



## **Application Cover Sheet**

### **RFA PROCESS**

### **VICTIM WITNESS ASSISTANCE (VW) PROGRAM**

Submitted by:

EL DORADO COUNTY DISTRICT ATTORNEY  
778 Pacific Street  
Placerville, California 95667  
(530) 621-4720

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

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

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

**1. Subrecipient:** El Dorado County **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:** 778 Pacific Street El Dorado 95667-6481  
(City) (County) (Zip+4)

**5. Disaster/Program Title:** VW - Victim/Witness Assistance Program **6. Performance/Budget Period:** 10/1/2023 **to** 9/30/2024  
(Start Date) (End Date)

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

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$188,810		\$47,203		\$47,203	\$236,013
9.	2023	VOCA		\$188,818		\$47,205		\$47,205	\$236,023
10.	2023	VWA0	\$31,855						\$31,855
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	\$31,855	\$377,628	\$409,483	\$94,408		\$94,408	\$503,891

**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 #: VW23 42 0090

Subrecipient: El Dorado County

1. **Grant Subaward Director:**

Name: Vern R. Pierson Title: District Attorney

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

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

2. **Financial Officer:**

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

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

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

3. **Programmatic Point of Contact:**

Name: Lisette Suder Title: Assistant District Attorney

Telephone #: 530-642-5169 Email Address: lisette.suder@edcda.us

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

4. **Financial Point of Contact:**

Name: Justene Cline Title: Administrative Analyst

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

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

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

Name: Vern R. Pierson Title: District Attorney

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

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

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

Name: Vern R. Pierson Title: District Attorney

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

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

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

Name: Wendy Thomas Title: Chair, District Three Supervisor

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

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



## Grant Subaward Signature Authorization

Grant Subaward #: VW23 42 0090

Subrecipient: El Dorado County

Implementing Agency: District Attorney's Office

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

### Grant Subaward Director:

Printed Name: Vern R. Pierson

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

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

### Financial Officer:

Printed Name: Kerri Williams-Horn

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

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

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

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

Printed Name: Joe Alexander

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

Printed Name: James Clinchard

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

Printed Name: Lisette Suder

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: El Dorado County

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Victim Witness Assistance (VW) Program	VW23 42 0090	10/01/2023-09/30/2024
2			
3			
4			
5			
6			

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

**I. Proof of Authority – SRH 1.055**

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

**II. Civil Rights Compliance – SRH Section 2.020**

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

**III. Equal Employment Opportunity – SRH Section 2.025**

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



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

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

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

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

**VI. Lobbying – SRH Sections 2.040 and 4.105**

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

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

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

**Grant Subaward Budget Pages**  
 Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office		Grant Subaward #: VW23 42 0090				
A. Personnel Costs - Line-item description and calculation	22VOCA	22VOCA Match	23VOCA	23VOCA Match	23VWAO	Total Amount Allocated
<b>Program Specialist - Advocate 1.0 FTE</b>						
<b>Salary</b> - \$4,296.92 x 12 Mo x 1.00 FTE = \$51,563	\$40,463				\$11,100	\$51,563
<b>Benefits</b>						
Retirement/PERS (29.79% of charged salary amount) - \$15,361	\$15,361					\$15,361
Health Insurance (67.75% of charged salary amount) - \$34,934 (only charging \$24,397)	\$24,397					\$24,397
Medicare (1.45% of charged salary amount) - \$748	\$748					\$748
Workers Compensation Ins (1.48% of charged salary amount) - \$763	\$763					\$763
Unemployment Insurance (0.31% of charged salary amount) - \$160	\$160					\$160
Disability (0.25% of charged salary amount) - \$129 (only charging \$122)	\$122					\$122
Provides specialized direct services to all victims of crime, including crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources).						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
<b>Program Specialist (Mass Victimization Advocate) 1.0 FTE</b>						
<b>Salary</b> - \$4,296.93 x 12 Mo x 1.00 FTE = \$51,563	\$51,563					\$51,563
<b>Benefits</b>						
Retirement/PERS (29.79% of charged salary amount) - \$15,361	\$15,361					\$15,361
Health Insurance (20% of charged salary amount) - \$10,313 (not charging)						
Medicare (1.45% of charged salary amount) - \$748	\$748					\$748
Workers Compensation Ins (1.48% of charged salary amount) - \$763	\$763					\$763
Unemployment Insurance (0.31% of charged salary amount) - \$160	\$160					\$160
Disability (0.25% of charged salary amount) - \$129 (only charging \$122)	\$122					\$122
Provides specialized direct services to all victims of crime and support response readiness to mass victimization/terror by developing/implementing a crisis response plan.						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
<b>Sr. Program Specialist - 2.0 FTE</b>						
<b>Salary</b> - \$5,161.08 x 12 Mo x 2.00 FTE = \$123,866	\$9,522		\$94,489		\$19,855	\$123,866
<b>Benefits</b>						
Retirement/PERS (28.05% of charged salary amount) - \$34,744			\$34,744			\$34,744
Health Insurance (8.744% of charged salary amount) - \$10,831			\$10,831			\$10,831
Medicare (1.45% of charged salary amount) - \$1,796 (only charging \$1,691)			\$1,691			\$1,691
Workers Compensation Ins (1.39% of charged salary amount) - \$1,722			\$1,722			\$1,722
Unemployment Insurance (0.26% of charged salary amount) - \$322			\$322			\$322
Disability (0.25% of charged salary amount) - \$310 (only charging \$244)			\$244			\$244
Provides specialized direct services to all victims of crime, including crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources).						
<b>Provides functional lead direction to program staff.</b>						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
<b>Program Manager - 0.65 FTE (Partial MVA)</b>						
<b>Salary</b> - \$11,330.67 x 12 Mo x 0.65 FTE = \$88,379	\$25,126	\$19,063	\$9,881	\$34,309		\$88,379
<b>Benefits</b>						
Retirement/PERS (28.43% of charged salary amount) - \$25,126		\$25,126				\$25,126
Health Insurance (14.99% of charged salary amount) - \$13,248		\$1,792		\$11,456		\$13,248
Medicare (1.45% of charged salary amount) - \$1,281 (only charging \$1,222)		\$1,222				\$1,222
Workers Compensation Ins (1.42% of charged salary amount) - \$1,255				\$1,255		\$1,255
Unemployment Insurance (0.12% of charged salary amount) - \$106				\$106		\$106
Disability (0.25% of charged salary amount) - \$221 (only charging \$79)				\$79		\$79
The Program Coordinator is budgeted at (0.65 FTE) from the Victim Witness Grant . The Program Coordinator provides direct services to victims, prepares reports, grants, supervises staff and attends required meetings.						
The Program Coordinator will also provide 14% of their coverage providing the MVA position with assistance throughout the grant period.						
Benefits including: health, dental, vision, retirement, workers comp, unemployment, and disability. SDI and applicable taxes.						
<b>Personnel Costs Fund Source Totals</b>	<b>\$185,379</b>	<b>\$47,203</b>	<b>\$153,924</b>	<b>\$47,205</b>	<b>\$30,955</b>	<b>\$464,666</b>
<b>PERSONNEL COSTS CATEGORY TOTAL</b>						<b>\$464,666</b>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office	Grant Subaward #: VW23 42 0090					Total Amount Allocated
B. Operating Costs - Line-item description and calculation	22VOCA	22VOCA Match	23VOCA	23VOCA Match	23VWAO	Total Amount Allocated
<b>Membership:</b> California Crime Victims Assistance Association Memberships			\$155			\$155
<b>Training/Travel-Related Expenses (Partial MVA Position):</b> Trainings for 3 Advocates, Program Manager, and MVA Position 2 Trainings Each Advocate/MVA & 1 for Program Manager Registration Est \$250/ea x 9 = \$2,250 Hotel & Fees Est Ave \$150/night x 3 nights x 9 trips = \$4,050 Meals/Per Diem Est: \$46/day x 4 days x 9 trips = \$1,656 Airfare (Roundtrip) - \$250/ea x 9 = \$2,250 Ground Transportation/Parking - \$75/ea x 9 = \$675 Mileage(Current Federal Rate \$0.655) 100 miles x \$0.655 x 9 = \$590			\$2,250 \$4,050 \$1,656 \$2,250 \$675 \$590			\$2,250 \$4,050 \$1,656 \$2,250 \$675 \$590
<b>Outreach Materials (Partial MVA Position):</b> Printing costs for Brochures, handouts, and flyers. Including design Victims' Right Week - Outreach Event Expenses (TBD) MVA Training Event - Event Materials/Brochures (TBD)			\$500 \$500 \$500			\$500 \$500 \$500
<b>Miscellaneous Office Supplies, MVA Supplies &amp; Equipment Expense</b>			\$446			\$446
<b>Equipment Rental</b> Copier/Scanner/Printer - 1 unit x \$60/Month x 12 Mo = \$720			\$720			\$720
<b>Advocate/Witness Travel-Related Expenses</b> To provide Advocacy Services (Lifer Hearings, Court Escort, etc) Hotel & Fees Est Ave \$130/night x 5 nights = \$650 Meals/Per Diem Est: \$46/day x 10 days = \$460 Mileage(Current Federal Rate \$0.655) 1,200 miles x \$0.655 = \$786			\$650 \$460 \$786			\$650 \$460 \$786
<b>Vehicle Maintenance (Partial MVA):</b> County Vehicle - Fuel & maintenance to service victims on both the east and west slopes of El Dorado County Est \$500/month for fuel & maintenance x 12 months = \$6,000	\$1,961		\$4,039			\$6,000
<b>Facility Lease (Partial MVA Position)</b> 5,475 sq ft x \$1.91 = \$10,457 (not charging) 125 sq ft per FTE per month x 3.65 FTE x 12 mo = 5,475 (1 Advocate is located out of SLT) Rate = \$1.91 per square foot per month						
<b>Parking Space Rental - 515 Main Street Court House</b> Parking space rental at the courthouse designated for Victim Witness Staff \$75/month x 1 parking space x 12 mo = \$900					\$900	\$900
<b>Cellphone/MiFi Units for Field Work (8 total devices) (Partial MVA)</b> \$52.15/month per Cellphone x 6 Cellphones x 12 mo = \$3,755 \$38.01/month per Mifi x 2 MiFis x 12 mo = \$912			\$3,755 \$912			\$3,755 \$912
<b>Mental Health, Case Management, and Crisis Response Services</b> Victim Witness Unit LMFT Services Contract Up to 80 hours per award period x \$125/hour = \$10,000			\$10,000			\$10,000
<b>TTY/TDD Lines</b> Phone line enhancements to aid victim hearing impairment. \$122.50/ mo x 12 months = \$1,470	\$1,470					\$1,470
<b>de Minimis indirect rate*</b> *MTDC \$456,610 x 10% = \$45,661 (Not charging at this time) Calculation worksheet attached						
<b>Operating Costs Fund Source Totals</b>	\$3,431		\$34,894		\$900	\$39,225
<b>OPERATING COSTS CATEGORY TOTAL</b>						\$39,225





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office			Grant Subaward #: VW23 42 0090			
C. Equipment Costs - Line-item description and calculation	22VOCA	22VOCA Match	23VOCA	23VOCA Match	23VWAO	Total Amount Allocated
None.						
Equipment Costs Fund Source Totals						
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>						

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	22VOCA	22VOCA Match	23VOCA	23VOCA Match	23VWAO	Total Project Cost
<b>Fund Source Totals</b>	<b>\$188,810</b>	<b>\$47,203</b>	<b>\$188,818</b>	<b>\$47,205</b>	<b>\$31,855</b>	<b>\$503,891</b>

## DETERMINING INDIRECT COST AMOUNT WHEN BUILDING A BUDGET

### TERMS

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

### METHOD

#### 1. Determine **Exclusions or Distorting Costs**

In-kind match (donations, not volunteers)	\$ -
Rent/lease office space	\$ -
Rent/lease other space	\$ 900
Rent/lease equipment	\$ 720
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)	\$ -
<b>Total Exclusions/Distorting Costs</b>	<b>\$ 1,620</b>

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

Total Project Costs	\$ 503,891
Minus (-) Total Exclusions/Distorting Costs	\$ 1,620
<b>Modified Total Costs</b>	<b>\$ 502,271</b>

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

Modified Total Costs	\$ 502,271
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)	0.10
ICR + 1	1.10
<b>Modified Total Direct Costs (MTDC)</b>	<b>\$ 456,610</b>

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

Modified Total Costs	\$ 502,271
Subtract (-) MTDC	\$ 456,610
<b>Indirect Cost Amount</b>	<b>\$ 45,661</b>

#### 5. Allocate Amounts and Check Math

Total Exclusions	\$ 1,620
Plus (+) MTDC	\$ 456,610
Plus (+) Indirect Cost Amount	\$ 45,661
<b>Total Project Costs</b>	<b>\$ 503,891</b>



## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

The El Dorado County District Attorney's Office (EDCDAO) 2023/2024 Victim Witness Assistance (VW) Program budget details the Agency's plan to continue providing the staffing and services necessary to provide comprehensive assistance to victims and witnesses of crime, and to support a Victim/Witness-based Mass Victimization Advocate. The activities performed by staff and the services provided under this plan are in accordance with California Penal Codes § 13835.4 through § 13835.5. The Governor's Office of Emergency Services (Cal OES) has allocated \$188,810 in 2022 VOCA funds, \$188,818 in 2023 VOCA funds, and \$31,855 in 2023 VWAO funds with an overall \$94,408 VOCA Local Match, for a total project cost of \$503,891.

### **Personal Services – Employee Salaries & Benefits**

Employee salaries & benefits represent 92% of the District Attorney's Office 2023/2024 Victim Witness Program budget. \$464,808 of the grant award will be used for the salaries & benefits costs for 1.0 FTE Victim Witness Program Specialist, 2.0 FTE Sr. Victim Witness Program Specialists, 1.0 FTE Victim Witness Program Specialist assigned the Mass Victimization Advocate workload, and 0.65 FTE Program Manager.

The three advocates (Sr./Victim Witness Program Specialist) assigned to the VW program will spend time providing direct services to victims of all types of



## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

crime. These services include, but are not limited to, crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. Two advocates are located in the main Placerville office while one is located in the South Lake Tahoe office. Additionally, two of the advocates are Sr. Victim Witness Program Specialists and provide lead functional direction to program staff while under the supervision of the Program Manager. All advocates are available to commute between the Placerville (west slope) and South Lake Tahoe (east slope) offices as needed. All qualifications for employment and the required training/certifications have been/will be met by the advocates. These positions are fully funded by the grant.

The Victim Witness Program Specialist assigned the Mass Victimization Advocate (MVA) workload is fully funded by the grant. This position continues to refine and manage a crisis response/mass victimization assistance plan, crisis response protocols, and mutual-aid memorandums. This position conducts outreach, participates in community meetings, and focuses on strategies to meet the mass victimizations objectives for El Dorado County (EDC). This position may also maintain a modified Victim Witness caseload if time allows and can provide direct services to victims of all types of crime. These services include,



## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

but are not limited to, crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources. The MVA Program Specialist position is located in the main Placerville office and will commute to the South Lake Tahoe office as needed.

The Program Manager provides direct services to victims, prepares grant reports and applications, supervises staff, attends required meetings & trainings, and works directly with the MVA Program Specialist to further refine and manage the mass victimization objectives. The Program Manager is located in the main Placerville office, but travels to the South Lake Tahoe location as needed. The Program Manager is budgeted as 0.65 FTE from the VW Program, with 27% of costs funded by the grant and the remaining portion covered with the local cash match. All qualifications set forth by both EDC's employment standards for this position, and certifications from the California Crime Victim Assistance Association, Cal OES, and California District Attorneys Association have been met.

All job descriptions and certifications listed in this grant application are available upon request. All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis. No mid-year salary range adjustments



## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

are required. The salaries have been calculated over the 12-month performance period.

The salaries and benefits of the Chief Administrative Office, Central Fiscal Division, are not paid by funds from this grant to minimize administrative costs. The Agency Chief Fiscal Officer and Administrative Analyst are responsible for the fiscal needs of the project, prepare grant documents, modifications, and claims, and monitor compliance and regulations to ensure the appropriate expenditure of funds.

### **Operating Expenses**

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet program objectives. All expenses are grant funded.

Operating expenses for the VW program include a membership to the California Crime Victims Assistance Association. This membership provides resources that benefit the program by keeping our VW unit apprised of legislative laws and rights for victims of crime and provide networking training opportunities for Victim Witness advocates. Training and associated travel costs are budgeted for each advocate, our MVA, and our Program Manager to attend program-related training courses during the award period. The dates



## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

and locations of these training opportunities are to be determined. Advocate and witness travel-related expenses are also budgeted to cover out-of-county victim services at parole hearings, lifer hearings, and court escort services.

Outreach materials are budgeted to cover printing costs for brochures, handouts, and flyers regarding our services, Marsy's Law, and other victim service needs. Outreach event expenses for Victims' Rights Week, an MVA training event, and MVA brochures have also been included.

EDCDAO plans to continue the mental health and crises response services contracted with Julia Vanderschaaf, licensed mental health therapist, into the new award period. This contract allows for as-needed individual mental health sessions for advocates and Deputy District Attorneys and crisis response sessions in team or individual settings, as well as telehealth victim therapy services.

Vehicle fuel and maintenance expenses for the Victim Witness Program Specialists and MVA Response Team to provide services to victims on both the east and west slopes of EDC have been included in the budget. Funds have been allocated for miscellaneous office supplies, MVA supplies, and equipment expenses that may be incurred by the program during the award period. Cell phones and/or MiFi (mobile hotspot devices) have been provided to members of the VW program to facilitate rapid responses while in the field.



## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

The District Attorney's Office entered into a lease for a facility in 2018 that houses the Placerville Victim Witness Unit (VWU), which includes Program Specialists, the Program Manager, and victim counselors. Investigative and Prosecutorial activities do not occur within this space. This facility provides the VW team with dedicated space to meet with and assist victims of all types of crimes. Due to limited grant funding, rent for office space will not be charged to the program at this time. Furthermore, many court cases are held at the Placerville City Courthouse located on Main Street. The budget includes the cost of a parking space lease that allows a dedicated parking space for VWU use only.

The 10% de Minimus Indirect Rate accounts for any facility and administrative costs associated with the Victim Witness division of the EDCDAO. The facility and administrative costs include, but are not limited to, facility security systems, office equipment, postage, liability insurance, data processing, utilities, software costs, and administrative labor associated with program oversight. The de Minimus rate is budgeted at \$45,661, but due to limited grant funding, has been reduced to \$0.00. Unless additional grant funding becomes available, the EDCDAO anticipates these costs will be absorbed by the General Fund to further maximize grant funding on direct services for victims of crime.





## Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

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

### **Mass Victimization Expenses**

The bulk of the Mass Victimization funding covers the Mass Victimization Advocate/Program Specialist's salary and benefits, and 14% of the Program Manager's salary and benefits that are covered under the VW Program. A portion of the training, travel, outreach, supplies, mobile devices, vehicle costs, and the mental health service contract are related to the MVA portion of the program.

### **Equipment Expenses:**

The current grant submission for the 2023/2024 award period does not include any new requests for equipment at this time. In the event that the need arises for equipment throughout the grant period, a budget modification will be submitted accordingly.

### **Cash Match:**

The cash match will be met using the majority of the salary and benefits for the Program Manager and is in direct support of the objectives of the Victim Witness Assistance Program.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

**1) Briefly describe the plan to provide all programmatic components outlined in this RFA and any significant changes to your VW Program for the 2023-24 Grant Subaward performance period.**

The El Dorado County Victim Witness (EDCVW) Program provides client-centered, trauma-informed, culturally competent services to victims and witnesses of all types of crime and will continue to do so in the upcoming grant subaward performance period. EDCVW Program Specialists are dedicated to ensuring that all victims and witnesses are treated with respect, dignity, compassion, and care as they are informed about available victim services and the prosecution of the respective crimes for which they are a victim.

The El Dorado County District Attorney's Office (EDCDAO) houses the EDCVW Program and operates in two locations within El Dorado County. The primary EDCDAO location is 778 Pacific Street, Placerville, California 95667 and can be contacted by phone at (530)642-4760. The second EDCDAO location is 1360 Johnson Boulevard, Suite 105, South Lake Tahoe, California 96150 and can be contacted by phone at (530)573-3100. Both locations have EDCVW Program Specialists on site. Due to the distance between these two cities and inclement weather which negatively impacts road conditions, particularly during winter, many county-provided services maintain offices in both cities. Each EDCVW



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

Program location has a reception and conference area with office support staff, a Child Advocacy Center (CAC) with space for multi-disciplinary interviews (MDI) and a children's waiting area, and office space for EDCVW Program Specialists.

The EDCVW Program is presently composed of seven Program Specialists, two Sr. Program Specialists, and a Program Manager, all of which are overseen by an Assistant District Attorney. The Program Manager is Patricia Harrington, and she can be reached by phone at (530)642-4765 and by email at [patricia.harrington@edcda.us](mailto:patricia.harrington@edcda.us). The overseeing Assistant District Attorney is Lisette Suder, and she can be reached by phone at (530)621-6476. Of the actively employed EDCVW Program staff members, one Program Specialist, two Sr. Program Specialists, and the Program Manager are currently funded by the Victim Witness Assistance (VW) Program. All other advocates are currently funded by other CalOES grant programs.

There are currently three Program Specialist position vacancies, of which one is funded by this Victim Witness Assistance (VW) Program. The other two vacancies are dedicated for Spanish-speaking advocates to be funded by a different grant program. The EDCVW Program is currently in the middle of the recruitment for these positions. The EDCVW Program has experienced a high staff turnover rate over the past two years. The EDCVW Program recognizes that



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

providing comprehensive services to victims starts with recruiting, training, and retaining qualified Program Specialists, which is a major goal for the upcoming grant subaward performance period. To attract qualified candidates, the EDCVW Program plans to have personnel at local job fairs as well as establish a professional network with representatives of local colleges and universities. The EDCVW Program Manager is working with the overseeing Assistant District Attorney to develop an improved, more strategic training plan for new Program Specialists. For example, during future EDCVW Program department meetings, the overseeing Assistant District Attorney will invite Deputy District Attorneys to present on various topics of the criminal justice system. As the EDCVW Program collects training materials and resources, one of the Sr. Program Specialists will organize them in a shared drive for all Program Specialists to reference as needed. For example, in the current grant subaward period, all Program Specialists attended a training with the El Dorado County Fiscal department to learn about how victims and witnesses can effectively seek reimbursement from the County when they are required to appear in court. All related training documents and protocols are now stored in the shared drive, available for any EDCVW Program personnel to access. This will become a standard procedure as EDCVW Program employees complete trainings. Finally, to retain qualified employees, the EDCVW



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

Program incorporates frequent discussion and encouragement of self-care. The EDCVW Program currently has a contracted crisis counselor available for employees who need immediate and/or ongoing support.

The EDCVW Program primarily receives referrals for victim and witness services when local law enforcement agencies submit written crime reports to the EDCDAO for potential criminal prosecution. However, the EDCVW Program can receive referrals by phone, in writing, or in person when needed. Referrals can be made by agencies such as the El Dorado County Sheriff's Office, the Placerville Police Department, the South Lake Tahoe Police Department, California Highway Patrol, the El Dorado County Probation Office, Child Protective Services, Adult Protective Services, domestic violence and sexual assault centers, and hospitals among others. All referrals are carefully reviewed by EDCVW Program Specialists who assess the potential needs of the respective victims and witnesses based on the criminal incident reports and all available supplemental documentation. All Program Specialists rotate the role of reviewing newly reported cases as well as responding to calls and voicemail messages received on the EDCVW Program main phone line.

Upon receipt of local law enforcement reports or other referrals, one of the EDCVW Program Specialists will review and assign each case with one or more



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

victims and/or witnesses to an individual Program Specialist. The assigned Program Specialist then initiates contact, by phone or in person, with victims and witnesses as quickly as possible. At a victim's request, or when the victim is deceased or underage, Program Specialists contact their next of kin or guardians instead. During the initial contact with a victim or next of kin, the Program Specialist assesses the victim's needs and provides a variety of information. The Program Specialist inquires about what the victim experienced because of the crime and empathically listens to the victim. Based on the survivor's responses, the Program Specialist provides trauma-informed crisis intervention services and offers culturally appropriate resources that could serve each victim's unique needs. The Program Specialist provides information about the criminal justice process, including notification of the case status, whether the EDCDAO filed criminal charges, what charges were filed, the custody status of the defendant, and scheduled court dates. The Program Specialist also informs victims and witnesses of their rights as defined by Marsy's Law and confirms the victim's contact information and preferred methods of contact for future communication. As part of the provided crisis intervention services, the Program Specialist can assist the victim with developing a safety plan, make referrals as needed for services including professional counseling and emergency assistance, and



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

provide crime prevention information. Program Specialists often refer victims to law enforcement agencies to report criminal activity and/or request copies of criminal incident reports. They also refer victims to services such as VineLink and the online County Inmate Locator to monitor the custody status of defendants when planning for safety. For survivors who fear further victimization by the respective defendants, Program Specialists immediately communicate victims' concerns to the prosecuting attorney and request appropriate criminal protective orders be issued as quickly as possible. When needed, Program Specialists may refer victims to civil court to file a civil restraining order. For survivors in need of immediate assistance for stabilization, Program Specialists may assist them in contacting various agencies including 9-1-1 dispatch, local shelters for emergency housing, or the National Suicide Hotline. Program Specialists may contact agencies on victims' behalf such as Adult Protective Services, Child Protective Services, or non-emergency law enforcement to conduct welfare checks when concerned about victims' safety. If victims require immediate assistance with food, housing, clothing, or petty cash, Program Specialists work with the Program Manager to determine which services the EDCVW Program can provide directly and make referrals to outside agencies as needed.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

Survivors of crime are often encouraged by EDCVW Program Specialists to apply to the California Victim Compensation Board (CalVCB) for assistance. Program Specialists are trained to advise crime victims about the availability of CalVCB benefits, assist victims in preparing application forms, obtain required supporting documentation, and remain in contact with CalVCB representatives to monitor the status of each victim's claim. Program Specialists may also encourage and assist victims to apply for programs such as Safe at Home, a confidential address program.

All advocates are trained to recognize and assess the need for culturally sensitive, location-specific intervention and prevention services. In instances where the EDCVW Program cannot provide a direct service, Program Specialists refer victims to outside agencies based on the victim's location. For example, victims on the western slope, closer to Placerville, can be referred to agencies including the Center for Violence-Free Relationships, Hope Counseling, Green Valley Church, New Morning Youth & Family Services, the Placerville Law Library, and the Upper Room soup kitchen. Victims in South Lake Tahoe can be referred to Live Violence Free, A Balanced Life, and Tahoe Coalition for the Homeless. Victims in either location may be referred to Senior Legal Services, Family Law Facilitators, the El Dorado County Probation Office, clerks of the El Dorado County





## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

Superior Court, Legal Services of Northern California, and mental health providers.

The EDCVW Program offers all mandatory and optional services as defined in California Penal Code Section 13835 and tailors those services to the individual needs of all victims and witnesses.

The EDCVW Program provides services and referrals to victims and witnesses of all crime types, regardless of their age, socioeconomic background, gender, immigration status, sexual orientation, mental and/or physical disability, race, and native language. There is a substantial Spanish-speaking population in El Dorado County, but the EDCVW Program does not currently have any Spanish-speaking Program Specialists and is actively recruiting for bilingual candidates. Program Specialists often rely on other bilingual EDCDAO employees to assist with appropriately translating all correspondence with the currently underserved Spanish-speaking victims and witnesses, but this can be time-consuming and burdensome for victims. The EDCVW Program is serving all victims and witnesses with the resources that are available but hiring a dedicated bilingual advocate would improve its services for Spanish-speaking victims and witnesses. Every Program Specialist works as a liaison between the EDCDAO and each victim and/or witness.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

Each Program Specialist can provide a variety of services specific to criminal prosecution, including but not limited to the following: providing information about the criminal justice system, providing case status updates including EDCDAO decisions about filing criminal charges, notifying victims and witnesses of court events and schedule changes, and organizing meetings with attorneys and/or investigators. In some cases, Program Specialists accompany victims to interviews with law enforcement and attorneys.

Part of the EDCVW Program mission is to conscientiously provide victims with accurate, candid, and timely information. The EDCDAO uses a case management system that allows Program Specialists to see case status updates and scheduled court events instantaneously, correspond with prosecuting attorneys, and manage data that quantifies and describes victim services provided. Historically, EDCVW Program staff members have manually recorded all victim services provided in an Excel spreadsheet in addition to making case notes in the case management system. In the last year, the case management system has been improved to include many data reporting features. The EDCVW Program hopes to use the case management system for all future data management and increase the overall efficiency of the EDCVW Program. During the current subaward performance period, one of the Sr. Program Specialists has



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

been meeting with each Program Specialist to improve data collection and reporting, checking for consistency in reporting across EDCVW Program staff members and platforms. In the upcoming grant subaward performance period, the EDCVW Program hopes to rely entirely on the case management system to accurately and efficiently report victim service statistics.

When the EDCDAO files criminal charges in a case, a letter and restitution claim form are prepared and sent to all identified victims via mail, email, or both. Enclosed with the letter and claim form is a brochure about the EDCVW Program, a brochure about Marsy's Rights, and a Program Specialist's business card. The letter is formal written notice to the victims that criminal charges have been filed and reiterates victims' rights, one being restitution. Victims who experienced financial loss because of the crime can complete the simple, single-page restitution claim form and return it via mail or email to be included with other case documents relevant for prosecution. If criminal charges in a domestic violence case are not filed, a "No File" letter is prepared instead to formally notify victims of the case status and provide information about relevant resources, such as the Center for Violence-Free Relationships and Live Violence Free. The EDCVW Program maintains operational agreements with both agencies to serve victims of domestic violence and sexual assault. Program Specialists notify victims and



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

witnesses when they are sent subpoenas to appear in court as well as instances in which their appearance is no longer required.

Other services related to prosecution include accompaniment and support for victims and witnesses during virtual or in-person court proceedings, accompaniment and support during law enforcement or medical interviews, support and guidance for victims who file claims for restitution, assistance to victims and witnesses for the arrangement of childcare to support their participation in the criminal justice system, intervention and customized correspondence with victims' employers or school administrators to excuse absence due to case-specific meetings and court appearances, and assistance with victim impact statements. When accompanying victims and witnesses in court, Program Specialists offer emotional support, offer waiting areas separate from defendants, provide information about the court proceedings, and advocate for the victims' involvement and consideration. Program Specialists work with EDCDAO Investigators when needed to arrange transportation for victims and witnesses to attend court events. The EDCVW Program Manager is currently working on purchasing a vehicle for exclusive use by EDCVW Program Specialists to attend training and outreach events, transport victims and witnesses, and to commute between Placerville and South Lake Tahoe as



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

needed. If victims choose to address the court or provide victim impact statements, Program Specialists can work with them in advance to make sure victims are prepared with their statements in writing and have a basic understanding of the court's procedures. In some cases, victims request that a Program Specialist stand alongside them and/or read their victim impact statement on the victims' behalf.

EDCVW Program Specialists can assist victims with property return when requested. In many instances, victims' property may be held by law enforcement agencies as evidence until the prosecution of the related case has concluded. Program Specialists can advocate for the rapid return of property by working with the prosecuting attorneys and respective law enforcement agencies to expedite the processing and return of evidentiary items to victims. When property return is not possible, Program Specialists work to understand why and assist victims by providing an explanation and supporting the victims to obtain financial assistance or compensation.

The EDCVW Program Manager thoughtfully organizes opportunities for all Program Specialists to give and receive training. Program Specialists are encouraged to shadow one another, collaborate with team members and service providers, and seek training opportunities that align with current research-



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

based best practices in the field of victim advocacy. In the last year, three new Program Specialists attended the California Crime Victim's Assistance Association (CCVAA) Victim Advocate and Crisis Response training. In the coming months, two more Program Specialists are scheduled to attend the same training. All EDCVW Program staff members meet on a weekly basis to review cases, share training experiences, identify areas for improvement in team function, ensure alignment in data collection and management, and thoughtfully discuss self-care to minimize burnout and vicarious trauma. In addition, EDCVW Program staff members participate in collaborative meetings with other departments and agencies. For example, most EDCVW Program Specialists and the Program Manager join a weekly meeting of the EDCDAO Special Victims Unit to discuss the delivery of trauma-informed services to victims throughout criminal investigation and prosecution.

The EDCDAO and EDCVW Program strive to disseminate information regarding the criminal justice process and victim rights, empowering community members. Program Specialists provide and attend presentations to the community and partner agencies about victims' rights and how to provide trauma-informed services. As part of the EDCVW Program's public outreach, brochures, business cards, and other program-related materials, printed in both



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

English and Spanish, are provided to local victim support agencies for victims to receive resource and crime prevention information as immediately as possible.

The EDCDAO is currently launching a strategic public information outreach campaign, hoping to reach a broader base of community members via social media, public announcements, and public events. In addition to providing a presence for public outreach at the annual El Dorado County Fair, EDCVW also participates in other events. In February 2023, three EDCVW Program Specialists worked with EDCDAO support staff members and a Deputy District Attorney to set up a booth and serve community members at the annual Chili Cook-Off event at the El Dorado County fairgrounds. The Chili Cook-Off was a great opportunity to connect with other public service agencies and become acquainted with community members, and EDCVW Program staff are excited to attend similar events in the future.

In the upcoming grant subaward performance period, the EDCVW Program hopes to join EDCDAO Deputy District Attorneys and local law enforcement officers in Project LEAD. Project LEAD is a collaborative education and outreach program in which attorneys and law enforcement officers visit students in fifth grade classrooms to provide education about the criminal justice system and crime prevention. The EDCDAO currently has a partnership with four



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

elementary schools in El Dorado County and hopes to expand to eight elementary schools for the upcoming school year. The EDCDAO and EDCVW Program would like to add victim advocates to the team of presenters to provide education about victims' rights and experiences in the criminal justice system.

During every annual National Crime Victims' Rights Week, the EDVW Program hosts an event to honor victims of crime and those who serve victims. In April 2023, the EDVW Program hosted an event to honor victims who have demonstrated extraordinary resilience as survivors of crime as well as law enforcement personnel who consistently provide victim-centered, trauma-informed services. The EDCVW Program also started a Memorial Wall with photos and commemorative items to honor the lives of victims whose lives have been lost.

**2) If MV funding is utilized, provide a status update of the Center's crisis response and MV assistance plan for crime-related MV/terrorism incidents.**

The EDCVW comprehensive mass victimization crisis response plan is currently being updated. The previous plan and protocols were developed by a team of EDCVW Program Specialists who no longer work in El Dorado County, and much of the information is incomplete and outdated. The current El Dorado County Mass Victimization Advocate (EDCMVA) was newly assigned to the role in





## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

February 2023 and is receiving support from the EDCVW Program Manager, all Program Specialists, other colleagues at the EDCDAO, and other MVAs in neighboring counties. The EDCMVA is currently in communication with other MVAs in several counties in the California Sierra Nevada North crisis response region, including Sacramento County, Yolo County, Butte County, and Lake County. All of them have provided crisis response plan samples and/or advice in developing a more complete crisis response plan for El Dorado County. The EDCMVA is working to establish contact with the El Dorado County Sheriff's Office of Emergency Services to create a plan that logically complements the county's existing emergency response systems and structures.

The EDCMVA is updating the crisis response plan in sections. The notification chart to be used when activating a team of advocates to respond to a mass victimization event has been updated with current contact information for all involved investigators, attorneys, and victim advocates of the EDCDAO in both Placerville and South Lake Tahoe. For mass victimization incidents in El Dorado County, victim advocates will be deployed by law enforcement notification to the EDCDAO Chief Investigator. For mass victimization events in other California counties, mass victimization advocates will contact the EDCVW Program Manager and EDCMVA directly to request assistance as set forth in mutual aid



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0090

---

Subrecipient: El Dorado County

---

Memorandums of Understanding. The crisis response plan includes information regarding caseload coverage for EDCVW Program Specialists who are deployed for mass victimization response. The EDCMVA is developing an inventory of existing and needed supplies, and that inventory accompanies the mass victimization crisis response plan.

To be included in the crisis response plan, the EDCMVA is adapting an existing victim needs assessment for use when responding to a mass victimization or terrorism event to help Program Specialists identify relevant community-based services and resources for victim safety and well-being. Agencies and funding sources that can provide food, shelter, and emergency services for victims will be identified and included in addition to referral procedures and application processes. Deployed Program Specialists will assist victims by providing crisis intervention, referrals to community-based agencies such as the Red Cross, and assistance with applications to CalVCB. The EDCMVA will create a training plan for Program Specialists to prepare for mass victimization response. There is a lot of work for the EDCVW Program to do in the coming months to prepare for a possible mass victimization event. The MVA community across California remains supportive and responsive.



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

Subrecipient: El Dorado County

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Victim Witness Assistance (VW) Program	VW23 42 0090	10/01/2023-09/30/2024
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](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

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

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

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

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

## **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**

<b>Subrecipient:</b> El Dorado County	<b>UEI #</b> DW8SM9A6YWR3	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> Victim Witness Assistance (VW) Program		
<b>Performance Period:</b> 10/01/23	<b>to</b> 09/30/24	<b>Subaward Amount Requested:</b> \$ 409,483
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2,731,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

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



## Grant Subaward Service Area Information

Grant Subaward #: VW23 42 0090

Subrecipient: El Dorado County

1. County or Counties Served:  
El Dorado County

County where principal office is located: El Dorado County

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

U.S. Congressional District where principal office is located: 5th District

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

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

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

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

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

**El Dorado County DA's Office**  
**Organizational Chart: FY 22/23**  
*Updated 5/22/2023*

**District Attorney**  
 Vern Pierson

**Admin Technician**  
 Savannah Brodrick

**Chief Asst. DA**  
 Joseph Alexander

**Chief Investigator**  
 Jeff Dreher

**Asst. DA**  
 James Clinchard

**Asst. DA**  
 Lisette Suder

**Asst. Chief Investigator**  
 Richard Pesce

**CORE DDAs**  
**Lead DDAs**  
 Adam McConney  
 Miles Perry  
**Deputy DAs**  
 Yvan Flores  
 Matthew Gallagher  
 Brittany Griffith  
 Blaire Gue  
 Nora Hall  
 Jason Manning  
 Jay Linden  
 Kelly Rosenbery  
 Ryan Whyte  
 Vacant  
 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**  
 Colin Child  
 Mahjoubeh Foolad  
 Caitlin Franzen  
 Jodie Jensen

**Victim/Witness Unit**  
**VW Program Manager**  
 Patti Harrington  
**Sr. Program Specialists**  
 Vanessa Bragg  
 Gianina Richards  
**Program Specialists**  
 Julie Ehrlich  
 Renee Morehouse  
 Amy Nigro  
 Jennifer White  
 Vacant  
 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  
 Vacant  
**Paralegal**  
 Amanda Casillas  
 Ali Humphreys  
 Michelle Yopp  
**Legal Secretary**  
 Vacant  
**Sr. Office Assistant**  
 Dena Allen  
 Heidi Mayerhofer

**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**  
 Trever Rumery





## Operational Agreement Summary

Grant Subaward #: VW23 42 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. *any expiring OA's are anticipated to be renewed accordingly		to _____
8. _____		to _____
9. _____		to _____
10. _____		to _____
11. _____		to _____
12. _____		to _____
13. _____		to _____
14. _____		to _____
15. _____		to _____
16. _____		to _____
17. _____		to _____
18. _____		to _____
19. _____		to _____
20. _____		to _____



## Volunteer Waiver Request

Grant Subaward #: VW23 42 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 VW 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 VW 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



## Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: VW23 42 0090

Subrecipient: El Dorado County

Contractor/Consultant: Julia B Vanderschaaf, LMFT

Contract Start Date: 10/01/2023 Contract End Date: 09/30/2024

Contract Amount: \$10,000 Rate per 8-Hour Day: \$1,000

Services Provided: As-needed mental health services for Advocates and Victims

Was the contract previously approved by Cal OES?  YES  NO

If yes, and the contract is still in effect (i.e., end date has not passed), attach the previously approved form and documentation in lieu of the documents listed below.

Attach the following:

- Detailed description of the services provided by the contractor/consultant and a justification for the rate above \$650 per day/\$81.25 per hour.
- Documentation showing the rate charged is the contractor/consultant's normal rate for the services described.
- Three quotes for the service to be provided - only required for contracts above \$10,000.
- Documentation for competitive bid or Request for Proposals - only required for contracts above \$50,000.
- Non-competitive Procurement Request (Cal OES Form 2-156) - only required if applicable and only for contracts above \$10,000.

**I hereby certify that the contract/consultant rate requested is the most advantageous that could be obtained for the services to be provided.**

<u>Vern R. Pierson</u>	_____	_____
Grant Subaward Director Name	Grant Subaward Director Signature	Date

### Cal OES Approval

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Program Specialist Signature	Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Unit Chief Signature	Date



## Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: VW22 41 0090

Subrecipient: El Dorado County

Contractor/Consultant: Julia B Vanderschaaf, LMFT

Contract Start Date: 10/01/2022 Contract End Date: 09/30/2023

Contract Amount: 6625 Rate per 8-Hour Day: 1000

Services Provided: As needed mental health services for Advocates


Was the contract previously approved by Cal OES?  YES  NO

If yes, and the contract is still in effect (i.e., end date has not passed), attach the previously approved form and documentation in lieu of the documents listed below.

Attach the following:

- Detailed description of the services provided by the contractor/consultant and a justification for the rate above \$650 per day/\$81.25 per hour.
- Documentation showing the rate charged is the contractor/consultant's normal rate for the services described.
- Three quotes for the service to be provided - only required for contracts above \$10,000.
- Documentation for competitive bid or Request for Proposals - only required for contracts above \$50,000.
- Non-competitive Procurement Request (Cal OES Form 2-156) - only required if applicable and only for contracts above \$10,000.

**I hereby certify that the contract/consultant rate requested is the most advantageous that could be obtained for the services to be provided.**

<u>Vern R. Pierson</u>	<u></u>	<u>05/17/22</u> <sup>TE</sup>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Cal OES Approval	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u></u>	<u>08/03/2022</u>
		Program Specialist Signature	Date
		<u></u>	<u>8/3/2022</u>
		Unit Chief Signature	Date