



Proposal Cover Sheet

RFP PROCESS

SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS (ST) PROGRAM

Submitted by:

El Dorado County District Attorney
778 Pacific Street
Placerville, CA 95667
(530) 621-6474



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

August 25, 2021

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

RE: Sexual Assault Law Enforcement Specialized Units (ST) Program
Signature Request

Dear Mr. Ghilarducci,

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

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

PLEASE REPLY TO:

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

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

Very Truly Yours,


Vernon Pierson (Aug 19, 2021 08:35 PDT)

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

WEB SITE:
<https://www.eldoradoda.com/>

Vern R. Pierson
District Attorney

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

- 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

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

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

1. Subrecipient: County of El Dorado **1a. DUNS#:** 087834029

2. Implementing Agency: District Attorney's Office **2a. DUNS#:** 087834029

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

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

5. Disaster/Program Title: ST - Sexual Assault Law Enforcement Specialized Units Program **6. Performance Period:** 10/1/2021 **to** 9/30/2022
(Start Date) (End Date)

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

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2021	STOP		\$204,500		\$68,167		\$68,167	\$272,667
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$204,500	\$204,500	\$68,167		\$68,167	\$272,667

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

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

15. Official Authorized to Sign for Subrecipient:

Name: Vern R. Pierson Title: District Attorney

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

Signature: _____ Date: _____

16. Federal Employer ID Number: 946000511

(FOR Cal OES USE ONLY)

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

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



Grant Subaward Contact Information

Grant Subaward #: ST21 04 0090

Subrecipient: County of El Dorado District Attorney's Office

1. **Grant Subaward Director:**

Name: Vern R. Pierson Title: District Attorney

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

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

2. **Financial Officer:**

Name: Kerri Williams-Horn Title: Chief Fiscal Officer

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

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

3. **Programmatic Point of Contact:**

Name: Johana Millan Title: Program Coordinator

Telephone #: 530-642-5169 Email Address: johana.millan@edcgov.us

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

4. **Financial Point of Contact:**

Name: Justene Cline Title: Administrative Analyst

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

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

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

Name: Vern R. Pierson Title: District Attorney

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

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

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

Name: Vern R. Pierson Title: District Attorney

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

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

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

Name: John Hidahl Title: Chair, District One Supervisor

Telephone #: 530-621-5650 Email Address: bosone@edcgov.us

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



Grant Subaward Signature Authorization

Grant Subaward #: ST21 04 0090

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

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

Grant Subaward Director:

Printed Name: Vern R. Pierson

Signature:  Vern Pierson (Aug 19, 2021 08:35 PDT)

Date: _____

Financial Officer:

Printed Name: Kerri Williams-Horn


Signature:  Kerri Williams-Horn (Aug 10, 2021 07:55PDT)

Date: _____

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

Signature:  James Clinchard (Aug 11, 2021 09:17 PDT)

Printed Name: James Clinchard

Signature:  Joe Alexander (Aug 13, 2021 12:45 PDT)

Printed Name: Joseph Alexander

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance
STOP Violence Against Women Formula Grant Program

Grant Subaward #: ST21 04 0090

Subrecipient: County of El Dorado

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

I. Federal Grant Funds – SRH Sections 14.005

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure a single audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to allocate federal funds for the audit costs.

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

II. Equal Employment Opportunity – SRH Section 2.025

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 race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

Subrecipients certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.

EEO Officer: Joseph Carruesco

Title: Director of Human Resources

Address: 330 Fair Lane, Placerville, CA 95667

Telephone Number: 530-621-5617

Email Address: joseph.carruesco@edcgov.us

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

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

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

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES-funded Subrecipients to certify compliance with CEQA. Subrecipients must certify they have completed, and will maintain on file, the appropriate CEQA compliance documentation.

V. Lobbying – SRH Sections 2.040 and 4.105

Grant Subaward funds, property, and funded positions must not be used for any lobbying activities. This includes, but is 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 – SRH Section 2.045

Subrecipients receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. The Subrecipient certifies that neither the Subrecipient nor its principals are 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 or agency.

The Subrecipient certifies that it will not make any Second-Tier Subaward, or enter into any contract greater than \$25,000, with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities.

VII. Proof of Authority from City Council/Governing Board – SRH Section 1.055

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the Subrecipient. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also

agreed that Grant Subaward funds received from Cal OES shall not be used to supplant expenditures controlled by the governing board.

Subrecipients are required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. The Applicant is also required to maintain said written authorization on file and make readily available upon demand.

VIII. Civil Rights Compliance – SRH Section 2.020

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

IX. Federal Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program Special Conditions

1. Applicability of Part 200 Uniform Requirements and DOJ Grants Financial Guide

The Subrecipient must 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"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. The Subrecipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.333, 200.336.

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

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

Subrecipient.

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OVW authority to terminate award)), and are incorporated by reference here.

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

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

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears on the OVW website at <https://www.justice.gov/ovw/conference-planning>.

4. 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.

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

The Subrecipients must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, 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-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish)

at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds for this Fiscal Year

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <https://www.justice.gov/ovw/award-conditions> (Award Condition: General appropriations-law restrictions on use of federal award funds), and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OVW for guidance, and may not proceed without the express prior written approval of OVW.

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

No Subrecipient, 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:

- o 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
- o 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:
 - o 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 Second-Tier 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
 - o 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.

8. 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.

9. 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.

10. 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 Subrecipients, available at <https://www.justice.gov/ovw/resources-and-faqs-grantees#Discretionary>.

11. Compliance with Statutory and Regulatory Requirements

The Subrecipient must 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 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, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. §§ 10101 et seq., and OVW's implementing regulations at 28 C.F.R. Part 90.

12. 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.

13. Consultant Compensation Rates

The Subrecipient acknowledges that consultants paid with award funds generally may not be paid at a rate in excess of \$81.25 per hour, not to exceed \$650 per day. To exceed this specified maximum rate, Subrecipients must submit to OVW a detailed justification and have such justification approved by OVW, prior to obligation or expenditure of such funds. Issuance of this award or approval of the award budget alone does not indicate approval of any consultant rate in excess of \$81.25 per hour, not to exceed \$650 per day. Although prior approval is not required for consultant rates below this specified maximum rate, Subrecipients are required to maintain documentation to support all daily or hourly consultant rates.

14. Publications disclaimer for STOP Formula Subrecipients

The Subrecipient agrees that all materials and publications (written, web-

based, audio-visual, or any other format) resulting from Grant Subaward activities shall contain the following statement: "This project was supported by Grant Subaward No. ST21 04 0090 awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice's 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."

15. Activities that compromise victim safety and recovery or undermine offender accountability

The Subrecipient agrees that Grant Subaward funds will not support activities that compromise victim safety and recovery or undermine offender accountability, 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; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation under which the approved application was submitted.

16. Copyrighted Works

Pursuant to 2 C.F.R. 200.315(b), the Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OVW 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.

OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a Subrecipient of this award, for federal purposes, and to authorize others to do so.

In addition, the Subrecipient must obtain advance written approval from the

OVW program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with 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.

It is the responsibility of the Subrecipient (and of each contractor, or subcontractor as applicable) to ensure that this condition is included in any Second-Tier Subaward, contract, or subcontract under this award.

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

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

18. Unreasonable restrictions on competition under the award; association with federal government

No Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by DOJ. The details of the Subrecipient's obligations under this condition are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Unreasonable restrictions on competition under the award; association with federal government), and are incorporated by reference here.

19. Determinations of suitability to interact with participating minors

This condition applies to this award if it is indicated in the application for the award (as approved by DOJ), the DOJ funding announcement (solicitation), or an associated federal statute - that a purpose of some or all of the activities to be carried out under the award (whether by the Subrecipient) is to benefit a set of individuals under 18 years of age.

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

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

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Restrictions on "lobbying" and policy development

In general, as a matter of federal law, federal funds may not be used by the Subrecipient, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. § 1913. The Subrecipient may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or

tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. § 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by OVW from being used by the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Second-Tier Subaward, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

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

The Subrecipient must 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.

25. VAWA 2013 nondiscrimination condition

The Subrecipient acknowledges that 34 U.S.C. § 12291(b)(13) prohibits recipients of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or

disability in any program or activity funded in whole or in part by OVW. Subrecipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the Subrecipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. The Subrecipient agrees that it will comply with this provision.

26. Non-supplantation

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

27. Confidentiality and information sharing

The Subrecipient agrees to comply with the provisions of 34 U.S.C. § 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The Subrecipient also agrees to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. § 12291(b)(2))" on the OVW website at <https://www.justice.gov/ovw/resources-and-faqs-grantees>.

28. Requirements for Subrecipients providing legal assistance

The Subrecipient agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the Subrecipient. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this grant program (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed or will complete training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate state, local, territorial, and tribal law enforcement officials; (3) any person or organization providing legal assistance through this grant program has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, stalking, or sexual assault programs and coalitions, as well as appropriate state and local law

enforcement officials of their work; and (4) the Subrecipient's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, or child sexual abuse is an issue. The Subrecipient also agrees to ensure that any Second-Tier Subrecipient or contractor will comply with this condition. The Subrecipient agrees that it will comply with this provision.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the funds.

30. Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence

The Subrecipient, must have a policy, or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.

31. Requirements related to System for Award Management and unique entity identifiers

The Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

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

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Requirements related to System for Award Management (SAM) and unique entity identifiers), and are incorporated by reference here.

32. Performance progress reports and final report submission

The Subrecipient agrees to submit an annual report. Subrecipients must use the designated forms and/or systems made available by OVW for performance reporting, which identify the information that Subrecipients must collect and report as a condition of receiving funding.

All appropriate documentation must be maintained on file by the Subrecipient 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.	
Official Designee's Signature: _____	
Official Designee's Typed Name: <u>Vern R. Pierson</u>	
Official Designee's Title: <u>District Attorney</u>	
Date Executed: _____	
Federal Employer ID #: <u>94-6000511</u> Federal DUNS #: <u>087834029</u>	
Current System for Award Management (SAM) Expiration Date: <u>11/20/21</u>	
Executed in the City/County of: <u>Placerville, County of El Dorado</u>	
AUTHORIZED BY:	
<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: <u>John Hidahl</u>	
Title: <u>Chair, District One Supervisor</u>	



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office	Grant Subaward #: ST21 04 0090		
A. Personnel Costs - Line-item description and calculation	2021 STOP	2021 STOP Match	Total Amount Allocated
<p>District Attorney Investigator - 1.00 FTE (Partial Cash Match) Salary - \$10,618.75 x 12 Mo x 1.00 FTE = \$127,425</p> <p>Benefits Retirement/PERS (39.51% of charged salary amount) - only charging \$34,535 Medicare (1.45% of charged salary amount) \$1,848 Health Insurance (21.53% of charged salary amount) \$11,177 Workers Compensation - not charging Disability (0.10% of charged salary amount) \$127 Unemployment Insurance (0.345% of charged salary amount) \$440</p> <p>Duties include, but are not limited to, reviews of arrest and investigation reports, conducts follow-up interviews, assists with development/revision of protocols, facilitates/provides trainings, responds to evidence requests, and serves as point of contact for the Sexual Assault Counselor. Benefits include: health, dental, vision, retirement, medicare, unemployment, and disability. SDI and applicable taxes.</p> <p>This source of match will be derived from services provided by a District Attorney Investigator and are directly related to accomplishing the objectives and goals of the program.</p>	\$127,425		\$127,425
<p>Program Coordinator - 0.10 FTE (Cash Match) Salary - \$6,300.50 x 12 Mo x 0.10 FTE = \$7,561</p> <p>Benefits Retirement/PERS (32.26% of charged salary amount) \$2,439 Medicare (1.45% of charged salary amount) \$110 Health Insurance (23.02% of charged salary amount) \$1,741 Disability (0.17% of charged salary amount) \$13 Workers Comp Ins, Unemployment, & Unemployment (not charging)</p> <p>The Program Coordinator is budgeted at (0.10 FTE) from the Sexual Assault Grant with additional time paid by Victim Claims (0.15 FTE), Child Abuse (0.10 FTE), Victim Witness (0.55 FTE) and Child Advocacy Program (0.10 FTE). The Program Coordinator's time is spent providing direct services to victims, overseeing victim advocates and participating staff, preparing grant reports, supervising staff, and attending required meetings at the Placerville and South Lake Tahoe offices.</p> <p>Benefits include: medicare, health, dental, vision, and retirement. SDI and applicable taxes.</p>		\$7,561	\$7,561
Personnel Costs Fund Source Totals	\$141,017	\$62,657	\$203,674
PERSONNEL COSTS CATEGORY TOTAL			\$203,674



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office	Grant Subaward #: ST21 04 0090		
B. Operating Costs - Line-item description and calculation	2021 STOP	2021 STOP Match	Total Amount Allocated
1.00 FTE Sexual Assault Counselor (Participating Staff) Participation staff contracted through The Center for Violence-Free Relationships Annual not-to-exceed, per contract = \$59,091 Contracted hourly rate \$28.4091/hr x 2080 hours Only \$25,000 of contract NTE used in MTDC calculation	\$59,091		\$59,091
Training/Travel-Related Expenses: 1 Counselor & 1 Staff Member to Attend Sexual Assault Training or Related Event Registration: \$350/person x 2 x = \$700 Hotel, Taxes, Parking, Fees: \$150/night x 4 nights x 2 = \$1,200 Meals: Max \$46/day x 5 days x 2 = \$460 Airfare (Roundtrip) \$500 x 2 = \$1,000 Mileage: \$0.56/mi (Current Federal Rate)*100 miles x 2 = \$112 Parking: \$20/day x 5 days x 2 = \$200	\$700 \$1,200 \$460 \$1,000 \$112 \$200		\$700 \$1,200 \$460 \$1,000 \$112 \$200
Training Materials & Printing Costs Materials for Patrol Officer/First Responder Trainings Brochures AB1312 Standardized Victim Notification cards		\$400 \$600	\$400 \$600
Vehicle Maintenance and Fuel Costs DAI Assigned Vehicle 10-197 (travel to/from East and West Slopes of EDC) Estimated Fuel Costs \$110/month x 12 months = \$1,320 - only charging \$500 Estimated Fleet Costs \$250/month x 12 months = \$3,000 - only charging \$500		\$500 \$500	\$500 \$500
Cell Phone Costs (1 for Investigator, 1 for Counselor) Dedicated line for Investigator @ \$45/month x 12 months Cell Phone/Data Stipend for Sexual Assault Counselor @\$60/mo x 12 mo To provide cell and data service to enable the swift facilitation of the on-line application	\$720	\$540	\$720 \$540
Facility Lease (Cash Match) 125 Square Feet per FTE x \$1.80 per Square Feet Monthly Rent = 125sf x 1.1 FTE X \$1.80/sf = \$247.50/month Annual Rent = \$247.50 x 12		\$2,970	\$2,970
de Minimis indirect rate* *MTDC \$210,849 x 10% = \$21,085 (Not Charging) Calculation Worksheet Attached Includes administrative and overhead costs associated with the SVU division, ST Program, of the El Dorado County District Attorney's Office.			
Operating Costs Fund Source Totals	\$63,483	\$5,510	\$68,993
OPERATING COSTS CATEGORY TOTAL			\$68,993



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: El Dorado County District Attorney's Office	Grant Subaward #: ST21 04 0090		
C. Equipment Costs - Line-item description and calculation	2021 STOP	2021 STOP Match	Total Amount Allocated
None.			
Equipment Costs Fund Source Totals			
EQUIPMENT COSTS CATEGORY TOTAL			

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	2021 STOP	2021 STOP Match	Total Project Cost
Fund Source Totals	\$204,500	\$68,167	\$272,667

DETERMINING INDIRECT COST AMOUNT WHEN BUILDING A BUDGET

TERMS

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

METHOD

1. Determine Exclusions or Distorting Costs

In-kind match (donations, not volunteers)	\$ -
Rent/lease office space	\$ 2,970
Rent/lease other space	\$ -
Rent/lease equipment	\$ -
Equipment (purchased)	\$ -
Contracts/Subawards after the first \$25,000	\$ 34,091
Capital improvements	\$ -
Patient Care	\$ -
Tuition, Scholarships, Fellowships	\$ -
Participant support costs (training/conference registration fees, travel including per diem and stipends)	\$ 3,672
Other (not covered above)	\$ -
Total Exclusions/Distorting Costs	\$ 40,733

2. Determine Modified Total Costs

Total Project Costs	\$ 272,667
Minus (-) Total Exclusions/Distorting Costs	\$ 40,733
Modified Total Costs	\$ 231,934

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

Modified Total Costs	\$ 231,934
ICR (%) (i.e., 10% = 0.10, 17.5% = 0.175)	0.10
ICR + 1	1.10
Modified Total Direct Costs (MTDC)	\$ 210,849

4. Determine Indirect Cost Amount

Modified Total Costs	\$ 231,934
Subtract (-) MTDC	\$ 210,849
Indirect Cost Amount	\$ 21,085

5. Allocate Amounts and Check Math

Total Exclusions	\$ 41,617
Plus (+) MTDC	\$ 210,045
Plus (+) Indirect Cost Amount	\$ 21,005
Total Project Costs	\$ 272,667



Grant Subaward Budget Narrative

Grant Subaward #: ST21 04 0090

Subrecipient: El Dorado County District Attorney's Office

Budget Narrative

The El Dorado County District Attorney's Office 2021/2022 Sexual Assault Law Enforcement Specialized Unit (ST) Program budget details the Agency's plan to effectively support and enhance its Specialized Victims Unit (SVU) in order to provide a coordinated response to adolescent and adult victims of sexual assault through investigative interviewing, immediate victim advocacy, training for patrol officers/first responders, and developing new and updating existing protocols and practices.

The Governor's Office of Emergency Services (Cal OES) has allocated \$204,500 in 2020 STOP funds with a \$68,167 STOP local match for this program, for a total program budget of \$272,667.

Personal Services – Salaries/Employee Benefits:

Employee salaries and benefits represent 75% of the District Attorney's Office overall 2020/2021 Sexual Assault Program budget. The program encompasses the assignment of 1.00 FTE Project District Attorney Investigator and 0.10 FTE Program Coordinator. 26% of the total salary and benefits of the Project Investigator and 100% of the salary and benefits of the Program Coordinator will be used as a General Fund cash match.



Grant Subaward Budget Narrative

Grant Subaward #: ST21 04 0090

Subrecipient: El Dorado County District Attorney's Office

The project-funded staff duties provided by the Project Investigator (PI) will include, but not be limited to, reviewing arrest and investigation reports, conducting follow-up interviews, assisting with the development and revision of new and existing protocols, providing training for patrol officers and first responders, responding to evidence requests, and serving as point of contact for the Sexual Assault Counselor (SAC). 100% of the time and services provided by the Project Investigator are in direct support of the ST Program's objectives and activities.

The project-funded staff duties provided by the Program Coordinator will include, but not be limited to, providing direct services to victims, overseeing victim advocates and participating staff, preparing reports, grants, assisting with the development and revision of new and existing protocols, attending related meetings, and providing Spanish language interpretation.

All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis. There are no mid-year salary range adjustments required.

Budgeted salaries have been calculated over a twelve-month period.

Operating Expenses:

The budgeted operating expenses include a participating staff agreement for the SAC, anticipated travel costs for staff training, dedicated cell phone lines



Grant Subaward Budget Narrative

Grant Subaward #: ST21 04 0090

Subrecipient: El Dorado County District Attorney's Office

for the PI and SAC, anticipated costs for materials to provide trainings to patrol officers/first responders, vehicle/fuel costs for the PI to provide services between the east and west slope, and facility lease cost. An indirect cost for administrative expenses associated with the ST Program is included but not being charged at this time due to limited funding. The facility lease, training materials, vehicle fuel/maintenance, and Investigator cell phone costs will be funded by the General Fund as a cash match.

Although not being charged at this time, the indirect costs of the SVU include, but are not limited to, associated facility security system, office equipment and supplies, postage, liability insurance, data processing, utilities, and administrative support from the Central Fiscal Division, which includes grant financial and administrative management. The Agency is focused on minimizing administrative costs in support of direct services and has reduced the de Minimus indirect rate accordingly.

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

Equipment:

There are no funds budgeted for equipment.

a. Problem Statement

The El Dorado County District Attorney's Office (EDCDAO) desperately needs Sexual Assault Law Enforcement Specialized Unit (ST) Program funds to continue to expand and fix gaps in providing client-centered and trauma-informed services to adolescent and adult sexual assault victims, and to improve the investigations against this vulnerable, underserved, and in many cases, underrepresented population. According to the 2021 US Census, the population of El Dorado County (EDC) is 197,037, an increase of over 4% since EDC was first awarded ST Program funds. Additionally, there is 5.3 % increase in the Hispanic or Latino population, from 13.2% to 18.5%.

The EDCDAO processes all of the sexual assault crimes in two locations, South Lake Tahoe (SLT) and Placerville; two offices that are geographically separated by a mountain range and involve different Sexual Assault Response Team (SART) nurses, hospitals, law enforcement (LE) agencies and victim service provider partners.

Since the inception of ST Program funds in 2018, EDCDAO has experienced an increase in the number of victims served and cases needing investigation. This fiscal year we have already surpassed the total number of victims served throughout previous years, serving thus far 302 victims - including all gender and

gender identities. In 2021, the Project Investigator (PI) has already worked on 48 sexual assault cases, more than any other previous year.

The EDCDAO needs to expand collaborative efforts with sexual assault service providers to better educate adolescents and young adults about sexual assault, particularly preventative measures, understanding what constitutes an assault, and physical and/or mental health service options. Just at the high school level alone, EDC has multiple public school districts as well as several private institutions. Thus, there is no consistency or oversight for educational materials service providers disseminate. As a result, sexual assault crimes involving adolescents and young adults are routinely referred to the EDCDAO for filing of charges with victims having no understanding if they have been sexual assaulted and/or where to receive services. This leads to incredible frustration and unnecessary emotional trauma for direct and indirect victims. For example, the EDCDAO recently discovered that one local service provider disseminated completely wrong information about consent to an entire school.

In EDC, coordinated responses for adolescent and adult sexual assault victims present numerous challenges since all LE agencies responsible for their investigations have had significant and recent turnover. Numerous patrol deputies have recently been hired, thus creating inconsistency with initial

contacts of sexual assault victims. Further, all local LE agencies have new detectives with little to no experience being assigned to investigate sexual assault cases. This lack of experience assessing and effectively communicating victims' needs at the onset of responses and investigations has occasionally led to victims not wanting to participate in the criminal justice system. Also, victims far too often end up having to relive and recount their traumatic experience in non-victim friendly environments. Recently, a new male detective, not aware of our best practices and protocols, interviewed a 14-year-old female sexual assault victim in a stark and dreary suspect interrogation room with no advocate present.

Additionally, our social services providers have also experienced retention and recruitment problems with positions from case managers to leadership roles. Significant coordinated training and ongoing oversight is needed to help solve these problems. Further, due to COVID restrictions, LE does not always have the assistance of service providers to respond 24/7 to assist victims of sexual assault. Thus, from time to time, LE is left with the hard tasks of dealing with mental health crises derived from past and present trauma without the benefit of a more comprehensive crisis team. Because government agencies and non-government organizations (NGO) have followed CDC Covid-19 guidelines to protect victims and personnel, it has often resulted in months of no in-person advocacy.

Due to the turnover of personnel from our social services providers, as well as pandemic restrictions, advocacy collaboration efforts need improving. Victims have informed the Sexual Assault Counselor (SAC) that after submitting a referral to a service provider for comprehensive dual case management, the victim received no additional services, causing the SAC to solely provide all intense case management and advocacy services. Additionally, the EDCDAO and local service providers need to continue working hard to collaborate to effectively define and adhere to service provider confidentiality issues, while maintaining communication amongst agencies to ensure sexual assault victims receive complete advocacy. This includes developing new procedures for informing victims about Confidentiality Waiver Release Forms to enable the SAC and EDCDAO to best advocate and seek justice for all sexual assault victims.

LE needs diversity and other training necessary to become familiar with trauma-informed practices in the field to better assess sexual assault victims' access and functional needs, such as mental and behavioral issues, language capacity, and LGBTQIA+. We must educate our partners so that comments such as, "The person called themselves a survivor" or "She did not appear to have been recently sexually assaulted" become obsolete.

b. Plan

Through funding from the ST Program, the EDCDAO will be able to dedicate one experienced full-time investigator (PI) to the investigation and coordination of adolescent and adult sexual assault cases. Thanks to our current ST Program funding, this model has proven to meet best practices for victims. The PI will be responsible for reviewing initial arrest reports related to sexual assault, collaborating with deputy district attorneys, coordinating interviews, and determining what agency will conduct any necessary follow-up investigation. Since the PI is bilingual Spanish, the PI will be the point of contact for our ever growing Spanish speaking victims and their families. This will dramatically improve the delivery of direct services and will minimize the trauma and extra layer of confusion when using family members or agencies to interpret. The PI will ensure investigations are moving forward through monthly collaborative meetings with partner LE agencies in the county. The PI will have regular collaboration with the SAC to ensure all victims and their families are receiving timely information and resources. As part of the need for expansion of collaboration efforts, the PI will work with the SAC on making sure that local social services agencies create a protocol to respond remotely/virtually.

Because of current ST Program funding, an Operational Agreement (OA) with The Center for Violence Free Relationships (CVFR) allows for a full-time SAC to be embedded and housed at the EDCDAO, enabling maximum collaboration with the ST Program. The same SAC will continue providing all required and optional services, including in person and teleservices for SART exams, contacting victims of sexual assault within 24-hours of notification, conducting a needs assessment, completing a safety plan if needed, advising and assisting with CalVCB applications, referring directly to our mental health provider to avoid delays in services, providing crisis intervention, personal advocacy, accompaniment to emergency medical care, court appearances and LE interviews. The EDCDAO Victim Witness Program Coordinator will work with the SAC and provide the same services to our Spanish speaking population.

The PI and SAC will collaborate and implement quarterly patrol briefing trainings to teach a victim-centered approach to sexual assault response and investigations. Topics will include trauma-informed practices to proper questioning of adult and adolescent sexual assault victims, rights of sexual assault victims, the importance of advocacy, resources available to sexual assault victims, and adherence to the county SART protocol. The PI will review sexual assault reports submitted to the EDCDAO and evaluate the need for, and then

conduct as needed, individual and/or group trainings. The PI and SAC will also collaborate with deputy district attorneys vertically prosecuting sexual assault cases involving adolescents and adults. They will then jointly conduct a series of more advanced sexual assault trainings for detectives in EDC focusing more on an overall approach to complete investigations and gathering information necessary for successful prosecution of those committing these horrendous crimes. The PI and SAC will collaborate with our local service providers and various school administrations about formulating accurate and consistent trainings and outreach programs for adolescents about sexual assault awareness, consent and coercion. The PI and SAC will also collaborate with our local service providers on developing protocols and training to respond to in person and/or teleservices requests for information sharing, advocacy and other victim services as we continue to navigate this global pandemic.

Evaluating the training provided for patrol and detectives will be conducted in two formats: through a written evaluation completed by the participants after the training; and through the PI's review of sexual assault reports referred to the EDCDAO. The SAC and PI will also create an evaluation for the proposed sexual assault curriculum for schools. That evaluation will include whether or not the educational objectives were met, as well as feedback for

areas of improvement. The PI will review all sexual assault POST legal updates. The PI and SAC will attend annual sexual assault trainings.

Furthermore, evaluations will be sent out by the PI and SAC of EDC's current SART protocol to review and modify in accordance with past successes and failures to maintain sustainability of the processes. This will best enhance the collaborative goal of providing long term practices for the care and services for adolescent and adult sexual assault victims and their families. The SAC will further provide a safe space for our social services partners to share successes and challenges with collaboration and implementation of new protocols for information sharing and COVID practices.

EDCDAO has already created a Special Victims Unit (SVU), showing a commitment to a victim-centered approach to vertical prosecutions involving vulnerable victims, including adolescent and adult sexual assault victims. Within SVU, deputy district attorneys, victim advocates, LE partners, SART medical professionals, and other community partners meet monthly for case reviews and department updates, providing a structure for sustainable protocols and practices. Also, the same PI will remain in this assignment for at least 2 years, assuring consistency and proper implementation of procedures and protocols.

c. Capabilities

The qualifications and education levels necessary for the PI require a seasoned investigator with multiple years of experience as a detective or investigator, specifically in the areas of crimes against persons and sexual assault investigation. The PI surpasses these requirements and has 15 years experience as a peace officer, with five years of experience investigating sexual assaults. The PI possesses an Advanced POST certificate and has over 260 hours of training in the areas of sexual assault, multidisciplinary interviewing, interview and interrogation, child abuse, criminal investigation, and has been trained as a forensic interviewer through California Forensic Interview Technique (CFIT). The PI has experience in reviewing arrest and preliminary investigation reports, conducting follow-up interviews, responding to adolescent and adult sexual assault case follow-up requests for evidence from district attorneys. The PI meets language competency requirements and is bilingual in Spanish and English. This combination of CFIT training and the ability to speak Spanish will enable the PI to build rapport and gain trust in the Spanish-speaking community, thus better serving victims in the hispanic/latino population in our community. The PI will attend the Commission on Peace Officer Standards and Training (POST) "Advanced Sexual Assault for

Investigators" training within the first six months of the grant, or as soon as it is offered again.

The SAC also meets all standards and requirements according to the ST Program SAC position, defined by Evidence Cod sec. 1035-1036.2 for a sexual assault counselor. The SAC has more than 30 years of experience working with other social services providers including government and NGO agencies in EDC. The SAC has 11 years' experience with a Domestic Violence (DV)/Sexual Assault (SA) agency providing counseling, crisis intervention, case management, crisis line, community resources and referrals, and safety planning for victims of sexual assault. In addition, the SAC has experience in facilitating the Certification Training at CVFR, coordination of the program training of employees and volunteers at the crisis agency, supervising volunteers, scheduling and facilitating in-service training and other information supplied for required sexual assault training to maintain certification. The SAC maintains California State Certification continual education hours for Sexual Assault Counselor through CalOES since 2010. As of now, the SAC has completed a total of 119.5 training hours, including the 40-hour Entry Level Advocate Certification Course and the 2020 virtual SART conference. The SAC will attend the Advanced Level Advocate Certification, SART Summit training in September 2021 and plans to enroll in future applicable

training to continue serving victims and families experiencing trauma as a result of a sexual assault incident.

The PI has experience with teaching LE personnel and other first responders, as well as teaching various business and community groups. The SAC has experience providing training to DV/SA personnel and LE. The SAC has conducted three comprehensive training sessions for 50 LE personnel, including immediate response, contact, full investigation, victims receiving referrals, communication, crisis intervention and safety planning. Post training evaluations included praise for the SAC on the quality of information provided.

The EDCDAO has extensive experience in working with local advocacy centers and community partners through the use of OAs and/or second tier subawards that have helped us provide additional integrated services for victims for years. Specifically, CVFR provides adolescent and adult sexual assault victims with advocacy and wrap around services. EDCDAO has OAs with other agencies including the El Dorado Sheriff's Office (EDSO), Placerville Police Department (PPD), South Lake Tahoe Police Department (SLTPD), and Live Violence Free (LVF), a victim service provider serving our SLT community.

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

Subrecipient El Dorado County District Attorney's Office **Duns#** 087834029 **FIPS#** _____
Disaster/Program Title: Sexual Assault Law Enforcement Specialized Units (ST) Program
Performance Period: 10/01/21 to 09/30/22 **Subaward Amount Requested:** \$ 204,500
Type of Non-Federal Entity (Check Box): State Gov. Local Gov. JPA Non-Profit 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?	\$ 2,700,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

Signature: (Authorized Agent) _____ **Date:** _____

Print Name and Title: Vern R. Pierson, District Attorney **Phone Number:** 530-621-6474

Cal OES Staff Only: SUBAWARD # _____



Grant Subaward Service Area Information

Grant Subaward #: ST21 04 0090

Subrecipient: El Dorado County District Attorney's Office

1. County or Counties Served:
El Dorado County

County where principal office is located: El Dorado County

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

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

3. State Assembly District(s) Served:
State Assembly Districts are split between the 6th State Assembly and the 5th State Assembly District

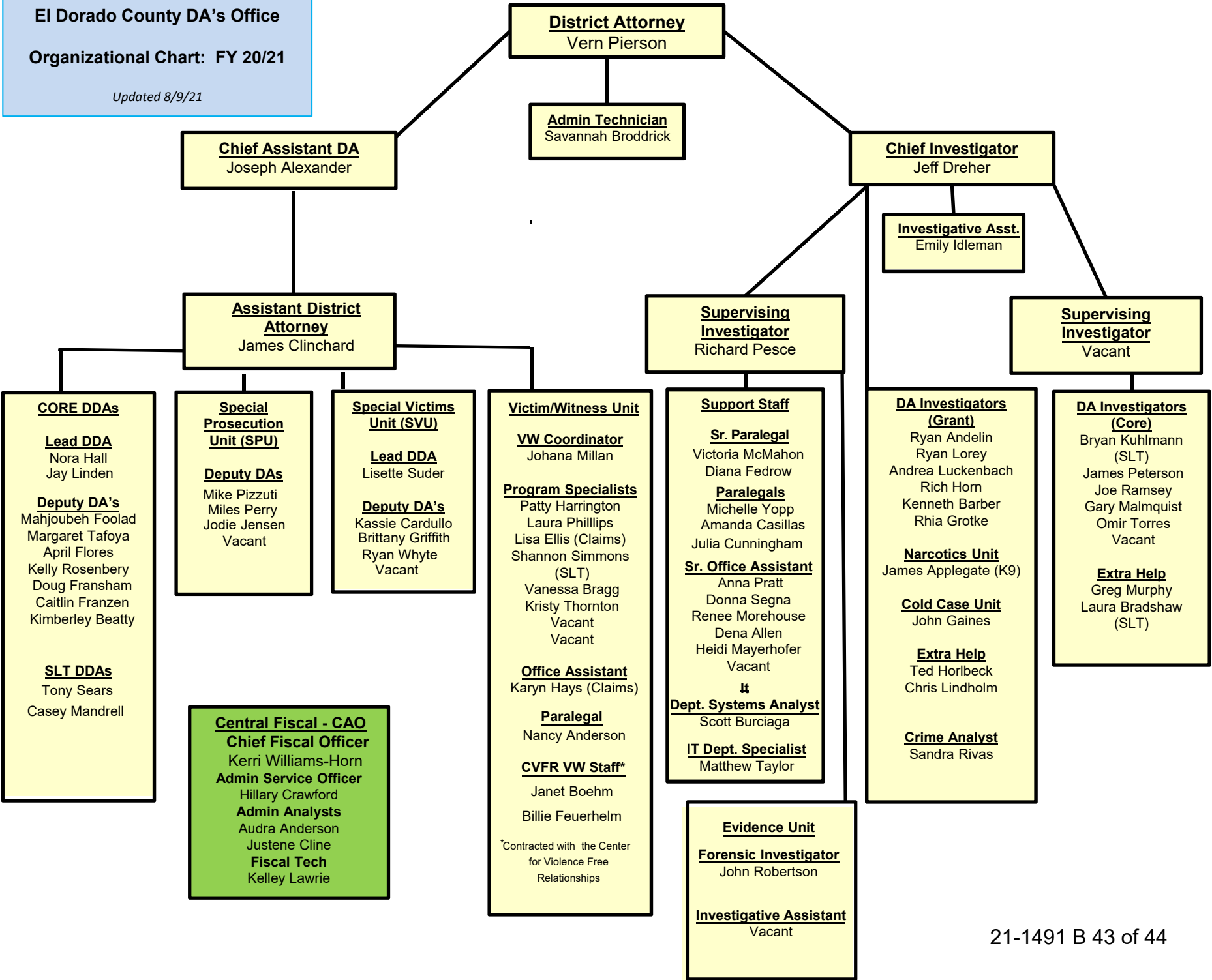
State Assembly District where principal office is located: 5th and 6th State Assembly Districts

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

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

5. Population of Service Area: 192,843

El Dorado County DA's Office
Organizational Chart: FY 20/21
Updated 8/9/21





Operational Agreement Summary

Grant Subaward #: ST21 04 0090

Subrecipient: El Dorado County District Attorney's Office

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. <u>The Center for Violence-Free Relationships (CVFR)</u>	<u>08/26/2020</u>	<u>10/01/20</u> to <u>09/30/21</u>
2. <u>The Center for Violence-Free Relationships (CVFR)</u>	<u>*pending</u>	<u>10/01/21</u> to <u>09/30/22</u>
3. <u>Placerville Police Department West Slope SART</u>	<u>06/17/2019</u>	<u>05/01/19</u> to <u>12/31/22</u>
4. <u>Sutter Valley Med Foundation East/West Slope SART</u>	<u>10/29/2019</u>	<u>05/01/19</u> to <u>12/31/22</u>
5. <u>South Lake Tahoe Police East Slope SART</u>	<u>06/18/2019</u>	<u>05/01/19</u> to <u>12/31/22</u>
6. <u>Live Violence Free East/West Slope SART</u>	<u>06/18/2019</u>	<u>05/01/19</u> to <u>12/31/22</u>
7. <u>El Dorado County Sheriff's Dept. East/West Slope SART</u>	<u>06/06/2019</u>	<u>05/01/19</u> to <u>12/31/22</u>
8. <u>El Dorado County HHS East/West Slope SART</u>	<u>05/20/2019</u>	<u>05/01/19</u> to <u>12/31/22</u>
9. <u>Washoe County District Attorney's Office</u>	<u>08/08/2019</u>	<u>05/01/19</u> to <u>12/31/22</u>
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____