



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

October 9, 2018

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

RE: Victim/Witness Assistance (VW) Program Signature Requirement

Dear Mr. Ghilarducci,

Please accept this letter and the included application for consideration for the Victim/Witness Assistance (VW) Program Request for Proposal 2018-19. El Dorado County Policy (A-6) (included) authorizes department heads to execute all documents required to apply for grants. This same policy designates the sole authority for accepting grant awards and approving grant agreements to the Board of Supervisors. As a result, the CalOES Grant Subaward Face Sheets, the Certificate of Assurance of Compliance form and the Subrecipient Grants Management Assessment required as part of the Victim/Witness Assistance (VW) Program Request for Application 2018-19, are included but not signed. It is the intent of this Agency to comply with all terms and conditions set forth in the certification if awarded. However, until funding has been allocated or awarded and accepted by the County Board of Supervisors, these documents cannot be signed.

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

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

Very Truly Yours,

Vern Pierson
District Attorney

PLEASE REPLY TO:

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

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

WEB SITE:
www.edcgov.us/eldoda

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



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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

I. PURPOSE

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

II. POLICY

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

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

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

B. County department heads are authorized to:

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



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: GRANT APPLICATIONS	Policy Number: A-6	Page Number: 2 of 2
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- ii. Do not include any requirement for County funds; and
 - iii. Relate directly to the mission of the department and directives of the Board.
 - iv. No less than three business days prior to accepting the grant, the department head will provide the Board and the CAO a written report demonstrating that the grant meets criteria 2.i through 2.iii and notifying the Board of the intent to accept the grant. If no member of the Board or the CAO express concerns during this three-day period, the department head may accept the grant. If any member of the Board or the CAO objects, the department head shall bring the decision to accept the grant before a regularly scheduled meeting of the Board.
3. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
 4. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor’s guidelines for each grant.
 5. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

III. RESPONSIBLE DEPARTMENT

Chief Administrative Office

IV. DATES ISSUED AND REVISED; SUNSET DATES:

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



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 Use Only)						
Cal OES#		FIPS#		VS #		Subaward # VW18 37 0090

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

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

1. Subrecipient: County of El Dorado **1a. DUNS#:** 087834029
2. Implementing Agency: District Attorney's Office **2a. DUNS#:** 087834029
3. Implementing Agency Address: 778 Pacific Street Placerville 95667-6481
Street City Zip+4
4. Location of Project: 778 Pacific Street El Dorado 95667-6481
City County Zip+4
5. Disaster/Program Title: Victim/Witness Assistance Program **6. Performance Period:** 10/1/18 to 9/30/19

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

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. VOCA	\$ 128,816			\$ 32,204		\$ 32,204	\$ 161,020
2017	9. VOCA	\$ 288,190			\$ 31,980		\$ 31,980	\$ 320,170
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
TOTALS		\$ 417,006	\$ 0	\$ 417,006	\$ 64,184	\$ 0	\$ 64,184	12. G Total Project Cost: \$ 481,190

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

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

15. Official Authorized to Sign for Subrecipient: Vern R. Pierson **16. Federal Employer ID Number:** 94-6000511

Name: Vern R. Pierson Title: District Attorney

Telephone: (530) 621-6472 FAX: (530) 621-1280 Email: vern.pierson@edcgov.us
(area code) (area code)

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

Signature: _____ Date: _____

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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GRANT SUBAWARD FACE SHEET INSTRUCTIONS

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

1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal title of the Subrecipient.

1a. Federal DUNS Number (Subrecipient)

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

2. Implementing Agency

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

2a. Federal DUNS Number (Implementing Agency)

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

3. Implementing Agency Address

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

4. Location of Project

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

5. Disaster/Program Title

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

6. Performance Period

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

7. Indirect Cost Rate

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

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

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

13. Certification Paragraph

Please review the certification paragraph.

14. CA Public Records Act

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

15. Official Authorized to sign for the Subrecipient

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

16. Federal Employer ID Number

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

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

PROJECT CONTACT INFORMATION

Subrecipient: District Attorney's Office

Subaward #: VW18 37 0090

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

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

Name: Vern Pierson Title: District Attorney

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

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

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

Name: Kerri Williams-Horn Title: Chief Fiscal Officer

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

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

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

Name: Christy Canclini Title: Program Manager

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

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

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

Name: Megan Arevalo Title: Department Analyst

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

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

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

Name: Vern Pierson Title: District Attorney

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

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

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

Name: Vern Pierson Title: District Attorney

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

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

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

Name: Michael Ranalli Title: Chair, District Four Supervisor

Telephone #: (530) 621-5413 Fax#: (530) 622-3645 Email Address: bosfour@edcgov.us

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

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Chair** of the **governing body** of the subrecipient.

SIGNATURE AUTHORIZATION

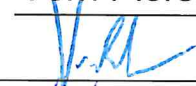
Subaward #: VW18 37 0090

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

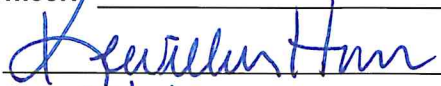
*The **Project Director** and **Financial Officer** are *REQUIRED* to sign this form.

*Project Director: Vern Pierson

Signature: 


Date: 10/9/18

*Financial Officer: Kerri Williams-Horn

Signature: 

Date: 10/11/18

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



Signature

James Clinchard

Print Name

Signature

Joseph Alexander

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

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

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

SIGNATURE AUTHORIZATION INSTRUCTIONS

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

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

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program and
Victims of Crime Act (VOCA) Fund

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

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

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As
Amended, Services*Training*Officers*Prosecutors (STOP) Formula Grant Program and
Victims of Crime Act (VOCA) Fund

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

SUBRECIPIENT: County of El Dorado

IMPLEMENTING AGENCY: District Attorney's Office

PROJECT TITLE: Victim Witness Assistance (VW) Program

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

I. Federal Grant Funds

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

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

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

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Tameka Usher
Title: Human Resources Director
Address: 330 Fair Lane, Placerville, CA 95667
Phone: (530) 621-5572
Email: tameka.usher@edcgov.us

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

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

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

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

V. Lobbying – (Subrecipient Handbook Section 2154)

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

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

(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

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

The Applicant is required to obtain a signed resolution from the City Council/Governing Board illustrating that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain the signed resolution on-site, and a copy must be readily available upon request by Cal OES.

VIII. Civil Rights Compliance

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

IX. Special Condition for Grant Subaward with Violence Against Women Act (VAWA) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

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

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

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

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

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

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

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

5. Effect of Failure to Address Audit Issues

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

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

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

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

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

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

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

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

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

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

a. In accepting this award, the Subrecipient:

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

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

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

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

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

9. Encouragement of Policies to Ban Text Messaging while Driving

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

10. Additional DOJ Awarding Agency Requirements

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

11. OVW Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/grantees>.

12. Supplanting

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

13. Statutory Requirements

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

14. Misuse of Award Funds

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

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

15. Consultant Rates

The Subrecipient understands approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be approved by the grantor prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, Subrecipients are required to maintain documentation to support all daily or hourly rates.

16. Materials and Publications

The Subrecipient understands and agrees that all materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by Subgrant No. _____ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

17. Victim Safety

The Subrecipient understands and agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

18. Copyright Approval

The Subrecipient understands advance written approval must be obtained to copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. In addition, the Subrecipient (or contractor or subcontractor) must comply with all conditions specified by the program manager in connection with an that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

The Subrecipient understands and agrees the Office on Violence Against Women reserves a royalty- free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work, in whole or in part (including in the creation of derivative works), for Federal purposes, and to authorize others to do so.

The Subrecipient understands and agrees it is their responsibility (and of each contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

X. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

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

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

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

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

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

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

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

5. Effect of Failure to Address Audit Issues

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

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

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

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

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

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

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

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

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

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

a. In accepting this award, the Subrecipient:

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

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

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit

or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

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

9. Encouragement of Policies to Ban Text Messaging while Driving

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

10. Additional DOJ Awarding Agency Requirements

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

11. OJP Training Guiding Principles

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

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

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

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

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at

<http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

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

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

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

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

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

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

16. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

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

17. Demographic Data

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

18. Performance Reports

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

19. Access to Records

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

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

CERTIFICATION

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

Authorized Official's Signature: _____

Authorized Official's Typed Name: Vern R. Pierson

Authorized Official's Title: District Attorney

Date Executed: _____

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

Current System for Award Management (SAM) Expiration Date: 06/05/19

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

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

- | | |
|---|---|
| <input type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> County Manager |
| <input checked="" type="checkbox"/> Governing Board Chair | |

Signature: _____

Typed Name: Michael Ranalli

Title: Chair, District Four Supervisor

Project Narrative

Problem Statement

The El Dorado County Victim Witness (VW) Program (EDCVW) has been in operation since 1980 and was the first Victim Witness Assistance Program in El Dorado County and remains the only Victim Witness Assistance Program in the county. Prior to that time, there was no assistance for crime victims to assist and ease their recovery from crime or to meet the needs necessary from their victimization. Victims were not able to obtain critical criminal justice information regarding court processes or resource and referral services, nor did victims receive assistance navigating through the stressful and daunting process of the criminal justice system experience. Secondary victims were not a consideration and crime victims who suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime were not properly considered.

The El Dorado County Victim Witness Program has been located within the El Dorado County District Attorney's Office for 38 years. The funding through the California Office of Emergency Services makes this project possible and allows victims of all types of crime in El Dorado County to receive comprehensive services, including the fourteen mandatory and all ten optional services defined in Section 13835.5 of the California Penal Code, without this funding many of the services provided to victims of crime would not be possible.

The EDCVW program has developed and strengthened relationships with local agencies that serve victims, including: the District Attorney's Office, Probation, local law enforcement agencies, CalVCB, domestic violence programs, women's shelters and rape counseling programs, medical providers, funeral directors, health and human services agencies, and elder

abuse programs. Operational agreements, interagency cross-training, joint participation in human trafficking and labor stings, Miwok Tribe domestic violence round table meetings, and health and human services monthly meetings, all help to strengthen these relationships and maintain standards in order to provide victims' their rights. The challenge lies in balancing advocate and program manager time spent providing services to victims and time spent on developing and strengthening relationships with local agencies as services to victims take priority.

The US Census Bureau estimates that as of 2017, El Dorado County's population was 188,987 with a growth rate of 3.27% within that year. El Dorado County is the 29th largest county in California. Of the 188,987 people living in this county, approximately 82.8% of the county's residents live in rural areas. The two incorporated cities in El Dorado County are Placerville and South Lake Tahoe. As the majority of the residents reside outside of the city limits, public transportation options are limited, making it difficult for citizens to access available services. The EDCVW provides services to over 1,300 new victims of crime per year. The EDCVW has also participated in the deployment of advocates for the mass victimization event in Las Vegas. The EDCVW Program is tasked with providing services to crime victims for the entire county with only a limited number of advocates, three full time Victim Witness Program Specialist's (3.0 FTE) and one part time Program Manager (.60 FTE). The Program Specialists are generally referred to as advocates and as of September of 2017, we are currently in recruitment for an open (FTE) Program Specialist. Additionally, the Program Manager oversees all program responsibilities; including grant oversight, assignments of cases to advocates, after hour emergencies, supervision of staff, and interagency coordination. The South Lake Tahoe office continues to be unstaffed and has been for several years. In order to provide

coverage to the South Lake Tahoe area, the advocates in Placerville are required to travel to South Lake Tahoe often times in inclement weather for interviews, transportation, and court support. Unfortunately, the travel time reduces the amount of advocate time in the office and having the absence of an advocate in South Lake Tahoe can have an impact on the victims in that region as well as in the Placerville region.

The EDCVW currently shares three (3) pool car vehicles with Attorneys, Investigators, Administrators and support staff who are not already assigned a vehicle. Advocates routinely travel to/from South Lake Tahoe to provide services to victims and regularly transport victims within and outside of El Dorado County. If a pool vehicle is unavailable, advocates must utilize their personnel vehicles, which may put an unnecessary burden on the employee. Although the advocates are proficient at maximizing and prioritizing the services to crime victims, the demand for services in the areas of Orientation to the Criminal Justice System, Case Status/Case Disposition, and Witness Notification continues to increase as the caseload's increase. Additionally, the continued demand for advocate time, time in court (Court Accompaniment) has significantly increased due to increasing number of trials in both Placerville and South Lake Tahoe. Trials can take an advocate out of the office for several days or weeks reducing the amount of advocate time available to provide outreach to new victims. Changes in California legislation, Proposition 57, provides an opportunity for early release of offenders which creates additional outreach to victims advising them of their offenders release or reduction in sentence. As well as, the recently signed SB 1473 allowing current felony murder inmates to petition the court for a reduced sentence.

The EDCVW program continues to experience a high volume of referrals both in adult and juvenile criminal cases making it difficult for staff to handle the influx of victims needing

assistance. Although victims of all crime types receive services, priority is given to violent offenses. Restitution assistance when requested by victims can be very time consuming. The grant mandates the service but limits program involvement unless specifically requested. These limits can often create issues with the victims, the court, the District Attorney's Office, and Probation. Diplomacy is necessary in handling some of the issues with restitution. Regardless, the advocates are instructed to stay within the parameters of the grant guidelines. Additional demands of the advocate's include victim assistance in the Parole Hearing process. The advocate notifies the victim's family of the parole hearing process, Victim Impact Statement's, as well as input at the hearings and arranges the gate pass with The California Department of Corrections and Rehabilitation (CDCR) Victim Services Unit. If a victim plans to attend the hearing, an EDCVW advocate will accompany them.

With an emphasis on victim services, investigations for cold case murders have been partnered with the EDCVW program. The cold case team includes an advocate, investigator and prosecutor. The advocate's role is to make initial contact with the family of the murdered victim and determine the services that the family may be entitled to receive. There are currently over 60 open cold cases. Although these cases move slowly, it does add to the advocate caseload.

Volunteers can be difficult to recruit and retain and in most cases, applicants want to intern for a single semester. Given the background check and the required training, there is usually very little time left in a semester for actual volunteer hours. Additionally, as staff is already stretched to capacity, the additional time for training and supervision is difficult to provide.

The need for an EDCVW Crisis Response Plan (CR) and inclusion of victim services in the El Dorado County Emergency Operations Plan remains a gap in the current county

emergency plan. The El Dorado County Emergency Operations Plan of 2014, the most current plan, does not include victim's services from the EDCVW. In order to prepare for a coordinated community response to mass victimization/terrorism incidents, an EDCVW crisis response plan (CR) and victim services within the EDC Emergency Operations Plan is necessary. Since 2011, there has been a mass victimization incident one or more times per year in the country. It is imperative that El Dorado County develop a victim assistance plan to support and enhance immediate response and recovery efforts and establish readiness in response to mass victimization/terrorism incidents in our county as well as to provide assistance to our neighboring counties. The need for one full time (FTE) Mass Victimization Advocate (MVA) in conjunction with the EDCVW Program Manager to support the needs and objectives to develop and implement the plan is necessary.

Although advocates are continually faced with these challenges, EDCVW is committed to meeting victims' rights and providing each and every victim the services they expect and deserve.

Plan and Implementation

The EDCVW's goal is to meet the needs of victims of all crime types by reducing the effects of trauma. Accomplishing this plan includes recruiting and maintaining trained and qualified staff to provide the fourteen mandatory and all ten optional services as defined in Section 13835.5 of the California Penal Code.

The EDCVW Program has two locations. The primary office is located at 778 Pacific Street, Placerville, California 95667. The phone number is (530) 642-4760. The South Lake Tahoe Office is located at 1360 Johnson Boulevard, Suite 105, South Lake Tahoe, California

96150. The phone number is (530) 573-3100. Due to the mountain driving, inclement weather, and the distance between the two cities, all government services have an office in both locations to better serve the public. The Program Manager and contact person for the program is Christy Canclini. The confidential phone number will be provided to Cal OES offline. EDCVW provides a reception area with office support staff; on site Cal VCB services, a victim's waiting area for court; children's waiting/play room; a multi-disciplinary (MDI) interview room for victims of child sexual assault cases; office space for VW Advocates and the Program Manager for servicing victims of all crime types.

EDCVW is bound to providing services to victims of all crime types, all ages, all ethnicities, English and non-English speaking, elder and dependent adults, as well as disabled victims, regardless of immigration status,. All staff and volunteers are trained to recognize the need for culturally sensitive intervention and prevention services and to find the appropriate translation services. EDCVW has one Spanish speaking advocate and local translation services are acquired when necessary to enable advocates to communicate effectively in other languages, including sign language. Translation services are obtained through the Language People, a contracted translation service through the County of El Dorado. The program has a TTY phone system set up in each of the offices for individuals who are hearing impaired. A wheelchair is provided to clients who have difficulty walking to court and interviews. In most cases, if it is determined that a victim has a special need, staff will conduct a field visit rather than asking the victim to travel to the office. The EDCVW has, on rare occasion, worked with the Superior Court of El Dorado County to hold a preliminary hearing at the victim's home due to the injuries of the victim. The EDCVW Office in Placerville and South Lake Tahoe meet the ADA access

requirements. As previously noted, every effort is made to ensure that victim's with special needs receive the same quality of service as all victims.

Direct services are provided by the EDCVW to victims and referrals are made to other community resources as needed. Each day, an advocate is assigned to the daily in custody list and notifies victims immediately whether or not the case has been filed and what their rights are as a victim and services available. Out of custody victim cases are referred by the District Attorney's Office either directly from the prosecutor's, or reports ran from the District Attorney's Office case management system. Although the EDCVW Program is short staffed, every effort is made to ensure that no victim is turned away. Program staff has the ability to print all law enforcement reports received by the District Attorney's Office. This allows staff to expedite contacts and provide outreach to victims. The services offered would include all the mandatory and optional services, as determined necessary for the well-being of the victim. Upon the filing of a case, the District Attorney's support staff sends out a Victim Letter and Restitution Claim form as well as an EDCVW Brochure and Marsy's Rights brochure, providing notification of victims' rights, and the EDCVW Program's phone and address information. In domestic violence cases that are not filed by the District Attorney's Office, a "No File" letter goes out to the victim providing contact information for resources available and encouraging victim's to call the EDCVW with any additional questions.

Advocates provide crisis intervention services to victims dealing with emotional trauma. When necessary, arrangements are made with local agencies and emergency services, which may include lodging, transportation, food, clothing, and other needs. El Dorado County funds an emergency fund that is used to assist victims with their immediate needs. This emergency fund

is managed with control and guidelines under the El Dorado County CAO and Auditor Controller's Office.

The need for experienced victim services from the EDCVW as a part of the El Dorado County Emergency Operation Plan has become increasingly apparent and relevant in the event of a mass victimization. Since 2016, threats to and among school districts within the county have increased. El Dorado County has one community college in South Lake Tahoe and satellite Folsom Lake Community College sites in Placerville, annual events such as the Snowglobe Music Festival held at the South Lake Tahoe Community College, and concerts and events held at casino's that directly border the California Nevada Stateline bring large numbers of tourism to the county giving greater opportunity for the possibility of a mass victimization. The Mass Victimization Advocate (MVA) would assist with all MVA objectives needed for a coordinated response to mass victimization/terrorism incidents and, if time allows, will maintain a modified VW caseload in conjunction with working toward meeting position objectives. With the EDCVW Project Manager, the MVA would be tasked with developing the EDCVW crisis response plan and establishing the timeline for implementation as well as inclusion in the EDC Emergency Operations Plan. Development of mutual-aid MOU's with neighboring VW Centers and/or within our identified crisis response (CR) training region, and allied service providers would be established. The MVA would participate in community outreach, education and participation in community meeting with leaders from law enforcement, victim services, legal services (non-profit and private sector), prosecutors' office, city government, emergency management, medical services, and schools to provide information about trauma informed response.

If time allows, the MVA will also handle a modified VW caseload in conjunction with meeting position objectives but in the event of a mass casualty event, it is expected the Program Manager would reassign the MVA modified caseload so that the MVA could focus on the mass casualty event. The MVA will meet the California Crime Victims Association (CCVAA) entry-level and crisis response advocate training requirements. The MVA may also attend additional trainings relevant to mass victimization and/or complete FEMA training.

Referrals are made by phone, in writing or in person. Referrals are made from other agencies such as law enforcement, Probation, Child Protective Services, Adult Protective Services, Domestic Violence/Sexual Assault centers, courts and hospitals. An outside agency referral is handled the same as an in-house referral. The advocate will review the report, evaluate the victim's needs, and make contact with the victim. If a referral is not related to the type of services that EDCVW provides, the advocate will follow-up with the agency or victim to provide a resource referral to the appropriate agency. Referrals will be made to Live Violence Free in South Lake Tahoe and The Center for Violence Free Relationships (The Center) in Placerville for assistance with DV restraining orders, shelter, or other issues that a domestic violence or sexual assault victim may require. The EDCVW Program has an ongoing operational agreement with the two centers to coordinate services to victims of domestic violence, sexual assault, including children of sexual and/or physical abuse. Domestic violence victims to The Center have increased by approximately 200% due to the collaboration with EDCVW. The collaboration was made possible by Cal OES grants and continues to live on after the grants have ended and through additional grants and operational agreements.

A three year Operational Agreement is in place for the period of July 1, 2018 – June 30, 2021 and will be renewed before the end of the term. The agreement details the expectations of

each agency, including training needs, networking, and regular meetings. Both The Center for Violence Free Relationships and Live Violence Free provide services to domestic violence victims and sexual assault victims. The advocates provide annual training to The Center staff and their volunteers. A signed copy of the Operational Agreement is maintained at the EDCVW Office.

The EDCVW is located within the El Dorado County District Attorney's Office, which utilizes a paperless information and case management system called Gabriel. All criminal cases and documents, including law enforcement reports are within this system. This system provides live updates while the Deputy District Attorneys are in court. This allows the advocates to inform victims of case status without delay and in a timely manner and increases effective communication between the victim, advocate and the prosecutor. Additionally, the District Attorney's Office utilizes their original case management system, Damion. The EDCVW has a module within Damion and Gabriel which allows staff to record and track their victim case information and services provided. The current reporting system is generated from Damion. Recent funding from Cal OES has allowed for an upgrade to the Gabriel system for a Victim Witness Software Module which will improve victim data collection and case management, person records, document generation, and tracking performance measurements for the statistical reporting requirements of the Cal OES OVCPMT. Programming of the VW Software Module is at completion and will begin to be utilized in the upcoming reporting reports.

The EDCVW is fortunate to have a CalVCB Joint Powers Agreement program on-site allowing immediate communication between the victim and a Claims Specialist regarding eligibility requirements, claim forms, filing the claim, and claim status.

Field visits are made by advocates when appropriate to a victim's home, workplace, crime scene, or other places as requested by law enforcement, social services, Probation, or the District Attorney's Office.

All advocates have received the required certifications from the California Victim Services Training Institute. Staff is encouraged to seek local training opportunities that will enhance the services provided by the EDCVW, including webinar training that is typically provided at no cost. The EDCVW will continue to provide presentations to the community and partnering agencies regarding victims' rights as well as cross training with other agencies. Brochures, business cards, and collateral are provided to local agencies, local hospitals, and law enforcement agencies, including in their patrol cars in both in English and Spanish, so that victims' are provided resource information immediately and at first contact. Public awareness of victim services and crime prevention will be made available through community outreach and presentations, public service announcements, social media, and written material.

The program will continue to recruit volunteers. The average background check which takes 3-4 weeks and includes a fairly extensive and invasive questionnaire can tend to discourage many applicants. Fortunately, college interns are eager to explore the area of Victim Witness and be exposed to the criminal justice system. With limited to no funding available to send volunteers to the 40 hour entry-level training, the exposure of the volunteers to certain types of victims and certain types of services is limited. Additionally, office space and computers are limited to paid staff, making it difficult to use volunteers in the office. Currently in-house training is provided to volunteers by the Program Manager and experienced advocates. Supervision and volunteer job assignment is the responsibility of the Program Manager. Volunteers will be used to provide out-reach services to new victims, restitution assistance,

gathering accurate contact information and other services as training and supervision allows. In an effort to increase the recruitment of volunteers, the District Attorney's Office and EDCVW Program will be working with California State University Sacramento and Folsom Community College to recruit interns. A Spanish speaking college intern was utilized during the summer of 2018 to assist and shadow EDCVW advocates. The volunteer also assisted with transferring case information from the old VW case management system to the testing module of the new VW case management system. Advocates and the intern assisted in the '2018 Missing in California event,' a program designed to help connect family members with additional resources to finding their loved ones.

The EDCVW internal accounting and administrative controls of the grant are managed by the El Dorado County CAO's Office to ensure that both revenues and costs are identified by program and funding source and that EDCVW are in compliance with mandated grant procedures. A series of checks and balances and the required Report of Expenditures form assure that Cal OES grant funds are accurately accounted for and expended in accordance with the grant. The EDCVW meets bi-weekly with the CAO's Office to review program data to ensure compliance with goals and objectives.

An organizational chart showing EDCVW's place within the District Attorney's Office, as well as the program staffing is attached.

As the only victim assistance program within the County of El Dorado, the EDCVW pledges to provide quality services to crime victims that they deserve and to implement the goals, objectives and activities of this application.

Budget Narrative

The El Dorado County District Attorney's Office 2018/2019 Victim Witness Assistance (VW) Program budget details the Agency's plan to implement the staffing and services necessary to provide comprehensive assistance to victims and witnesses of crime and support a Victim/Witness based Mass Victimization Advocate for 2018/19. The activities performed by staff and the services provided under this plan are in accordance with California Penal Code §13835.4 through §13835.5.

The Governor's Office of Emergency Services (Cal OES) has allocated \$481,190 in total project funding for the El Dorado County District Attorney's Office to continue the Victim/Witness Assistance Program during fiscal year 2018/19.

Personal Services – Salaries/Employee Benefits:

Employee salaries and benefits represent 84.8% of the District Attorney's Office 2018/2019 Victim Witness Assistance (VW) Program budget. \$408,397 of the grant award will be used for the salaries and benefits of 3.0 FTE Victim Witness Program Specialists, 1.0 FTE Victim Witness Program Specialist assigned the Mass Victimization Advocate workload with the remainder assigned to a .60 FTE Program Manager.

The 3.0 FTE Victim Witness Program Specialists (advocates) assigned to the Victim Witness Grant are fully funded by the grant and will spend their time providing direct services to victims of all types of 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 housed in the main Placerville office and the once the recruitment for the third advocate is complete, this position will be housed in South Lake Tahoe office. 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/certification have been met by the advocates.

The 1.0 FTE Victim Witness Program Specialist assigned the Mass Victimization Advocate workload is fully funded by the grant. This position will spend their time developing and implementing a crisis response/mass victimization assistance plan, crisis response protocols, mutual-aid memorandums, conducting outreach, participating in community meetings and developing timelines to meet the mass victimization objectives. This position may also maintain a modified Victim Witness caseload, if time allows, and provide direct services to victims of all types of 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. The Program Specialist/Mass Victimization Advocate will be housed in the main Placerville office and will commute between the Placerville (west slope) and South Lake Tahoe (east slope) offices as needed. All qualifications for employment and the required training/certification will be met by the Mass Victimization advocate.

The Program Manager provides direct services to victims, prepares reports, grant applications, supervises staff, attends required meetings and will work directly with the Program Specialist/Mass Victimization Advocate to develop and implement the mass victimization objectives. The Program Manager is housed in the main Placerville office but will split time between the

Placerville and South Lake Tahoe offices as needed. The Program Manager is budgeted at .60 FTE from the Victim Witness Assistance Program Grant. The remaining salary and benefits for the Program Manager are split between three programs: .20 FTE is budgeted from the Victim Compensation Program, .10 is budgeted from the Sexual Assault Law Enforcement Specialized Units (ST) Program and .10 FTE is budgeted from the Agency's Core Prosecution budget. All qualifications set forth both by the County's employment standards for this job, and certification from the California Crime Victim Assistance Association, Cal OES and CDAA have been met.

The salaries and benefits of the Chief Administrative Office, Center Fiscal Division are not paid by funds from this grant; however, the division does provide direct services regarding the fiscal requirements of this grant. The Chief Fiscal Officer and Department Analyst review documents for financial matters required by the grant, prepare the budget and any modifications, monitor compliance with regulations and procedures mandated by the funding source and ensure the appropriate expenditure of grant funds.

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

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

Operating Expenses:

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

Operating expenses for the Victim Witness Unit include a membership to the California Crime Victims Assistance Association, a resource that benefits the Victim Witness Assistance program by allowing the program to keep apprised of legislative laws and rights for victims of crime and provides networking for Victim Witness programs throughout the state; regional training/travel expenses for three Victim Witness Program Specialists to attend required trainings (dates and locations are to be determined); printing and design costs for outreach materials; travel expenses related to out-of-county victim services such as the Parole Hearing process where Program Specialists provide notification to the victim's family, provide input on the Victim Impact Statement, make any necessary arrangements for the victim to attend the hearing and attend the hearing with the victim; and customized clothing/attire for the Victim Witness Unit staff to be easily recognizable as a Victim Service Unit while performing outreach events, activities and crisis response.

Operating Expenses for the Program Specialist/Mass Victimization Advocate are delineated in the budget pages and have been kept in the 18VOCA and 18VOCA Match columns. These expenses include training and related expenses, outreach materials for an on-sight MVA training event, grocery cards for victims, vehicle fuel and maintenance costs, a dedicated cell phone and mass victimization supplies, including go-bags and two laptops.

Expenses related to the Victim's Right Week outreach event planned for April 2019 are included in the budget. Victim's Rights Week is an annual commemoration to promote victims' rights and services and a time to honor victims, celebrate survivors, and recognize those who work diligently to support victim services. Materials to be purchased for this event will include, but not be limited to, invitations, awards and blue lights.

Vehicle maintenance/mileage expenses for a dedicated vehicle for the Victim Witness Program Specialists and Program Specialist/Mass Victimization Advocate to provide services to victims on both the east and west slopes of El Dorado County have been included in the budget.

The 10% de Minimus Indirect Rate accounts for any facility and administrative costs associated with the Victim Witness division of the El Dorado County District Attorney's Office. The facility and administrative costs include, but are not limited to, facility security system, office equipment and supplies, postage, liability insurance, workers' compensation insurance, data processing, utilities, and telecommunication services. The de minimus rate is budgeted at \$48,119, but due to limited grant funding, has been reduced accordingly. Unless additional grant funding becomes available, the Agency anticipates these costs will be absorbed by the General Fund.

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

Equipment:

The equipment budget includes requests for one scanner, two laptops and a 4-wheel drive SUV dedicated for use by the Victim Witness Program Specialists and Mass Victimization Advocate.

A dedicated scanner is being requested to support the program. The scanner will allow easy and efficient scanning to be completed and uploaded to a secure victim witness unit drive.

Two laptops are being requested using funding for the MVA position. One laptop would be assigned to the MVA and the other would be assigned to the Program Manager. Both laptops would be used to facilitate the development and implementation of a crisis response plan and all related activities and objectives.

The Victim Witness Unit has a need for a 4-wheel drive vehicle dedicated to the program. El Dorado County is comprised of 1,786 square miles between Sacramento, California and the Nevada border. The South Lake Tahoe area of the county is geographically separated from the rest of the county (referred to as West Slope) by a mountain and is often inaccessible in winter due to the severe weather conditions. Of the three available office pool cars, only one is a 4-wheel drive, all weather vehicle. If the 4-wheel drive vehicle is unavailable during the winter months, options for the advocates include utilizing a personal vehicle and seeking reimbursement or renting a vehicle from the County's Fleet Department or a rental car vendor. Roundtrip travel between the Placerville and South Lake Tahoe offices totals 120 miles. At the current federal mileage rate of \$0.545, the reimbursement to the employee per trip is \$65.40. The employee is asked to incur this expense and seek reimbursement after the activity is completed. It may take

up to 30 days to complete the process for the employee reimbursement. Employees may not utilize county credit card or fuel cards to fuel their personal vehicles. Routinely renting vehicles from the Fleet Department or a rental car vendor can take a substantial amount of time away from the objectives of the program. During the winter months, it is also harder to locate an available 4-wheel drive vehicle without advance notice. Inclusive of all taxes and fees, the cost for a vehicle rental can exceed one hundred dollars per day.

Cash Match:

The Cash Match will be met using a portion of the salary and benefits for the Program Manager, equipment rental for a MVA training event and a facility lease.

The District Attorney's Office anticipates entering into a lease for a facility to house the entire Victim Witness Unit, which may include, but not be limited to, a Program Specialist for Elder Abuse, the CalVCB program staff and a Multi-Disciplinary Interview Center. Investigative and Prosecutorial activities will not occur in this leased space. Outreach material will be updated as needed to contain any new contact information necessary for this office space. The new facility will provide the Victim Witness Unit with dedicated space to meet with and assist victims of crimes. Rent is included in the operating budget as a cash match and meets the requirements outlined in the 2018 Subrecipient Handbook.

The personnel and activities identified as cash matches are in direct support of the objectives of the Victim Witness Program.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney				Subaward #: VW18 37 0090			
A. Personal Services – Salaries/Employee Benefits	18VOCA	18 VOCA MATCH	17 VOCA	18 VVAO (MATCHING 17 VOCA)	17 VOCA MATCH	17 VAWA	COST
Program Specialist - Advocate 3.0 FTE	\$0	\$0	\$146,013	\$0	\$0	\$0	\$0
Salary - \$4,055.92 x 12 Mo x 3.00 FTE							\$146,013
Benefits							\$0
Retirement/PERS (33.45%) - \$1,356.78 x 12 Mo x 3.00 FTE	\$0	\$0	\$48,844	\$0	\$0	\$0	\$48,844
Health Insurance (31%) - \$1,257.22 x 12 Mo x 3.00 FTE	\$0	\$0	\$45,260	\$0	\$0	\$0	\$45,260
Medicare (1.45%) - \$58.81 x 12 Mo x 3.00 FTE	\$0	\$0	\$2,117	\$0	\$0	\$0	\$2,117
Unemployment Ins (2.43%) - \$98.53 x 12 Mo x 3.00 FTE	\$0	\$0	\$3,547	\$0	\$0	\$0	\$3,547
Disability (.24%) - \$9.86 x 12 Mo x 3.00 FTE	\$0	\$0	\$355	\$0	\$0	\$0	\$355
Provides specialized direct services to all victim's of crime, including crisis intervention, counseling, criminal justice support and advocacy, assistance with crime compensation benefits, and referrals to community resources).							\$0
Benefits including: health, dental, vision, retirement. SDI and applicable taxes.							\$0
Program Specialist (Mass Victimization Advocate) 1.0 FTE							\$0
Salary - \$4,290 x 12 Mo x 1.00 FTE	\$51,480	\$0	\$0	\$0	\$0	\$0	\$51,480
Benefits							\$0
Retirement/PERS (12.95%) - \$555.75 x 12 Mo x 1.00 FTE	\$6,669	\$0	\$0	\$0	\$0	\$0	\$6,669
Health Insurance (59.69%) - \$2,560.75 x 12 Mo x 1.00 FTE	\$30,729	\$0	\$0	\$0	\$0	\$0	\$30,729
Medicare (1.39%) - \$59.69 x 12 Mo x 1.00 FTE	\$716	\$0	\$0	\$0	\$0	\$0	\$716
Unemployment Ins (2.4%) - \$102.92 x 12 Mo x 1.00 FTE	\$1,235	\$0	\$0	\$0	\$0	\$0	\$1,235
Disability (0.24%) - \$10.29 x 12 Mo x 1.00 FTE	\$123	\$0	\$0	\$0	\$0	\$0	\$123
Provides specialized direct services to all victim's of crime and support response readiness to mass victimization/terror by developing/implementing a crisis response plan.							\$0
Benefits including: health, dental, vision, retirement. SDI and applicable taxes.							\$0
Program Manager - .60 FTE (Partial Cash Match)							\$0
Salary - \$8,369.67 x 12 Mo x .60 FTE	\$19,370	\$29,185	\$0	\$0	\$11,706	\$0	\$60,261
Benefits							\$0
Retirement/PERS (8.90%) - \$700.25 x 12 Mo x .60 FTE	\$0	\$0	\$0	\$0	\$5,042	\$0	\$5,042
Health Insurance (6.40%) - \$503.83 x 12 Mo x .60 FTE	\$0	\$0	\$0	\$0	\$3,628	\$0	\$3,628
Medicare (1.45%) - \$114.08 x 12 Mo x .60 FTE	\$0	\$0	\$0	\$0	\$820	\$0	\$820
Unemployment Ins (2.50%) - \$196.67 x 12 Mo x .60 FTE	\$0	\$0	\$0	\$0	\$1,416	\$0	\$1,416
Disability (.25%) - \$19.67 x 12 Mo x .60 FTE	\$0	\$0	\$0	\$0	\$142	\$0	\$142
The Program Manager is budgeted at (.60 FTE) from the Victim Witness Grant with an additional time paid by the Victim Compensation Program (.20 FTE) and the Cal OES Sexual Assault LE Program (.10 FTE). The Program Manager's time is spent providing direct services to victims, preparing reports, grants, supervising staff, and attending required meetings at the Placerville and South Lake Tahoe offices.							\$0
Benefits including: health, dental, vision, retirement. SDI and applicable taxes.							\$0
							\$0
							\$0
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							\$0
							\$0
Personal Section Totals	\$110,322	\$29,185	\$246,136	\$0	\$22,754	\$0	\$408,397
PERSONAL SECTION TOTAL							\$408,397

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney				Subaward #: VW18 37 0090			
B. Operating Expenses	18VOCA	18 VOCA MATCH	17 VOCA	18 VWA0 (MATCHING 17 VOCA)	17 VOCA MATCH	17 VAWA	COST
Membership:							\$0
California Crime Victims Assistance Association	\$0	\$0	\$0	\$155	\$0	\$0	\$155
Training/Travel-Related Expenses (Partial MVA Position):							\$0
Regional Training for 3 Advocates & MVA Position (TBD)							\$0
Registration: \$250/ea x 4 = \$1,000	\$250	\$0	\$0	\$750	\$0	\$0	\$1,000
Hotel: \$90/night x 5 nights = \$450/ea x 4 = \$1,800	\$450	\$0	\$0	\$1,350	\$0	\$0	\$1,800
Meals: Max \$46/day x 5 days = \$230/ea x 4 = \$920	\$230	\$0	\$0	\$690	\$0	\$0	\$920
Airfare (Roundtrip) & Airport Parking - \$500/ea x 4 = \$2,000	\$500	\$0	\$0	\$1,500	\$0	\$0	\$2,000
Mileage(Current Federal Rate)*100 miles x .545 x 4 = \$218	\$55	\$0	\$0	\$163	\$0	\$0	\$218
Outreach Materials (Partial MVA Position):							\$0
Printing costs for Brochures, handouts, and flyers. Including design	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000
Victims' Right Week - Outreach Event Expenses	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000
MVA Training Event - Event Materials (TBD)	\$500	\$0	\$0	\$0	\$0	\$0	\$500
Advocate Travel-Related Expenses							\$0
To provide Advocacy Services (Lifer Hearings, Court Escort, etc)							\$0
Hotel: \$90/night x 20 nights = \$1,800	\$0	\$0	\$0	\$1,800	\$0	\$0	\$1,800
Meals: Max \$46/day x 20 days = \$	\$0	\$0	\$0	\$920	\$0	\$0	\$920
Airfare (Roundtrip) & Airport Parking = \$500 est	\$0	\$0	\$0	\$500	\$0	\$0	\$500
Mileage(Current Federal Rate) 918 miles x .545 = \$500	\$0	\$0	\$0	\$500	\$0	\$0	\$500
Grocery Cards for Victims (MVA Position)							\$0
Est \$50 per victim/card x Qty 10 cards	\$500	\$0	\$0	\$0	\$0	\$0	\$500
Equipment Rental (Cash Match/Possible Donation)							\$0
On-site MVA Regional Meeting - Tables and Chairs for 40 people	\$0	\$0	\$0	\$0	\$170	\$0	\$170
Vehicle Maintenance (Partial MVA):							\$0
County Vehicle - Fuel & maintenance to service victims on both slopes the east and west slopes of El Dorado County - \$2,500	\$1,000	\$0	\$0	\$1,500	\$0	\$0	\$2,500
Facility Lease (cash match/Partial MVA position)							\$0
6,900 sq ft x \$1.75 = \$12,075	\$0	\$3,019	\$0	\$0	\$9,056	\$0	\$12,075
125 sq ft per FTE per month x 4.6 FTE x 12 mo = 6,900							\$0
Rate = \$1.75 per square foot per month							\$0
Mass Victimization Supplies (MVA Position):							\$0
Mass Casualty Reponse Kit (Go-Bags) Qty: 10	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
Management & Technology Supplies - 2 Laptops (see Equipment page)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other resources required for deployment (TBD) (Cash)	\$553	\$0	\$0	\$0	\$0	\$0	\$553
Clothing:							\$0
Victim Services Shirts - 2 per FTE - Est \$40/ea x 10	\$0	\$0	\$0	\$400	\$0	\$0	\$400
Victim Services Jacket - 1 per FTE - Est \$100/ea x 5	\$0	\$0	\$0	\$500	\$0	\$0	\$500
Cellphone (MVA Position):							\$0
Dedicated line for MVA Position \$38.01/mo x 12/mo	\$456	\$0	\$0	\$0	\$0	\$0	\$456
de Minimis indirect rate*							\$0
*MTDC \$481,190 x 10% = \$48,119	\$0	\$0	\$0	\$8,226	\$0	\$0	\$8,226
Includes facility and administrative costs associated with the Victim Witness division of the El Dorado County District Attorney's Office.							\$0
*Reduced due to limited funding							\$0
Operating Section Totals	\$6,494	\$3,019	\$0	\$20,954	\$9,226	\$0	\$39,693
OPERATING SECTION TOTAL							\$39,693

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of El Dorado District Attorney				Subaward #: VW18 37 0090			
C. Equipment	18VOCA	18 VOCA MATCH	17 VOCA	18 VVAO (MATCHING 17 VOCA)	17 VOCA MATCH	17 VAWA	COST
Computer Equipment:							\$0
Scanner, Qty 1 - for 4 Advocates to scan directly to VWU drives and on-site use for crisis response	\$0	\$0	\$0	\$1,100	\$0	\$0	\$1,100
							\$0
							\$0
							\$0
Computer Equipment (MVA Position):							\$0
Laptops, Qty 2 - for oversight work by MVA and Program Manager to develop MVA objectives	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
							\$0
							\$0
Vehicle (Partial MVA position):							\$0
4wd SUV vehicle for Advocate & MVA use for travel to/from the east/west slopes of El Dorado County and other victim assistance as needed	\$10,000	\$0	\$10,000	\$10,000	\$0	\$0	\$30,000
							\$0
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Equipment Section Totals	\$12,000	\$0	\$10,000	\$11,100	\$0	\$0	\$33,100
EQUIPMENT SECTION TOTAL							\$33,100
Category Totals							
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$128,816	\$32,204	\$256,136	\$32,054	\$31,980	\$0	
Total Project Cost							\$481,190



VICTIM/WITNESS PROGRAM SPECIALIST

Class Code:
5911

Bargaining Unit: Local 1 General

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

SALARY RANGE

\$17.68 - \$21.48 Hourly
\$3,064.53 - \$3,723.20 Monthly
\$36,774.40 - \$44,678.40 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision, provides assistance and support to victims and witnesses of crimes; positions are assigned to a specific function within the Victim Witness Program such as serving in a direct assistance/support capacity for crime victims and witnesses, or determining eligibility and coordinating the compensatory process for crime victims; serves as a liaison for, and coordinates services with, internal staff and external organizations; receives, reviews, and processes a variety of documents relevant to assigned area of responsibility; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a fully qualified, journey-level classification which performs the full range of duties as assigned, requiring knowledge of the Victim Witness program and/or the California Victim Compensation Program, including policies, procedures, and/or operating details; incumbents work independently, and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the management level in that the latter has responsibility for managing and directing the program's daily operations, as well the assignment, supervision, and evaluation of the work of assigned staff.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Receives, reviews, and processes a diverse range of documents relevant to specific case; documents include, but are not limited to, crime reports, medical reports, court records, and other documentation used to either determine the level of County or legal services needed to support the crime victim or witness, or to establish the victim's eligibility to receive compensation through the California Victim Compensation Program.
- Serves as a liaison to, and coordinates services with, internal staff and external agencies or organizations including, but not limited to, law enforcement, court systems, medical providers, community based organizations providing needed services, landlords, employers, and other entities.
- Prepares and maintains a variety of records, correspondence, and reports, impact statements, case records, program information, and related reports.
- Establishes and accurately maintains multiple case files, including regular updates and review of all communication and contacts with clients, court updates, and restitution follow-up.
- Performs various administrative duties such as receiving telephone calls, processing forms, entering data into specialized computer systems, and maintaining appropriate files and records.
- Incorporates information from relevant federal, state, and local laws, policies, and procedures to develop and practice timely, accurate filing management while maintaining a large caseload.
- Keeps supervisor apprised of activities, including current and anticipated issues.
- Establishes and maintains effective working relationships with community organizations, government and private agencies, and the general public.
- Attends regional training, conferences, hearings, workshops and meetings
- Performs related duties as assigned.

When Assigned to Victim/Witness Direct Support:

- Provides crisis intervention to victims and witnesses of crimes to assist in reducing trauma and facilitating adjustment; provides paraprofessional counseling on a short-term and follow-up basis, in the field or program office.
- Assists victims and witnesses in various processes of the criminal justice system such as providing support at crime scenes, ensuring property is returned, arranging interviews with sheriff and attorney staff, and accompanying clients to court hearings and trials as requested.
- Provides referrals to various support organizations and assists victims and witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing, and related services.
- Aids victims in obtaining compensation and restitution by assisting in completing required applications and claim forms and intervening for the victim with creditors and claim authorities.
- Explains court procedures and terms to clients in lay terms, notifies victims and witnesses of court appointments, arranges transportation, and follows up to ensure victims and witnesses appear.
- Notifies family members of deaths and works with members of the victim's primary support group to assist them in dealing with various aspects of the victim's experiences.
- Provides information to the public and makes educational presentations regarding the program and its services.

When Assigned to the California Victim Compensation Program:

- Interviews clients to assist in the preparation of victim compensation claims and ensures timely, accurate filing through automated case management systems.
- Determines client eligibility in accordance with state government program regulations for initial and/or ongoing assistance through the California Victim Compensation Program.
- Verifies client information for accuracy, completeness, and consistency; reviews law enforcement reports, medical reports, and other documentation submitted for accuracy, completeness, and compliance with program rules and regulations in order to substantiate client eligibility and losses; contacts employers and reviews documentation submitted regarding loss of wages.
- Completes forms and submits documentation with recommendations to the appropriate governmental agency for payment.
- Within established authority, processes and pays bills by conducting a review of the expense and any supporting documentation.

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

QUALIFICATIONS

Knowledge of:

- Operations and services provided within a comprehensive victim witness program.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Functions, processes, and terminology of the criminal justice system.
- Rules and regulations governing eligibility for the California Victim Compensation Program, as well as the determination of allowable payments.
- Methods and techniques of evaluating program eligibility.
- Basic medical terminology and common procedures and medications.
- Principles and techniques of effective interviewing.
- Principles and practices of case management.
- Community resources for services, including housing, social services, and behavioral health resources.
- Methods and techniques of reviewing and/or preparing documents for assigned cases.
- Business mathematics.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Serve as an advocate for assigned clients with respect to needed services and court related processes.

- Provide paraprofessional crisis intervention, trauma reduction, and follow up counseling assistance to individuals who are victims of, or witnesses to, a crime.
- Effectively interview to elicit personal and financial information in the preparation of appropriate forms.
- Develop and maintain the confidence and cooperation of individuals from diverse circumstances and ethnic backgrounds.
- Interview crime victims/witnesses, which may involve graphic accounts of brutal crimes, assess their needs and refer clients to appropriate community agencies
- Determine victim eligibility and allowed payments pursuant to the California Victim Compensation Program.
- Work independently under stressful conditions while maintaining good judgment.
- Make fact based decisions when reviewing and evaluating applications for victim restitution.
- Learn, understand, interpret, apply, and communicate to clients all pertinent laws, codes, regulations, processes, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise correspondence, reports, and other written material.
- Coordinate services with internal and external groups on behalf of victims and witnesses.
- Maintain confidentiality of all documents and records.
- Maintain professional ethics and personal boundaries.
- Perform accurate mathematical calculations.
- Review and evaluate data and information, weighing alternatives and determining the appropriate course of action
- Independently organize workload and set priorities in order to process claims in a timely manner, adhere to state processing guidelines, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate sensitively, clearly, and concisely; both orally and in writing, using appropriate English grammar and syntax.
- Use fact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to an associate degree from an accredited college or university with major coursework in psychology, sociology, criminal justice, or a closely related field, and one (1) year of experience directly related to the provision of services to victims, crisis intervention, peer counseling, or social work.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

OTHER REQUIREMENTS:**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work after hours, weekends, and holidays as needed.

CLASS SPEC TITLE 7:**HISTORY**

JCN: 5911

Created: June 1990

Revised: June 2018 BOS



VICTIM/WITNESS PROGRAM COORDINATOR

Class Code:
5912

Bargaining Unit: Local 1 Supervisory

** possible recruitment type for MVA position.*

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

SALARY RANGE

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

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

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

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

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

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

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

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

OTHER REQUIREMENTS:

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

KNOWLEDGE:

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

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

SKILLS:

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

CLASS SPEC TITLE 7:

HISOTYR

JCN: 5912

Created: June 1990



THE COUNTY OF EL DORADO
Established Date: Mar 1, 2006
Revision Date: Jun 12, 2018

PROGRAM MANAGER

Class Code:
7121

Bargaining Unit: Management

SALARY RANGE

\$41.18 - \$50.05 Hourly
\$7,137.87 - \$8,675.33 Monthly
\$85,654.40 - \$104,104.00 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and directs an identifiable program or programs and the work of staff performing difficult and complex professional and technical duties related to assigned programs and activities, including assisting with short-and long-term planning and budgeting; coordinates assigned activities with other County departments and outside agencies; provides highly responsible and complex professional assistance to management in areas of expertise; and performs related duties as assigned. Some positions may have additional responsibility for the planning and direction of administrative units.

SUPERVISION EXERCISED AND RECEIVED

Receives direction from assigned management personnel. Exercises direct supervision over supervisory, professional, technical, and administrative support staff. Supervision and direction may be provided directly or through subordinate supervisors.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating comprehensive programs. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation as well as performing and directing many of the day-to-day activities of the department. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Develops and/or manages and administers assigned program(s) and/or unit(s).
- Selects, trains, evaluates, and disciplines subordinate staff.

- Serves as a resource for interpretation of federal and state laws affecting the assigned program(s).
- Assists in the development of policies and procedures; reviews and assures proper procedures are in place and followed.
- Performs analysis and prepares detailed written reports of findings pertaining to the quality and efficiency of services provided within the assigned program(s).
- Maintains current awareness of changes in laws and regulations pertaining to assigned program(s) and keeps subordinate staff informed.
- Provides professional and technical consultation on complex program matters.
- Participates in the development and assists with provision of in-service training and staff development programs.
- Assists in preparation of budget information related to assigned program(s).
- Represents the department at community organizations, public gatherings, and meetings.
- Enters and retrieves information from an automated computer system
- Performs related duties as assigned.

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

QUALIFICATIONS

Knowledge of:

- Operations and services provided within assigned program area.
- County, department, and program-specific policies and procedures.
- Principles and practices of program planning, development, implementation, and administration.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and monitoring.
- Technical skills and requirements related to the assigned program(s).
- Public funding and budget preparation for the program(s) to which assigned.
- Community needs and resources and methods of assessing community needs, in the program(s) to which assigned.
- Methods and techniques of communicating with diverse populations.
- Resources within the community to supplement program services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility including confidentiality laws.
- Principles and practices of complex recordkeeping and documentation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Effectively manage and administer program operations and activities.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, coordinate, implement, and evaluate the effectiveness of assigned program(s).
- Interpret rules and regulations applicable to the assigned program(s).
- Analyze situations accurately, reach sound conclusions, and adopt an effective course of action.
- Establish goals and objectives
- Ensure the maintenance and retention of complex records, files, reports, and other documents.
- Generate a variety of business documents including letters, memoranda, reports, and other written material.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in public administration, business administration, or a field related to the program(s) to which assigned, and two (2) years of experience providing professional level administrative, financial and management analytical support, or professional level experience in the technical area of the program(s) to which assigned.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

OTHER REQUIREMENTS:

PHYSICAL DEMANDS

Must possess mobility to work in an office setting; use standard office equipment, including a computer; some positions may be required to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominantly work in a facility or office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work after hours, weekends, and holidays as needed.

CLASS SPEC TITLE 7:**HISTORY****JCN: 7121**

Created: MAR 2006

Revised: APR 2015 BOS

Revised: JUN 2018 BOS

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

Subrecipient: County of El Dorado County District Attorney's Office	DUNS # 87834029	FIPS #:
Grant Disaster/Program Title: Victim/Witness Assistance (VW) Program		
Performance Period: 10/01/2018 to 09/30/2019	Subaward Amount Requested: \$ 417,006	
Type of Non-Federal Entity (Check Box)	<input checked="" type="checkbox"/> State Gov. <input type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2,396,748
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

Signature: (Authorized Agent)	Date:
Print Name: Vern R. Pierson	Print Title: District Attorney
<i>Program Specialist Only: SUBAWARD #</i>	

**El Dorado County
District Attorney's Office
Organizational Chart
FY 18/19**

Executive Secretary
Nancy Anderson

District Attorney
Vern Pierson

Chief Investigator
Jeff Dreher

Chief Assistant DA
William Clark

Assistant District Attorney
James Clinchard

Assistant District Attorney
Joseph Alexander

Supervising Investigator
Shawn Eastman
Richard Pesce

Admin Technician
Shaneen May

**Deputy DA's
Special Prosecution**
Mike McCoy
Mike Pizzuti
Brittany Griffith
Edwin Kim

Lead Deputy DA's
Dale Gomes
Jamie Pesce

Deputy DA's
Megan Grow
Vacant
Jodie Jensen
Trish Kelliher
Casey Mandrell
Danielle Patrock
Miles Perry
Tony Sears

DA Investigators
Ryan Andelin
James Applegate
Michael Franzen
Bryan Kuhlmann
Chris Lindholm
Andrea Luckenbach
Joe Ramsey
Dave Stevenson
John Robertson
Gary Malmquist
Vacant

Special Investigator
Craig Hellberg

Investigative Asst
Sandra Bice

Special Victims Unit*

Lead Deputy DA
Lisette Suder

Deputy DA's
Cassie Cardullo
Ashley Colivas
Brett Swenson
Lydia Stuart

DA Investigator**
Laura Bradshaw
Kenneth Barber

**MDIC Coordinator/
Interviewer**
Rhia King (Oct start)

*Services coordinated with the Victim Witness Unit
**Reports to the Chief Investigator

Program Manager
Christy Lillie

Victim Witness Unit

Program Specialists:

Victim Witness
Vacant (SLT)
P. Harrington
Y. McGillivray
Vacant (MVA)

Elder Abuse
Dave Groth

CaIVCB
Lisa Ellis

Office Assistant
Karyn Hays

Support Staff

Paralegals
Victoria McMahon
Angela Stafford
Michelle Yopp
Vacant

Legal Office Asst
Emily Idleman
Rachel Panks
Amber Husak
Audrey Pifer

*Fiscal functions are provided by the Chief Administrative Office Center Fiscal Division

Updated 10/9/18

OPERATIONAL AGREEMENT
COUNTY OF EL DORADO
DISTRICT ATTORNEY/VICTIM WITNESS
JULY 1, 2018 – JUNE 30, 2021

This Operational Agreement stands as evidence that the El Dorado County District Attorney's Victim Witness Program agree to cooperate and coordinate services with the criminal justice agencies and community organizations in El Dorado County. The services provided by the El Dorado County Victim Witness Program include, but are not limited to, crisis counseling, follow-up services, resource and referral, victim compensation assistance, restitution assistance, property return, orientation to the criminal justice system, court support, case status/disposition, and other services as defined in California Penal Code section 13835. The overall intent and commitment of this Agreement is to work together toward the mutual goal of providing maximum assistance to the victims of El Dorado County.

In order to meet this goal, Victim Witness staff will be available to provide training, presentations, and participate in local networking. Each agency will provide a liaison who will coordinate services and referrals. The agencies committed to this Agreement will meet on a bi-yearly basis in order to ensure continued support.

Therefore, the El Dorado County Victim Witness Program agrees to coordinate services with the following agencies:

El Dorado County Sheriff's Office
300 Fair Lane
Placerville, CA 95667
John D'Agostini
Sheriff
(530) 621-5655

The Center
344 Placerville Drive
Placerville, CA 95667
Matt Huckabay
Executive Director
(530) 626-1450

Placerville Police Department
730 Main Street
Placerville, CA 95667
Jim Ortega
Chief of Police
(530) 642-5210


Live Violence Free
2941 Lake Tahoe Blvd.
South Lake Tahoe, CA 96150
Jane Flavin
Executive Director
(530) 544-2118

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South Lake Tahoe Police
1352 Johnson Blvd.
South Lake Tahoe, CA 96150
Brian Uhler
Chief of Police
(530) 542-6100

El Dorado County District Attorney
778 Pacific Street
Placerville, CA 95667
Vern Pierson
District Attorney
(530) 621-6472

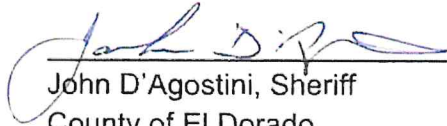
We the undersigned, as authorized representatives of the El Dorado County District Attorney's Office, El Dorado County Sheriff's Office, Placerville Police Department, South Lake Tahoe Police Department, The Center for Violence Free Relationships ("The Center"), and Live Violence Free, do hereby approve this document and agree to coordinate services as defined in this document.



Vern Pierson, District Attorney
County of El Dorado

7/19/18

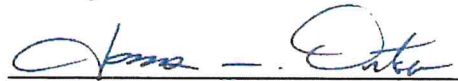
Date



John D'Agostini, Sheriff
County of El Dorado

7/18/18

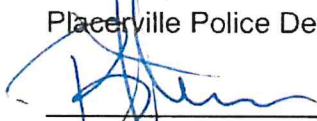
Date



Jim Ortega, Chief
Placerville Police Dept.

7-19-2018


Date



Brian Uhler, Chief
South Lake Tahoe Police Dept.

7/24/18

Date



FOIA MARY KORKEILA CFO
Matt Huckabay, Executive Director
The Center

7/20/2018

Date



Jane Flavin, Executive Director
Live Violence Free

7/31/2018

Date

PROJECT SERVICE AREA INFORMATION

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

El Dorado County*

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

4th District*
Represented by Congressman Tom McClintock

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

State Assembly Districts are split between the 6th State Assembly District and 5th State Assembly District*
5th State Assembly District represented by Frank Bigelow*
6th State Assembly District represented by Beth Gaines

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

1st State Senate District*
Represented by Ted Gaines

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

El Dorado County Population 185,625

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION**

**COMPUTERS AND AUTOMATED SYSTEMS
PURCHASE JUSTIFICATION GUIDELINES**

As stated in the *Subrecipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following questions. Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Subaward.
2. If the request is for hardware and software in which the total costs exceed \$25,000, describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one, and whether it will be integrated with other systems. In your description please, be specific as to type and location of hardware/software and how the system will be operated and maintained.

Cal OES 2-157: Computers and Automated Systems Purchase Justification Guide

1. The equipment budget includes requests for one scanner and two laptops for dedicated use by the Victim Witness Program Specialists and Mass Victimization Advocate (MVA).

A dedicated scanner is being requested to support the program. The scanner will allow easy and efficient scanning to be completed and uploaded to a secure victim witness unit drive and provide on-site use during a crisis response.

Two laptops are being requested using funding for the MVA position. One laptop would be assigned to the MVA and the other would be assigned to the Program Manager. Both laptops would be used to facilitate the development and implementation of a crisis response plan and all related activities and objectives.

The proposed equipment will enhance the project's ability to achieve the objectives and activities of the project as it will allow program staff to efficiently work offsite performing activities, such as outreach, participation in community meetings, developing mutual-aid memorandums with other agencies in our crisis response region and crisis response.