

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR



Application Cover Sheet

RFA PROCESS

CHILD ADVOCACY CENTER (KC) PROGRAM

Submitted by:

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

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

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

1. **Subrecipient:** County of El Dorado 1a. **UEI#:** DW8SM9A6YWR3
2. **Implementing Agency:** District Attorney's Office 2a. **UEI#:** _____
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:** KC - Child Advocacy Center Program 6. **Performance/
Budget Period:** 4/1/2024 to 3/31/2025
(Start Date) (End Date)
7. **Indirect Cost Rate:** 10% de minimis Federally Approved ICR (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	VOCA		\$200,000		\$50,000		\$50,000	\$250,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$200,000	\$200,000	\$50,000		\$50,000	\$250,000

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 #: KC23 02 0090

Subrecipient: County of El Dorado

1. **Grant Subaward Director:**

Name: Vern R. Pierson

Title: District Attorney

Telephone #: 530-621-6474

Email Address: vern.pierson@edcda.us

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

2. **Financial Officer:**

Name: Kerri Williams-Horn

Title: Agency Chief Fiscal Officer

Telephone #: 530-621-5309

Email Address: kerri.williams-horn@edcgov.us

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

3. **Programmatic Point of Contact:**

Name: Lisette Suder

Title: Assistant District Attorney

Telephone #: 530-642-5169

Email Address: lisette,suder@edcda.us

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

4. **Financial Point of Contact:**

Name: Justene Cline

Title: Administrative Analyst

Telephone #: 530-621-5640

Email Address: justene.cline@edcgov.us

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

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

Name: Vern R. Pierson

Title: District Attorney

Telephone #: 530-621-6474

Email Address: vern.pierson@edcda.us

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

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

Name: Vern R. Pierson

Title: District Attorney

Telephone #: 530-621-6474

Email Address: vern.pierson@edcda.us

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

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

Name: Wendy Thomas

Title: Chair, District Three Supervisor

Telephone #: 530-621-5390

Email Address: bosthree@edcgov.us

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



Grant Subaward Signature Authorization

Grant Subaward #: KC23 02 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:

Financial Officer:

Printed Name: Vern R. Pierson

Printed Name: Kerri Williams-Horn

Signature: _____

Signature: _____

Date: _____

Date: _____

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

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

Signature: _____

Signature: _____

Printed Name: Joe Alexander

Printed Name: _____

Signature: _____

Signature: _____

Printed Name: James Clinchard

Printed Name: _____

Signature: _____

Signature: _____

Printed Name: Lisette Suder

Printed Name: _____

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of El Dorado

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Child Advocacy Center (KC) Program	KC23 02 0090	04/01/2024-03/31/2025
2			
3			
4			
5			
6			

I, Vern R. Pierson

(Official Designee; same person as

Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

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

II. Civil Rights Compliance – SRH Section 2.020

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

III. Equal Employment Opportunity – SRH Section 2.025

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



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

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

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

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

VI. Lobbying – SRH Sections 2.040 and 4.105

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

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

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	Vern R. Pierson
Official Designee's Title:	District Attorney
Date Executed:	_____
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u>Wendy Thomas</u>
Typed Name:	Wendy Thomas
Title:	Chair, District Three Supervisor
Date Executed:	12/12/2023



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

Subrecipient: County of El Dorado

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Child Advocacy Center (KC) Program	KC23 02 0090	04/01/2024-03/31/2025
2.			
3.			
4.			
5.			
6.			

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

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

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

Subrecipient expends \$750,000 or more in federal funds annually.

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

2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

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

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

3. Applicability of Part 200 Uniform Requirements

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

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

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

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

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

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

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

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

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

5. OJP Training Guiding Principles

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. Determination of Suitability to Interact with Participating Minors

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

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

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. Compliance with DOJ Grants Financial Guide

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

14. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

15. Potential Imposition of Additional Requirements

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

16. Employment Eligibility Verification for Hiring under the Grant Subaward

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

- 1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

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

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

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

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

17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

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

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

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

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

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

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

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

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

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

20. Restrictions on "Lobbying"

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

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

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

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

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

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

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

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

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

24. Discrimination Findings

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

25. VOCA Requirements

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

26. Federal Funding Accounting and Transparency Act (FFATA)

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

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

CERTIFICATION
I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.
Official Designee's Signature: _____
Official Designee's Typed Name: <u>Vern R. Pierson</u>
Official Designee's Title: <u>District Attorney</u>
Date Executed: _____



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of El Dorado	Grant Subaward #: KC23 02 0090		
A. Personnel Costs - Line-item description and calculation	2023 VOCA	2023 VOCA Match	Total Amount Allocated
CAC Coordinator/Interviewer - 0.75 FTE (Partial Gen Fund Cash Match) Salary - \$12,523 x 12 Mo x 0.75 FTE = \$112,707 Benefits: Retirement/PERS (37.65% of charged salary amount) - \$42,434 (only charging \$30,546) Medicare (1.45% of charged salary amount) - \$1,634 (only charging \$1,581) Health Insurance (8.72% of charged salary amount) - \$9,828 Workers Comp Ins - (1.43% of charged salary amount) - \$1,612 Unemployment Insurance (0.11% of charged salary amount) - \$124 (only charging \$121) Disability Insurance (0.25% of charged salary amount) - \$282 (only charging \$90) <i>Conducts forensic interviews, provides MDIC Coordination, and maintains the NCA process for accreditation.</i> <i>Benefits including: medical, dental, vision, retirement, workers' comp, unemployment, and disability. SDI and applicable taxes.</i>	\$112,707		\$112,707
Program Specialist - Advocate 1.0 FTE Salary - \$4,310x 12 Mo x 1.0 FTE = \$51,720 Benefits: Retirement/PERS (29.79% of charged salary amount) - \$15,407 Medicare (1.45% of charged salary amount) - \$750 Health Insurance - not charging Workers Comp Ins - (1.48% of charged salary amount) - \$765 Unemployment Insurance (0.31% of charged salary amount) - \$160 Disability Insurance (0.25% of charged salary amount) - \$129 (only charging \$122) <i>Provides specialized direct services to victims of crime, including case management, criminal justice support and advocacy, assistance with crime compensation benefits, counseling coordination, and referrals. Assists CAC Coordinator with maintaining NCA accreditation tasks.</i> <i>Benefits including: medical, dental, vision, retirement, workers' comp, unemployment, and disability. SDI and applicable taxes.</i>	\$51,720		\$51,720
Program Manager - 0.05 FTE (Gen Fund Cash Match) Salary - \$11,330 x 12 Mo x 0.05 FTE = \$6,798 Benefits: Retirement/PERS (33.49% of charged salary amount) - \$2,277 Medicare (1.45% of charged salary amount) - \$99 Health Insurance (25.78% of charged salary amount) - \$1,753 Workers Compensation Ins (1.42% of charged salary amount) - \$97 Unemployment Insurance (0.12% of charged salary amount) - \$8 Disability (0.25% of charged salary amount) - \$17 <i>The Program Manager's time is spent providing direct services to victims, overseeing victim advocates and participating staff, preparing grant reports, supervising staff, and attending required meetings at the Placerville and South Lake Tahoe offices.</i> <i>Benefits including: health, dental, vision, retirement, workers' compensation unemployment, and disability. SDI and applicable taxes.</i>		\$6,798	\$6,798
Personnel Costs Fund Source Totals	\$186,458	\$50,000	\$236,458
PERSONNEL COSTS CATEGORY TOTAL			\$236,458



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of El Dorado	Grant Subaward #: KC23 02 0090		
B. Operating Costs - Line-item description and calculation	2023 VOCA	2023 VOCA Match	Total Amount Allocated
Memberships/Accreditation Expenses			
NCA Accredited - Annual Membership	\$600		\$600
Calico Center CACC - Annual Membership	\$300		\$300
Training/Travel-Related Expenses:			
2 Staff Members to Attend Child Maltreatment Conference or Related Event			
Registration: \$575/person x 2 staff = \$1,150	\$1,150		\$1,150
Hotel: Est. \$125 per diem + \$25 taxes & fees x 5 nights x 2 staff = \$1,500	\$1,500		\$1,500
Meals: Est. \$46/day x 6 days x 2 = \$552	\$552		\$552
Airfare Est. (Roundtrip) to Conference \$500 x 2 = \$1,000	\$1,000		\$1,000
Ground Transportation Est. \$68/person x 2 = \$136	\$136		\$136
Hosted Training for MDIC			
Workshop Expenses \$81.25 * 8 = \$650	\$650		\$650
Workshop Host Preparation \$81.25 x 8 = \$650	\$650		\$650
Potential Travel Expenses: \$595 Est.	\$595		\$595
Vidanyx Cloud Storage Annual Licensing Fee			
Ensures secure, encrypted storage of video files of forensic interviews	\$3,448		\$3,448
Office Supplies & Equipment for 2 MDIC Rooms (Estimated Costs)			
Miscellaneous as needed items, such as computer accessories, printer supplies, paper, folders, and other minor office supply items for the CAC, and CAC room supplies, such as coloring books, games, and snacks for children.	\$100		\$100
Promotion, Printing, and or Design Expenses			
Child Advocacy Center Promotional Materials	\$100		\$100
Cell Phones for CAC Coordinator & Program Specialist			
\$55/month x 12 Mo x 2 = \$1,320 - Only charging \$1,201	\$1,201		\$1,201
Equipment Rental			
Copier/Scanner/Printer - 2 units x \$65/Month x 12 Mo = \$1,560	\$1,560		\$1,560
de Minimis Indirect Rate			
Modified Total Direct Cost is \$225,855 (Total Project Cost less equipment rental, and indirect)			
Indirect Calculation (\$225,855 x 10% = \$22,585) - Not charging			
Operating Costs Fund Source Totals	\$13,542		\$13,542
OPERATING COSTS CATEGORY TOTAL			\$13,542



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of El Dorado	Grant Subaward #: KC23 02 0090		
C. Equipment Costs - Line-item description and calculation	2023 VOCA	2023 VOCA Match	Total Amount Allocated
None.			
Equipment Costs Fund Source Totals			
EQUIPMENT COSTS CATEGORY TOTAL			

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	2023 VOCA	2023 VOCA Match	Total Project Cost
Fund Source Totals	\$200,000	\$50,000	\$250,000

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	\$ -
Rent/lease other space	\$ -
Rent/lease equipment	\$ 1,560
Equipment (purchased)	\$ -
Contracts/Subawards after the first \$25,000	\$ -
Capital improvements	\$ -
Patient Care	\$ -
Tuition, Scholarships, Fellowships	\$ -
Participant support costs (training/conference registration fees, travel including per diem and stipends)	\$ -
Other (not covered above)	\$ -
Total Exclusions/Distorting Costs	\$ 1,560

2. Determine Modified Total Costs

Total Project Costs	\$ 250,000
Minus (-) Total Exclusions/Distorting Costs	\$ 1,560
Modified Total Costs	\$ 248,440

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

Modified Total Costs	\$ 248,440
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)	0.10
ICR + 1	1.10
Modified Total Direct Costs (MTDC)	\$ 225,855

4. Determine Indirect Cost Amount

Modified Total Costs	\$ 248,440
Subtract (-) MTDC	\$ 225,855
Indirect Cost Amount	\$ 22,585

5. Allocate Amounts and Check Math

Total Exclusions	\$ 1,560
Plus (+) MTDC	\$ 225,855
Plus (+) Indirect Cost Amount	\$ 22,585
Total Project Costs	\$ 250,000



Grant Subaward Budget Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

The El Dorado County District Attorney's Office (EDCDAO) 2023/2024 Child Advocacy Center (KC) Program budget details the Agency's plan to provide direct victim services to child abuse survivors and their families through a multidisciplinary team approach. The Governor's Office of Emergency Services (CalOES) has presented the EDCDAO with a funding opportunity in the amount of \$200,000 in 2023 VOCA funds with a \$50,000 VOCA local match for this program, for a total program budget of \$250,000.

The program will fund 0.75 FTE Child Advocacy Center (CAC) Coordinator/Interviewer, 1.00 FTE Victim Witness Program Specialist, and 0.05 FTE Program Manager. Partial salary and benefits of the CAC Coordinator and the Program Manager will be supported by General Fund cash match.

The project-funded staff duties provided by the CAC Coordinator will include time spent working to maintain CAC accreditation and providing services that include coordinating and scheduling interviews for law enforcement and Child Protective Services (CPS), conducting forensic interviews, and facilitating quarterly multidisciplinary team meetings. The services to be performed support the proposed objectives and activities as outlined in the project narrative.

The project-funded staff duties provided by the Program Manager will include providing direct services to victims, overseeing victim advocates,



Grant Subaward Budget Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

preparing grant reports, and attending required meetings. The project-funded staff duties provided by the Program Specialist will include providing specialized direct services to victims, including case management, criminal justice support and advocacy, counseling coordination, and referrals.

All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis. No mid-year salary range adjustments are required.

Operating expenses for this program include membership dues, training/travel costs, digital case management system fees, office supplies, CAC promotional materials, dedicated cell phone lines for the CAC Coordinator and Program Specialist, and equipment rental.

Indirect costs include associated facility security system, postage, liability insurance, utilities, and administrative support from the Central Fiscal Division, which include grant financial and administrative management. The Agency is focused on minimizing administrative costs in support of direct services and is not charging the de Minimus indirect rate.

There are no subcontract or unusual expenses included in the operating expenses budget.

There are no funds budgeted for equipment.



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

Plan:

3). The El Dorado County Child Advocacy Center (CAC) Program has two locations dedicated to serving child victims and families in a child-focused setting. In Placerville, the CAC is a standalone, child-safe building sharing property with the El Dorado County District Attorney's Office (EDCDAO). Families enter the private lobby and are greeted by their assigned Victim Witness advocate. The lobby is complete with a variety of toys, books, and activities for children of all ages, comfortable couches and seating areas, and child-friendly décor. The interview room is adjacent to the lobby area and includes child-friendly seating for children of all ages. There is a private, gender-neutral bathroom. In South Lake Tahoe, a portion of the EDCDAO office has been transformed into a CAC with its own private entrance adjacent to the EDCDAO lobby. The CAC is child safe and includes a private child and family friendly lobby, complete with a variety of toys, books, and activities for children of all ages, comfortable couches and seating areas, and child-friendly décor. In the South Lake Tahoe CAC, there are two interview rooms, one catered toward adolescent children and another for younger children. Both locations are accessible per regulations of the Americans with Disabilities Act (ADA) and are equipped with items for children with special needs, such as fidget toys for children with attention deficit disorders and



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

weighted blankets for children diagnosed with autism spectrum disorder or other special needs. All interview rooms are equipped with video and audio recording equipment, which allows team members to view forensic interviews live from dedicated viewing rooms away from the children and families to provide feedback and additional questions to the forensic interviewer. The viewing rooms help to ensure children are not exposed to repeated interviewing, and all members of the Multi-disciplinary Team (MDT) are able to collaborate and have their questions answered in real time. Both centers meet the requirements set forth by the National Childrens Alliance (NCA) for a child-friendly environment, to include electrical outlet covers and access to first aid kits, and all interview rooms and family waiting areas are cleaned and sanitized after every client's visit to the CAC.

4). Direct victim services are provided at both CAC locations to all child abuse and neglect survivors and non-offending caregivers. These direct services include a needs assessment of each child and/or family member. Services for family members include informational packets and brochures to help prepare them for the life of their case, including those provided by the California Victims Resource Center (CVRC); referrals to California Victim Compensation Board (CalVCB) and associated applications; referrals to trauma-informed, evidence-based mental



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

health services; referrals to medical treatment and/or examinations; referrals to our local non-governmental victim service providers for sexual assault and domestic violence; and referrals to community organizations to meet any specific needs a family may have. After a family's visit to the CAC, advocates continue to be in communication with family members to provide updates on their case and continually assess any needs of the child and family as their case progresses all the way through the criminal justice system. Advocates also remain in close contact with CAC contracted mental health providers to ensure the family is receiving all mental health intervention needed or for their continued healing. At both CAC locations, child abuse clients receive forensic interviews by a forensic interview specialist with specific training in evidence-based, trauma-informed practices from an NCA approved interview protocol (Tom Lyon's 10-step Protocol).

Specifically, Child Advocacy Center (KC) Program funding allows for a KC Advocate to provide wrap around services for physical child abuse survivors, child neglect survivors, child witnesses to violent crimes, and child sexual abuse survivors 10 years of age and under on the West Slope, and 17 and under in South Lake Tahoe, upon learning of the abuse or, at the latest, upon arrival to the CAC (child sexual abuse survivors 11 and older on the West Slope are provided the



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

same advocacy services at the CAC by another CalOES funded program). The KC Advocate provides wrap-around, empathetic and intense client centered case management services based on trauma-informed practices that consists of regular crisis intervention, emotional support, immigration services, language assistances and referrals, including but not limited to: short and long-term needs such as food, shelter, mental and physical health, immigration services, financial assistance, employer assistance, translation and interpretation, and criminal justice assistance in the form of court support, court accompaniment, crisis intervention, and education. KC Program funding also allows for the position of the CAC Coordinator/Forensic Interviewer, who coordinates and conducts most interviews.

5). The CAC ensures wrap around services are available to all child clients and family members seen at the CAC. On the West Slope, referrals for trauma-informed and evidence-based mental health treatment are made to our MDT mental health partners, H.O.P.E. Counseling Center, when desired. In addition, Victim Advocates provide a list of other local mental health providers who provide trauma-informed care and accept CalVCB. Clients are also referred to various community organizations, particularly The Center, a non-profit organization recognized at the local, state, and national level for providing



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

advocacy, crisis response, group counseling, legal assistance, and intervention for survivors of domestic violence and sexual assault. Child abuse survivors in need of specialized medical exams, including sexual assault exams, physical abuse exams, and strangulation exams, are referred to the Sutter Health Bridging Evidence Assessment & Resources Program (BEAR) program. On the East Slope (South Lake Tahoe), referrals for trauma-informed and evidence-based mental health treatment are made to Live Violence Free (LVF), a local, non-profit advocacy and counseling center specializing in trauma-informed care, legal assistance, crisis response, and therapy for children and their families. Clients are also referred to LVF for additional resources, such as crisis response, legal assistance, and additional advocacy assistance. In addition, lists of other providers who accept CalVCB for therapy services are provided upon request. Clients in need of medical referrals are referred to the Washoe County CAC in Reno, Nevada, whom the CAC partners with to provide specialized sexual assault exams for East Slope clients. Other specialized child abuse exams in the South Lake Tahoe area are referred to the BEAR clinic, if necessary.

6). Because of the unique geographical boundaries of El Dorado County (EDC), the CAC Program currently has two different strong community MDTs to specifically address needs on the West Slope (Placerville area) and East Slope



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

(South Lake Tahoe), respectively. Each MDT is managed by the CAC Coordinator, who is also the primary forensic interviewer, a trainer for CFIT (California Forensic Interview Technique), has worked in the field of child abuse and sexual assault investigations for eight years, and is an author of the CFIT curriculum that teaches new interviewers science based, trauma-informed interview skills throughout California and is constantly updating teachings on best practices and developing research. Each MDT also has other trained forensic interviewers, to include law enforcement officers, Child Protective Services (CPS) social workers, victim witness advocates, and investigative assistants within the District Attorney's office. In addition, each MDT is comprised of the KC Program Advocate, as well as other Program Specialists from EDCDAO's Victim Witness Program, all of whom have specialized training in family and child abuse advocacy; prosecutors from EDCDAO's Special Victim's Unit (SVU), all of which are supervised by an Assistant District Attorney with over 28 years of prosecuting sexual assault and child abuse cases; and District Attorney Investigators (DAI) assigned to sexual assault and domestic violence investigations. On the West Slope, the team also consists of detectives from the El Dorado County Sheriff's Office (EDSO) Special Victims Unit (SVU) team; a Placerville Police Department (PPD) detective; CPS Social workers; the Medical Director of the BEAR Program, which provides sexual assault, physical



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

abuse, and strangulation exams by trained Sexual Assault Response Team (SART) nurses and pediatricians; and mental health clinicians from Healthy Outcomes for Personal Enrichment (H.O.P.E) Counseling center, all of whom hold at minimum Associate Marriage and Family Therapist licenses and have training in trauma-informed treatment modalities required by the NCA; and a criminalist from the Department of Justice (DOJ). On the East Slope, the MDT includes Detectives from the South Lake Tahoe Police Department (SLTPD); an EDSO Detective based in SLT; CPS Social workers; a SART nurse from the Washoe County CAC; and advocates and mental health clinicians from LVF.

7). Specialized training in child abuse and sexual assault received by all members of the MDT often includes elements of cultural competency and diversity awareness. These elements are taught at every forensic interview training attended by MDT members, as well as at the International Conference on Child and Family Maltreatment, which the KC Program allows MDT members to attend annually. CAC Program personnel participate in a minimum of eight hours of diversity, equity, and inclusion training every two years to meet NCA standards. Much of this training is provided by NCA virtually as a benefit of being an accredited CAC. In addition, the CAC Coordinator shares opportunities via listservs and emails for virtual, local, and regional training opportunities in cultural



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

competency and diversity with all members of the MDT on both the West and East Slopes.

8). The CAC Interagency Protocol and associated signed Memorandum of Understanding (MOU) outline the commitment for case review and information tracking. A formal case review is conducted monthly for both the West and East slope MDTs. A representative from each agency involved is required to be present. During case review, new cases from the previous month are discussed, as well as cases which are still being actively investigated, cases going through the child welfare and dependency court system, and cases which are pending criminal proceedings. Each MDT member discusses their assigned cases and provides updates for Victim Advocates to relay to clients and families. The CAC Program utilizes an information tracking software called "Collaborate", provided by the Child Advocacy Centers of California (CACCC) to securely track CAC cases and client information. Collaborate tracks all client demographics, family associations, direct services provided (with the help of data collected and provided by Victim Advocates, medical personnel, and mental health clinicians), case dispositions for child welfare, law enforcement, and prosecution.

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

Subrecipient: County of El Dorado	UEI # DW8SM9A6YWR3	FIPS #:
Grant Disaster/Program Title: Child Advocacy Center (KC) Program		
Performance Period: 04/01/24	to 03/31/25	Subaward Amount Requested: \$ 200,000
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

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

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

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

Certification: *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	Phone Number: 530-621-6474
<i>Cal OES Staff Only: SUBAWARD #</i>	



Grant Subaward Service Area Information

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

1. County or Counties Served:
El Dorado County

County where principal office is located: El Dorado County

2. U.S. Congressional District(s) Served:
5th District
Represented by Congressman Tom McClintock

U.S. Congressional District where principal office is located: 5th 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 Joe Patterson
6th State Assembly District represented by Kevin Kiley

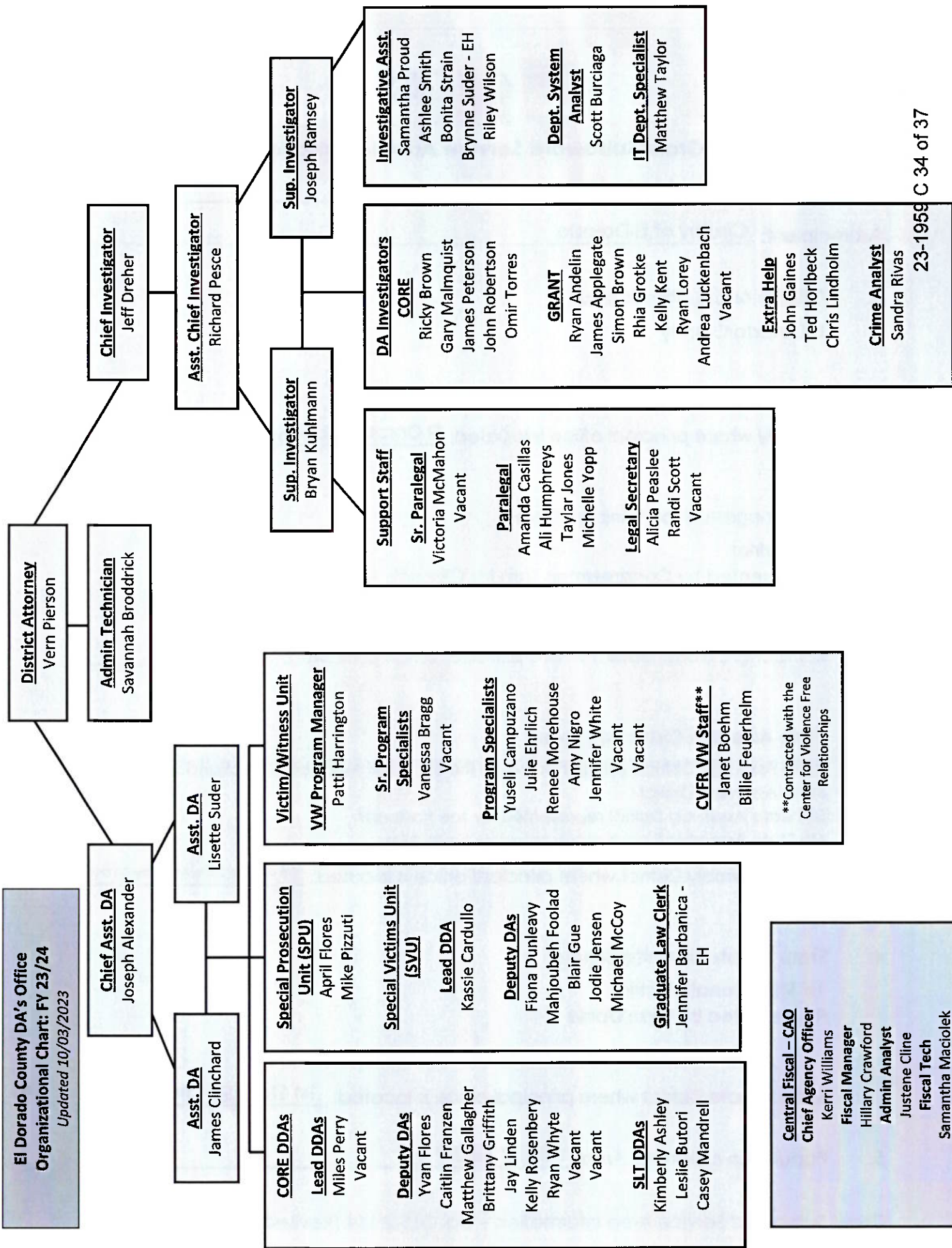
State Assembly District where principal office is located: 5th and 6th State Assembly Districts

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

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

5. Population of Service Area: 193,221 (2021)

El Dorado County DA's Office
Organizational Chart: FY 23/24
Updated 10/03/2023





CHILDREN'S
ADVOCACY
CENTERS *of*
CALIFORNIA

a program of  CALICO

CERTIFICATE

OF MEMBERSHIP

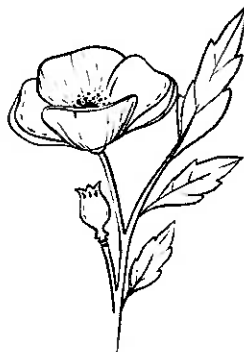
proudly presented to

Fausel House
Child Advocacy Center

*certifying active membership with the
Children's Advocacy Centers of California
for the year 2023*



ERIN HARPER
Executive Director





HOLLY FLEMING
Program Director



Volunteer Waiver Request

Grant Subaward #: KC23 02 0090

Subrecipient: _____

Justification:

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

Cal OES Approval

Approved Denied

Program Specialist Signature

Date

Approved Denied

Unit Chief Signature

Date



Operational Agreement Summary

Grant Subaward #: KC23 02 0090

Subrecipient: County of El Dorado

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. H.O.P.E. Healthy Outcomes for Personal Enrichment Counseling Center	11/09/2021	01/01/23 to 12/31/23
2. *note: a renewed OA will be executed, with no lapse, covering		to _____
3. the KC Grant period 4/1/24-3/31/25 with another agency		to _____
4. Live Violence Free	06/30/2022	07/01/22 to 06/30/25
5. _____		to _____
6. _____		to _____
7. _____		to _____
8. _____		to _____
9. _____		to _____
10. _____		to _____
11. _____		to _____
12. _____		to _____
13. _____		to _____
14. _____		to _____
15. _____		to _____
16. _____		to _____
17. _____		to _____
18. _____		to _____
19. _____		to _____
20. _____		to _____



REQUEST FOR APPLICATION

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

CHILD ADVOCACY CENTER (KC) PROGRAM

Release Date: August 25, 2023

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

PROGRAM SYNOPSIS

Description:

The purpose of the Program is for Child Advocacy Centers (CACs) to provide direct victim services to child abuse victims/survivors and their families through a multidisciplinary team approach. These services must include victim-centered, trauma-informed forensic interviews, advocacy, direct or referral to therapy/counseling, and referrals for medical exams.

Eligibility:

The only eligible Applicants are the Program Subrecipients funded in the prior fiscal year. Applicants must be registered with the Children's Advocacy Centers of California (CACCC) and must include a Certificate of Membership with the Application.

Grant Subaward Performance Period:

April 1, 2024 – March 31, 2025

Available Funding:

Individual Applicants may request up to the amount listed on the 2023-24 Child Advocacy Center Funding Chart, Attachment A.

Submission Deadline:

November 17, 2023



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8305 TELEPHONE
[CalOES Website](#)

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PART I – OVERVIEW

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A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

Contact your Victim Witness & Prosecution Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Friday, November 17, 2023.**

D. ELIGIBILITY

Eligible Applicants are the KC Program Subrecipients funded in the prior fiscal year. Applicants must be registered with the Children's Advocacy Centers of California (CACCC).

Before the Grant Subaward performance period begins, Applicants:

- Must have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at SAM.gov to obtain one.

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- Must **not** have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. Check SAM status.
- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only). Check nonprofit status.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2024 – March 31, 2025.

F. FUNDING INFORMATION

There is \$8,113,000 available for the Grant Subaward performance period. Funding is contingent upon availability of funds.

1. Funding Amount

Applicants may apply for up to the amount listed on the 2023-24 Child Advocacy Center Funding Chart, Attachment A, for the 12-month Grant Subaward performance period.

2. Funding Source(s)

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

The Program is supported through:

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

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

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To request a volunteer waiver, Applicants must submit the Volunteer Waiver Request Form (Cal OES Form 2-155) with their application.

- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver.

To request a match waiver, Applicants must submit the VOCA Match Waiver Request Form (Cal OES Form 2-159) with their application. All sections of the form must be completed and answers to questions 6 and 7 must be specific and unique to the Applicant and Program.

- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- The federal award number for 2023 VOCA is unknown at this time.

G. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

California Penal Code § 11166.4 states "each county may use a children's advocacy center to implement a coordinated multidisciplinary response, pursuant to Section 18961.7 of the Welfare and Institutions Code, to investigate reports involving child physical or sexual abuse, exploitation, or maltreatment. A county that utilizes a CAC to coordinate its multidisciplinary team shall require the CAC to meet standards pursuant to California Penal Code § 11166.4, part b."

The purpose of the Program is for CACs to provide direct victim services to child abuse victims/survivors and their families through a multidisciplinary team approach. These services must include victim-centered, trauma-informed forensic interviews, advocacy, direct or referral to therapy/counseling, and referrals for medical exams.

2. Programmatic Components

a. Multidisciplinary Team

The Subrecipient must comply with California Penal Code § 11166.4 and provide direct services to child victims/survivors and

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their families through a multidisciplinary team approach. California Penal Code § 11166.4 states:

- "The multidisciplinary team associated with the CAC shall consist of a representative of the CAC and at least one individual from each of the following disciplines: law enforcement, child protective services, district attorney's office, medical provider(s), mental health provider(s), and victim advocate(s). Members of the multidisciplinary team may fill more than one role, if it falls within the scope of their practice, as needed."
- "The CAC shall verify that members of the multidisciplinary team have specific training for the discipline they represent in the delivery of trauma-focused, evidence-supported services to child abuse victims/survivors and their families."
- "The CAC multidisciplinary team members must receive cultural competency and diversity training to meet the needs of the community served."

b. Dedicated Child Focused Setting

The Subrecipient must comply with California Penal Code § 11166.4 and "provide a dedicated child-focused setting designed to provide a safe, comfortable, neutral place where forensic interviews and other CAC services may be provided for children and families."

c. Direct Services

- The Subrecipient must budget for at least one Full Time Employee (FTE) in urban counties and .5 FTE in suburban and rural counties to perform forensic interviews. Forensic interviews are coordinated to avoid duplication.

California Penal Code § 11166.4 states, "the CAC shall verify that interviews during investigations are conducted in a forensically sound manner and occur in a child-focused setting designed to provide a safe, comfortable, and dedicated place for children and families."

- The Subrecipient must budget for at least one FTE in urban counties and .5 FTE in suburban and rural counties to perform

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advocacy services. These positions may be family advocates, care coordinators, or child life specialists.

- When appropriate, the Subrecipient must provide case referrals to the district attorney's office and to the Victim Witness (VW) Center for assignment to a VW Advocate for support services.
- The Subrecipient must provide appropriate referrals to local, non-governmental victim services providers for case assignment to a domestic violence advocate, rape crisis counselor, or Court Appointed Special Advocate for support services.

d. Case Review and Tracking

The Subrecipient must comply with California Penal Code §11166.4 and "the CAC shall use written protocols for case review and case review procedures and shall use a case tracking system to provide information on essential demographics and case information."

e. Assistance with California Victim Compensation Board Claims

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

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

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

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f. California Victims Resource Center

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

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

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

g. State of California Department of Justice Victims' Services Unit

Subrecipients are strongly encouraged to provide victims/survivors with information about the State of California Department of Justice (DOJ) Victims' Services Unit (VSU) when assisting victims/survivors.

DOJ VSU provides appeal notification to victims/survivors and their families, as well as assistance, support services, and outreach on capital and non-capital cases. DOJ VSU provides direct victim assistance in cases that are being prosecuted at the Attorney General's Office and is a resource for information about death penalty cases and sexual assault rape kit status.

Upon request, DOJ VSU provides publications on victims' rights and educational presentations. To receive information on resources, visit <https://oag.ca.gov/victimservices/notification>, call the toll-free VSU line at (877) 433-9069, or email VSU at VictimServices@doj.ca.gov.

h. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into either Operational Agreements (OAs) or Second-Tier Subawards with the following agencies:

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- Law Enforcement
- Child Protective Services
- Medical Providers (OA only)
- Mental Health Providers

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

3. Restrictions

The following restrictions apply:

- Training costs may not exceed 10% of the Total Project Cost.
- Administrative personnel costs may not exceed 10% of the Total Project Cost.
- Funds may not be used for direct medical services but allow for the purchase of medical equipment.
- Funds may not be used for investigation and prosecution.

4. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	April 1, 2024 – September 30, 2024	October 31, 2024
Final Report	October 1, 2024 – March 31, 2025	April 30, 2025

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b. Office for Victims of Crime (OVC) Reports

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

1) Subgrant Award Report (SAR)

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

2) Subgrantee Report

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

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

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

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@csrincorporated.com or call toll-free (844) 884-2503.

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PART II – RFA INSTRUCTIONS

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

A. SUBRECIPIENT HANDBOOK

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

B. APPLICATION FORMS

Applicants must use the forms provided on our website. **Applicants may not alter the formatting of any forms**, including the Grant Subaward Programmatic Narrative (Cal OES Form 2-108) – with a revision date of 4/2021 or later – and the Grant Subaward Budget Narrative (Cal OES Form 2-107) – with a revision date of 4/2021 or later.

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

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

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

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

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

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

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

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

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

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

This form is always required.

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

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

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

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

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

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

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

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

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

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2) Benefits

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

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable. Benefits, such as uniforms or California Bar Association dues, are allowable if negotiated as a part of an employee benefit package.

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

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

b. Operating Costs

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

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

- Audit costs (SRH Section 14.035)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (SRH Section 6.050)
- Equipment service and maintenance agreements
- Financial Assistance for clients (SRH Section 4.040)
- Furniture and office equipment (\$4,999 or less)
- Indirect costs (SRH Section 4.045)

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- Insurance (e.g., vehicle, fire, bonding, theft, and liability)
- Internet access
- Office supplies
- Office rental space (SRH Section 4.055)
- Postage
- Printing
- Second-Tier Subawards (SRH Section 7.010)
- Software
- Training materials
- Travel and per diem (SRH Section 4.065)
- Utilities
- Vehicle maintenance

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

c. Equipment Costs

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

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

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

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

This form should describe the following:

- How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106a-b) support the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- How shared costs are allocated.
- How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.

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- The necessity for subcontracts and unusual costs.
Need for mid-year salary range adjustments.

This form may be required.

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

This form is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan. **This form is always required, however a Problem Statement may not.**

a. Problem Statement

A Problem Statement is not required.

b. Plan

In narrative form, address the following:

- 3) Describe the CAC and the elements that contribute to a dedicated child-focused setting.
- 4) Describe all direct services offered at the CAC and indicate which services are funded by this Grant Subaward.
- 5) Indicate the agencies the CAC refers child abuse victims/survivors and their families to for additional wrap around services.
- 6) Describe the composition of CAC's multidisciplinary team. Identify members and provide their credentials to support the delivery of trauma-focused, evidence-supported services to child abuse victims/survivors and their families.
- 7) Describe the required cultural competency and diversity training implemented to meet the needs of the community served by the CAC.

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- 8) Describe the written protocols for case review and case review procedures. Identify the case tracking system utilized to gather information on essential demographics and case information.

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

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

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

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

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

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

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

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

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

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

This form provides information to support a request to waive a volunteer requirement per Part I of this RFA. **This form is only required if**

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the Program requires volunteers, and the Applicant wants to request a waiver.

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

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

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

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

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

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

This form is required to waive a portion, or all, of the required match. See Part I, F., 1 for additional information. Match waiver requests are not considered during the Proposal Rating process. **This form is only required if the Program is supported with VOCA funds AND the Applicant wants to request to waive match.**

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

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

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

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

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

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

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

18. Subrecipient Grants Management Assessment

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

C. ADDITIONAL DOCUMENTS

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

General information regarding each document is below:

1. Indirect Cost Rate Agreement

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

2. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant's organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the

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Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b) and Grant Subaward Budget Narrative (Cal OES 2-107). **This document may or may not be required. Please see the Checklist in Part III.**

D. BUDGET POLICIES

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

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

E. ADMINISTRATIVE REQUIREMENTS

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

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

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PART III – CHECKLIST

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

The following forms/documents are required for all Subrecipients.

- GRANT SUBAWARD FACE SHEET (Cal OES Form 2-101) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION (Cal OES Form 2-102)
- GRANT SUBAWARD SIGNATURE AUTHORIZATION (Cal OES Form 2-103)
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES Form 2-104) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority
- VOCA FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES Form 2-109a) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES Form 2-106a) Multiple Fund Sources
- GRANT SUBAWARD BUDGET NARRATIVE (Cal OES Form 2-107)
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE (Cal OES Form 2-108)
 - PLAN
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- GRANT SUBAWARD SERVICE AREA INFORMATION (Cal OES Form 2-154)
- ORGANIZATIONAL CHART
- CACC CERTIFICATE OF MEMBERSHIP
- ADDITIONAL FORMS, IF APPLICABLE
 - PETTY CASH VICTIM FUND CERTIFICATION (Cal OES Form 2-153)
 - VOLUNTEER WAIVER REQUEST (Cal OES Form 2-155)
 - NON-COMPETITIVE PROCUREMENT REQUEST (Cal OES Form 2-156)
 - OUT-OF-STATE TRAVEL REQUEST (Cal OES Form 2-158)
 - VOCA MATCH WAIVER REQUEST (Cal OES Form 2-159)
 - OPERATIONAL AGREEMENT SUMMARY (Cal OES Form 2-160)
 - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST (Cal OES Form 2-164)
 - LODGING RATE EXEMPTION REQUEST (Cal OES Form 2-165)

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INDIRECT COST RATE AGREEMENT

2023-24 Child Advocacy Center (KC) Funding Chart

Attachment A

Subaward Number	Subrecipient	23VOCA	23VOCA Match	Total Project Cost
KC23 02 1638	Barbara Sinatra Children's Center at Eisenhower	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 1273	CALICO Center	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 1279	Charles R. Drew University of Medicine and Science	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 8546	Children's Fund, Incorporated	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 1260	Children's Legacy Center	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1245	Community Action Partnership of Madera County, Inc.	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1108	Community Violence Solutions	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0090	El Dorado County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 8659	Empower Tehama	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 0120	Humboldt County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1249	Inner Circle Foster Family Agency, Inc.	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0170	Lake County	\$ 88,000	\$ 22,000	\$ 110,000

KC23 02 0180	Lassen County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 0210	Marin County	\$ 175,000	\$ 43,750	\$ 218,750
KC23 02 0270	Monterey County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1269	Napa Solano SANE-SART	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 0310	Placer County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1139	Rady Children's Hospital – San Diego	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 8565	Regents University of California, Los Angeles	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0330	Riverside County	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0410	San Mateo County	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0420	Santa Barbara County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 0430	Santa Clara County	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0440	Santa Cruz County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1639	Saving All Children (dba) Family Healing Center	\$ 250,000	\$ 62,500	\$ 312,500

KC23 02 0490	Sonoma County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 0500	Stanislaus County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 0510	Sutter County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1275	The Children's Advocacy Center for Child Abuse Assessment and Treatment	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 1175	The Resource Connection of Amador and Calaveras Counties, Inc.	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1253	The University Corporation, CA State University, Northridge	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0540	Tulare County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 0550	Tuolumne County	\$ 200,000	\$ 50,000	\$ 250,000
KC23 02 1277	University of Southern California	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0560	Ventura County	\$ 250,000	\$ 62,500	\$ 312,500
KC23 A2 0560	Ventura County	\$ 250,000	\$ 62,500	\$ 312,500
KC23 02 0570	Yolo County	\$ 200,000	\$ 50,000	\$ 250,000
Totals:		\$ 8,113,000	\$ 2,028,250	\$ 10,141,250