



## OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

S. Melyssah Rios  
District Attorney  
Michelle Latimer  
Program Coordinator

### Government Center Building

2950 Riverside Drive, Suite 102  
Susanville, California 96130

(530) 251-8284  
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[mlatimer@co.lassen.ca.us](mailto:mlatimer@co.lassen.ca.us)

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### MEMORANDUM

TO: The Honorable Lassen County Board of Supervisors  
FROM: S. Melyssah Rios, District Attorney  
DATE: January 21, 2020  
SUBJECT: Child Advocacy Center (KC) Program Request for Application (Cal OES)  
Third Year Funding

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Recommendation: That the Lassen County Board of Supervisors authorize the Board Chairman to execute the Resolution of the Board of Supervisors Of Lassen County Approving The Undertaking Of The Lassen County District Attorney's Child Advocacy Center (KC) Program to be funded through the State of California administered by the California Office of Emergency Services and authorize the Lassen County District Attorney and the Lassen County Administrative Officer to execute any and all documents necessary in order to obtain grant funding for the Child Advocacy Center Program/Multi-Disciplinary Interview Team for 2020/2021.

Fiscal Impact: The cost of the District Attorney's Child Advocacy Center Program will be reimbursed to Lassen County through the grant administered by the California Office of Emergency Services, Criminal Justice, and Emergency Management & Public Safety Grant Programs Division. The Child Advocacy Center allocation to Lassen County for fiscal/grant year April 2020 through March 2021 is \$170,003 in VOCA funds, and \$6,800 in VOCA match for a total of \$176,803. The Lassen County District Attorney's Office will manage the Multi-Disciplinary Interview Team Coordinator as 100% one (1) FTE, 5% of the cost associated with the legal prosecution and advocacy of the District Attorney and 5% of the fiscal administration will be the responsibility of the District Attorney Program Coordinator.

Attachments: The proposed Resolution and Child Advocacy Center grant is attached for the Board of Supervisors review and approval dated January \_\_\_, 2020.

  
S. Melyssah Rios, District Attorney

Cc: Richard Egan, Lassen County Administrative Officer  
Diana Wemple, Lassen County Auditor

RESOLUTION NO: \_\_\_\_\_

RESOLUTION OF THE BOARD OF SUPERVISORS OF LASSEN COUNTY APPROVING THE UNDERTAKING OF THE LASSEN COUNTY DISTRICT ATTORNEY'S CHILD ADVOCACY CENTER 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 Child Advocacy Center 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 Cal OES);

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN that the District Attorney of the County of Lassen is authorized on its behalf to execute the Grant Award Agreement through Cal OES for the fiscal year of 2020/2021, April 1, 2020 through March 31, 2021, and is authorized to execute on behalf of the Lassen County Board of Supervisors said application and Grant Award Agreement for the fiscal year of 2020/2021 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 Cal OES 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 Cal OES 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 \_\_\_\_\_, 2020, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

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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 January 2020.

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MICHELE YDERRAGA  
Deputy Clerk of the Board of Supervisors

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: Lassen County 1a. DUNS#: 073780827  
 2. Implementing Agency: Lassen County District Attorney's Office 2a. DUNS#: 120401992  
 3. Implementing Agency Address: 2950 Riverside Drive, Suite 102 Susanville 96130-4754  
     (Street) (City) (Zip+4)  
 4. Location of Project: Susanville, CA Lassen 96130-4754  
     (City) (County) (Zip+4)  
 5. Disaster/Program Title: Child Advocacy Center Program 6. Performance Period: 04/01/20 to 03/31/21  
     (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.	2018	VOCA		\$170,003		\$2,260	\$4,540	\$6,800	\$176,803
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		<b>\$170,003</b>	<b>\$170,003</b>	<b>\$2,260</b>	<b>\$4,540</b>	<b>\$6,800</b>	<b>\$176,803</b>

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: Susan M. Rios

Title: Lassen County District Attorney

Payment Mailing Address: 2950 Riverside Drive, Suite 102

City: Susanville Zip Code+4: 96130-4754

Signature: Susan M. Rios

Date: 11/01/20

16. Federal Employer ID Number: 946000517

(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: Lassen County District Attorney Subaward #: KC19 03 0180

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: Susan M. Rios Title: District Attorney  
Telephone #: 530-251-8283 Email Address: mrrios@co.lassen.ca.us  
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102, Susanville, CA 96130-4754

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

Name: Diana Wemple Title: Auditor  
Telephone #: 530-251-8236 Email Address: dwemple@co.lassen.ca.us  
Address/City/Zip + 4: 221 S. Roop Street, Susanville, CA 96130-4754

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

Name: Krystle Hollandsworth Title: MDIT Coordinator  
Telephone #: 530-251-8280 Email Address: khollandsworth@co.lassen.ca.us  
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102, Susanville, CA 96130-4754

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

Name: Michelle Latimer Title: Program Coordinator  
Telephone #: 530-251-8284 Email Address: mlatimer@co.lassen.ca.us  
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102, Susanville, CA 96130-4754

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: Susan M. Rios Title: District Attorney  
Telephone #: 530-251-8283 Email Address: mrrios@co.lassen.ca.us  
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102, Susanville, CA 96130-4754

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: Susan M. Rios Title: District Attorney  
Telephone #: 530-251-8283 Email Address: mrrios@co.lassen.ca.us  
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102, Susanville, CA 96130-4754

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

Name: Jeff Hemphill Title: Chairman, Lassen County Board of Supervisors  
Telephone #: 530-251-8333 Email Address: jhemphill@co.lassen.ca.us  
Address/City/Zip + 4: 221 S. Roop Street, Suite 4, Susanville, CA 96130-4754

## SIGNATURE AUTHORIZATION

Subaward #: KC19 03 0180

Subrecipient: Lassen County

Implementing Agency: Lassen County District Attorney's Office

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

\***Project Director:** Susan M. Rios

Signature: Susan M. Rios

Date: 11/02/20

\***Financial Officer:** Diana Wemple

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

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

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

Signature

Michelle Latimer

Printed Name

Signature

Krystle Hollandsworth

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

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

Signature

Lori Pierce

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

## CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, Susan M. Rios, District Attorney hereby certify that  
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

Subrecipient: Lassen County

Implementing Agency: Lassen County District Attorney's Office

Project Title: Child Advocacy Center (KC) Program

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

### I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

### II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of 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: Richard Egan

Title: Lassen County Administrative Officer

Address: 221 S. Roop Street, Suite 1, Susanville, CA 96130

Phone: 530-251-8333

Email: regan@co.lassen.ca.us

### **III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)**

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

### **IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

### **V. Lobbying – (Subrecipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

### **VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

### **VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)**

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

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

## **VIII. Civil Rights Compliance**

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

**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: Susan M. Rios

Authorized Official's Typed Name: Susan M. Rios

Authorized Official's Title: Lassen County District Attorney

Date Executed: 11/10/20

Federal Employer ID #: 94-6000517 Federal DUNS #: 120401992

Current System for Award Management (SAM) Expiration Date: 02/27/2020

Executed in the City/County of: Lassen

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

- City Financial Officer
- City Manager
- Governing Board Chair

- County Financial Officer
- County Manager

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

Typed Name: Richard Egan

Title: Lassen County Administrative Officer

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: Lassen County		Subaward #: KC19 03 0180				
A. Personal Services – Salaries/Employee Benefits	VOCA 18	VOCA 18 MATCH				COST
<b>1. Salary &amp; Benefits for MDIT Coordinator</b>						\$0
<b>Krystie Hollandsworth</b>						\$0
Effective April 1, 2020 through March 31, 2021						\$0
at 100% FTE for 12 months						\$0
UPEC Range 18, Step C Monthly Salary = \$3,834						\$0
\$3,834 x 11 months = \$42,174	\$42,174					\$42,174
UPEC Range 18, Step D Monthly Salary = \$4,016		\$4,016				\$4,016
\$4,016 x 1 month = \$4,016						\$0
Total Salary = \$46,190						\$0
Benefits:						\$0
PERS Retirement 8%	\$3,695					\$3,695
Social Security 6.2%	\$2,864					\$2,864
Medicare 1.5%	\$693					\$693
Health Insurance 5.8%	\$2,679					\$2,679
Flexible Benefit 15%	\$6,929					\$6,929
Dental .8%	\$370					\$370
Life Insurance .3%	\$139					\$139
OPEB Health Care 2.76%	\$1,276					\$1,276
Vision .2%	\$92					\$92
Total Benefits: \$18,735						\$0
<b>MDIT Coordinator Total Salaries &amp; Benefits \$64,925</b>						\$0
<b>2. Salary &amp; Benefits for DA Program Coordinator/ Fiscal Administrator</b>						\$0
<b>Michelle Latimer</b>						\$0
Effective April 1, 2020 through March 31, 2021						\$0
at 5% FTE for 12 months (2 hrs. a week)						\$0
Mid-Management 22, Step E Monthly Salary = \$4,825						\$0
\$4,825 x 12 months = \$57,900 @ 5% = \$2895	\$2,895					\$2,895
Mid-Management 22, Step E Monthly Salary \$4,825 + 2.5%						\$0
Longevity (\$120.62) = \$4,945.62 @ 5% = \$247.28						\$0
\$247.28 x 7 months = \$1,730.96	\$1,731					\$1,731
Total Salaries \$4,626						\$0
Benefits						\$0
PERS Retirement 8%	\$370					\$370
Social Security 6.2%	\$287					\$287
Medicare 1.5%	\$69					\$69
Health Insurance 3.7%	\$171					\$171
Flexible Benefit 13.6%	\$629					\$629
Dental .8%	\$37					\$37
Life Insurance .3%	\$14					\$14
OPEB @ 5% of \$1275	\$64					\$64
Vision 0%	\$0					\$0
Total Benefits: \$1,641						\$0
<b>Fiscal Administrator Total Salaries &amp; Benefits \$6,267</b>						\$0
<b>3. Salary &amp; Benefits for DA Prosecutor</b>						\$0
<b>S. Melyssah Rios</b>						\$0
Effective April 1, 2020 through March 31, 2021						\$0
at 5% FTE for 12 months (2 hrs. a week)						\$0
Elected Official Annual Salary: \$134,966						\$0
\$134,966 @ 5% = \$6,748.30	\$6,748					\$6,748
Longevity @ 5% of salary = \$134,966 x .05 = \$6,748.30						\$0
5% of Longevity = \$6,748.30 x .05 = \$337.42	\$337					\$337
Total Salary \$7,086						\$0
Benefits:						\$0
PERS Retirement 8%	\$567					\$567
Social Security 6.2%	\$439					\$439
Medicare 1.5%	\$106					\$106
*Health Insurance 3.7% (opts out)	\$0					\$0
Flexible Benefit 13.6%	\$964					\$964
Dental .8% (opts out)	\$0					\$0
Life Insurance .3%	\$21					\$21
OPEB @ 5% of \$1275	\$64					\$64
Vision 0% (opts out)	\$0					\$0
Total Benefits: \$2,161						\$0
<b>DA Prosecutor Total Salaries &amp; Benefits \$9,247</b>						\$0
<b>4. Worker Compensation Insurance</b>						\$0
Self Insured County - Trindel, JPA						\$0
Annual premium allocated to all departments						\$0
70% based on % of claims filed and paid, 30% based on the department total payroll	\$1,101					\$1,101
						\$0

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: Lassen County		Subaward #: KC19 03 0180					
		VOCA 18	VOCA 18 MATCH				COST
<b>A. Personal Services – Salaries/Employee Benefits</b>							
<b>5. PERS Unfunded Retirement Liability</b>	\$5,496						\$5,496
<b>6. Volunteer In-Kind Match</b>		\$2,451					\$0
2 (Two) Volunteer Registered Nurses @ 80 hours x \$30.64 (UPEC Range 27 Step A) \$2451.20							\$0
1 (One) Volunteer @ 130 hours x \$16.0761 (UPEC Range 13 Step A) \$2089.10		\$2,089					\$0
<b>Personal Section Totals</b>	<b>\$87,037</b>	<b>\$4,540</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$91,577</b>
<b>PERSONAL SECTION TOTAL</b>							<b>\$91,577</b>

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: Lassen County				Subaward #: KC19 03 0180		
	VOCA 18	VOCA 18 MATCH				COST
<b>B. Operating Expenses</b>						
<b>1. Liability Insurance</b>						\$0
Estimated to the Project by Lassen County \$686	\$686					\$686
<b>2. I.T. Direct Billing - MDIT Coordinator Workstation</b>						\$0
Internet services, email access, Office 365, anti-virus, system storage, system back-up and the cost to have all I.T. services maintained through the county I.T. Department						\$0
\$2,000 per unit @ 3 units = \$6,000	\$6,000					\$6,000
Digital Lobby Display Wayfinder	\$1,000					\$1,000
<b>Total IT Direct Billing \$7,000</b>						\$0
<b>3. Communication</b>						\$0
One Office Phone Frontier Service= \$600	\$600					\$600
One Year Straight Talk Plan for MDIT Cell Phone @ \$495	\$495					\$495
<b>Total communications \$1,095</b>						\$0
<b>4. DA Office Cash Match</b>						\$0
Martin Security \$120		\$120				\$120
Karpel Solutions - Case Tracking System \$495/user		\$495				\$495
Share of copier lease (Mthly @ Lease \$246.16 + Service Fee \$129.52 x 12 mths/4 = \$1127.04)			\$1,127			\$1,127
5% of other CAC staff workstations \$2,000 x 2 @ 5% = \$200			\$200			\$200
<b>Total DA Cash Match \$1,942</b>						\$0
<b>5. In-Kind Match</b>						\$0
Office Supplies & Child Friendly Items		\$175				\$175
<b>6. Postage Expenses for Program</b>						\$0
200 USPS standard mail @ \$.55= \$110	\$110					\$110
Annual Meter Fee \$431 x .33 = \$143 (cash match)		\$143				\$143
Priority Mail for 2-201's @ \$7.65 x 4	\$31					\$31
<b>Total Postage: \$284</b>						\$0
<b>7. Office Supplies for MDIT Program</b>						\$0
(pens, paper, ink, files, etc.)	\$3,683					\$3,683
(child toys to support program)	\$500					\$500
<b>Total Office Supplies \$4,183</b>						\$0
<b>8. Indirect Costs (A-87)</b>						\$0
Indirect overhead cost distributed through cost transfer to include items such as: utilities, storage	\$14,293					\$14,293
<b>9. Facility Rental for 2950 Riverside Drive (Common Space)</b>						\$0
105 sq. feet for MDIT Office @ \$.96 per sq. ft. x 12 mths	\$1,210					\$1,210
120 sq. feet for Interview Room @ \$.96 per sq. ft. x 12 mths	\$1,382					\$1,382
294 sq. feet for Conference Room, Evidence Room & Lobby						\$0
294 sq. ft. @ \$.96 per sq. ft. x 12 mths	\$3,387					\$3,387
<b>519 sq. ft. @ \$.96 per sq. ft. x 12 mths = \$5978.88 or \$5,979</b>						\$0
<b>10. Memberships</b>						\$0
Children's Advocacy Center of California - Rural Team	\$300					\$300
California District Attorney Association Auxiliary Dues for one staff, MDIT Coordinator	\$88					\$88
National Children's Alliance Associate/Developing Membership	\$300					\$300
Justice Clearinghouse Organizational Training Resource (7-25 members)	\$750					\$750
American Professional Society On The Abuse Of Children Membership for the MDIT Coordinator	\$40					\$40
<b>Total Memberships Cost \$1,478</b>						\$0
<b>11. Participating Law Enforcement Agencies MOU/OA</b>						\$20,000
OA is established to ensure the mutual goal of providing available assistance for child victims residing in Lassen County. The participating agencies commit to participate in the exchange of services to foster the successful implementation of CAC Multidisciplinary Interview Team						\$0
Lassen County Sheriff's Department (not to exceed \$10,000)						\$0
Susanville Police Department (not to exceed \$10,000)						\$0
<b>12. Mandatory Regional CCAC Trainings TBA</b>						\$0

## BUDGET CATEGORY AND LINE ITEM DETAIL

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: Lassen County		Subaward #: KC19 03 0180						
		VOCA 18	VOCA 18 MATCH					COST
<b>B. Operating Expenses</b>								
Insurance		\$499						\$499
Car washes		\$144						\$144
Total vehicle maintenance: \$2,987								\$0
<b>21. Expert Witness Fees</b>		\$2,000						\$2,000
<b>22. VALT SSA Renewal</b> Annual support service for forensic interview recording equipment		\$700						\$0
Operating Section Totals		\$82,966	\$2,260	\$0	\$0	\$0	\$0	\$85,226
<b>OPERATING SECTION TOTAL</b>								<b>\$85,226</b>

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: Lassen County				Subaward #: KC19 03 0180			
C. Equipment	VOCA 18	VOCA 18 MATCH					COST
							\$0
							\$0
							\$0
							\$0
							\$0
Equipment Section Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>EQUIPMENT SECTION TOTAL</b>							<b>\$0</b>
<b>Category Totals</b>							
Same as Section 12G on the Grant Subaward Face Sheet	\$170,003	\$6,800	\$0	\$0	\$0	\$0	
<b>Total Project Cost</b>							<b>\$176,803</b>

**Project Narrative**

**Problem Statement/Introduction:** The Lassen County District Attorney's Office continues its development of a child-friendly facility. With the purpose to provide child victims a safe, non-threatening place to convey what happened to them during the investigations of child sexual and physical abuse. These most vulnerable victims of crime suffer tremendous loss, not only physically and psychologically, but a loss of their very childhood. Families and non-offending caregivers often struggle navigating the complex criminal justice system. Educating and supporting the current Multidisciplinary Interview Team will allow the county to more effectively provide service to child victims and their families while they navigate through the process.

Currently, medical evaluations for victims lack a child-friendly, trauma-informed approach. The victim's family, advocacy staff, and lead investigator must travel for several hours to either Redding, California or Reno, Nevada to have the pediatric or adolescent/adult medical evidentiary exam conducted if the one trained examiner in Lassen County is unavailable. If the victim is under the age of twelve, Banner Lassen Medical Center lacks the equipment and qualified safe to conduct these exams and victims are referred to other health care facilities that can address their specific needs. A safe, qualified, adequately equipped health care facility is desperately needed for child victims.

in our community. Private foundation and alternative funding for the necessary equipment are limited and difficult to obtain.

Additionally, due to the rural area and lower wages, Lassen County struggles to find qualified mental health professionals to provide the necessary trauma-informed mental health services our victims and their non-offending caregivers need. Furthermore, because of how geographically spread out Lassen County is, certain areas are underserved and lack the means to access services. For example, there is limited public transportation and areas that don't have access to reliable broadband internet. The lack of reliable internet makes alternative approaches like tele-health difficult. Nevertheless, we are committed to seeking original and innovative solutions to these challenges.

**Plan:** The primary service provided to child sexual assault and physical abuse victims are: A safe, neutral, child-friendly environment in which to conduct forensic interviews to reduce the need for multiple interviews, and lessen the likelihood of re-traumatizing the victim. Members of the MDIT collaboration watch initial interviews and provide feedback for victim centered direct services. The audio and video recordings are used as evidence in the prosecution of these crimes by the District Attorney's Office and may also be used to assist Social Services with their civil dependency procedures. The in-house Victim Witness Program and community based organizations provide resource and referrals for families and non-offending caregivers to services that will assist them through the process. Together we are facilitating effective case

management, and ensuring effective services are provided through communication and collaboration to make sure we align with the needs of the child and caregivers.

The MDIT addresses the needs of victims and their caregivers throughout the entire Criminal Justice System. Providing comprehensive services to child victims of abuse and special needs victims in our jurisdiction are priorities; the physically and mentally challenged, sight and/or hearing impaired and other vulnerable populations are seeing a heightened need for advocacy. To better address the needs of developmentally delayed children, the MDIT Coordinator attended Project Ability: A Reference Guide for Interviewing Children with Disabilities at the 35<sup>th</sup> Annual San Diego International Conference. Fully addressing the needs of these victims will remain an ongoing goal and we hope through training, awareness, and outreach, we will be able to better serve them.

***Timeline for Estimated Completion of National Standards of Accreditation for a***

***Child Advocacy Center:*** In order for the Lassen County Child Advocacy Center/MDIT Program to support and adhere to the national standards for accreditation for child advocacy centers, a timeline is necessary to establish the minimum in best practice to demonstrate evidence-based, measureable goals. Because of CalOES and the KC grant, the CAC has been able to apply and receive developing/associate status with the National Children's Alliance. There has been some discussion among stakeholders regarding the feasibility of a fully accredited center, therefore the MCAC may begin to pursue an affiliate

membership of the National Children's Alliance in lieu of full accreditation. If that is the direction the stakeholders decide to pursue, it is still our mission to provide a level of care that will closely mimic a fully accredited CAC. As a note: the following timeline is only a general guide; staffing, feasibility, and resources will influence the actual timeline.

1.) Establishment of a Multi-Disciplinary Team:

- a. MDIT is established. Working towards strengthening representation from medical & mental health.

Goal: ongoing

2.) Cultural Competency & Diversity

- a. Community needs assessment. Research and develop survey. Some initial research was completed on survey tools and how to distribute the survey last grant cycle, but more information needs to be gathered.

Goal: 1<sup>st</sup> Qtr. of this grant year – Apr., May, Jun. 2020, and continue until the end of the grant award.

- b. Diversity Training for MDIT to begin 2<sup>nd</sup> quarter of this grant year – Jul., Aug., Sept., 2020.

- c. Create and implement MOU for court approved translation services. Based on the needs of our victims, Spanish and Chuukese will be our initial focus.

Goal: 2 years.

### 3.) Forensic Interviews

- a. Create and implement peer review schedule. Last grant cycle we were able to bring a trainer to assist the MDIT Coordinator on facilitating a peer review and the Coordinator was also able to make a connection with a neighboring county that would like to start a cohort for peer reviews.

Goal: 2<sup>nd</sup> Qtr. of this grant year – Jul., Aug., Sept. 2020, the team will focus on a creating a schedule and anticipate the ability to host at least one peer review this grant year.

- b. Continue to offer CFIT classes to partnering agencies as staff turnover dictates. Goal: Ongoing
- c. Establish a lead interviewer to maintain consistency and allow the interviewer's skills to develop. Also, foster the knowledge of the lead forensic interviewer to prepare them to become a qualified court expert.

Goal: Ongoing

### 4.) Victim Support & Advocacy

- a. Current and ongoing through the Lassen County District Attorney's Office Victim/Witness Program and if needed, collaborate with Lassen Family Services.

### 5.) Medical Evaluations – challenging goal for our rural area

- a. Train two additional medical staff for examinations.

Goal: End of this grant cycle

- b. Continuing education for medical professionals

Goal: 2 years.

6.) Mental Health – challenging goal for our rural area

- a. Identify collaborative partner outside of County Behavioral Health

Goal: 2-3 years.

- b. Continuing education for mental health clinicians

Goal: Ongoing

- c. Explore tele-health and other alternative approaches to meeting the victims and their caregivers mental health needs.

Goal: 2 years.

7.) Case Review

- a. A forum for the purpose of reviewing cases is conducted at least once a month and includes representation from all partner agencies – Goal: 1<sup>st</sup> Qtr. of this grant year.

8.) Case Tracking

- a. Current and ongoing through the MDIT Coordinator.

9.) Organizational Capacity

- a. Succession planning to be completed with the strategic plan.
- b. Vicarious trauma training – All team members will have continuing education throughout the grant cycle. However, vicarious trauma training will be specific to 4<sup>th</sup> Qtr. of this grant year.

10.) Child Friendly Setting

- a. The facility currently meets all NCA criteria for this standard.

The goal of the Lassen County District Attorney's Office is to have an independent or sub-division of the department, National Children's Alliance accredited CAC or affiliate in Lassen County by 2023.

**Volunteers:** The Multidisciplinary Interview Team program utilizes volunteers primarily for office work and in conjunction with yearly special events. One volunteer specifically assigned to the Child Advocacy Center (CAC) helps with logging-in victim related case information, organizing and filing case files, correspondence, research new developments in the treatment and investigation of child abuse crimes, and solicit community outreach needs. Additionally, the volunteer supports the CAC during events such as Law Enforcement Appreciation Day and the Children's fair. This year the CAC will also have two Registered Nurses volunteer their time. This grant year their time will be spent on training and working towards their SANE/SART certification allowing them to become forensic nurses and conduct the necessary exams on our victims. During the 2020-2021 grant year, it is anticipated the CAC office volunteer will provide 130 hours of active service. The time invested by the volunteer at 130 hours at a rate of \$16.07 is \$2,089.10 worth of in-kind match. Also, the Registered Nurse volunteers will provide 80 hours of time dedicated to the program at a rate of \$30.64/hr. which calculates to \$2,451 of in-kind match.

Therefore, all volunteers' hours will result in \$4,540.20 of in-kind match to the center.

The Multidisciplinary Interview Team has limited human capital by way of interns and volunteers, the lack of which results in challenges to maintaining a broad volunteer pool. Individuals qualified, or willing to give their time, to this difficult and trauma-filled field, remain few. Volunteers assigned to the CAC will also benefit from training and support in secondary trauma and self-care provided by the MDIT Coordinator and various on-line web based options for a minimum of 8 hours continuing education credits per calendar year.

**Capabilities:** The dedicated MDIT staff is responsible for case management from the initial disclosure to the prosecution of the crime, data management, statistical reporting and final surveying of victims served, and gather feedback from collaborative members involved in the MDIT process to evaluate program success. Through participation in the Multidisciplinary Interview Team, the MDIT offers a critical component of support to caregivers struggling when a child discloses sexual or physical abuse. Moreover, the MDIT collaborates with a variety of agencies that share our goals within the criminal justice and dependency system; together community service organizations and social service agencies endeavor to meet the needs of victims. Additionally, the team commits to ongoing training and education in the field of child abuse. Since the CAC was created various training opportunities have been available to MDIT members. Trainings such as; Prosecuting Physical and Sexual Abuse of Children;

Child Forensic Interview Training; 21<sup>st</sup> National Conference on Child Abuse and Neglect; Interviewing Children with Disabilities; and Understanding and Responding to Sexual Crimes by Cory Jewell Jensen.

The following agencies and programs are recognized as participating agencies with active roles in the implementation and process of the MDIT; Banner Lassen Medical Center, Lassen County Behavioral Health, Lassen County Child and Family Services, Lassen County District Attorney's Office, Lassen County Sheriff's Department, Lassen County Victim/Witness Assistance Program, Lassen Family Services, Inc., and Susanville Police Department. Team members agree in writing that confidential information means any information regarding a family or individual that is shared among Team Members. Team Members agree that information received in the course of the multi-agency team discussion will be limited to pertinent data necessary for case review and CAC functions. The Team agrees that information shared is for the limited purpose of developing and providing appropriate and coordinated input and services to a client or caregiver, and to assess the quality of MCAC protocols in a manner that assures the maximum protection of individual privacy and confidentiality rights. The Team agrees no further dissemination of such information may occur for any purpose outside the Team's objectives, absent a specific signed release by the client or court order. All discussions as a result of this information received remain confidential, notwithstanding any other provision of law. Case Review meeting minutes do

not include names of victims discussed, and will only be indicated by MDIT number and the victim's initials.

The CAC is not just a facility, but a process. Our MDIT currently participates in a coordinated response between our collaborative agencies to reduce potential trauma to children and families. Once the investigating agency refers a case to the CAC, the MDIT Coordinator contacts the non-offending caregiver to gather information regarding the needs of the victim and family prior to, and during the MDI. The case is then assigned to a victim advocate. Once the necessary information is gathered regarding the MDI and an advocate is assigned, that information is distributed to all MDIT members. During the interview, the assigned victim advocate is available to the victim and non-offending caregiver, along with a mental health clinician if needed. While the needs of the victim and non-offending caregiver are addressed at the CAC, the obligations and needs of each agency are also met. This is accomplished through pre and post MDI meetings, along with effective interagency communication and information sharing.

The frequency at which interviews are conducted by the MDIT is difficult to quantify into an average due to the relative newness of the CAC. Since the MDIT Coordinator was hired in September of 2018, and the MDIT protocol was distributed, fifty-one interviews have been conducted. That is fifty-one more children that were able to experience a more trauma-informed approach to their needs.

Before the creation of the CAC interviews of child victims took place at the police department in a suspect interview room. The victim's family and advocacy staff would have to wait in the public lobby, which was not heated or cooled. Because of public access, advocates could not discuss services or offer meaningful, confidential support during the interview process. Now the experience is vastly different. Currently, interviews are conducted in a child-friendly room with soft furniture and calming decorations located within the District Attorney's Office. The victim's family and advocacy staff have a private lobby within the same building and utilize the victim advocates office to offer meaningful, confidential support during the interview process. The private lobby is also child-friendly and includes toys, books, coloring, and a TV which is used to play children's movies.

The center was able to finalize two year Operational Agreements with our collaborative agencies and organizations within Lassen County last grant cycle. This year we are proposing new Operational Agreements for our law enforcement agencies to address the additional roles and responsibilities associated with MDIT participation. The agency will be able to request reimbursement for items identified in the operational agreements via functional timesheets and invoices. Some of the identified duties are attending MDI's, case reviews, professional development opportunities that will assist the officers in addressing the victim's needs, and duties associated with trial. Though quarterly team meetings and continued training, the MDIT will be responsible for

overseeing and monitoring the operation of the CAC program on a regular basis which will foster and ensure a well-functioning Multidisciplinary Team with representatives from law enforcement, child protective services, prosecution, medical, mental health, and victim advocacy.

**Budget Table:**

Personal Services	Operating Expenses	Equipment
MDIT Coordinator Salary & Benefits \$64,925	Liability Insurance \$686	None
Fiscal Administrator Salary & Benefits \$6,267 (5% FTE)	Information Technology/Communication \$8,095	
DA Prosecutor Salary & Benefits \$9,247 (5% FTE)	Postage & Office Supplies \$4,467 (includes \$143 DA match)	
Workers' Comp Insurance \$1,101	Professional Services & Memberships \$4,278	
PERS Unfunded Retirement Liability \$5,496	Trainings \$22,324	
Volunteers in-kind match \$4540.20	Rent \$5,979	
	Indirect Costs (A-87) \$14,293	
	Law Enforcement Operational Agreements \$20,000 (\$10,000/agency)	
	Vehicle Maintenance Costs \$2,987	
	Cash Match (In-kind and DA office) \$2,117	
<b>Total: \$91,577</b>	<b>Total: \$85,226</b>	<b>Total: \$0</b>
<b>Total Project Cost \$176,803 (includes \$6,800 of match)</b>		

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

<b>Subrecipient</b> <u>Lassen County</u>	<b>Duns#</b> <u>120401992</u>	<b>FIPS#</b> <u>06035</u>
<b>Disaster/Program Title:</b> <u>Child Advocacy Center Program</u>		
<b>Performance Period:</b> <u>04/01/20</u> to <u>03/31/21</u>		<b>Subaward Amount Requested:</b> <u>\$ 170,003</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		

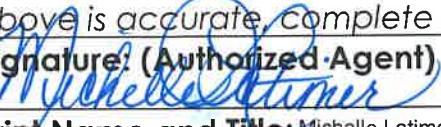
Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, 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?	3-5 years <input type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years <input type="checkbox"/>
3. How many grants does your organization currently receive?	1-3 grants <input type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 400,000 <input type="checkbox"/>
5. Are individual staff members assigned to work on multiple grants?	Yes <input checked="" type="checkbox"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input type="checkbox"/>
7. How often does your organization have a financial audit?	Annually <input type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	No <input type="checkbox"/>
9. Do you have a written plan to charge costs to grants?	Yes <input type="checkbox"/>
10. Do you have written procurement policies?	Yes <input type="checkbox"/>
11. Do you get multiple quotes or bids when buying items or services?	Sometime <input type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years <input type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input type="checkbox"/>

**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> <u>January 10, 2020</u>
<b>Print Name and Title:</b> <u>Michelle Latimer, Program Coordinator</u>	<b>Phone Number:</b> <u>530-251-8284</u>
<b>Cal OES Staff Only: SUBAWARD #</b>	

## 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.

\*Lassen 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.

\*California District 1

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.

\*District 1

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.

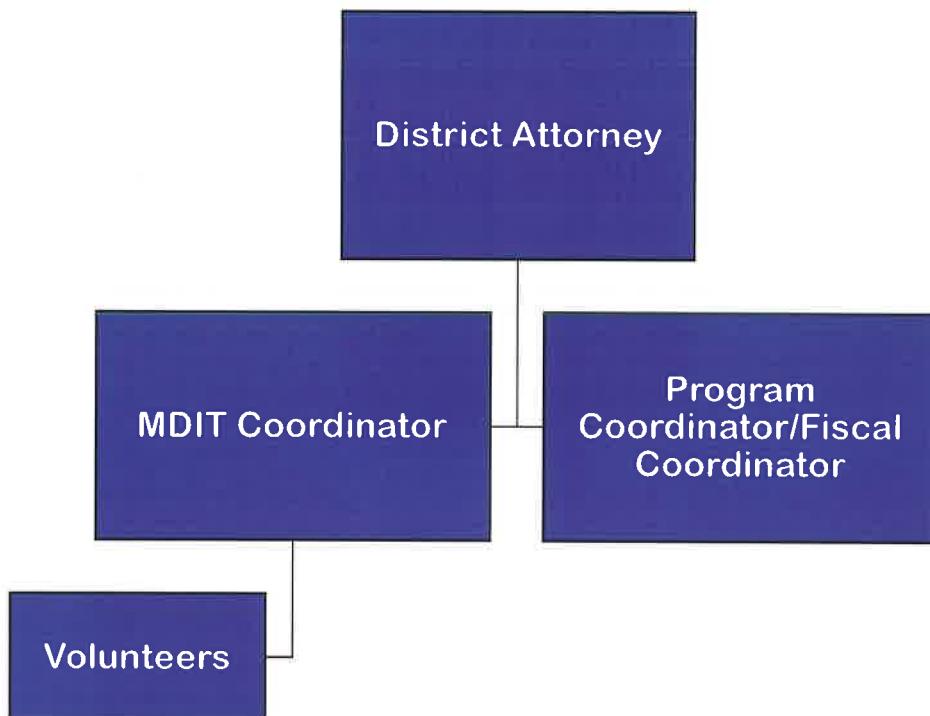
\*District 1

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

30,802



## Mikailia Child Advocacy Center Organizational Chart



**VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE FORMULA GRANT PROGRAM  
PARTIAL MATCH WAIVER REQUEST**

Cal OES Subrecipients may request up to an 80% partial match waiver. Approval is dependent on a compelling justification. To request a partial match waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number: 2018-V2-GX-0029

2. Cal OES Subaward Number: KC 19-03-0180

3. Subrecipient's Name: Lassen County

4. Grant Subaward Performance Period April 1, 2020 through March 31, 2021

5. VOCA Victim Assistance Funds Awarded: \$ 176,803

6. Amount of Cash Match Proposed (post-Match Waiver): \$ 2,260

7. Amount of In-kind Match Proposed (post-Match Waiver): \$ 4,540

8. Total Amount of Match Proposed (sum of #6 and #7): \$ 6,800

9. Briefly summarize the services provided:

The Mikailia Child Advocacy Center (MCAC) is a collaborative multidisciplinary team assisting child victims of physical and sexual abuse, utilizing evidenced based informed principles, to reduce trauma. Supporting effective prosecution throughout the criminal justice system, the MCAC is the only Child Advocacy Center in the larger, rural northeastern area providing comprehensive services to children and families.

10. Describe practical and/or logistical obstacles to providing match:

The MCAC will be challenged to find qualified interns and volunteers for unpaid work. The small number of individuals enrolled in the local community college, or others interested or willing to work in this challenging field, are rare. The nearest university is 85 miles away. Because our program is still small, being able to assign enough duties to a volunteer is a challenge. Our 1FTE staff currently completes required tasks for the program. We also lack space in the District Attorney's Office for an independent volunteer work-station.

11. Describe any local resource constraints to providing match:

The District Attorney's office budget cannot support additional match above the small amount listed in the budget category and line item detail. Additionally, because of the small, rural community in which our office is housed, local businesses are experiencing "donation fatigue", in that all non-profits and local school programs request donations from the same few businesses located within the area, reducing the match the program can anticipate from local funds.

Approved

Denied

Unit Chief Name

Unit Chief Signature / Date