



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

January 29, 2019

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 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 Child Advocacy Center (KC) 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.

Very Truly Yours,

Vern Pierson
District Attorney

PLEASE REPLY TO:

** 778 Pacific Street
Placerville, CA. 95667
(530) 621-6472
Fax (530) 621-1280

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

WEB SITE:
www.edcgov.us/eldoda

BLOG:
<http://vernpiererson.us/blog/>



Proposal Cover Sheet

RFA PROCESS

CHILD ADVOCACY CENTER (KC) PROGRAM

Submitted by:

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

GRANT SUBAWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers.
Please do not fill in these blocks. These numbers will be entered by Cal OES.

1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal name of the Subrecipient that is registered with the Internal Revenue Service (IRS). PLEASE NOTE: that all CBOs must be registered, active, and current with the IRS, Department of Justice (DOJ), and Secretary of State (SOS) websites. Failure to be current will result in funds being withheld from Cal OES.

1a. Federal DUNS Number (Subrecipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.

2a. Federal DUNS Number (Implementing Agency)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

3. Implementing Agency Address

Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

4. Location of Project

Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

5. Disaster/Program Title

Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

6. Performance Period

Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yy)

7. Indirect Cost Rate

Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. *Indirect costs may or may not be allowable under all Federal fund sources.*

8A – 12G. Fund Allocations and Total Project Cost

For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

13. Certification Paragraph

Please review the certification paragraph.

14. CA Public Records Act

Please review, and if applicable, provide the necessary documentation.

15. Official Authorized to sign for the Subrecipient

Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

16. Federal Employer ID Number

Enter the 9-digit Federal Employer Identification Number for the Agency.

Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.

(Cal OES Use Only)						
Cal OES#		FIPS#	VS #	Subaward #	KC18 02 0090	

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

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth 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:** Child Advocacy Center Program 6. Performance Period: 4/1/19 to 3/31/20

7. Indirect Cost Rate: N/A; 10% de minimis; Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2019	8. VOCA		\$ 175,000		\$ 43,750		\$ 43,750	\$ 218,750
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 175,000	\$ 175,000	\$ 43,750	\$ 0	\$ 43,750	12. G Total Project Cost: \$ 218,750

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:** Vern R. Pierson 16. **Federal Employer ID Number:** 94-6000511
 Name: Vern R. Pierson Title: District Attorney
 Telephone: (530) 621-6472 FAX: (530) 621-1280 Email: vern.pierson@edcgov.us
(area code) (area code)
 Payment Mailing Address: 778 Pacific Street City: Placerville Zip+4: 95667-6481
 Signature: _____ Date: _____

[FOR Cal OES USE ONLY]

I hereby certify upon my own 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
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PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine programmatic responsibility** for the project.

4. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** who is the **Official Authorized** 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 (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Chair** of the **governing body** of the subrecipient.

PROJECT CONTACT INFORMATION

Subrecipient: County of El Dorado District Attorney's Office

Subaward #: KC18 02 0090

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

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

Name: Vern R. Pierson Title: District Attorney

Telephone #: (530) 621-6472 Fax#: (530) 621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

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

Name: Kerri Williams-Horn Title: Chief Fiscal Officer

Telephone #: (530) 621-5309 Fax#: (530) 626-5730 Email Address: kerri.williams-horn@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

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

Name: Christy Canclini Title: Program Manager

Telephone #: (530) 621-6487 Fax#: (530) 621-1280 Email Address: christy.canclini@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

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

Name: Megan Arevalo Title: Department Analyst

Telephone #: (530) 621-5147 Fax#: (530) 626-5730 Email Address: megan.arevalo@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

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) 621-6472 Fax#: (530) 621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

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) 621-6472 Fax#: (530) 621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Sue Novasel Title: Chair, District Five Supervisor

Telephone #: (530) 621-6577 Fax#: (530) 622-3645 Email Address: bosfive@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

SIGNATURE AUTHORIZATION INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

SIGNATURE AUTHORIZATION

Subaward #:

KC18 02 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

*Financial Officer: Kerri Williams-Horn

Signature:



Signature:



Date:

2/4/19

Date:

2/4/19

The following persons are authorized to sign for the
Project Director

Signature

James Clinchard

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, 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 agreement 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
Victims of Crime Act (VOCA) Fund**

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

SUBRECIPIENT: County of El Dorado

IMPLEMENTING AGENCY: District Attorney's Office

PROJECT TITLE: Child Advocacy Center Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the 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 OMB Uniform Guidance 2 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 ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **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: Human Resources Director
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

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to 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 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 agreement 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 Victims of Crime Act (VOCA) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to 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").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

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

The Subrecipient agrees to 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 Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP 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 agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

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 Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, 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:

- Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- E-mail: oig.hotline@usdoj.gov;
- DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

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

The Subrecipient agrees to 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, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

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

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

a. In accepting this award, the Subrecipient:

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

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

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract

under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

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

10. 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. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

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

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

13. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, 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 <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

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

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

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

The Subrecipient agrees to 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.

16. VOCA Requirements

The recipient assures that the State and its subrecipients 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. Specifically, the State certifies that funds under this award will:

- a) be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c) be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

17. Demographic Data

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

18. Performance Reports

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

19. Access to Records

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

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 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: 06/05/19

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

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

- | | |
|---|---|
| <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: Sue Novasel

Title: Chair, District Five Supervisor

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney's Office		Subaward #: KC18 02 0090		
A. Personal Services – Salaries/Employee Benefits		2019 VOCA	2019 VOCA Match	COST
CAC Coordinator/Interviewer - .85 FTE				\$0
Salary - \$10,902.86 x 12 Mo x .85 FTE		\$111,209	\$0	\$111,209
Benefits				\$0
Retirement/PERS (16.9%) - \$1,840.40 x 12 Mo x .85 FTE		\$18,772	\$0	\$18,772
Medicare (1.45%) - \$154.55 x 12 Mo x .85 FTE		\$1,576	\$0	\$1,576
Health Insurance (9.06%) - \$987.66 x 12 Mo x .85 FTE		\$10,074	\$0	\$10,074
Unemployment Ins (0%) - \$0 x 12 Mo x .85 FTE		\$0	\$0	\$0
Disability (.0%) - \$0 x 12 Mo x .85 FTE		\$0	\$0	\$0
Conducts forensic interviews, provides MDIC Coordination, and completes NCA process for accreditation.				\$0
Benefits including: health, dental, vision, retirement, unemployment and disability. SDI and applicable taxes.				\$0
Deputy District Attorney - .10 FTE (Gen Fund Cash Match)				\$0
Salary - \$14,547.28 x 12 Mo x .10 FTE		\$0	\$17,457	\$17,457
Benefits				\$0
Retirement/PERS (8.69%) - \$1,264.04 x 12 Mo x .10 FTE		\$0	\$1,517	\$1,517
Medicare (1.45%) - \$199.88 x 12 Mo x .10 FTE		\$0	\$240	\$240
Health Insurance (9.73%) - \$1,415.47 x 12 Mo x .10 FTE		\$0	\$1,699	\$1,699
Unemployment Ins (0%) - \$0 x 12 Mo x .10 FTE		\$0	\$0	\$0
Disability (0%) - \$0 x 12 Mo x .10 FTE		\$0	\$0	\$0
Provides informal training, guidance, and oversees all child victim cases.				\$0
Benefits including: health, dental, vision, retirement, unemployment and disability. SDI and applicable taxes.				\$0
This source of match will be derived from services provided by a staff attorney directly related to accomplishing the objectives and goals of the program.				\$0
Program Coordinator - .05 FTE (Gen Fund Cash Match)				\$0
Salary - \$4,281.50 x 12 Mo x .05 FTE		\$0	\$2,569	\$2,569
Benefits				\$0
Retirement/PERS (5.91%) - \$253.24 x 12 Mo x .05 FTE		\$0	\$152	\$152
Medicare (1.23%) - \$52.58 x 12 Mo x .05 FTE		\$0	\$32	\$32
Health Insurance (59.58%) - \$2,551.06 x 12 Mo x .05 FTE		\$0	\$1,531	\$1,531
Unemployment Ins (0%) - \$0 x 12 Mo x .05 FTE		\$0	\$0	\$0
Disability (0%) - \$0 x 12 Mo x .05 FTE		\$0	\$0	\$0
Provides oversight of victim advocates and participating staff and attends required program meetings. Benefits including: health, dental, vision, retirement, unemployment and disability. SDI and applicable taxes.				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Personal Section Totals		\$141,631	\$25,197	\$0
PERSONAL SECTION TOTAL				\$166,828

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney's Office		Subaward #: KC18 02 0090		
B. Operating Expenses		2019 VOCA	2019 VOCA Match	COST
.50 FTE Advocate/Counselor - Participating Staff				\$0
Participating staff contracted through The Center for Violence-Free Relationships		\$24,122	\$0	\$24,122
Salary/Benefits \$22.232/hr x 1040 hours = \$23,122				\$0
Mileage/Expenses - \$1,000/annually pursuant to EDC Travel Policy D-1				\$0
Memberships/Accreditation Expenses				\$0
Children's Advocacy Centers of California - Annual Membership (required)		\$300	\$0	\$300
MDIC Accreditation Application Fee		\$2,500	\$0	\$2,500
Calico Center - Annual Membership		\$300	\$0	\$300
Training/Travel-Related Expenses:				\$0
4 Staff members to attend the Child Maltreatment Conference				\$0
Registration: \$500/person x 4 = \$2,000		\$0	\$2,000	\$2,000
Hotel: \$90/night x 5 nights x 4 = \$1,800		\$0	\$1,800	\$1,800
Meals: Max \$46/day x 5 days x 4 = \$920		\$0	\$920	\$920
Airfare (Roundtrip) to Conference \$353.75 x 4 = \$1,415		\$0	\$1,415	\$1,415
Mileage: .545/mi (Current Federal Rate)*100 miles x 4 = \$218		\$0	\$218	\$218
*Vidanyx Cloud Storage Licensing Fee (Estimated Costs)				\$0
Ensures secure, encrypted storage of video files of forensic interviews		\$0	\$3,000	\$3,000
*Office Supplies & Equipment for 2 MDIC rooms (Estimated Costs)				\$0
miscellaneous, as needed items		\$2,604	\$0	\$2,604
Equipment Rental				\$0
Copier/Scanner/Printer x 2 - \$40.23/base per month, per unit + \$34.48 for copy overages (est)		\$584	\$416	\$1,000
Printing & Design Costs				\$0
MDIC brochures for families Qty 2,000 x .50/ea - \$1,000		\$1,000	\$0	\$1,000
*Facility Rental - Fausel House CAC Conf, Interview & Viewing Rooms (Match)				\$0
772 Pacific Street Monthly Rent Cost: \$2,625; Useable Sq Ft: 1,500				\$0
Cost per square foot: \$1.75		\$0	\$8,784	\$8,784
de Minimis indirect rate* (*Additional Funding)				\$0
*MTDC Personnel + Operating + Equipment = \$166,828 + \$31,410 + \$0.00 = \$198,238		\$1,959	\$0	\$1,959
*Contract amts above \$25,000, facility lease & Indirect not included in operating MTDC.				\$0
Includes administrative costs associated with the MDIC division of the El Dorado County District Attorney's Office. \$198,238 x 10% = \$19,824 (only charging \$1,959)				\$0
				\$0
				\$0
				\$0
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				\$0
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				\$0
				\$0
Operating Section Totals		\$33,369	\$18,553	\$0
OPERATING SECTION TOTAL				\$51,922

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney's Office		Subaward #: KC18 02 0090		
C. Equipment	2019 VOCA	2019 VOCA Match		COST
None				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
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Equipment Section Totals	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL				\$0
Category Totals				
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$175,000	\$43,750	\$0	
Total Project Cost				\$218,750

Budget Narrative

The El Dorado County District Attorney's Office 2019 Fausel House Child Advocacy Center (KC) Program budget details the Agency's continuing plans to become an accredited Child Advocacy Center in California. The budget identifies how the program plans to provide the staffing and services necessary to work with child abuse victims through a multidisciplinary team approach.

The Governor's Office of Emergency Services (Cal OES) has allocated \$175,000 to the El Dorado County District Attorney's Office to become an accredited agency. The total project cost is \$218,750.

Personal Services – Salaries/Employee Benefits:

Salaries and employee benefits represent 76% of the District Attorney's Office 2018/2019 Child Advocacy Center (KC) Program budget. The total salary and benefits for the CAC Coordinator (District Attorney Investigator job classification) is \$166,626. The CAC Coordinator assigned to the program will not perform any investigative services funded by this grant. Due to limited grant funding and the need to pay expenses related to the required accreditation only 85% (\$141,631) of the salary and benefits of the CAC Coordinator is budgeted as a grant expense. The Lead Deputy District Attorney (DDA) will be assigned to this program at .10 FTE (\$20,912) with the salary and benefits for this activity being used as a General Fund cash match. Additionally, a .05 FTE Victim Services Unit Program Coordinator is being assigned to the program to oversee victim advocate staff. The salary and benefits of the Program Coordinator total \$4,283 and will be used a General Fund cash match.

The project-funded staff duties provided by the CAC Coordinator will include time spent working to obtain Child Advocacy Center (CAC) accreditation and providing services that include, but are not limited to, coordinating and scheduling interviews for law enforcement and CPS, conducting forensic interviews and facilitating quarterly multidisciplinary team meetings. The services to be performed support the proposed objectives and activities as explained in the project narrative.

The qualifications of the CAC Coordinator include forensic interview training, experience with writing MOU and Operational agreements, knowledge of NCA Standards and grant compliance, as well as overall organizational skills.

The education level of our proposed CAC Coordinator is that of over 100 units of college education centered in the criminal justice field. In addition, the CAC Coordinator has obtained specialty training in investigating major crimes (upwards of 500 hours) and has obtained a specialty certificate through the Robert Presley Institute of Criminal Investigation in child abuse investigations. The CAC Coordinator has worked as a primary forensic interviewer since 2015, has participated in regional quarterly meetings with the Child Advocacy Centers of California for the same period of time, and has attended multiple conferences and trainings in the field of child abuse investigation and child and family maltreatment. The CAC Coordinator will be housed in the Placerville Fausel House CAC, but will also have an office in the South Lake Tahoe CAC Satellite Location and split time between the Placerville and South Lake Tahoe as needed. All qualifications for employment and the required training/certification have been met by the CAC Coordinator.

The project-funded staff duties provided by the Lead DDA will include overseeing all aspects of child victim services, overseeing services of DDA's in the unit, preparing reports and

grants, providing training and guidance, supervising staff, attending monthly and/or quarterly MDT and other required meetings. The services to be performed support the proposed objectives and activities as explained in the project narrative.

The qualifications of the Lead DDA include the classification of a Deputy District Attorney Grade IV or higher. The education level of the Lead DDA is a Juris Doctorate Degree. The Lead DDA will be housed in the main Placerville office but will split time between the Placerville and South Lake Tahoe offices as needed. All qualifications for employment and the required training/certification have been met by the Lead Deputy District Attorney.

The project-funded staff duties provided by the Victim Services Unit Program Coordinator will include overseeing victim services, providing training and guidance, supervising staff and attending monthly and/or quarterly MDT and other required meetings. The services to be performed support the proposed objectives and activities as explained in the project narrative.

The salaries and benefits of the Central Services Fiscal Division are not currently paid by funds from this grant; however, staff from this division provides direct services regarding the fiscal and reporting requirements of this grant. The Chief Fiscal Officer and Department Analyst prepare the budget and any modifications, monitor compliance with regulations and procedures mandated by the funding source, assist in the preparation of the required grant reporting and ensure the appropriate expenditure of grant funds.

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

There are no mid-year salary range adjustments required. The salary has been calculated over a twelve-month period and is 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, membership dues and accreditation fees, training/travel-related expenses, cloud storage licensing, equipment rental, office supplies and miscellaneous equipment, printing costs, facility rental costs and a de minimis indirect rate.

Upon approval of the Child Advocacy Center (KC) Program award, the District Attorney's Office will renew its Participating Staff contract for part-time counselor services provided by a Case Manager with The Center for Violence-Free Relationships. The services provided by the counselor will include immediate crisis intervention, counseling and treatment needs, referrals to therapy services and appropriate agencies, act as a liaison with the CAC and the Victim Services Unit to ensure that the child and family is receiving the appropriate treatment and services, and exchanging information at quarterly MDT meetings. The agreement will comply with Section 3700 of the 2017 Subrecipient Handbook.

Staff for The Center for Violence Free Relationships possesses the qualifications necessary to supply the required services under this program as outlined in the attached Case Manager Job description and Operating Agreement.

As part of the CAC Accreditation process, the District Attorney's Office will renew its membership with the Children's Advocacy Centers of California (CACC), which is a statewide organization dedicated to helping local communities respond to allegations of child abuse in

ways that are effective and efficient, and put the needs of child victims first. The agency will also renew its membership with the National Children's Alliance (NCA), which provides support, advocacy, quality assurance, and national leadership for CACs and has proven to be an excellent resource for the program. Additionally, since accreditation is still in process, the estimated application fee to apply for National Children's Alliance (NCA) accreditation is included in the budget.

Regional training/travel expenses have been budgeted for four CAC team members to attend the 2020 Child Maltreatment Conference.

Office Supplies and equipment for the CAC are included in budget. Using 2018 grant funds, staff has made significant advancements in the Placerville and South Lake Tahoe MDI rooms. Staff is continuing to identify needs to modernize the rooms, ensure privacy, and maintain the established safe, comfortable and neutral child settings. Some possible equipment that may be purchased using 2019 funds are Ipads for families to complete surveys, computer accessories for existing program equipment, additional decorative soundproofing wall mounts, items for offline viewing stations, snacks and stress balls.

A licensing fee for a cloud storage system by Vidanyx is included in the budget. This cloud-based video storage system is specifically built for Child Advocacy Centers to ensure video files of forensic interviews were stored and shared securely with encrypted files to ensure proper confidentiality for families served by Child Advocacy Centers (CAC). The cost for the initial year is sponsored by grant funds through the NCA. Vidanyx has provided the Fausel House CAC with a quote of a \$3,000/year licensing fee per year based on the amount of interviews conducted in 2018.

The costs to lease two copier/scanner/printers units are included in the budget. An analysis was completed on the cost of purchasing the units versus leasing the units. It was determined leasing would be a better option as all supplies and service are included in the monthly lease price of \$40.23 with the cost per copy after the first 500 pages each month being \$.0101. If the program were to purchase the units, the cost would be \$1,874.15 each and services and supplies would be an additional \$25.00 as needed. Additionally, by entering into a lease agreement, the program has the ability to receive updated equipment every 60 month.

Printing costs are included in the budget as the program routinely needs to update and/or replenish its supply of literature for distribution.

Facility rent is included in the budget as a cash match. The District Attorney's Office has included 27.80% of associated rent for the Fausel House CAC for the conference room, interview room and viewing room, waiting room, office space for the case manager and CAC Coordinator. The facility lease is budgeted using Department of Justice Asset Forfeiture funds. The use of this discretionary funding source for this purpose is approved by the El Dorado County Board of Supervisors.

The 10% de minimis indirect rate accounts for any administrative and facility costs of the CAC of the El Dorado County District Attorney's Office include, but are not limited to, facility security system, office equipment and supplies, postage, liability insurance, data processing, utilities, and telecommunication services. The de minimis rate is budgeted at \$19,824, but due to limited grant funding and the Agency's focus on minimizing administrative costs in support of direct services, the indirect rate has been reduced accordingly. Unless additional grant funding becomes available, the Agency anticipates these costs will be absorbed by the General Fund.

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

Equipment:

No equipment expenses are identified at this time.

Cash Match:

The Cash Match will be derived from services provided by a staff attorney, program coordinator, costs associated with a facility rental, equipment rental, cloud storage fees and training/travel related expenses. Costs identified as matching funds in the budget were not included in the calculation of the 10% de minimis rate.



INVESTIGATOR (DISTRICT ATTORNEY)

Class Code:
5603

Bargaining Unit: Sheriff's Association

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Jun 12, 2018

SALARY RANGE

\$43.74 - \$53.17 Hourly
\$7,581.60 - \$9,216.13 Monthly
\$90,979.20 - \$110,593.60 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general direction, plans, organizes, and participates in the investigation activities of one or more units of the Criminal Investigations Division of the District Attorney's Office, including investigations related to felony, misdemeanor, juvenile, civil and related cases; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Investigator Supervisor (District Attorney). Exercises no direct supervision over staff, but may supervise daily operations of specialized investigation units or tactical operations. May provide training to less experienced staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the investigations series. As a sworn peace officer incumbents are responsible for providing investigative support for a variety of District Attorney cases. In addition, incumbents may supervise daily operations of specialized investigation units or tactical operations such as consumer fraud, narcotic task force, auto theft task force, cold case task force, or the service of search warrants and arrest warrants. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from Investigator Supervisor (District Attorney) in that the latter is the full supervisory-level in the Investigator series.

This class is further distinguished from the Investigator (Public Defender) in that the Investigator (District Attorney) is a sworn class with peace officer status.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Plans, directs, and conducts complex investigations related to a variety of criminal, civil and juvenile cases, including child abuse, code enforcement, narcotics, sexual assault, environmental crimes, consumer fraud, real estate fraud, workers' compensation fraud and welfare fraud.
- Locates and interviews defendants, complainants, law enforcement officials, witnesses, and other involved parties; interviews defendants in custody, juvenile hall, and mental facilities.
- Analyzes and evaluates police, court, and other records; prepares and serves subpoenas; prepares search and arrest warrants.
- Arranges for transportation, housing, and protection of witnesses who are under grant of immunity, or for paid operators and informants.
- Collects, secures, and preserves evidence, photographs, fingerprints, and diagrams; prepares court exhibits.
- Maintains possession and control over evidence and secures the District Attorney's vault in accordance with state laws.
- Makes arrests and conducts raids and highly sensitive investigations.
- Researches and locates witnesses; maintains a list of expert witnesses and Special Masters.
- Collects and verifies documents, statements, evidence, and testimony; assists attorneys in analysis of cases.
- Prepares a variety of investigative reports related to assigned cases; prepares statistical data; organizes and maintains caseload records.
- Testifies in court to verify information/data collected during investigations.
- Initiates and processes special legal procedures pertaining to court and/or child abduction cases.
- Operates and maintains a variety of recording equipment.
- Assists in developing investigation policies and procedures.
- Independently organizes work, sets priorities, meets critical deadlines, and follows up on assignments.
- Provides formal training to staff on work and safety procedures and in the operation and use of equipment; develops and implements training procedures and standards.
- May be assigned to oversee equipment, including firearms and vehicles.
- May supervise daily operations of specialized investigation units or the service of search warrants and arrest warrants
- May supervise operations of grant funded units, track statistical information and grant budgets.
- May participate in authoring and submitting grant applications.
- May act as a representative of the District Attorney's Office and participate in county multi- disciplinary teams.
- Performs related duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

QUALIFICATIONS Knowledge of:

- Principles and practices of law enforcement, including crime scene and arrest and custody procedures.
- Principles, methods, and techniques of investigation, including the gathering, preservation, and presentation of evidence.
- Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to rules of evidence and criminal investigations.
- Recordkeeping and reporting requirements for criminal investigations.
- Principles and techniques of interviewing and interrogation.
- Sources of information used in locating persons.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Investigate and analyze crime scene and other evidence, evaluate findings, and reach sound conclusions.
- Interview and obtain information from witnesses, suspects, and others.
- Maintain accurate records and files.
- Gather, assemble, analyze, and evaluate facts and evidence, draw logical conclusions, and adopt an effective course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, supplemented by college-level coursework in police science, law enforcement, criminal justice, or a related field, and one (1) year of criminal investigative experience with a law enforcement agency; or three (3) years of law enforcement experience that is equivalent to a patrol deputy.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a current California basic or above P.O.S.T. certificate, pursuant to Penal Code 830.1. Applicants must meet California Government Codes 1029 and 1031 (Minimum Standards for Peace Officers) requirements.

OTHER REQUIREMENTS:**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform investigations, visiting various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while investigating. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work after hours, weekends, holidays, off-hours, or on-call.

CLASS SPEC TITLE 7:**HISTORY****JCN: 5603**

Created: June 1990

Revised: July 1996

Revised: February 2007

Revised: March 2013 - HRD

Revised: July 2013 - Dept. Updates

Revised: August 2013 - Dept. Updates
Revised: June 2018 - BOS



DEPUTY DISTRICT ATTORNEY I/II/III/IV

Class Code:
5201/5202/5203/5204

Bargaining Unit: Criminal Attorneys

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Jun 12, 2018

SALARY RANGE

\$36.49 - \$69.17 Hourly
\$6,324.93 - \$11,989.47 Monthly
\$75,899.20 - \$143,873.60 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision (Deputy District Attorney I and II), direction (Deputy District Attorney III), and general direction (Deputy District Attorney IV), performs professional legal duties in support of the District Attorney's Office and the prosecution of criminal activities; represents the District Attorney's Office and litigates assigned cases in courts of law; performs legal research; plans and coordinates investigations for the prosecution of legal cases; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Deputy District Attorney I and II), direction (Deputy District Attorney III) and general direction (Deputy District Attorney IV) from the Assistant District Attorney and Chief Assistant District Attorney. All levels exercise no supervision of staff or attorneys. May provide training to less experienced staff.

CLASS CHARACTERISTICS

This is a multi-level professional classification series in which incumbents may be assigned to any of four

(4) levels, depending upon experience, proficiency gained, and the complexity and sensitivity of assigned cases. The work may be related to prosecuting cases in a number of legal specialty areas of criminal and civil law. Incumbents must be a member in good standing of the California State Bar Association. Positions in these classes are flexibly staffed and are normally filled by advanced form the lower-level classification.

Deputy District Attorney I: This is the first working level class in the Deputy District Attorney series. Incumbents with professional-level experience perform misdemeanors and less complex felony case management and prosecution within the District Attorney's Office, such as misdemeanor, domestic violence, theft, DUI and controlled substance cases, as well as felony preliminary hearings and potentially less complex felony matters. The work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney II: This is the second working level class in the Deputy District Attorney series performing professional legal work for a broader range of increasingly complex misdemeanor cases and moderately complex felony criminal cases within the District Attorney's Office. Incumbents regularly work on cases that are varied, requiring considerable discretion and independent judgment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney III: This is the third working, and full journey-level, classification in the Deputy District Attorney series responsible for performing the full range of professional legal work within the District Attorney' Office; typical cases include those assigned to the Deputy District Attorney II level, as well as additional ongoing assignments to investigate and litigate complicated, criminal cases. Positions in this classification rely on experience and judgment to ensure the efficient and effective prosecution of assigned cases. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods to deliver legal services. Work may be reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney IV: This is the fourth working, and highest (non-lead or supervisor) advanced- level, classification in the Deputy District Attorney series responsible for performing the most complex and difficult professional legal work within the District Attorney's Office; typical cases include regular assignment to investigate and litigate complicated, high profile criminal cases or an assignment to a specialized misdemeanor and felony caseloads such as homicide, sexual assault, domestic violence, major fraud and drug cases. Incumbents may also, serve as a law enforcement liaison, task forces, and grand jury liaison. Positions in this classification require extensive experience and judgment to ensure the efficient and effective prosecution of assigned cases. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver legal services.

These classes are distinguished from the Sr. Deputy District Attorney in that the latter provides technical and functional direction to an assigned team of Deputy District Attorneys and various task force and liaison functions of the department

Positions in the Deputy District Attorney class series are flexibly staffed. Positions at the II-level are normally filled by advancement from the I-level; similarly, positions at the III-level are normally filled by advancement from the II-level; and positions at the IV-level are normally filled by the III-level at the discretion of the Department Head. Progression to each higher classification level is subject to all of the following (i) management affirmation that the incumbent is performing the full range of duties assigned; (ii) management approval for progression to the next higher level in the series; (iii); satisfactory work and office performance at the current classification level; and (iv) the incumbent meeting the minimum qualifications for the next classification.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Performs the full range of routine to complex legal activities, involving the investigation and prosecution of routine to complex criminal or civil cases; prepares and presents cases in court.
- Evaluates incoming law enforcement reports involving juvenile and adult offenders; review reports and files cases, and handles all aspects of prosecution from arraignment to sentencing.
- Reviews, analyzes, and researches allegations; makes determination on the appropriate charge following receipt of the agency reports; files criminal charges; keeps victims and witnesses informed of the status of legal proceedings.
- Interviews witnesses and victims; reviews and analyzes evidence, police reports, and other materials related to pending cases.
- Provides direction to law enforcement and investigative personnel related to investigation of criminal offenses; provides advice as to applicable laws, court decisions, and legal authorities.
- Negotiates with defense counsel at pre-trial hearings regarding case disposition or modification.
- Prepares and appears in court for trials, hearing, and pleadings.
- Makes recommendations regarding sentencing and presents the position at sentencing and revocation hearings.
- Assists and advises district attorney investigators and law enforcement agencies regarding in progress investigations.
- Researches law and precedents to obtain information needed to prosecute pending cases.
- Performs appellate research and drafts appellate briefs, pleadings, bail recommendations, motions, and other legal documents; appears in the designated court of appeal.
- Manages court calendars to ensure that cases are resolved quickly; prepares for weekly settlement conferences; conducts in-chambers discussions with court staff and defense attorneys to facilitate case settlement.
- Performs trial work, including jury selection, examination and cross-examination, and argument of the prosecution case.
- Maintains accurate records and files, and compiles reports of work performed.
- Participates in various task forces with surrounding counties.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on the prosecution of civil and criminal cases and recommends appropriate action.
- Communicates with victims and witness to advise on the status of the case; obtain information and schedule meetings or court appearances.
- May provide training to Deputy District Attorneys I-III. (applies to the IV level only)
- May serve as a lead attorney on projects, task forces, including law enforcement training and liaison tasks. (applies to the IV level only)
- Performs related duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the I or II level while in a learning capacity.

Knowledge of:

- Civil and criminal law and procedures, particularly as related to areas of legal specialty.
- Practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Responsibilities and obligations of public officials and administrative agencies.
- Applicable state and federal laws, criminal law, constitutional law, and provisions affecting the prosecution of alleged criminals.
- Organization and procedures of the District Attorney's Office.
- Pleadings procedures.
- Appellate court procedures.
- Principles, methods, and techniques of legal research, legal writing, and investigation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Prosecute the full range of criminal and civil cases.
- Define issues, perform legal research, analyze complex problems, evaluate alternatives, and make appropriate recommendations.
- Present statements of fact, law, and argument clearly and logically.
- Perform legal research.
- Conduct effective negotiations.
- Interview and prepare witnesses for testimony.
- Interpret and explain legal principles and relate them to both trained legal professionals and the public.
- Exercise sound, independent judgment within the general policy guidelines and legal parameters.
- Handle difficult situations and respond quickly to changing situations.
- Prepare clear, concise, and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence, and other written material.
- Present statements of fact, law, and argument clearly and logically, often times in front of large groups.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in hearings, courts of law, meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently multitask, organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Deputy District Attorney I: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law.

Deputy District Attorney II: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and two (2) year of legal experience, preferably in the areas of criminal prosecution. Demonstrated increased ability to prosecute complex misdemeanor cases is required for advancement to the level of Deputy District Attorney II.

Deputy District Attorney III: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and three (3) years of legal experience, preferably in the area of criminal prosecution. Demonstrated increased ability to prosecute complex misdemeanor cases is required for advancement to the level of Deputy District Attorney III.

Deputy District Attorney IV: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and five (5) years of experience, preferably in the area of criminal prosecution. Demonstrated increased ability to prosecute complex and/or high penalty cases with minimal supervision is required for advancement to the level of Deputy District Attorney IV.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of an active membership in good standing with the State Bar of California.

OTHER REQUIREMENTS:

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull

drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office and court environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in a court room environment and may interact with members of the public under emotionally stressful conditions and situations. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

CLASS SPEC TITLE 7:

HISTORY

JCN: 5201 – Deputy District Attorney I, 5202 – Deputy District Attorney II,
5203 – Deputy District Attorney III, 5204 – Deputy District Attorney IV.

Created: JUN 1990

Revised: JUL 2013 – HRD

Revised: JUN 2016 – HRD

Revised: JUN 2018 BOS



VICTIM/WITNESS PROGRAM COORDINATOR

Class Code:
5912

Bargaining Unit: Local 1 Supervisory

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Apr 1, 2012

SALARY RANGE

\$20.81 - \$25.29 Hourly
\$3,607.07 - \$4,383.60 Monthly
\$43,284.80 - \$52,603.20 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under direction, plans, organizes and supervises the Victim/Witness program; develops program guidelines to ensure compliance with legislative requirements and County policies.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory level class in the Victim/Witness program services. The incumbent supervises programs designed to reduce trauma and assist participants in coping with the impact of being a victim of or a witness to a crime and also facilitates their appearance in court to provide testimony. The work also involves handling the more difficult cases.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Plans, schedules, assign and direct the work of Victim/Witness Program Specialists and office support staff; provides technical assistance to staff.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Develops and implements Victim/Witness education and information programs; trains staff in program and County policies and procedures; schedules work and approves leaves.
- Evaluates employee performance, counsel's employees and effectively recommends initial disciplinary action and other personnel decisions.
- Reviews and evaluates legislation, codes and administrative regulations, and develops program features and procedures to ensure program effectiveness and compliance with requirements.
- Develops and implements procedures and standards for Victim/Witness case handling and management.

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- Works with a variety of other organizations and individuals to arrange and coordinate services, promote the program and solicit support; serves as a member of various councils and teams.
- Maintains records and prepares a variety of periodic and special reports, in statistical or numerical form, regarding victim/witness program activities and operations.
- Prepares and monitors the annual program budget; prepares grant applications and maintains and provides required documentation for grant funded projects.
- Confers with managers and staff in the District Attorney's and a variety of other departments to coordinate work and resolve issues related to the victim/witness program.
- Conducts intake evaluations of program participants; performs the work of Victim/Witness Program Specialists, and/or Victim/Witness Claims Specialists, including handling the more difficult situations.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to possession of an Associate of Arts degree with major coursework in psychology, sociology or a closely related field, **AND** two years of experience in crisis intervention or related paraprofessional counseling.

NOTE: The above qualifications are typically accepted way of obtaining the required knowledge and skills.

OTHER REQUIREMENTS:

Must possess a valid driver's license. Must be willing to work off-hours and be subject to call-back in emergency situations.

KNOWLEDGE:

- Supervisory principles and practices, including work planning, scheduling, review and evaluation and employee training.
- Principles and techniques of crisis intervention and trauma reduction.
- Basic psychology and sociology as related to victims of crimes and their needs.
- Functions, processes and terminology of the criminal justice system.

- Applicable laws, codes, regulations and policies.
- Basic business data processing principles.

SKILLS:

- >Planning, assigning, supervising, reviewing and evaluating the work of others.
- Training staff in work procedures.
- Evaluating and developing procedures, standards and methods for the Victim/Witness program based on legislative requirements.
- Performing crisis intervention, trauma reduction and follow-up counseling assistance.
- Exercising independent judgment within established policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

CLASS SPEC TITLE 7:

HISOTYR

JCN: 5912

Created: June 1990

THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
JOB DESCRIPTION

POSITION: Sexual Assault/Case Manager – EDC DA Office MDIC

REPORTS TO: Client Services Coordinator

WORK WEEK: 40 Hours per Week (including evening and weekend functions)

STATUS: Non-Exempt

POSITION SUMMARY: Under the supervision of the Client Services Coordinator the Case Manager provides case planning and coordination, individual and group peer counseling, crisis intervention, and advocacy to those affected by domestic violence and sexual assault in a non-clinical setting.

AGENCY DESCRIPTION: The Center for Violence-Free Relationships is dedicated to building healthy relationships, families, and communities free from sexual assault and domestic violence through education, advocacy and services in western El Dorado County.

RESPONSIBILITIES:

- Work with the MDIC Coordinator-Interviewer and specialized unit to ensure a collaborative effort with the Center.
- Conduct client intakes and assessments and report to referring agency, as needed.
- Provide crisis intervention counseling (on the phone and in person) to domestic violence and sexual assault survivors.
- Develop case plans with clients that address their immediate needs for housing acquisition, legal needs, transportation, medical care, mental health care, finances, education and safety.
- Collaborate with multiple community agencies and organizations to meet client's needs.
- Accompany and advocate for at legal service appointments and social service agencies, as appropriate.
- Perform shelter duties as assigned including intakes and orientation, advocacy, transportation, life skills training, child care support and assistance securing permanent housing.
- Facilitate support groups for domestic violence and sexual assault survivors.
- Maintain accurate client and other agency records.
- Provide on call coverage to crisis line, during office hours and during after hours, as needed
- Provide support and direction to volunteers in the counseling department.
- Attend weekly staff and case review meetings and other agency meetings, as required.
- Provide assistance to batterers when they call the crisis line or in the office.
- Represent the agency at community meetings/functions through participation in collaborative meetings and community outreach presentations.
- Assist with volunteer & agency training, as needed.
- Perform other duties, as assigned.

QUALIFICATIONS:

- Ability to work in a performance based agency and be prepared to meet established performance thresholds and compliance with data entry and client service.
- Minimum two years of experience counseling, either paid, volunteer, or comparable educational experience.
- Experience facilitating groups, preferably for sexual assault & intimate partner violence survivors.
- Commitment to the mission of The Center.
- Bi-lingual (Spanish/English) highly preferred.
- Ability to work with people from a wide variety of ethnic, racial, socio-economic, and religious backgrounds.
- Both domestic violence and sexual assault certified training certificate or the ability to attend & graduate such training.
- Ability to work evenings and weekends.
- Possession of a valid California driver’s license, reliable automobile, current auto insurance, and a clean driving record.
- Ability to physically respond within 45 minutes to Marshall Hospital &/or the BEAR Clinic.
- Maintain a clean Federal and State finger print report with no criminal history.
- Ability to work effectively in Microsoft Office including Excel, Word, and Outlook. Possess a basic knowledge of database structure and the ability to learn to use Efforts to Outcomes. Possess a basic understanding of using a PC, office networks, and data security.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

1. Sit for 75% of their working hours.
2. Lift objects up to 25 pounds from floor to shoulder level and carry for brief periods.
3. Bend and stoop while filing.
4. Twist and reach while at a desk or computer terminal.
5. Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
6. Hear and speak well enough to converse over the phone or in person at all times.
7. Legally and physically able to drive their own and/or agency vehicles during and after work hours.
8. Attend functions in evenings and on weekends when necessary.

Accommodations may be made for some of the above requirements. It is the employee’s responsibility to make their supervisor or other management personnel aware of any special needs that they may have.

Received on _____ Signature _____

EXHIBIT "A"

OPERATIONAL AGREEMENT

(See Recipient Handbook Section 4000)

This Operational Agreement stands as evidence that the El Dorado County District Attorney (EDCDA) and The Center for Violence Free Relationships (CVFR) intend to work together toward the mutual goal of providing maximum available assistance for child abuse victims, child witnesses of abuse, and their non-offending family members residing in El Dorado County. Both agencies believe that implementation of an accredited Multi-Disciplinary Interview Center (MDIC Program) application, as describe herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services for the period April 1, 2018 – March 31, 2021.

The El Dorado District Attorney (EDCDA) will closely coordinate the following services with The Center for Violence Free Relationships (CVFR) through:

- Project staff being readily available to The Center for Violence Free Relationships (CVFR) through in-person and telephone contact with one full-time MDIC Coordinator-Interviewer.
- The MDIC Coordinator-Interviewer will be responsible for coordinating Child Advocacy Center Multi-Disciplinary Interviews for victims' of crime of suspected child abuse cases and child witnesses of abuse.
- The EDCDA Victim Witness Program Specialist will provide immediate follow-up on cases assigned to the unit and notify the CVFR to provide victims with an effective coordinated response and immediate intervention for support and referral services for the child and non-offending family members.
- Regularly scheduled meetings will be held with the MDIC Coordinator-Interviewer and CVFR Case Manager to discuss strategies and implementation of services.

Specifically:

The El Dorado County District Attorney (EDCDA) agrees to the following:

1. To enforce the laws regarding child abuse cases in order to protect the victim(s) and to prevent future criminal acts through vigorous early intervention;
2. To work directly with The Center for Violence Free Relationships (CVFR);
3. To develop protocols related to intake and referrals for victims of child abuse; children who are witnesses to abuse; and non-offending family members;
4. To notify CVFR as necessary through the Case Manager, or the 24-hour crisis line of child abuse cases; and cases where a child is a witness; and
5. To engage in collaborative trainings with CVFR.

The Center for Violence Free Relationships agrees to the following:

1. To provide the equivalent of one FTE Case Manager to work specifically with the MDIC Coordinator-Interviewer and specialized unit to ensure a collaborative effort with the CVFR.
2. To provide case planning and coordination, individual and group peer counseling/therapy, crisis intervention, and advocacy to those children affected by abuse in a non-clinical setting.
3. To provide 24-hour crisis line services, individual and group counseling/therapy, legal assistance, emergency food, clothing, shelter, advocacy and accompaniment to victims and witnesses who request assistance from CVFR;
4. To engage in training with EDCDA, as appropriate; and
5. To share information regarding child abuse victims with the EDCDA, if appropriate and if prior written authorization has been obtained from the victim.
6. To have a counselor available 24-hours a day to respond to a victim's need for advocacy and assistance.

The primary contacts for the Operational Agreement are as follows:

County of El Dorado
District Attorney
778 Pacific Street
Placerville, California 95667
Attn: Vern R. Pierson, District Attorney

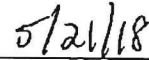
The Center for Violence-Free Relationships
344 Placerville Drive, Suite 11
Placerville, CA 95667
Attn: Matt Huckabay, Director, or Successor

If selected for funding, the El Dorado County District Attorney and The Center for Violence Free Relationships may enter into a contractual agreement identifying the total amount of grant funds to be transferred, the process for transferring the grant funds, detailing what the grant funds may be used for and providing specific information concerning all non-fiscal resources shared between the agencies. The annual not-to-exceed amount of the agreement is estimated to be \$48,490. No matching funds will be used for this transfer of funds.


We, the undersigned, as authorized representatives of the El Dorado County District Attorney and The Center for Violence Free Relationships do hereby approve this document.



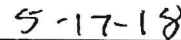
Vernon R. Pierson
District Attorney, El Dorado County



Date



Matt Huckabay
Executive Director, The Center for Violence Free Relationships



Date

Project Narrative

A. Problem Statement

There are only a few significant changes to the original RFA. After just a few months of KC Program Grant Funding, the MDI Coordinator working on the grant retired. This unforeseen change created several initial setbacks in coordinating and conducting interviews and collaborating with team members and put EDC behind in our initial time lines for accomplishing specific tasks to meet NCA accreditation standards. However, in October of 2018, a full-time Child Advocacy Center (CAC) Coordinator and MDIC interviewer was hired.

Additionally, even with the lapse of several months, the CAC conducted 110 interviews in 2018, an approximate thirty-five percent annual increase in the number of interviews conducted in the past several years. With only one current MDIC interviewer, our CAC has found a need for more training and mentoring for additional forensic interviewers to enable timely interviews for all children, allow for the CAC Coordination efforts to be effective, and ensure the NCA accreditation process takes priority.

B. Plan

1. How Funds Will Enhance Services Currently Provided

The KC Grant Program funds will continue to significantly enhance our coordinated team approach to the investigation and prosecution of child sexual and physical abuse cases. Most importantly, the KC Grant Program funds have allowed our Child Advocacy Center (CAC) Coordinator and forensic interviewer to focus on needs of the CAC and needs for NCA accreditation. The CAC Coordinator now not only conducts forensic interviews of child sexual abuse and child physical abuse victims, but now also regularly interviews child witnesses of domestic violence. Such interviews have helped determine the extent of domestic violence

experienced and the level of trauma a young child endured. As a result, not only has more evidence been obtained for prosecution, but children that used to be forgotten are now being referred for important counseling services. The position has also enhanced Multidisciplinary Team Coordination for both Placerville and South Lake Tahoe (SLT) teams, including coordinating interviews with victims, explaining the process to worried family members, coordinating Multidisciplinary Team members for the interviews, tracking child abuse referrals, following up with other agencies as to their progress on open investigations and tracking progress, collaborating with Child Protective Services (CPS) on case status after initial interview, and attending monthly CAC team meeting for both teams.

Furthermore, funding the CAC Coordinator for our office has allowed El Dorado County to make great strides towards NCA accreditation. The CAC, formerly referred to as the El Dorado County MDIC, was renamed in 2018 as the Fausel House Child Advocacy Center, and is currently still not accredited by NCA. However, as a direct result of the KC Program Grant funds, the CAC Coordinator has been focusing on the standards currently lacking for accreditation. She has assisted in compiling information for monthly case reviews in both Placerville and SLT, has made arrangements for a new case tracking software to be implemented in the beginning months of 2019, she has prepared written policies and procedures for child focused settings, has created a draft of a new interagency protocol to ensure NCA accreditation standards can be met, and has been compiling the information necessary to receive accreditation standards.

Additionally, the KC Program Grant funds have allowed El Dorado County to begin to successfully monitor and provide structure to the very important mental health component of the multidisciplinary team. Now in addition to a program specialist already employed by the El

Dorado County District Attorney (EDCDA) who are responsible for providing direct services, initial intake, counseling referrals and CalVCB applications to child abuse victims, victims now also have a direct link to important counseling services with The Center for Violence Free Relationships (The Center). An operational agreement is in place and a specific counselor from The Center has been assigned to connect with the child and family for specified therapy services and continuous follow up.

The Center is a non-profit organization recognized at the local, state and national level for its innovative, groundbreaking programs, and its ability to provide essential services to families in need. The Center provides a 24-hour crisis line, emergency shelter, emergency food, clothing and transportation, individual and group counseling, legal assistance with TRO's, protective and/or custody orders, and intervention programs. As one of the only agencies of its kind that tracks, measures, verifies and reports the actual impact each program and service is having towards stopping the cycle of violence, The Center is empowering individuals to live free from abuse. The Center was founded in 1979, and over the past 36 years The Center has been committed to building a community free from sexual assault and domestic violence. They are the only sexual assault and domestic violence agency serving the western slope of El Dorado County. They have stable and experienced staff trained in the fields of domestic violence and sexual assault. Specifically counselors are trained to provide case planning and coordination, individual and group peer counseling, crisis intervention, and advocacy to those affected by domestic violence and sexual assault in a non-clinical setting. The Center is located at 344 Placerville Drive, #11 Placerville, Ca 95667. Their number is (530) 626-1450.

Additionally, the KC Program Grant funds have provided valuable training for multidisciplinary team members. On January 28, 2018, the CAC Coordinator, two victim

program specialists, and a Special Victims Unit Deputy District Attorney specializing in child abuse cases attended the National Conference for Child and Family Maltreatment in San Diego, CA. This conference is sponsored by the NCA and is comprised of the foremost leaders in child welfare in the fields of medical services, mental health, law enforcement, and legal fields.

Continuing to receive funds will ensure the CAC Coordinator can continue to focus her time on achieving accreditation status, the MDT can recruit more interviewers to assist with the workload that has come with increased interviews for child abuse victims and witnesses of traumatic events such as domestic violence, mental health services can be provided to children and families served by the CAC, and MDT members can continue to attend vital training to keep up with current trends in child welfare response. The funding will also assist in ensuring all NCA accreditation can be met, to include memberships with NCA and the California chapter (CACC- Child Advocacy Centers of California), and utilizing required software for case tracking, surveys for families, and video storage management.

2. NCA Accreditation

The Fausel House CAC is not currently accredited through the NCA, though many improvements have been made within the 2018 grant period toward achieving accreditation.

3. How EDC Is Working Towards NCA Accreditation Standards

Multidisciplinary Teams

Because of the unique geographical boundaries of El Dorado County, the Fausel House Child Advocacy Center program currently has two different strong community MDT teams to specifically address needs on the West Slope (located in Placerville) and SLT respectively. On the West Slope the collaborative team includes the CAC Coordinator, five Deputy District Attorneys assigned to the Special Victims Unit (a specialized unit that vertically prosecutes cases

in order to focus on the needs vulnerable victims, including child victims of sexual assault, physical abuse, and witnesses of domestic violence), two El Dorado County Sheriff's Office (EDSO) Child Sexual Assault Detectives, the Placerville Police Department (PPD) Detective, Child Protective Services, the Program Director from the SART clinic, EDCDA Program Specialists, victim advocates from The Center, as well as the counselor for children and families serving the CAC from The Center, a District Attorney Sexual Assault Investigator, and a District Attorney Domestic Violence and Child Abuse Investigator.

In SLT, the team consists of the same CAC Coordinator, Deputy District Attorneys assigned to the Special Victims Unit, EDCDA Program Specialists, victim advocates from The Center, as well as the counselor for children and families served by the CAC from The Center, a District Attorney Sexual Assault Investigator, and a District Attorney Domestic Violence and Child Abuse Investigator. However, this team has different CPS staff, a different SART Coordinator, the child sexual abuse South Lake Tahoe Police Department Detective, the child physical abuse South Lake Tahoe Police Department Detective, the domestic violence South Lake Tahoe Police Department Detective, and mental health counselors from Live Violence Free.

Both teams and the entire CAC program have oversight by an Assistant District Attorney. Collectively, these teams have over 100 years of experience in the field of child abuse.

Cultural Competency & Diversity

The Fausel House CAC Program currently attempts to provide the best practice of overall cultural competency and diversity. Many of the CAC team members have attended various trainings over the years regarding issues including, but not limited to, race, religion, gender identity, disabilities, and culture.

This grant proposal has budgeted funds for training to attend the nationally recognized Child Maltreatment Conference in San Diego in January 2020. This training will ensure all team members continue to attend training to address these needs and assure NCA accreditation compliance in this area.

The El Dorado County District Attorney's Victim Witness Program has hired an additional Spanish-speaking Program Specialist, who is planning to attend approved Child Forensic Interview Training (CFIT) training by NCA standards to assist in conducting interviews in Spanish for the MDI team. Families served by the CAC needing language services for languages other than Spanish will continue to be served by interpreters to ensure they are provided the same level of service as all other families of other cultural backgrounds.

Forensic Interviews

The Fausel House CAC conducts forensic interviews using the 10-step protocol most commonly taught throughout the state of California, which is adapted from the National Institute of Childhood Health and Development (NICHD) protocol. Both protocols are accepted by the NCA as acceptable best-practice standards for interviewing. The interviews for children follow the protocol to include building rapport with narrative practice, providing guidelines and rules for the interview and having children promise to tell the truth. In addition, best practice protocols from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) report, 2015. Team members conducting the interviews will continue to attend training, engage in a mentorship and training programs within the MDT at both the Fausel House CAC and SLT Satellite Office, and will continue to engage in quarterly regional peer reviews for ongoing training and professional improvement.

Victim Support and Advocacy

The EDCDA provides Victim Witness Program Specialists to assist in direct services and advocacy to all child physical and sexual abuse victims and witnesses of traumatic events such as domestic violence, including the fourteen mandatory and all ten optional services defined in Section 13835.5 of the California Penal Code for both the West Slope and SLT locations. Each Program Specialist has completed CCVAA Entry Level Advocate Academy Training. As members of the MDI team, Program Specialists or Advocates from The Center or Live Violence Free in SLT (LFV) are assigned to attend each MDI interview that is scheduled for purposes of providing direct services to families or caretakers. Upon arrival to the CAC, families and caretakers are assisted in completing intake forms and are offered CalVCB Victim Compensation applications for counseling or additional assistance. Program Specialists or advocates remain with the family or guardian while the child is being interviewed. After the child interview is complete, the program specialist may stay with the child while families or caretakers speak with law enforcement. Spanish speaking Program Specialists are available when necessary. Families served by the CAC needing language services for languages other than Spanish will be served by interpreters to ensure they are provided the same level of service as all other families of other cultural backgrounds.

Medical Evaluation

The Fausel House CAC MDI Team members work with medical providers for the West Slope and SLT to provide medical evaluations for children in need of medical evaluations. Medical providers assist the CAC with providing both acute and non-acute sexual assault exams, as well as providing assistance and guidance to CAC team members via telephone during forensic interviews to determine if and what level of medical intervention may be

required in a child's case. Medical providers are also present (sometimes via telephone) for monthly case reviews conducted in both the West Slope and SLT.

During the 2018 ST Program Grant year, much discussion has been focused on training patrol level law enforcement on best practices in notifying CAC partners in timely manners of sexual assault exams for children are needed. The EDCDA Sexual Assault Investigator is working with CAC team members to work out details of protocols and plans to conduct law enforcement training within the next quarter.

Mental Health

The funds provided by the KC Program Grant in 2018 have granted the Fausel House CAC to employ a part-time counselor through The Center. The counselor watches forensic interviews conducted at the CAC to gain a first-hand account of the child's experience to better assist her in serving the family with their ongoing counseling and treatment needs. After the interview is complete, the counselor introduces herself to the child, family or caretaker to begin establishing a rapport for resource and referral of counseling needs. The counselor continues to stay connected to the child and their family to ensure they are provided access to therapy services. The counselor is available to act as a liaison with the CAC ensuring that the child and family are receiving appropriate treatment and services. Additionally, the counselor assists the family in utilizing CalVCB compensation to help cover therapy costs.

Case Review

Both the West Slope and SLT CAC teams meet monthly in order to collaborate on case updates and case reviews. Agendas are prepared based on cases that need discussion for follow up decisions or updates, and in each meeting one particular case is discussed in detail to assist all team members in improving response and services for families served by the center. This new

practice has been very effective and has helped victims tremendously in several ways. First, advocates are able to give victims and their families' monthly updates, enforcing their confidence in their team and the criminal justice system. Several victims have expressed their appreciation with such updates. Additionally, follow up is being conducted in a more timely and efficient manner. Cases are also now collaboratively being discussed so investigative, filing, and disposition decisions are made with complete information. Each month one case is discussed in more depth to dissect how effective collaborative efforts were, where communication could improve, what went well, etc.

In addition, we are in the process of enrollment with NCA's Outcome Management System (OMS) for both our Placerville and Tahoe offices. This system will provide access to family surveys, which our victim advocates will explain to each family served by the CAC. The system also allows for two-month follow-up surveys to be sent to families to ensure their needs are still being met and they are being provided with any and all services they require.

Case Tracking

The KC Funds have also enabled us to work more closely with the National Children's Alliance in working toward becoming federally accredited members. That relationship has provided for a new case tracking and management system which is scheduled to go live in February of 2019. This new system will enable the CAC Coordinator, Deputy District Attorneys, and victim advocates to have a MDI module to better keep track of cases where an MDI has taken place, but a case has not yet been presented for filing decisions. The victim advocate will be able to see updates clearly to be able to keep victims and their families apprised of progress. The system will also track services provided to families after they participate in a forensic interview, which will enable counselors and Victim Advocates to better serve the needs of each family.

Organizational Capacity

The Fausel House CAC (formerly the El Dorado County MDIC) is a government-based agency. Since its inception in 1994, the District Attorney's Office has been the lead agency. The CAC main facility is located in a free standing building in front of the Placerville District Attorney's Office. Its address is 772 Pacific Street, Placerville, CA. There is also a satellite CAC location inside the District Attorney's Office in the Government Building in South Lake Tahoe. Its address is 1360 Johnson Blvd #105, SLT, CA. For the past six years the EDCDA has had sole fiscal responsibility for the operational costs. Legal and fiduciary governance is the responsibility of the County of El Dorado.

In the last year of funding with the KC Program, a new inter-agency protocol has been drafted for approval with all department heads involved in the MDT. This new protocol incorporates best-practices as dictated by the NCA, the creation of a CAC Steering Committee, a mentor program for new interviewers, and training guidelines for members of the MDT. Until the signing of the new protocol, the Fausel House CAC is operating under the current interagency protocol in place, last revised in 2011.

Child- Focused Setting

We have been able to make drastic improvements to the facilities of the CAC, both in our main office in Placerville and our office in SLT. In Placerville, the CAC has moved into its own free standing building, which was leased by the District Attorney's Office. The new location provides families with a neutral, comfortable environment where they can meet with an advocate and have the interview conducted without the stress of being in a government office building.

In our SLT location, we are in the process of remodeling the District Attorney's Office to create a sectioned-off area for the CAC. The modifications will allow families to enter a separate entrance from

the EDCDA main lobby. It will be a sectioned off area that will be separated from the rest of the EDCDA by a door. There will be a sign designating that the area is the El Dorado County CAC Center - SLT Satellite. A special fob will allow designated CAC team members access to this area. This new area includes a comfortable family waiting room for children and their families, two interview rooms for children of all ages to be interviewed (one designed for smaller children, and one for teenagers and young adults), a viewing room for CAC team members, and an office for the MDI Coordinator.

4. Volunteers

The EDCDA Victim Witness Program and The Center recruit volunteers to assist in administrative tasks such as front desk reception at The Center and administrative tasks within the EDCDA. Volunteers at EDCDA are required to pass a background process and adhere to confidentiality standards.

C. Capabilities

1. Services Provided That Help Increase A Coordinated Response To Child Abuse Cases

The Fausel House CAC currently provides a variety of services to children and families needing its services. When CPS or law enforcement receives a report requiring a forensic interview, be it a child sexual assault, physical abuse, or witness to traumatic events such as domestic violence or violent assaults, partnering agencies can contact the CAC Coordinator to schedule a forensic interview. The CAC Coordinator will then work with the agency to schedule an interview with the family or caregivers of the child in need of an interview. The CAC Coordinator will contact family members and caregivers and answer any questions they may have regarding the interview and any concerns they may have about the process.

Once families arrive at the CAC, they are greeted by a Program Specialist who stays with the family and caregivers throughout the interview to provide information for services families

can receive for the child and family's ongoing health and healing. The Program Specialist also assists families in completing legal paperwork and CalVCB applications.

After families leave the CAC, Program Specialists are permanently assigned to families and caretakers to continue direct services such as case status, orientation to the criminal justice system, if appropriate, further assistance with CalVCB applications, and resource and referral for other services as necessary. Follow up regarding counseling services are provided by the CVFR counselor who assists in finding the appropriate placement for counseling. After families leave the CAC, the CVFR counselor connects the child and family with specified therapy services. The CVFR assists in utilizing funding streams, whether through medical insurance or CalVCB, to coordinate the child and family to a mental health therapist that fits their specific needs. The CVFR counselor ensures the family receives sustainable therapy services and long term care.

2. El Dorado County's Current Multidisciplinary Team

El Dorado County's current CAC program consists of two separate teams for the two separate locations, Placerville and South Lake Tahoe with overlap of key players.

The current MDI team in Placerville consists of a CAC Coordinator and lead forensic interviewer employed by the EDCDA, an El Dorado County Special Victims Unit Team Lead Deputy District Attorney, four additional El Dorado County Deputy District Attorney's, Victim Witness Program Specialists employed by the EDCDA specializing in vulnerable victims, two EDCDA Investigators (one specializing in sexual assault and one domestic violence), two El Dorado County Sheriff's Department Detectives assigned to the Sexual Assault Unit, the sole detective for Placerville Police Department, Child Protective Services representatives, a counselor employed by the CVFR, a medical doctor who is a Child Abuse Expert and Director of the BEAR clinic in Sacramento (where SART exams are conducted).

The current MDI team in South Lake Tahoe consists of the same CAC Coordinator/ lead forensic interviewer employed by the EDCDA, the same El Dorado County Deputy District Attorneys, Victim Witness Program Specialists, the same two District Attorney Investigators, an El Dorado County Sheriff's Department Detective assigned to the Detective Bureau in SLT, four South Lake Tahoe Detectives, Child Protective Services representatives, Live Violence Free counselors and program managers, a SART representative from a neighboring hospital.

3. Components of Child-Focused Setting

With funds used from the KC grant in 2018, the Fausel House CAC was created in Placerville in a free-standing building next door to the District Attorney's Office. It has its own address, parking, and entrance. The downstairs floor of the Fausel House CAC is ADA compliant, and is composed of a comfortable family waiting area, a victim program specialist desk for families to review paperwork, a bathroom, and a video and audio recorded interview room. There are drawing materials, multiple age appropriate toys and books, and comfortable furniture for children and families to feel at-ease during their time at the CAC. There are healthy snacks available, leaflets for parents to help them understand the process, and stress balls available as needed. We have been able to utilize multiple sources of soundproofing materials to ensure privacy for the children participating in forensic interviews, to include acoustic panels, a noise machine, soundproofing paint primer, and sound dampening curtains inside the interview room. We have obtained first aid kits in accordance with suggestions for California child care facilities, as well as a changing table for families to use for small children during their time at the CAC. There are also separate viewing rooms/conference rooms for Team Members to view the interview via a closed circuit television, as well as to privately talk to adult family members.

In our SLT satellite location, two interview rooms have been remodeled (one for small children and another for older/teenage children); a family waiting room has been created and is complete with toys, drawing materials, and other child and family friendly toys; and all of the CAC facilities have been consolidated into a cordoned off section of the DA's office to help ensure a comfortable, private setting for families visiting the CAC. This location is also ADA compliant and wheelchair accessible. There are healthy snacks available, leaflets for parents to help them understand the process, and stress balls available as needed. There is also separate viewing rooms/conference room for Team Members to view the interview via a closed circuit television, as well as to privately talk to adult family members.

The Fausel House CAC program is committed to providing services to victims of all ethnicities, socio-economic backgrounds, and genders. The CAC program interviews child sexual abuse victims, child physical abuse victims, human trafficking victims, domestic violence victims, elder abuse victims, child witnesses of domestic violence and other violent assaults, to include homicide, and developmentally delayed victims. The CAC program accommodates English and non-English speaking victims. All staff and volunteers are trained to recognize the need for culturally sensitive intervention and prevention services and to find the appropriate translation services. The EDCDA has two Spanish speaking Program Specialists and local translation services are acquired when necessary to enable effective communication in other languages, including sign language. Translation services are obtained through the Language People, a contracted translation service through the County of El Dorado. The program has a TTY phone system set up in each of the offices for individuals who are hearing impaired. A wheelchair is provided to victims who have difficulty walking.

4. Information Sharing/Confidentiality

Upcoming protocols will require all MDT members to sign an oath of confidentiality on joining the CAC team in accordance with California law. Information about each case, including law enforcement reports and CPS documents, are shared with team members prior to the forensic interviews provided at the CAC, as well as throughout the interview, in order to assist with the most thorough interview and investigation.

Continued information regarding cases is shared through monthly case reviews with representatives from all CAC agencies after the signing of a confidentiality agreement and signed roster for all MDT members in attendance at the case review meetings. In addition, the upcoming case tracking system scheduled to be implemented in February 2019 will be accessed by team members agreeing to confidentiality, wherein case updates can be viewed and services provided to the family will be documented.

Digital copies of all forensic interviews are kept within the CAC with the CAC Coordinator. Copies are also provided to law enforcement investigators for them to book as evidence through each agency's set protocols and are destroyed within the same protocols. CAC copies of interviews are kept indefinitely for continued training and/or the need to review in the case of additional case reports wherein the viewing of a prior forensic interview is integral to a current investigation. Parents/caregivers are provided with consent forms, wherein they indicate their permission for files of interviews of their children be viewed for training purposes.

The EDCDA utilizes a paperless information and secured case management system called Gabriel. All criminal cases and documents, including law enforcement reports, are within this system. Access to this information currently is available to El Dorado County Probation. Additionally, the District Attorney's Office utilizes their original case management

system, Damion. The EDCVW has a module within Damion and Gabriel which allows staff to record and track their victim case information and services provided. El Dorado County Child Protective Services allows MDI Team Members access to their confidential files for review purposes.

5. Training To Agency Staff and Multidisciplinary Team Members

The Fausel House CAC Program forensic interviewer is current on all trainings for forensic interviews in the State of California (CFIT). She has completed the advanced CFIT II training as well. She is trained in interviewing techniques for developmental delayed victims and physical abuse victims. In May of 2017, the forensic interviewer and Team Lead Deputy District Attorney attended a three day Child Sexual Abuse Training sponsored by California District Attorneys Association. In January 2019, four members of the MDI team attended the National Conference for Child and Family Maltreatment in San Diego, which is sponsored by NCA.

The Fausel House CAC Program is a member of Child Advocacy Centers of California (CACC), and is in the process of obtaining membership as an Associate/Developing member of NCA. The CAC Coordinator and Lead SVU Deputy District Attorney attend regional CACC meetings quarterly. The CAC Coordinator also attends quarterly peer review with regional forensic interviewers. The team's forensic interviewer is a member of the Board of Directors for the El Dorado County CAC.

The Team Lead Deputy District Attorney oversees all aspects of child victim investigations. The Team Lead provides daily informal training and guidance to other Deputy District Attorney's in the unit, as well as all law enforcement team members.

An EDCDA Investigator, who is a member of the MDI team, conducted training in partnership with counselors with The Center, for law enforcement officers, victim advocates, investigators, and attorneys on human trafficking in January 2019. In addition, upcoming trainings are being created for members of the MDI team regarding best practices to respond to child abuse investigations, SART exams, and the role of the CAC.

6. Frequency of Forensic Interviews

Over the past ten years, the El Dorado County MDIC program consistently conducts approximately 75-80 interviews a year. However, since receiving KC Program funds to enhance our multidisciplinary structure and work towards NCA accreditation, the number of forensic interviews increased in 2018 by approximately 35% to 110 interviews.

7. Interagency Protocols for Progress

Research has shown that working together as a unified and consistent team with special victims yields the most effective and successful outcomes for both victims and prosecution. Vertical prosecution of these cases has been proven to be the best practice with such sensitive and demanding cases. There is a current Memorandum of Understanding (MOU) with all agencies involved in the Fausel House CAC Program, which is signed by each Department head.

Since obtaining KC funds and hiring a new CAC Coordinator, a new comprehensive interagency protocol has been drafted to include best practices and protocols in accordance with requirements for NCA Accreditation.

8. Ability To Maintain Operational Agreements

There has been a working MOU involving child victim protocols since 1994. All Departments within El Dorado County agree with the importance of protecting child victims and want to participate in furthering forward progress toward an accredited CAC with NCA. The

current interagency protocol and MOU was last revised in 2011, and all agencies participating in the CAC have continued to maintain accordance with the protocol. We anticipate the new protocol will foster the same, if not increased, commitment to work together in a multidisciplinary environment while keeping the needs of children and their families paramount in the working of cases that come to the CAC.

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

Subrecipient: County of El Dorado District Attorney's Office	DUNS # 87834029	FIPS #:
Grant Disaster/Program Title: Child Advocacy Center (KC) Program		
Performance Period: 04/01/2019 to 03/31/2020	Subaward Amount Requested: \$ 175,000	
Type of Non-Federal Entity (Check Box)	<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?	3-5 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?	\$ 2,396,748
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.*

Signature: (Authorized Agent)	Date:
Print Name and Title Vern R. Pierson, District Attorney	Phone Number: (530) 621-6472
<i>Program Specialist Only: SUBAWARD # KC18 02 0090</i>	

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 5th State Assembly District*

5th State Assembly District represented by Frank Bigelow*

6th State Assembly District represented by Kevin Kiley

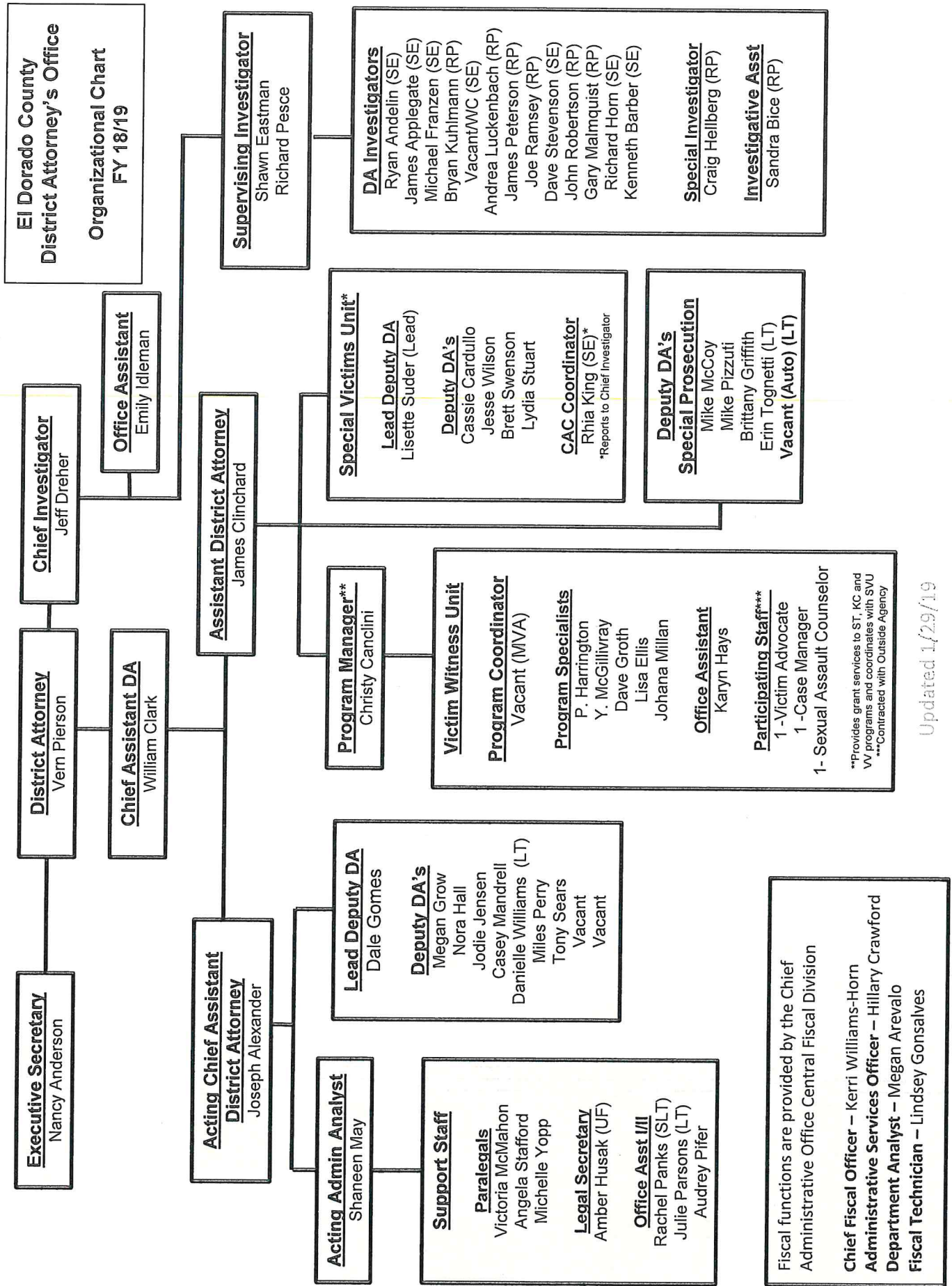
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

One State Senate District*

District formerly represented by Ted Gaines. The position is currently vacant and is anticipated to be filled through a special election on June 4, 2019.

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

El Dorado County Population 188,987 (2017)



**Provides grant services to ST, KC and VV programs and coordinates with SVU
***Contracted with Outside Agency

Updated 1/29/19