



Application Cover Sheet

RFA PROCESS

VICTIM WITNESS ASSISTANCE (VW) PROGRAM

Submitted by:

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

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

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

1. Subrecipient: 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: Victim Witness Assistance (VW) Program **6. Performance Period:** 10/1/2021 **to** 9/30/2022
(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.	2019	VOCA		\$175,000		\$43,750		\$43,750	\$218,750
9.	2020	VOCA		\$196,860		\$49,215		\$49,215	\$246,075
10.	2021	VWA0	\$31,356						\$31,356
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$31,356	\$371,860	\$403,216	\$92,965		\$92,965	\$496,181

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 #: VW21 40 0090

Subrecipient: County of El Dorado 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 95667-4103



Grant Subaward Signature Authorization

Grant Subaward #: VW21 40 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: _____

Date: _____

Financial Officer:

Printed Name: Kerri Williams-Horn

Signature: _____

Date: _____

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

Signature: _____

Printed Name: James Clinchard

Signature: _____

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

Grant Subaward #: VW21 40 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: Interim 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 and the Official Designee. 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. Federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Special Conditions

1. Applicability of Part 200 Uniform Requirements

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award 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 award or a supplemental award) that are obligated on or after the acceptance date of this 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 award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to

the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-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 OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants 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.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient 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, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's 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> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Requirements related to System for Award Management and Universal Identifier Requirements

The Subrecipient 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.

The Subrecipient also must comply with applicable restrictions on Second-Tier Subawards, including restrictions on subawards to entities that do not acquire and provide (to the Subrecipient) the unique entity

identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award 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).

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

The Subrecipient 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 award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient 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, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2020, are set out at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (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 award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, 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 award, 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 award, the Subrecipient:

- Represents that it neither requires nor 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

- Certifies that, if it learns or is notified that it 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, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:
- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) 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 (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award 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, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. 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 Subrecipient understands that DOJ encourages Subrecipients to adopt

and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000 (for 2018 federal award) or \$250,000 (for 2019 & 2020 federal awards)

The Subrecipient 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 (\$150,000 [for 2018 federal award] currently, \$250,000 [for 2019 & 2020 federal awards]). 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> (Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000 [for 2018 federal award] and exceed \$250,000 [for 2019 & 2020 federal

award]), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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

The Subrecipient must comply with, and is 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.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. VOCA Requirements

The Subrecipient must 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.

16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

17. Performance Reports

COAOC – VOCA – Cal OES 2-104f (Revised 10/2020)

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

19. All Subawards ("Subgrants") must have specific federal authorization

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

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

20. Unreasonable restrictions on competition under the award; association with federal government

This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable

requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award 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) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient 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.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient 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.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28

C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient must comply with all applicable requirements of 28

C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and 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.

25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, 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 the Subrecipient 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 would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this Grant Subaward), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

28. Additional DOJ Awarding Agency Requirements (2018, 2019, & 2020)

The Subrecipient agrees 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 award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the fund.

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>11/20/2021</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
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office		Grant Subaward #: VW21 40 0090				
A. Personnel Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	2020 VOCA	2020 VOCA Match	2021 VWA0	Total Amount Allocated
Program Specialist - Advocate 3.0 FTE (Partial Cash Match)						
Salary - \$3,927x 12 Mo x 3.00 FTE = \$141,372	\$41,541		\$76,225		\$23,606	\$141,372
Benefits						
Retirement/PERS (31.28% of charged salary amount)			\$44,221			\$44,221
Health Insurance (63.66% of charged salary amount) - only charging \$83,097		\$35,595	\$47,502			\$83,097
Medicare (1.45% of charged salary amount)			\$2,050			\$2,050
Workers Compensation Ins - no charge						
Unemployment Insurance (0.48% of charged salary amount)			\$679			\$679
Disability (.25% of charged salary amount)			\$353			\$353
Provides specialized direct services to all victim's of crime, including crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources.						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
Program Specialist (Mass Victimization Advocate) 1.0 FTE						
Salary - \$3,587.83 x 12 Mo x 1.00 FTE = \$43,054	\$43,054					\$43,054
Benefits						
Retirement/PERS (31.83% of charged salary amount) - only charging \$13,069	\$13,069					\$13,069
Health Insurance (20.53% of charged salary amount)	\$8,839					\$8,839
Medicare (1.45% of charged salary amount)	\$624					\$624
Workers Compensation Ins - no charge						
Unemployment Insurance (0.48% of charged salary amount)	\$207					\$207
Disability (.25% of charged salary amount)	\$108					\$108
Provides specialized direct services to all victim's of crime and support response readiness to mass victimization/terror by developing/implementing a crisis response plan.						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
Program Coordinator - 0.55 FTE (Cash Match & 25% MVA)						
Salary - \$6,300.50 x 12 Mo x 0.55 FTE = \$41,583	\$16,260			\$25,323		\$41,583
Benefits						
Retirement/PERS (32.26% of charged salary amount) - only charging \$13,413				\$13,413		\$13,413
Health Insurance (23.02% of charged salary amount)				\$9,572		\$9,572
Medicare (1.45% of charged salary amount)				\$603		\$603
Workers Compensation Ins - no charge						
Unemployment Insurance (0.48% of charged salary amount)				\$200		\$200
Disability (.25% of charged salary amount)				\$104		\$104
The Program Coordinator is budgeted at (.55 FTE) from the Victim Witness Grant . The Program Coordinator provides direct services to victim, prepares reports, grants, supervises staff and attends required meetings.						
The Program Coordinator will also provide 25% of their coverage providing the MVA position with assistance throughout the grant period.						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
Program Assistant/Paralegal - 0.45 FTE						
Salary - \$5,064.42 x 12 Mo x 0.45 FTE = \$27,348	\$27,348					\$27,348
Benefits						
Retirement/PERS (35.82% of charged salary amount)	\$9,796					\$9,796
Health Insurance (28.64% of charged salary amount)	\$7,832					\$7,832
Medicare (1.45% of charged salary amount)	\$397					\$397
Workers Compensation Ins - no charge						
Unemployment Insurance (0.48% of charged salary amount)	\$131					\$131
Disability (.25% of charged salary amount)	\$68					\$68
Provides administrative program support. Covers partial duties previously supported by the Program Manager.						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
Personnel Costs Fund Source Totals	\$169,274	\$35,595	\$171,030	\$49,215	\$23,606	\$448,720
PERSONNEL COSTS CATEGORY TOTAL						\$448,720



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office			Grant Subaward #: VW21 40 0090			
B. Operating Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	2020 VOCA	2020 VOCA Match	2021 VWAO	Total Amount Allocated
Membership:						
California Crime Victims Assistance Association Memberships	\$155					\$155
National Organization for Victim Assistance Membership for (1) Program Coordinator and (2) Program Specialists: \$100/ea	\$300					\$300
Training/Travel-Related Expenses (Partial MVA Position):						
Trainings for 3 Advocates, Program Coordinator, and MVA Position						
1 Trainings Each Advocate/MVA & 1 for Program Coordinator						
Registration Est \$250/ea x 5 = \$1,250			\$1,250			\$1,250
Hotel & Fees Est Ave \$150/night x 3 nights x 5 trips = \$2,250			\$2,250			\$2,250
Meals/Per Diem Est: \$46/day x 4 days x 5 trips = \$920			\$920			\$920
Airfare (Roundtrip) - \$250/ea x 5 = \$1,250			\$1,250			\$1,250
Ground Transportation/Parking - \$75/ea x 5 = \$375			\$375			\$375
Mileage(Current Federal Rate \$0.56) 100 miles x \$0.56 x5=\$280			\$280			\$280
Outreach Materials (Partial MVA Position):						
Printing costs for Brochures, handouts, and flyers. Including design			\$250			\$250
Victims' Right Week - Outreach Event Expenses (TBD)			\$250			\$250
MVA Training Event - Event Materials/Brochures (TBD)	\$500					\$500
VWU Services Welcome & Informational Video in English/Spanish			\$4,000			\$4,000
Miscellaneous Office Supplies, MVA Supplies & Equipment Expense			\$500			\$500
Advocate/Witness Travel-Related Expenses						
To provide Advocacy Services (Lifer Hearings, Court Escort, etc)						
Hotel & Fees Est Ave \$130/night x 10 nights = \$1,300		\$1,300				\$1,300
Meals/Per Diem Est: \$46/day x 20 days = \$920		\$920				\$920
Ground Transportation/Parking - \$25/ea x 10 = \$250		\$250				\$250
Mileage(Current Federal Rate \$0.56) 1500 miles x \$0.56 = \$840		\$840				\$840
Vehicle Maintenance:						
County Vehicle - Fuel & maintenance to service victims on both the east and west slopes of El Dorado County						
Est \$300/month for fuel & maintenance x 12 months = \$3,600			\$3,600			\$3,600
Facility Lease (Partial Cash Match/MVA Position)						
7,500 sq ft x \$1.80 = \$13,500		\$4,845	\$905		\$7,750	\$13,500
125 sq ft per FTE per month x 5 FTE x 12 mo = 7,500						
Rate = \$1.80 per square foot per month						
Cellphone/MiFi Units for Field Work (7 total units) (Partial MVA)						
\$56.80/month per unit x 7 units x 12 months = \$4,771	\$4,771					\$4,771
Mental Health, Case Management, and Crisis Response Services						
Victim Witness Unit LMFT Services Contract - Partial MVA						
Up to 80 hours per award period x \$125/hour			\$10,000			\$10,000
de Minimis indirect rate*						
*MTDC \$430,042 x 10% = \$43,004 (Not charging at this time)						
Calculation worksheet attached						
Operating Costs Fund Source Totals	\$5,726	\$8,155	\$25,830		\$7,750	\$47,461
OPERATING COSTS CATEGORY TOTAL						\$47,461



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office			Grant Subaward #: VW21 40 0090			
C. Equipment Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	2020 VOCA	2020 VOCA Match	2021 VWAO	Total Amount Allocated
None						
Equipment Costs Fund Source Totals						
EQUIPMENT COSTS CATEGORY TOTAL						

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	19 VOCA	19 VOCA Match	2020 VOCA	2020 VOCA Match	2021 VWAO	Total Project Cost
Fund Source Totals	\$175,000	\$43,750	\$196,860	\$49,215	\$31,356	\$496,181

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	\$ 13,500
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)	\$ 9,635
Other (not covered above)	\$ -
Total Exclusions/Distorting Costs	\$ 23,135

2. Determine Modified Total Costs

Total Project Costs	\$ 496,181
Minus (-) Total Exclusions/Distorting Costs	\$ 23,135
Modified Total Costs	\$ 473,046

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

Modified Total Costs	\$ 473,046
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)	0.10
ICR + 1	1.10
Modified Total Direct Costs (MTDC)	\$ 430,042

4. Determine Indirect Cost Amount

Modified Total Costs	\$ 473,046
Subtract (-) MTDC	\$ 430,042
Indirect Cost Amount	\$ 43,004

5. Allocate Amounts and Check Math

Total Exclusions	\$ 23,135
Plus (+) MTDC	\$ 430,042
Plus (+) Indirect Cost Amount	\$ 43,004
Total Project Costs	\$ 496,181



Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0090

Subrecipient: El Dorado County District Attorney's Office

Budget Narrative

The El Dorado County District Attorney's Office (EDCDAO) 2021/2022 Victim Witness Assistance (VW) Program budget details the Agency's plan to implement the staffing and services necessary to provide comprehensive assistance to victims and witnesses of crime, and to support a Victim/Witness-based Mass Victimization Advocate for 2021/2022. The activities performed by staff and the services provided under this plan are in accordance with California Penal Code §13835.4 through §13835.5. The Governor's Office of Emergency Services (Cal OES) has allocated \$175,000 in 2019 VOCA funds, \$196,860 in 2020 VOCA funds, and \$31,356 in 2021 VWAO funds with an overall \$92,965 VOCA Local Match, for a total project cost of \$496,181.

Personal Services – Employee Salaries & Benefits

Employee salaries & benefits represent 90.43% of the District Attorney's Office 2021/2022 Victim Witness Program budget. \$448,720 of the grant award will be used for the salaries & benefits costs for 3.0 FTE Victim Witness Program Specialists, 1.0 FTE Victim Witness Program Specialist assigned the Mass Victimization Advocate workload, 0.55 FTE Program Coordinator, and 0.45 FTE Program Assistant/Paralegal.



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Subrecipient: El Dorado County District Attorney's Office

The three Victim Witness Program Specialists (advocates) assigned to the VW program will spend their time providing direct services to victims of all types of crime. These services include, but are not limited to, crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. Two advocates are located in the main Placerville office and one advocate is located in our South Lake Tahoe office. All advocates are available to commute between the Placerville (west slope) and South Lake Tahoe (east slope) offices as needed. All qualifications for employment and the required training/certification have been met by the advocates. These positions are fully funded by the grant, aside from a portion of health benefits costs, which are part of the local cash match.

The Victim Witness Program Specialist assigned the Mass Victimization Advocate (MVA) workload is fully funded by the grant. This position continues to develop and refine the implementation of a crisis response/mass victimization assistance plan, crisis response protocols, and mutual-aid memorandums. This position conducts outreach, participates in community meetings, and focuses on strategies to meet the mass victimizations objectives for El Dorado County (EDC). This position may also maintain a modified Victim Witness caseload if time allows, and can provide direct services to victims of all types of crime.



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These services include, but are not limited to, crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. The MVA Program Specialist is located in the main Placerville office and will commute to the South Lake Tahoe office as needed. All qualifications for employment and the required training/certification have been met by the advocate.

The Program Coordinator provides direct services to victims, prepares grant reports and applications, supervises staff, attends requires meetings & trainings, and works directly with the MVA Program Specialist to further develop and implement the mass victimization objectives. The Program Coordinator is located in the main Placerville office, but travels to the South Lake Tahoe location as needed. The Program Coordinator is budgeted as 0.55 FTE from the VW Program, with 25% of costs funded by the grant and the remaining portion covered with the local cash match. The remaining salary and benefits for the Program Coordinator are split between the Victim Compensation Program (15%), the Sexual Assault Law Enforcement Specialized Units (ST) program (10%), the Child Abuse Treatment (AT) program (15%), and the Child Advocacy Center (KC) program (5%). All qualifications set forth by both EDC's employment



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standards for this position, and certifications from the California Crime Victim Assistance Association, Cal OES, and CDAA have been met.

The 0.45 FTE Program Assistant/Paralegal position provides administrative support to all three advocates, the program coordinator, and the MVA position. This position assists with case management, scheduling, and communicates with the Victim Witness Unit and partnering law enforcement agencies to provide victim support. This position is fully funded by the grant.

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

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

Operating Expenses



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Subrecipient: El Dorado County District Attorney's Office

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet the program objectives. Most expenses are grant funded, with a portion of facility lease costs and advocate travel covered by the cash match.

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

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



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event, and MVA brochures have also been included. A new addition to this year's objective related to outreach is the production of an overall Victim Witness Unit Welcome and Informational video. Not only will this video be presented in the office for in-coming victims to view, but it can also be posted on the Unit's social media platforms for public awareness.

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

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



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The District Attorney's Office entered into a lease for a facility in 2018 that houses the entire Victim Witness Unit, which includes Program Specialists, Claims Specialists, the Program Coordinator, and victim counselors. Investigative and Prosecutorial activities do not occur within this space. This facility provides the VW team with dedicated space to meet with and assist victims of all types of crimes. Rent is included in the operating budget as 2019 VOCA Match, 2020 VOCA expense, and 2021 VWAO expense and meets the requirements outlined in the 2021 Subrecipient Handbook.

The 10% de Minimus Indirect Rate accounts for any facility and administrative costs associated with the Victim Witness division of the EDCDAO. The facility and administrative costs include, but are not limited to, facility security systems, office equipment, postage, liability insurance, data processing, utilities, software costs, and administrative labor associated with program oversight. The de Minimus rate is budgeted at \$43,004, but due to limited grant funding, has been reduced to \$0.00. Unless additional grant funding becomes available, the EDCDAO anticipates these costs will be absorbed by the General Fund to further maximize grant funding on direct services for victims of crime.



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

Mass Victimization Expenses

The bulk of the Mass Victimization funding covers the Mass Victimization Advocate/Program Specialist's salary and benefits, and 25% of the Program Coordinator's salary and benefits that are covered under the VW Program. A portion of the training, travel, outreach, facility lease, mobile devices, and the mental health service contract are related to the MVA portion of the program.

Equipment Expenses:

The current grant submission for 2021/2022 award period does not include any new requests for equipment at this time. In the event that the need arises for equipment throughout the grant period, a budget modification will be submitted accordingly.

Cash Match:

The cash match will be met using a portion of the health benefits for the Program Specialists, a portion of the salary and benefits for the Program Coordinator, a portion of the facility lease, and Advocate travel related expenses



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for accompanying victims to hearings, court, etc. All items identified as cash match expenses are in direct support of the objectives of the Victim Witness

Assistance Program.



Grant Subaward Programmatic Narrative

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Subrecipient: El Dorado County District Attorney's Office

Project Narrative

1) Plan

The goal of El Dorado County Victim Witness (EDCVW) Program is to continue providing inclusive, client-centered, trauma-informed, and cultural competency services to all victims of crime by minimizing the effects of trauma, avoiding re-traumatization, and assisting in building resiliency to start the healing journey. Accomplishing this plan includes recruiting and maintaining trained and qualified staff to provide the fourteen mandatory and all ten optional services as defined in Section 13835.5 of the California Penal Code.

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



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remote location, victims in South Lake Tahoe are receiving local, full time victim advocacy by someone familiar with the programs and services in South Lake Tahoe. This Program Specialist is available 5 days a week for court accompaniments, support for law enforcement interviews, and any other in-person and remote/virtual needs victims may have. The Program Coordinator and contact person for the program is Johana Millan. The confidential phone numbers for emergency purposes will be provided to Cal OES upon request. In the Placerville office, EDCVW provides a reception area with office support staff, on-site Cal VCB services, a victim's waiting area for court, a children's waiting area/playroom, and a multi-disciplinary interview (MDI) room for victims of child sexual assault cases, domestic violence, and child neglect. The EDCVW Program has office space on the second floor where all the Program Specialists and the Program Coordinator are located to serve victims of all crime types. The South Lake Tahoe office is staffed with a receptionist, advocate, investigators and two Deputy District Attorneys. In South Lake Tahoe there is also a victim's waiting area for court, a children's waiting area/playroom, and a multi-disciplinary interview (MDI) room for victims of child sexual assault cases, domestic violence, and child neglect.



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The EDCVW Program is bound to provide services to victims of all crime types, regardless of age, socio-economic background, gender, immigration status, sexual orientation, mental and/or physical disability, race, culture and native language. All staff and volunteers are trained to recognize and assess the need for culturally sensitive intervention and prevention services and to find the appropriate translation and interpretation services. Currently, EDCVW has one bilingual/Spanish speaking advocate and is waiting to welcome a bilingual/Hmong advocate to the team. The Spanish speaking advocate is currently attending classes to become a Certified Interpreter and Translator in English/Spanish and to earn a Forensic Psychology Certificate. Based on the victims' needs, local translation/interpretation services are utilized to enable Program Specialists to communicate effectively in other languages, including sign language. Translation and interpretation services are obtained through the Language People, a contracted translation/interpretation service through the County of El Dorado. The Program has a TTY phone system set up in each of the offices to support individuals who are hearing impaired. A wheelchair is provided to clients who have difficulty walking to court and interviews. When transportation is needed and provided by the Program Specialists, our office has car seats stages for victims with small children. Additionally, in most cases, if it is



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determined that a victim has a special and/or functional need, staff will conduct a field visit rather than asking the victim to travel to the office and/or will arrange or provide transportation. EDCVW has, on rare occasions, worked with the Superior Court of El Dorado County to hold a preliminary hearing at the victim's home due to the injuries of the victim. The EDCVW Offices in Placerville and South Lake Tahoe meet the ADA accessibility requirements. As previously noted, every effort is made to ensure that victims with special and functional needs receive the same quality of service as all victims.

El Dorado County, as well as the other 57 counties in California and the entire world, has been facing a serious pandemic in this last year. This pandemic has brought many changes to our offices, yet we have been able to create and adapt to new ways to provide direct and indirect services to our victims. We were able to transition to teleworking immediately since we became paperless pre-pandemic. All of our units in the office were supplied with the necessary equipment to continue providing services to the community, especially to our victims. Our office continues adjusting and innovatively redefining our procedures to provide these services. Program Specialists, support staff, investigators, and deputy district attorneys have integrated Zoom conferencing technology to communicate with victims when necessary. Our



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advocates provide all of the required and optional victims' services as per grant requirements and provide in-person services when allowed and safe for victims and our staff. We also assist victims telephonically and by video conferencing using Zoom, when courts permit. The EDCVW team follows all state and county guidelines, orders, and directives related to COVID-19 to keep our staff and victims safe. All members of the EDCVW Program have the technology to telework, work from the field, and to conduct victim support by phone or teleconferencing as needed. We will continue providing all of the required and optional victim services in an in-person or virtual form. We have seen the benefits of providing both options for court accompaniment and support, mental health services, emotional support, case status, law enforcement meetings, and psychological first aid, among others.

The El Dorado County District Attorney's Office utilizes a paperless information and case management system called Karpel. All criminal cases and documents, including law enforcement reports, are maintained within this system. The EDCVW unit has a Program Specialist assigned daily to review in-custody cases as the information is entered into Karpel. The priority is to contact, notify and complete a Victim Witness Intake Form and needs assessment with the victims; whether or not the case ends up being filed. The



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out-of-custody victim cases are referred either directly from the deputy district attorneys, support staff, or reports from Karpel.

The EDCVW Program Coordinator is responsible for receiving, tracking, and assigning all cases and victims to the advocates based on the specialized grants and victims' needs. Once the intake and the needs assessment are completed, the Program Specialist works diligently on building a rapport with the victim(s), and based on the victim's immediate and long term needs, a Victim Witness (VW) case management plan is created. Although the number of cases continues to increase, the EDCVW Program makes every effort to ensure that all victims receive the same quality of services regardless of the type of victimization. Program staff has the ability to view and/or print all law enforcement reports received by the District Attorney's Office, which allows Program Managers to expedite the initial victim contact process and add any missing information.

The EDCVW Unit provides all mandatory and optional services, as deemed necessary, for the well-being of the victim. Upon a Deputy District Attorney filing a case, support staff sends out a Victim Letter and Restitution Claim form as well as an EDCVW Program Brochure with contact information



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and a Marsy's Rights brochure, providing notification of victims' rights. Our office currently disseminates brochures to our victims in English, Spanish, large-print, and Braille. In domestic violence cases that are not filed by the District Attorney's Office, a "No File" letter goes out to the victim providing contact information for available support resources and encouraging victims to call the EDCVW with any additional questions.

The Karpel case management system enables Program Specialists to receive live updates while Deputy District Attorneys are in court, allowing Program Specialists to inform victims of case status without delay and increases effective communication between the victim, the advocate, and the prosecutor. The Victim Witness Software Module improves victim data collection and case management, personal records, document generation, and tracks performance measurements for the statistical reporting requirements of the Cal OES OVC PMT.

In addition, the EDCVW unit is fortunate to have an on-site CalVCB Joint Powers Agreement program allowing immediate communication between the victim and a Claims Specialist regarding eligibility requirements, claim forms, filing the claim, and claim status. The one bilingual/Spanish advocate assists the



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claims specialists with Spanish-speaking victims from our County and other counties they serve.

The EDCVW Program Specialists have experience in providing personal advocacy/accompaniment, crisis response and intervention, safety planning, and emotional support to victims dealing with emotional trauma as a result of the crime. Our office recognizes the importance of having a licensed mental health provider on site and, in 2020; our office contracted with a Licensed Marriage & Family Therapist to provide case management supervision to our staff and psychological first aid to victims. By having these services, we are working towards becoming a trauma informed agency and making sure that we work on preventing and minimizing second-hand and vicarious trauma. When necessary, arrangements are made with local agencies and emergency services, which may include immediate needs such as shelter, transportation, food, clothing, and personal care, as well as connection to licensed mental health and medical care, immigration services, and other safety net programs and social community based services. EDCVW provides information about the criminal justice process and accompanies victims to necessary court proceedings.



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El Dorado County maintains an emergency fund through Cal VCB that is used to assist victims with their immediate needs. This emergency fund is managed with control and guidelines under the El Dorado County CAO and Auditor Controller's Office.

The Victim Witness Program Specialists receive notification from Deputy District Attorneys once they issue the release of property to law enforcement. The Program Specialist will arrange for pick-up from evidence or property rooms to ensure that property is returned to the victim. Some items may remain as evidence for a certain amount of time in the event of an appeal. Follow-up is done at that time to ensure victims receive their property.

The EDCVW unit receives referrals by phone, in writing, or in-person. Referrals are made from other agencies such as law enforcement, probation, Child Protective Services, Adult Protective Services, domestic violence/sexual assault centers, courts, and hospitals. An outside agency referral is handled the same as an in-house referral. The advocate will review the report, evaluate the victim's needs, and initiate contact with the victim. Field visits are made by Program Specialists when appropriate to a



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victim's home, workplace, crime scene, or other places as requested by law enforcement, social services, probation, or the District Attorney's Office.

If a referral is not related to the type of services that EDCVW provides, the advocate will follow-up with the agency or victim to provide a resource referral to the appropriate agency. For assistance with domestic violence restraining orders, shelter, or other domestic violence and/or sexual assault needs, the referrals will be made to the Live Violence Free non-profit organization in South Lake Tahoe and The Center for Violence-Free Relationships (The Center) in Placerville.

The EDCVW Program has an ongoing operational agreement with these two centers to coordinate services to victims of domestic violence, sexual assault, including children of sexual and/or physical abuse. Since 2018, due to these collaborations, the EDCVW Program continues experiencing an increase in the number of domestic violence victims served. This collaboration was made possible by Cal OES grants and continues to live on after the grants have ended and through additional grants and operational agreements.

A three-year Operational Agreement is in place for the period of July 1, 2018 – June 30, 2021. We are actively working on its renewal and anticipate



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having a new one in place before the end of the term. The agreement details the expectations of each agency, including training needs, networking, and regular meetings. Both The Center for Violence-Free Relationships and Live Violence Free provide services to domestic violence victims and sexual assault victims. The advocates provide annual training to The Center staff and their volunteers. A signed copy of the Operational Agreement is maintained by the EDCVW Program.

As of January 1, 2021, we have an operational agreement with Hope Counseling to provide mental health services based on the short and long-term victim needs. These services are provided in person and in a telehealth format to children and their families. These services are provided to those that have been victimized directly or indirectly by negligence and or abuse.

As of April, the Victim Witness Unit has experienced a few reductions of Program Specialists due to resignations as a result of other opportunities. The Unit is actively completing the recruiting process to fill the positions as soon as possible and project to have them filled by June 2021. All current Program Specialists have received the required certifications from the California Victim Services Training Institute. Any new Program Specialists will be attending the



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Entry-Level training in December 2021. The others will be attending the advanced training sometime in 2022. In order to stay up to date on victim services best practices, Program Specialists are encouraged to seek online training and other local training opportunities that will enhance the services provided by the EDCVW Program, including webinar training that is typically provided at no or low cost. Program Specialists will continue to provide presentations to the community and partnering agencies regarding victims' rights as well as cross-training with other agencies.

As part of our outreach efforts, the El Dorado County District Attorney's Office has created a social media team. Three Program Specialists are part of this team and create posts highlighting victims/survivors awareness and will continue using this platform to educate the community on the victim services provided by our office. In addition, we will provide brochures, business cards, and other program-related materials to local victim support agencies, local hospitals, and law enforcement agencies so that victims are provided resource information immediately during the first contact. Brochures are available in English, Spanish, Braille, and by the end of 2021, in Hmong. These brochures are carried by law enforcement and investigators in their vehicles. Public awareness of victim services and crime prevention will be made available through



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community outreach and presentations, public service announcements, social media, and written material.

The program will continue to recruit volunteers. The average background check which takes 3-4 weeks and includes a fairly extensive and invasive questionnaire can tend to discourage many applicants. Fortunately, college interns are eager to explore the area of Victim Witness and be exposed to the criminal justice system. With limited to no funding available to send volunteers to the 40-hour entry-level training, the exposure of the volunteers to certain types of victims and certain types of services is limited.

The EDCVW Unit has created an outreach team who work diligently to assess the needs of the community when it comes to who we are as an office. Our goal for the community is to learn the work we do and to not hesitate to reach out with questions, concerns or feedback. The EDCVW Unit has networked and scheduled a meeting to discuss a television interview with Univision to be able to reach the limited English proficiency, vulnerable, at-risk population and communities with access and functional needs. This interview will be conducted in Spanish and it will be shared on our social media platforms.



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In addition, we will welcome another bilingual/Hmong advocate, and this would allow us to reach out to the Asian community.

The EDCVW internal accounting and administrative controls of the grant are managed by the El Dorado County Chief Administrative Office (CAO) to ensure that both revenues and costs are identified by program and funding source and that EDCVW are in compliance with mandated grant procedures. A series of checks and balances and the required Report of Expenditures form assure that Cal OES grant funds are accurately accounted for and expended in accordance with the grant. The EDCVW meets at least monthly with the CAO fiscal staff to review program data and ensure compliance with goals and objectives.

An organizational chart showing EDCVW's place within the District Attorney's Office, as well as the program staffing, is attached.

As the only victim assistance program within the County of El Dorado, the EDCVW Unit pledges to provide inclusive, empathetic, and compassionate quality services to victims of all crimes and to continue meeting the goals, objectives, and activities of this application.



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

In addition to all of the services discussed above, one Program Specialist is specifically assigned to be the advocate for the El Dorado County Emergency Operation Plan (EOP) as the Mass Victimization Advocate (MVA). The need for experienced victim services from the EDCVW as a part of the EOP has become increasingly apparent and relevant in the event of mass victimization, terrorist attack and natural disasters. EDCVW recognizes that even while facing a pandemic, there is still a risk for a mass victimization incident, such as the Time Square in New York City Mass Victimization incident. In the last six months each Program Specialist has diligently planned, implemented and created goals for the new Fiscal Year. Some of the goals for the most recent reporting period have been attending the required Crisis Response Training. This extensive training helped two Program Specialists create a community response resource guide for both Placerville and South Lake Tahoe. These resources are available to all staff and will be provided to victims. The MVA works closely with the full-time advocate in South Lake Tahoe to ensure that the immediate response in the event of a mass victimization/terrorism incident is an informed and capable response, until the MVA (who is located in Placerville) can respond. In collaboration with the EDCVW Program Coordinator, The MVA has scheduled a



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meeting with the county Office of Emergency Services to participate and conduct emergency response training with our local law enforcement agencies and to become part of the EDC Emergency Operations Plan.

As a result of personnel changes, EDCVW has updated the three Mass Victimization Crisis Response Teams. These teams are responsible for deploying in the event of a Mass Incident and for providing coverage for the unit and caseload for those responding to the event. Since the inception of these Mass Victimization Crisis Response Teams, the Program Specialists have been meeting monthly to discuss action items to make these teams stronger (with the guidance and supervision of the MVA and the EDCVW Program Coordinator), including shared training opportunities, outreach to neighboring communities for collaboration purposes, reaching out to local community events for outreach purposes, and ensuring every program manager has a crisis response kit as well as go-bags.

The MVA, as well as the entire EDCVW Unit, recognize the importance of psychological first aid for victims and for the team when responding to a mass victimization incident; therefore, we have a contract with a Licensed Marriage and Family Therapist to respond and or deploy if needed, and to provide case



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management supervision to the advocates. As part of the response training the EDCVW Unit will be attending the active shooter training offered by the El Dorado County Sheriff's Office.

The MVA and Program Coordinator will continue attending the monthly Mass Victimization county round table meetings and regional meetings to maintain and establish collaborations with different counties, as well as attending the Mass Victimization and Crisis Response Training. These opportunities allow the EDCVW Unit to continue improving the strategic plan and to continue the development of mutual-aid MOUs with neighboring centers and/or within our identified crisis response (CR) training region and allied service providers. The MVA will continue actively participating in community outreach education and participate in community meetings with leaders from law enforcement, victim services, legal services (non-profit and private sector), the District Attorney's Office, city government, emergency management, medical service providers, and schools to provide information about the trauma-informed response.

Although the MVA also handles a modified VW caseload in conjunction with meeting MVA objectives, in the event of a mass casualty, other



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assignments would be reassigned so the MVA could respond and focus on the mass casualty event.

The MVA will meet the California Crime Victims Association (CCVAA) entry-level and advanced training and crisis response advocate training requirements. The MVA may also attend additional training relevant to mass victimization and/or complete FEMA training such as the human trafficking training, death notification training, and suicide prevention and intervention training.

Due to Covid-19, our office was unable to complete some objectives from the reporting period as many agencies were required to cancel in-person training and close their operations. We will make these objectives a priority for the 2021-2022 grant cycle. The MVAs for both the Placerville and South Lake Tahoe Office are registered to attend the Crisis Response Training through a distance learning model in November. Once everything is back to the "new normal" from Covid-19, the MVA, along with other team members, will attend additional training specifically for natural disaster events, and the Active Shooter training.

**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: Victim Witness Assistance (VW) Program
Performance Period: 10/01/21 to 09/30/22 **Subaward Amount Requested:** \$ 403,216
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

Cal OES Staff Only: SUBAWARD # _____



Grant Subaward Service Area Information

Grant Subaward #: VW21 40 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 District and the 5th State Assembly District
5th State Assembly District represented by Frank Bigelow
6th State Assembly District represented by Kevin Kiley

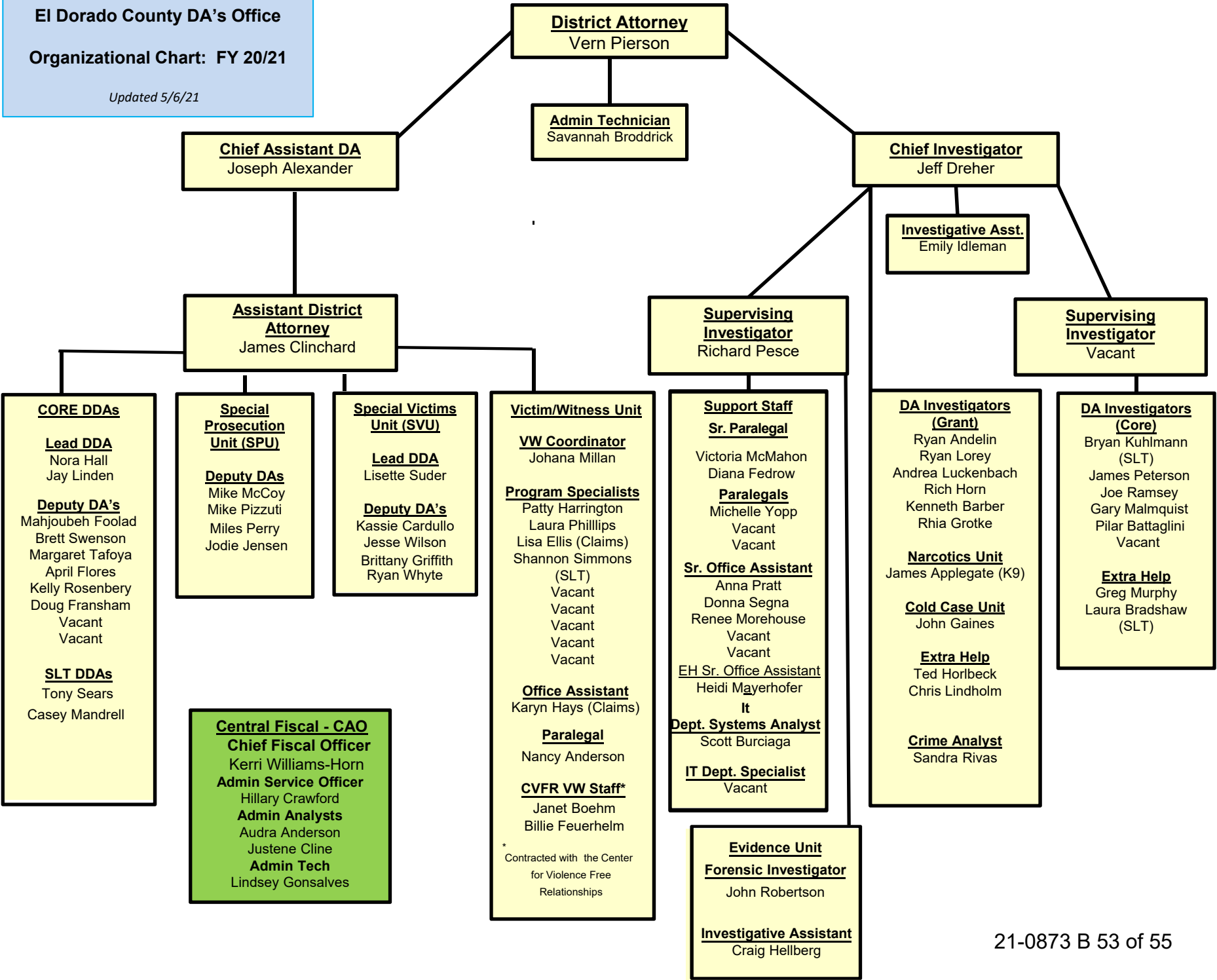
State Assembly District where principal office is located: 5th and 6th State Assembly Districts

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

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

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

El Dorado County DA's Office
Organizational Chart: FY 20/21
Updated 5/6/21





Operational Agreement Summary

Grant Subaward #: VW21 40 0090

Subrecipient: El Dorado County District Attorney's Office

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. El Dorado County District Attorney's Office	07/19/2018	07/01/18 to 06/30/21
2. El Dorado County Sheriff's Office	07/18/2018	07/01/18 to 06/30/21
3. Placerville Police Department	07/19/2018	07/01/18 to 06/30/21
4. South Lake Tahoe Police Department	07/24/2018	07/01/18 to 06/30/21
5. The Center for Violence Free Relationships	07/20/2018	07/01/18 to 06/30/21
6. Live Violence Free	07/31/2018	07/01/18 to 06/30/21
7. *note: the renewal OA is currently pending signatures		to _____
8. and will be valid for the period 07/01/21-06/30/24		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 _____



Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: VW21 40 0090

Subrecipient: El Dorado County District Attorney's Office

Contractor/Consultant: Julia B Vanderschaaf, LMFT

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

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

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

Was the contract previously approved by Cal OES? YES NO

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

Attach the following:

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

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

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

Cal OES Approval

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

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