



**Proposal Cover Sheet**

**RFP PROCESS**

**CHILD ABUSE TREATMENT (AT) PROGRAM**

Submitted by:

EL DORADO COUNTY DISTRICT ATTORNEY  
778 Pacific Street  
Placerville, California 95667  
(530) 621-6474



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

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**VERN PIERSON, DISTRICT ATTORNEY**

June 26, 2020

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

RE: Child Abuse Treatment (AT) Program Signature Requirement

Dear Mr. Ghilarducci,

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

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


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

PLEASE REPLY TO:

Very Truly Yours,

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

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

  
Vern R. Pierson  
District Attorney

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



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

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

### I. PURPOSE

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

### II. POLICY

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

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

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

B. County department heads are authorized to:

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



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

Subject:  <b>GRANT APPLICATIONS</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Policy Number:  A-6</td> <td style="width: 50%;">Page Number:  2 of 2</td> </tr> <tr> <td>Date Adopted: 12/22/1987</td> <td>Effective Date: 12/22/1987</td> </tr> </table>	Policy Number:  A-6	Page Number:  2 of 2	Date Adopted: 12/22/1987	Effective Date: 12/22/1987
Policy Number:  A-6	Page Number:  2 of 2				
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- ii. Do not include any requirement for County funds; and
  - iii. Relate directly to the mission of the department and directives of the Board.
  - iv. No less than three business days prior to accepting the grant, the department head will provide the Board and the CAO a written report demonstrating that the grant meets criteria 2.i through 2.iii and notifying the Board of the intent to accept the grant. If no member of the Board or the CAO express concerns during this three-day period, the department head may accept the grant. If any member of the Board or the CAO objects, the department head shall bring the decision to accept the grant before a regularly scheduled meeting of the Board.
3. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
  4. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor’s guidelines for each grant.
  5. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

**III. RESPONSIBLE DEPARTMENT**

Chief Administrative Office

**IV. DATES ISSUED AND REVISED; SUNSET DATES:**

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

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

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

1. Subrecipient: County of El Dorado 1a. DUNS#: 087834029
2. Implementing Agency: District Attorney's Office 2a. DUNS#: 087834029
3. Implementing Agency Address: 778 Pacific Street Placerville 95667-6481  
(Street) (City) (Zip+4)
4. Location of Project: Placerville El Dorado 95667-6481  
(City) (County) (Zip+4)
5. Disaster/Program Title: Child Abuse Treatment (AT) Program 6. Performance Period: 1/1/2021 to 12/31/2021  
(Start Date) (End Date)
7. Indirect Cost Rate: 10% de minimis Federally Approved ICR (if applicable): \_\_\_\_\_ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2019	VOCA		\$257,500		\$64,375		\$64,375	\$321,875
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$257,500	\$257,500	\$64,375		\$64,375	\$321,875

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

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

15. **Official Authorized to Sign for Subrecipient:**  
 Name: Vern R. Pierson Title: District Attorney  
 Payment Mailing Address: 778 Pacific Street City: Placerville Zip Code+4: 95667-6481  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_
16. **Federal Employer ID Number:** 946000511

**(FOR Cal OES USE ONLY)**

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

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

## PROJECT CONTACT INFORMATION

Subrecipient: County of El Dorado District Attorney's Office Subaward #: KU

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

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

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

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

Name: Kerri Williams-Horn Title: Chief Fiscal Officer  
Telephone #: 530-621-5309 Email Address: kerri.williams-horn@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

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

Name: Johana Millan Title: Program Coordinator  
Telephone #: 530-642-5169 Email Address: johana.millan@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

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

Name: Audra Anderson Title: Administrative Analyst  
Telephone #: 530-621-5144 Email Address: audra.anderson@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

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

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

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

Name: Vern R. Pierson Title: District Attorney  
Telephone #: 530-621-6474 Email Address: vern.pierson@edcgov.us  
Address/City/Zip + 4: 778 Pacific Street, Placerville, CA 95667-6481

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

Name: Brian Veerkamp Title: Chair, District Three Supervisor  
Telephone #: 530-621-5652 Email Address: bosthree@edcgov.us  
Address/City/Zip + 4: 330 Fair Lane, Placerville, CA 95667-4103

SIGNATURE AUTHORIZATION


Subaward #: AT

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office


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

\***Project Director:** Vern R. Pierson

Signature: 

Date: 6/19/2020

\***Financial Officer:** Kerri Williams-Horn

Signature: 

Date: 6/17/20

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

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



Signature

James Clinchard

Printed Name

Signature

Joseph Alexander

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

The Applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding federal grant funds, the Equal Employment Opportunity, 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 Grant Subaward 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) Victim Assistance Formula Grant Program**

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

Subrecipient: County of El Dorado  
Implementing Agency: District Attorney's Office  
Project Title: Child Abuse Treatment (AT) Program

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

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (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: Director of Human Resources  
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 must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must 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 Grant 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 Grant Subaward 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) Victim Assistance Formula Grant Program Funds**

### **1. Applicability of Part 200 Uniform Requirements**

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and Subawards ("Subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The Subrecipient must comply with the DOJ Grants Financial Guide.

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

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

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients and 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 must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

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

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds (FY 2019)

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC

20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

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

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

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:

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

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

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

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

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

#### 9. Encouragement of Policies to Ban Text Messaging while Driving

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

#### 10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

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

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (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 Subrecipient'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.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a Subaward).

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

<https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

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

The Subrecipient must 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.

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

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

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

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



15. Victims of Crime Act Requirements

The Subrecipient must 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.

16. Demographic Data

The Subrecipient must 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.

17. Performance Reports

The Subrecipient must 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.

18. Access to Records

The Subrecipient must authorize 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.

19. All Subawards ("Subgrants") must have specific federal authorization

The Subrecipient must comply with all applicable requirements for authorization of any Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

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

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar

amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

- a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

- b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

- c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

- d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or -Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

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

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

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

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

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

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

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

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

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

#### 25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

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

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

#### 26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

#### 27. 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.

28. 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.

29. Hiring Documents

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

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

**CERTIFICATION**

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

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: Vern R. Pierson

Authorized Official's Title: District Attorney

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

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

Current System for Award Management (SAM) Expiration Date: 01/15/2021

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

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

City Financial Officer

County Financial Officer

City Manager

County Manager

Governing Board Chair

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

Typed Name: Brian Veerkamp

Title: Chair, District Three Supervisor

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: El Dorado County District Attorney's Office		Subaward #: AT20	
A. Personal Services – Salaries/Employee Benefits	VOCA 19	VOCA 19 Match	COST
CAC Coordinator - 0.10 FTE (Gen Fund Cash Match) Salary - \$10,848.42 x 12 Mo x 0.10 FTE = \$13,018		\$13,018	\$13,018
Benefits			
Retirement/PERS (18.54% of charged salary amount)		\$2,414	\$2,414
Medicare (1.45% of charged salary amount)		\$189	\$189
Health Insurance (6.34% of charged salary amount)		\$825	\$825
Workers Comp Ins (not charging)			
Disability (not charging)			
Provides CAC and MDIC Coordination and program support.			
Benefits including: health, dental, vision, retirement, workers comp and disability. SDI and applicable taxes.			
Deputy District Attorney - 0.10 FTE (Gen Fund Cash Match) Salary - \$14,952.67 x 12 Mo x 0.10 FTE = \$17,943		\$17,943	\$17,943
Benefits			
Retirement/PERS (9.80% of charged salary amount)		\$1,758	\$1,758
Medicare (1.45% of charged salary amount)		\$260	\$260
Health Insurance (10.47% of charged salary amount)		\$1,879	\$1,879
Workers Comp Ins (not charging)			
Disability (not charging)			
Provides guidance, oversees all child victim cases, and provides referrals for support.			
Benefits including: health, dental, vision, retirement, workers comp and disability. SDI and applicable taxes.			
Program Coordinator - 0.05 FTE (Gen Fund Cash Match) Salary - \$6,030.00 x 12 Mo x 0.05 FTE = \$3,618		\$3,618	\$3,618
Benefits			
Retirement/PERS (9.80% of charged salary amount)		\$355	\$355
Medicare (1.45% of charged salary amount)		\$52	\$52
Health Insurance (31.95% of charged salary amount)		\$1,156	\$1,156
Workers Comp Ins (not charging)			
Disability (not charging)			
Provides oversight of program, victim advocates and participating staff and attends required program meetings.			
Benefits including: health, dental, vision, retirement, workers comp and disability. SDI and applicable taxes.			
<b>Personal Section Totals</b>		<b>\$43,467</b>	<b>\$43,467</b>
<b>PERSONAL SECTION TOTAL</b>			<b>\$43,467</b>

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: El Dorado County District Attorney's Office		Subaward #: AT20	
B. Operating Expenses	VOCA 19	VOCA 19 Match	COST
<b>1.5 FTE Psychotherapy Clinicians</b> Participating staff contracted through Hope Counseling. Provides psychotherapy services for children victimized by abuse and/or neglect, services for family members and caregivers, and overall case support services in conjunction with the Child Advocacy Center. Salary/Benefits \$75/hr x 3120 hours = \$234,000	\$234,000		\$234,000
<b>Training/Travel-Related Expenses for Clinicians</b> 2 Staff Members to Attend Child Maltreatment Conference or Related Event Registration: \$575 Est x 2 people = \$1,150 Hotel: \$173 per diem + \$25 taxes & fees x 4 nights x 2 people = \$1,584 Meals: Max \$46/day x 5 days x 2 people = \$460 Est Airfare (Roundtrip) to Conference \$300 Est x 2 people = \$600 Mileage: \$0.575/mi (Current Federal Rate)*101 miles x 2 people = \$116 Est Parking Costs: \$45 per event x 2 people = \$90 Est	\$1,150 \$1,584 \$460 \$600 \$116 \$90		\$1,150 \$1,584 \$460 \$600 \$116 \$90
<b>Office Supplies &amp; Equipment for 2 Clinicians (Estimated Costs)</b> Miscellaneous, as needed items, such as computer accessories, printer supplies, paper, folders, and other minor office supply items for the Child Advocacy Center Interview Centers.	\$1,500		\$1,500
<b>Interview Room Supplies for Therapy Services</b> Enhancements for family sessions and materials for children for the Placerville and South Lake Tahoe locations	\$4,000		\$4,000
<b>Outreach, Promotion, Printing, and/or Design Expenses</b> Promotion of Child Treatment Options through the CAC	\$3,500		\$3,500
<b>Laptop for Clinicians (2 set-ups at \$1,600 each est)</b> Laptop Hardware, Software, and Case Est	\$3,200		\$3,200
<b>Monitors, Docking Stations, Desktop Printers/Scanners and Cables for Clinicians (2 set-ups at \$1,276 each est)</b>	\$2,552		\$2,552
<b>Cell Phones for Clinicians</b> \$60/month x 12 months x 2 people = \$1,440	\$1,440		\$1,440
<b>*Facility Rental - Fausel House CAC Interview &amp; Viewing Rooms and Office Space (Match)</b> 772 Pacific Street Monthly Rent Cost: \$2,625; Total Useable Sq Ft: 1,500; 750 Sq Ft for use by AT Program Clinician 750 sq ft x \$1.75 Cost per square foot x 12 months = \$15,750		\$15,750	\$15,750
<b>de Minimis indirect rate</b> Modified Total Direct Cost is \$84,659 (Total Project Cost less Rent, Travel, Contract Amounts above \$25,000, and indirect.) Indirect Calculation \$84,659 x 10% = \$8,466	\$3,308	\$5,158	\$8,466
<b>Operating Section Totals</b>	\$257,500	\$20,908	\$278,408
<b>OPERATING SECTION TOTAL</b>			\$278,408



**BUDGET CATEGORY AND LINE ITEM DETAIL**

<b>Subrecipient: El Dorado County District Attorney's Office</b>		<b>Subaward #: AT20</b>	
<b>C. Equipment</b>	<b>VOCA 19</b>	<b>VOCA 19 Match</b>	<b>COST</b>
None			
<b>Equipment Section Totals</b>			
<b>EQUIPMENT SECTION TOTAL</b>			
<b>Category Totals</b>			
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	<b>\$257,500</b>	<b>\$64,375</b>	
<b>Total Project Cost</b>			<b>\$321,875</b>

### **Budget Narrative**

The El Dorado County District Attorney's Office (EDCDAO) 2021 Child Abuse Treatment Program budget details the Agency's plan to provide comprehensive psychotherapy services to children victimized by abuse and/or neglect, along with services for family members and caregivers to support the treatment of the child. The California Governor's Office of Emergency Services (Cal OES) has allocated \$257,500 in 2019 VOCA funds with a \$64,375 2019 VOCA local match for this Program, for a total project cost of \$321,875.

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

Employee salaries & benefits represent 13.5% of the District Attorney's Office 2021 Child Abuse Treatment (AT) Program budget as a cash match. Our Child Advocacy Center (CAC) Coordinator will be assigned to the Program at 10% with salary & benefits totaling \$16,446. The CAC Coordinator will provide oversight, coordination, and program support for children and their families receiving services, along with being part of the multidisciplinary interview team for all child victims. A Deputy District Attorney (DDA) will be allocated to the program at 10% with salary & benefits totaling \$21,840. The DDA will be part of the Special Victims Unit and will provide guidance, oversight of children victim cases as they move through the court, and referrals for treatment and support. The El Dorado County (EDC) Victim Witness Unit (VWU) Program Coordinator will be assigned to the AT Program at 5% with salary & benefits totaling \$5,181. The Program Coordinator provides direct services to victims, prepares grant reports and applications,

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supervises staff, attends required meetings & trainings, and will work directly with participating staff to develop and implement the objectives of the AT grant. All qualifications set forth by the County's employment standards for this job, and certification from the California Crime Victim Assistance Association, Cal OES, and CDAA have been met.

All services to be provided by the CAC Coordinator, Deputy District Attorney, and Program Coordinator will support the objectives of providing comprehensive psychotherapy services to children victims of crime and/or neglect through the EDCDAO and the Fausel House Child Advocacy Center. All job descriptions and certifications listed in this grant application are available upon request. All positions maintain functional, detailed time sheets that are submitted on a bi-weekly basis. No mid-year salary range adjustments are required. The salaries have been calculated over the 12-month performance period.

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

### **Operating Expenses**

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet the program objectives and a blend of grant funding and general fund cash match. The bulk of the operating

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budget will fund a second tier subaward with Hope Counseling for the equivalent of 1.5 FTE Psychotherapy Clinicians to provide services for children victimized by abuse and/or neglect, services for family members and caregivers, and overall case support services in conjunction with the EDCDAO and CAC. Hope Counseling will be able to expand their services into El Dorado County with this grant funding, helping us meet the needs & demand for a specialized trauma-informed treatment program for children and their families, by providing local, no-cost, and timely comprehensive clinician services.

Training and travel related expenses have been included for two staff members to attend the Child Maltreatment Conference or related event. Travel costs are per County Policy and follow GSA published rates. Outreach, printing, and design expenses have been included to promote this new child abuse treatment service through the EDCDAO and CAC. Ongoing budgeted program costs include cell phones for the clinicians and miscellaneous office supplies & equipment needs. One-time set-up costs for the psychotherapy clinicians who will be working with the EDCDAO includes computer equipment and enhancements for our CAC and interview rooms for family sessions and materials for children to be served by the program.

A portion of the rent of the Fausel House CAC will be applied to this grant as a cash match to cover the office and interview space to be used by the AT program clinicians. The 10% de Minimis Indirect Rate accounts for any facility-related and administrative costs with the program including, but not limited to,

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security systems, office equipment, liability insurance, utilities, and administrative labor associated with program oversight. There are no equipment expenses or unusual expenses included in the program budget.

Our second tier subaward with Hope Counseling will use 90.9% of the available VOCA 19 funds to provide direct psychotherapy clinician services for children victims and their families within El Dorado County, which greatly increases the service level of our VWU and CAC and will increase engagement in therapy services and their cases. Hope Counseling will be able to provide services for victims with special needs within our ADA-accessible building, and for those who need Spanish or sign-language interpretation. In addition to mental health services and treatment planning, Hope Counseling will work in partnership with the EDCDAO, CAC and the VWU to provide crisis intervention, case management, and outreach, insuring that children who may not otherwise have access to services will receive the treatment and guidance they need. The VWU will continue to provide criminal justice system orientation, transportation services, and claim assistance for children and their caregivers.

Leveraging the strengths of our existing victim programs within the VWU and the multidisciplinary team within the CAC allows us to maximize services for child abuse treatment and to minimize the costs for administration and oversight of the AT program. EDC staff working on this program will be focused on providing direct support and advocacy for child victims and their families and enhancing the service offerings through the District Attorney's Office.

## **Project Narrative**

### **Problem Statement**

Child victims of sexual abuse, physical abuse, neglect, direct and indirect domestic violence abuse, human trafficking, and a myriad other violent crimes, as well as their families, are in dire need of accessible, community-based, safe, no-cost specialized mental health services in El Dorado County (EDC). The El Dorado County District Attorney's Office (EDCDAO) has seen a significant increase in crimes against children reported in the last several years. Over the last three years EDCDAO has served more than 300 child victims and approximately double that amount of indirect victims, such as witnesses, parents, grandparents, caregivers and other family members. Specifically, the number of child sexual assault cases presented to the EDCDAO for filing consideration has doubled since 2015. Similarly, cases involving child witnesses of domestic violence and child physical abuse cases have continued to increase. With increased public awareness and law enforcement training regarding these violent cases in EDC, statistics will likely continue to rise. Additionally, in 2018 EDCDAO created a Child Advocacy Center (CAC), resulting in a 38% increase of children receiving forensic interviews.

The US Census Bureau estimates that as of 2018, EDC's population was 190,678 with a growth rate of 1.04% within that year. EDC is the 29th largest county in California, comprising 1,786 square miles bordering Sacramento County, Placer County and the state of Nevada. Approximately 82.8% of the county's residents

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live in rural areas. There are County Courthouses, EDCDAOs, and CACs in the two incorporated cities, Placerville and South Lake Tahoe (SLT). The two cities are separated by a treacherous mountain range which makes travel difficult during inclement weather.

The Placerville branch is centrally located within the west slope of EDC. Children and families served by the EDCDAO are spread throughout the county in both suburban and rural areas. Split families often reside in both EDC and Sacramento and/or Placer counties. Despite working tirelessly to minimize the barriers surrounding mental health services for our most vulnerable children victims, challenges continuously brought to our attention include: limited access to locations for treatments close to their place of residence, having the opportunity to receive mental health services in a timely manner, inability of receiving family therapy without traveling to different centers, limited public transportation options, access to telehealth, and access to bilingual mental health providers, including sign language therapists. All of which results in child victims not receiving critical mental health treatment. Currently EDCDAO's CAC in Placerville has a linkage agreement with Hope Counseling to provide trauma-informed mental health treatment for children and their families. Although Hope Counseling is a non-profit, community-based mental health service provider, their offices are only in the neighboring counties of Sacramento and Placer, resulting in many child victims and their families within EDC having to drive long distances in order to receive services. Additionally, when El Dorado County Deputy District

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Attorneys in the Special Victims Unit (SVU) and Victim Witness Program Specialists in SLT initially review cases involving child victims that have not been previously triaged by the CAC multidisciplinary team and learn of children in need of emergency mental health services, they are unable to provide quick solutions to victims and their families and are informed of long wait lists for treatment.

Adding counseling services in one centralized location in Placerville would greatly increase the mental health needs of child victims and their families. The National Children's Alliance (NCA), in coordination with the Chicago Child Advocacy Center, conducted research in the form of the PATHH Project, wherein engagement in mental health services for children and their non-offending caregivers were measured after the Chicago CAC implemented increased trauma-informed mental health services to CAC clients through on-site therapy. The study showed an approximate 30-percent increase in engagement in therapy services among children and their caregivers when therapy was provided on-site at the CAC.

The EDCDAO Placerville CAC is co-located on EDCDAO property in a separate building designed to be a safe, child and family friendly environment, also providing a confidential location for children and their families to discuss their cases, immediate and long-term needs, trauma, and other family dynamics with members of the multidisciplinary team. EDCDAO needs to incorporate on-site therapy services at the CAC for children and their families in order to truly provide comprehensive treatment efforts for these vulnerable victims. The Child Abuse



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Treatment (AT) Program would ensure child victims can have their needs met by multiple agencies in one central location, greatly reducing the stress of transportation, conflicting appointment times, and other barriers to treatment. Currently, a child who has been sexually or physically abused, or witnessed domestic violence, first must be interviewed by law enforcement, and then must be transported to the CAC for a multidisciplinary interview, then oftentimes to a clinic for a Sexual Assault Response Team (SART) exam, and then they must go to different locations for counseling and other services. Additionally, each time a child becomes a victim, the non-offending family members or caregivers often experience what is known as secondary trauma; therefore, it is important to provide them with specialized trauma informed and client-centered practices as well as mental health services in the form of individual, family, and group counseling. In addition, co-locating services assists EDC government, non-government, and tribal partner's agencies in implementing best practices, increasing efficiency, sharing training and technical assistance, and in increasing collaborative learning for all partners.

Child victims and their families being served by the EDCDAO in the SLT location need the ability to receive emergency psychological first aid as part of the initial referral process and case management. Expanding services within EDC will give all residents increased access to services in a timely manner.

## **Project Plan**

The AT Program will assist the CAC intake process by eliminating the burden on families having to search through lists of possible providers and waitlists or delays for therapy services. Currently when the CAC Coordinator contacts the non-offending caregivers of the children and assesses the immediate needs of the child, an inquiry is made regarding therapy services. If children and their families are not yet engaged in therapy, a therapist from Hope Counseling observes the forensic interview of the child allowing the therapist to hear the child's initial disclosure and begin a formal therapeutic needs assessment for the child. With AT Program funding, therapists would have the ability to meet with families after their forensic interviews, as well as the family's assigned victim advocate, and immediately schedule follow-up services to be conducted in-house at the CAC.

Similarly, AT Program funding will assist child victims and their families to obtain treatment when EDCDAO receives a case directly from a law enforcement agency for review of filing of criminal charges. A SVU attorney reviews all intake cases for filing decisions in EDC when a child is a victim of sexual abuse, physical abuse or neglect, human trafficking, domestic violence and other violent crimes. AT Program funds would allow the reviewing attorney to ensure Hope Counseling is notified immediately so crucial treatment programs can begin at an early stage. Specifically in SLT, Hope Counseling would be able to assist children in crisis on an emergency basis without waiting for extensive paperwork or waitlists.

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Finally, because Hope Counseling accepts California Victim Compensation Board (CalVCB) insurance, ensuring the family can continue services with trusted therapists from Hope Counseling for longer periods of time, dependent on each client and family's individual needs.

AT Program funding will allow participating therapists with Hope Counseling to see children and their families at the CAC in Placerville, CA (772 Pacific Street, Placerville, CA 95667). Hope Counseling will be able to provide flexible therapy hours, to include late afternoons, evenings, and weekends, in order to ensure children and families have the most convenient access to therapy which is not hindered by work and school hours. Hope Counseling will utilize the CAC interview room and waiting room for children and their families, ensuring a safe and child-friendly environment for all clients served through the use of the AT Program. In the case of family therapy, therapists from Hope Counseling will be able to conduct separate sessions for both children and their caregivers at the same time using the different rooms available in the CAC building, making access to therapy for the whole family much more convenient and requiring less time and travel for multiple appointments.

Depending on the nature of the crime and intake process with the victim and their families, AT Program funding will allow a minimum of one session per week of individual counseling and/or a minimum of two monthly family in-person or telehealth sessions based on their needs. EDCDAO, in collaboration with Hope Counseling, is projecting to meet the mental health needs of a total of 260 direct

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and indirect victims, including those with special needs such as English as a second language and those in need of sign language. Out of the 260 victims, we expect to serve 120 children and 140 family members and caregivers. As a result of the trauma and the nature of the crimes these children have been victims of, it is important to have consistency. One way to achieve this is to be able to have a plan for emergency therapy where victims obtain treatment up to four times per week, which can be pivotal for their healing. It is hard to determine how long it may take a victim to recover from trauma, yet it is important to be able to offer as much access to a combination of individual or family therapy sessions, either in-person or through telehealth services.

Based on the immediate and long-term victims' needs, Hope Counseling will be offering in-person and telehealth therapy sessions that provide children and families individualized treatment plans that are research-based and trauma-focused. Therapists will work with children and their families to heal from trauma, increase resiliency, and improve their mental and behavioral health. Therapists will meet with referred clients weekly or bi-weekly while utilizing an organized treatment plan using techniques such as, Trauma Focused Cognitive Behavioral Therapy (TF-CBT ), Eye Movement Desensitization and Reprocessing (EMDR), and Play Therapy for child clients to help them understand the connection between the trauma experience and their emotional and behavioral responses. Therapists will offer skills and strategies that assist children and their families in understanding, coping with, and processing the emotions and memories tied to their traumatic

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experiences. Therapists will also use standardized assessment measures to inform treatment and periodically to assess progress and outcome. Therapists will integrate caregiver engagement within treatment for child clients. When appropriate, therapists will identify and refer to other services such as domestic violence and substance abuse agencies.

Due to concerns with COVID-19, Hope Counseling has made arrangements to conduct therapy services using synchronized telehealth when it is safer to do so, or more accessible for clients. These services can and will continue to be utilized whenever necessary for children and their families, including emergency services and as needed in the SLT office.

Not only will Hope Counseling be able to better serve child victims and their families within EDC, their other office locations in neighboring counties can also be utilized by CAC and EDCDAO clients, greatly improving access to services for split families who live or work in surrounding communities.

In addition, Hope Counseling staff will have access to their own office area within the CAC, which will allow them to prepare to see clients, review case files, and complete service notes for clients served.

All therapists working with the EDCDAO through our partnership with Hope Counseling are supervised by a licensed clinician that has completed the mandated continuing education for becoming a supervisor as well as an excess of forty hours of continued education on trauma based approaches such as TF-CBT and EMDR. The supervisor and/or assigned therapists for EDCDAO clients

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will continue to attend monthly case review meetings to discuss the needs of each client and/or family, which will include offering consultation with the team on the effects of trauma clients are experiencing. All therapists have experience and expertise in accordance with NCA mental health standard guidelines, further ensuring all children seen through the AT Program will be receiving the highest levels of care and trauma-informed services.

In addition, the AT Program will allow for two Hope Counseling therapists to join other members of the multidisciplinary team in attendance at the International Conference on Child and Family Maltreatment, held annually in San Diego, California. Attendance at this conference will allow clinicians working with EDCDAO with continuing education unit hours specializing in treatment for abused children and their families.

EDCDAO uses volunteers and interns to assist in administrative tasks within the EDCDAO. Volunteers at EDCDAO are required to pass a background process to adhere to confidentiality standards, as are volunteers that are used with our partnership agencies, such as Hope Counseling.

## **Capabilities**

EDCDAO has the capability to implement and provide sustainability for the AT Program. The EDCDAO has already partnered with Hope Counseling to be the official mental health partner for the CAC in Placerville, CA. Hope Counseling provides children and families with trauma-informed therapy practices, to include EMDR, TF-CBT, adolescent counseling, group therapy, and Acceptance and Commitment therapy. In addition, Hope Counseling employs bilingual therapists, as well as American Sign Language therapy. Hope Counseling is committed to serving EDCDAO victims and their families, and non-offending caregivers and accepts CalVCB funding to ensure all families can receive treatment regardless of their ability to pay. Hope Counseling is familiar with all NCA accreditation standards and has committed to meeting those standards of care for all EDCDAO and CAC clients and families. In addition, they have committed to and always have a therapist present at all case reviews in the Placerville area, and have agreed to dedicate their own case management program to tracking all clients and families referred by EDCDAO, as well as to using the CAC's case tracking system in order to properly track services provided to all CAC clients and their families.

EDC already has a working Memorandum of Understand (MOU) and shared protocols in place with local law enforcement partners, EDC Child Protective Services, and EDC County Council. This allows for a collaborative team approach for child abuse cases and includes monthly case reviews.

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For 38 years, the El Dorado County Victim Witness Program (EDCVW) has provided Program Specialists for victim advocacy and services to victims under funding provided through Cal OES including the fourteen mandatory and all ten optional services defined in Section 13835.5 of the California Penal Code. The EDCVW Program provides services to over 1,300 new victims of crime per year. The EDCVW Program is under the direction and leadership of the Victim Witness Program Coordinator who oversees all program responsibilities including grant oversight, assignments of cases to advocates, after hour emergencies, supervision of staff, and interagency coordination. The EDCVW Program Coordinator possesses a Bachelor's Degree in Criminal Justice, a Master's Degree in Public Administration, and has seven years of providing bilingual English-Spanish direct victim services to diverse populations.

In 2018, the EDCDAO expanded their forensic interview services for children and spearheaded the creation of a CAC. This expanded partnerships with local agencies and community partners within the multidisciplinary team responding jointly to child abuse investigations (law enforcement, medical, victim advocacy, prosecution, forensic interviews, and mental health professionals). The CAC has since acquired an Associate/Developing membership with the National Children's Alliance (NCA), and is working toward full accreditation through NCA. The CAC Coordinator has worked in law enforcement for fifteen years, specializing in child abuse, sexual assault, and homicide investigations, as well as forensic interviewing and proving referrals to services for children and



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families dealing with trauma from crime victimization. The Coordinator has conducted over four hundred forensic interviews of children aged 3-18. The Coordinator has over 500 hours of training in special victim investigations, and as of August 2020 will possess a Bachelor of Science degree in Criminal Justice with a specialty in Criminology.

Hope Counseling offers low-cost counseling and has three locations in the greater Sacramento area (mid-town Sacramento, Folsom, and Roseville). Hope Counseling accepts Victim Witness Compensation Insurance, and specializes in individual counseling, group therapy, child and adolescent care, and trauma-informed practices. All clinicians are license-eligible master's level mental health providers or master's level interns that are under the supervision of a licensed clinician. All clinicians including the supervisor have at least forty hours of instruction on trauma based approaches as well as a minimum of eight hours of training in the field of child abuse. Hope Counseling offers therapy in English, Spanish, Farsi, Polish, and American Sign Language.

The EDCDAO has a long standing history of effectively administering grant funds, currently managing 14 separate grants, including those from California Office of Emergency Services (Cal OES), California Department of Insurance, Department of Justice, Office of Traffic Safety, as well as other special revenue funds. EDC Chief Administrative Office (CAO), Central Fiscal Division provides direct services regarding the fiscal management and requirements of all grants. The Chief Fiscal Officer and Administrative Analysts review documents for

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financial matters required by the grant, prepare the budgets and any modifications, monitor compliance with regulations and procedures mandated by the funding source and ensure the appropriate expenditure of grant funds. Additionally, since 2012, the same Assistant District Attorney has provided consistent oversight on all grants. EDCVW internal accounting and administrative controls of the grant are managed by the CAO to ensure that both revenues and costs are identified by program and funding source and that the EDCVW Program is in compliance with mandated grant procedures. A series of checks and balances and the required Report of Expenditures documents assure that Cal OES grant funds are accurately accounted for and expended in accordance with the grant. The EDCVW meets monthly with the CAO fiscal staff to review program data to ensure compliance with goals and objectives.

Consultation and clinical supervision for Hope Counseling therapists will be conducted twice per week. Therapists attend group and/or individual (triadic) supervision with a qualified supervisor that has completed continuing education in trauma-focused approaches. The supervisor will read therapy progress notes, watch video tapings, and utilize didactic approaches to understanding individualized treatment plans.

The EDCDAO has extensive experience in working with local advocacy centers and community partners through the use of operational agreements and/or second tier subawards. Not only does the ECDAO currently partner with

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Hope Counseling, we also currently work extensively with The Center for Violence-Free Relationships to provide Victim Witness and other CAC services. These second tier subawards for other Cal OES grant programs (VV, ST, and KC) have helped us provide additional integrated services for victims of crime for EDC for years. Through these cultivated partnerships, contractual agreements, operational agreements, and MOUs, the EDCDAO is able to expand our victim service offerings, allowing for a highly functioning multidisciplinary team that can offer vertical prosecution of cases and full support for victims, witnesses, and families of victims of crime. Other agencies EDCDAO has operational agreements with include the EDC Sherriff's Department, the Placerville Police Department, the South Lake Tahoe Police, and Live Violence Free, an organization serving our South Lake Tahoe community by providing therapy, advocacy, prevention, and outreach in conjunction with our Tahoe CAC.

By partnering with Hope Counseling for the AT Program through a second tier subaward, we will be able to enhance the services for child victims of crimes and their families. All Hope Counseling therapists will hold the necessary qualifications to provide psychotherapy services and will pass all required background checks before working with victims.

**Attachment B**  
**AT Program Grant Subaward Application Addendum**

**REQUIRED SERVICE OBJECTIVES AND PROJECTED GOALS**

Please project the number of new child victims and services that will be provided through the AT Program during the Grant Subaward performance period. These numbers will be reflected on the bi-annual progress report.

<b>1.</b>	120	Number of child victims who received psychotherapy services during the reporting period.
<b>2.</b>	120	Number of child victims who are underserved or are dependents of the court during the reporting period.
<b>3.</b>	75	Number of child victims who are involved in the child welfare system who received services during the reporting period.
<b>5.</b>	260	Number of referrals to the local Victim/Witness center during the reporting period.
<b>6.</b>	1.5	Number of full time (FTE) clinicians providing psychotherapy services to child victims during the reporting period.
<b>7.</b>	780	Number of services provided to family members and/or caregivers during the reporting period.
<b>8.</b>	0	Number of volunteers utilized for the CHAT Program during the reporting period.
<b>9.</b>	5	Number of paid staff & volunteers who received training during the reporting period.
<b>10.</b>	520	Number of referrals made to outside agencies during the reporting period.

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

<b>Subrecipient</b> <u>El Dorado County District Attorney's Office</u> <b>Duns#</b> <u>087834029</u> <b>FIPS#</b> _____
<b>Disaster/Program Title:</b> <u>Child Abuse Treatment (AT) Program</u>
<b>Performance Period:</b> <u>01/01/21</u> to <u>12/31/21</u> <b>Subaward Amount Requested:</b> \$ <u>257,500</u>
<b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe

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

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

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

<b>Assessment Factors</b>	<b>Response</b>
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?	\$ 2,521,748
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.*

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

## PROJECT SERVICE AREA INFORMATION

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

El Dorado County\*

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

4th District\*

Represented by Congressman Tom McClintock

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

State Assembly Districts are split between the 6th State Assembly District and the 5th State Assembly District\*

5th State Assembly District represented by Frank Bigelow\*

6th State Assembly District represented by Kevin Kiley

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

1st State Senate District\*

Represented by Brian Dahle

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

El Dorado County Population 192,843 (2019)

**El Dorado County DA's Office**  
**Organizational Chart: FY 19/20**  
*Updated 5/6/20*

