



ORIGINAL

Proposal Cover Sheet

RFP PROCESS

SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS (ST) PROGRAM

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



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

August 2, 2018

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 Requirement

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 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 Sexual Assault Law Enforcement Specialized Units (ST) Program Request for Proposal 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.

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.edcogov.us/eldoda

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

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

Very Truly Yours,

Vern Pierson
District Attorney



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

(Cal OES Use Only)						
Cal OES#		FIPS#		VS #		Subaward #

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

The California Governor's Office of Emergency Services (Cal OES), 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: Sexual Assault Law Enforcement Specialized Unit (ST) Program **6. Performance Period:** 10/01/18 to 09/30/19

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. VAWA		\$ 204,500		\$ 68,167		\$ 68,167	\$ 272,667
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 204,500	\$ 204,500	\$ 68,167	\$ 0	\$ 68,167	12. G Total Project Cost: \$ 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: 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: El Dorado County District Attorney's Office Subaward #: _____

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: Shawn Eastman Title: Supervising District Attorney Investigator

Telephone #: (530) 621-3867 Fax#: (530) 621-1280 Email Address: shawn.eastman@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

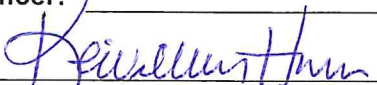
Subaward #: _____

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: 8/3/18

***Financial Officer:** Kerri Williams-Horn
Signature: 
Date: 8/3/18

The following persons are authorized to sign for the
Project Director

The following persons are authorized to sign for the
Financial Officer

Signature _____
James Clinchard
Print Name _____

Signature _____
Print Name _____

Signature _____
Print Name _____

Signature _____
Print Name _____

Signature _____
Print Name _____

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

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

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

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

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: Sexual Assault Law Enforcement Specialized Unit (ST) 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.

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

CERTIFICATION

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

Authorized Official's Signature: _____

Authorized Official's Typed Name: Vern R. Pierson

Authorized Official's Title: District Attorney

Date Executed: _____

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

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

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

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

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

Signature: _____

Typed Name: Michael Ranalli

Title: Chair, District Four Supervisor

Project Narrative

1. Problem Statement

The El Dorado County District Attorney's Office (EDCDA) is in dire need of additional personnel dedicated to enhancing our ability to effectively provide services to adolescent and adult sexual assault victims and thoroughly investigate sexual assault crimes against them. According to the US Census Bureau, as of 2016, the population of El Dorado County (EDC) was 185,625. Approximately 74.3% of the county's residents live in rural areas. The remainder of the population lives in small urban areas. The South Lake Tahoe (SLT) area of the county is geographically separated from the rest of the county (West Slope) by a mountain.

The two areas of the county have very different communities. The West Slope is made up primarily of permanent residents, residing in both urban and rural communities with income disparity from affluent to below the poverty level. SLT is an international vacation destination known for its ski areas and lake. As such, there is a large transient population including vacationing tourists and seasonal workers. Seasonal vacationing frequently brings large groups of teenagers and young adults to the area. Many parties occur where large amounts of alcohol and drugs are consumed.

a. Incidents of adolescent and adult sexual assault in EDC

In 2017, the El Dorado County Sheriff's Office (EDSO) West Slope Detective Bureau received 100 sexual assault cases to review where the victim was an adult. They received 132 sexual assault cases where the victim was a juvenile. Thus far in 2018 they have received 56 adult victim sexual assault cases and 63 where the victim was a minor.

In 2017, deputy district attorneys at the EDCDA formally reviewed 99 Sexual Assault cases just involving adult suspects. 307 follow up service requests related to those cases were

completed by an EDCDA Investigator. Thus far in 2018, deputy district attorneys have formally reviewed 88 adult suspect Sexual Assault cases with 111 service requests generated for follow up from EDCDA investigators.

b. Need for collaborative efforts with sexual assault service providers

EDC has multiple law enforcement agencies responsible for investigating sexual assault cases against adolescents and adults. EDSO currently staffs two detectives to investigate all of the sexual assault cases on the West Slope. Their responsibilities include, but are not limited to, investigating crimes regarding sexual assault victims of all ages, as well as sexual assault suspects of all ages. South Lake Tahoe Police Department (SLTPD) has one detective assigned to child sexual abuse and one detective assigned to adult sexual abuse. All four of these detectives have numerous other assignments as well. There is one EDSO detective assigned to investigate all types of crime in SLT and one detective assigned to Placerville Police Department (PPD) who is responsible for all investigations for the city of Placerville. The California Highway Patrol (CHP) and US Forest Service also investigate sexual assault cases. In EDC all DNA testing related to sexual assault cases are analyzed by the Department of Justice (DOJ) crime lab. DOJ also processes DNA for multiple jurisdictions.

Despite all of the hard work and dedication of the individual personnel covering the above assignments, there are just way too many cases to effectively investigate and provide victims the attention and care needed. Adult sexual assault victims and parents of adolescent sexual assault victims often called EDCDA asking for the status of their case or DNA results long before EDCDA even has an incident number. These vulnerable victims end up having to be interviewed multiple times and wait several months on average to find out if their perpetrator

will even be prosecuted. Counseling and services are not being provided in a timely manner. There is no system in place to receive and/or log any DOJ results.

c. Need for coordinated responses to adolescent and adult sexual assault victims

Neither the EDSO, PPD, nor SLTPD automatically forward adolescent and adult sexual assault cases to detectives. Just in the month of July 2018, five sexual assault cases where the victim was either a teenager or adult were sent to EDCDA for filing consideration without a detective reviewing the case. Deputy District Attorneys had multiple requests for additional follow up in order to properly assess whether each case could be prosecuted.

According to an April 2018 survey conducted by Pew Research Center smartphone usage has become a nearly ubiquitous element of life, reporting that 95% percent of teenagers (ages 13-17) have access to a smartphone, with 45% percent reporting they are connected “constantly”. This data reflects a 22% increase in usage in the last 3 years. A similar study published by Pew Research Center in February of 2018 reported that 94% of adults within the ages of 18-29, and 89% of adults within the ages of 30-49, use smartphones. It is very common for an adult or adolescent sexual assault victim to communicate on some sort of electronic device with the perpetrator. Additionally, it is common for people who sexually molest adolescent children to photograph their activities and store them as mementoes or trophies on electronic devices. It is also common for people who sexually abuse adolescents to seek out pornographic images involving other children on their electronic devices. It is becoming more and more prevalent for prosecutors to discover important evidentiary evidence from smartphones and computers. However, such evidence takes a substantial amount of investigative time to uncover. Recently, one sexual assault case yielded over 200 hours of forensic investigation alone.

There are only two law enforcement officers in EDC that are trained to forensically download data from smartphones and computers. They constantly have to prioritize investigations. The backlog for a DDA to receive critical forensic information on a sexual assault case can be several months.

d. Advocacy Improvement

The El Dorado County District Attorney's Victim Witness (EDCVW) Program provides services to over 1,300 victims of crime per year. Advocates assigned to handle adult and adolescent sexual assault victims must also provide services to other types of victims. As such, it is difficult for advocates to dedicate enough time to ensure sexual assault victims and their families receive reliable and necessary counseling services. Currently EDCVW has no control over what counselors are on a particular referral list or if a particular victim receives counseling services from the list. Victims have reported difficulty in finding counselors that would take new patients. Victims have also found phone numbers of counselors that are no longer in service and many other problems obtaining counseling.

e. Need for sexual assault-specific training for patrol

In the last year alone, deputy district attorneys at the EDCDA have reviewed sexual assault cases where patrol did not collect clothing worn during a sexual assault, did not interview, or even obtain the name of, percipient witnesses. Far too often, insensitive questions have been asked of vulnerable adolescent sexual assault victims. Occasionally, police reports have been written articulating a patrol officer's view on whether or not a sexual assault act had been proved. Sometimes, victim advocates are not called out to the scene in a timely manner to accompany victims on SART exams.

2. Plan

a. Planned improvements

Through the implementation of the ST Program, the EDCDA will be able to dedicate one experienced full-time investigator (PI) to the investigation and coordination of adolescent and adult sexual assault cases. This will greatly enhance the effectiveness of investigations and prosecutions of adolescent and adult sexual assault cases by early coordination with local law enforcement. The PI will review all initial arrest reports, collaborate with the deputy district attorney, coordinate interviews, and determine what agency will conduct what further investigation. The PI will follow up on additional investigation to ensure it is all completed in a reasonable and timely manner. The PI will also make early contact with a Sexual Assault Counselor (SAC) to ensure victims and their families receive timely information and resources. The PI and SAC will continue collaboration throughout the entire process.

b. Plan for a Sexual Assault Counselor (SAC)

Through a participating staff agreement with The Center for Violence Free Relationships, the ST Program will provide one full-time SAC who will be assigned to assist with victim advocacy and provide crisis intervention and individual counseling services to the victims of sexual assault cases. The SAC will maintain close contact with victims of ST Program cases so as to monitor the victim's progress in obtaining needed services and respond to concerns voiced by victims. The SAC will contact victims as early as possible. To this end, the PI and SAC will collaborate with local law enforcement agencies within EDC to establish a process by which officers responding to calls involving ST Program crimes will contact the SAC upon contact with the victim. The SAC will provide immediate in-person response to requests for SART exams and general victim advocacy. The SAC will assist the victim and

his/her family with individualized counseling, shelter, any related medical costs, and restraining order questions. The SAC will notify the victim of his/her *Marsy's Rights* and assist with applications for Victims Compensation claims. The SAC will be provided a dedicated workstation at the EDCDA to insure better collaboration with the ST Program. The SAC will provide follow up services for the victim, including advocacy, referral, informational and accompaniment services.

c. Plan for providing sexual assault-specific training

Through the ST Program, the PI and SAC will collaborate on and implement quarterly trainings for patrol briefings to teach a victim-centered approach to sexual assault investigations for patrol officers and other first responders. Such topics will include proper questioning of adolescent and adult sexual assault victims, rights of sexual assault victims, resources for sexual assault victims, misconceptions and realities of sexual assault, how to collect forensic medical evidence, transporting victims to SART examinations and education of local community resources available to sexual assault victims. The PI will review each police report submitted to the EDCDA and follow up if there is a need for individualized training.

The PI and SAC will additionally collaborate with deputy district attorneys and other community partners and then provide sexual assault training for all law enforcement assigned to investigate sexual assault cases. Such trainings shall include reviewing agency protocols. The PI and SAC will attend and collaborate with EDC partners at quarterly SART meetings.

d. Plan for evaluating the training provided to patrol officers/first responders and other relevant personnel

To ensure the PI and SAC conduct effective and relevant trainings, post training written evaluations will be completed and evaluated by EDCDA management. The PI will

Subrecipient: El Dorado County District Attorney Subaward #: _____

keep up to date on all POST legal updates involving sexual assault and attend annual sexual assault trainings. Additionally, the PI, SAC, deputy district attorney in charge of sexual assault crimes against adolescents and adults, and the PI's supervisor will meet quarterly to ensure victims are receiving better services, cases are being investigated more efficiently, cooperation is taking place with local partners, and collaborate on what more could be done. After review by EDCDA management, written evaluations will be stored electronically for future reference. Statistics will be monitored to assure cases are being more efficiently investigated and victims are considered.

e. Sustainable Protocols and Procedures.

The Applicant is committed to strengthening the effectiveness in EDC of a victim-centered approach to adolescent and adult sexual assault cases. EDCDA has already reorganized and 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. Deputy district attorneys, victim advocates, law enforcement partners, and other community partners are working tirelessly to best serve victims. The creation of the SVU provides a structure for the development and implementation of sustainable protocols and practices. Protocols will then be reviewed annually for success. The same PI will remain in this assignment for a minimum of 2 years to assure consistency and proper implementation of new procedures and protocols. PI job descriptions will be memorialized, training manuals will be developed, alerts created for training requirements, and procedures installed for succession plans.

3. Capabilities

a. Qualifications and Education Level for PI and SAC

The qualifications and educational levels necessary for the PI require a seasoned investigator with multiple years' experience as a detective or investigator, specifically in the areas of crimes against persons and sexual assault investigation. The PI will have at least fourteen years' experience as an investigator, including seven years of sexual assault investigation experience. The PI that will be assigned to the ST Program possesses an advanced POST certificate and has over 300 hours of training in the areas of sexual assault, multidisciplinary interviewing, interviewing and criminal investigation. The PI will attend at least one Sexual Assault training and one Sexual Assault Investigator training during the grant year, in addition to attending in-house trainings and the regular multidisciplinary meetings. 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. The PI that will be assigned to the ST Program has experience in reviewing arrest and preliminary investigation reports, conducting follow-up interviews, assisting with the development and/or revision of protocols for responding to adolescent and adult victims of sexual assault, providing and facilitating training of patrol officers /first responders on responding to adolescent and adult victims of sexual assault, responding to adolescent and adult sexual assault case follow-up requests or evidence requests from EDCDA, serving as a point of contact with allied agencies and developing and initiating mechanisms of interagency accountability. The PI assigned to the ST Program will act in both an investigative and coordinating capacity. The PI will be assigned to this program for a minimum of two years.

The SAC that will be assigned to work the ST Program meets the requirements as defined by Evidence Code sec. 1035-1036.2 for a sexual assault counselor, has a minimum of two years' experience assisting victims of sexual assault, and will have completed the California Crime Victim Assistance Association Entry Level Advocate Certification Course. The Advocate will attend at least one advanced advocacy training during the grant year, in addition to attending in-house trainings and the regular SART meetings. The SAC has experience in crisis intervention services, follow up services, individual counseling services, accompaniment services, advocacy services, information referral services. The SAC is familiar with assisting with the development and/or revision of protocols for responding to adult and adolescent victim of sexual assault and experienced to be able to assist with the training of patrol officers/first responders regarding victims of adolescent and adult sexual assault.

b. PI experience in training patrol officers

The PI has experience in training patrol officers and first responders from local agencies including the EDSO, El Dorado County Probation Department, El Dorado County Child Protective Services, SLTPD, PPD and CHP. The PI has conducted sexual assault training during patrol briefings with local allied agencies in the past and would continue and enhance these trainings to first responders with the ST Program. These trainings included education on the signs of sexual assault, proper investigation of sexual assault cases, interview techniques for the adolescent and adult victims of sexual assault. The PI also has extensive experience conducting Multidisciplinary Interviews of adolescent sexual assault victims and has provided training to agencies employing first responders in EDC in the area of these types of interviews. The PI has also provided training to first responders in EDC in the area of high tech in relationship to adolescent

and adult sexual assault victims. As a result of the trainings described above, the EDCDA will be able to provide better and enhanced services the victims of sexual assault in EDC.

c. Experience with victim service providers

The EDCVW Program coordinates services through an Operational Agreement with partnering criminal justice agencies and community service providers including The Center for Violence Free Relationships (CVFR). Over the past 36 years, CVFR has provided crime victims of adolescent and adult sexual assault with the greatest quality of advocacy and support possible. CVFR was formed in 1979 and has a long history of serving adult and adolescent sexual assault victims and witnesses of abuse. The CVFR has served over 24,000 victims, received numerous awards for its outstanding services to victims and continues to strive for further expansion to serve an even greater number of victims in our community. CVFR is specially trained, experienced, expert and competent to perform the special services required to provide services to sexual assault victims in the community, including 24-hour crisis line services, individual and group counseling/therapy, legal assistance with TRO's, protective and/or custody orders, emergency food, clothing, shelter, advocacy, information and referral, and accompaniment to victims who request assistance.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney				Subaward #: ST		
B. Operating Expenses				2018 VAWA	2018 VAWA MATCH	COST
						\$0
1.00 FTE Sexual Assault Counselor (Participating Staff)				\$48,491		\$48,491
Participation staff contracted through The Center for Violence-Free Relationships						\$0
Annual not-to-exceed, per contract						\$0
Contracted hourly rate \$23.313/hr x 2080 hours						\$0
Training/Travel-Related Expenses:						\$0
2 Staff Members to Attend Advanced Sexual Assault for Investigators Training or Related Event						\$0
Registration: \$133/person x 2 = \$266				\$266		\$266
Hotel: \$90/night x 2 nights x 2 = \$360				\$360		\$360
Meals: Max \$46/day x 2 days x 2 = \$184				\$184		\$184
Airfare (Roundtrip) to Conference \$500 x 2 = \$1,000				\$1,000		\$1,000
Mileage: .545/mi (Current Federal Rate)*100 miles x 2 = \$109				\$109		\$109
Parking: \$17/day x 2 x 2 = \$68				\$68		\$68
						\$0
2 Staff Members to Attend 2 Sexual Assault Related Trainings (Dates/Times TBD)						\$0
Registration: \$500/person x 4 = \$2,000				\$2,000		\$2,000
Hotel: \$90/night x 5 nights x 4 = \$1,800				\$1,800		\$1,800
Meals: Max \$46/day x 5 days x 4 = \$920				\$920		\$920
Airfare (Roundtrip) to Conference \$500 x 4 = \$2,000				\$2,000		\$2,000
Mileage: .545/mi (Current Federal Rate)*100 miles x 4 = \$218				\$218		\$218
Parking: \$17/day x 5 x 4 = \$340				\$340		\$340
Rental Vehicle: \$50/day x 5 x 4 = \$1,000				\$1,000		\$1,000
						\$0
						\$0
						\$0
Training Materials						\$0
Materials for Patrol Officer/First Responder Trainings				\$2,178		\$2,178
						\$0
Vehicle Maintenance and Fuel Costs						\$0
DAI Assigned Vehicle 10-197 (travel to/from East and West Slopes of EDC)				\$7,000		\$7,000
						\$0
de Minimis indirect rate* (*Additional Funding)						\$0
*MTDC \$272,667 x 10% = \$27,266				\$27,266		\$27,266
Includes administrative costs associated with the SVU division, ST Program, of the El Dorado County District Attorney's Office.						\$0
						\$0
						\$0
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						\$0
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						\$0
						\$0
						\$0
Operating Section Totals	\$0	\$0	\$0	\$95,200	\$0	\$95,200
OPERATING SECTION TOTAL						\$95,200

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney					Subaward #: ST		
C. Equipment							COST
None							\$0
							\$0
							\$0
							\$0
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	Equipment Section Totals	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL							\$0
Category Totals							
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$0	\$0	\$0	\$204,500	\$68,167	\$0	
Total Project Cost							\$272,667

Budget Narrative

The El Dorado County District Attorney’s Office 2018/2019 Sexual Assault Law Enforcement Specialized Unit (ST) Program budget details the Agency’s plan to effectively support and enhance its specialized victims unit in order to provide a coordinated response to adolescent and adult victims of sexual assault through compassionate investigative interviewing, immediate victim advocacy, training for patrol officer/first responders, and developing new and/or updating existing effective protocols and practices.

The Governor’s Office of Emergency Services (Cal OES) has allocated \$204,500 in 2018 VAWA funds with a \$68,167 VAWA local match for this program.

Personal Services – Salaries/Employee Benefits:

Employee salaries and benefits represent 65% of the District Attorney’s Office overall 2018/2019 Sexual Assault Law Enforcement Specialized Unit (ST) Program budget. A 1.00 FTE Project Investigator will be assigned to the program with salary and benefits totaling \$177,726. 39% of the total salary and benefits of the Project Investigator will be used as a General Fund cash match.

The project-funded staff duties provided by the Project Investigator 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. 100% of the time and services provided by the Project Investigator are in direct support of the ST Program’s objectives and activities. The services are focused on providing coordinated responses to victims, performing compassionate investigative

interviewing and providing training for patrol officers/first responders. The services are further detailed in the project narrative.

The qualifications of the Project Investigator include fourteen years' experience as an investigator, including seven years of sexual assault investigation experience.

The education level of the Project Investigator includes two years of higher education with an advanced POST certificate.

The Project Investigator will be housed in the main Placerville office and will commute between the Placerville (west slope) and South Lake Tahoe (east slope) office as needed. All qualifications for employment and the required training/certification have been met by the Project Investigator.

The salaries and benefits of the Fiscal Division are not paid by funds from this grant; however, this division provides direct services for the fiscal requirements of this grant. The Chief Fiscal Officer and Department Analyst provide services that include, but are not limited to, reviewing documents for financial matters required by the grant, preparing the budget and any modifications, monitoring compliance with regulations and procedures mandated by the funding source and ensuring the appropriate expenditure and reporting of grant funds.

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

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

Operating Expenses:

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet the program objectives. The operating expenses include a participating staff agreement for a Sexual Assault Counselor, anticipated travel costs for staff training, anticipated costs for materials to provide trainings to patrol officers/first responders, vehicle/fuel costs for the Project Investigator to provide services between the east and west slope and an indirect cost for administrative expenses associated with the ST Program.

Upon approval of the Sexual Assault Law Enforcement Specialized Unit (ST) Program grant award, the District Attorney's Office will enter into a Participating Staff contract for counselor services provided by a Sexual Assault Counselor from The Center for Violence-Free Relationships (The Center). The services provided by the counselor will include immediate crisis intervention services, follow-up and support services, individual counseling services, as needed referrals to appropriate agencies, accompaniment services during the interview process and court proceedings, advocacy services, assisting with the development and revision of protocols, assisting with first response trainings and working directly with the Project Investigator. The agreement and contracted rate with The Center for Violence Free Relationships will comply with Section 3700 of the 2017 Subrecipient Handbook.

The Sexual Assault Counselor for The Center meets the requirements as defined by Evidence Code sec. 1035-1036.2 for a sexual assault counselor, has a minimum of two years' experience assisting victims of sexual assault, and will complete a California Crime Victim Assistance Association Entry Level Advocate Certification Course.

The qualifications of the Victim Advocate includes the completion of 60 hour + advocate counselor training for domestic violence and sexual assault through the Department of Justice,

attending mandatory yearly training's (12 hrs) required to maintain counselor certification (now overseen by Cal OES), and 17 years of domestic violence and sexual assault counseling with crisis intervention and victim advocacy.

Staff for The Center for Violence Free Relationships possesses the qualifications necessary to supply the required services under this program as outlined in the attached Victim Advocate Job description and Operational Agreement. The Operational Agreement will be executed prior to the beginning of the grant term and will be available upon request. A non-competitive bid request is attached to this application.

A budget for anticipated training costs related to the project has been included in the operating expenses. Project staff and one additional law enforcement officer will attend all necessary and required training conferences or workshops.

The facility and administrative costs of the SVU Unit of the El Dorado County District Attorney's Office include, but are not limited to, facility rental and associated security system, office equipment and supplies, postage, liability insurance, data processing, utilities, and telecommunication services. The Agency is focused on minimizing administrative costs in support of direct services and staff training and will reduce the de Minimus indirect rate accordingly in the event additional staff time, travel/training costs or training materials are needed for this program.

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

Equipment:

There are no funds budgeted for equipment.



INVESTIGATOR (DISTRICT ATTORNEY)

Class Code:
5603

Bargaining Unit: Sheriff's Assciation

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

SALARY RANGE

\$41.74 - \$50.74 Hourly
\$7,234.93 - \$8,794.93 Monthly
\$86,819.20 - \$105,539.20 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

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

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

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

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

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

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

Ability to:

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

Education and Experience:

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

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

Licenses and Certifications:

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

OTHER REQUIREMENTS:**PHYSICAL DEMANDS**

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

CLASS SPEC TITLE 7:**HISTORY**

JCN: 5603

Created: June 1990

Revised: July 1996

Revised: February 2007

Revised: March 2013 - HRD

Revised: July 2013 - Dept. Updates

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

THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
JOB DESCRIPTION

POSITION: Case Manager

REPORTS TO: Client Services Coordinator

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

STATUS: Non-Exempt

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

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

RESPONSIBILITIES:

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

The Center for Violence-Free Relationships is an equal opportunity employer. People of color and survivors of domestic violence and sexual assault are encouraged to apply.

QUALIFICATIONS:

- Ability to work in a performance based agency and be prepared to meet established performance thresholds and compliance with data entry and client service.
- Minimum two years of experience counseling, either paid, volunteer, or comparable educational experience.
- Experience facilitating groups, preferably for sexual assault & intimate partner violence survivors.
- Commitment to the mission of The Center.
- Bi-lingual (Spanish/English) highly preferred.
- Ability to work with people from a wide variety of ethnic, racial, socio-economic, and religious backgrounds.
- Both domestic violence and sexual assault certified training certificate or the ability to attend & graduate such training.
- Ability to work evenings and weekends.
- Possession of a valid California driver's license, reliable automobile, current auto insurance, and a clean driving record.
- Ability to physically respond within 30 minutes to a call from Marshall Hospital.
- Maintain a clean Federal and State finger print report with no criminal history.
- Ability to work effectively in Microsoft Office including Excel, Word, and Outlook. Possess a basic knowledge of database structure and the ability to learn to use Efforts to Outcomes. Possess a basic understanding of using a PC, office networks, and data security.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

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

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

Received on _____ Signature _____

The Center for Violence-Free Relationships is an equal opportunity employer. People of color and survivors of domestic violence and sexual assault are encouraged to apply.

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

Executive Secretary
Nancy Anderson

District Attorney
Vern Pierson

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

Deputy DA's
Dale Gomes
Megan Grow
Nora Hall
Jodie Jensen
Trish Kelliher
Casey Mandrell
Danielle Patrock
Miles Perry
Jamie Pesce
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**
Vacant

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

Program Manager
Christy Lillie

Victim Witness

Program Specialists
Miguel Garibay
P. Harrington
Y. McGilivray
Dave Groth

Claims Specialist
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 08/02/18

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

Subrecipient: County of El Dorado District Attorney's Office	DUNS # 87834029	FIPS #:
Grant Disaster/Program Title: Sexual Assault Law Enforcement Specialized Unit (ST) Program		
Performance Period: 10/01/2018 to 09/30/2019	Subaward Amount Requested: \$ 204,500	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>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?	\$ 1,898,391
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

Program Specialist Only: SUBAWARD #

Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
			From:	To:
1.	El Dorado County Sheriff		07/01/18	to 06/30/21
2.	The Center for Violence Free Relationships		07/01/18	to 06/30/21
3.	Placerville Police Department		07/01/18	to 06/30/21
4.	Live Violence Free		07/01/18	to 06/30/21
5.	South Lake Tahoe Police		07/01/18	to 06/30/21
6.	El Dorado County District Attorney		07/01/18	to 06/30/21
7.	CVFR SART Operation Agreement	05/26/16	04/01/16	to 05/31/19
8.	The Center for Violence Free Relationships		07/01/18	to 06/30/19
9.	El Dorado County District Attorney		07/01/18	to 06/30/19
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.

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

Page Two – 2018- 2021 Victim Witness Operational Agreement

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

Date

John D'Agostini, Sheriff
County of El Dorado

Date

Jim Ortega, Chief
Placerville Police Dept.

Date

Brian Uhler, Chief
South Lake Tahoe Police Dept.

Date

Matt Huckabay, Executive Director
The Center

Date

Jane Flavin, Executive Director
Live Violence Free

Date

**OPERATIONAL AGREEMENT
SEXUAL ASSAULT RESPONSE TEAM (SART)
EL DORADO COUNTY – CALIFORNIA – WESTERN SLOPE
April 1, 2016 – March 31, 2019**

Law enforcement, social services, and the medical community recognize the benefit to victims and to society in the thorough investigation and successful prosecution of the sexual offender. Our common goal is to:

- Adequately provide for the needs of the victim;
- Facilitate a timely investigation, collect and preserve both forensic and photographic evidence, and successfully prosecute sexual offenders.

The Sexual Assault Response Team (SART) has been adopted by the Placerville Police Department, the El Dorado County Sheriff's Office, the District Attorney's Office, Sutter Medical Foundation BEAR Program, Social Services, and The Center for Violence-Free Relationships.

SEXUAL ASSAULT RESPONSE TEAM

A multi-disciplinary interview and Forensic Medical Exam is conducted for victims reporting sexual assault within the past 72 hours for children and up to 7 days for adolescents and adults. This timeframe may change on a case by case basis based on the nature of the assault and clinical symptoms. Please call the emergency BEAR number for assistance with triage of cases. Non-acute exams for children may be scheduled in the BEAR Clinic during regular business hours. In almost all cases, law enforcement should be called first. The investigation law enforcement officer first establishes that:

- There is reason to believe a crime may have occurred.
- The victim is willing to cooperate with an interview and examination.

The Sexual Assault Response Team consists of an Investigator from Law Enforcement, a Sexual Assault Forensic Examiner (SAFE), and an Advocate from The Center for Violence-Free Relationships. In the event an Investigator is not available, a Peace Officer from the investigating agency will be responsible for the investigation.

In the event the victim is unwilling to cooperate with law enforcement, the victim may still have an advocate from The Center for Violence-Free Relationships and request a VAWA exam from the BEAR Clinic. The protocol for such an event is attached.

A Forensic Medical Exam may also be completed for suspects of sexual assault. This exam must be conducted within 48 hours of the alleged assault. The exam is completed by the SAFE always with Law Enforcement present. The SAFE may terminate a Suspect Exam at any point if the suspect is unwilling to cooperate. Advocates from The Center for Violence-Free Relationships are not involved with Suspect Exams.

PARTICIPATING FACILITIES AND AGENCIES

1. Sutter Medical Foundation BEAR Program
2. El Dorado County Sheriff Office
3. Placerville Police Department
4. The Center for Violence-free Relationships
5. The District Attorney's Office
6. El Dorado County Department of Human Services.

AUTHORIZING AGENCIES

1. El Dorado Sheriff Office
2. Placerville Police Department
3. El Dorado County Child Protection Services
4. El Dorado County District Attorney's Office

South Lake Tahoe Police Department and investigating Agencies outside of El Dorado County may authorize a Forensic Medical Exam at the Sutter BEAR Program if the victim is currently in the Western Slope of El Dorado County. South Lake Tahoe and the surrounding counties have established teams in place to provide Forensic Medical Exams within their own jurisdictions. If a SAFE is not available to complete an exam at the established facility, a request to complete the exam at the next closest available facility should be initiated. The Investigating Agency is responsible for the bill from the facility completing the exam.

INITIATING A FORENSIC MEDICAL EXAM

1. Authorizing Agency determines the need for a Forensic Medical Exam, according to current Agency Policy. For any case, consider consulting with a detective and/or a SAFE on the validity of conducting an exam.
2. Contact the Sutter Medical Foundation BEAR Program
On call 24 hour pager: 916-523-2327
Regular business hours: (916) 262-9108.
 - A. Provide the SAFE with basic information, such as the victim's age, any language barriers, estimated time of arrival to the BEAR Clinic, and known injuries/complaints of pain related to the assault.
 - B. Inform the SAFE if there is more than one victim, if suspects are also being brought in for a Forensic Medical Exam, and if an interpreter will be needed. Suspects and victims may not be examined at the same time, so coordination is essential!

3. Law enforcement should call for an advocate from The Center for Violence-Free Relationships. All parties should arrive at The BEAR Clinic located at 1625 Stockton Blvd, Sacramento. It is essential that the SAFE be called out by law enforcement through the 24 pager system before the patient leaves El Dorado County. The SAFE BEAR examiners take calls from home, and have up to 1 hour response time.
4. In cases of patients who are medically unstable for transfer, the SAFE may be able to perform the exam at the local hospital. Please call the 24 hour pager to discuss options.

TEAM INTERVIEWS

1. For the multi-disciplinary interview (MDI), Law Enforcement is in charge of the investigation, and will lead the process.
2. The interview is recorded on an audio tape by the law enforcement officer.
3. The BEAR SAFE is usually not present during the MDI, but greatly appreciates an update from law enforcement as to the disclosures during the MDI. The SAFE will conduct a medical forensic interview of all adolescent and adult patients. For children, the SAFE will obtain history from the guardians and/or law enforcement, but will not re-interview a child unless absolutely necessary. The SAFE will defer child interviews to the MDI.
4. An advocate from The Center for Violence-free Relationships will be present during the interview, unless declined by the victim. The advocate will be allowed time with the victim alone before the formal interview commences.
5. The victim may request having a support person present during the interview, although law enforcement may exclude this person. It is not advisable for parents, husbands, intimate partners, or other close family members to be present during the interview.
6. Medical Providers and/or law enforcement trainees/preceptors may be present, and are introduced as "assistants".
7. Ultimately, it is Law Enforcement's decision who will and will not be present during the interview, except for the victim's right to a sexual assault victim counselor.

FORENSIC MEDICAL EXAM

1. Law Enforcement is not present during the victim examination, but may be during the suspect exam.
 - A. The advocate/support person may be present, according to the wishes and needs of the victim.
 - B. Advocates are not utilized for suspect exams.
2. The Forensic Medical Exam is performed in compliance with:
 - A. California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims.
 - B. BEAR Clinic SART Protocol for victims and suspects of Sexual Assault.
3. The Forensic Medical Exam is completed after the interview. The examiner may elect to obtain some perishable evidence before the interview, such as mouth swabs before oral fluids are offered, loose debris or torn clothing. Standard specimens, such as blood and head hair, may also be obtained if the interview is delayed. If law enforcement will be delayed for more than one hour, the entire exam may be completed before the interview.
4. A complete head to toe, full systems assessment is completed for all Forensic Medical Exams. The appropriate CA Office of Criminal Justice/Office of Emergency Services (CalOES) form is completed (923, 930, 925, or 950). A secure electronic copy of the Forensic Medical Report is kept in the BEAR office, separate from the patients' medical record.
5. Central Dispatch is notified when the Evidence kit is ready to be delivered over to Law Enforcement, The crime kits and clothing are held in a secure locker at the BEAR clinic. The BEAR clinic will call law enforcement to retrieve the evidence on the next business day. If law enforcement desires, the agent may stand by and wait 2-3 hours for the crime kit to be completed by the SAFE.
6. Strict chain of evidence is followed with documentation for everyone handling any evidence at any time.

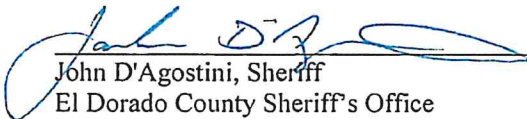
RE-EXAMS AND BATTERY EXAMS

Comprehensive Injury Evaluation exams for adult victims of assault and battery are not available through the BEAR program at this time. Please inquire at the local Emergency Department. Child physical abuse and neglect exams are available through The BEAR clinic during regular business hours. Children and infants who are seriously injured or ill should be taken to the closest Emergency Department.

1. Referrals for follow up care are provided for all victims. The referrals may be provided at any time during the Emergency Department visit, by the examiner, and/or the advocate, social services, or law enforcement. Referrals may include:
 - A. Victim Witness (mandatory referral for all victims)
 - B. The Center for Violence-free Relationships (mandatory referral for all victims)
 - C. Child Protection Services
 - D. Law Enforcement
 - E. District Attorney's Office
 - F. SART office
 - G. Physician (follow up exam as needed for injuries)
 - H. Health Dept. (STD follow up testing)

PHOTGRAPHIC EVIDENCE

1. All original photographic records are kept in the SART Office, following proper chain of evidence.
2. Re-print copies may be requested by investigating agencies. Defense Attorneys must make requests through the District Attorney's Office, County Council, or Attorney General's Office as appropriate.



John D'Agostini, Sheriff
El Dorado County Sheriff's Office
300 Fair Lane
Placerville, CA 95667

3/21/16

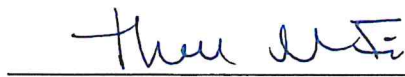
Date



Scott Heller, Chief of Police
Placerville Police Department
730 Main Street
Placerville, CA 95667

03-21-16

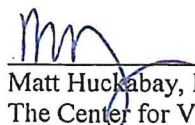
Date



Theresa Frei, CEO Sutter Medical Foundation
Dr. Angela Vickers, SAFE
1625 Stockton Blvd.
Sacramento, CA 95816

5/26/16

Date



Matt Huckabay, Executive Director
The Center for Violence-Free Relationships
344 Placerville Drive, Ste. 11
Placerville, CA 95667

3-15-16

Date

Sexual Assault VAWA Protocol – BEAR Program

- I. Definition: Federal VAWA laws guarantee that a sexual assault survivor, 12 years old and older, who requests a forensic evidentiary exam, must be offered an evidentiary exam. This includes cases in which the survivor refuses to involve or cooperate with law enforcement or law enforcement declines to authorize an evidentiary exam.
- II. Presentation of cases without law enforcement:
 - a. Advocacy Center/Women's Shelter
 - b. Medical Facility/Provider Office
 - c. Crime scene/"in the field"
- III. Triage:
 - a. Gather information quickly
 - i. Brief history regarding the assault. When? Where (exactly)? What happened? Any pain or bleeding from genitals or anus? Pain with urination?
 - ii. Has law enforcement been contacted? What agency and Case #? Did survivor refuse to cooperate or did law enforcement decline to authorize? Why?
 - iii. Has the survivor spoken or met with an advocate? Would she/he like to have an advocate now?
 - iv. Why does the survivor want an exam? Ask each question.
 1. Medical treatment for Pregnancy and/or STD?
 2. Find out if there is an injury/evidence of intercourse?
 3. Find out who did this to her/him?
 4. Begin process of prosecution/justice?
 5. Other?
 - v. Why doesn't the survivor want to involve law enforcement?
 1. Afraid of retaliation from suspect
 2. Doesn't want suspect arrested

3. Bad experience with law enforcement in the past
 4. Doesn't want family and friends to know what happened
 5. Embarrassed to speak with an officer about what happened.
 6. Other?
- b. Educate the survivor about the forensic evidentiary exam and mandated reporter laws
- i. Explain the exam process: History will be completed by patient, complete physical exam, anogenital exam with colposcope and speculum, photograph injuries including anogenital area, collect Q-tip swabs for crime kit and only clothing closest to the genital area will be collected. No blood or urine toxicology will be collected. CalOES 924 will be completed and included in the kit.
 - ii. Crime kit will go to the law enforcement agency in which the assault was committed. If the patient is unable to tell the examiner or refuses to disclose the jurisdiction, the kit will be stored by the Sheriff's Office where the crime occurred. The crime kit will be stored for at least 2 years and the victim will receive a written 60-day notice before kit is destroyed.
 - iii. The exam may be normal, which does not prove that sexual contact has not occurred.
 - iv. Regarding mandated reporting:
 1. Adult survivors >18 years old. If a physical condition related to the assault is discovered during the exam, the forensic examiner shall make an immediate report to law enforcement in accordance with California Penal Code 11160, even if the survivor does not want the case reported. If no physical condition is found on the adult exam, no report will be made to law enforcement.
 2. Adolescent survivors, 12-17 years old. The examiner must report all pediatric cases, including adolescents to law enforcement immediately, even if the survivor does not want the case reported.

- c. Review case with senior team members of each discipline
 - i. Law enforcement Detective/Sergeant
 - ii. Advocate Supervisor
 - iii. SAFE BEAR Coordinator/Medical Director
 - iv. MDIC Supervisor (only for cases where survivor is under 18) in jurisdictions where MDIC personnel are involved with triage of child sexual abuse cases.

IV. Action:

- a. Develop action plan responsive to survivor's needs and requests. Action plan must comply with Federal VAWA guidelines. After a survivor understands what a forensic evidentiary exam is and requests the exam, she will be given an appointment at the BEAR Program. An advocate will respond for the exam.
- b. If the survivor prefers a medical exam without forensics, she will be referred to her primary care provider, family planning clinic, or urgent care facility of her choice.
- c. Payment for VAWA Cases – The BEAR Program will send an invoice for \$300 to the law enforcement agency where the assault occurred. If the patient is unable or unwilling to disclose jurisdiction, to the Sheriff's Office in the jurisdiction where the crime occurred will receive the invoice. Law Enforcement will then seek reimbursement of the \$300 from CalOES.

OPERATIONAL AGREEMENT

(See Recipient Handbook Section 4000)

This Operational Agreement stands as evidence that the El Dorado County District Attorney (EDCDA) and The Center for Violence Free Relationships (CVFR) intend to work together toward the mutual goal of providing the maximum available assistance for victims of adult sexual assault and domestic violence crimes in El Dorado County. Both agencies believe that the implementation of the Violence Against Women Vertical Prosecution Program application, as describe herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services for the period July 1, 2018 – June 30, 2019.

The El Dorado District Attorney (EDCDA) will closely coordinate with The Center for Violence Free Relationships (CVFR) to improve the prosecution of Adult Sexual Assault and Aggravated Domestic Violence crimes by creating a Project team with a reduced caseload that can expeditiously investigate and vertically prosecute cases, reduce trauma to victims and enhance our services to victims.

Specifically,

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

1. To enforce the laws regarding domestic violence and adult sexual assault in order to protect the victim(s) and to prevent future criminal acts through vigorous early intervention;
2. To provide a designated Deputy District Attorney and District Attorney Investigator to work directly with the Victim Advocate on adult sexual assault and domestic violence cases;
3. To notify CVFR through the Victim Advocate, or as necessary through the 24-hour crisis line, whenever a domestic violence case or adult sexual assault is initiated;
4. To provide effective communication between Project team members;
5. To ensure increased collaboration between Project staff, law enforcement, county agencies, civilian agencies and the CVFR;
6. To engage in collaborative five-part trainings with CVFR; and
7. To establish policies opposing pre-trial release of offenders, reducing delays between arrest and conviction and establishing reduced caseload for Project attorney.

The Center for Violence Free Relationships agrees to the following:

1. To provide one full-time Victim Advocate who meets Evidence Code requirements and will complete the California Crime Victim Assistance

Association Entry Level Advocate Certification Course to work specifically with the Violence Against Women Vertical Prosecution program;

2. To have a Victim Advocate available 24-hours a day to respond to a victim's need for advocacy and assistance;
3. To provide early contact and referral of resources to victims by Victim Advocate (within 8 hours);
4. To provide 24-hour crisis line services, crisis intervention, individual and group counseling, legal assistance, compensation claims assistance, emergency food, clothing, shelter, advocacy and court accompaniment to domestic violence victims and their children and to adult sexual assault victims who request assistance from CVFR;
5. To ensure increased collaboration between Project staff, law enforcement, county agencies, civilian agencies and the CVFR;
6. To engage in five-part training with EDCDA, as appropriate; and
7. To share information regarding domestic violence and sexual assault victims with the EDCDA, if appropriate and if prior written authorization has been obtained from the victim.

The primary contacts for the Operational Agreement are as follows:

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

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

If selected for funding, the El Dorado County District Attorney and The Center for Violence Free Relationships may enter into a contractual agreement identifying the total amount of grant funds to be transferred, the process for transferring the grant funds, detailing what the grant funds may be used for and providing specific information concerning all non-fiscal resources shared between the agencies. The annual not-to-exceed amount of the agreement is estimated to be \$72,300. No matching funds will be used for this transfer of funds.

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

Vernon R. Pierson
District Attorney, El Dorado County

Date

Matt Huckabay
Executive Director, The Center for Violence Free Relationships

Date

PROJECT 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

NONCOMPETITIVE BID REQUEST CHECKLIST

Has the Applicant/Subrecipient met the following requirements of the *Subrecipient Handbook*:

Check appropriate box: **Yes** **No**

Section 3511

Do conditions exist that require a sole/single-source contract?

Section 3521.1

Is a brief description of the program or project included?

Section 3521.2

Was it necessary to contract noncompetitively?

Did the contractor submit his/her qualifications?

Is the reasonableness of the cost justified?

Were cost comparisons made with differences noted for similar services?

Is a justification provided regarding the need for contract?

Section 3521.3

Is an explanation provided for the uniqueness of the contract?

Section 3521.4

Are there time constraints impacting the project?

Were comparisons made to identify the time required for another contractor to reach the same level of competence?