



Proposal Cover Sheet

RFA PROCESS

UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM

Submitted by:

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



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

August 22, 2023

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

RE: Unserved/Underserved Victim Advocacy and Outreach (UV) Program
Signature Requirement

Dear Ms. Ward,

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

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

PLEASE REPLY TO:

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

Sincerely,


Vern Pierson (Aug 28, 2023 09:59 PDT)

Vern R. Pierson
District Attorney

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

1360 Johnson Blvd. Ste. 105
South Lake Tahoe, CA 96151
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<https://www.eldoradoda.com/>



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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

I. PURPOSE

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

II. POLICY

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

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

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

B. County department heads are authorized to:

1. Execute all documents required to apply for grants.
 - i. Department heads are expected to exercise good judgment when determining to spend staff time applying for a grant.
 - ii. The grant should be directly related to the mission and vision of the department.
 - iii. Any county match requirements must be feasible and reasonable.
2. Accept grant awards that meet all of the following criteria:



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: GRANT APPLICATIONS	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Policy Number:</td> <td style="width: 40%;">Page Number:</td> </tr> <tr> <td>A-6</td> <td>2 of 2</td> </tr> <tr> <td>Date Adopted:</td> <td>Effective Date:</td> </tr> <tr> <td>12/22/1987</td> <td>12/22/1987</td> </tr> </table>	Policy Number:	Page Number:	A-6	2 of 2	Date Adopted:	Effective Date:	12/22/1987	12/22/1987
Policy Number:	Page Number:								
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Date Adopted:	Effective Date:								
12/22/1987	12/22/1987								

- i. Are in a cash amount not to exceed \$10,000 or in-kind awards valued at not more than \$10,000; and
 - ii. Do not include any requirement for County funds; and
 - iii. Relate directly to the mission of the department and directives of the Board.
 - iv. No less than three business days prior to accepting the grant, the department head will provide the Board and the Chief Administrative Office (CAO) a written report demonstrating that the grant meets criteria 2.i through 2.iii and notifying the Board of the intent to accept the grant. If no member of the Board or the CAO express concerns during this three-day period, the department head may accept the grant. If any member of the Board or the CAO objects, the department head shall bring the decision to accept the grant before a regularly scheduled meeting of the Board.
3. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
 4. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor’s guidelines for each grant. If all criteria are met, the Department Head has the delegated authority to accept the grant and sign the grant agreement.
 5. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

III. RESPONSIBLE DEPARTMENT

Chief Administrative Office

IV. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	12/22/1987	Sunset Review Date:	n/a
Revision Date:	08/15/2017	Sunset Review Date:	08/15/2021
Revision Date:	01/25/2022	Sunset Review Date:	01/25/2026

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

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

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

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

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

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

5. Disaster/Program Title: UV - Unserved/Underserved Victim Advocacy and Outreach Program **6. Performance/Budget Period:** 1/1/2024 **to** 12/31/2024
(Start Date) (End Date)

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

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	VOCA		\$196,906		\$49,227		\$49,227	\$246,133
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$196,906	\$196,906	\$49,227		\$49,227	\$246,133

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Vern R. Pierson Title: District Attorney

Payment Mailing Address: 778 Pacific Street City: Placerville Zip Code+4: 95667-6481

Signature: _____ Date: _____

16. Federal Employer ID Number: 946000511

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

1. **Grant Subaward Director:**

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6474 Email Address: vern.pierson@edcda.us

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

2. **Financial Officer:**

Name: Kerri Williams-Horn Title: Agency Chief Fiscal Officer

Telephone #: 530-621-5309 Email Address: kerri.williams-horn@edcgov.us

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

3. **Programmatic Point of Contact:**

Name: Lisette Suder Title: Assistant District Attorney

Telephone #: 530-621-6476 Email Address: lisette.suder@edcda.us

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

4. **Financial Point of Contact:**

Name: Justene Cline Title: Administrative Analyst

Telephone #: 530-621-5640 Email Address: justene.cline@edcgov.us

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

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

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6474 Email Address: vern.pierson@edcda.us

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

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

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6474 Email Address: vern.pierson@edcda.us

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

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

Name: Wendy Thomas Title: Chair, District Three Supervisor

Telephone #: 530-621-5390 Email Address: bosthree@edcgov.us

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



Grant Subaward Signature Authorization

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

Implementing Agency: District Attorney

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

Grant Subaward Director:

Printed Name: Vern R. Pierson

Signature: *Vern Pierson*
Vern Pierson (Aug 28, 2023 09:59 PDT)

Date: _____

Financial Officer:

Printed Name: Kerri Williams-Horn

Signature: *Kerri Williams-Horn*

Date: _____

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

Signature: *Joe Alexander*
Joe Alexander (Aug 28, 2023 09:37 PDT)

Printed Name: Joe Alexander

Signature: *Lisette Suder*
Lisette Suder (Aug 25, 2023 16:56 PDT)

Printed Name: Lisette Suder

Signature: *James Clinchard*
James Clinchard (Aug 25, 2023 16:12 PDT)

Printed Name: James Clinchard

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: County of El Dorado

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM	UV23 02 0090	01/01/2024 - 12/31/2024
2			
3			
4			
5			
6			

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

I. Proof of Authority – SRH 1.055

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

II. Civil Rights Compliance – SRH Section 2.020

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

III. Equal Employment Opportunity – SRH Section 2.025

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



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

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

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

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

VI. Lobbying – SRH Sections 2.040 and 4.105

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

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

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



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of El Dorado	Grant Subaward #: UV23 02 0090		
A. Personnel Costs - Line-item description and calculation	VOCA 23	VOCA 23 Match	Total Amount Allocated
Program Specialist - Advocate 2.0 FTE (Bilingual) - Partial Catch Match			
Salary - \$4,496.25 x 12 Mo x 2.00 FTE = \$107,910	\$107,910		\$107,910
Benefits			
Retirement/PERS (28.58% of charged salary amount) - \$30,841	\$15,000	\$15,841	\$30,841
Health Insurance (64.75% of charged salary amount) - \$69,872 (only charging \$51,774)	\$34,221	\$17,553	\$51,774
Medicare (1.45% of charged salary amount) - \$1,565 (only charging \$1,504)	\$1,504		\$1,504
Workers Compensation Ins (1.42% of charged salary amount) - \$1,532	\$1,532		\$1,532
Unemployment Insurance (0.30% of charged salary amount) - \$324	\$324		\$324
Disability (0.25% of charged salary amount) - \$270 (only charging \$239)	\$239		\$239
<i>Provide culturally appropriate victim services for unserved/underserved victims/survivors of crime in both the PLV and SLT areas, including crisis intervention, counseling, criminal justice support and advocacy, outreach efforts, assistance with victim compensation benefits and referrals to community resources.</i>			
<i>Benefits include: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.</i>			
Program Manager - 0.05 FTE (Cash Match)			
Salary - \$11,330.67 x 12 Mo x 0.05 FTE = \$6,798		\$6,798	\$6,798
Benefits			
Retirement/PERS (28.43% of charged salary amount) - \$1,933		\$1,933	\$1,933
Health Insurance (14.99% of charged salary amount) - \$1,019		\$1,019	\$1,019
Medicare (1.45% of charged salary amount) - \$99		\$99	\$99
Workers Compensation Ins (1.42% of charged salary amount) - \$97		\$97	\$97
Unemployment Insurance (0.12% of charged salary amount) - \$8		\$8	\$8
Disability (0.25% of charged salary amount) - \$17 (only charging \$6)		\$6	\$6
<i>The Program Manager prepares reports, grants, supervises staff, and attends required meetings.</i>			
<i>Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.</i>			
Personnel Costs Fund Source Totals	\$160,730	\$43,354	\$204,084
PERSONNEL COSTS CATEGORY TOTAL			\$204,084



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: County of El Dorado	Grant Subaward #: UV23 02 0090		
B. Operating Costs - Line-item description and calculation	VOCA 23	VOCA 23 Match	Total Amount Allocated
Training/Travel-Related Expenses:			
Trainings for Advocates and Program Manager			
2 Trainings Each for Advocates, 1 Training for Program Manager			
Registration Est \$300/ea x 5 = \$1,500	\$1,500		\$1,500
Hotel & Fees Est Ave \$150/night x 4 nights x 5 trips = \$3,000	\$3,000		\$3,000
Meals/Per Diem Est: \$46/day x 5 days x 5 trips = \$1,150	\$1,150		\$1,150
Airfare (Roundtrip) - \$300/ea x 5 = \$1,500	\$1,500		\$1,500
Ground Transportation/Parking - \$75/ea x 5 = \$375	\$375		\$375
Mileage(Current Federal Rate \$0.665) 1,000 miles x \$0.665 = \$665 (includes travel to/from community events)	\$665		\$665
Outreach Materials (Spanish):			
Printing costs for Brochures, handouts, flyers, banners, etc. Including design in Spanish.			
Estimated printing fee = \$3,000	\$3,000		\$3,000
Miscellaneous Office Supplies & Equipment Expense			
Office supplies for new hires including as-needed desk supplies and minor computer-related supplies.			
Lump sum estimate = \$1,000	\$1,000		\$1,000
Facility Lease			
3,075 sq ft x \$1.91 = \$5,873		\$5,873	\$5,873
125 sq ft per FTE per month x 2.05 FTE x 12 = 3,075			
Rate = \$1.91 per square foot per month			
Cellphone/Mifi Unit for Field Work			
\$51.33/month per Cellphone x 2 Cellphones x 12 mo = \$1,232	\$1,232		\$1,232
\$38.01/month per Mifi x 2 MiFis x 12 mo = \$912	\$912		\$912
de Minimis indirect rate*			
*MTDC \$218,418 x 10% = \$21,842	\$21,842		\$21,842
Calculation worksheet attached			
Operating Costs Fund Source Totals	\$36,176	\$5,873	\$42,049
OPERATING COSTS CATEGORY TOTAL			\$42,049

DETERMINING INDIRECT COST AMOUNT WHEN BUILDING A BUDGET

TERMS

- Total Project Costs:** Amount allocated to the project by Cal OES plus any required match. This includes direct, direct-shared, and indirect costs and all matching contributions (in-kind and/or cash).
- Modified Total Costs:** Modified Total Cost: Amount of direct costs minus exclusions (e.g., rent, contracts beyond \$25,000, etc.).
- Modified Total Direct Costs:** Amount of direct cost minus indirect and exclusions.
- Direct Costs:** Costs identified with a particular cost objective (award, program or project).
- Indirect Costs:** Costs for a common or joint purpose benefitting more than one cost objective, not readily assignable to the cost objectives, without effort disproportionate to the results achieved.

METHOD

1. Determine **Exclusions or Distorting Costs**

In-kind match (donations, not volunteers)	\$	-	
Rent/lease office space	\$	5,873	Facility Rent
Rent/lease other space	\$	-	
Rent/lease equipment	\$	-	
Equipment (purchased)	\$	-	
Contracts/Subawards after the first \$25,000	\$	-	
Capital improvements	\$	-	
Patient Care	\$	-	
Tuition, Scholarships, Fellowships	\$	-	
Participant support costs (training/conference registration fees, travel including per diem and stipends)	\$	-	
Other (not covered above)	\$	-	
Total Exclusions/Distorting Costs	\$	5,873	

2. Determine **Modified Total Costs**

Total Project Costs	\$	246,133
Minus (-) Total Exclusions/Distorting Costs	\$	5,873
Modified Total Costs	\$	240,260

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

Modified Total Costs	\$	240,260
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)		0.10
ICR + 1		1.10
Modified Total Direct Costs (MTDC)	\$	218,418

4. Determine **Indirect Cost Amount**

Modified Total Costs	\$	240,260
Subtract (-) MTDC	\$	218,418
Indirect Cost Amount	\$	21,842

5. Allocate Amounts and Check Math

Total Exclusions	\$	5,873
Plus (+) MTDC	\$	218,418
Plus (+) Indirect Cost Amount	\$	21,842
Total Project Costs	\$	246,133



Grant Subaward Budget Narrative

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

The El Dorado County District Attorney's Office (EDCDAO) Unserved/Underserved Victim Advocacy and Outreach (UV) Program budget details the Agency's plan to provide direct culturally appropriate victim services to the Spanish-speaking community. The California Governor's Office of Emergency Services (CalOES) has presented the EDCDAO with a funding opportunity in the amount of \$196,906 in 2023 VOCA funds with a \$49,227 VOCA local match for this program, for a total program budget of \$246,133.

The program will fund 2.0 FTE bilingual (Spanish-speaking) Victim Witness Program Specialists and 0.05 FTE Program Manager. Partial salary and benefits of the Program Specialists and the Program Manager will be supported by General Fund cash match.

The project-funded staff duties provided by the two Program Specialists will include providing direct crime victim/survivor services to the Spanish-speaking community which includes crisis intervention support, counseling, criminal justice support and advocacy, community outreach efforts, assistance with victim compensation benefits, and referrals to community resources. The services to be performed support the proposed objectives and activities as outlined in the project narrative.



Grant Subaward Budget Narrative

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

The staff duties provided by the Program Manager will include providing direct services to victims, overseeing victim advocates, preparing grant reports, and attending required meetings. All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis. No mid-year salary range adjustments are required.

Operating expenses for this program include training/travel costs, outreach material and brochure printing in Spanish, as-needed office supplies, dedicated cell phone and Mifi Broadband lines for the two Program Specialists, and facility lease expenses. All program expenses are allocated via project accounting methods and are identified using project strings. This method of accounting allows for the accurate allocation of any shared costs to their respective programs.

The Agency is focused on minimizing administrative costs in support of direct services, claiming the 10% de Minimus indirect rate. Indirect costs include associated facility security system, postage, liability insurance, utilities, and administrative support from the El Dorado County Chief Administrative Office (CAO) Central Fiscal Division, which includes grant financial and administrative management.

There are no funds budgeted for equipment.



Grant Subaward Programmatic Narrative

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

1) Describe the plan to provide each of the services listed under the Program

Components for the Program.

Funds administered through the Unserved/Underserved Victim Advocacy and Outreach (UV) Program allow the El Dorado County District Attorney's Office (EDCDAO) Victim Witness Unit (VWU) to maintain two qualified Spanish-speaking advocates to provide the mandatory and all ten optional services as defined in Penal Code Section 13835.5 to the Spanish-speaking population within El Dorado County. UV Program Specialists will reflect the currently unserved/underserved population in El Dorado County and develop a comprehensive plan to reach Spanish-speaking victims of crime. UV Program Specialists will work with external agencies on providing culturally and linguistically specific services. UV Program Specialists will be consistently available to provide direct and indirect services to victims and witnesses of crime, including accompaniment, support during law enforcement interviews, attendance at collaborative meetings among service providers, participation in community outreach, case management, and appropriate translation of internal victim forms, letters, and brochures to accommodate Spanish-speaking victims.

UV Program Specialists review the in-custody list and corresponding law enforcement reports daily to determine if any crime victim's preferred language is



Grant Subaward Programmatic Narrative

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

noted. UV Program Specialists then contact identified victims immediately regarding the status of their respective cases. For all other cases that are filed with identified Spanish-speaking victims and/or witnesses, UV Program Specialists review case documents to assess victims' potential needs for culturally and linguistically specific services. During the initial contact with a crime victim or witness, a UV Program Specialist provides crisis intervention as needed as well as an overview of the criminal justice system and victims' rights. Upon the filing of a case, the assigned UV Program Specialist sends out a Victim Letter and Restitution Claim Form (RCF) as well as El Dorado County Victim Witness (EDCVW) Program and Marsy's Rights brochures, providing written notification of victims' rights and the EDCVW Program's contact information. When domestic violence cases are not filed by the District Attorney's Office, the assigned VW Program Specialist sends a 'No Charges Filed' (NCF) letter to the victim which provides contact information for resources available and encourages victims to call the EDCVW Program with any additional questions.

Throughout the progress of a case, the assigned UV Program Specialist will provide the following services as needed: personal advocacy and court accompaniment, crisis intervention, referrals for services, emergency financial assistance, criminal justice support and advocacy, and emotional support to



Grant Subaward Programmatic Narrative

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

Spanish-speaking victims and witnesses of crime. An important component to serving victims is to provide trauma-informed language and care which includes using words in the victim's preferred language.

The Spanish-speaking UV Program Specialists will ensure that their respective victims and witnesses receive all information in their preferred language. The UV Program Specialists will work to create appropriate forms and letters in Spanish as needed. The Spanish-speaking advocates will also find other replicable Spanish-language tools and resources to improve cultural competence of services in the EDCDAO and the community. For example, the EDCDAO provides local law enforcement with strangulation pocket cards that contain information about the appropriate questions to ask a strangulation victim during their contact. The UV Program Specialist will collaborate with law enforcement on creating and dispersing these cards in Spanish. This will enhance and increase victim access to culturally competent services.

Following the initial contact with any victim or witness, the assigned UV Program Specialist will evaluate the Spanish-speaking victim's short-term and long-term needs, make any appropriate referrals, create a case management plan, and work diligently on building rapport with the victim. Referrals will be made by phone, in writing, or in person, with specific focus and attention to



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ensure language and cultural awareness are present. Referrals can be made to or from law enforcement agencies, Probation, Child Protective Services, Adult Protective Services, domestic violence/sexual assault centers, courts, mental health providers, and hospitals among others. Referrals to service providers may remedy immediate victim needs such as shelter, transportation, food, clothing, and personal care, as well as ongoing needs such as mental health and medical care, immigration services, and other social and community-based services. Since some of these agencies do not have Spanish-speaking staff on site to assist victims, UV Program Specialists will be available to accompany and transport victims to meetings at such agencies as needed.

UV Program Specialists will assist Spanish-speaking victims with receiving, reviewing, and processing a diverse range of documents relevant to specific cases to determine necessary services to support the crime victim or witness, including the victim's eligibility to receive compensation through the California Victim Compensation Board (CalVCB). The UV Program Specialists will work with the unserved/underserved Spanish-speaking population in seeking crime victim compensation benefits by providing a CalVCB application and assisting victims throughout the application process. UV Program Specialists will ensure that victims have all documents in their preferred language and will translate any



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related documents and/or correspondence between victims and compensation claims specialists.

Consistent vertical advocacy from inception is imperative to help survivors and their families feel safe and develop trust within the criminal justice system. The UV Program Specialists will ensure that vulnerable victims and witnesses have consistent and stable service throughout the prosecution process. One assigned Spanish-speaking advocate will ensure continued trauma-informed, culturally competent services and provide stable case management to mitigate the loss of rapport which occurs when a survivor's case is transferred between multiple Program Specialists.

Services and resources are currently limited and/or under-identified for Spanish-speaking victims in El Dorado County. UV Spanish-speaking Program Specialists will be responsible for reaching out to community-based service providers, including mental health service providers, and creating a list of those which offer culturally and linguistically specific services to increase access for underserved Spanish-speaking victim/survivors. UV Program Specialists will also identify and refer victims and witnesses to various community organizations for additional services and support.



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UV Program Specialists will attend weekly meetings with EDCDAO staff assigned to vertically prosecute and/or assist in the prosecution of the most vulnerable of victims, the Special Victims Unit (SVU), and EDCDAO VW Program department meetings. The UV Program Specialists will attend monthly multidisciplinary team case review meetings to provide updates and to discuss information regarding case status and services needed by a Spanish-speaking victim and/or guardian with partnering law enforcement agencies, Child Protective Services, medical providers, mental health clinicians, specially trained forensic interviewers, and all EDCDAO SVU members. Additionally, the UV Program Specialists will regularly collaborate with other EDCDAO VW Program Specialists. For example, UV Program Specialists will work with the VW Program Specialist dedicated to elder abuse to participate in victim/survivor outreach events to address the intersectionality of these vulnerable populations.

UV Program Specialists will both host and attend trainings to increase and improve services in the criminal justice system. They will conduct trainings for local law enforcement, internal and external personnel, nonprofit agencies, and other local agencies to educate on cultural relativism. Together, they will create culturally competent plans which focus on addressing victim needs specific to ethnicity, culture, religion, socioeconomic status, and disability status. Effective



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communication between law enforcement and Spanish-speaking victims is crucial. Staff will provide training to law enforcement agencies to equip them with the skills needed to communicate sensitively and effectively with Spanish-speaking individuals during challenging situations. To provide the best possible support, our internal staff will undergo additional training on inclusive policies, protocols, and best practices for serving Spanish-speaking victims.

The EDCDAO UV Program Specialists will be responsible for coordinating and facilitating community outreach activities that focus on Spanish-speaking individuals. Outreach events will include but will not be limited to the annual El Dorado County Fair, monthly meetings with local school clubs, and collaborating with other agencies such as Live Violence Free and The Center for Violence Free Relationships. During outreach events, the UV Program Specialists will be responsible for providing information and guiding the public toward appropriate resources in a language that they understand as well as establishing strategic partnerships with community-based service providers. The UV Program Specialists will also attend monthly EDCDAO social media committee meetings where Program Specialists will engage in conversations about how to connect and better serve our unserved/underserved survivors of crime virtually.



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The goal of the EDCDAO UV Program's outreach is to make the community aware that the EDCDAO has Spanish-speaking staff available to assist underserved Spanish-speaking victims and witnesses of crime as well as build trust and confidence between the EDCDAO and this underserved population. This will be accomplished by establishing a comprehensive outreach plan and improving the capabilities of our staff. Through presentations, community engagement, targeted partnerships, and training law enforcement agencies and internal staff to ensure effective communication and culturally inclusive support, the EDCDAO strives to recognize the importance of providing accessible and culturally sensitive services to all members of our community.

Finally, the EDCDAO UV Program Specialists will continuously participate in specialized training that will enable the UV Program Specialists to stay informed of the latest practices and strategies for effectively serving Spanish-speaking victims. UV Program Specialists will seek training from reputable organizations such the Office for Victims of Crime, California Office of Emergency Services, the National Organization for Victim Assistance, the California Crime Victim's Assistance Association, and Waymakers. The UV Program Specialists will create a more inclusive and supportive environment for the Spanish-speaking community through targeted outreach, partnerships, training, and continuous learning.



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2) Describe how the Program Components have changed since the initial application for funding.

None of the Program Components have changed since the EDCDAO initially applied for funding through the UV Program. It has been challenging to recruit and hire Spanish-speaking UV Program Specialists, so there have been delays in implementing the Program Components. The EDCDAO has recently hired one UV Program Specialist who is simultaneously working through trainings and starting program projects, and a second potential UV Program Specialist has been extended a conditional offer of employment. The EDCDAO is optimistic about the second UV Program Specialist beginning official employment soon.

3) Identify the progress that has been made in developing a plan of sustainability that will allow the Program to continue following the end of the five-year fund cycle.

The UV Program Specialists will play a central role in developing a plan of sustainability by implementing a comprehensive approach to adapting victim services. First, the current UV Program Specialist is diligently reviewing both new and existing criminal cases within the VW Program. This step is crucial in



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understanding the scope and nature of the cases which will determine subsequent steps of the sustainability plan.

Second, the current UV Program Specialist is actively planning community outreach initiatives. This involves identifying key stakeholders, partners, and potential beneficiaries within the community. By establishing a strong community network, the UV Program aims to secure external support that can contribute to its sustainability.

Third, recognizing the importance of knowledge transfer, the current UV Program Specialist is taking on the responsibility of training both internal and external stakeholders. This training effort ensures that the expertise and best practices developed over the course of the Program are effectively shared, enabling a smooth transition beyond the five-year fund cycle.

Fourth, the UV Program Specialist is working on translating and updating critical documents in Spanish – a vital step in making the Program accessible and relevant to the Spanish-speaking community. Such critical documents include victim services brochures and documents such as victim impact statement guidelines, restitution form letters, NCF letters, criminal protective orders (CPOs), and subpoenas. This effort ensures that language barriers do not hinder the delivery of essential services. Similarly, the current UV Program



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Specialist is locating and refining community resource information to enhance Spanish-speaking victims' engagement and understanding of available services.

In summary, the UV Program Specialist is on track to make rapid, substantial progress in developing a sustainability plan. Through case reviews, outreach, training, and document updates, the Program is positioning itself to effectively continue its mission beyond the current funding cycle. This multifaceted approach demonstrates a comprehensive strategy to ensure the Program's long-term viability and impact.

4) Describe how volunteers will be utilized for this Program.

Given the highly sensitive and confidential information involved with victim advocacy, the EDCDAO does not utilize volunteers in the VW program. The average EDCDAO employee background check takes about six weeks to process and includes an extensive questionnaire, which tends to discourage many applicants. In addition, there is no funding available to send volunteers to the forty-hour entry-level victim advocate training. This limits the potential exposure of volunteers to certain types of victims and services.



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

Subrecipient: County of El Dorado

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM	UV23 02 0090	01/01/2024-12/31/2024
2.			
3.			
4.			
5.			
6.			

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

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

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

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

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

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

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

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

3. Applicability of Part 200 Uniform Requirements

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

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

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

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

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

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

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

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

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

5. OJP Training Guiding Principles

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. Determination of Suitability to Interact with Participating Minors

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

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

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

13. Compliance with DOJ Grants Financial Guide

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

14. Encouragement of Policies to Ban Text Messaging while Driving

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

15. Potential Imposition of Additional Requirements

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

16. Employment Eligibility Verification for Hiring under the Grant Subaward

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

- 1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

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

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

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

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

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

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

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

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

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

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

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

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

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

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

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

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

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

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

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

20. Restrictions on "Lobbying"

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

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

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

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

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

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

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

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

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

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

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

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

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

24. Discrimination Findings

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

25. VOCA Requirements

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

26. Federal Funding Accounting and Transparency Act (FFATA)

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

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

CERTIFICATION

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

Official Designee's Signature: _____

Official Designee's Typed Name: Vern R. Pierson

Official Designee's Title: District Attorney

Date Executed: _____

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

Subrecipient: County of El Dorado	UEI # DW8SM9A6YWR3	FIPS #:
Grant Disaster/Program Title: UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UV) PROGRAM		
Performance Period: 01/01/24	to 12/31/24	Subaward Amount Requested: \$ 196,906
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

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

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

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

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

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



Grant Subaward Service Area Information

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

1. County or Counties Served:
El Dorado County

County where principal office is located: El Dorado County

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

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

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

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

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

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

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



Operational Agreement Summary

Grant Subaward #: UV23 02 0090

Subrecipient: El Dorado County

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. El Dorado District Attorney's Office	06/04/2021	07/01/21 to 06/30/24
2. El Dorado County Sheriff's Office	06/10/2021	07/01/21 to 06/30/24
3. Placerville Police Department	06/22/2021	07/01/21 to 06/30/24
4. South Lake Tahoe Police Department	06/22/2021	07/01/21 to 06/30/24
5. The Center for Violence Free Relationships	06/28/2021	07/01/21 to 06/30/24
6. Live Violence Free	06/22/2021	07/01/21 to 06/30/24
7. H.O.P.E. Healthy Outcomes for Personal Enrichment Counseling Center	09/27/2022	01/01/23 to 12/31/23
8. *note: a renewal OA will be executed for the grant period 01/01/24-12/31/24		to
9.		to
10.		to
11.		to
12.		to
13.		to
14.		to
15.		to
16.		to
17.		to
18.		to
19.		to
20.		to

El Dorado County DA's Office
Organizational Chart: FY 23/24
Updated 8/23/2023

District Attorney
 Vern Pierson

Admin Technician
 Savannah Broddrick

Chief Asst. DA
 Joseph Alexander

Chief Investigator
 Jeff Dreher

Asst. DA
 James Clinchard

Asst. DA
 Lisette Suder

Asst. Chief Investigator
 Richard Pesce

CORE DDAs
Lead DDAs
 Adam McConney
 Miles Perry
Deputy DAs
 Yvan Flores
 Matthew Gallagher
 Brittany Griffith
 Blaire Gue
 Jason Manning
 Jay Linden
 Kelly Rosenbery
 Ryan Whyte
 Jodie Jensen
 Leslie Butori
 Vacant
SLT DDAs
 Kimberly Ashley
 Casey Mandrell

Special Prosecution Unit (SPU)
 April Flores
 Mike Pizzuti
Special Victims Unit (SVU)
Lead DDA
 Kassie Cardullo
Deputy DAs
 Fiona Dunleavy
 Mahjoubeh Foolad
 Caitlin Franzen
 Michael McCoy

Victim/Witness Unit
VW Program Manager
 Patti Harrington
Sr. Program Specialists
 Vanessa Bragg
 Vacant
Program Specialists
 Yuseli Campuzano
 Julie Ehrlich
 Renee Morehouse
 Amy Nigro
 Jennifer White
 Vacant
 Vacant
CVFR VW Staff**
 Janet Boehm
 Billie Feuerhelm

 **Contracted with the
 Center for Violence Free
 Relationships

Sup. Investigator
 Bryan Kuhlmann

Sup. Investigator
 Joseph Ramsey

Support Staff
Sr. Paralegal
 Victoria McMahon
Paralegal
 Amanda Casillas
 Ali Humphreys
 Taylor Jones
 Michelle Yopp
Legal Secretary
 Vacant
 Vacant
 Vacant

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

Investigative Asst.
 Samantha Proud
 Ashlee Smith
 Bonita Strain
 Brynne Suder - EH
 Riley Wilson

Dept. System Analyst
 Scott Burciaga

IT Dept. Specialist
 Matthew Taylor

Central Fiscal – CAO
Chief Agency Officer
 Kerri Williams
Fiscal Manager
 Hillary Crawford
Admin Analyst
 Justene Cline
Fiscal Tech
 TBD



Volunteer Waiver Request

Grant Subaward #: UV23 02 0090

Subrecipient: County of El Dorado

Justification:

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

Cal OES Approval

Approved Denied

Program Specialist Signature Date

Approved Denied

Unit Chief Signature Date