



OFFICE OF THE DISTRICT ATTORNEY

COUNTY OF LASSEN

VICTIM/WITNESS ASSISTANCE PROGRAM

Susan M. Rios
District Attorney
Latoya Salas
Victim/Witness Coordinator

2950 Riverside Drive, Suite 102
Susanville, California 96130

(530) 251-8283
(Fax) 251-2692
(530) 251-8281

MEMORANDUM

TO : Honorable Lassen County Board of Supervisors
FROM : Susan M. Rios
Lassen County District Attorney
DATE : September 5, 2025
SUBJECT : Continuation of Lassen County District Attorney's
Victim/Witness Assistance Program

Recommendation: That the Lassen County Board of Supervisors authorize the Board Chairman to execute the original Resolution of the Board of Supervisors Of Lassen County Approving The Undertaking Of The Lassen County District Attorney's Victim/Witness Assistance program To Be Funded From Funds Available Through the State of California Administered by the California Office of Emergency Services **and** authorize the Lassen County District Attorney and their authorized agent to execute any and all documents necessary in order to continue the grant funding for the Victim/Witness Assistance Program for grant year 2025/2026.

Summary: The Lassen County District Attorney's Victim/Witness Assistance Program has been in existence since 1991. The program is funded through the State of California utilizing both State and Federal monies. The goal of the program is to provide comprehensive services to victims of crime in Lassen County to lessen trauma experienced while the case moves its way through the criminal justice system. For 2025/2026, the program will be staffed with 2 full time equivalent (FTE) positions; one Victim/Witness Coordinator I/II who will devote 100% of their time to the Victim/Witness Assistance Program and handle the day-to-day programmatic responsibilities, carry a full victim case load, as well as working on any mass victimization incidents/trainings/and meetings; one Mass Victimization Advocate who will devote 100% of their time to the Victim/Witness Assistance assisting victims with case updates, carry a victim case load, outreach and mass victimization trainings and protocols.

It is the District Attorney's philosophy to attempt to isolate grant funding as much to personnel costs as possible and devote the necessary amount of funding to operational costs to have the program self-sufficient. Our grant budget includes the allowable under the grant for the amounts charged to the program for Workers Compensation Insurance, PERS Unfunded, indirect costs (A-87) and Liability Insurance. We have set aside an amount for the costs of office supplies, postage expenses, memberships to victim services associations, trainings and vehicle maintenance. We cannot ask the grant for additional funds once our application is submitted.

Financial Impact: The costs of the District Attorney's Victim/Witness Assistance Program is reimbursed to Lassen County through the grant administered by the California Office of Emergency Services,

Victim Services Division, and Victim Witness Program. The Victim/Witness allocation to Lassen County for fiscal/grant year 2025/2026 will be \$266,619.00; an increase of \$15,523.00 compared to the amount of the grant award from the 2024/2025 fiscal year.

Other Agency Involvement: There are no other County agencies involved with this project.

Attachments: A copy of the proposed Resolution and a copy of the entire grant application.

Dated: 9/5/2025



Susan M. Rios
Lassen County District Attorney

RESOLUTION NO.: _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF LASSEN COUNTY APPROVING THE UNDERTAKING OF THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM TO BE FUNDED FROM FUNDS AVAILABLE THROUGH THE STATE OF CALIFORNIA ADMINISTERED BY THE CALIFORNIA OFFICE OF EMERGENCY SERVICES

WHEREAS, the Lassen County District Attorney's Office desires to undertake a certain project designated as the Lassen County District Attorney's Victim/Witness Assistance Program to be funded from funds made available through the State of California administered by the California Office of Emergency Services (hereinafter referred to as CalOES);

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN that the District Attorney of the County of Lassen and their authorized agent is authorized on its behalf to submit and sign an application for continued funding and Grant Award Agreement through CalOES for the federal fiscal year 2025/2026; October 1, 2025 through September 30, 2026, and is authorized to execute on behalf of the Lassen County Board of Supervisors said re-application and Grant Award Agreement for the federal fiscal year 2025/2026 including any extensions or amendments thereof;

BE IT FURTHER RESOLVED that 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 CalOES and that the cash match will be appropriated as required;

IT IS AGREED that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and CalOES disclaim responsibility for any such liability;

BE IT FURTHER RESOLVED that the grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

The foregoing Resolution was duly adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held _____, 2025, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Chairman of the Board of Supervisors,
County of Lassen, State of California

ATTEST:
JULIE BUSTAMANTE, Clerk of the Board

By: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of Supervisors, County of Lassen, State of California, and ex-officio clerk of the Board of Supervisors thereof, do hereby certify that the foregoing Resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the _____ day of _____, 2025.

MICHELE YDERRAGA
Deputy Clerk of the Board of Supervisors

The California Governor's Office of Emergency Services (Cal OES) is soliciting applications for the following Non-Competitive Funding Opportunity:

Program:

Victim/Witness Assistance - VW25

Description:

The purpose of the Program is to maintain Victim Witness Assistance Centers in each of California's 58 counties to provide comprehensive services to victims/survivors and witnesses of all types of violent crime, pursuant to California Penal Code §13835.

Grant Subaward Performance Period:

Oct 01, 2025 - Sep 30, 2026

Eligible Applicant:

County of Lassen - District Attorney's Office

Authorized Agent:

Devin Chandler, Executive Assistant to the District Attorney
Latoya Salas, Victim/ Witness Coordinator
Susan Rios, District Attorney

Available Funding Source(s) Allocation:

Funding Source Name	Fiscal Year	Type	Amount Available	Match Amount Available	Available Funding Total
2025 VWA0	2025	State	\$4,126	\$0	\$4,126
2025 VCGF	2025	State	\$121,288	\$0	\$121,288
2025 VOCA	2025	Federal	\$156,258	\$0	\$156,258
			\$281,672	\$0	\$281,672

Required Grant Subaward Assurances:

- Standard Certification of Compliance
- Program Standard Assurance Addendum
- Federal Fund Grant Subaward Assurances - 2025 VOCA.pdf

Application Due Date:

Oct 20, 2025

Application Information Form

Program:*Victim/Witness Assistance - VW25***Grant Subaward Performance Period:***10/01/2025*

to

*09/30/2026***Subrecipient:***County of Lassen - District Attorney's Office***Subrecipient UEI:***H99GFNBCEJY7***Subrecipient Federal Employer ID:***94-6000517***Implementing Agency:***Lassen County District Attorney's Office***Payment Address****Primary Location of Project/Services****Address***2950 Riverside Dr. Suite 102***City:***Susanville***Address 2****County:***Lassen County***Zip Code:***96130-4754*

Contact Information Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- Individuals identified below will be the official points of contact for the Grant Subaward. For descriptions of these positions see Subrecipient Handbook Section 3.005 or other applicable Program Supplemental guidance.
- The Grant Subaward Director and Financial Officer cannot be the same individual.
- Each individual must have a unique email address.
- Organization Authorized Agents must be denoted as being a Grant Subaward Authorized Agent in order to submit the application.

Grant Subaward Contacts

Grant Subaward Director

First Name: Susan
Title: District Attorney
Phone: (530) 251-8283
Address: 2950 Riverside Drive Suite 102
City: Susanville

Last Name: Rios
Email: mrios@co.lassen.ca.us
State: California **Zip Code:** 96130

Financial Officer

Name: Nancy
Title: Lassen County Auditor
Phone: (530) 251-8220
Address: 221 South Roop St. STE 1
City: Susanville

Last Name: Cardenas
Email: ncardenas@co.lassen.ca.us
State: California **Zip Code:** 96130-4339

Programmatic Point of Contact:

Name: Latoya
Title: Victim/ Witness Coordinator
Phone: (530) 251-8281
Address: 2950 Riverside Dr. Suite 102
City: Susanville

Last Name: Salas
Email: lsalas@co.lassen.ca.us
State: California **Zip Code:** 96130-4754

Financial Point of Contact:

Name: Devin
Title: Executive Assistant to the District Attorney
Phone: (530) 251-8284
Address: 2950 Riverside Drive Suite 102
City: Susanville

Last Name: Chandler
Email: dchandler@co.lassen.ca.us
State: California **Zip Code:** 96130

Chair of the Governing Body

Name:
Title:
Phone:
Address:
City:

Last Name:
Email:
State: **Zip Code:**

Grant Subaward Authorized Agent

☒ Devin Chandler

Grant Subaward Assurances Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- Read all Grant Subaward Assurance and indicate compliance by checking acknowledgement box.

Applicable Grant Subaward Assurances

This document is a binding affirmation that the Subrecipient will comply with the assurances required by the federal program/fund source.

Assurance	Acknowledgement
Federal Fund Grant Subaward Assurances - 2025 VOCA.pdf	<input checked="" type="checkbox"/> *
Program Standard Assurance Addendum	<input checked="" type="checkbox"/> *
Standard Certification of Compliance	<input checked="" type="checkbox"/> *

Subrecipients expending \$1,000,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits. *

☒ Subrecipient expends \$1,000,000 or more in federal funds annually.

☐ Subrecipient does not expend \$1,000,000 or more in federal funds annually.

Federal Funding Accounting and Transparency Act (FFATA)

In the preceding year, did the Subrecipient receive:

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal years? * ☐ Yes ☒ No



Program Standard Assurances Addendum

As the duly authorized representative of the Applicant/Subrecipient, I hereby certify that the Applicant/Subrecipient, and any of its second-tier subrecipients or representatives, will comply with all applicable local, state, and federal statutes, including but not limited to the following state and federal statutes prohibiting hate-based conduct:

- (a) California Penal Code section 422.6(a);
- (b) California Penal Code section 404.6;
- (c) California Penal Code section 422(a);
- (d) California Civil Code section 52.1;
- (e) 18 U.S.C. § 249;
- (f) 42 U.S.C. § 3631;
- (g) 18 U.S.C. § 247; and
- (h) 18 U.S.C. § 241, 245.

Additionally, Applicant/Subrecipient will not engage, and certifies that it will take steps to ensure that its second-tier subrecipients and representatives do not engage, in conduct contrary to the purposes of the grant program and/or that threatens the safety and security of Californians, including, but not limited to, acts of violence or unlawful intimidation on the basis of race, gender, religion, national origin, sexual orientation, or other protected classifications. Prohibited conduct includes, but is not limited to, violation of the federal and state laws identified herein.

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.



Standard Assurances of Compliance

I hereby certify that the Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

II. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.

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

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

IV. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

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

Programmatic Narrative Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Narrative Questions/Responses

Question 1 *

Briefly describe the plan to provide all mandatory services outlined in the VW Supplemental Program Components and indicate any significant changes to your Program for the 2025-26 Grant Subaward performance period.

We plan to provide all mandatory services as outlined in the VW supplemental Program Components by staffing 1 full time coordinator and 1 full time advocate. Both staff members will maintain victim service caseloads and provide direct advocacy services to victims that engage with the program. The coordinator will be the contact person for law enforcement regarding mass victimization incidents and the advocate will be maintain our crisis response protocols/ procedures and will continue to be trained to be our Mass Victimization Advocate.

Our program will continue to reach out to victims via phone, mail and email o inform them of their rights as a victim of a crime. Once a victim is engaged with our program we will maintain communication with them in the manner that works best for them. We will try to accommodate their preferred method of communication as long as it is safe for our staff.

Question 2 *

Briefly describe the optional services listed in the VW Supplemental Program Components that your VW Center provides to victims/survivors.

We provide the following optional services to victims/ survivors; employer/ creditor intervention, witness notification, funeral arrangement assistance, provide crime prevention information, transportation assistance when safety precautions are met and we assist with facilitating court waiting areas for victims, witnesses and family of victims.

Question 3 *

Provide a brief status update of the VW Center's crisis response and Mass Victimization (MV) Assistance plan for crime-related MV/terrorism incidents. Include after-hours contact information.

Our program has protocols and procedures regarding responding to a mv/terrorism incident. We have provided our procedures to our local law enforcement agencies as well as our county emergency preparedness department. We will continue to educate ourselves and our community of our services in the event of such an incident.

Our after-hours contact is Latoya Salas at 530-310-5110.

Question 4 *

List information for all field offices in the county including address, telephone numbers, employees assigned to the office, and supervisor(s) contact information.

We only have one office; 2950 Riverside Drive STE 102, Susanville, CA 96130-5474. Our phone number is 530-251-8281. Our advocate is Joshua Schell and our coordinator is Latoya Salas. Latoya can be reached at 530-251-8281.

Question 5 *

This section is for additional space to answer Question 4.

n/a

Question 6 *

Describe how volunteers are used to accomplish the goals of the Program. If volunteers are not used, provide a justification for why a volunteer waiver is needed.

We are requesting a volunteer waiver as we are a rural county has limited locations to attempt to recruit volunteers. Due to lack of office space we do not have a location for the volunteer to work on VW activities or functions. If we were able to find a volunteer and have a work space for them, they have to go through a full background check just like a paid employee, paid out of VW's budget.

While we do engage in outreach events, if an event is during regular business hours our staff provides the outreach; if the event is on the weekends or after hours our staff still provides the outreach. If we can find volunteers to assist with the set-up and break down of the informational booth we will utilize them but we do not have a way to confirm who will be able to volunteer and for how long they will be able to assist us.

For these reasons we are asking for the volunteer waiver for the 2025-2026 grant year.

Required Document #1

VOCA Match Waiver Request
Document #1 Template

*VOCA Match Waiver Request Form.pdf**

Subrecipient Risk Assessment Form

Per Title 2 CFR § 200.332, 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.

How many years of experience does your current grant manager have managing grants?	>5 years
How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
How many grants does your organization currently receive?	>10 grants
What is the approximate total dollar amount of all grants your organization receives?	\$12,500,000
Are individual staff members assigned to work on multiple grants?	Yes
Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
How often does your organization have a financial audit?	Annually
Has your organization received any audit findings in the last three years?	Yes
Do you have a written plan to charge costs to grants?	Yes
Do you have written procurement policies?	Yes
Do you get multiple quotes or bids when buying items or services?	Sometimes
How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
Do you have procedures to monitor grant funds passed through to other entities?	N/A

Operational Agreements Form

Participating Agency/Organization	Date Signed	Start Date	End Date
<i>Lassen County Sheriff's Department</i>	<i>09/05/2025</i>	<i>10/01/2025</i>	<i>09/30/2028</i>
<i>Susanville Police Department</i>	<i>09/05/2025</i>	<i>10/01/2025</i>	<i>09/30/2028</i>
<i>California Highway Patrol - Susanville</i>	<i>09/05/2025</i>	<i>10/01/2025</i>	<i>09/30/2028</i>
<i>Child and Family Services</i>	<i>09/05/2025</i>	<i>10/01/2025</i>	<i>09/30/2028</i>
<i>Lassen Family Services - DV Unit</i>	<i>09/05/2025</i>	<i>10/01/2025</i>	<i>09/30/2028</i>
<i>Lassen Family Services - SA Unit</i>	<i>09/05/2025</i>	<i>10/01/2025</i>	<i>09/30/2028</i>

PERSONNEL COSTS

Line Item Identifier	Description	FTE	2025 VCGF			2025 VOCA			Total
			FS	Match	FS	Match	FS	Match	
VW Program Coordinator Salary and Benefits	1 FTE Coordinator to oversee routine programmatic personnel for VW grant; supervise VW staff; provide PC 13835.5 and PC 13835.5 and PC 679-480, as well as grant requirements.	1	\$82,000	\$0	\$42,527	\$0			\$124,527
Mass Victimization Victim Advocate	Provide direct victim services per PC 13835.5 and PC 679-480. Advocate will assist with outreach services and respond to MV incidents. Advocate will be in charge of maintaining our crisis response protocols/ procedures, maintain go-bags and work with surrounding counties to create MCO's.	1	\$39,288	\$0	\$43,424	\$0			\$82,712

TRAVEL COSTS

Line Item Identifier	Description	Out of State	2025 VCGF			2025 VOCA			Total
			FS	Match	FS	Match	FS	Match	
Trainings	Trainings for staff: Advocate to attend trainings related to Domestic Violence, Sexual Assault, Victim Advocacy, and additional Crisis Response/ MV trainings. Trainings typically require travel due to our rural location in Northern California. On average we have to travel to the airport (95 miles eachway), fly to the city hosting the training, pay for transportation to and from hotel/ training site, hotel and meals. Paid webinars for staff. A change request will be provided closer to trainings.	N			\$9,000	\$0			\$9,000
Mileage for trainings	Mileage to travel to airport (180 miles roundtrip) for out of town trainings/ meetings for outreach events through out our county, to respond to MV incidents if and to provide transportation to victims and witnesses for court and/or meetings with prosecution or law enforcement.	N			\$1,225	\$0			\$1,225

FINANCIAL ASSISTANCE FOR CLIENTS COSTS

Line Item Identifier	Description	In this Party Cash	2025 VOCA				2025 VVAO			
			FS	Match	FS	Match	FS	Match	FS	Total
Victim Financial Assistance	To purchase gift cards for victims to assist with food, clothing and gas as a result of being a victim of a crime in our county.	N			\$4,126	\$0	\$4,126	\$0	\$0	\$9,000

INDIRECT COSTS

Line Item Identifier	Description	Calculation	2025 VOCA				2025 VVAO			
			FS	Match	FS	Match	FS	Match	FS	Total
Indirect Cost	Amount is calculated by Lassen County and covers (but not limited to) use of county administration, auditor services, maintenance and janitorial services, utilities and groundkeeping expenses.	Total grant minus indirect costs: \$288,172 \$288,172 x 15% = \$40,225.80 Lassen County's calculated amount is less than 15% that is allowed = 13,500			\$13,500	\$0				\$13,500

OTHER OPERATING COSTS

Line Item Identifier	Description	Calculation	2025 VOCA				2025 VVAO			
			FS	Match	FS	Match	FS	Match	FS	Total
I.T. Costs	Covers: Internet access, email, Office, anti-virus, system storage backup and internet services for work stations. VW coordinator and advocate has one work station each.	\$3,500 per work station x 2 = \$7,400			\$7,400	\$0				\$7,400
Liability Insurance	Cost attributed to VW for liability insurance for the year.	108.34 a month x 12 months = \$1,300.08			\$1,300	\$0				\$1,300
Postage Expense	To cover the cost associated with the rising USPS rates in correspondence to victims. Due to our rural location not everyone has reliable phone or internet services.	\$65 a month x 12 months = \$780			\$780	\$0				\$780
Vehicle Maintenance	Cover the cost to the VW vehicle. This would include new tires, battery, windshield wipers, oil changes and tire rotations.	Tires = \$200 each x 4 = \$800 Battery = \$1000 Oil Change and Tire rotation = \$180 each x 2 = \$360 Wiper blades: \$45 Total: \$2,205			\$2,205	\$0				\$2,205
Memberships	CCVAA membership dues for Coordinator and Advocate and CDAA Auxiliary memberships for Coordinator and Advocate.	CCVAA: \$135 for Coordinator + \$25 for Advocate = \$160 CDAA: \$110 each x 2 = \$220 Total: \$380			\$380	\$0				\$380

VW25029801

Total Funding: \$266,519.00

Counties

County Name	%	Funding Amount
Lassen	100%	\$266,519.00

Congressional Districts

County Name	%	Funding Amount
CD 1	100%	\$266,519.00

State Assembly Districts

County Name	%	Funding Amount
AD 64	%	
AD 63	%	
AD 62	%	
AD 61	%	
AD 60	%	
AD 59	%	
AD 58	%	
AD 57	%	
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AD 9	%	
AD 8	%	
AD 7	%	
AD 6	%	
AD 5	%	
AD 4	%	
AD 3	%	
AD 2	%	
AD 1	100%	\$266,519.00
AD 80	%	
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AD 67	%	
AD 66	%	
AD 65	%	

State Senate Districts

County Name	%	Funding Amount
SD 1	100%	\$266,519.00