



Proposal Cover Sheet

RFP PROCESS

DOMESTIC VIOLENCE AMERICAN RESCUE PLAN (RP) PROGRAM

Submitted by:

El Dorado County District Attorney
778 Pacific Street
Placerville, CA 95667
(530) 621-6474



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

October 4, 2021

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

RE: Domestic Violence American Rescue Plan (RP) Program

Dear Mr. Ghilarducci,

Please accept this letter and the included application for consideration for the Domestic Violence American Rescue Plan (RP) 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 form and the Subrecipient Grants Management Assessment required as part of the Domestic Violence American Rescue Plan (RP) 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.

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

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.eldoradocda.com/>

Very Truly Yours,

Vernon Pierson (Sep 30, 2021 11:35 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) for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, and/or a proportional contribution by the grantee or other grantor(s). The grant process may consist of several steps including a notice of intent to apply, application, acceptance of award, and execution of grant agreement and related documents.

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

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

B. County department heads are authorized to:

1. Execute all documents required to apply for grants.
 - i. Department heads are expected to exercise good judgment when determining to spend staff time applying for a grant.
 - ii. The grant should be directly related to the mission and vision of the department.
 - iii. Any county match requirements must be feasible and reasonable.
2. Accept grant awards that meet all of the following criteria:
 - i. Are in an amount not to exceed \$10,000; and



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: GRANT APPLICATIONS	Policy Number: A-6	Page Number: 2 of 2
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- ii. Do not include any requirement for County funds; and
 - iii. Relate directly to the mission of the department and directives of the Board.
 - iv. No less than three business days prior to accepting the grant, the department head will provide the Board and the CAO a written report demonstrating that the grant meets criteria 2.i through 2.iii and notifying the Board of the intent to accept the grant. If no member of the Board or the CAO express concerns during this three-day period, the department head may accept the grant. If any member of the Board or the CAO objects, the department head shall bring the decision to accept the grant before a regularly scheduled meeting of the Board.
3. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
 4. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor’s guidelines for each grant.
 5. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

III. RESPONSIBLE DEPARTMENT

Chief Administrative Office

IV. DATES ISSUED AND REVISED; SUNSET DATES:

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

Cal OES #		FIPS #		VS#		Subaward #	
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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. DUNS#:** 087834029

2. Implementing Agency: District Attorney's Office **2a. DUNS#:** 087834029

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

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

5. Disaster/Program Title: Select **6. Performance** 1/1/2022 **to** 12/31/2023
Period: (Start Date) (End Date)

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

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2020	FVPA		\$65,000					\$65,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$65,000	\$65,000				\$65,000

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 #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

1. **Grant Subaward Director:**

Name: Vern R. Pierson Title: District Attorney
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us
Address/City/ Zip Code (9-digit): 778 Pacific Street, Placerville, CA 95667-6481

2. **Financial Officer:**

Name: Kerri Williams-Horn Title: 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 95667-4103

3. **Programmatic Point of Contact:**

Name: Johana Millan Title: Program Coordinator
Telephone #: 530-642-5169 Email Address: johana.millan@edcgov.us
Address/City/ Zip Code (9-digit): 778 Pacific Street, Placerville, CA 95667-6481

4. **Financial Point of Contact:**

Name: Justene Cline Title: Administrative Analyst
Telephone #: 530-621-5640 Email Address: justene.cline@edcgov.us
Address/City/ Zip Code (9-digit): 330 Fair Lane, Placerville, CA 95667-4103

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

Name: Vern R. Pierson Title: District Attorney
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us
Address/City/ Zip Code (9-digit): 778 Pacific Street, Placerville, CA 95667-6481

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

Name: Vern R. Pierson Title: District Attorney
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us
Address/City/ Zip Code (9-digit): 778 Pacific Street, Placerville, CA 95667-6481

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

Name: John Hidahl Title: Chair, District One Supervisor
Telephone #: 530-621-5650 Email Address: bosone@edcgov.us
Address/City/ Zip Code (9-digit): 330 Fair Lane, Placerville, CA 95667



Grant Subaward Signature Authorization

Grant Subaward #: RP20 01 0090


Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

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

Grant Subaward Director:

Printed Name: Vern R. Pierson

Signature: 
Vernon Pierson (Sep 30, 2021 11:35 PDT)

Date: _____

Financial Officer:

Printed Name: Kerri Williams-Horn

Signature: 
Kerri Williams-Horn (Sep 29, 2021 13:46 PDT)

Date: _____

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

Signature: 
James Clinchard (Sep 29, 2021 14:20 PDT)

Printed Name: James Clinchard

Signature: 
Joe Alexander (Sep 30, 2021 07:42 PDT)

Printed Name: Joseph Alexander

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Program

Grant Subaward #: RP20 01 0090

Subrecipient: County of El Dorado

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

I. Federal Grant Funds – SRH Sections 14.005

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure a single audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to allocate federal funds for the audit costs.

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

II. Equal Employment Opportunity – SRH Section 2.025

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

Subrecipients certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.

EEO Officer: Joseph Carruesco

Title: Director of Human Resources

Address: 330 Fair Lane, Placerville, CA 95667

Telephone Number: 530-621-5617

Email Address: joseph.carruesco@edcgov.us

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

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

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

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES-funded Subrecipients to certify compliance with CEQA. Subrecipients must certify they have completed, and will maintain on file, the appropriate CEQA compliance documentation.

V. Lobbying – SRH Sections 2.040 and 4.105

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

VI. Debarment and Suspension – SRH Section 2.045

Subrecipients receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. The Subrecipient certifies that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

The Subrecipient certifies that it will not make any Second-Tier Subaward, or enter into any contract greater than \$25,000, with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities.

VII. Proof of Authority from City Council/Governing Board – SRH Section 1.055

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (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 Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the Subrecipient. The State of California and Cal OES disclaim responsibility of **any such liability. Furthermore, it is also**

agreed that Grant Subaward funds received from Cal OES shall not be used to supplant expenditures controlled by the governing board.

Subrecipients are required to obtain written authorization by the governing body (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 Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. The Applicant is also required to maintain said written authorization on file and make readily available upon demand.

VIII. Civil Rights Compliance – SRH Section 2.020

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

IX. Special Conditions for Grant Subawards with Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Program

1. Applicability of Uniform Administrative Requirements

Subrecipients must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 45 CFR Part 75 for Department of Health and Human Services (HHS), Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (FVPS) federal awards.

The following provisions apply to FVPS-funded programs:

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart D – Post Federal Award Requirements only portions apply to all:
 - 45 CFR §75.303 – Internal Controls
 - 45 CFR §75.351 through §75.353 – Subrecipient Monitoring and Management

Unless otherwise stated, Subrecipients must refer to the HHS-specific language in 45 CFR Part 75 rather than 2 CFR Part 200.

2. Applicability of Additional Federal Regulations

In addition to 45 CFR Part 75, Subrecipients must also comply with the following federal regulations:

- 2 CFR Part 25 – Universal Identifier and System for Award Management
- 2 CFR Part 170 – Reporting Subaward and Executive Compensation Information
- 2 CFR Part 175 – Award Term for Trafficking in Persons
- 2 CFR Part 176 – Award Terms for Assistance Agreements that include Funds under the American Recovery and Reinvestment Act of 2009, Public Law 111-5
- 2 CFR Part 180 – OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non Procurement)
- 2 CFR Part 376 – Non Procurement Debarment and Suspension
- 2 CFR Part 382 – Requirements for Drug-Free Workplace (Financial Assistance)
- 31 U.S.C. §3335, §6501, and §6503 (see also 31 CFR Part 205 – Rules and Procedures for Efficient Federal-State Funds Transfers) – Cash Management Improvement Act
- 45 CFR Part 16 – Procedures of the Departmental Grant Appeals Board
- 45 CFR Part 30 – Claims Collection
- 45 CFR Part 80 – Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964
- 45 CFR Part 81 – Practice and Procedure for Hearings Under Part 80 of this Title
- 45 CFR Part 84 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
- 45 CFR Part 86 – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance
- 45 CFR Part 87 – Equal Treatment for Faith-Based Organizations

- 45 CFR Part 91 – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
- 45 CFR Part 93 – New Restrictions on Lobbying
- 45 CFR Part 95 – General Administration – Grant Programs
- 45 CFR Part 100 – Intergovernmental Review of Department of Health and Human Services Programs and Activities

3. Statutory and National Policy Requirements

Subrecipients must comply with the following statutory and/or national policy requirements:

Human Trafficking Provisions: Subrecipients must comply with the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 U.S.C. 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>.

- a) Mandatory Disclosures: Subrecipients are subject to the requirements in 31 U.S.C. 3321, 41 U.S.C. 2313, and provisions found in Federal regulations at 45 CFR §75.113 and Appendix XII of this part, and 2 CFR Parts 180 and 376 for debarment and suspension. Non-Federal entities must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to comply may result in any noncompliance remedies, including debarment and suspension.

Administration for Children and Families (ACF) is required to review and consider information about any current or potential recipient, Subrecipient, contractor, or subcontractor contained in the Federal Awardee Performance and Integrity Information System (FAPIS) (<https://www.fapiis.gov>) and System for Award Management (SAM). Non-Federal entities may review and comment on any information about itself that has been entered into FAPIS. ACF will consider any comments by the non-Federal entity, in addition to other information in FAPIS to judge the Subrecipient's integrity, business ethics, and record of performance under Federal awards when completing its review of risk.

- b) Posting Federally Funded Disclaimer Language on Documents: In accordance with Section 505 of Public Law 115-31, the Consolidated Appropriations Act of 2017, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, Subrecipients receiving Federal funds included in this Act, including but

not limited to State and local governments and Subrecipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

- c) Salary Limitation – Federal Executive Level II: Subrecipients must not pay the salary of an individual through a Grant Subaward, Second-Tier Subaward, or other extramural mechanism, including non-federal share, that exceeds the amount of the Federal Executive Level II salary for that calendar year as per a provision as part of the Consolidated Appropriations Act (e.g., Public Law 115-31, May 5, 2017) from Congress.

This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/> under the "Rates of Pay for the Executive Schedule" link. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the non-Federal entities' organization.

This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.

- d) Smoking Prohibitions: In accordance with Title XII of Public Law 103-227, the "PROKIDS Act of 1994," Subrecipients must ensure that smoking is not permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State, Territories, local and Tribal governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, subawards, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities used for inpatient drug and alcohol treatment.

The above language must be included in any Operational Agreements and Second-Tier Subawards that contain provisions for children's services and all shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

- e) Micro-purchase and Simplified Acquisition Threshold for Financial Assistance: Pursuant to statutory changes set forth in the National

Defense Authorization Act for Fiscal Year 2018, which became law on December 12, 2017, the threshold for micro-purchases is now set at \$10,000, and the threshold for simplified acquisition is now \$250,000. In accordance with 41 U.S.C. § 1902(f), changes to the thresholds are not effective until implemented in the Federal Acquisition Regulations (FAR). However, pursuant to 2 CFR §200.102, OMB has issued an exception to allow Subrecipients to use these higher thresholds in advance of revisions to the FAR at 48 CFR Subpart 2.1 and the Uniform Guidance.

Further, the National Defense Authorization Act for Fiscal Year 2017, which became law on December 23, 2016, establishes a uniform process by which institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes can request a micro-purchase threshold above \$10,000. Prior to requesting a higher threshold, please contact your Cal OES Program Specialist.

4. Monitoring

According to the applicability table in 45 CFR §75.101(b)(1), the exceptions described in §75.101(d) and 75.101(e), Subrecipients must comply with Monitoring and Management requirements described in subpart D, §75.351 through §75.353.

5. Debarment or Suspension

Subrecipients may not participate in any capacity or be a Subrecipient of Federal funds designated if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs or activities. Please see Executive Orders 12549 and 12689, as well as 2 CFR Parts 180 and 376 for debarment and suspension provisions.

Subrecipients must include a similar term and condition for all Second-Tier Subawards or contracts awarded under these programs. Prior to issuing Second-Tier Subawards or contracts under this grant, Subrecipients must review information available through the System for Award Management, <https://www.sam.gov>, to determine whether an entity is ineligible.

6. Subrecipient and Contractor Determinations

Subrecipients are required to make case-by-case determinations whether the substance of an agreement creates a Federal assistance relationship (Second-Tier Subaward) or a procurement relationship (contract). The presence of one or more characteristics may not be present in all cases; as such, the Subrecipient must use judgment as the substance of the

relationship is more important than the form of the agreement. The ACF may also supply and require Subrecipients to comply with additional guidance to support these determinations.

- a) **Second-Tier Subaward:** A Subrecipient provides a Second-Tier Subaward for the purpose of carrying out a portion of a Federal program and creates a Federal assistance relationship with the Second-Tier Subrecipient. The terms and conditions of Federal awards flow down to Second-Tier Subawards unless a particular section of 45 CFR Part 75 or the terms and conditions of the Federal award specifically indicates otherwise.

One or more of the following characteristics support the classification of Second-Tier Subaward:

- Determines who is eligible to receive federal financial assistance.
 - Has its performance measured in relation to whether objectives of a Federal program are met.
 - Has responsibility for programmatic decision making.
 - Is responsible for adherence to applicable Federal program requirements specified in the award.
 - In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods and services for the benefit of the Subrecipient.
 - In cases when any State, local, Tribal, or Territorial governments engages in a Second-Tier Subaward with another entity, that entity is also considered a Subrecipient.
- b) **Subrecipient Monitoring:** Subrecipients are required to advise Second-Tier Subrecipients of requirements imposed on them by Federal laws, regulations, and the provisions of grant agreements as well as any supplemental requirements imposed by Cal OES. These include grant administrative and audit requirements (where applicable) under 45 CFR Part 75.

Subrecipients are responsible for monitoring the activities of the Second Tier Subrecipient to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved. Monitoring must cover each program, function and

activity. Records must be maintained by the Subrecipient and be sufficiently detailed for compliance.

- c) **Audits:** Subrecipients must ensure that any non-Federal Second-Tier Subrecipients that expend Federal funds totaling \$750,000 or more during the course of its fiscal year must arrange for a financial audit in compliance with the requirements of 45 CFR Part 75 Subpart F.
- d) **Contractors:** A contract is for the purpose of obtaining goods and services for the Subrecipient's own use and creates a procurement relationship with a contractor. "Goods and services" are routine items and activities that are intended for the direct benefit or use by the Subrecipient.
 - Examples of routine "goods" are tangible items such as supplies (e.g., pens, paper, and folders) and equipment (e.g., computers and copiers) for the sole use by the Subrecipient. Examples of routine "services" are activities provided, such as janitorial and building maintenance services for the Subrecipient.
 - "Good and services" are not intended to carry out (in whole or part) a public purpose, unless specifically authorized by law.
 - One or more of the following characteristics support the classification of contractor:
 - Provides the goods and services within normal business operations.
 - Provides similar goods or services to many different purchasers.
 - Operates in a competitive environment.
 - Provides goods or services that are ancillary to the operation of the Federal program.
 - Is not subject to compliance requirements of the Federal program as a result of the agreement, through similar requirements may apply for other reasons.
- e) **Contract Monitoring:** Subrecipients are responsible for ensuring that contracts contain the applicable provisions described in Appendix II of 45 CFR Part 75. Subrecipients are responsible for maintaining oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the contract or purchase order. Records must be maintained by Subrecipients and be sufficiently detailed for compliance.

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

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature: _____	
Official Designee's Typed Name: <u>Vern R. Pierson</u>	
Official Designee's Title: <u>District Attorney</u>	
Date Executed: _____	
Federal Employer ID #: <u>94-6000511</u> Federal DUNS #: <u>087834029</u>	
Current System for Award Management (SAM) Expiration Date: <u>11/20/21</u>	
Executed in the City/County of: <u>Placerville, County of El Dorado</u>	
AUTHORIZED BY:	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature: _____	
Typed Name: <u>John Hidahl</u>	
Title: <u>Chair, District One Supervisor</u>	



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: El Dorado County District Attorney's Office	Grant Subaward #: RP20 01 0090
A. Personnel Costs - Line-item description and calculation	Total Amount Allocated
<p><i>Funding: 2020 FVPA</i></p> <p>Program Coordinator - 0.05 FTE</p> <p>Salary - \$6,300.50 x 24 Mo x 0.05 FTE = \$7,561</p> <p>Benefits</p> <p>Retirement/PERS (32.26% of charged salary amount) - Only charging \$720</p> <p>Health Insurance (23.02% of charged salary amount) - Only charging \$1,609</p> <p>Medicare (1.45% of charged salary amount)</p> <p>Unemployment Insurance (0.48% of charged salary amount) - Not charging</p> <p>Disability (.25% of charged salary amount) - Not charging</p> <p><i>The Program Coordinator will assist in preparing all required reports, provide grant management, communicate with the Domestic Violence Therapist, coordinate regular meetings with the Therapist to discuss progress in counseling services, and provide overall supervision of the program.</i></p>	<p>\$7,561</p> <p>\$720</p> <p>\$1,609</p> <p>\$110</p>
PERSONNEL COSTS CATEGORY TOTAL	\$10,000



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: El Dorado County District Attorney's Office	Grant Subaward #: RP20 01 0090
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
<p><i>Funding: 2020 FVPA</i></p> <p>Domestic Violence Telehealth Counseling - LMFT Services Contract</p> <p>Up to 440 hours for 2-year award period x \$125/hour <i>(Only \$25,000 of contract amount used in MTDC calculation)</i></p> <p>Provides telehealth counseling services to adult victims of domestic violence. Services include crisis intervention, comprehensive therapy plans, case management, and prevention activities.</p> <p>de Minimis indirect rate*</p> <p>*MTDC \$31,818 x 10% = \$3,182 - Not charging Calculation worksheet attached</p> <p><i>Includes administrative costs associated with the Special Victims Unit, RP Program, of the El Dorado County District Attorney's Office.</i></p>	<p>\$55,000</p>
OPERATING COSTS CATEGORY TOTAL	\$55,000



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: El Dorado County District Attorney's Office	Grant Subaward #: RP20 01 0090
C. Equipment Costs - Line-item description and calculation	Total Amount Allocated
None.	
EQUIPMENT COSTS CATEGORY TOTAL	
Total Project Cost (Must match the Grant Subaward Face Sheet)	\$65,000



Grant Subaward Budget Narrative

Grant Subaward #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

The El Dorado County District Attorney's Office (EDCDAO) 2022/2023 Domestic Violence American Rescue Plan (RP) Program proposed budget details the Agency's plan to effectively support and enhance its Specialized Victims Unit (SVU) in order to provide telehealth counseling services to adult victims of domestic violence. The Governor's Office of Emergency Services (Cal OES) has allocated \$65,000 in 2020 FVPA funds with no local match requirement for this program.

Personal Services – Salaries/Employee Benefits:

Employee salaries and benefits represent 15% of the District Attorney's Office overall 2022/2023 RP Program budget. The program encompasses the assignment of 0.05 FTE Program Coordinator. The project-funded staff duties provided by the Program Coordinator will include, but not be limited to, assisting in preparing all required reports, providing grant management, communicating with the Domestic Violence Therapist, coordinating regular meetings with the Therapist to discuss progress with counseling services, and providing overall supervision of the program.

The funded position maintains functional, detailed time sheets that are submitted on a bi-weekly basis. There are no mid-year salary range adjustments required. Budgeted salaries have been calculated over the award period.



Grant Subaward Budget Narrative

Grant Subaward #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

Operating Expenses:

If awarded the grant funds, the District Attorney's Office plans to enter into an agreement with Julia Vanderschaaf, LMFT, a licensed mental health therapist, which will comprise the operating expense budget. This contract will provide the SVU with dedicated telehealth counseling services, focused on supporting victims of domestic violence crimes and their families with mental health therapy needs. Vanderschaaf is a current partner of our SVU and has more than 15 years of experience providing bilingual, multicultural individual and group counseling services, with specialized experience working with domestic violence, sexual assault, and human and sex trafficking victims and family members. Services will also include crisis intervention, comprehensive therapy plans, case management, and prevention activities.

Although not being charged at this time, the indirect costs of the SVU include, but are not limited to, associated facility security system, liability insurance, utilities, and administrative support from the Central Fiscal Division, which includes grant financial and administrative management. The Agency is focused on minimizing administrative costs in support of direct services and has reduced the de Minimus indirect rate accordingly.

Equipment: There are no funds budgeted for equipment.



Grant Subaward Programmatic Narrative

Grant Subaward #: RP20.01.0090

Subrecipient: El Dorado County District Attorney's Office

Statement of Eligibility

The El Dorado County District Attorney's Office (EDCDAO) currently does not receive funding through the Domestic Violence Assistance (DV), Equality in Prevention and Services for Domestic Abuse (GL), or Domestic Violence Housing First (XD). The EDCDAO currently serves domestic violence victims through the Violence Against Women Vertical Prosecution Program (VV).



Grant Subaward Programmatic Narrative

Grant Subaward #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

Through funding from the Domestic Violence American Rescue Plan Program (RP), the EDCDAO and the Victim Witness Unit (VWU) will be able to provide a remote platform to exclusively deliver telehealth mental services for domestic violence victims (DV) and their families in El Dorado County (EDC). The EDCDAO currently has an operational agreement with a bilingual Spanish Licensed Marriage and Family Therapist (LMFT). This collaboration will make it possible to provide preventive services to DV victims by providing them with tools to identify and break the cycle of violence. The LMFT will be responsible for providing direct services in the form of responding remotely to crisis intervention and creating comprehensive therapy plans to serve DV victims and their dependents, including those with access and functional needs such as lack of transportation, access to no-cost mental health services, English proficiency, or mental and physical disability. In addition, providing these teleservices minimizes the DV victims' concerns of seeking and receiving mental health services while living with the perpetrator. By providing mental health services in a virtual way, the DV victims and their families will have more flexibility to seek and receive individual and/or group counseling via zoom, facetime, or any other remote virtual platform they might have access to.



Grant Subaward Programmatic Narrative

Grant Subaward #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

The EDC DV victims and their families are currently struggling to find mental health providers in the area that accept assistance provided by the California Victim Compensation Board (CalVCB) as a form of payment. The RP funding will provide that immediate referral for virtual mental health services for males, females, children, and the LGBTQIA community at no cost. The EDCDAO Victim Witness Program Coordinator (VWC) will work with the VV Advocate to create a referral system for the telehealth services under the RP project.

The EDCDAO currently manages the VV grant. The VV grant Operational Agreement (OA) with The Center for Violence-Free Relationships (CFVR) already allows for a full-time Domestic Violence Advocate (VVA) to be embedded and housed at the EDCDAO, enabling maximum collaboration with the VV Program. The EDCDAO Victim Witness Program Coordinator will create a trackable referral system where the VVA can communicate directly with the LMFT and share the DV victims' contact information and mental health needs identified from the need assessment. Once the VVA receives a VV case; the advocate will contact the victim and provide information about the services available to them through EDCDAO under the VV and RP grants and will include the option for telehealth mental health services. Under the VV grant, the VVA advocate shares a list of mental health providers in El Dorado County that accept



Grant Subaward Programmatic Narrative

Grant Subaward #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

CalVCB, however, recently victims have faced many barriers, including lengthy waitlists. The RP funding will reduce barriers and allow victims access to more immediate services. This collaboration will minimize the waiting period, paperwork and will maximize convenience, access, and in many cases DV safety. Once the referral is completed, the LMFT will contact a referral within 24 hours and will aim to set the initial appointment within 3-7 days.

DV victims are often in need of comprehensive case management that includes supportive services and prevention activities. Remote and confidential mental health services will be an important addition to our referral list as providing telehealth services to adults and youth eliminates the need for transportation, cuts down on travel time, and increases accessibility for those with no childcare. Additionally, The LMFT will offer daytime and evening sessions to accommodate school and work schedules. The therapy sessions will be available for victims on several different platforms, to ensure comfortability in accessing their appointments. Our advocate will be available to help victims set up and become familiar with the meeting platform should they need extra assistance. Family, collateral, and individual sessions can all be done via telehealth so that the specific needs of each client can be addressed and the quality of services is not compromised.



Grant Subaward Programmatic Narrative

Grant Subaward #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

The EDCDAO and the VWU provide specialized services to DV victims of all ages, gender, and gender identity. The VWU provides comprehensive and intense case management services that include on-scene response, crisis intervention, safety planning, needs assessment, referrals, and peer counseling to help victims break the cycle of abuse. In addition, the EDCDAO continues working proactively by using our social media platforms to educate all victims of crimes, especially DV victims, on local resources available to them.

The LMFT has more than 15 years of experience providing bilingual, multicultural, individual, and group counseling using a Trauma-informed approach. The LMFT has specialized experience working with domestic violence, sexual assault, and human or sex trafficking victims and their family members. The LMFT offers a more holistic approach, working with not only the direct victim, but their families, and VWU staff members to help navigate the path of healing. The LMFT facilitates training for local service providers on the topics of trauma-informed care, vicarious trauma, and compassion fatigue. Additionally, the LMFT has training and experience providing services to children using different modalities including but not limited to Parent-Child Interaction Therapy (PCIT) and Trauma-Focused Cognitive Behavioral Therapy (TFCBT). The LMFT earned a Master's Degree in Education/Counseling from CSU Sacramento



Grant Subaward Programmatic Narrative

Grant Subaward #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

in 2005 and has been a licensed MFT in California since 2005. The LMFT has completed the 40-hour Domestic Violence training, Train-the-Trainers for PCIT and TFCBT which are both evidence-based modalities. The LMFT has served as a team member to agencies serving victims of crime and survivors of trauma for the last 15 years, providing services, presenting information, staff supervision and support, training, and coordination of client services.

The VVA and the VWC have completed the entry-level and advanced level advocate training as defined by Evidence Code sec. 1035-1036.2 for domestic violence and human trafficking advocates. The VWC has more than 7 years of experience working with other social services providers in EDC. The VVA has over 30 years of experience with DV victims and their families providing a wide range of crisis intervention and support services.

In addition, the EDCDAO collaborates with advocacy centers and community partners through the use of OAs and/or second-tier subawards that have helped us provide additional integrated services for victims for years. Specifically, CVFR provides adolescent and adult DV victims with advocacy and wrap-around services. The EDCDAO, VWU, and LMFT will work together to serve, support, and provide the most thorough, holistic approach to healing from trauma.

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

Subrecipient El Dorado County District Attorney's Office **Duns#** 087834029 **FIPS#** _____
Disaster/Program Title: Domestic Violence American Rescue Plan (RP) Program
Performance Period: 01/01/22 to 12/31/23 **Subaward Amount Requested:** \$ 65,000
Type of Non-Federal Entity (Check Box): State Gov. Local Gov. JPA Non-Profit Tribe

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2,700,000
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, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

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



Grant Subaward Service Area Information

Grant Subaward #: RP20 01 0090

Subrecipient: El Dorado County District Attorney's Office

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 and the 5th State Assembly District

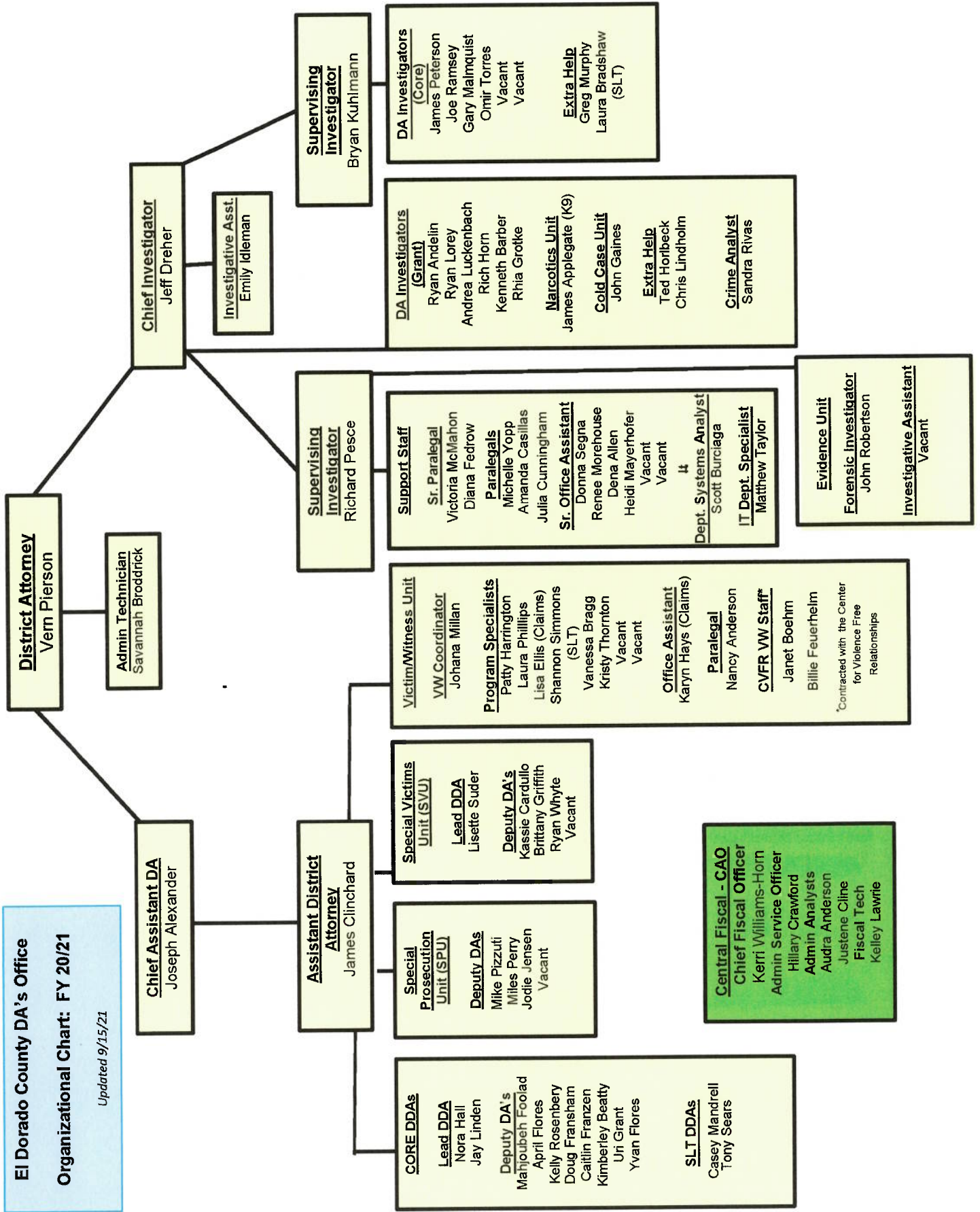
State Assembly District where principal office is located: 5th and 6th State Assembly Districts

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

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

5. Population of Service Area: 192,843

El Dorado County DA's Office
Organizational Chart: FY 20/21
Updated 9/15/21





Independent Contractor/Consultant Rate Exemption Request


Grant Subaward #: RP20 01 0090
 Subrecipient: El Dorado County District Attorney's Office
 Contractor/Consultant: Julia B Vanderschaaf, LMFT
 Contract Start Date: 01/01/2022 Contract End Date: 12/31/2023
 Contract Amount: 55000 Rate per 8-Hour Day: 1000
 Services Provided: Domestic Violence Telehealth Counseling Services

Was the contract previously approved by Cal OES? YES NO
 If yes, and the contract is still in effect (i.e., end date has not passed), attach the previously approved form and documentation in lieu of the documents listed below.

Attach the following:

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

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

Vern R. Pierson 
Vernon Pierson (Sep 30, 2021 11:35 PDT)
 Grant Subaward Director Name Grant Subaward Director Signature Date

Cal OES Approval

Approved Denied _____
 Program Specialist Signature Date

Approved Denied _____
 Unit Chief Signature Date

Julia B Vanderschaaf, LMFT

Scope of Services: As a Licensed Mental Health Therapist, the contract will provide the El Dorado County Special Victim's Unit with dedicated telehealth counseling services, focused on supporting victims of domestic violence crimes and their families with mental health therapy needs.

Services will also include crisis intervention, comprehensive therapy plans, case management, prevention activities, and integration with the Victim Witness Unit.

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

Services are to be rendered between January 1, 2022 and December 31, 2023.

Compensation for Services: The billing rate shall not exceed \$125.00 per hour for therapy and case management services. The total amount of the contract shall not exceed \$55,000, inclusive of all expenses. Standard rates for therapy services are \$100-\$200/hour.



Non-Competitive Procurement Request

Grant Subaward #: RP20 01 0090


Subrecipient: El Dorado County District Attorney's Office

Total Procurement Amount: \$ 55,000.00 Procurement: Telehealth Counseling Services

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES NO

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

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

Vernon Pierson (Sep 30, 2021 11:35 PDT)

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

- | | Yes | N/A |
|---|--------------------------|--------------------------|
| • Description of the product of service being procured | <input type="checkbox"/> | <input type="checkbox"/> |
| • Description of why it is necessary to procure the good or service in a non-competitive manner | <input type="checkbox"/> | <input type="checkbox"/> |
| • Addresses all elements for one or more of the following | | |
| ➤ The good or services is available only from one source | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Public exigency or emergency for the required equipment will not permit a delay | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Competition is determined inadequate after solicitation | <input type="checkbox"/> | <input type="checkbox"/> |

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

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












CaOES Domestic Violence (RP) RFP Sig. Docs

Final Audit Report

2021-09-30

Created:	2021-09-29
By:	Justene Cline (Justene.Cline@edcgov.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAufEGvACKdSp4ZInW1lrzJeVHB6Xg_KZF

"CaOES Domestic Violence (RP) RFP Sig. Docs" History

-  Document created by Justene Cline (Justene.Cline@edcgov.us)
2021-09-29 - 8:36:37 PM GMT- IP address: 207.104.47.251
-  Document emailed to Kerri Williams-Horn (kerri.williams-horn@edcgov.us) for signature
2021-09-29 - 8:43:11 PM GMT
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 Agreement completed.

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