

Application Cover Sheet

RFA 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, CALIFORIA VERN PIERSON, DISTRICT ATTORNEY

August 28, 2019

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 2019-20.

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 2019-20, are included but not signed. It is the intent of this Agency to comply with all terms and conditions set forth in the certification if awarded. However, until funding has been allocated or awarded and accepted by the County Board of Supervisors, these documents cannot be signed.

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

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

Very truly yours,

DISTRICT ATTORNEY EL DORADO COUNTY

VERN PIERSON District Attorney

Please Reply To: 778 Pacific Street Placerville, CA 95667-6481 (530) 621-6472

Fax (530) 621-1280

 1360 Johnson Blvd. Ste. 105 South Lake Tahoe, CA 96150-8201 (530) 573-3100 Fax (530) 544-6413

WEB SITE: www.eldoradoda.com :nva Enclosures



COUNTY OF EL DORADO, CALIFORNIA BOARD OF SUPERVISORS POLICY

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	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

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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

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 name of the Subrecipient that is registered with the Internal Revenue Service (IRS). PLEASE NOTE: that all CBOs must be registered, active, and current with the IRS, Department of Justice (DOJ), and Secretary of State (SOS) websites. Failure to be current will result in funds being withheld from Cal OES.

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 <u>www.dnb.com</u>. 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 <u>www.dnb.com</u>. 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.

(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. Subr	ecipient: (Coun	ity of El Dorado)					1a. DUNS#	e: 087834029
2. Implementing Agency: District Attorney's Office					: 087834029					
3. Implementing Agency Address: 778 Pacific Street Placerville					-	95667-6481				
					reet				City	Zip+4
4. Loca	tion of Proje	ect:	778 Pacific Stre	eet				El Dorado		95667-6481
				City	/			C	County	Zip+4
5. Disas	ster/Progran	n Titl	e: Sexual Assault Lav	v Enforcement Specia	lized Unit (ST) Program		6. Pei	formance Period:	10/01/19	to 09/30/20
7. Indire	ect Cost Rat	e: 🗌] N/A; 🔲 10% d	le minimis; [Federally App	proved ICF	र	%		
Grant	- 10					D. Cas	h	E. In-Kind	F. Total	G. Total Project
Year	Fund Sour	ce	A. State	B. Federal	C. Total	Match	n	Match	Match	Cost
2019	8. VAWA	•		\$ 204,500		\$ 68	3,167		\$ 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	\$ 6	8,167	\$ 0	\$ 68,167	12. G Total Project Cost: \$ 272,667
agreeme grant pro policy an	nt will be spent ject in accorda d program guid Public Records	exclu nce w dance.	isively on the purpos ith the Grant Subaw The Subrecipient fu Grant applications a	ses specified in th ard as well as all a inther agrees that re subject to the (e Grant Subaward. applicable state and the allocation of fur California Public Re	The Subreci I federal laws nds may be o	pient ac s, audit continge	ttached and made a p d, and have the appro- cipient certifies that a cepts this Grant Sub- requirements, federal ent on the enactment tent Code section 625 you are putting on th for the exemption. Y	award and agrees t l program guideline of the State Budge	o administer the es, and Cal OES t.
15. Offi	cial Authori	zed	to Sign for Subi	recipient:	10	6. Federal	Empl	oyer ID Number:	94-6000511	
Name:	Vern R.	Pier	son			Title:	Distri	ct Attorney		
Telepho				FAX: (5	530) 621-1280		Email	vern.piersor	@edcgov.us	
Paymer		ea cod dres:	e) s: <u>778 Pacific</u>	Street	(area code)		City:	Placerville	Zip+	4: 95667-6481
Signatu	re:				[FOR Cal OES U		Date:	s		
							_			
I hereby	certify upon m	iy ow	n personal knowled	dge that budgete	d funds are availa	ble for the p	period a	and purposes of this	expenditure state	ed above.
Cal	DES Fiscal Of	ficer			Date	C	al OES	Director (or design	iee)	Date

Cal OES Fiscal Officer

PROJECT CONTACT INSTRUCTIONS

- 1. Provide the name, title, address, telephone number, and e-mail address for the **<u>Project</u>** <u>**Director**</u> for the project.
- 2. Provide the name, title, address, telephone number, and e-mail address for the **<u>Financial Officer</u>** for the project.
- 3. Provide the name, title, address, telephone number, and e-mail address for the **person** having **Routine Programmatic** responsibility for the project.
- 4. Provide the name, title, address, telephone number, and e-mail address for the **person** having **Routine Fiscal** responsibility for the project.
- 5. Provide the name, title, address, telephone number, and e-mail address for the <u>Executive Director</u> of a Community-Based Organization or the <u>Chief Executive Officer</u> (e.g. chief of police, superintendent of schools) for the implementing agency.
- 6. Provide the name, title, address, telephone number, and e-mail address for the <u>person</u> who is the <u>Official Authorized</u> 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, and e-mail address for the <u>Chair</u> of the <u>Governing Body</u> of the Subrecipient.

PROJECT CONTACT INFORMATION

Subrecipient: District Attorney's Office

Subaward #:

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **<u>Project Director</u>** for the project:

Name:Vern PiersonTitle:District AttorneyTelephone #:530-621-6474Email Address:vern.pierson@edcgov.usAddress/City/Zip + 4:778 Pacific Street, Placerville, CA 95667

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

Name: Kerri Williams-Horn	Title: Chief Fiscal Officer
Telephone #: <u>530-621-5309</u>	Email Address: kerri.williams-horn@edcgov.us
Address/City/Zip + 4: 330 Fair Lane, Pla	acerville, CA 95667

3. The **person** having **<u>Routine Programmatic</u>** responsibility for the project:

Name: James Clinchard	Title: Assistant District Attorney
Telephone #: <u>530-621-6405</u>	Email Address: james.clinchard@edcgov.us
Address/City/Zip + 4: 778 Pacific Stree	et, Placerville, CA 95667

- 4. The person having <u>Routine Fiscal</u> responsibility for the project: Name: Justene Grewal & Audra Anderson Title: Administrative Analysts Telephone #: <u>530-621-5640 & 530-621-5144</u> Email Address: justene.grewal@edcgov.us & audra.anderson@edcgov.us Address/City/Zip + 4: <u>330 Fair Lane</u>, Placerville, CA 95667
- 5. The <u>Executive Director</u> of a Community Based Organization or the <u>Chief Executive</u> <u>Officer</u> (i.e., chief of police, superintendent of schools) of the implementing agency: Name: Vern Pierson

Name: veni reison		
Telephone #: <u>530-621-6474</u>	_ Email Address: <u>vern.pierson@edcgov.us</u>	
Address/City/Zip + 4: 778 Pacific Stre	et, Placerville, CA 95667	

6. The <u>Official Designated</u> 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 #: <u>530-621-6474</u>	_ Email Address: <u>vern.pierson@edcgov.us</u>	
Address/City/Zip + 4: 778 Pacific Stree	et, Placerville, CA 95667	

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

Name: Sue Novasel	Title: Chair, District Four Supervisor
Telephone #: <u>530-621-5319</u>	Email Address: sue.novasel@edcgov.us
Address/City/Zip + 4: 330 Fair Lane, Pla	acerville, CA 95667

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 <u>all</u> grant-related matters.

SIGNATURE AUTHORIZATION

	Subaward	1 <i>#</i> :
Subrecipient:	County of El Dorado	
Implementing Agency:	District Attorney's Office	
*The Proj e	ect Director and Financial Offi	cer are REQUIRED to sign this form.
*Project Director: Vern	Pierson	*Financial Officer: / Kerri Williams-Horn
Signature:	1.n	Signature: Aquillus Hm
Date:	28/19	Date: 9/5/19
The following persons are a Project Director	authorized to sign for the	The following persons are authorized to sign for the Financial Officer
Signature		Signature
James Clinchard		Signature
Print Name		Print Name
Signature		Signature
Print Name		Print Name
1 millioname		Fint Name
Signature		Signature
Print Name		Print Name
Signature		Signature
Print Name		Print Name
Signature		Signature
Print Name		Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), 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 Victims of Crime Act (VOCA) Fund

I, <u>Vern Pierson</u> hereby certify that (official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet) Subrecipient: <u>County of El Dorado</u> Implementing Agency: <u>District Attorney's Office</u> Project Title: <u>Sexual Assault Law Enforcement Specialized Units (ST) Program</u>

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 race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **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 – (Subrecipient Handbook Section 1350)

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 written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

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

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

1. Applicability of Part 200 Uniform Requirements

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

2. Compliance with DOJ Grants Financial Guide

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

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

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

The details of the Subrecipient's obligations regarding <u>prohibited conduct</u> related to trafficking in persons are posted on the OJP website at: <u>http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm</u> (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. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C.

§ 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and

- c. the Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.
- 5. 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").

6. 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.

7. 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
- o DOJ OIG hotline fax: (202) 616-9881.

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

8. 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. <u>Pertinent restrictions</u>, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <u>http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm</u>, and are incorporated by reference here.

9. 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.

10. 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.

11. 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.

12. OJP Training Guiding Principles

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

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

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

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

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any

procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a <u>noncompetitive</u> <u>approach in a procurement</u> contract under an OJP award are posted on the OJP web site at http://oip.gov/funding/Explore/NoncompetitivePresurement.htms [August]

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

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

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

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

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

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

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

17. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable

program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

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

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

19. Performance Reports

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

20. Access to Records

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

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

CERTIFICATION
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.
Authorized Official's Signature:
Authorized Official's Typed Name: Vern R. Pierson
Authorized Official's Title: District Attorney
Date Executed:
Federal Employer ID #: <u>94-6000511</u> Federal DUNS # <u>087834029</u>
Current System for Award Management (SAM) Expiration Date: 04/16/2020
Executed in the City/County of: Placerville, County of El Dorado
AUTHORIZED BY: (not applicable to State agencies)
City Financial Officer
City Manager
Governing Board Chair
Signature:
Typed Name: Sue Novasel
Title: Chair, District Five Supervisor

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: El Dorado County District Attorney Office	Subaward #:			
A. Personal Services – Salaries/Employee Benefits	2019 VAWA	2019 VAWA MATCH	соѕт	
At Personal Services – Salaries/Employee Benefits District Attorney Investigator - 1.00 FTE (Partial Cash Match) Salary - \$10,934.22 x 12 Mo x 1.00 FTE = \$131,211 Benefits Other Compensation (0.614% of charged salary) = \$20,68 Retirement/PERS (18.10% of charged salary) = \$23,749 (only charging \$20,800) Medicare (1.45% of charged salary) = \$28,985 Workers Compensation (2.75% of charged salary) = \$3,608 (not charging) Disability (0.25% of charged salary) = \$3,003 (not charging) Duties include, but are not limited to, review of arrest and investigation reports, conducts follow-up interviews, assists with development/revision of protocols, facilitates/provides trainings, responds to evidence requests and serves as point of contact for Sexual Assault Counselor Banefits including: health, dental, vision, retirement, workers compendation and disability. SDI and applicable taxes. This source of match will be derived from services provided by a District Attorney Investigator and are directly related to accomplishing the objectives and goals of the program. Program Coordinator - 0.10 FTE (Cash Match) Salary - \$4,181.52 x 12 Mo x 0.10 FTE = \$5,018 Sentents Retirement/PERS (28.5% of charged salary amount) = \$1,430 Health Insurance (61.01% of charged salary amount) = \$1,3 Diverse Compensation In 2.75% of charged salary amount) = \$138 Disability (0.25% of charged salary amount) = \$13 The Program Coordinator is budgeted at (0.10 FTE) from the Sexual Assault Grant with additonal ime paid by the Victim Compensation Program (0.20 FTE). Victim Witness Assistance 0.206 FTE) and Child Advocacy Program (0.10 FTE) from the Sexual Assault Grant with additonal ime paid by the Victim Compensation Program (0.20 FTE). Victim Witness Assistance 0.206 FTE) and Child Advocacy Program (0.10 FTE). The Program Coordinator's time is pent providing direct services to victims, overseeing victim advocates and participating staff, oreparing reports, grants, supervising staff, and attending required meetings at the Placerville and South Lake Tahoe of	\$131,211 \$806 \$1,903	\$20,800 \$28,985 \$5,018 \$1,430 \$1,950 \$73 \$138 \$13 \$138	COST \$0 \$131,211 \$131,211 \$0 \$20,800 \$1,903 \$28,985 \$28,985 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	
			\$0 \$0	

Subrecipient: El Dorado County District Attorney Office		Subaward #:			
B. Operating Expenses	2019 VAWA	2019 VAWA MATCH	COST		
			\$		
1.00 FTE Sexual Assault Counselor (Participating Staff)	\$58,725		¢ = 0 7 7		
Participation staff contracted through The Center for Violence-Free Relationships	\$30,725		\$58,72		
Annual not-to-exceed, per contract = \$58,725			99 99		
Contracted hourly rate \$28.2327/hr x 2080 hours			\$		
Only \$25,000 of contract NTE used in MTDC calculation			\$		
\$3,720 for reimbursement of training/travel and cell phone stipend (budgeted below)			\$		
			\$		
Training/Travel-Related Expenses:			\$		
1 Counselor & 1 Staff Member to Attend Sexual Assault Training or Related Event (Dates/Times TBD)			\$		
Registration: \$150/person x 2 x 2 = \$600 Hotel: \$125/night x 4 nights x 2 = \$1,000	\$600		\$60		
Meals: Max $46/day \times 5 days \times 2 = 460$	\$1,000		\$1,00		
Airfare (Roundtrip) $500 \times 2 = $1,000$	\$460		\$46		
Mileage: \$.58/mi (Current Federal Rate)*100 miles x 2 = \$116	\$1,000 \$116		\$1,00		
Parking: $20/day \times 5 days \times 2 = 200	\$200		\$11) \$20		
	φ200		\$∠0 \$I		
1 Counselor & 1 Staff Member to Attend Human Trafficing Training (Dates/Times TBD)			\$(
Registration: \$350/person x 2 = \$700	\$700		\$70		
Hotel: \$120/night x 2 nights x 2 = \$480	\$480		\$480		
Meals: Max \$46/day x 2 days x 2 = \$184	\$184		\$184		
Airfare (Roundtrip) \$500 x 2 = \$1,000	\$1,000		\$1,000		
Mileage: \$.58/mi (Current Federal Rate)*100 miles x 2 = \$116	\$116		\$116		
Parking: \$20/day x 2 x 2 = \$80	\$80		\$80		
Rental Vehicle: \$50/day x 2 x 2 = \$200	\$200		\$200 \$0		
Training Materials & Printing Costs			\$0		
Materials for Patrol Officer/First Responder Trainings	\$280		\$280		
Brochures AB1312 Standardized Victim Notification cards	\$500		\$500		
Vehicle Maintenance and Fuel Costs			\$(
DAI Assigned Vehicle 10-197 (travel to/from East and West Slopes of EDC)		\$6,264	\$0 \$6,264		
Estimated Mileage calculated at Federal Rate of \$0.58		φ0,20 4	\$0,202 \$(
900 miles a month x 12 months = 10,800 miles/year			\$0		
10,800 x \$.58/mi = \$6,264			\$0		
			\$0		
de Minimis indirect rate*			\$0		
*MTDC			\$0		
Personnel + Operating = \$192,327 + \$38,180 = \$230,507 x 10% = \$23,051 (only charging \$4,219)	\$4,219		\$4,219		
ncludes administrative costs associated with the SVU division, ST Program,			\$0		
of the El Dorado County District Attorney's Office.			\$0		
Only \$25,000 of participating staff contract included in MTDC			\$0		
Indirect amount of \$23,184 and Facility Lease of \$2,888 not included in MTDC			\$0		
*MTDC reduced to funding available			\$0		
			\$C		
acility Lease (Cash Match)			\$0 \$0		
125 Square Feet per FTE x \$1.75 per Square Feet		\$2,888	\$2,888		
Monthly Rent = 125 x 1.1 FTE X \$1.75 = \$240.63/month		φ2,000	\$C		
Annual Rent = \$240.63 x 12			\$0 \$0		
			\$0 \$0		
Cell Phone Costs (1 for Investigator, 1 for Counselor)			\$C		
Dedicated line for Investigator @ \$50.70/month x 12 months		\$608	\$608		
Cell Phone/Data Stipend for Sexual Assault Counselor @\$60/mo x 12 mo	\$720	2000	\$720		
To provide cell and data service to enable the swift facilitation of the on-line application	Ţ J		\$0		
Operating Section Totals	\$70,580	\$9,760	\$80,340		
perating becapit rotals					

Subrecipient: El Dorado County District Attorney Office	Subaward #:		
C. Equipment	2019 VAWA	2019 VAWA MATCH	соѕт
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quipment Section Totals	\$0	\$0	\$(
QUIPMENT SECTION TOTAL			\$0
Category Totals Same as Section 12G on the Grant Subaward Face Sheet	\$204,500	\$68,167	
Total Project Cost			\$272,667

BUDGET CATEGORY AND LINE ITEM DETAIL

Budget Narrative

The El Dorado County District Attorney's Office 2019/2020 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 2019 VAWA funds with a \$68,167 VAWA local match for this program, for a total program budget of \$272,667.

Personal Services - Salaries/Employee Benefits:

Employee salaries and benefits represent 70.5% of the District Attorney's Office overall 2019/2020 Sexual Assault Law Enforcement Specialized Unit (ST) Program budget. The program encompasses the assignment of 1.00 FTE Project District Attorney Investigator, with charged salary and benefits totaling \$183,705, and .10 FTE Program Coordinator, with charged salary and benefits totaling \$8,622. 27% of the total salary and benefits of the Project Investigator and 100% of the salary and benefits of the Program Coordinator will be used as a General Fund cash match. 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 (SAC). 100% of the time and services provided by the Project Investigator are in direct support of the ST Program's objectives and activities. The 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 project-funded staff duties provided by the Program Coordinator will include, but not be limited to, providing direct services to victims, overseeing victim advocates and participating staff, preparing reports, grants, assisting with the development and revision of new and existing protocols and attending related meetings.

The qualifications of the Project Investigator include fourteen years' experience as an investigator, including eight 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)

Subaward #:

office as needed. All qualifications for employment and the required training and certifications 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 Administrative Analysts 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 that 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, dedicated cell phone lines for the Investigator and Counselor, 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, facility lease cost, and an indirect cost for administrative expenses associated with the ST Program. The facility lease, vehicle fuel/maintenance, and Investigator cell phone costs will be funded by the General Fund as a cash match.

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 2019 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.

Subaward #:

The qualifications of the Victim Advocate include the completion of 60+ hour advocate counselor training for domestic violence and sexual assault through the Department of Justice, attendance at mandatory yearly trainings (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.

The Center for Violence-Free Relationships staff possess 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 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.



THE COUNTY OF EL DORADO Established Date: Jun 1, 1990 Revision Date: Jun 12, 2018 INVESTIGATOR (DISTRICT ATTORNEY)

Class Code: 5603

Bargaining Unit: Sheriff's Assciation

SALARY RANGE

\$43.74 - \$53.17 Hourly \$7,581.60 - \$9,216.13 Monthly \$90,979.20 - \$110,593.60 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 multidisciplinary 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.

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- 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:

19-1454 B 33 of 68

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



VICTIM/WITNESS PROGRAM COORDINATOR

Class Code: 5912

Bargaining Unit: Local 1 Supervisory

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

SALARY RANGE

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

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Plans, schedules, assign and direct the work of Victim/Witness Program Specialists and office support staff; provides technical assistance to staff.
- · Participates in the hiring of assigned staff, recommending selection for management approval.
- Develops and implements Victim/Witness education and information programs; trains staff in program and County policies and procedures; schedules work and approves leaves.
- Evaluates employee performance, counsel's employees and effectively recommends initial disciplinary action and other personnel decisions.
- Reviews and evaluates legislation, codes and administrative regulations, and develops program features and procedures to ensure program effectiveness and compliance with requirements.
- Develops and implements procedures and standards for Victim/Witness case handling and management.
- Works with a variety of other organizations and individuals to arrange and coordinate services, promote the program and solicit support; serves as a member of various councils and teams.
- Maintains records and prepares a variety of periodic and special reports, in statistical or numerical form, regarding victim/witness program activities and operations.
- Prepares and monitors the annual program budget; prepares grant applications and maintains and provides required documentation for grant funded projects.
- Confers with managers and staff in the District Attorney's and a variety of other departments to coordinate work and resolve issues related to the victim/witness program.
- Conducts intake evaluations of program participants; performs the work of Victim/Witness Program Specialists, and/or Victim/Witness Claims Specialists, including handling the more difficult situations.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

19-1454 B 35 of 68

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

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

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

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

OTHER REQUIREMENTS:

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

KNOWLEDGE:

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

SKILLS:

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

CLASS SPEC TITLE 7:

HISOTYR JCN: 5912 Created: June 1990
THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS JOB DESCRIPTION

POSITION:	Case Manager
<u>REPORTS TO:</u>	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.

<u>AGENCY DESCRIPTION</u>: 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.

Subaward #:

Project Narrative

<u>Plan</u>

Investigation and Coordination Deliverables

The Primary Investigator (PI) assigned to this position will be the same investigator assigned during the prior grant cycle. The PI will provide full-time investigative services on the Sexual Assault (ST) Grant. The PI holds an Advanced POST Certificate and has eight years of experience working a sexual assault case load. The PI has received over 200 hours of training in the sexual assault investigation field.

The PI will complete the POST "Advanced Sexual Assault for Investigators" when it becomes available, as well as attend the California Sexual Assault Investigators Association Spring Training Conference in March 2020. As with the prior grant cycle, the PI will continue to facilitate training for law enforcement and partner agency personnel with the goal of collaborative investigations in mind.

During the prior grant cycle, the PI spent a significant percentage of their time conducting coordination of sexual assault investigations. The PI met with local partnering agencies to foster relationships, assessed what practices were effective and then developed new protocols for El Dorado County to follow once a victim discloses a sexual assault. Due to the ST Grant funding, the PI was

able to investigate many previously reported sexual assault cases that had not yet be fully investigated to ensure closure for many victims.

The Pl is planning on using the upcoming grant cycle to further their relationships with local law enforcement partner agencies in an effort to create a collaborative approach to sexual assault investigations. The Pl will begin to take a more active approach at the initiation of a victim's assault disclosure. Following the newly developed protocols, the local law enforcement agencies and the Pl will meet early on to devise an appropriate investigative strategy to most effectively assist the victim and enhance the case.

Plan for a Sexual Assault Counselor (SAC)

Through a participating staff agreement with The Center for Violence Free Relationships, the ST Program will continue to 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 Sexual Assault Counselor (SAC) will continue to contact victims of sexual assault within 24 hours of notification. The SAC will provide immediate crisis counseling (either in person or by telephone), Marsy's Rights information, notification of criminal justice proceedings and case status reports. Additionally,

the SAC will provide court accompaniment, assistance with follow up law enforcement interviews, coordination of meetings with prosecutors, advocacy, counseling referrals and assistance with CalVCB applications.

The SAC position has been made possible with CalOES grant funding. The following example best demonstrates the direct effectiveness of the position within the EDCDA ST program. An adult female had been sexually assaulted by her boyfriend of five years. Within hours of the case being sent to the District Attorney's Office, the SAC made telephone contact with the victim to notify her of the defendant's arraignment and offer services. At the request of the Deputy District Attorney and PI, the SAC was able to get the victim to come into the office for a follow-up interview. At the interview, the SAC provided in-person counseling, a referral to The Center for Violence-Free Relationships, a CalVCB application and mental health referral. Within a week of the victim's assault she was seen by a therapist, completed her CalVCB application, met with a case manager at The Center for Violence Free Relationships, received county services with income support for her and her young daughter and completed necessary follow-up interviews.

The victim in this case was highly traumatized, but due to the immediate response, getting into therapy, receiving wrap around services, she is coping better and on a path to recovery. This has also helped to increase her willingness to cooperate with law enforcement and prosecution.

Subaward #:

A related goal for the upcoming grant cycle is to have the SAC notified the day of the report, rather than when the case is received at the District Attorney's Office. This notification is part of the new county-wide sexual assault protocols, which local law enforcement agencies are being trained on in the final quarter of the current grant cycle.

Plan to Providing Sexual Assault Specific Training

There are three law enforcement agencies within El Dorado County. All of these agencies are currently experiencing staffing issues, as is common statewide. This in turn has resulted in a lack of experience with sexual assault investigations at the patrol level. The PI and SAC will conduct quarterly briefing trainings with the local law enforcement agencies focused on the new countywide sexual assault protocol and proper implementation, the role of the first responders as it relates to the sexual assault protocol, victim's rights and the importance of a compassionate initial response. The PI will continue to review sexual assault cases referred to the District Attorney's Office to identify potential training issues, and address any issues identified in the training.

With the support from the ST Grant funding, the PI and SAC have already been able to identify several areas where training is needed. For example, during one of the quarterly trainings, the PI and SAC will arrange a training session related to sexual assault victimology. The PI and SAC will enlist the

assistance of a doctor/forensic nurse examiner and a mental health professional to speak on the mindset of sexual assault victims, as well as common reactions/behaviors of sexual assault victims.

Additionally, the PI recently had a conversation with the management of the El Dorado County Sheriff's Office Investigations Division where it was stated that there will be a change in practice. The PI was informed that on-call detectives who are called out to a sexual assault cases after hours will no longer refer those cases to the sexual assault detectives; rather the on-call detective will keep the case as the primary investigator. In the long term, this will serve to provide a team of experienced sexual assault investigators, however in the short term, there will be many investigators handling sexual assault cases with little experience and/or training in the field. The PI will offer assistance if, and when, the primary sexual assault detectives are unavailable.

<u>Plan for Evaluating the Training Provided to First Responders</u>

The above referenced training events will end with a post-training written evaluation form provided to the participants. These evaluation forms will be reviewed by the PI, SAC and DDA in charge of the Special Victims Unit. Any deficiencies and/or suggestions will be addressed and rectified. These evaluations will be retained by the PI and submitted to CalOES upon request.

Subaward #:

Plan for Enhancing Protocols Beyond the Grant Period

During the previous grant cycle, the PI was tasked with developing and implementing a new county-wide SART protocol. This is a task which would not have been achievable without the CalOES ST grant funding a full time sexual assault investigator.

Due to the geographic challenges of El Dorado County, with the West Slope and South Lake Tahoe areas having different service providers, there was a need to develop two separate protocols. Both protocols are similar and strive to achieve better service for victims of sexual assault, while addressing the issues stated in the last grant's problem statement.

For example, the new protocol calls for one interview of a victim to be conducted jointly by a detective and a forensic nurse examiner. This practice will serve to allow the victim to explain what happened only one time, while affording both the law enforcement and medical disciplines to gather the information needed for their respective work. The new protocols also call for notification of the District Attorney's Office so victim services can be offered immediately. Additionally, the new protocols reference a recently developed child advocacy center in El Dorado County that includes a satellite office in South Lake Tahoe. This warm and friendly environment is available for all sexual assault victims of all ages to discuss their trauma in a more calming environment.

El Dorado County District Attorney Subaward #:

The PI is scheduling the final quarter training for the 2018-2019 grant cycle with local law enforcement agencies. This training will cover how to implement the new protocol, as well as the benefits to law enforcement and the victim when adhering to the protocols.

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

Subrecipient: County of El Dorado District Attoreny's Office				DUNS # 8783	4029	FIPS #	:
Grant Disaster/Program Title: Sexual Assault Law Enforcement Specialized Units (ST) Program							
Performance Period:	10/01/2019	to	09/30/2020	Subaward Am	ount Req	uested: \$ 272,66	57
Type of Non-Federal Entity (Check Box)			State Gov.	Local Gov.	□JPA	Non-Profit	Tribe

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

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

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

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

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

Signature: (Authorized Agent)	Date:	
Print Name and Title Vern Pierson	Phone Number: District Attorney	
Program Specialist Only: SUBAWARD #		

PROJECT SERVICE AREA INFORMATION

1. <u>COUNTY OR COUNTIES SERVED</u>: 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>U.S. CONGRESSIONAL DISTRICT(S)</u>: 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. <u>STATE ASSEMBLY DISTRICT(S)</u>: 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 Kevin Kiley

4. <u>STATE SENATE DISTRICT(S)</u>: 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 Brian Dahle

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

El Dorado County Population 188,987



Updated 08/08/19

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

Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Sign (xx/xx/xxxx)			s of OA To:
		(^^/^/^/^/	FIUI		10.
1.	The Center for Violence Free Relationships	07/20/19	07/01/18	to	06/30/21
2.	El Dorado County Sheriff's Department	07/18/18	07/01/18	to	06/30/21
3.	Placerville Police Department	07/19/18	07/01/18	to	06/30/21
4.	South Lake Tahoe Police	07/24/18	07/01/18	to	06/30/21
5.	Live Violence Free	07/31/18	07/01/18	to	06/30/21
6.	CVFR SART Operation Agreement	04/25/19	04/01/16	to	10/31/19
7.	The Center for Violence Free Relationships (ST)		10/01/19	to	09/30/20
8.				to	
9.				to	
10.				to	
11.				to	
12				to	
13.				to	
14.				to	
15.				to	
16.				to	
17.				to	
18.				to	
19.				to	
20.				to	

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

Placerville Police Department 730 Main Street Placerville, CA 95667 Jim Ortega Chief of Police (530) 642-5210 The Center 344 Placerville Drive Placerville, CA 95667 Matt Huckabay Executive Director (530) 626-1450

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

John D'Agostini, Sheriff County of El Dorado

Jim Ortega, Chief Placerville Police Dept.

Brian Ohler, Chief South Lake Tahoe Police Dept.

MARY KORKEILA CFO

For Matt Huckabay, Executive Director

The Center

Jane Flavin, Executive Director Live Violence Free

Date

Date

Date

7/20/2018

This addendum shall serve as an extension of the Operational Agreement for the Sexual Assault Response Team (SART), El Dorado County Western Slope, originally effective from April 1, 2016 through March 31, 2019.

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

19

Date

Jim Ortega, Chief of Police Placerville Police Department 730 Main Street Placerville, CA 95667

Theresa Frei, CEO Sutter Medical Foundation Dr. Angela Vickers, SAFE 1625 Stockton Blvd. Sacramento, CA 65816

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

Date

This addendum shall serve as an extension of the Operational Agreement for the Sexual Assault Response Team (SART), El Dorado County Western Slope, originally effective from April 1, 2016 through March 31, 2019.

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

Jim Ortega, Chief of Police Placerville Police Department 730 Main Street Placerville, CA 95667

Theresa Frei, CEO Sutter Medical Foundation Dr. Angela Vickers, SAFE 1625 Stockton Blvd. Sacramento, CA 65816

Date

f. 15- Co19

Date

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

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Date

Jim Ortega, Chief of Police Placerville Police Department 730 Main Street Placerville, CA 95667

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Theresa Frei, CEO Sutter Medical Foundation Dr. Angela Vickers, SAFE 1625 Stockton Blvd. Sacramento, CA 65816

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

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Jim Ortega, Chief of Police Placerville Police Department 730 Main Street Placerville, CA 95667

Date

Date

Theresa Frei, CEO Sutter Medical Foundation Dr. Angela Vickers, SAFE 1625 Stockton Blvd. Sacramento, CA 65816

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

117,2019

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.
- 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.

Operational Agreement SART Page 5 REFERRALS

- 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.

NA John D'Agostini, Sheriff

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

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

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

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

03-21-10

Date

26/16

Date

<u>3 - 15 - 16</u> Date

Operational Agreement SART Page 6 Addendum

Sexual Assault VAWA Protocol – BEAR Program

- 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:
 - 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 CaIOES.

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 adolescent (age 11 or older) and adult sexual assault crimes in El Dorado County. Both agencies believe that the implementation of the Sexual Assault Law Enforcement Specialized Unit (ST) Program application, as described 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 October 1, 2019 - September 30, 2020.

The El Dorado District Attorney (EDCDA) will closely coordinate with The Center for Violence Free Relationships (CVFR) to improve the investigation and coordination of adolescent and adult sexual assault cases through compassionate investigative interviewing, immediate victim advocacy, training for patrol officers/first responders and the development/updating of effective protocols and practices that continue after the performance period has ended.

Specifically,

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

- 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 District Attorney Investigator to work directly with the Sexual Assault Counselor on adolescent and adult sexual assault cases;
- To notify CVFR through the Sexual Assault Counselor, or as necessary through the 24-hour crisis line, whenever an adolescent (age 11 or older) or adult sexual assault case 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 assist with the development and/or revision of protocols for responding to adolescent and adult victims of sexual assault.

The Center for Violence Free Relationships agrees to the following:

 To provide one full-time Sexual Assault Counselor who meets Evidence Code requirements to work specifically with the Sexual Assault Law Enforcement Specialized Unit (ST) Program;

- 2. To have a Sexual Assault Counselor/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 the Sexual Assault Counselor (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;
- To collect program statistics and aid in the preparation of the bi-annual Cal OES Progress Reports and the Office on Violence Against Women (OVW) Annual Progress Report required for the ST Program;
- 7. To engage in five-part training with EDCDA, as appropriate; and
- 8. To share information regarding adolescent 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 for this grant award period is estimated to be \$62,445. No matching funds will be used for this transfer of funds.

Operational Agreement The Center for Violence Free Relationships Page 3 of 3

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

Date

Matt Huckabay Executive Director, The Center for Violence Free Relationships

NONCOMPETITIVE BID REQUEST CHECKLIST

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

Section 3511	<u>Yes</u>	<u>No</u>	
Do conditions exist that require a sole/single-source contract?		0	
Section 3521.1			
Is a brief description of the program or project included?	ullet	0	
Section 3521.2			
Was it necessary to contract noncompetitively?	$\textcircled{\bullet}$	0	
Did the contractor submit his/her qualifications?	$\overline{\bullet}$	0	
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?	$ \mathbf{\bullet} $	0	
Section 3521.3			
Is an explanation provided for the uniqueness of the contract?	•	0	
Section 3521.4			
Are there time constraints impacting the project?	$\textcircled{\bullet}$	0	
Were comparisons made to identify the time required for another contractor to reach the same level of competence?		0	



OFFICE OF THE **DISTRICT ATTORNEY** EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

MEMORANDUM

то	:	Cal OES Attn: Shayna Fox 3650 Schriever Avenue Mather, CA 95655
FROM	:	Vern Pierson
DATE	:	August 30, 2019
SUBJECT	:	Program Volunteer Waiver

Ms. Fox,

At this time, the County of El Dorado District Attorney's Office will not be utilizing volunteers for the CalOES programs. The agency has determined program funding does not allow capacity for effective volunteer support as additional training, equipment, and supervision will be required.