



**Application Cover Sheet**

**RFA PROCESS**

**SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS (ST) PROGRAM**

Submitted by:  
EL DORADO COUNTY DISTRICT ATTORNEY  
778 Pacific Street  
Placerville, California 95667  
(530) 621-6472



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

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**VERN PIERSON, DISTRICT ATTORNEY**

August 13, 2020

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

RE: Sexual Assault Law Enforcement Specialized Units (ST) Program  
Signature Requirement

Dear Mr. Ghilarducci,

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

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

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

**PLEASE REPLY TO:**

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

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

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

Very Truly Yours,

Vern R. Pierson  
District Attorney



## COUNTY OF EL DORADO, CALIFORNIA

### BOARD OF SUPERVISORS POLICY

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

#### I. PURPOSE

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

#### II. POLICY

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

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

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

B. County department heads are authorized to:

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



## COUNTY OF EL DORADO, CALIFORNIA

### BOARD OF SUPERVISORS POLICY

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

### III. RESPONSIBLE DEPARTMENT

Chief Administrative Office

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

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



Cal OES #		FIPS #		VS#		Subaward #	
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

### GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** County of El Dorado **1a. DUNS#:** 087834029

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

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

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

5. **Disaster/Program Title:** SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS (ST) PROGRAM 6. **Performance Period:** 10/1/2020 to 9/30/2021  
(Start Date) (End Date)

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

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2020	STOP		\$204,500		\$68,167		\$68,167	\$272,667
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total Project Cost</b>				\$204,500	\$204,500	\$68,167		\$68,167	\$272,667

**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)

## PROJECT CONTACT INFORMATION

Subrecipient: County of El Dorado District Attorney's Office Subaward #: ST20 03 0090

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below:

1. The **Project Director** for the project:

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

2. The **Financial Officer** for the project:

Name: Kerri Williams-Horn Title: Chief Fiscal Officer  
Telephone #: 530-621-5309 Email Address: kerri.williams-horn@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Johana Millan Title: Program Coordinator  
Telephone #: 530-642-5169 Email Address: johana.millan@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

4. The **person** having **Routine Fiscal** responsibility for the project:

Name: Justene Cline Title: Administrative Analyst  
Telephone #: 530-621-5640 Email Address: justene.cline@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

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

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

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

Name: Brian Veerkamp Title: Chair, District Three Supervisor  
Telephone #: 530-621-5652 Email Address: bosthree@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

## SIGNATURE AUTHORIZATION

Subaward #: ST20 03 0090

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

\*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

\***Project Director:** Vern R. Pierson

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

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

\***Financial Officer:** Kerri Williams-Horn

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

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

The following persons are authorized to sign  
for the **Project Director**

Signature \_\_\_\_\_

James Clinchard

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Joseph Alexander

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

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

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

## **CERTIFICATION OF ASSURANCE OF COMPLIANCE**

### **Services\*Training\*Officers\*Prosecutors (STOP) Formula Grant Program as authorized by the Violence Against Women Act (VAWA)**

The Applicant must complete a Certification of Assurance of Compliance-STOP (Cal OES 2-104g), which includes details regarding federal grant funds, the Equal Employment Opportunity, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The Applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the Applicant formally notifies Cal OES that the Applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the Grant Subaward is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.



**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Services\*Training\*Officers\*Prosecutors (STOP) Formula Grant Program as authorized by the**  
**Violence Against Women Act (VAWA)**

I, Vern R. Pierson hereby certify that  
(official authorized to sign; same person as Section 15 on Grant Subaward Face Sheet)

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

Project Title: Sexual Assault Law Enforcement Specialized United (ST) Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Grant Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)**

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

Please provide the following information:

Equal Employment Opportunity Officer: Tameka Usher

Title: Director of Human Resources

Address: 330 Fair Lane, Placerville, CA 95667

Phone: 530-621-5572

Email: tameka.usher@edcgov.us



**III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)**

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

**IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code*, Section 21000 et seq.) requires all Cal OES-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (Subrecipient Handbook Section 2154)**

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

**VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**

*(This applies to federally-funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)**

The above-named organization (Applicant) accepts responsibility for and must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the City Council/Governing Board.

The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this Grant Subaward is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

## **VIII. Civil Rights Compliance**

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

## **IX. Special Condition for Grant Subaward with Services\*Training\*Officers\*Prosecutors (STOP) Formula Grant Program Funds**

### **1. Applicability of Part 200 Uniform Requirements**

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. The Subrecipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.333, 200.336.

### **2. Compliance with DOJ Grants Financial Guide**

The Subrecipient must comply with the Department of Justice Grants Financial Guide as posted on the OVW website.

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

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

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting

requirements and OVW authority to terminate award)), and are incorporated by reference here.

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

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

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears on the OVW website at <https://www.justice.gov/ovw/conference-planning>.

5. Effect of Failure to Address Audit Issues

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

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

The Subrecipients must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

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

7. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds for this Fiscal Year

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <https://www.justice.gov/ovw/award-conditions> (Award Condition: General appropriations-law restrictions on use of federal award funds), and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OVW for guidance, and may not proceed without the express prior written approval of OVW.

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

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

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- o Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

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

10. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

11. OVW Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Subrecipients, available at



<https://www.justice.gov/ovw/grantees>.

## 12. Statutory Requirements

The Subrecipient must comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, and OVW's implementing regulations at 28 CFR Part 90.

## 13. Misuse of Award Funds

The Subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

The Subrecipients understands and agrees that grant funds may be used only for the purposes in the Subrecipient's approved application.

## 14. Consultant Compensation Rates

The Subrecipient acknowledges that consultants paid with award funds generally may not be paid at a rate in excess of \$81.25 per hour, not to exceed \$650 per day. To exceed this specified maximum rate, Subrecipients must submit to OVW a detailed justification and have such justification approved by OVW, prior to obligation or expenditure of such funds. Issuance of this award or approval of the award budget alone does not indicate approval of any consultant rate in excess of \$81.25 per hour, not to exceed \$650 per day. Although prior approval is not required for consultant rates below this specified maximum rate, Subrecipients are required to maintain documentation to support all daily or hourly consultant rates.

## 15. Publications disclaimer for STOP Formula Subrecipients

The Subrecipient agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from Subaward activities shall contain the following statement: "This project was supported by Subgrant No. ST20 03 0090 awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice's STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice."

16. Activities that compromise victim safety and recovery or undermine offender accountability

The Subrecipient agrees that grant funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation under which the approved application was submitted.

17. Copyrighted Works

Pursuant to 2 C.F.R. 200.315(b), the Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so.

OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a Subrecipient of this award, for federal purposes, and to authorize others to do so.

It is the responsibility of the Subrecipient (and of each contractor, or subcontractor as applicable) to ensure that this condition is included in any Subaward, contract, or subcontract under this award.

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

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it -- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.79) within the scope of an OVW grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The Subrecipient's

breach procedures must include a requirement to report actual or imminent breach of PII to an OVW Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

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

No Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by DOJ. The details of the Subrecipient's obligations under this condition are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Unreasonable restrictions on competition under the award; association with federal government), and are incorporated by reference here.

20. Determinations of suitability to interact with participating minors

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

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

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

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 38, 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 that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

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

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Restrictions on "lobbying" and policy development

In general, as a matter of federal law, federal funds may not be used by the Subrecipient, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. § 1913. The Subrecipient may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. § 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by OVW from being used by the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

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

The Subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified

circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

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

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

26. VAWA 2013 nondiscrimination condition

The Subrecipient acknowledges that 34 U.S.C. § 12291(b)(13) prohibits Subrecipients of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. The Subrecipient agrees that it will comply with this provision. The Subrecipient also agrees to ensure that any subaward or subcontractor will comply with this provision.

27. Non-supplantation

The Subrecipient agrees that grant funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

28. Confidentiality and information sharing

The Subrecipient agrees to comply with the provisions of 34 U.S.C. § 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The Subrecipient also agrees to ensure that all Subrecipients meet these requirements.

29. Requirements for Subrecipients providing legal assistance

The Subrecipient agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the Subrecipient. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this grant program (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (B) (i) is partnered with an entity or person that has demonstrated expertise described in



subparagraph (A); and (ii) has completed or will complete training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate state, local, territorial, and tribal law enforcement officials; (3) any person or organization providing legal assistance through this grant program has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, stalking, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and (4) the Subrecipient's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, or child sexual abuse is an issue. The Subrecipient also agrees to ensure that any subaward or contractor will comply with this condition.

### 30. Hiring Documents

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

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

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: Vern R. Pierson

Authorized Official's Title: District Attorney

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

Federal Employer ID #: 94-6000511 Federal DUNS # 087834029

Current System for Award Management (SAM) Expiration Date: 01/15/2021

Executed in the City/County of: Placerville, County of El Dorado

**AUTHORIZED BY:** (not applicable to State agencies)

☐ City Financial Officer

☐ County Financial Officer

☐ City Manager

☐ County Manager

☒ Governing Board Chair

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

Typed Name: Brian Veerkamp

Title: Chair, District Three Supervisor

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: El Dorado County District Attorney's Office		Subaward #: ST20 03 0090		
A. Personal Services – Salaries/Employee Benefits		2020 STOP	2020 STOP MATCH	COST
<b>District Attorney Investigator - 1.00 FTE (Partial Cash Match)</b>				
Salary - \$10,969.67 x 12 Mo x 1.00 FTE = \$131,636		\$131,636		\$131,636
<b>Benefits</b>				
Retirement/PERS (37.47% of charged salary amount) only charging \$26,570		\$3,577	\$22,993	\$26,570
Medicare (1.45% of charged salary amount)		\$1,909		\$1,909
Health Insurance (20.19% of charged salary amount) only charging \$24,293			\$24,293	\$24,293
Workers Compensation (0.902% of charged salary amount)		\$1,187		\$1,187
Disability (0.25% of charged salary amount)		\$329		\$329
Unemployment Insurance (0.345% of charged salary amount)		\$454		\$454
Duties include, but are not limited to, reviews of arrest and investigation reports, conducts follow-up interviews, assists with development/revision of protocols, facilitates/provides trainings, responds to evidence requests and serves as point of contact for Sexual Assault Counselor				
Benefits including: health, dental, vision, retirement, workers' compensation, unemployment, and disability. SDI and applicable taxes.				
This source of match will be derived from services provided by a District Attorney Investigator and are directly related to accomplishing the objectives and goals of the program.				
<b>Program Coordinator - 0.10 FTE (Cash Match)</b>				
Salary - \$6,030.00 x 12 Mo x 0.10 FTE = \$7,236			\$7,236	\$7,236
<b>Benefits</b>				
Retirement/PERS (29.45% of charged salary amount)			\$2,131	\$2,131
Medicare (1.45% of charged salary amount)			\$105	\$105
Health Insurance (31.95% of charged salary amount)			\$2,312	\$2,312
Workers Comp Ins (0.902% of charged salary amount)			\$65	\$65
Disability (0.25% of charged salary amount)			\$18	\$18
Unemployment Insurance (0.345% of charged salary amount)			\$25	\$25
The Program Coordinator is budgeted at (0.10 FTE) from the Sexual Assault Grant with additional time paid by Victim Claims (0.15 FTE), Increased Access (0.10 FTE), Victim Witness (0.55 FTE) and Child Advocacy Program (0.10 FTE). The Program Coordinator'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.				
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.				
<b>Personal Section Totals</b>		<b>\$139,092</b>	<b>\$59,178</b>	<b>\$198,270</b>
<b>PERSONAL SECTION TOTAL</b>				<b>\$198,270</b>

# BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney's Office		Subaward #: ST20 03 0090		
B. Operating Expenses		2020 STOP	2020 STOP MATCH	COST
1.00 FTE Sexual Assault Counselor (Participating Staff) Participation staff contracted through The Center for Violence-Free Relationships Annual not-to-exceed, per contract = \$58,724 Contracted hourly rate \$28.2327/hr x 2080 hours Only \$25,000 of contract NTE used in MTDC calculation		\$58,724		\$58,724
Training/Travel-Related Expenses: 1 Counselor & 1 Staff Member to Attend Sexual Assault Training or Related Event Registration: \$350/person x 2 x = \$700 Hotel, Taxes, Parking, Fees: \$150/night x 4 nights x 2 = \$1,200 Meals: Max \$46/day x 5 days x 2 = \$460 Airfare (Roundtrip) \$500 x 2 = \$1,000 Mileage: \$0.575/mi (Current Federal Rate)*100 miles x 2 = \$115 Parking: \$20/day x 5 days x 2 = \$200  1 Staff Member to Attend Human Trafficking Training Registration: \$445/person Hotel, Taxes, Parking, Fees: \$147.25/night x 4 nights = \$589 Meals & Per Diem per GSA/County Policy: \$51/day x 5 days = \$255		\$700 \$1,200 \$460 \$1,000 \$115 \$200  \$445 \$589 \$255		\$700 \$1,200 \$460 \$1,000 \$115 \$200  \$445 \$589 \$255
Training Materials & Printing Costs Materials for Patrol Officer/First Responder Trainings Brochures AB1312 Standardized Victim Notification cards		\$400 \$600		\$400 \$600
Vehicle Maintenance and Fuel Costs DAI Assigned Vehicle 10-197 (travel to/from East and West Slopes of EDC) Estimated Fuel Costs \$110/month x 12 months = \$1,320 Estimated Fleet Costs \$350/month x 12 months = \$4,200			\$1,320 \$4,200	\$1,320 \$4,200
de Minimis indirect rate* *MTDC \$210,019 x 10% = \$21,002 (Not Charging) Calculation Worksheet Attached  Includes administrative and overhead costs associated with the SVU division, ST Program, of the El Dorado County District Attorney's Office.				
Facility Lease (Cash Match) 125 Square Feet per FTE x \$1.775 per Square Feet Monthly Rent = 125sf x 1.1 FTE X \$1.775 = \$244.06/month Annual Rent = \$244.06 x 12			\$2,929	\$2,929
Cell Phone Costs (1 for Investigator, 1 for Counselor) Dedicated line for Investigator @ \$45/month x 12 months Cell Phone/Data Stipend for Sexual Assault Counselor @\$60/mo x 12 mo To provide cell and data service to enable the swift facilitation of the on-line application		\$720	\$540	\$540 \$720
Operating Section Totals		\$65,408	\$8,989	\$74,397
OPERATING SECTION TOTAL				\$74,397

# BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney's Office		Subaward #: ST20 03 0090	
C. Equipment	2020 STOP	2020 STOP MATCH	COST
None			
Equipment Section Totals			
EQUIPMENT SECTION TOTAL			
Category Totals			
Same as Section 12G on the Grant Subaward Face Sheet	\$204,500	\$68,167	
Total Project Cost			\$272,667



## 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	\$ 2,929
Rent/lease other space	\$ -
Rent/lease equipment	\$ -
Equipment (purchased)	\$ -
Contracts/Subawards after the first \$25,000	\$ 33,724
Capital improvements	\$ -
Patient Care	\$ -
Tuition, Scholarships, Fellowships	\$ -
Participant support costs (training/conference registration fees, travel including per diem and stipends)	\$ 4,964
Other (not covered above)	\$ -
<b>Total Exclusions/Distorting Costs</b>	<b>\$ 41,617</b>

#### 2. Determine **Modified Total Costs**

Total Project Costs	\$ 272,667
Minus (-) Total Exclusions/Distorting Costs	\$ 41,617
<b>Modified Total Costs</b>	<b>\$ 231,050</b>

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

Modified Total Costs	\$ 231,050
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)	0.10
ICR + 1	1.10
<b>Modified Total Direct Costs (MTDC)</b>	<b>\$ 210,045</b>

#### 4. Determine **Indirect Cost Amount**

Modified Total Costs	\$ 231,050
Subtract (-) MTDC	\$ 210,045
<b>Indirect Cost Amount</b>	<b>\$ 21,005</b>

#### 5. Allocate Amounts and Check Math

Total Exclusions	\$ 41,617
Plus (+) MTDC	\$ 210,045
Plus (+) Indirect Cost Amount	\$ 21,005
<b>Total Project Costs</b>	<b>\$ 272,667</b>

### **Budget Narrative**

The El Dorado County District Attorney's Office 2020/2021 Sexual Assault Law Enforcement Specialized Unit (ST) Program budget details the Agency's plan to effectively support and enhance its specialized victims unit in order to provide a coordinated response to adolescent and adult victims of sexual assault through compassionate investigative interviewing, immediate victim advocacy, training for patrol officers/first responders, and developing new and/or updating existing effective protocols and practices.

The Governor's Office of Emergency Services (Cal OES) has allocated \$204,500 in 2020 STOP funds with a \$68,167 STOP local match for this program, for a total program budget of \$272,667.

#### **Personal Services – Salaries/Employee Benefits:**

Employee salaries and benefits represent 73% of the District Attorney's Office overall 2020/2021 Sexual Assault Law Enforcement Specialized Unit (ST) Program budget. The program encompasses the assignment of 1.00 FTE Project District Attorney Investigator, with charged salary and benefits totaling \$186,378, and 0.10 FTE Program Coordinator, with charged salary and benefits totaling \$11,892. 25% of the total salary and benefits of the Project Investigator and 100% of the salary and benefits of the Program Coordinator will be used as a General Fund cash match.

The project-funded staff duties provided by the Project Investigator will include, but not be limited to, reviewing arrest and investigation reports,

conducting follow-up interviews, assisting with the development and revision of new and existing protocols, providing training for patrol officers and first responders, responding to evidence requests, and serving as point of contact for the Sexual Assault Counselor (SAC). 100% of the time and services provided by the Project Investigator are in direct support of the ST Program's objectives and activities. The services are focused on providing coordinated responses to victims, performing compassionate investigative interviewing, and providing training for patrol officers/first responders. The services are further detailed in the project narrative.

The qualifications of the Project Investigator include fifteen years' experience as an investigator, including nine years of sexual assault investigation experience. The education level of the Project Investigator includes two years of higher education with an advanced POST certificate.

The project-funded staff duties provided by the Program Coordinator will include, but not be limited to, providing direct services to victims, overseeing victim advocates and participating staff, preparing reports, grants, assisting with the development and revision of new and existing protocols, and attending related meetings.

The Project Investigator and Program Coordinator will be housed in the main Placerville office and will commute between the Placerville (west slope) and South Lake Tahoe (east slope) office as needed. All qualifications for

employment and the required training and certifications have been met by both the Project Investigator and the Project Coordinator.

The salaries and benefits of the Fiscal Division are not paid by funds from this grant; however, this division provides direct services for the fiscal requirements of this grant. The Chief Fiscal Officer and Administrative Analysts provide services that include, but are not limited to, reviewing documents for financial matters required by the grant, preparing the budget and any modifications, monitoring compliance with regulations and procedures mandated by the funding source, and ensuring the appropriate expenditure and reporting of grant funds.

All job descriptions and any required certificates are available upon request. All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis.

There are no mid-year salary range adjustments required. Salaries have been calculated over a twelve-month period and are reflected in the Personal Service section of this report.

### **Operating Expenses:**

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet the program objectives. The operating expenses include a participating staff agreement for a Sexual Assault Counselor, anticipated travel costs for staff training, dedicated cell phone lines for the Investigator and Counselor, anticipated costs for materials to provide trainings to patrol officers/first responders, vehicle/fuel costs for the Project Investigator to



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provide services between the east and west slope, and facility lease cost. An indirect cost for administrative expenses associated with the ST Program is included but not being charged at this time due to limited funding. The facility lease, vehicle fuel/maintenance, and Investigator cell phone costs will be funded by the General Fund as a cash match.

Upon approval of the Sexual Assault Law Enforcement Specialized Unit (ST) Program grant award, the District Attorney's Office will enter into a Participating Staff contract for counselor services provided by a Sexual Assault Counselor from The Center for Violence-Free Relationships (The Center). The services provided by the counselor will include immediate crisis intervention services, follow-up and support services, individual counseling services, as needed referrals to appropriate agencies, accompaniment services during the interview process and court proceedings, advocacy services, assisting with the development and revision of protocols, assisting with first response trainings, and working directly with the Project Investigator. The contract and Operational Agreement with The Center for Violence-Free Relationships will comply with Section 4300.1 of the 2020 Subrecipient Handbook.

The Sexual Assault Counselor for The Center meets the requirements as defined by Evidence Code sec. 1035-1036.2 for a sexual assault counselor, has a minimum of three years' experience assisting victims of sexual assault, and will complete a California Crime Victim Assistance Association Entry Level Advocate Certification Course.

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The qualifications of the Sexual Assault Counselor include the completion of 60+ hour advocate counselor training for domestic violence and sexual assault through the Department of Justice, attendance at mandatory yearly trainings (12 hrs) required to maintain counselor certification (now overseen by Cal OES), and eighteen years of domestic violence and sexual assault counseling with crisis intervention and victim advocacy.

The Center for Violence-Free Relationships staff possess the qualifications necessary to supply the required services under this program as outlined in the attached Sexual Assault Counselor job description. El Dorado County District Attorney's Office will continue with a second tier subaward with The Center for Violence-Free Relationships as outlined in the contract and Operational Agreement covering the award period. The Operational Agreement will be executed prior to the beginning of the grant term and will be available upon request.

A budget for anticipated training costs related to the project has been included in the operating expenses. Project staff will attend all necessary and required training conferences or workshops.

Although not being charged at this time, the facility and administrative costs of the SVU Unit of the El Dorado County District Attorney's Office include, but are not limited to, associated facility security system, office equipment and supplies, postage, liability insurance, data processing, utilities, and telecommunication services. The Agency is focused on minimizing administrative

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costs in support of direct services and staff training and has reduced the de  
Minimus indirect rate accordingly.

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

**Equipment:**

There are no funds budgeted for equipment.

## **Project Narrative**

### **Investigation and Coordination Deliverables**

The Primary Investigator (PI) assigned to the Sexual Assault Law Enforcement Specialized Units (ST) Program will be the same investigator assigned during the last grant cycle. The PI will continue to work full-time on the ST Grant. The PI holds an Advanced Peace Officer Standards and Training (POST) Certificate and has nine years of experience working a sexual assault case load. The PI has received over 250 hours of training in the field of sexual assault investigation.

The PI will complete the POST "Advanced Sexual Assault for Investigators" when it becomes available again, as well as attend the California Sexual Assault Investigators Association Spring Training in March 2021. Similar to the prior grant cycle, the PI will continue to facilitate training for law enforcement and partner agency personnel, with the goal of collaborative investigations in mind.

During the previous grant cycle, the PI spent a significant percentage of his time furthering relationships with local law enforcement partner agencies in an effort to create a collaborative approach to sexual assault investigations. The PI participated in weekly meetings to discuss upcoming ST cases with the El Dorado County District Attorney's Office (EDCDAO), as well as monthly collaborative meetings with local law enforcement partners, Child Protective Services, Sexual Assault Response Teams (SART) medical examiners, Department



of Justice, and the sexual assault counselor (SAC) to update and track all ST cases.

One example of a positive working relationship between the PI and local law enforcement agencies, which stemmed from a monthly collaborative meeting, involved a child molestation case where the suspect lived outside the area. The PI and a detective worked together to travel and obtain a statement from the suspect, a necessary step in completing the investigation. This was an aging case and the suspect's statement was not obtained due to conflicting work schedules between the detective assigned to the case and the other sexual assault detective at the local agency. The need to find a resolution for the victim and to finish the investigation was identified as a result of the monthly collaborative meetings, and the ability for the PI to assist in the completion of the case was a result of the ST grant funding a sexual assault investigator within the EDCDAO.

In another case, a victim was sexually assaulted and local law enforcement was called to conduct an investigation. During the investigation, a large scale marijuana cultivation operation was discovered on the suspect's property. The PI was able to get involved in the case and assist with follow-up investigation in the sexual assault portion of the case while the detectives from the local law enforcement agency dealt with the marijuana cultivation.

During the last grant cycle, the PI continued to further review initial law enforcement reports and conduct follow-up investigation as needed. One such

case involved a sexual assault of a drugged victim. The detective from a local law enforcement agency conducted the initial investigation; however he was promoted out of the investigations unit prior to necessary follow-up work being conducted in the case. The promotion left the case "in limbo" while waiting for the next sexual assault investigator to be assigned to the unit. The PI was able to take on the case and conduct the needed follow-up work in a timely manner, thereby providing better service to the victim in the case.

#### Plan for a Sexual Assault Counselor to Provide Victim Services

Through a second tier subaward with The Center for Violence-Free Relationships, the ST program will continue to provide one full-time Sexual Assault Counselor (SAC) who will be assigned to assist with victim advocacy. The SAC will continue to contact victims of sexual assault within 24-hours of notification. The SAC will provide immediate crisis counseling (either in person, video conference and/or by telephone), Marsy's Rights information, notification of criminal justice proceedings, and case status reports. Additionally, the SAC will provide court accompaniment, assistance with follow up law enforcement interviews, coordination of meetings with prosecutors, victim advocacy, and counseling referrals. The SAC will continue to advise all ST victims and their families of California Victim Compensation Board (CalVCB) benefits, assist with applications and procedures, and monitor their claim status.

Recent cases demonstrate the benefits victims receive from the SAC position, which is all made possible with Cal OES grant funding. A victim of a violent rape was initially very hesitant to receive services. She left the county, but through the SAC's persistent support and guidance with obtaining restraining orders, the victim finally agreed to therapy where she was diagnosed as suffering from PTSD. The victim is now making great progress and continues to be very appreciative of all consistent the support and timely information she receives. Similarly, another victim was drugged by a family friend and then sexually assaulted. The SAC made contact as soon as the PI learned of the case. The SAC remained in close contact with the victim for months while the case remained under investigation and the PI waited for DNA results. During this time, the ST victim was also initially hesitant to receive services. Through the continued support and involvement of the SAC, she eventually agreed to therapy and soon realized the benefits. She remains grateful and appreciative she has been a priority and not forgotten during her trauma.

As a result of COVID-19, the EDCDAO has adapted to new ways of providing victims services. In one case, the Victim Witness Program Coordinator (advocate) provided direct victim services by guiding the victim's mom to connect to the live/virtual court hearing and arraignment platform. The advocate provided virtual court support and accompaniment. They both watched the court hearing from their devices, and at the same time, the advocate was providing crisis intervention via text while the victim's mom was

listening to all of the abuse perpetrated by the defendant. The victim's mom was very grateful for having someone to talk to while watching the court hearing. The advocate encouraged the victim and her mother to practice self-care techniques to help handle the emotions of the case in a positive manner.

The SAC will continue to have a work space at the El Dorado County District Attorney's Placerville Office. Additionally, due to recent social distancing changes, the SAC has been provided with an El Dorado County issued laptop and iPad to enable remote working, including virtual conferences with victims, virtual accompaniment to court hearings, and law enforcement interviews. The SAC has been given Instructions on how to access the El Dorado County Court website to view hearings live, and how to access the CalVCB on-line application process. The SAC also has a grant funded cell phone that allows sexual assault victims, victim witness staff, and law enforcement to be able to make direct contact at any time.

Additionally, the SAC was able to better assist sexual assault victims by attending an important training session entitled Sex Offenders: "Understanding and Responding to Sexual Crimes" presented by Cory Jewell Jensen, senior trainer for CBI Consulting. She further attends weekly office meetings where ST cases are discussed with Deputy District Attorneys handling ST cases, the PI, and other El Dorado County District Attorney team members as well as monthly ST meetings in both Placerville and SLT with all county collaborative members. The



SAC will be attending the virtual SART Summit Conference from September 8 to September 24, 2020.

#### Plan for Providing Sexual Assault Specific Training to First Responders

There are three law enforcement agencies within El Dorado County. All of these agencies are still currently experiencing staffing issues, as is common statewide. This in turn has resulted in a lack of experience with sexual assault investigations in both detectives and at the patrol level. The PI and SAC will continue to conduct quarterly briefings/trainings with the local law enforcement agencies focusing on the new county-wide sexual assault protocol and proper implementation, the role of the first responders as it relates to the sexual assault protocol, victim's rights, and the importance of a compassionate initial response. During the past training sessions, the PI provided his cell phone number to local law enforcement officers in the event there are any questions related to the protocol and/or sexual assault investigations. As a result, the PI has fielded several calls from law enforcement officers, and will continue to offer his assistance any time he is able. The PI will continue to review sexual assault cases referred to the District Attorney's Office to identify potential training issues, and will address any issues identified in the training.

In light of the COVID-19 pandemic, the PI has started discussions with local law enforcement agencies regarding the possibility of disseminating short training videos for supervisors to play for their personnel in briefing. The PI will continue to explore this option as a solution to providing the grant required

training to local law enforcement while adhering to the social distancing requirements of the state. The PI and SAC will also reach out to local law enforcement regarding developing new resources available virtually to assist with the implementation of the SART protocol and updated training and outreach materials. For example, when a patrol officer responds to a sexual assault call and learns that the assault happened a few days prior, the officer can quickly access a tutorial on best practices for collecting different types of evidence during a SART exam, along with the contact number for SART examiners, the SAC's number, and references for any victim assistance needed.

#### Plan for Evaluating the Training Provided to First Responders

The above referenced training events will end with a post-training written evaluation form provided to the participants. These evaluation forms will be reviewed by the PI, SAC and Deputy District Attorney in charge of the Special Victims Unit. Any deficiencies and/or suggestions will be addressed and rectified. These evaluations will be retained by the PI and submitted to Cal OES upon request.

#### Plan for Enhancing Protocols Beyond the Grant Period

Since the development of the new county-wide SART protocol during the first grant cycle, the PI remains diligent in assisting with the implementation and navigating through the challenges of change. This is a task which would not

have been achievable without the Cal OES ST grant funding a full time sexual assault investigator.

Due to the geographic challenges of El Dorado County, with the West Slope and South Lake Tahoe areas having different service providers, there was a need to develop two separate protocols. Both protocols are similar and strive to achieve better service for victims of sexual assault, while addressing the issues stated in the original grant problem statement.

The new protocols call for one interview of a victim to be conducted jointly by a detective and a forensic nurse examiner. This practice will serve to allow the victim to explain what happened only one time, while affording both the law enforcement and medical disciplines to gather the information needed for their respective work. The new protocols also call for notification of the District Attorney's Office so victim services can be offered immediately.

The PI will continue to monitor implementation of the SART protocol as cases arise. The PI will assess deviations from the protocol when they occur, and address the deviations through individual training and/or through the quarterly training.

Many challenges still remain for the PI and SAC to focus on during this next grant cycle. For example, oftentimes phone numbers and email addresses for victims are either blank or incorrect on initial law enforcement reports, making it difficult for the SAC to make early contact with victims. Additionally, the Victim Witness Units needs to work towards enhanced collaboration with The Center for

Subrecipient:El Dorado County District Attorney's Office Subaward#: ST20 03 0090

Violence-Free Relationships for sexual assault victims to ensure victims receive all the services needed. In addition, as a result of Covid-19, many victims are out of work and have limited access to landlines, cell phone service, or a computer and internet connection. The Victim Witness Unit strives to ensure that all victims needing assistance are provided with the services needed to heal and recover, regardless of socio-economic status.



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

<b>Subrecipient</b> <u>El Dorado County District Attorney's Office</u>	<b>Duns#</b> <u>087834029</u>	<b>FIPS#</b> _____
<b>Disaster/Program Title:</b> <u>Sexual Assault Law Enforcement Specialized Units (ST) Program</u>		
<b>Performance Period:</b> <u>10/01/20</u> to <u>09/30/21</u>	<b>Subaward Amount Requested:</b> <u>\$ 204,500</u>	
<b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2,521,748
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

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

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

El Dorado County\*

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4th District\*

Represented by Congressman Tom McClintock

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

State Assembly Districts are split between the 6th State Assembly District and the 5th State Assembly District\*

5th State Assembly District represented by Frank Bigelow\*

6th State Assembly District represented by Kevin Kiley

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

1st State Senate District\*

Represented by Brian Dahle

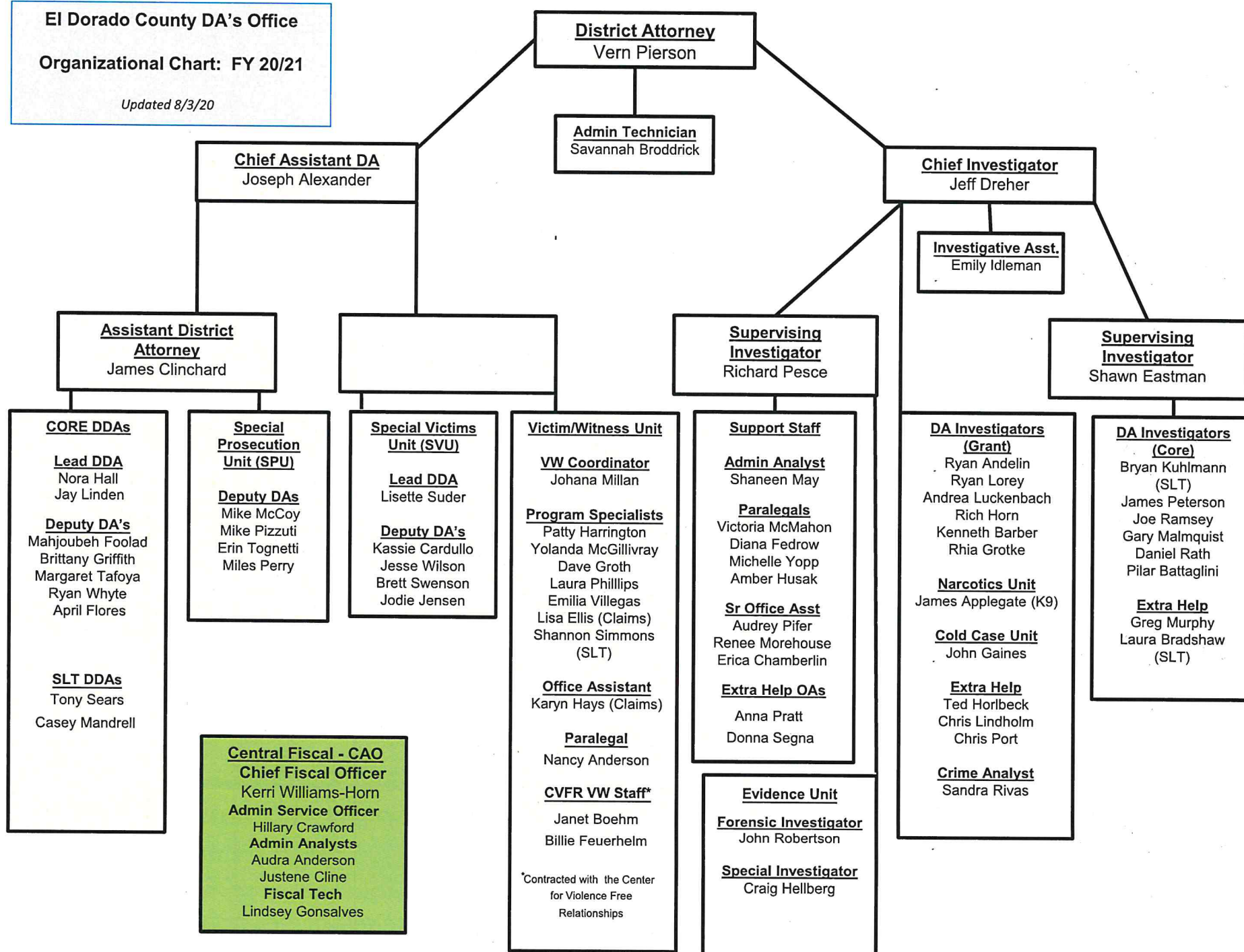
5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

El Dorado County Population 192,843 (2019)

**El Dorado County DA's Office**

**Organizational Chart: FY 20/21**

Updated 8/3/20



## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA From: To:	
1.	The Center for Violence-Free Relationships (CVFR)	10/30/19	10/01/19	to 09/30/20
2.	The Center for Violence-Free Relationships (CVFR)		10/01/20	to 09/30/21
3.	Placerville Police Department West Slope SART	06/17/19	05/01/19	to 12/31/22
4.	Sutter Valley Med Foundation East/West Slope SART	10/29/19	05/01/19	to 12/31/22
5.	South Lake Tahoe Police East Slope SART	06/18/19	05/01/19	to 12/31/22
6.	Live Violence Free East/West Slope SART	06/18/19	05/01/19	to 12/31/22
7.	El Dorado County Sheriff's Dep East/West Slope SART	06/06/19	05/01/19	to 12/31/22
8.	El Dorado County HHSA East/West Slope SART	05/20/19	05/01/19	to 12/31/22
9.	Washoe County District Attorney's Office	08/08/19	05/01/19	to 12/31/22
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.