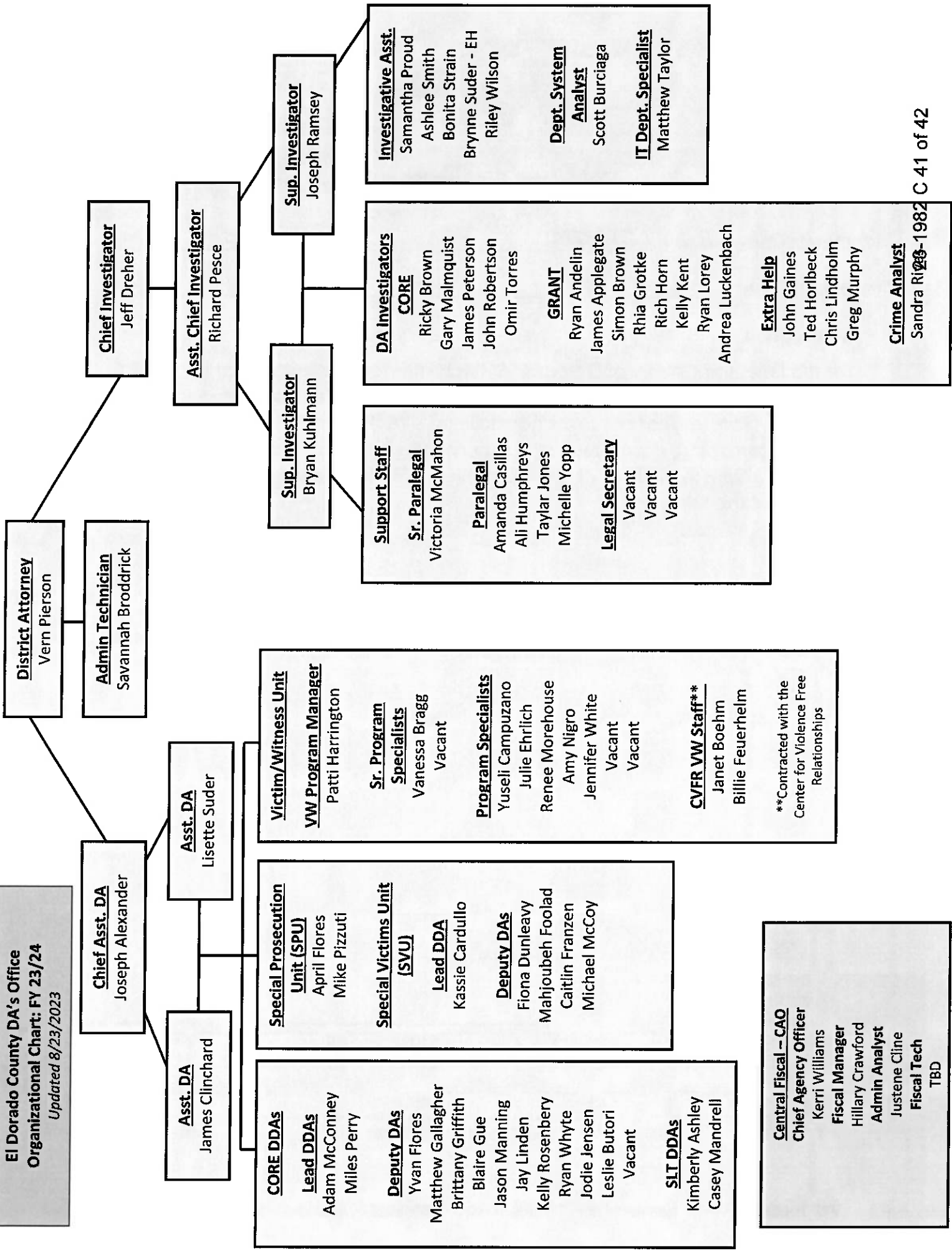
Operational Agreement Summary

Grant Subaward #: UV23 02 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	09/27/2022	01/01/23 to 12/31/23
8. *note: a renewal OA will be executed for the grant period 01/01/24-12/31/24		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 23/24
Updated 8/23/2023





REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Victim Services (VS) Branch, is soliciting applications for the following program:

UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM

Release Date: July 25, 2023

This Request for Application (RFA) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions stated in the *Subrecipient Handbook (SRH)*.

PROGRAM SYNOPSIS

Description:

The purpose of the Program is to increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime.

Eligibility:

Applicants may either be a governmental or non-governmental entity that provides direct services to victims/survivors of crime, and meet the additional requirements outlined on page two of the RFA.

Grant Subaward Performance Period:

January 1, 2024 through December 31, 2024

Available Funding:

Individual Applicants may request up to \$196,906.

Submission Deadline:

September 5, 2023



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

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

PART I – OVERVIEW

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-

A. PUBLIC RECORDS ACT NOTICE

Proposals are subject to the Public Records Act, Government Code Section 7920.000, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal 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.

B. CONTACT INFORMATION

Contact your Underserved Victims Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Tuesday, September 5, 2023.**

D. ELIGIBILITY

Eligible Applicants are the UV Program Subrecipients funded in the prior fiscal year.

Before the Grant Subaward performance period begins, Applicants:

- Must have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at SAM.gov to obtain one.
- Must **not** have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal)

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

government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. Check SAM status.

- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only). Check nonprofit status.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2024 through December 31, 2024.

F. FUNDING INFORMATION

There is \$14,767,950 available for the Program for the Grant Subaward performance period.

1. Funding Amount

Subrecipients may apply for up to 196,906, for the 12-month Grant Subaward performance period.

Please see the 2023-24 UV Program Funding Chart – Attachment A for funding information.

2. Funding Source

Detailed information on all VS Branch federal fund sources can be found in the VS Branch Federal Fund Information Guide. Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the

Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

- Supports eligible crime victim assistance programs.
- Requires the use of volunteers unless there is a compelling reason to waive this requirement.

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

- To request a volunteer waiver, Applicants must submit the Volunteer Waiver Request Form (Cal OES Form 2-155) with their application.
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver.
 - To request a match waiver, Applicants must submit the VOCA Match Waiver Request Form (Cal OES Form 2-159) with their application. Up to two VOCA fund sources can be entered on one form. An additional VOCA Match Waiver Request Form may be necessary when there are more than two VOCA fund sources. All sections of the form must be completed and answers to questions 6 and 7 must be specific and unique to the Applicant and Program.
- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- The federal award number for 2023 VOCA is unknown at this time. This information can be obtained from your Program Specialist once Cal OES receives the award number.

G. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The purpose of the Program is to increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime. This can be accomplished by enhancing existing programs to commit staff time to specifically address the needs of the identified unserved/underserved victim/survivor population, hiring staff that reflect the identified population, training all staff on the cultural norms of the population, and increasing outreach efforts.

2. Programmatic Components

a. Direct Services to Victims/Survivors

1) Crisis Intervention

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Subrecipients must provide immediate, short-term emotional and physical care for victims/survivors. Services must be provided in-person and by telephone.

2) Counseling

Subrecipients must provide individual counseling to victims/survivors. Counseling must be provided by an individual able to offer counseling services per California Law. This requirement may also be either through the development and implementation of written procedures for a referral to qualified professional counselors and/or counseling agencies.

3) Outreach

Subrecipients must consult with members of the specific victim/survivor population to develop a plan to conduct outreach to increase services and inform victims/survivors of their rights. This may include the preparation, publication, and distribution of information materials.

4) Emergency Financial Assistance

Subrecipients may allocate up to two percent of the total Grant Subaward amount (including match) to provide financial intervention for victims'/survivors' related needs. If funds are provided directly to a victim, Subrecipients must follow the procedures outlined in *SRH Section 4.040*.

5) Criminal Justice Support and Advocacy

Subrecipients must provide advocacy when necessary to intervene on behalf of the victims/survivors with criminal justice agencies (law enforcement, prosecution, courts, and probation) and provide assistance with the following:

- Accompaniment to criminal justice offices and court.
- Transportation to criminal justice offices and court.
- Assist victims/survivors in obtaining childcare to enable court attendance.
- Assist with victim impact statements.

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b. Assistance with California Victim Compensation Board Claims

Subrecipients are strongly encouraged to assist victims/survivors with applying for compensation benefits through the California Victim Compensation Board. Activities may include:

- Advising of the availability of such benefits.
- Assisting with application forms and understanding procedures.
- Obtaining necessary documentation to support the claim.
- Monitoring claim status.

Subrecipients are also strongly encouraged to allocate funds for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

c. California Victims Resource Center

The California Victims Resource Centers helps victims/survivors find necessary resources and learn about their rights in the criminal justice system. Subrecipients are strongly encouraged to use the California Victims Legal Resource Center (VLRC) when assisting victims/survivors.

The VLRC provides victims/survivors, their families, and service providers with information about victims' /survivor's legal rights and provides tailored resource referrals. Upon request, the VLRC provides publications on victims' /survivors' rights, legal research on victims' /survivors' rights to service providers, and educational presentations.

Services are free and can be accessed through the VLRC's confidential, toll-free hotline: 1-800-VICTIMS (842-8467), or through the www.1800victims.org website.

d. Staffing

Subrecipients must maintain staff that are suitably equipped to execute all program components. In addition, Subrecipients must:

Commit a minimum of one fulltime equivalent (1.0 FTE) Victim Advocate to provide direct services to victims/survivors and

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coordinate outreach efforts. Multiple part-time advocates may be utilized if their total FTE equates to 1.0 FTE.

Subrecipients are encouraged to utilize staff that are knowledgeable about the identified unserved/underserved victims/survivors of crime population indicated in their proposal.

e. Training

Subrecipients must continue to ensure cultural sensitivity training specific to the identified victim/survivor's population is provided for all staff.

f. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into either an Operational Agreement (OA) or a Second-Tier Subaward with the following agencies that participate in the following programs:

- Cal OES – funded Victim/Witness Assistance Program(s)
- Cal OES – funded Domestic Violence Assistance Program(s)
- Cal OES – funded Rape Crisis Program(s)

Subrecipients are encouraged to obtain an OA from:

- Local Law Enforcement
- District Attorney's Office(s)
- Hospital/Medical Facilities

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (*SRH Section 7.010*).

3. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	January 1, 2024 – June 30, 2024	July 31, 2024
Final Report	July 1, 2024 – December 31, 2024	January 31, 2025

b. Office for Victims of Crime (OVC) Reports

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

1) Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Measurement Tool. Then, Cal OES will have 30 days to either approve the SAR, or work with the Subrecipient on corrections, and then approve the SAR.

2) Subgrantee Report

Subrecipients receiving Victims of Crime Act funds must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates listed, unless otherwise instructed by your Program Specialist.

Report Period	Due Date (on or about)
January 1, 2024 – March 31, 2024	April 14, 2024
April 1, 2024 – June 30, 2024	July 14, 2024
July 1, 2024 – September 30, 2024	October 14, 2024
October 1, 2024 – December 31, 2024	January 14, 2025

*Exact dates will be provided by your Program Specialist at the end of each quarter.

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk

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

at ovcpmt@csrincorporated.com or call toll-free
(844) 884-2503.

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PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. APPLICATION FORMS
 - C. ADDITIONAL DOCUMENTS
 - D. BUDGET POLICIES
 - E. ADMINISTRATIVE REQUIREMENTS
-

A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the SRH. The *SRH* outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing a proposal, including a Glossary of Terms.

B. APPLICATION FORMS

Applicants must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative (Cal OES Form 2-108) – with a revision date of 4/2021 or later – and the Grant Subaward Budget Narrative (Cal OES Form 2-107) – with a revision date of 4/2021 or later.**

Applicants must complete and submit all required forms. **Required forms for this Program are identified on the Checklist in Part III.** All forms have written instructions. If a form requires a Grant Subaward number, leave this information blank. General information regarding each form is below.

1. Grant Subaward Face Sheet (Cal OES Form 2-101)

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee). **This form is always required.**

2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information. **This form is always required.**

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

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters. **This form is always required.**

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)

This form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

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

This form is always required.

5. Grant Subaward Budget Pages (Cal OES Form 2-106a-b)

These forms demonstrate how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106a-b) are subject to Cal OES modifications and approval.** Failure of the Applicant to include required items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward. **One of these forms is always required.**

The Grant Subaward Budget Pages (Cal OES Form 2-106a-b) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106a-b) when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all costs.**

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

The Grant Subaward Budget Pages (Cal OES Form 2-106a-b) must:

- Cover the entire Grant Subaward performance period.
- Include costs related to the objectives and activities of the Grant Subaward.
- Strict adherence to required and prohibited expenses.
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include matching funds (if applicable) in excess of the required match on the Grant Subaward Budget Pages (Cal OES Form 2-106a-b).

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward staff **directly employed by the Applicant** (not a contract or Participating Agency) and must be identified by position, cost and time spent on allowable activities for the Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be allocated as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

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

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment

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

insurance, and/or pension plans are allowable. Benefits, such as uniforms or California Bar Association dues, are allowable if negotiated as a part of an employee benefit package.

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

Additional information on Personnel Expenses can be found in *SRH Part 3*.

b. Operating Costs

Operating costs are defined as necessary expenditures other than personnel salaries, benefits, and equipment. The costs must be Grant Subaward-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of common operating costs include, but are not limited to:

- Audit costs (SRH Section 14.035)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (SRH Section 6.050)
- Equipment service and maintenance agreements
- Financial Assistance for clients (SRH Section 4.040)
- Furniture and office equipment (\$4,999 or less)
- Indirect costs (SRH Section 4.045)
- Insurance (e.g., vehicle, fire, bonding, theft, and liability)
- Internet access
- Office supplies
- Office rental space (SRH Section 4.055)
- Postage
- Printing
- Second-Tier Subawards (SRH Section 7.010)
- Software
- Training materials
- Travel and per diem (SRH Section 4.065)

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

- Utilities
- Vehicle maintenance

Additional information on Operating Expenses can be found in *SRH Part 4*.

c. Equipment Costs

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

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

Additional information on Equipment Costs can be found in *SRH Part 5*.

6. Grant Subaward Budget Narrative (Cal OES Form 2-107)

This form should describe the following:

- How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106a-b) support the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- How shared costs are allocated.
- How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
- The necessity for subcontracts and unusual costs.
Need for mid-year salary range adjustments.

This form is always required.

7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)

This form is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability

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

of the agency to implement the proposed plan. **This form is always required, however a Problem Statement may not.**

a. Problem Statement

A Problem Statement is not required.

b. Plan

In narrative form, address the following:

- 1) Describe the plan to provide each of the services listed under the Program Components for the Program.
- 2) Describe how the Program Components have changed since the initial application for funding.
- 3) Identify the progress that has been made in developing a plan of sustainability that will allow the Program to continue following the end of the five-year fund cycle.
- 4) Describe how volunteers will be utilized for this Program.

8. Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109a-g)

These forms list all the assurances and are a binding affirmation that Subrecipients will comply with the assurances to receive a federal fund source. Subrecipients may be asked to sign and submit one or more Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a-g).

Every year, Cal OES updates the Federal Fund Grant Subaward Assurances (Cal OES Form 2-104a-g) to ensure that any new assurances placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

This form is required for the applicable federal fund source(s) included in the Grant Subaward.

9. Petty Cash Victim Fund Certification (Cal OES Form 2-153)

A Petty Cash Victim Fund is a small amount of discretionary funds, in the form of cash, used for disbursements for unforeseen financial intervention paid directly to the victim/survivor. Subrecipients providing direct victim services may budget up to two percent of the total Grant Subaward cost for petty cash.

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This form identifies the procedures to maintain safeguards and accountability of these funds. **This form is required only if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a-b) that meets the definition of Petty Cash in SRH Section 4.040.**

10. Grant Subaward Service Area Information (Cal OES Form 2-154)

This form identifies the counties, cities, and congressional districts served by the Grant Subaward. **This form is always required.**

11. Volunteer Waiver Request (Cal OES Form 2-155)

This form provides information to support a request to waive a volunteer requirement per Part I of this RFA. **This form is only required if the Program requires volunteers, and the Applicant wants to request a waiver.**

12. Non-Competitive Procurement Request (Cal OES Form 2-156)

A Non-competitive procurement transaction is a purchase of property/goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. See *SRH Section 6.045* for additional information.

This form provides information to support a request for approval of a non-competitive procurement. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) that meets the definition of a non-competitive procurement in SRH Section 6.045.**

13. Out-of-State Travel Request (Cal OES Form 2-158)

This form provides information to support a request for out-of-state travel. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) for out-of-state travel.**

14. VOCA Match Waiver Request (Cal OES 2-159)

This form is required to waive a portion, or all, of the required match. See Part I, F., 1 for additional information. Match waiver requests are not considered during the Proposal Rating process. **This form is only**

required if the Program is supported with VOCA funds AND the Applicant wants to request to waive match.

15. Operational Agreement Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. **This form is only required when the Program requires OAs, outlined in Part I, Subpart G.**

16. Independent Contractor/Consultant Rate Exemption Request (Cal OES Form 2-164)

The maximum rate for an independent contractor/consultant is \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

This form provides information to support a request for approval of an exemption to the maximum rate. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) for an independent contractor above the maximum rate.**

17. Lodging Rate Exemption Request (Cal OES Form 2-165)

This form provides information to support a request for approval of an exemption to the maximum lodging rate per *SRH Section 4.070*. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) with lodging above the maximum rate.**

18. Subrecipient Grants Management Assessment

Per title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and oversight to Subrecipients. **This form is always required.**

C. ADDITIONAL DOCUMENTS

Applicants may be required to submit additional documents. **Required documents for this Program are identified on the Checklist in Part III.**

General information regarding each document is below:

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1. Indirect Cost Rate Agreement

The Indirect Cost Rate Agreement documents the agreed upon indirect cost rate negotiated between the federal government and an organization. **This document is only required if an Applicant has a negotiated indirect cost rate and costs are included in the Grant Subaward Budget Pages (Cal OES 2-106a or b).**

2. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant's organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b) and Grant Subaward Budget Narrative (Cal OES 2-107). **This document may or may not be required. Please see the Checklist in Part III.**

D. BUDGET POLICIES

The following sections of the SRH may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107):

- Additional Rental Space (SRH Section 4.055)
- Audit Costs (SRH Section 14.055)
- Automobiles (SRH Section 5.020)
- Contracting and Procurements Requirements (SRH Part 6)
- Equipment and Equipment Costs Requirements (SRH Part 5)
- Expert Witness Fees (SRH Section 6.050)
- Independent Contractor/Consultant (SRH Section 6.050)
- Indirect Cost or Facilities and Administration (SRH Section 4.045)
- Match Requirements (SRH Section 9.060)
- Facility Rental (SRH Section 4.055)
- Prohibited Operating Costs (SRH Section 4.070)
- Grant Subaward and Other Income (SRH Section 9.075)
- Supplanting Prohibited (SRH Section 1.065)
- Travel (SRH Section 4.065)

E. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards in accordance with all SRH requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward. The following section may be helpful for developing a proposal and for planning purposes:

- Audit Requirements (*SRH Part 14*)
- Communication and Internet Access (*SRH Section 1.070*)
- Intellectual Property, Copyright, and Patent Requirements (*SRH Part 8*)
- Fidelity Bond/Certificate of Insurance (*SRH Section 2.015*)
- Monitoring (*SRH Part 13*)
- Report of Expenditures and Request for Funds (*SRH Section 9.025*)
- Records Requirements (*SRH Part 12*)

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PART III – CHECKLIST

This checklist is provided to ensure that a complete proposal is submitted to Cal OES. This also provides the order documents/forms should be organized.

The following forms/documents are required for all Subrecipients.

- GRANT SUBAWARD FACE SHEET (Cal OES Form 2-101) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION (Cal OES Form 2-102)
- GRANT SUBAWARD SIGNATURE AUTHORIZATION (Cal OES Form 2-103)
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES Form 2-104) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES Form 2-106a) Multiple Fund Sources
- GRANT SUBAWARD BUDGET NARRATIVE (Cal OES Form 2-107)
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE (Cal OES Form 2-108)
 - PLAN
- VOCA FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES Form 2-109a) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- GRANT SUBAWARD SERVICE AREA INFORMATION (Cal OES Form 2-154)
- OPERATIONAL AGREEMENT SUMMARY (Cal OES Form 2-160)
- ORGANIZATIONAL CHART

The following forms/documents may be required depending on the Subrecipient's application and/or Program requirements.

- PETTY CASH VICTIM FUND CERTIFICATION (Cal OES Form 2-153)
- VOLUNTEER WAIVER REQUEST (Cal OES Form 2-155)
- NON-COMPETITIVE PROCUREMENT REQUEST (Cal OES Form 2-156)
- OUT-OF-STATE TRAVEL REQUEST (Cal OES Form 2-158)
- VOCA MATCH WAIVER REQUEST (Cal OES Form 2-159)
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST (Cal OES Form 2-164)
- LODGING RATE EXEMPTION REQUEST (Cal OES Form 2-165)

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INDIRECT COST RATE AGREEMENT