



**Proposal Cover Sheet**

**RFP PROCESS**

**CHILD ADVOCACY CENTER (KC) PROGRAM**

Submitted by:

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



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

---

**VERN PIERSON, DISTRICT ATTORNEY**

August 10, 2022

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

RE: Child Advocacy Center (KC) Program Signature Requirement

Dear Mr. Ghilarducci,

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

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

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

Sincerely,

Vern Pierson (Aug 10, 2022 11:01 PDT)

Vern R. Pierson  
District Attorney

**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/>



# 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:  <b>GRANT APPLICATIONS</b>	Policy Number:  <b>A-6</b>	Page Number:  <b>2 of 2</b>
	Date Adopted: <b>12/22/1987</b>	Effective Date: <b>12/22/1987</b>

- 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:

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

Cal OES #		FIPS #		VS#		Subaward #	
-----------	--	--------	--	-----	--	------------	--

## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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

**1. Subrecipient:** County of El Dorado **1a. UEI#:** DW8SM9A6YWR3

**2. Implementing Agency:** District Attorney's Office **2a. UEI#:** DW8SM9A6YWR3

**3. Implementing Agency Address:** 778 Pacific Street 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:** 4/1/2023 **to** 3/31/2024  
(Start Date) (End Date)

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

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$200,000		\$50,000		\$50,000	\$250,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$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, the Assurances/Certifications, and any attached Special Conditions. 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 #: KC22 06 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: Patricia Harrington Title: Program Manager

Telephone #: 530-642-4765 Email Address: patricia.harrington@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: Lori Parlin Title: Chair, District Four Supervisor

Telephone #: 530-621-6513 Email Address: bosfour@edcgov.us

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



## Grant Subaward Signature Authorization

Grant Subaward #: KC22 06 0090


Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

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

### Grant Subaward Director:


Printed Name: Vern R. Pierson

Signature:   
Vernon Pierson (Aug 10, 2022 11:01 PDT)

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


### Financial Officer:

Printed Name: Kerri Williams-Horn


Signature:   
Kerri Williams-Horn (Aug 9, 2022 16:24 PDT)

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


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

Signature:   
Joe Alexander (Aug 10, 2022 10:50 PDT)

Printed Name: Joe Alexander

Signature:   
James Clinchard (Aug 9, 2022 16:27 PDT)

Printed Name: James Clinchard

Signature:   
Lisette Suder (Aug 9, 2022 18:26 CDT)

Printed Name: Lisette Suder

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of El Dorado

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Child Advocacy Center (KC) Program	KC22 06 0090	04/01/2023-03/31/2024
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.**

<b>CERTIFICATION</b>	
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:	_____
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	Lori Parlin _____
Title:	Chair, District Four Supervisor _____
Date Executed:	_____



**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	KC22 06 0090	04/01/2023-03/31/2024
2.			
3.			
4.			
5.			
6.			

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

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

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR 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. 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.

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

### **3. 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 CFR 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.

### **4. 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.

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

### **5. 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.

**6. 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, that relate to nondiscrimination on the basis of sex in certain "educational programs."

**7. 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.

**8. 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").

**9. 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).

## **10. 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>.

## **11. 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.

## **12. 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.

## **13. 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, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.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.

#### **14. 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.

#### **15. 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](http://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/>).

## 16. 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.

## **17. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

## **18. 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.

## **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.

**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: \_\_\_\_\_

Official Designee's Typed Name: Vern R. Pierson

Official Designee's Title: District Attorney

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



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: County of El Dorado District Attorney's Office	Grant Subaward #: KC22 06 0090		
A. Personnel Costs - Line-item description and calculation	2022 VOCA	2022 VOCA Match	Total Amount Allocated
<p><b>CAC Coordinator/Interviewer - 0.75 FTE (Partial Gen Fund Cash Match)</b>  <b>Salary</b> - \$12,064.67 x 12 Mo x 0.75 FTE = \$108,582</p> <p><b>Benefits:</b>            Retirement/PERS (40.25% of charged salary amount) - \$43,704 (only charging \$29,200)            Medicare (1.45% of charged salary amount) - \$1,574            Health Insurance (8.62% of charged salary amount) - \$9,360            Workers' Comp Ins, Unemployment Ins, Disability - Not Charging  <i>Conducts forensic interviews, provides MDIC Coordination, and completes NCA process for accreditation.</i>  <i>Benefits including: medical, dental, vision, retirement, workers' comp, unemployment, and disability. SDI and applicable taxes.</i></p>	\$107,181	\$1,401	\$108,582
<p><b>Program Specialist - Advocate 1.0 FTE</b>  <b>Salary</b> - \$4,128.80 x 12 Mo x 1.0 FTE = \$49,546</p> <p><b>Benefits:</b>            Retirement/PERS (31.18% of charged salary amount) - \$15,448            Medicare (1.45% of charged salary amount) - \$718            Health Insurance (17.92% of charged salary amount) - \$8,879            Workers Comp Ins - (2.24% of charged salary amount) - \$1,110            Unemployment Insurance (0.88% of charged salary amount) - \$436            Disability Insurance (0.25% of charged salary amount) - \$124</p> <p><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 NCA accreditation tasks.</i>  <i>Benefits including: medical, dental, vision, retirement, workers' comp, unemployment, and disability. SDI and applicable taxes.</i></p>	\$49,546		\$49,546
<p><b>Program Manager - 0.05 FTE (Gen Fund Cash Match)</b>  <b>Salary</b> - \$8,777.60 x 12 Mo x 0.05 FTE = \$5,267</p> <p><b>Benefits:</b>            Retirement/PERS (33.49% of charged salary amount) - \$1,764            Medicare (1.45% of charged salary amount) - \$76            Health Insurance (25.78% of charged salary amount) - \$1,358            Workers' Comp Ins, Unemployment Ins, Disability - Not Charging  <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></p>		\$5,267	\$5,267
Personnel Costs Fund Source Totals	\$183,442	\$50,000	\$233,442
<b>PERSONNEL COSTS CATEGORY TOTAL</b>			\$233,442



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: County of El Dorado District Attorney's Office	Grant Subaward #: KC22 06 0090		
B. Operating Costs - Line-item description and calculation	2022 VOCA	2022 VOCA Match	Total Amount Allocated
<b>Memberships/Accreditation Expenses</b>			
NCA Accredited - Annual Membership	\$600		\$600
Calico Center CACC - Annual Membership	\$300		\$300
<b>Training/Travel-Related Expenses:</b>			
3 Staff Members to Attend Child Maltreatment Conference or Related Event			
Registration: \$300/person x 3 = \$900	\$900		\$900
Hotel: Est. \$173 per diem + \$25 taxes & fees x 3 nights x 3 = \$1,782	\$1,782		\$1,782
Meals: Est. \$46/day x 4 days x 3 = \$552	\$552		\$552
Airfare Est. (Roundtrip) to Conference \$300 x 3 = \$900	\$900		\$900
Ground Transportation Est. \$47/person x 3 = \$141	\$141		\$141
<b>Hosted Training for MDIC</b>			
Workshop Expenses \$81.25 * 8 = \$650	\$650		\$650
Workshop Host Preparation \$81.25 x 8 = \$650	\$650		\$650
Workshop Materials Expense	\$100		\$100
Potential Travel Expenses: \$800 Est.	\$800		\$800
<b>LETS Technology Agreement</b>			
Investigative Digital Phone & Audio Secure Recordings System	\$1,895		\$1,895
<b>Vidanyx Cloud Storage Annual Licensing Fee</b>			
Ensures secure, encrypted storage of video files of forensic interviews	\$3,400		\$3,400
<b>Office Supplies &amp; Equipment for 2 MDIC Rooms (Estimated Costs)</b>			
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.	\$800		\$800
<b>Promotion, Printing, and or Design Expenses</b>			
Child Advocacy Center Promotional Materials	\$400		\$400
<b>Cell Phones for CAC Coordinator &amp; Program Specialist</b>			
\$60/month x 12 Mo x 2 = \$1,440 - Only charging \$1,248	\$1,248		\$1,248
<b>Equipment Rental</b>			
Copier/Scanner/Printer - 2 units x \$60/Month x 12 Mo = \$1,440	\$1,440		\$1,440
<b>de Minimis Indirect Rate</b>			
Modified Total Direct Cost is \$220,077 (Total Project Cost less Travel, Equipment Rental, and indirect)			
Indirect Calculation (\$220,077 x 10% = \$22,008) - Not charging			
<b>Operating Costs Fund Source Totals</b>	\$16,558		\$16,558
<b>OPERATING COSTS CATEGORY TOTAL</b>			\$16,558



## 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	\$ 1,440
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)	\$ 6,475
Other (not covered above)	\$ -
<b>Total Exclusions/Distorting Costs</b>	<b>\$ 7,915</b>

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

Total Project Costs	\$ 250,000
Minus (-) Total Exclusions/Distorting Costs	\$ 7,915
<b>Modified Total Costs</b>	<b>\$ 242,085</b>

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

Modified Total Costs	\$ 242,085
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)	0.10
ICR + 1	1.10
<b>Modified Total Direct Costs (MTDC)</b>	<b>\$ 220,077</b>

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

Modified Total Costs	\$ 242,085
Subtract (-) MTDC	\$ 220,077
<b>Indirect Cost Amount</b>	<b>\$ 22,008</b>

#### 5. Allocate Amounts and Check Math

Total Exclusions	\$ 7,915
Plus (+) MTDC	\$ 220,077
Plus (+) Indirect Cost Amount	\$ 22,008
<b>Total Project Costs</b>	<b>\$ 250,000</b>





## Grant Subaward Budget Narrative

Grant Subaward #: KC22 06 0090

Subrecipient: County of El Dorado District Attorney's Office

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 2022 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 CAC Coordinator will include time spent working to obtain/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 #: KC22 06 0090

Subrecipient: County of El Dorado District Attorney's Office

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 systems, 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 has reduced the de Minimus indirect rate accordingly.

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 #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

### **Problem Statement:**

**1).** El Dorado County (EDC) is comprised of 1,786 square miles and borders Sacramento, Placer, Alpine, and Amador counties, as well as Douglas County, Nevada. EDC includes two incorporated cities: Placerville and South Lake Tahoe (SLT). According to 2020 Census data, EDC has a population of 191,185 people, of which approximately 82.5% reside in the unincorporated areas of the county. EDC is unique in that its service areas are separated via Echo Summit, referred to as the West Slope (Placerville area) and East Slope (SLT). According to data provided by EDC in December of 2021, the West Slope is comprised of the following demographics: 85% Caucasian, 1% African American, 4.8% Asian, 1.1% American Indian, 11% Hispanic, 3% Unknown race, and 4.8% mixed race. The East Slope is comprised of the following demographics: 76.2% Caucasian, 1% African American, 5.7% Asian, 1% American Indian, 25.6% Hispanic, 12.1% unknown race, and 3.9% mixed race.

**2).** Child Advocacy Center (KC) Program funds have allowed the El Dorado County District Attorney's Office (EDCDAO) to create the Fausel House Child Advocacy Center (CAC) Program. Through the implementation of an interagency protocol and MOU (Memorandum of Understanding) with multidisciplinary team (MDT) members throughout the county, the CAC Program



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

provides to EDC child abuse survivors and their families a child-focused setting to conduct forensic interviews and provides wrap-around client centered services based on trauma-informed practices, including referrals to mental health and medical professionals. KC Program funds are vital for EDC to continue to provide such direct services to victims as they fund the CAC Program Coordinator, a full-time victim advocate dedicated to the KC Program, and important outreach materials and brochures for families.

**3).** KC program funds have enabled EDC to create and sustain our very effective CAC Program that is working to meet all necessary standards set forth for accreditation through the National Children's Alliance (NCA). EDC is in the application process, with a site review expected for the fall of 2022. KC program funds are integral and imperative in our continued efforts to provide such important direct services to our most vulnerable population.

**4).** The CAC will continue to strive to enhance direct services to child abuse survivors by collaborating with our MDT partners to ensure wrap-around services, consistent updates, and support are provided to children and families throughout the lifetime of their case, as well as ensuring members of the MDT receive continued training in child and family maltreatment, child abuse, sexual assault investigations, trauma, and forensic interviewing.



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

### **Plan:**

1). Because of the unique geographical boundaries of EDC, the CAC Program currently has two different strong community MDTs to specifically address needs on the West Slope and East Slope, respectively. Each MDT is led by the CAC Coordinator/MDT Facilitator, who is also the lead forensic interviewer, a trainer for CFIT (California Forensic Interview Technique), has worked in the field of child abuse and sexual assault investigations for seven years, and has recently been part of the curriculum creation for the updated program which teaches new interviewers science based, trauma-informed interview skills throughout California. 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 27 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 EDC Sheriff's Office (EDSO) SVU team; a Placerville Police Department (PPD) detective; Child Protective Services (CPS) Social workers; the Medical Director of the Bridging Evidence Assessment & Resources Program



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

(BEAR), which provides sexual assault, physical 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; and a criminalist from the Department of Justice (DOJ). On the East Slope, the MDT also includes Detectives from the SLT 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 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.

**2).** Specialized training in child abuse and sexual assault received by all members of the MDT often includes elements of cultural competency and diversity awareness. CAC Program personnel participate in a minimum of eight hours of diversity, equity, and inclusion training every two years to meet NCA standards. In addition, the CAC Coordinator shares opportunities via list-servs and emails for virtual, local, and regional training opportunities in cultural competency and diversity with all members of the MDT on both the West and East Slopes.



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

**3).** The EDC 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 shared building property with the 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 SLT, a portion of the EDCDAO office has been transformed into the 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 SLT, 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).

**4).** Direct victim services are provided at both CAC locations to all child abuse survivors and non-offending caregivers. At the CAC, 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



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

protocol. Child sexual abuse survivors 10 and under on the West Slope, and 17 and under in SLT, are provided wrap around services by the KC Advocate upon arrival to the CAC (child sexual abuse survivors 11 and older on the West Slope are provided the same services at the CAC by another CalOES funded program).

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 health services; referrals to medical treatment and/or examinations; 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. KC grant funding allows for the position of the CAC

Coordinator/Forensic Interviewer and the KC Advocate, who 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,





## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

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, criminal justice assistance in the form of court support, court accompaniment, crisis intervention, and education.

**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 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 are referred to the BEAR program. On the East Slope, referrals for trauma-informed and evidence-based mental health treatment are made to LVF. 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



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

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 are referred to the BEAR clinic, if necessary.

**6).** The CAC Interagency Protocol and associated signed 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 involved agency 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 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 (CACC) 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.



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

### **Capabilities:**

**1).** Since 1994, EDC has utilized a multidisciplinary approach in efforts to best serve child abuse survivors and their families. Since the Fausel House CAC program was created in 2018, EDCDAO and partnering MDT department heads continue to be committed to a CAC program and MDT approach to child abuse investigations. An updated interagency protocol for all MDT members and associated MOU was signed in 2019 to adopt the Fausel House CAC program. A 2022 revision of the protocol has been approved by the CAC Steering Committee and includes all necessary elements to continue to provide direct services and meet all NCA accreditation standards utilizing a multidisciplinary approach.

**2).** EDC has conducted forensic interviews of children for over 13 years, and currently averages approximately 100 interviews per year. The CAC consistently follows KC Program and NCA standards for training and the requirements for trauma-focused and evidence-supported care from all MDT members for child clients and their families. The CAC Coordinator consistently audits standards and case progress to ensure all direct services offered are victim-centered, trauma-focused, and evidence-supported. The CAC Coordinator and EDCDAO personnel from the SVU provide training to MDT member departments to ensure these standards are consistently met.



## Grant Subaward Programmatic Narrative

Grant Subaward #: KC22 06 0090

---

Subrecipient: County of El Dorado

---

**3).** The CAC Coordinator is the lead forensic interviewer, a CFIT trainer and curriculum developer, and ensures interviews meet NCA standards for trauma-focused, victim-centered, and evidence-based practices. Mental health partners (H.O.P.E. Counseling and LVF) have signed operational agreements with the EDCDAO to provide services consistent with NCA standards, to include ongoing training requirements, reporting on services provided, and attending monthly case review. Medical providers (BEAR and Washoe CAC) have signed an MOU and SART Protocol agreeing to provide medical exams and services consistent with NCA standards, to include ongoing training and reporting requirements and attending monthly case review.

**4).** KC Program funds will assist in funding a CAC Coordinator, Victim Witness Advocate, and Victim Witness Program Manager. The CAC Coordinator has seven years of experience in forensic interviewing, child abuse, and sexual assault investigations, has conducted over 400 forensic interviews, and has attended over 500 hours of training in the field of child abuse and maltreatment. The KC Advocate has over a year of experience and has attended over 100 hours of training in family advocacy and child maltreatment. The Victim Witness Program Manager has been with the EDCDAO for 23 years and has attended over 300 hours of training in the field of family advocacy and child maltreatment.

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

<b>Subrecipient:</b> County of El Dorado	<b>UEI #</b> DW8SM9A6YWR3	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> Child Advocacy Center (KC) Program		
<b>Performance Period:</b> 04/01/23	<b>to</b> 03/31/24	<b>Subaward Amount Requested:</b> \$ 200,000
<b>Type of Non-Federal Entity</b> (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.*

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



## Grant Subaward Service Area Information

Grant Subaward #: KC22 06 0090

Subrecipient: County of El Dorado

1. County or Counties Served:  
El Dorado County

County where principal office is located: El Dorado County

2. U.S. Congressional District(s) Served:  
4th District  
Represented by Congressman Tom McClintock

U.S. Congressional District where principal office is located: 4th District

3. State Assembly District(s) Served:  
State Assembly Districts are split between the 6th State Assembly District and the 5th State Assembly District  
5th State Assembly District represented by Frank Bigelow  
6th State Assembly District represented by Kevin Kiley

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

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

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

5. Population of Service Area: 191,185 (2020)



## Operational Agreement Summary

Grant Subaward #: KC22 06 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	01/01/22 to 12/31/22
2. *note: a renewed OA will be executed for the KC grant period 4/1/23-3/31/24		to
3. Live Violence Free	06/30/2022	07/01/22 to 06/30/25
4.		to
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

**El Dorado County DA's Office**  
**Organizational Chart: FY 22/23**  
*Updated 08/10/2022*

**District Attorney**  
 Vern Pierson

**Admin Technician**  
 Savannah Brodrick

**Chief Asst. DA**  
 Joseph Alexander

**Chief Investigator**  
 Jeff Dreher

**Asst. DA**  
 James Clinchard

**Asst. DA**  
 Lisette Suder

**Asst. Chief Investigator**  
 Richard Pesce

**CORE DDAs**  
**Lead DDAs**  
 Nora Hall  
 Jay Linden  
**Deputy DAs**  
 Jeff Erskine  
 April Flores  
 Yvan Flores  
 Mahjoubeh Foolad  
 Doug Fransham  
 Tatiana Gamache  
 Kelly Rosenbery  
 Vacant  
 Vacant  
**SLT DDAs**  
 Casey Mandrell

**Special Prosecution Unit (SPU)**  
 Jodie Jensen  
 Miles Perry  
 Mike Pizzuti  
**Special Victims Unit (SVU)**  
**Lead DDA**  
 Vacant  
**Deputy DAs**  
 Kassie Cardullo  
 Caitlin Franzen  
 Brittany Griffith  
 Ryan Whyte

**Victim/Witness Unit**  
**VW Program Manager**  
 Patti Harrington  
**Sr. Program Specialists**  
 Vanessa Bragg  
 Vacant  
**Program Specialists**  
 Julie Ehrlich  
 Renee Morehouse  
 Amy Nigro  
 Karon Wilson-Lee  
 Vacant  
**CVFR VW Staff\*\***  
 Janet Boehm  
 Billie Feuerhelm  
 \*\*Contracted with the Center for Violence Free Relationships

**Sup. Investigator**  
 Bryan Kuhlmann

**Sup. Investigator**  
 Joseph Ramsey

**Support Staff**  
**Sr. Paralegal**  
 Diana Fedrow  
 Victoria McMahon  
**Paralegal**  
 Amanda Casillas  
 Michelle Yopp  
 Vacant  
**Sr. Office Assistant**  
 Dena Allen  
 Rebecca Erdosy  
 Ali Humphreys  
 Heidi Mayerhofer  
 Donna Segna  
 Vacant

**DA Investigators**  
**CORE**  
 Ken Barber  
 Ricky Brown  
 Kelly Kent  
 Gary Malmquist  
 James Peterson  
 John Robertson  
**GRANT**  
 Ryan Andelin  
 James Applegate  
 Rhia Grotke  
 Rich Horn  
 Ryan Lorey  
 Andrea Luckenbach  
 Omir Torres  
**Extra Help**  
 John Gaines  
 Ted Horlbeck  
 Chris Lindholm  
 Greg Murphy  
**Crime Analyst**  
 Sandra Rivas

**Investigative Asst.**  
 Renee Jones  
 Ashlee Smith  
 Bonita Strain  
 Riley Wilson  
**Dept. System Analyst**  
 Scott Burciaga  
**IT Dept. Specialist**  
 Matthew Taylor

**Central Fiscal – CAO**  
**Chief Fiscal Officer**  
 Kerri Williams  
**Admin Service Officer**  
 Hillary Crawford  
**Admin Analyst**  
 Audra Anderson  
 Justene Cline  
**Fiscal Tech**  
 LaDel Murphy